Epworth eLearning individual user account set up
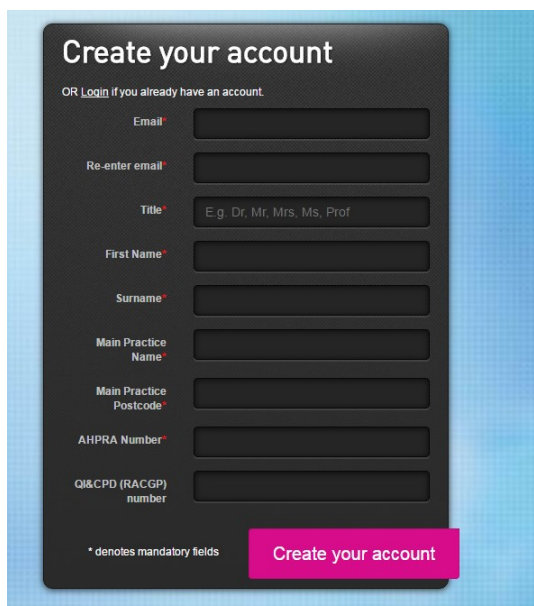
Create user account
- Visit our GP website http://epworthgp.org.au/ and select the Education & Events tab on the pink navigation bar
- Alternatively you can go directly to this page by clicking on the following URL http://epworthgp.org.au/gpeducation/
- Halfway down this webpage, you will see four pink tabs, select the 'New user? Create user account'

- The screen below will then appear
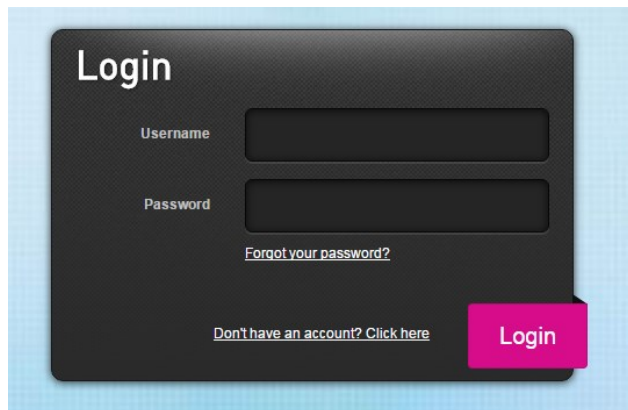
- Complete the details in the fields provided
- By entering your QI&CPD (RACGP) number, this will enable the system to match your number when we upload attendances on the RACGP website post event so that you will get the allocated CPD points
- After you click on Create your Account, a box will then appear asking you to set your password
- You will then be brought to a Login screen

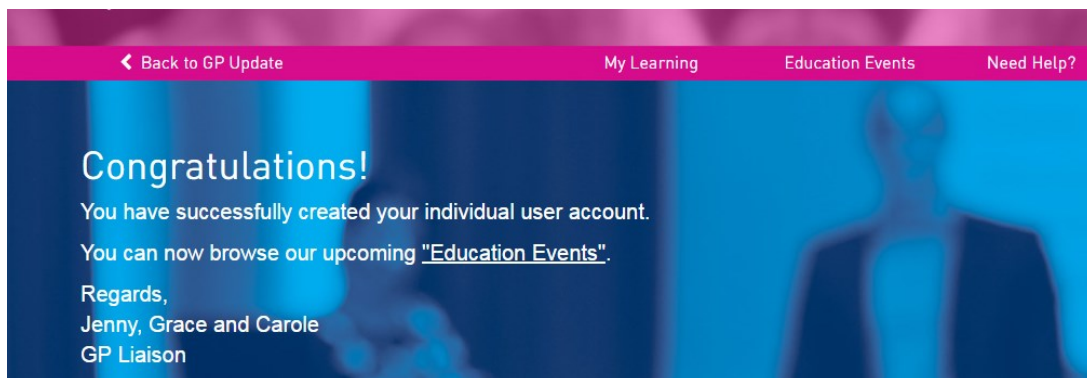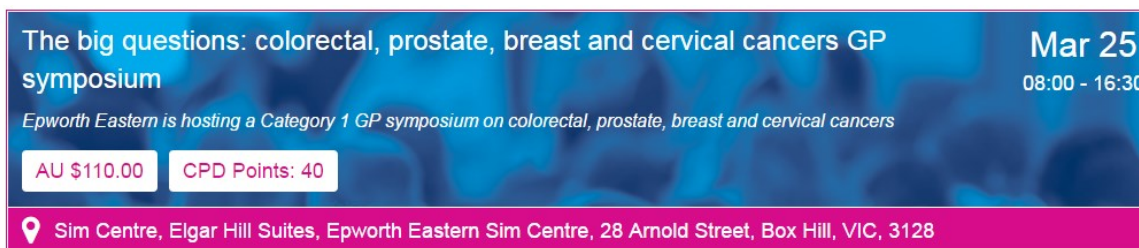- Enter your username and password and click on Login
- *Note: your username is your email address*
- You will be brought to the screen below

- Once you have created your account, you can browse upcoming events directly in the eLearning system or alternatively you can go directly to our events page on our GP Update website http://epworthgp.org.au/events/ and browse our upcoming events and select the desired event by clicking Register and log in to the eLearning system from there

Registering for an event

- Click on Education events and you can browse through the catalogue of upcoming events eg in screen shot below

The big questions: colorectal, prostate, breast and cervical cancers GP symposium

Epworth Eastern is hosting a Category 1 GP symposium on colorectal, prostate, breast and cervical cancers

AU $110.00   CPD Points: 40

Mar 25
08:00 - 16:30

📍 Sim Centre, Elgar Hill Suites, Epworth Eastern Sim Centre, 28 Arnold Street, Box Hill, VIC, 3128

- Select the event you are interested in attending and an overview will appear. Scroll down and select the session under 'When and Where'

The big questions: colorectal, prostate, breast and cervical cancers GP symposium   Event
No session selected

▾ Sessions - Session selection is mandatory for this event

When and where	Register By	Places Available	Status
Sim Centre, Elgar Hill Suites - Box Hill Saturday March 25 2017 from 8:00 AM to 4:30 PM (Canberra, Melbourne, Sydney UTC+11)	23/03/2017 10:00 AM	58	Available

- Then select Enrol at the top right of the page

The big questions: colorectal, prostate, breast and cervical cancers GP symposium   Enrol

◯ Status: **Not Enrolled**   Price: **AU $110.00**

Provider: **Epworth GP Liaison**   Points: **40**

- You will be prompted to list dietary requirements and some other short questions eg where did you hear about the event
- *Note: if it's a paid event, you will be prompted for credit card payment details*
- You will then see a Congratulations – your enrolment was successful message on the screen and you should receive an email to the email address you used to set up your account confirming same
- Click on Finish
- You can then click on My Learning and the selected event that you registered for will be listed so you will know that you have that as an upcoming event which is a useful reference if you have registered for multiple events

Downloading your attendance certificate post event

- All attendance certificates will be available from your Completion History about seven to ten days post event. This is located on your My Learning page

- Click on Show My Completion History
- A screen will appear with the education events you have attended and Status will be marked as Completed
- Click on the symbol in the Certificate field to download your attendance certificate

If you are unable to attend an education event

- If for some reason you are unable to attend an education event, please remove your registered attendance from the eLearning system so that this place is opened up for someone else
- Login to your account and go to My Learning
- Scroll to the event you can no longer attend and click on it
- Select the pink Sessions button

- Select Leave Session
- The system will ask if you're sure you want to be removed from the session. Select Yes