

**USER**

**GUIDE**

Transfusion Practice  
and Patient Blood  
Management eLearning



## CONTENTS

Welcome	<a href="#">page 3 &gt;</a>
User Registration	<a href="#">page 4 &gt;</a>
Course Progress and Certificates	<a href="#">page 8 &gt;</a>
Changing Personal Details	<a href="#">page 10 &gt;</a>
Forgotten Password	<a href="#">page 12 &gt;</a>



# WELCOME TO THE BLOODSAFE ELEARNING AUSTRALIA

## USER GUIDE

This document is provided to assist users with further information on how to use the BloodSafe eLearning Australia resource.

It includes hints, tips and step by step guides on logging-in, course assessments, obtaining course completion certificates and managing registration details. You can also access Help and FAQs (<https://www.bloodsafelearning.org.au/faq/>) on the website.

To access BloodSafe eLearning Australia courses, users are required to register, providing personal and workplace details. Registration is completed as a once-off and provides access to all available BloodSafe eLearning Australia courses.

To register, a current email address is required. Email is used to identify users when logging in and sending certificates and course-related information.

It is recommended that users have a high speed internet connection and sound (Some content will require speakers or headphones).

BloodSafe eLearning Australia help desk: [support@bloodsafelearning.org.au](mailto:support@bloodsafelearning.org.au)

# USER REGISTRATION

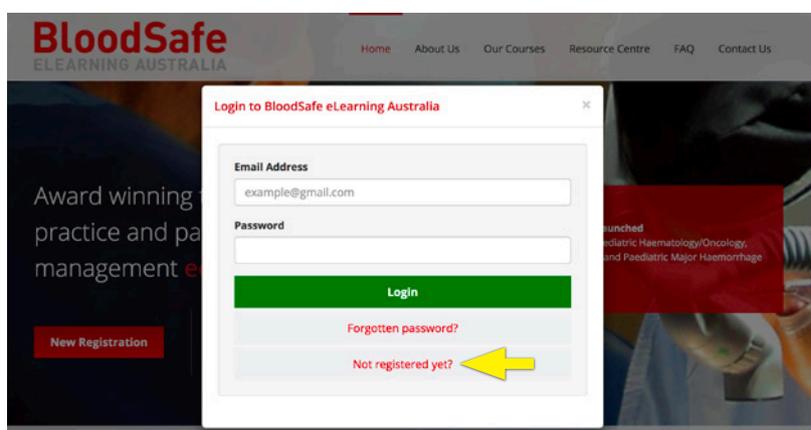
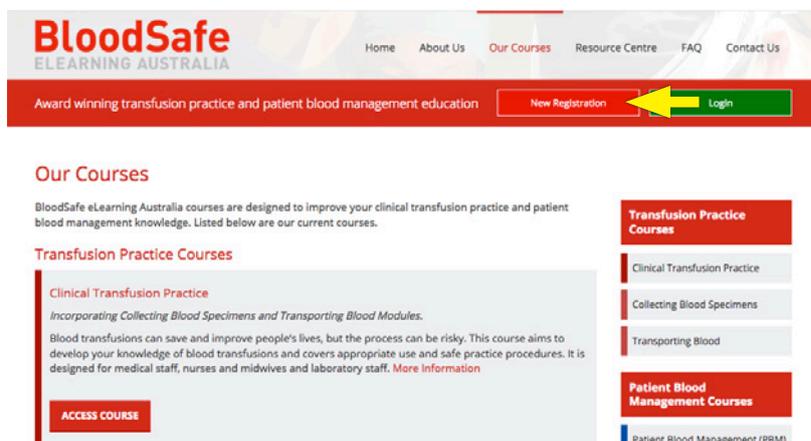
## Why do I need to register?

Registering with BloodSafe eLearning Australia assists in tracking course progress and providing certificates upon successful completion. Email provides an opportunity to remain updated on the program development, new courses and other BloodSafe eLearning Australia activity. Report Administrators access reports of registered BloodSafe eLearning Australia users, and may use course completion records for continued accreditation.

## How do I register?

In order to use this resource you need to register at:

1. [www.bloodsafelearning.org.au](http://www.bloodsafelearning.org.au)
2. Select the red **New registration** on the home page, or in the top right menu bar of any website page, or the **Not registered yet?** link shown on the login screen.



## USER REGISTRATION

3. Enter your personal details and workplace details (you can now enter up to 3 workplaces if you have multiple workplaces).

**IMPORTANT:** Please ensure accuracy when entering your email address as it is used to log into the courses, receive course certificates and for all other correspondence with BloodSafe eLearning Australia.

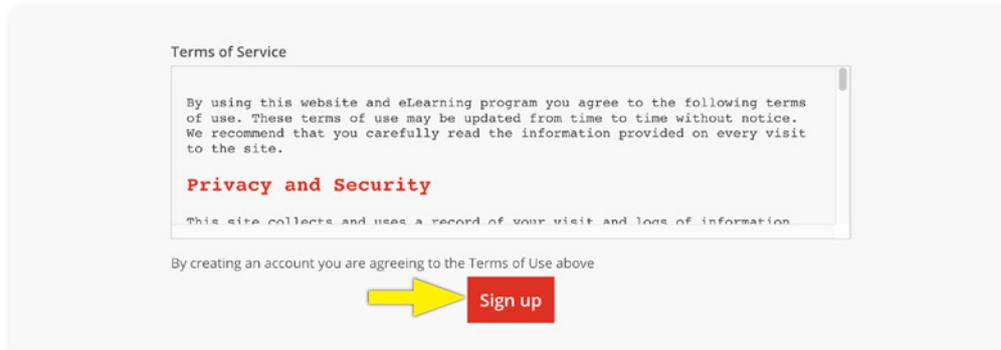
The screenshot shows the 'BloodSafe ELEARNING AUSTRALIA' registration page. At the top, there is a navigation bar with 'Home' and 'All Courses' links, and a 'Help' icon. The main heading is 'Register a new account'. The form is divided into several sections:

- Personal Details:** Includes fields for 'Given Name\*', 'Family Name\*', and 'Preferred Name (optional)'. Below these is a note: 'Please enter an email address you have access to as we will send a verification email to this address.'
- Authentication:** Includes fields for 'Email\*', 'Confirm Email\*', 'Password\* (8 or more characters)', and 'Confirm Password\*'. The 'Password' and 'Confirm Password' fields have a small eye icon to toggle visibility.
- Add your workplace:** A section with a title 'Add your workplace' containing several dropdown menus and radio buttons:
  - Profession\*:** A dropdown menu with the placeholder 'Select a profession'.
  - Employment Status\*:** Radio buttons for 'Employed' (selected), 'Student', and 'Unemployed'.
  - Country\*:** A dropdown menu with the placeholder 'Select a country'.
  - State\*:** A dropdown menu with the placeholder 'Select a country above'.
  - Region\*:** A dropdown menu with the placeholder 'Select a state above'.
  - Workplace\*:** A dropdown menu with the placeholder 'Select a region above'.
  - Work Area\*:** A dropdown menu with the placeholder 'Select a workarea'.
  - Employee Number:** A text input field with the placeholder 'Employee Number'.

At the bottom of the 'Add your workplace' section, there is a red button labeled 'Add another workplace'.

## USER REGISTRATION

4. Then select **Sign up** to accept the Terms of use and create the new account.



### First name and Last name

When entering name please be precise and accurate with spelling and avoid the use of nicknames. The information entered here will be printed on certificates exactly as entered. You can add a preferred name if you wish but this will not appear on certificates.

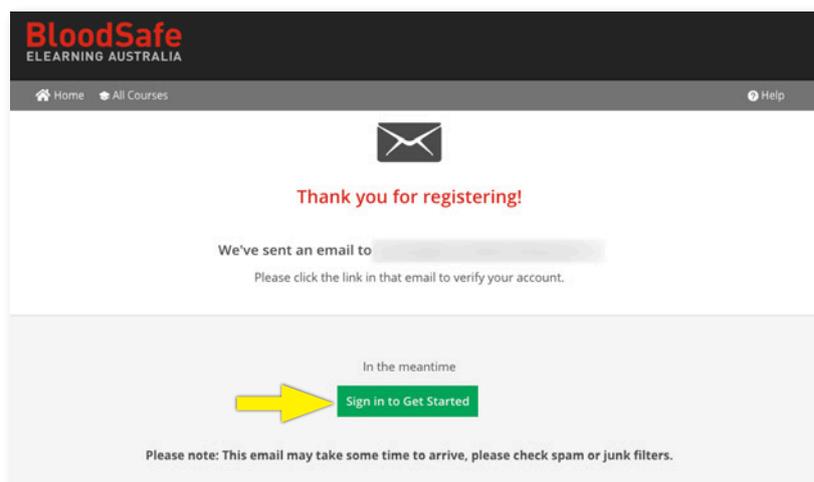
### Password

When choosing a password, a minimum of 8 characters is required, and can be any combination of letters, numbers or symbols.

### Workplace details

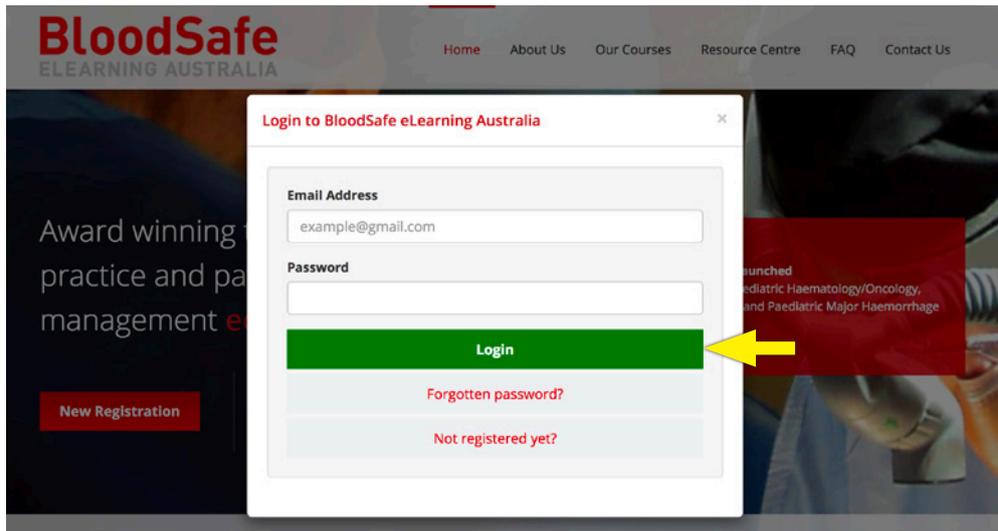
Please take the time to find correct workplace details from the drop down menus. This will ensure that workplace Report Administrators have access to accurate information about employees who have completed courses.

You have now completed registration. Select **Sign in to Get Started** to return to the login page.

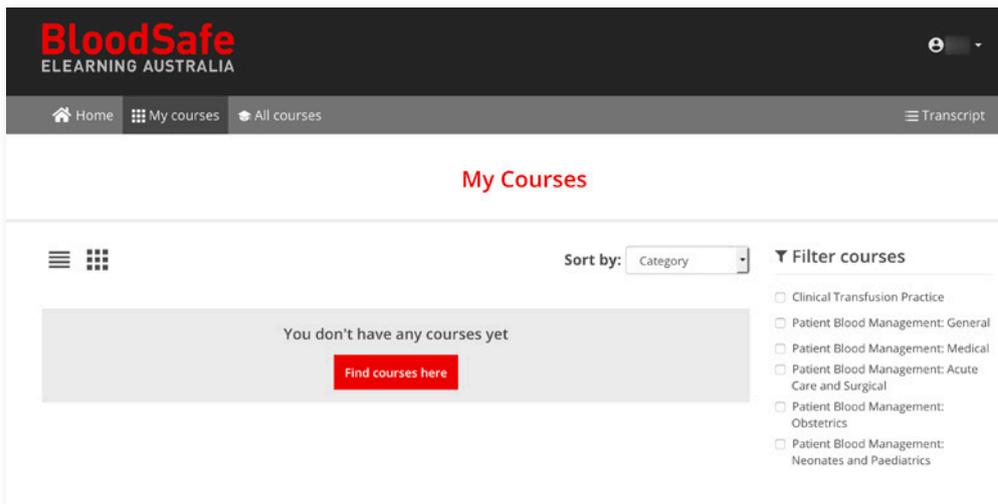


## USER REGISTRATION

Using these registration details, you can now **Login**.



Once you have logged in, your name appears in the top right corner of the page, and you are taken to the **My courses** page.



# COURSE PROGRESS AND CERTIFICATES

Registering with BloodSafe eLearning Australia assists in tracking course progress and providing certificates upon successful completion. Once registered, users are able to view course progress, edit details, and download course certificates.

[www.bloodsafelearning.org.au](http://www.bloodsafelearning.org.au)

Login using registered email and password.

Once logged in you are taken to the **My courses** page.

Select **Transcript** to see which courses have been completed or are in progress.

**BloodSafe**  
ELEARNING AUSTRALIA

Home My courses All courses Transcript

### My Courses

Sort by: Category

**Filter courses**

- Clinical Transfusion Practice
- Patient Blood Management: General
- Patient Blood Management: Medical
- Patient Blood Management: Acute Care and Surgical
- Patient Blood Management: Obstetrics
- Patient Blood Management: Neonates and Paediatrics

#### Clinical Transfusion Practice

**Clinical Transfusion Practice**  
COMPLETE

#### Patient Blood Management: Medical

**Medical Introduction**  
COMPLETE

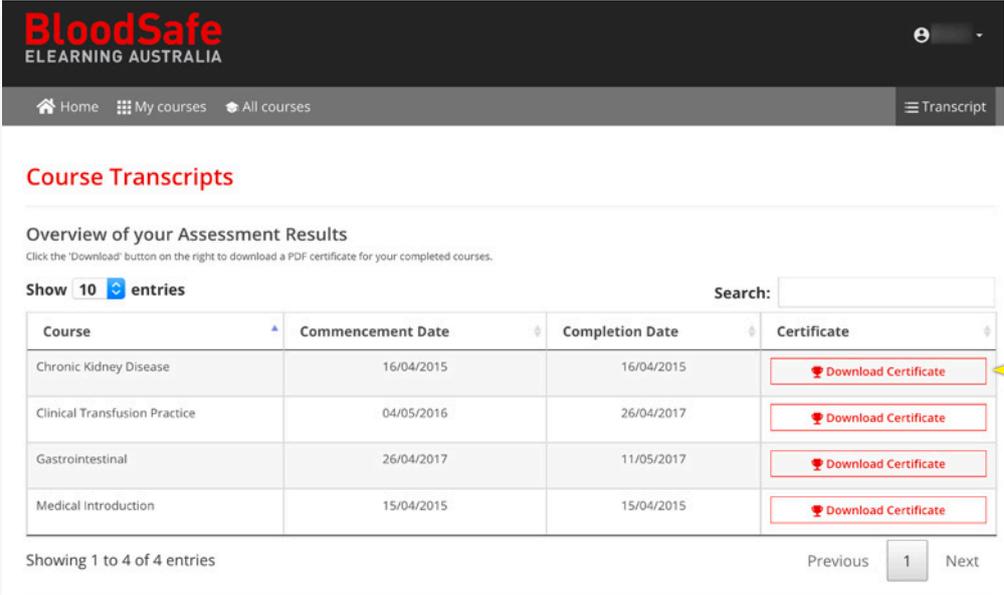
**Gastrointestinal**  
COMPLETE

**Chronic Kidney Disease**  
COMPLETE

Can't find a course?  
[Find courses here](#)

## COURSE PROGRESS AND CERTIFICATES

Select **Download Certificate** to open a copy of the certificate to view, save or print.



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Home My courses All courses Transcript

### Course Transcripts

Overview of your Assessment Results  
Click the "Download" button on the right to download a PDF certificate for your completed courses.

Show 10 entries Search:

Course	Commencement Date	Completion Date	Certificate
Chronic Kidney Disease	16/04/2015	16/04/2015	<a href="#">Download Certificate</a>
Clinical Transfusion Practice	04/05/2016	26/04/2017	<a href="#">Download Certificate</a>
Gastrointestinal	26/04/2017	11/05/2017	<a href="#">Download Certificate</a>
Medical Introduction	15/04/2015	15/04/2015	<a href="#">Download Certificate</a>

Showing 1 to 4 of 4 entries Previous 1 Next

### When do I receive a certificate?

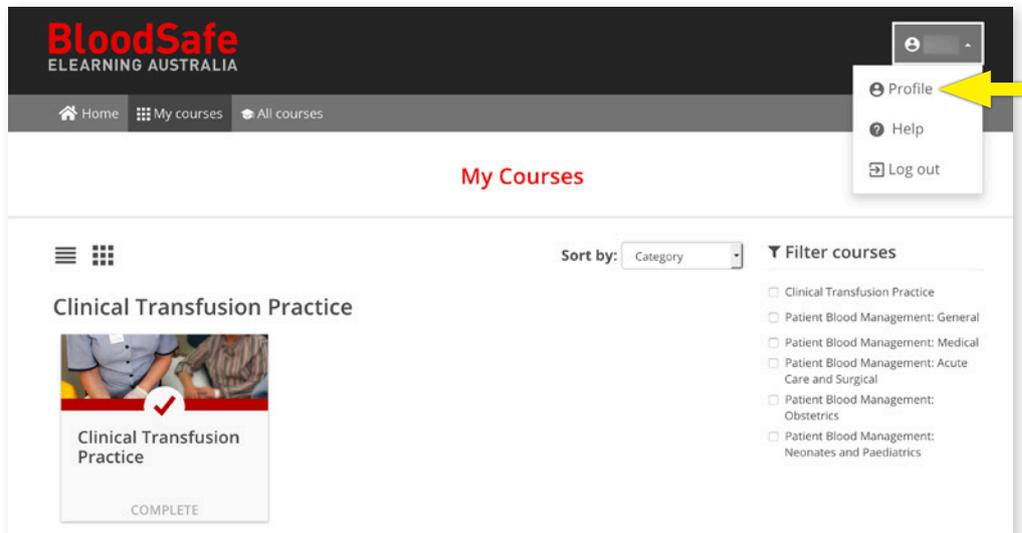
In order to obtain certificates users must successfully complete all assessments required for a course. A certificate will be sent to the registered email address.

# CHANGING PERSONAL DETAILS

[www.bloodsafelearning.org.au](http://www.bloodsafelearning.org.au)

Login using your registered email address and password.

Once logged in select **Profile** in the drop down arrow next to your name.



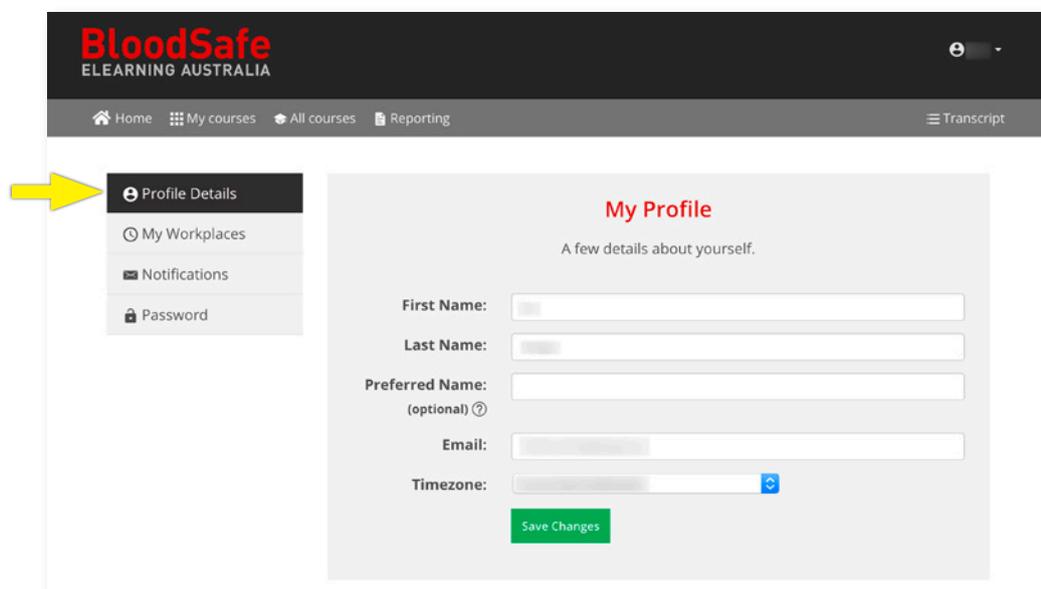
Once the link has been selected, you will be able to change your personal details.

For example, changes can be made to fields: *name, password, employee number, region or workplace, or adding another workplace if you have more than one*. It is important that workplace details remain up-to-date to ensure you appear on your organisations reports.

It is important that email addresses are entered correctly. If it has been entered incorrectly, or requires updating at any time, changes can be made by:

- Logging in using the INCORRECT email address and registered password, and then
- Selecting the link above to get to the Profile page.

After making the appropriate changes select the **Save changes** button to ensure the changes are saved.



# CHANGING PERSONAL DETAILS

**BloodSafe**  
ELEARNING AUSTRALIA

Home My courses All courses Reporting Transcript

Profile Details  
**My Workplaces**  
Notifications  
Password

### Workplaces

Your workplaces are listed below. You may add up to three on this page.

**Employment Type:**

**Profession:**

**Workplace:**

**Work Area:**

**Employee Number:**

Added on the 3rd January, 2018

[Edit this workplace](#)

[Add another workplace](#)

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Home My courses All courses Reporting Transcript

Profile Details  
My Workplaces  
**Notifications**  
Password

### Notifications

BloodSafe eLearning Australia uses email to deliver a service to you. As part of our privacy obligations we provide you with control over how we use your email address.

**Emails you cannot opt out of**  
You cannot opt out of emails that are used to deliver a service to you such as confirmation of registration, password resets, delivery of certificates and notifying you of any problems or issues that may arise.

**Emails you can opt in or out of**  
We may occasionally use your email address to provide you with information about new courses and other promotions. You can opt in or out of these by using the button below.

Email notifications are **Enabled**

[Disable](#) Prevent us from sending you promotional emails.

**BloodSafe**  
ELEARNING AUSTRALIA

Home My courses All courses Reporting Transcript

Profile Details  
My Workplaces  
Notifications  
**Password**

### Password

You can change your account password here.

**Old Password:**

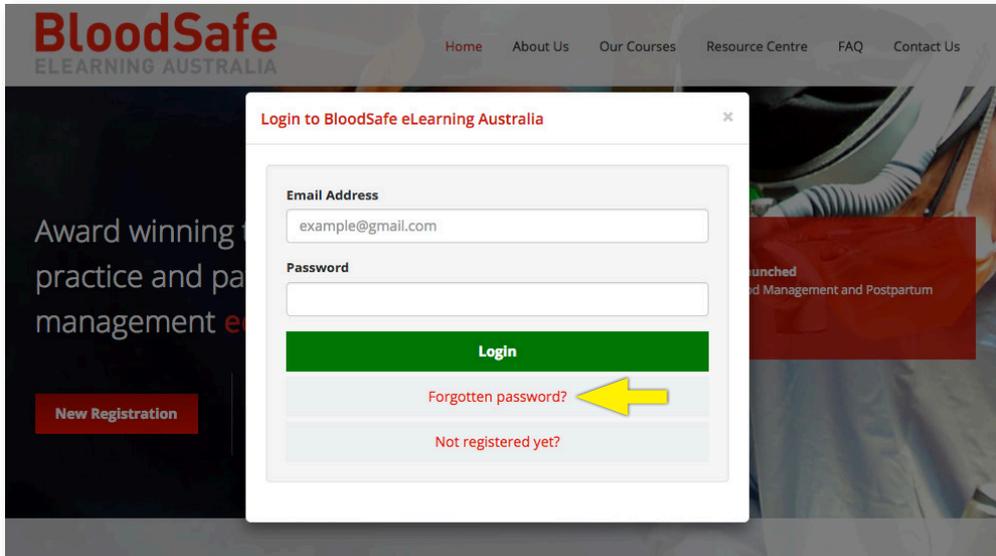
**New Password:**

**Confirm New Password:**

[Update Password](#)

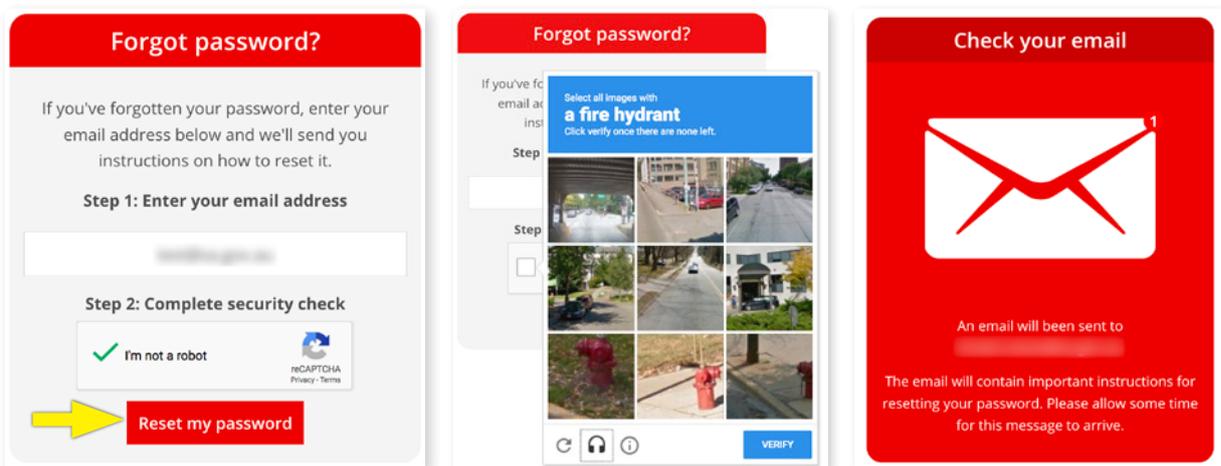
# FORGOTTEN PASSWORD

If you have forgotten your password, select the red **Forgotten password** link underneath the login button on the Login page.



After selecting the Forgotten password link, the 'Forgot password?' page (below) should appear. Type in the email address you used to register. You may be required to solve a CAPTCHA puzzle as a security check. Then select **Reset my password**.

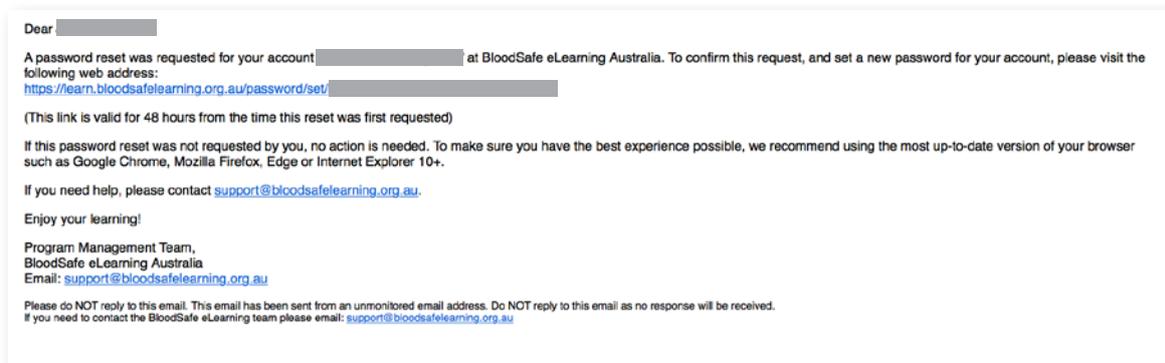
If you enter an email address that has previously been registered, an email will be sent to that address with instructions on how to reset your password.



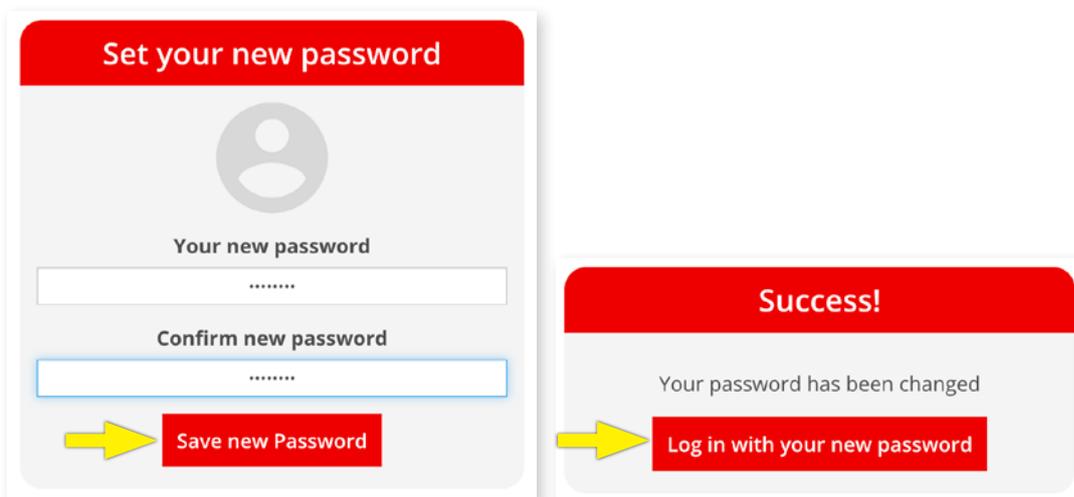
**NOTE:** Do not use the forgotten password function if you know that your email address is incorrect (eg it contains a spelling mistake or you can no longer access the email address) as the email will not be received. You will instead need to contact the Helpdesk ([support@bloodsafelearning.org.au](mailto:support@bloodsafelearning.org.au)) to amend your record.

## FORGOTTEN PASSWORD

You then need to open your emails. There should be an email called 'Reset your Bloodsafe eLearning Australia password' which contains a web link to reset your password. Sometimes this email goes to the junk/spam folder if you cannot see it in your inbox.



Select the link (or copy and paste the web link into an Internet browser) and the following page should display:



Type in a password which must have at least 8 characters. There are no rules set (eg it doesn't need to contain numbers, symbols or capitals).

Select **Save new password**, then you should be taken to the My courses page and will be logged in.

If you select the link in the Password reset email and it has been more than 48 hours from the time the reset was first requested, then this message (right) will display:

You will then need to recomplete the forgotten password procedure as outlined above.

