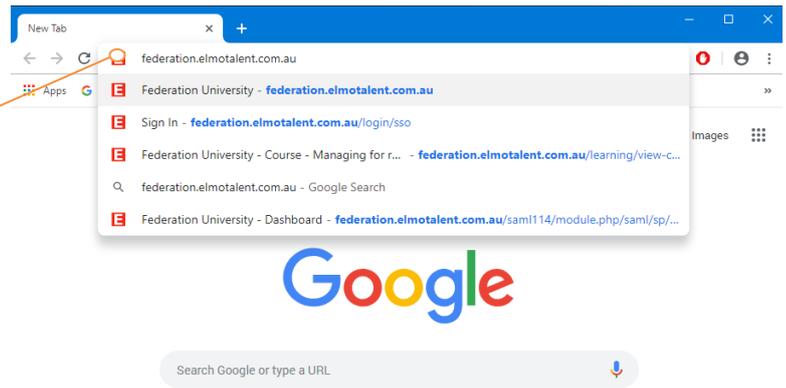


# ELMO

## How to find (and register for) training

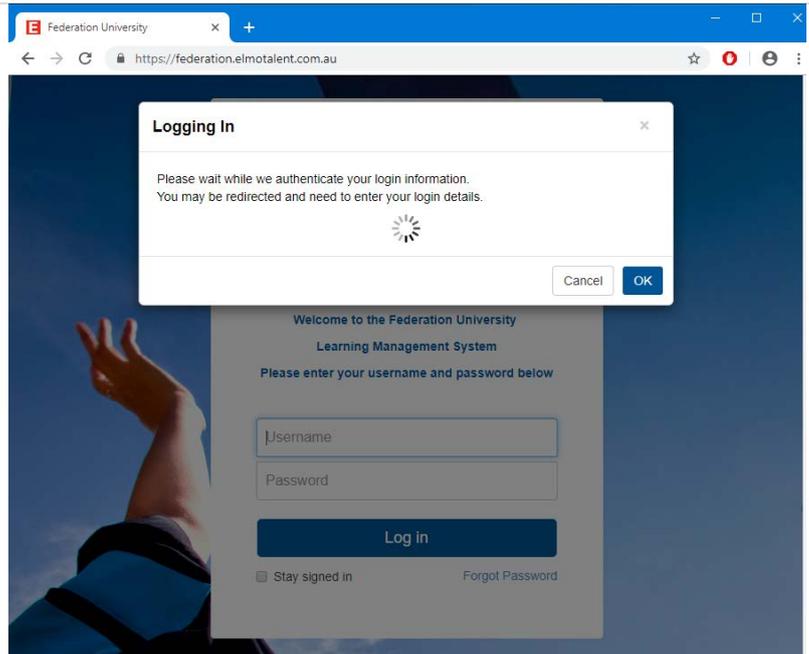
To begin, open a window in your preferred internet browser

and type in [federation.elmotalent.com.au](https://federation.elmotalent.com.au)



### no action required

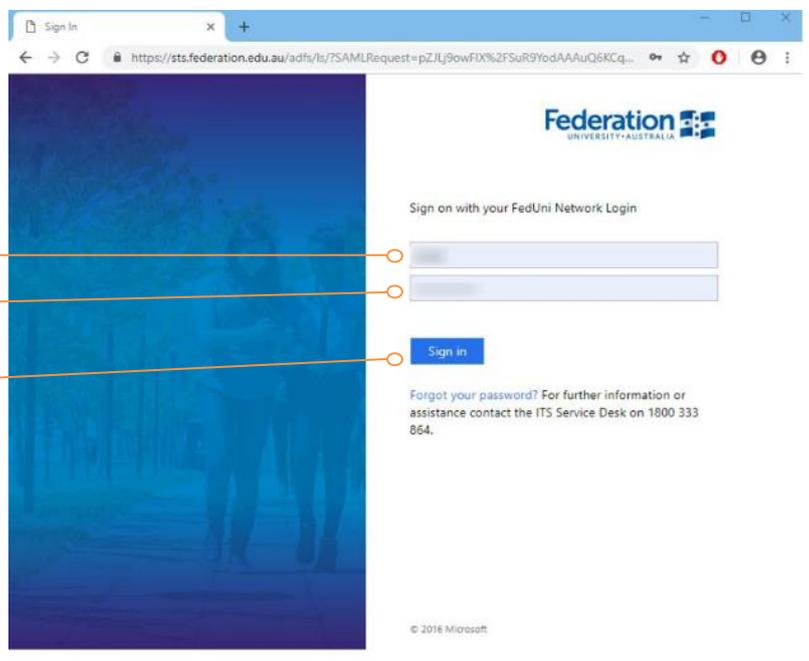
you will be prompted to wait while being redirected to the University's network login



At the network login page, enter your University login details

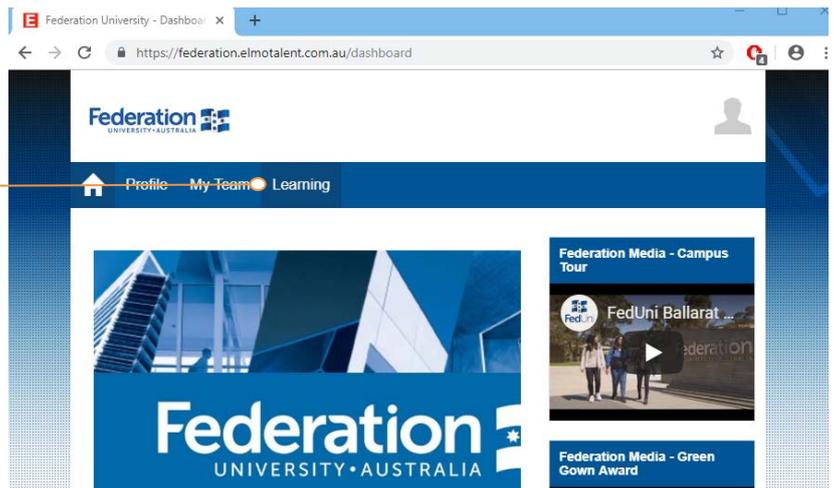
your **FedUni** username  
and **password**

then select, **Sign in**



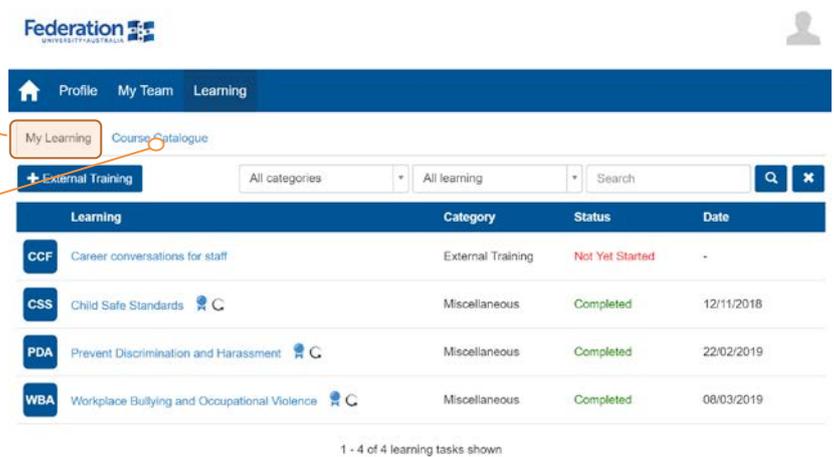
### WELCOME to the University's online learning portal!

To view the list of current opportunities, select **Learning**



The **My Learning** dashboard appears, and displays a list of the courses you have been enrolled in, and the progress of each

Select **Course Catalogue**



A list of all available courses are displayed

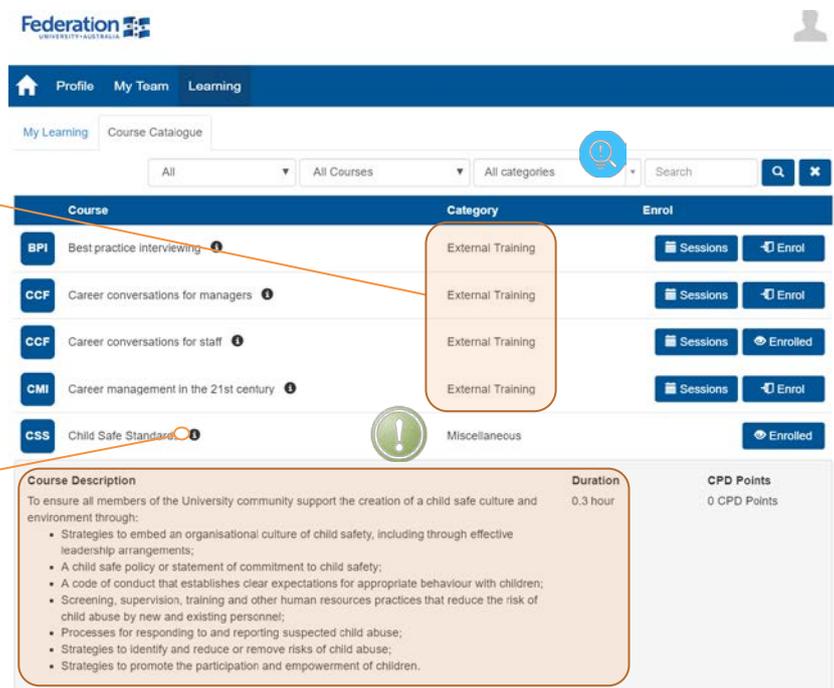
Face-to-face sessions are categorised **External Training**

Use the drop-down menus to filter results

Courses categorised **Miscellaneous** are online courses the University requires all staff complete.

HR staff manage these enrolments.

Select the **i** icon to reveal the **Course Description** and **Duration**



Training may occur at various locations

Select **Sessions**

then **Annual View** to find a session near you

Course	Category	Enrol
BPI Best practice interviewing	External Training	Sessions Enrol
CCF Career conversations for managers	External Training	Sessions Enrol
CCF Career conversations for staff	External Training	Sessions <b>Enrolled</b>
CMI Career management in the 21st century	External Training	Sessions Enrol

Face-to-face Sessions Calendar

Today Annual View Monthly View

2019

Sessions this year

- 10th Jul, 09:00am - 10th Jul, 01:00pm: 4hr  
Timezone: Australia/Melbourne  
Capacity: 0/20  
Location: Gippsland | 1S\_215
- 11th Sep, 09:00am - 11th Sep, 01:00pm: 4hr  
Timezone: Australia/Melbourne  
Capacity: 0/20  
Location: Berwick | Add room
- 9th Oct, 09:00am - 9th Oct, 01:00pm: 4hr  
Timezone: Australia/Melbourne  
Capacity: 0/20  
Location: Mt Helen | Y243

Return to the list of **Sessions** using the **x** button

After choosing the **Course** you would like to attend, simply select **Enrol**



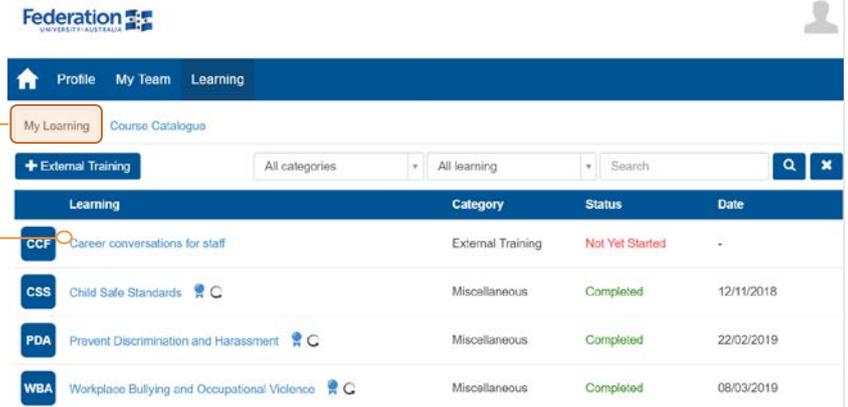
You will receive an email confirming your enrolment

Course	Category	Enrol
BPI Best practice interviewing	External Training	Sessions <b>Enrol</b>
CCF Career conversations for managers	External Training	Sessions <b>Enrolled</b>
CCF Career conversations for staff	External Training	Sessions <b>Enrolled</b>

### To identify your preferred location

Return to the **My Learning** dashboard

select the course name hyperlink

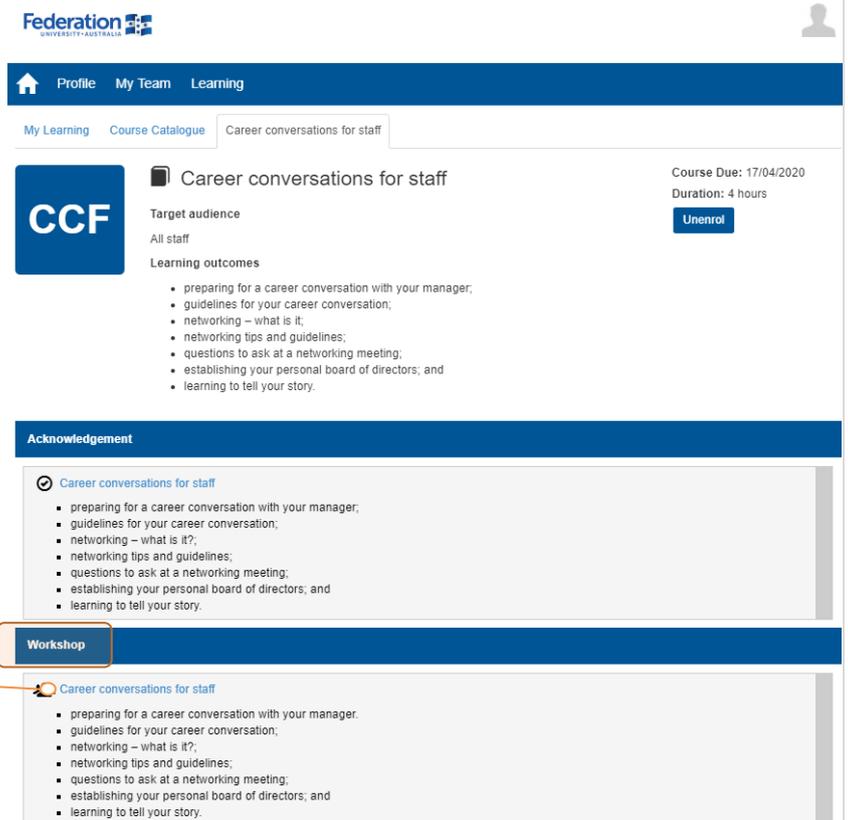


The screenshot shows the 'My Learning' dashboard with a table of courses. The 'My Learning' tab is selected. The table has columns for Learning, Category, Status, and Date.

Learning	Category	Status	Date
<a href="#">CCF</a> Career conversations for staff	External Training	Not Yet Started	-
<a href="#">CSS</a> Child Safe Standards	Miscellaneous	Completed	12/11/2018
<a href="#">PDA</a> Prevent Discrimination and Harassment	Miscellaneous	Completed	22/02/2019
<a href="#">WBA</a> Workplace Bullying and Occupational Violence	Miscellaneous	Completed	08/03/2019

under the **Workshop** section

select the course name hyperlink



The screenshot shows the details for the 'Career conversations for staff' course. It includes a 'Workshop' section with a list of learning outcomes.

**CCF** Career conversations for staff

Course Due: 17/04/2020  
Duration: 4 hours  
[Unenrol](#)

Target audience: All staff

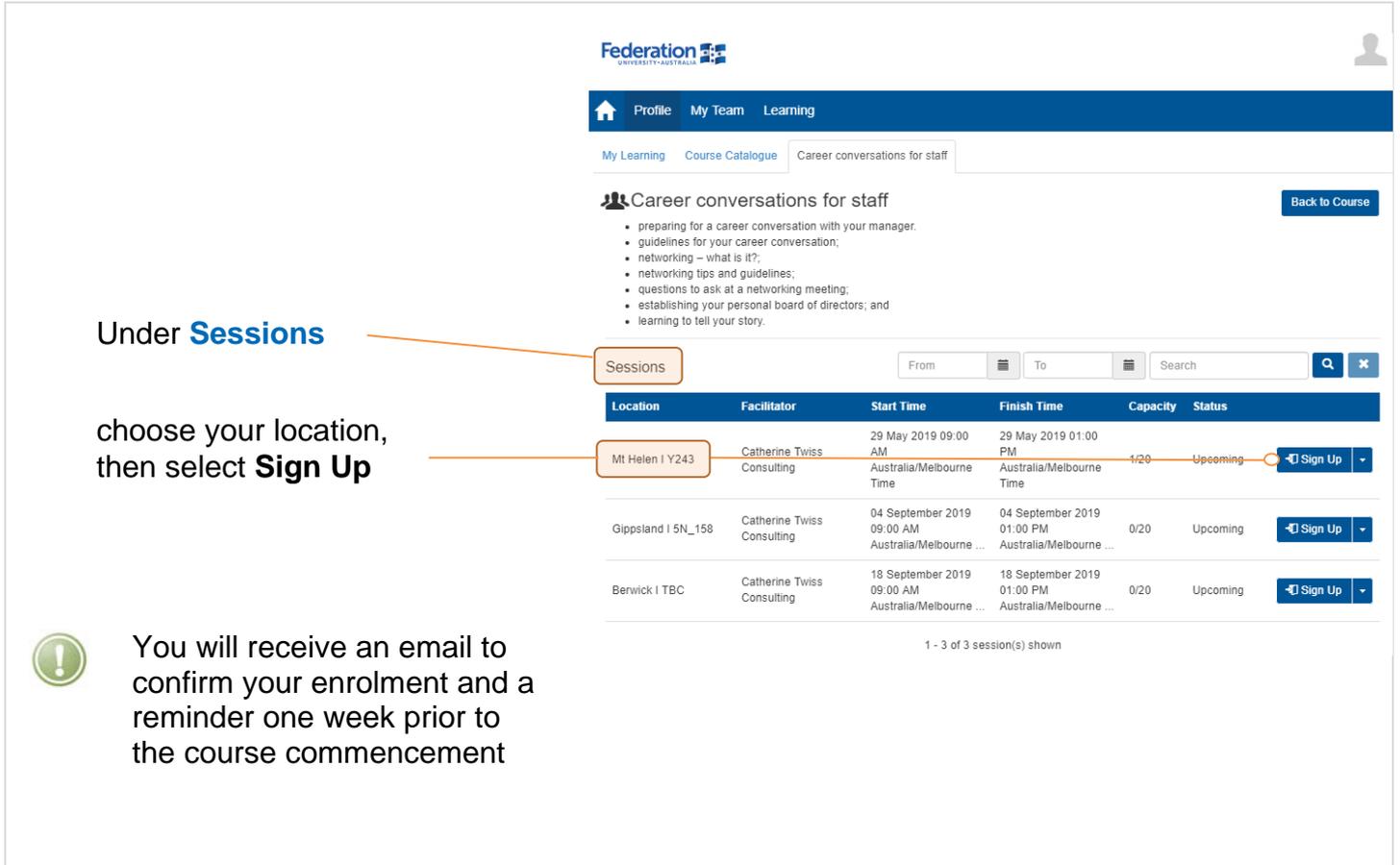
Learning outcomes:

- preparing for a career conversation with your manager;
- guidelines for your career conversation;
- networking – what is it;
- networking tips and guidelines;
- questions to ask at a networking meeting;
- establishing your personal board of directors; and
- learning to tell your story.

**Workshop**

[Career conversations for staff](#)

- preparing for a career conversation with your manager.
- guidelines for your career conversation;
- networking – what is it?;
- networking tips and guidelines;
- questions to ask at a networking meeting;
- establishing your personal board of directors; and
- learning to tell your story.



**Under Sessions**

choose your location, then select **Sign Up**

 You will receive an email to confirm your enrolment and a reminder one week prior to the course commencement

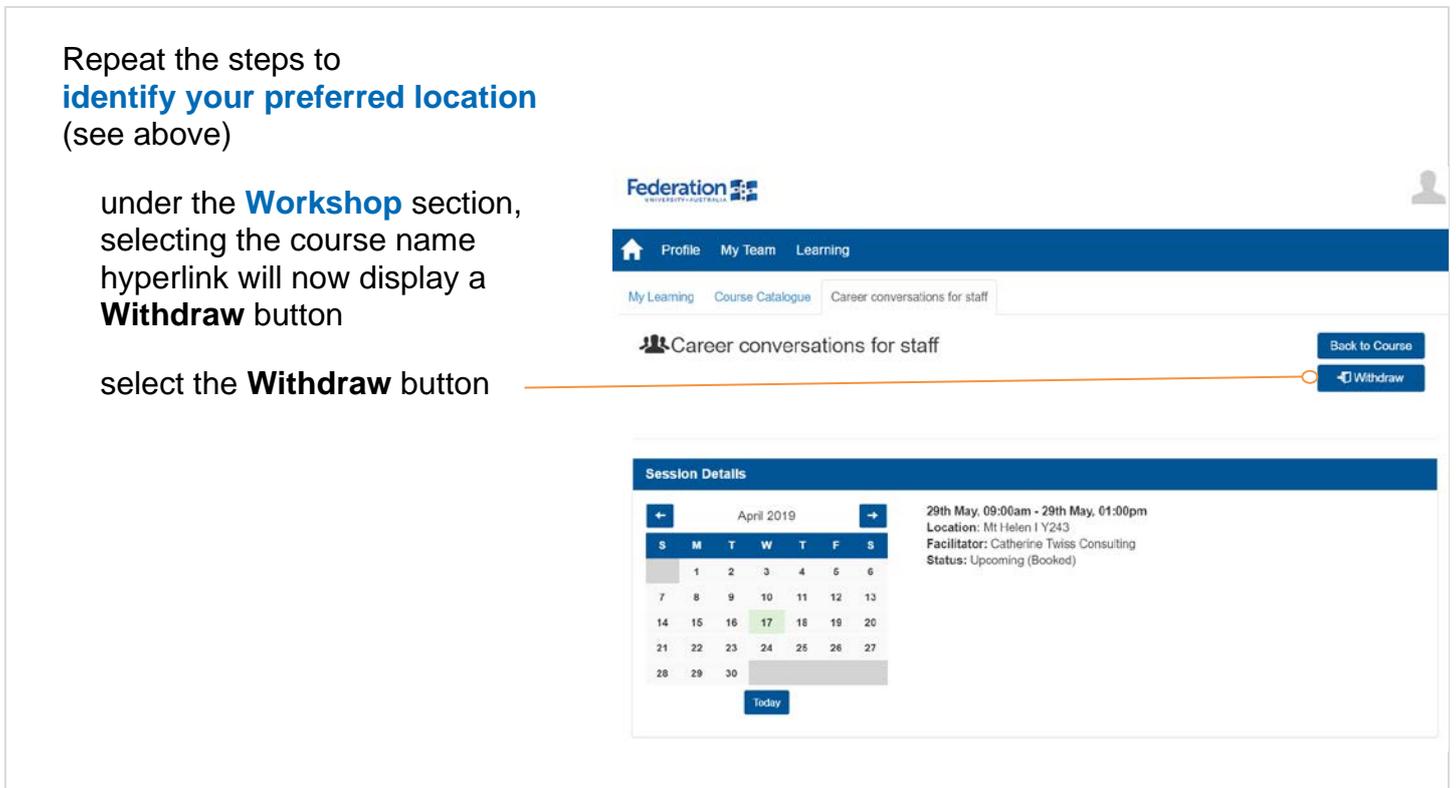
Location	Facilitator	Start Time	Finish Time	Capacity	Status
Mt Helen I Y243	Catherine Twiss Consulting	29 May 2019 09:00 AM Australia/Melbourne Time	29 May 2019 01:00 PM Australia/Melbourne Time	1/20	Upcoming <b>Sign Up</b>
Gippsland I 5N_158	Catherine Twiss Consulting	04 September 2019 09:00 AM Australia/Melbourne ...	04 September 2019 01:00 PM Australia/Melbourne ...	0/20	Upcoming <b>Sign Up</b>
Berwick I TBC	Catherine Twiss Consulting	18 September 2019 09:00 AM Australia/Melbourne ...	18 September 2019 01:00 PM Australia/Melbourne ...	0/20	Upcoming <b>Sign Up</b>

## Help! I signed up to the wrong location.

Repeat the steps to **identify your preferred location** (see above)

under the **Workshop** section, selecting the course name hyperlink will now display a **Withdraw** button

select the **Withdraw** button



**Withdraw**

**Session Details**

← April 2019 →

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Today

29th May, 09:00am - 29th May, 01:00pm  
 Location: Mt Helen I Y243  
 Facilitator: Catherine Twiss Consulting  
 Status: Upcoming (Booked)

**Confirm** your selection to return to the **Sessions** screen, where you can then select a different session

You will receive an email confirming your enrolment

Confirmation

Are you sure you want to withdraw from this session?

Reason

Cancel **Confirm**

## I have enrolled, but can no longer attend. What should I do?

From your **My Learning** dashboard

select the course name hyperlink

then select **Unenrol**

You will receive an email to confirm that you have successfully unenrolled

Learning	Category	Status	Date
<b>CCF</b> Career conversations for staff	External Training	In Progress	Due: 17/04/2020
<b>CSS</b> Child Safe Standards	Miscellaneous	Completed	12/11/2018
<b>PDA</b> Prevent Discrimination and Harassment	Miscellaneous	Completed	22/02/2019
<b>WBA</b> Workplace Bullying and Occupational Violence	Miscellaneous	Completed	08/03/2019

1 - 4 of 4 learning tasks shown

**CCF** Career conversations for staff

Course Due: 17/04/2020  
Duration: 4 hours

Unenrol

Target audience  
All staff

Learning outcomes

- preparing for a career conversation with your manager;
- guidelines for your career conversation;
- networking – what is it;
- networking tips and guidelines;
- questions to ask at a networking meeting;
- establishing your personal board of directors; and
- learning to tell your story.

### Why can't I enrol directly into all training sessions?

All training will identify the target audience.

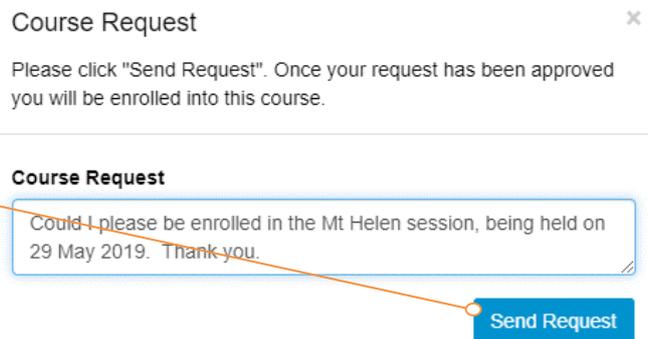
Occasionally sessions may only be available to a certain cohort of staff (generally a prerequisite session must first be completed)

In those cases, the **Enrol** button is replaced by a **Request** button

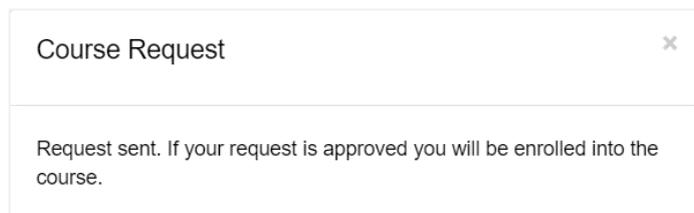
If you would like to be considered for this course, select **Request**



In the **Course Request** dialogue box, you can enter a message, or simply **Send Request**



Your request will be **sent to HR**, and you will be advised of the outcome in due course.



 This may mean receiving an email to confirm your enrolment, or an email informing that you have been wait listed (should the training be at capacity).

 Enrolment acceptances are not automated, so please be mindful that course capacity numbers may not always be an accurate reflection.

### Need more help?

General enquiries can be directed to Human Resources by email: [hr@federation.edu.au](mailto:hr@federation.edu.au).