

Welcome Guide

Viewing and Enrolling in Training



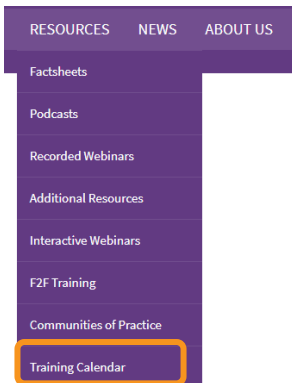
How do I view upcoming Training?

[Click here to watch demo](#)

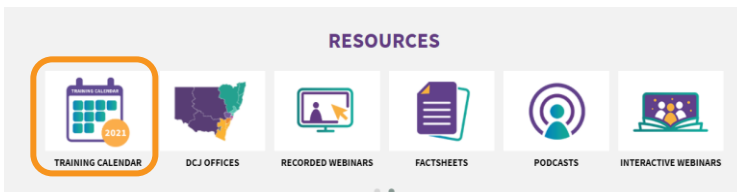
1. Go to the Training Calendar. You have 3 options for accessing the training calendar:
Click the Training Calendar icon on the home page banner.



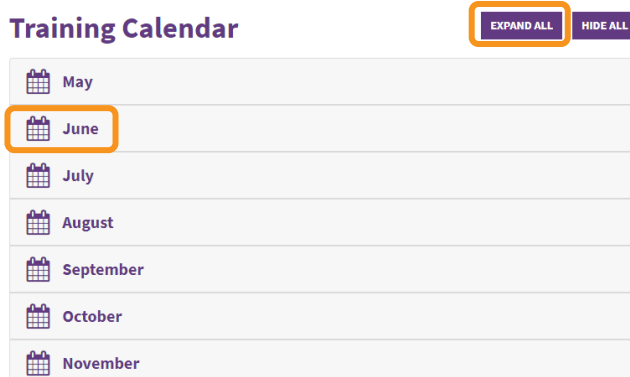
Select Training Calendar from the home page Resources Tab.



Click the Training Calendar icon on the home page Resources Scroll bar.

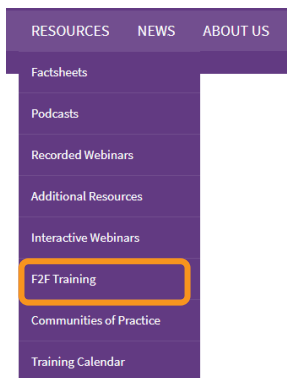


2. Click the month or Expand All to view upcoming training.



How do I see only Face-to-Face Training?

1. Select F2F Training from the home page Resources Tab.

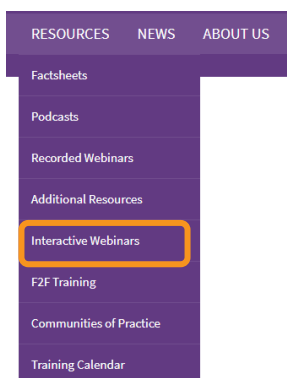


1. Select F2F Training from the home page Resources Scroll bar.



How do I see only Interactive Webinars?

1. Select Interactive Webinar from the home page Resources Tab.



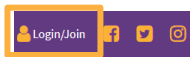
1. Select Interactive Webinar from the home page Resources Scroll bar.



How do I enrol in training?

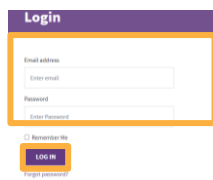
[Click here to watch demo](#)

1. Click the Login button.

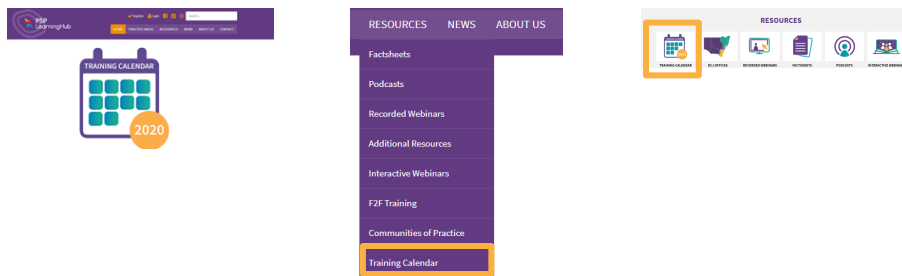


2. Enter your email and password. Click Login.

(If you forget your password, click 'Forgot Password' to reset)



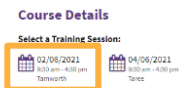
3. Go to the Training Calendar.



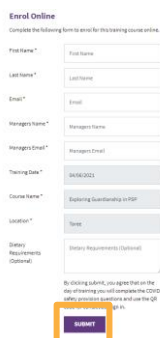
4. Choose your course and click Enrol Now.



5. Select a Training Session.



6. Complete the form and click Submit.



FAQs

1. Why do I get the message below when I try to enrol in a course?

You must be registered and logged in first to enrol.

You have not logged in. You need to [login](#) to enrol in all a course.

2. How do I know I am logged in?

Your name displays next to the login icon  Hello, libby

3. What do I do if I forget my password?

Click the Login button.



Then click 'Forget password?'. Follow the instructions in the **Password Reset** email.

Login

Email address

Password

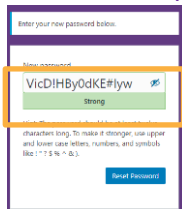
Remember Me

LOG IN

[Forgot password?](#)

4. Can I set my own password?

Yes. Delete the prefilled password and enter your own.



5. What happens when I complete the enrolment form and click submit?

You will receive an auto generated email advising that your enrolment has been received.

You will then receive a calendar invite from the PSP Learning Hub confirming your enrolment. Accept the invite to save the date to your calendar.

6. Can I see PSP training run by other organisations?

Yes. The PSP Learning Hub displays DCJ supported, and PSP relevant training run by other organisations.

Go to the Training Calendar > External Training.

Training Calendar

External Training

7. How do I enrol in training run by other organisations?

- Click the training name – you will go to the organisation’s website.

8. How can I get phone support?

Call the PSP Learning Hub 1300 PSP HUB (1300 777 482).