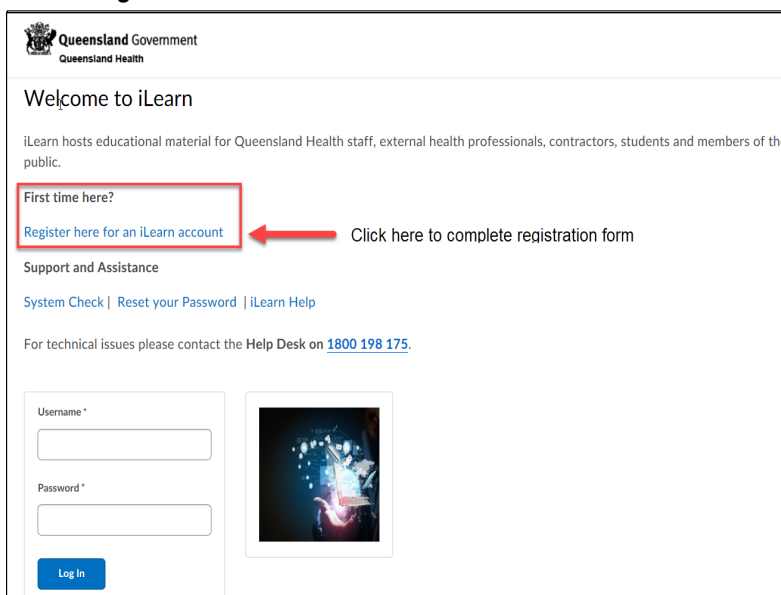


How to register onto iLearn

The following instructions provide an overview on how to register yourself on iLearn.

How to Register

Step 1 From the login screen <https://ilearn.health.qld.gov.au/d2l/login> click on the link *First time here? Register here for an iLearn account*



The screenshot shows the iLearn login page. At the top left is the Queensland Government logo. Below it is the text 'Welcome to iLearn'. A paragraph follows: 'iLearn hosts educational material for Queensland Health staff, external health professionals, contractors, students and members of the public.' Below this is a red-bordered box containing the text 'First time here?' and a blue link 'Register here for an iLearn account'. A red arrow points from the right side of the box to the link. To the right of the link is the text 'Click here to complete registration form'. Below this is the text 'Support and Assistance' followed by links for 'System Check', 'Reset your Password', and 'iLearn Help'. Further down is the text 'For technical issues please contact the Help Desk on 1800 198 175.' At the bottom left are two input fields: 'Username *' and 'Password *', with a 'Log In' button below them. To the right of the input fields is a small image of a hand holding a glowing orb.

The Frequently Asked Questions window opens.

Step 2 Scroll down to *I am employed by a Non Queensland Health healthcare provider (volunteers and agency employees)* and select *Go here* (launches in new window) to complete our registration form to create a new user account.

I am employed by a Non Queensland Health healthcare provider

Volunteers and Agency Employees

[Go here](#) (launches in new window) to complete our registration form to create a new user account.

Select 'Non Queensland Health Learner'

Click the Register button

Complete the form with the following information:

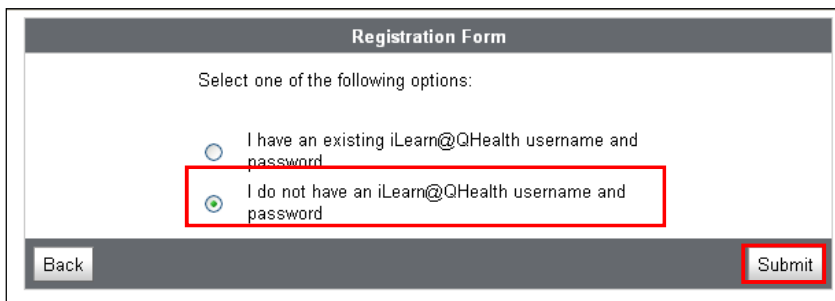
- Use your personal email address
- List your job title with 'Position'
- List your Agency/Healthcare as your Employer (if none list Qld Health)

Registrations are processed daily Mon-Fri.

You will receive an email once your account has been set up.

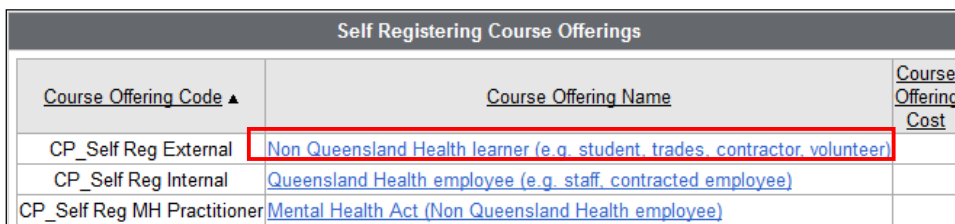
Step 3 Select *I do not have an iLearn@Health username and password*

Step 4 Select *Submit*



The screenshot shows a 'Registration Form' with the instruction 'Select one of the following options:'. There are two radio button options. The first option is 'I have an existing iLearn@QHealth username and password'. The second option, 'I do not have an iLearn@QHealth username and password', is selected and highlighted with a red box. At the bottom of the form, there are 'Back' and 'Submit' buttons, with the 'Submit' button also highlighted with a red box.

Step 5 Click on web link *Non Queensland Health learner (e.g. student, trades, contractor, volunteer)*



Self Registering Course Offerings		
Course Offering Code ▲	Course Offering Name	Course Offering Cost
CP_Self Reg External	Non Queensland Health learner (e.g. student, trades, contractor, volunteer)	
CP_Self Reg Internal	Queensland Health employee (e.g. staff, contracted employee)	
CP_Self Reg MH Practitioner	Mental Health Act (Non Queensland Health employee)	

Step 6 Select the *Register* button

Description

[Course Offering List](#) > **Course Offering Description**

Step 1: View Course Offering Information

Course Offering Name: Non Queensland Health learner (e.g. student, trades, contractor, volunteer)
Course Offering Code: CP_Self Reg External

Non Queensland Health iLearn@QHealth learner registration

Please complete this form to register for your new iLearn@QHealth account.

Description:
 You should only use this form if:

- you are a health professional or student and
- are not a Queensland Health employee or contractor.

Step 7 Complete the *Registration Form*. All fields marked with a *red asterisk are required.

Registration Form

[Course Offering List](#) > [Course Offering Description](#) > **Registration Form**

Step 2: Enter Registration Information

Required fields are marked with a *

Privacy Notice: Personal information collected by the Department of Health is handled in accordance with the Information Privacy Act 2009. The Department of Health is collecting personal information in accordance with the Information Privacy Act 2009 in order to manage your iLearn user profile.

All personal information will be securely stored and only accessible by authorised officers of Queensland Health. Your personal information may be given to external organisations for the purpose of compliance audits, investigations or as required by

* **First Name:**

* **Last Name:**

* **Email:**

Email Tip: For faster registration, please use an email address that identifies your organisation (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g. @hotmail etc).

* **Business Phone:**

* **Position:**

* **Employer:**

* **Supervisor's Name:**

* **Supervisor's Contact Number:**

Address 1:

Address 2:

* **City:**

State/Province:

* **ZIP/Postal Code:**

* **Country:**

Office Use:

Step 8 You will be notified once your registration application has been completed and checked.

Please Note: Registrations will be processed within 1-3 business working days.

Tip: We recommend you also check your email 'junk' and 'spam' folders as some email providers or your account settings may deem our system email as junk or spam. If you do not receive email notification with 4 working days call the InfoService Centre on 1800 198 175