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Course enrolment for Casuals

Information Guide

Follow the steps below to enrol into a course identified by your line manager:

- 1. If you are not connected to the University network, please connect to GlobalProtect VPN.
- 2. If you are already logged in, you can also find all learning available through the "Find Learning", search for

the course recommended by your manager <u>or</u> click in the **arrow button** to see all learning available.

When completing a course as part of Induction you can also:

- 1. Refer to the **links** in the **<u>Induction Courses</u>** webpage.
- 2. Login to <u>MyLearning</u>.
- 3. Click Enrol to access the Course.
- 4. Launch the course to begin your learning.

Note:

• If your line manager has enrolled you for a course, you will receive an email with the link to the course. **Click to Launch** to access your learning.

Please refer to the following page for a visual representation of the above instructions.

If you continue to encounter an error or issue, please contact the <u>HR Service Centre</u> (8313 1111).

Staff Learning Manag	ement System	MyLearning Information Guides	Effective Date:	12 Sept. 2023	Version 2.1
Authorised by	Authorised by Director Organisational Performance		Review Date:	20 June 2024	Page 1 of 3
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Information Guide (visual)

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	Find Learning		
Enter Search Keyw	ord		
Advanced Search			
implayee Self Service	Find Learning ŵ Q 🗄		
	Enter Search Keyword Advanced Search		
earning Type	5 search results		
Canvas Learning Scheduled Learning Class	Workshop - Responding to Sexual Misconduct S Course ★★★★★		
lass Location	Already Enrolled This tailored workshop will build on the foundational knowledge delivered in the online Ethics and integrity modules and encourage a thorough understanding of the application of the content.		
Australia	Conflict of Interest		
No Country	S Course * * * * *		
ategory	1 Offering available Coefficts of Interest must be identified, declared and appropriately managed. When conflicts of Interest are not deall with appropriately, the integrity of the university can be damaged, along with the reputations of those involved.		
No Category	Hedrestandies Deues Descand Polationships		
pcoming Classes	Course ★★★★★		
Anvtime	1 Offering available		
Next 30 Davs	This online course aims to educate University staff to understand what to do if you witness inappropriate conduct at the University		
Next 60 Days	Sexual Harassment and Sexual Assault – What are the drivers and how can staff respond		
Next 90 Days	Sexual naroshimi anu sexual Assauli – vinat ale ule unversi anu nuv can sian respondi S coursis ★★★★		
	1 Offering available		
	This online course aims to educate University staff about sexual harassment and sexual assault, the drivers, how staff can respond and the policies and practices within the University of Adelaide.		
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ating O rating	Working with Integrity ♥ ♥ Course ★★★★★★		
ating O rating	Working with Integrity Scourse ★★★★★ Aready Envolved		

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2. Login to MyLearning.



3. Click Enrol to access the Course.



4. Launch the course to begin your learning.

• Co	onflict of Interest	Complete all items
P	Conflict of Interest_UoA 100 pts Score at least 80.0	

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