

## 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'

### GP Education Events

The GP Liaison unit at Epworth has launched its new eLearning management system so that GPs can easily track the continuing professional development hosted by Epworth.

To participate in our accredited education program, GPs must create an individual user account on this system. By having a user account, GPs will be able to log in and track what Epworth education has been completed, download attendance certificates, view upcoming education opportunities and register for face-to-face and online education sessions.

Please note that registration is essential for all events.

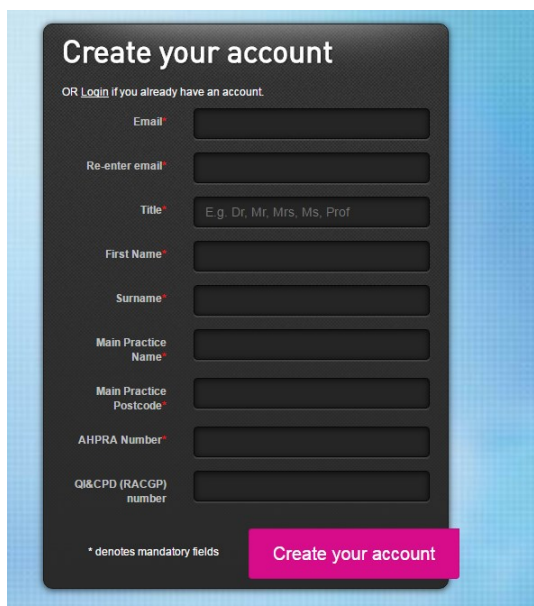
Upcoming GP education events

Log in to your user account

New user? Create user account

Frequently asked questions

- The screen below will then appear



**Create your account**

OR [Login](#) if you already have an account.

Email\*

Re-enter email\*

Title\*

First Name\*

Surname\*

Main Practice Name\*

Main Practice Postcode\*

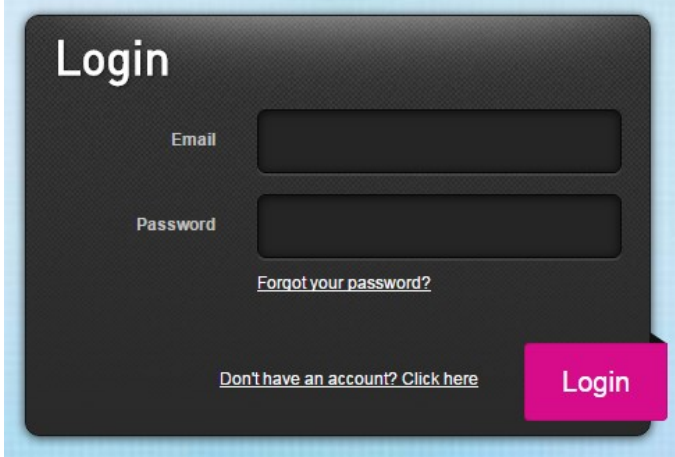
AHPRA Number\*

Q&CPD (RACGP) number

\* denotes mandatory fields

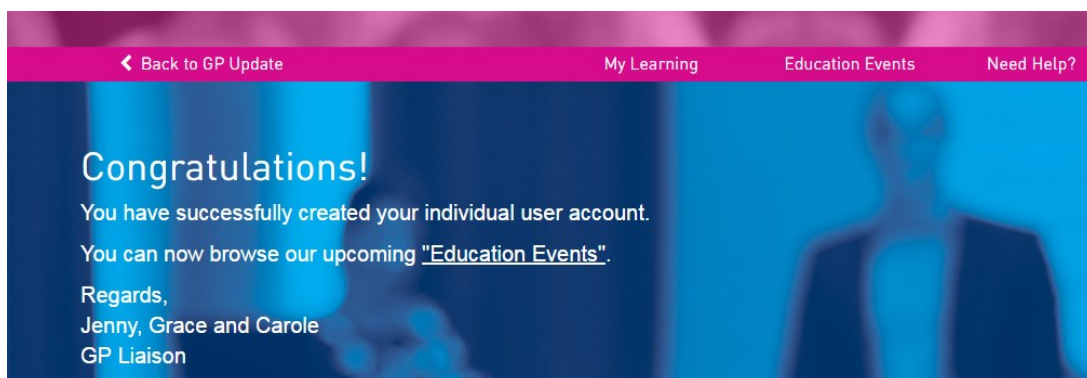
[Create your account](#)

- 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



The screenshot shows a dark grey login form with the title "Login" in white. It contains two input fields: "Email" and "Password". Below the password field is a link that says "Forgot your password?". At the bottom left, there is a link that says "Don't have an account? Click here". At the bottom right, there is a pink button with the text "Login" in white.

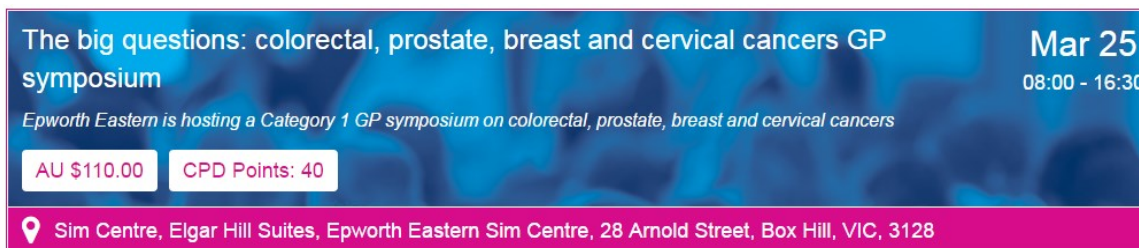
- Enter your email and password and click on Login
- **Note: the email address must match the one you used to set up your user account as all your learning history will be linked to this account**
- You will be brought to the screen below



- 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



- 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
<input type="radio"/> <b>Sim Centre, Elgar Hill Suites - Box Hill</b> 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  
Provider: Epworth GP Liaison



Price: AU \$110.00  
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

My Completed Courses  [Show My Completion History](#) 

	<p><b>Chronic abdominal symptoms</b></p> <p>Epworth Freemasons is hosting a Category 2 GP update on chronic abdominal symptoms Program 6.30pm...</p> <p> <b>Completed: March 02 2017</b></p>	<p>CPD Points</p> <p><b>4</b></p>
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- 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

Catalogue Item	Start date	Completed date	Expiry Date	Status	Certificate
Chronic abdominal symptoms	2/03/2017	2/03/2017		Completed	

1 - 1 of 1 items 

### 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

When and where	Register By	Places Available	
<p><b>Maternity Level 3 - Warrn Ponds</b> <a href="#">View Session Information</a></p> <p>Thursday March 09 2017 from 6:30 PM to 9:00 PM (Canberra, Melbourne, Sydney UTC+11)</p>	8/03/2017 5:00 PM	34	<p><b>You're Attending</b></p> <p><a href="#">Leave Session</a></p>

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