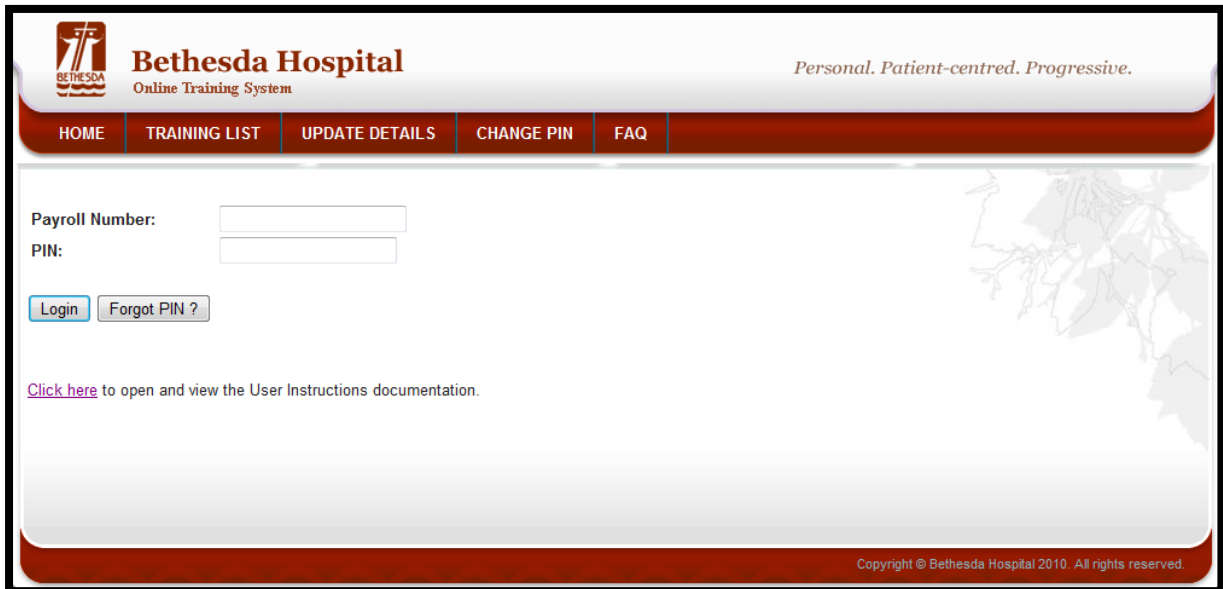


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1 Logging in

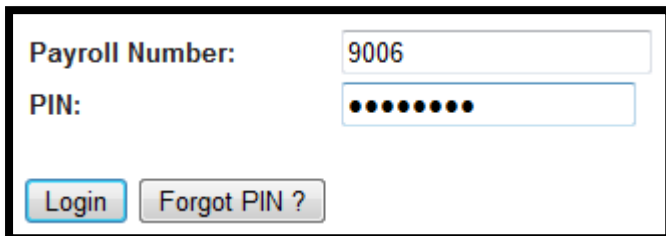
Access the LADD Online Training page via the Staff link on Bethesda Hospital website or browse to <http://www.bethesda.asn.au/staff>



The screenshot shows the Bethesda Hospital Online Training System login page. At the top left is the Bethesda Hospital logo and the text "Bethesda Hospital Online Training System". To the right is the tagline "Personal. Patient-centred. Progressive.". Below this is a navigation bar with links: HOME, TRAINING LIST, UPDATE DETAILS, CHANGE PIN, and FAQ. The main content area contains a login form with two input fields: "Payroll Number:" and "PIN:". Below the fields are two buttons: "Login" and "Forgot PIN?". A link "Click here" is provided to open and view the User Instructions documentation. At the bottom right, there is a copyright notice: "Copyright © Bethesda Hospital 2010. All rights reserved."

Every user must login with their **payroll number** and **PIN**.

If it is your first time logging into the system, your default PIN to login will be: **'23843732'** (which is BETHESDA on a phone keypad).



This screenshot shows the login form with the "Payroll Number:" field containing the value "9006". The "PIN:" field is masked with ten black dots. The "Login" and "Forgot PIN ?" buttons are visible below the fields.

Click on the **'Click here to Login'** button to proceed

If the wrong PIN is entered, you will be prompted to try again.



This screenshot shows the login form with an error message at the top: "PIN entered is incorrect. Please try again". The "Payroll Number:" field contains "9006" and the "PIN:" field is empty. The "Login" and "Forgot PIN ?" buttons are visible below the fields.

2 Updating your Details

After successfully logging in for the first time, you will be required to enter a new **PIN**, your **e-mail address** and **mobile phone number**. Click **'Save Changes'** button to continue.

These details are used to send out notifications when you have upcoming mandatory training to be completed, forgot your PIN to login to the system and click the **'Forgot PIN?'** button and also for occasional hospital communications.

NOTE: Your PIN can be any combination of numbers, letters and/or symbols.

IMPORTANT: It is you're responsibility to ensure you create a PIN that is secure.

3 Forgot your PIN?

If you forget your PIN (assuming you have previously successfully logged in before and updated your details), at the **Login Page**, enter your **Payroll number** and click the **'Forgot PIN ?'** button. This will send you an email and SMS with a temporary random generated PIN you can use to login.

NOTE: You will be required to set a new PIN after logging in with the temporary PIN.

4 Changing PIN

The **Change PIN** page allows you to change your PIN after you have logged in. Enter a **New PIN** and click the **'Update PIN'** button.

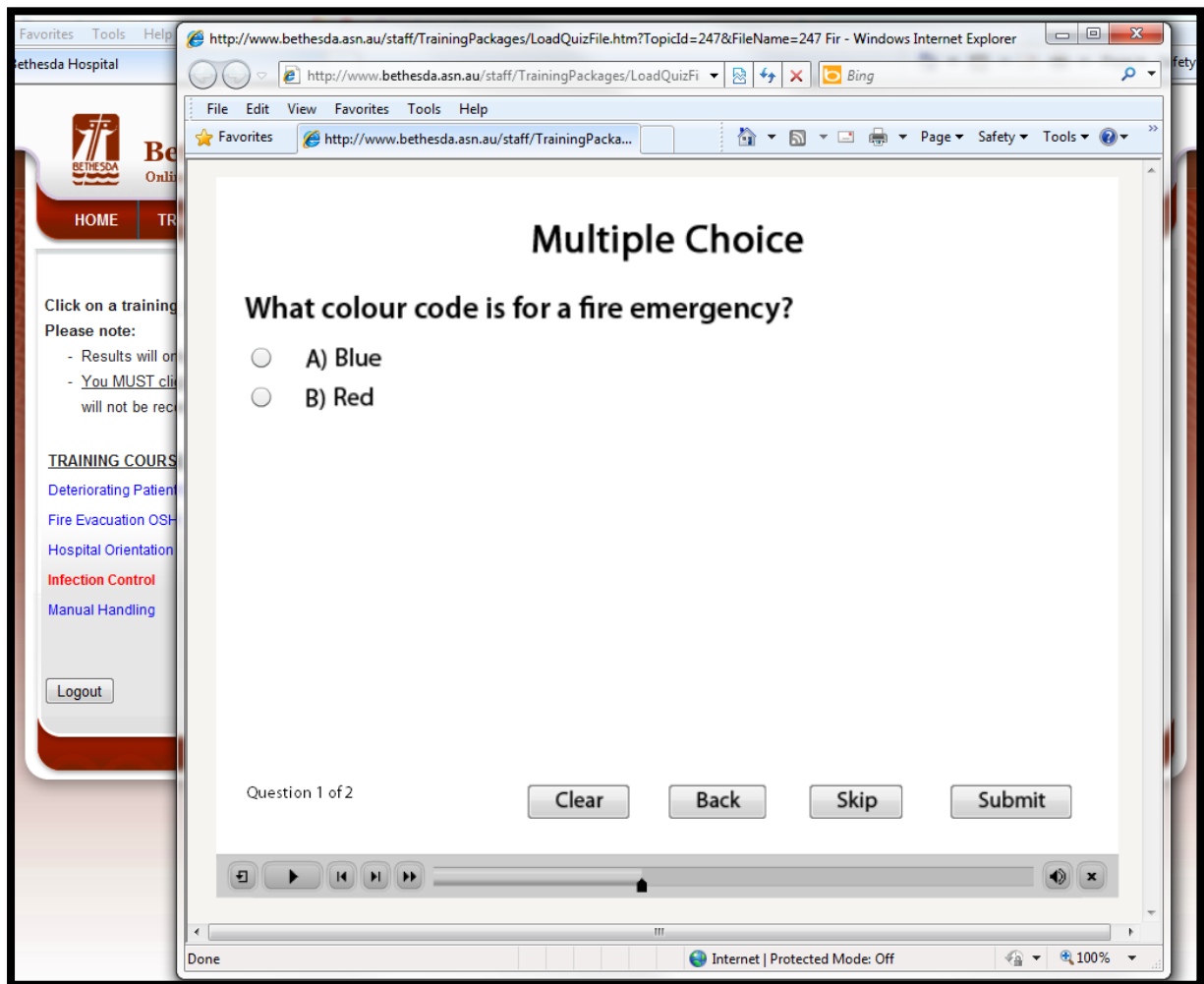
5 Training List

After successfully updating your details, you will be redirected to the **Training List** page. This page lists all the online training courses currently available on the system. The mandatory courses that are applicable to you will have an associated **Due Date** value beside the **Training Course** name.

If the due date for the mandatory training course has expired OR is less than 1 month away (as of today's date), it will be highlighted in **red**.

<u>TRAINING COURSE</u>	<u>DUE DATE</u>
Deteriorating Patient CPR Defib Handover	
Fire Evacuation OSH	15/08/2012
Hospital Orientation	
Infection Control	25/05/2011
Manual Handling	15/08/2012

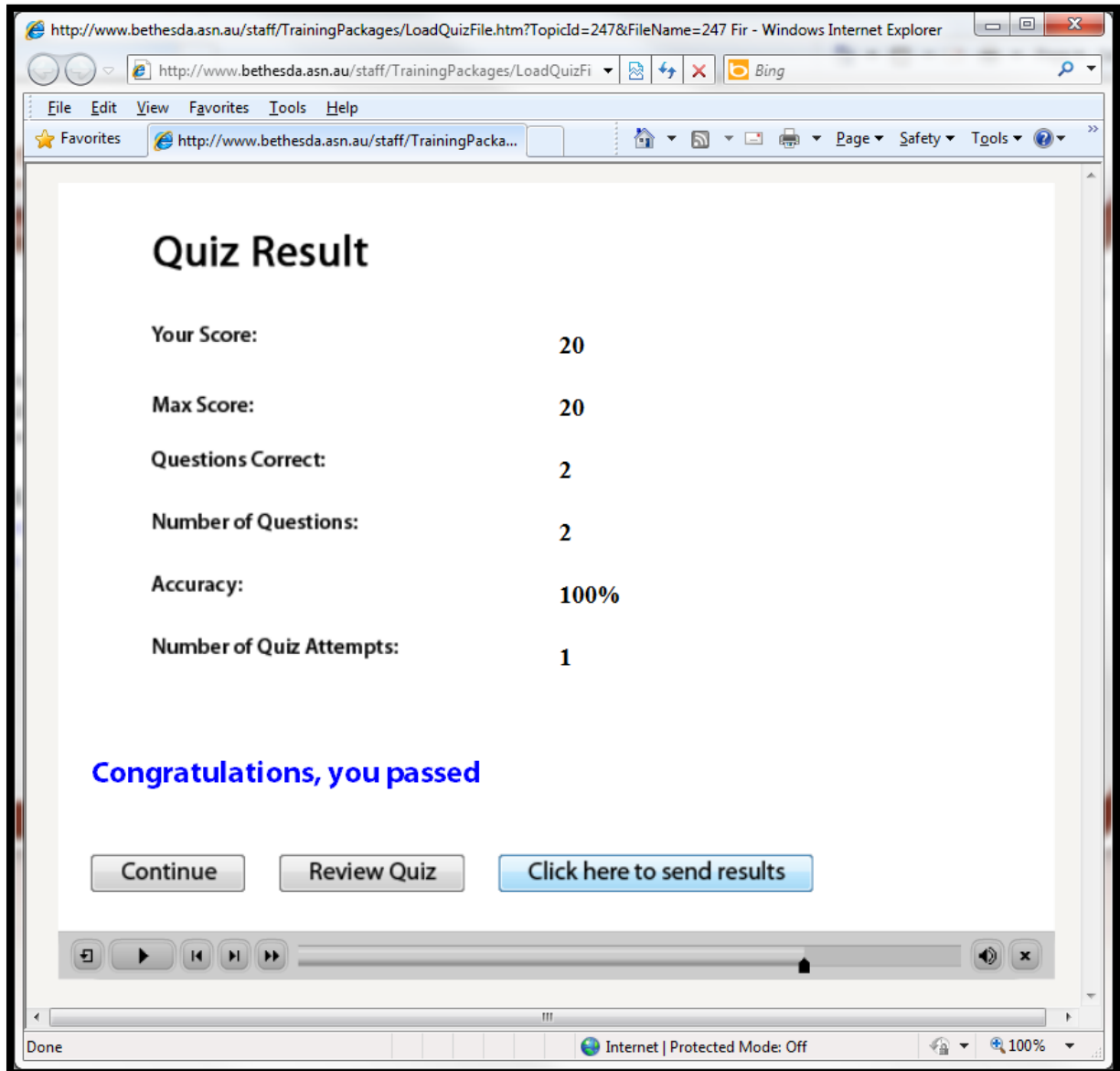
To load a quiz, click either on the desired **Training Course** or it's associated **Due Date** to start the training course.



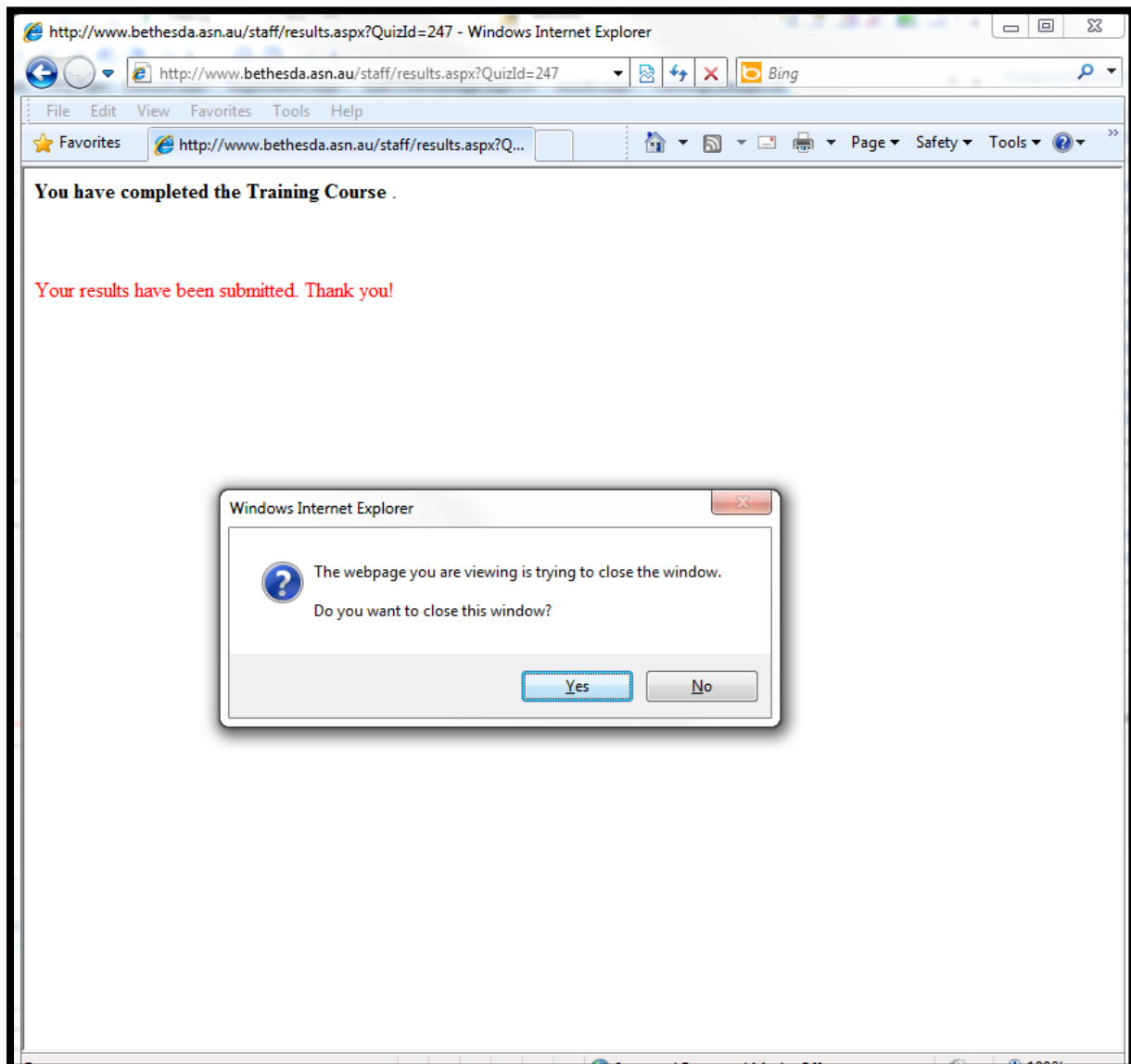
6 Completing a training course

When you have completed a Quiz, it will inform you of your result. You must click the **‘Click here to send results’** or **‘Submit Results’** button for the results to be submitted to the online database.

Failure to submit your results will mean your results will be lost.



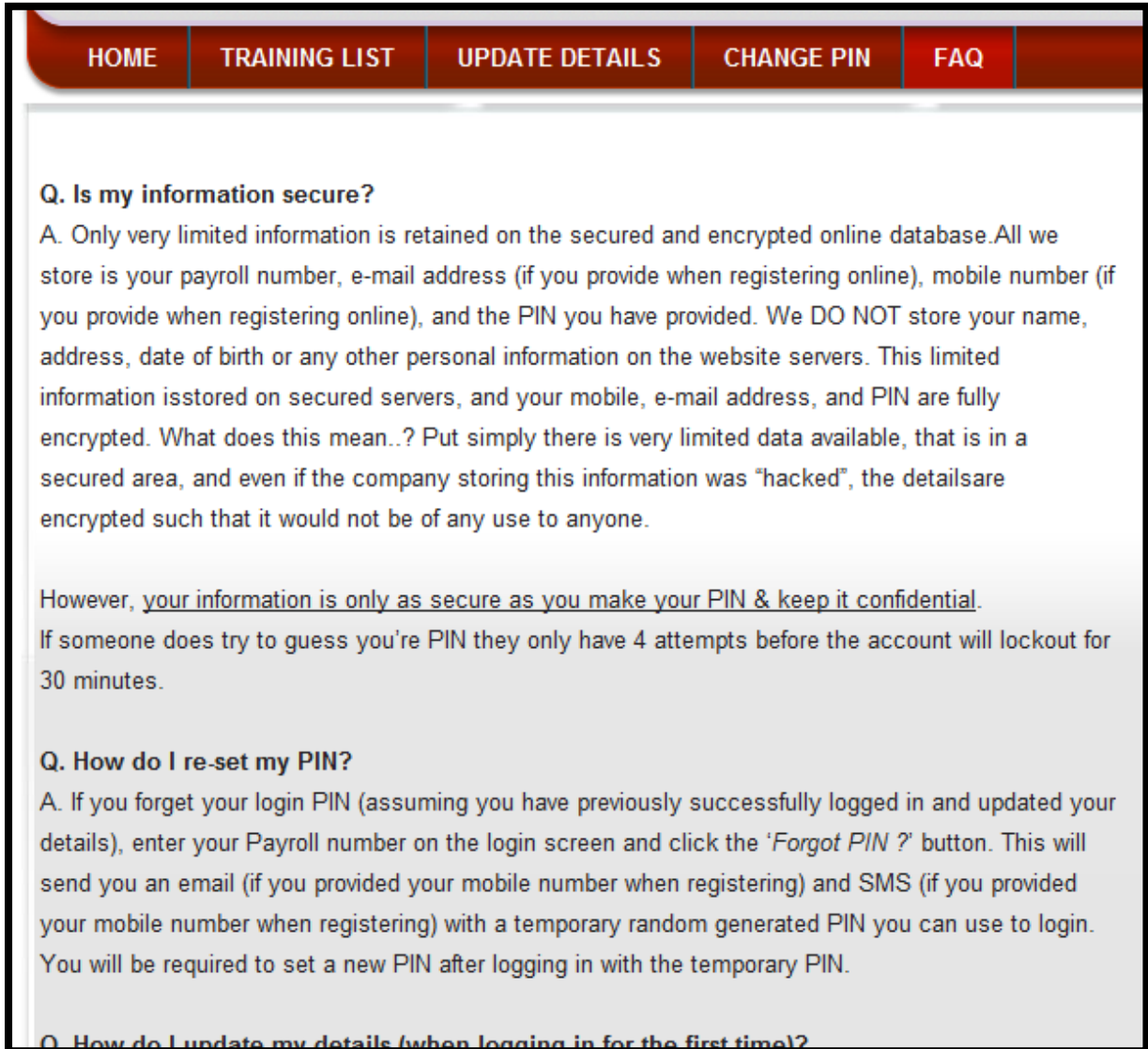
After the results have been submitted, you will be prompted to close off the window. Click the 'Yes' button continue. This will take you back to the **Training List** page.



7 FAQ's (Frequently Asked Questions)

Click on the 'FAQ' button (Frequently Asked Questions) for answers relating to various popular questions.

NOTE: You do not have to be logged in to access this page.



HOME **TRAINING LIST** **UPDATE DETAILS** **CHANGE PIN** **FAQ**

Q. Is my information secure?

A. Only very limited information is retained on the secured and encrypted online database. All we store is your payroll number, e-mail address (if you provide when registering online), mobile number (if you provide when registering online), and the PIN you have provided. We DO NOT store your name, address, date of birth or any other personal information on the website servers. This limited information is stored on secured servers, and your mobile, e-mail address, and PIN are fully encrypted. What does this mean..? Put simply there is very limited data available, that is in a secured area, and even if the company storing this information was "hacked", the details are encrypted such that it would not be of any use to anyone.

However, your information is only as secure as you make your PIN & keep it confidential.
If someone does try to guess your PIN they only have 4 attempts before the account will lockout for 30 minutes.

Q. How do I re-set my PIN?

A. If you forget your login PIN (assuming you have previously successfully logged in and updated your details), enter your Payroll number on the login screen and click the 'Forgot PIN ?' button. This will send you an email (if you provided your mobile number when registering) and SMS (if you provided your mobile number when registering) with a temporary random generated PIN you can use to login. You will be required to set a new PIN after logging in with the temporary PIN.

Q. How do I update my details (when logging in for the first time)?

----- End of LADD Online Training – User Instructions -----