



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 or 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 [Induction Courses](#) webpage.
2. Login to [MyLearning](#).
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 [HR Service Centre](#) (8313 1111).

Staff Learning Management System	MyLearning Information Guides	Effective Date:	12 Sept. 2023	Version 2.1
Authorised by	Director Organisational Performance	Review Date:	20 June 2024	Page 1 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

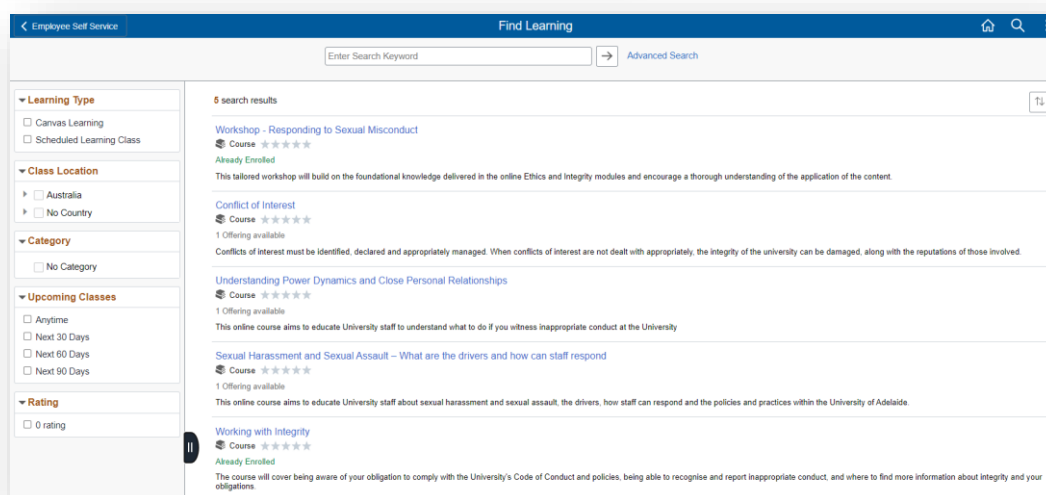
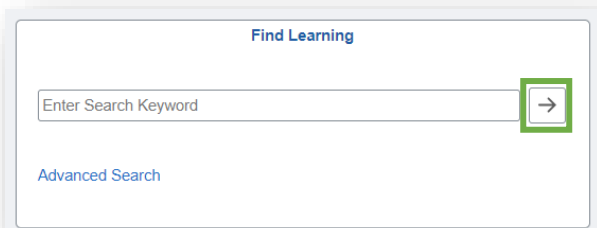


Course enrolment for Casuals

Information Guide (visual)

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

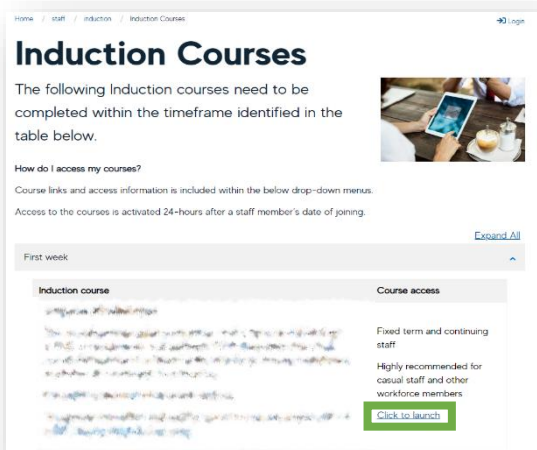
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2. If you are already **logged in**, you can also find all learning available through the “**Find Learning**”, search for the course recommended by your manager or click in the **arrow button** to see all learning available.



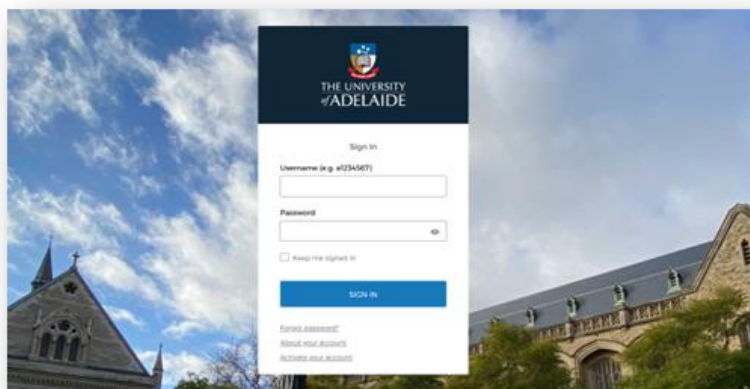
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When completing a course as part of Induction you can also:

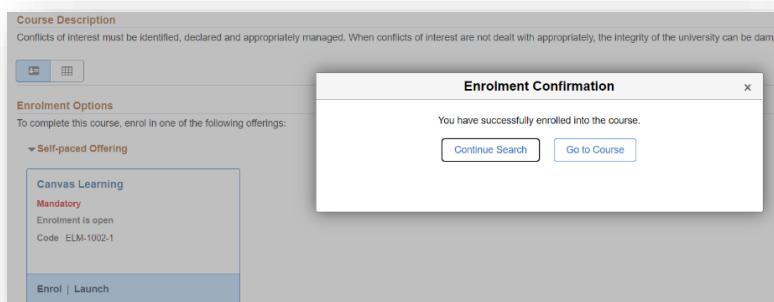
1. Refer to the links in the [Induction Courses](#) webpage.



2. Login to [MyLearning](#).



3. Click **Enrol** to access the Course.



4. **Launch** the course to begin your learning.



If you continue to encounter an error or issue, please contact the [HR Service Centre](#) (8313 1111).

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