

GETTING STARTED - A GUIDE FOR PRIMARY CONTACTS Your Tailored Training Program (TTP)

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Accessing your organisation's TTP portal

- 1. Visit your organisation's TTP portal by clicking the link provided to you by your DTA representative.
- 2. To login or create a DTA account, click the green **Staff Login and Registration** button

Staff Login and Registration >

 When prompted, enter your email address, then click the green arrow.
 You may also login using your existing Google, Microsoft, Apple, or Facebook account by clicking the blue button and following the prompts.



Note: In order to complete the login or signup process, DTA will send you an email containing a 6 digit verification code.

4. Copy the 6 digit verification code emailed to you Note: This code must be used within 30 minutes of being received



5. Paste or type the verification code into the **Login or Signup** box, then click the green arrow. This completes the login process.

Login of orginap	
An email with the code has been sent to	
A code is valid for 30mins.	
Get help with Login.	
🛇 your code	
Request a new code	
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- 6. You will now automatically redirected back to your TTP portal.
- 7. To successfully enrol into your TTP, you must enter your organisation's password. Your password has been given to you by your DTA representative.

loin your training program by entering the password for your organisati	on: Note: You only
Enter your organisation password	have to enter
f you don't have a password, please contact dta@uow.edu.au	Next your organisation's password once
	to access your
	TTP portal.

 Once enrolled, you can easily navigate to your TTP portal via the DTA dashboard > My Tailored Training each time you log in to your DTA account.



Staff completion reports for online courses

- Navigate to your organisation's TTP portal. You can access this page using the link you have been provided or by going to your DTA Dashboard > My Tailored Training
- 2. Click the red Reports button at the top of the page

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	Not You? Switch Accounts	Penorte

Note: This is a restricted function that requires authorisation. If you can't see this button, please contact your DTA Representative so you can be added as a Report Manager for your organisation.

3. This report portal lists all reporting data for staff within your TTP online courses, e.g. staff member enrolment and completion data

ll Enrolments :					
Export to CSV		6 entries v	Q Sear	ch enrolments	
ID ≎ †↓ NAME ≎ †↓ EMAIL	≎ †↓	Course/module ≎ ↑↓	status ≎ ↑↓	START DATE 🗘 🏦	
		Bedtime-to- breakfast	In Progress	19-07-2020	Incomplete
		Bedtime-to- breakfast	Completed	20-07-2020	20-07-2020
		TVFH-RACF	In Progress	20-07-2020	incomplete
		pain-puzzle	In Progress	20-07-2020	Incomplete
				1	Showing 1 to 4 of 4 Entries

 To download the report as a spreadsheet (optional), click the grey 'Export to CSV' button. If after downloading, the file doesn't open automatically, check the downloads folder on your computer.



FAQs

I can't find our organisation's training page

Visit your organisation's TTP portal by clicking the link provided to you by your DTA representative. Once you have successful enrolled in your TTP, you may access the portal by logging into the DTA website, then visiting My Dashboard > My Tailored Training.

I cannot find the 'organisation password'

The password for your organisation will be provided to you by your DTA representative at the same time you receive the link to the TTP portal. If a staff member or primary contact is unable to locate the organisation password, please contact DTA using the green 'Help' button and/or 'Leave a message' button on our website or email <u>dta@uow.edu.au</u>. DTA's service and support team can retrieve the password for you.

How do staff members access their certificate(s)?

Certificates for completed online courses can be found in a staff member's DTA Dashboard under My Certificates.

A staff member has completed an online course, but their Certificate is not available in 'My Certificates'

On completing a course, staff members are encouraged to complete an online survey before their certificate is issued. Please ask staff members to complete the survey by logging into the DTA website, browsing to their DTA Dashboard > My Courses > Completed courses tab > complete the survey (or choose to Skip). Once complete, the staff member's certificate will generate and become available under My Certificates.

I have a staff member with an Overdue course. Can they still finish it?

Yes. Staff members may request an extension i.e. additional time to complete an online course, as long as your organisation's TTP portal is still active. To do so, your staff member should visit their DTA Dashboard > browse to My Courses > Overdue tab > click the green **Extension** button.

Help and technical support

For answers to common FAQ's e.g. how to log into the DTA website and access your TTP portal, please visit the <u>DTA Help Center</u>. For further assistance, please contact DTA directly using the green 'Help' button in the bottom left corner of the website or email <u>dta@uow.edu.au</u>.