


## NMHS Moodle User Quick Reference Guide

Moodle is our online learning management system for North Metropolitan Health Service (NMHS) staff to complete their mandatory training and access other learning resources.

### Getting started in Moodle

1. Open your preferred Internet browser, e.g. Chrome, Internet Explorer, Edge, Safari
2. Type <https://nmhs.elearn.net.au/>


### Log in

1. NMHS staff can log into Moodle using their he##### (case sensitive) as their username
2. Passwords are unique to Moodle (i.e. not linked to your @health password)
3. Hit 'Enter' or click the  button

### Invalid log in

1. The 'Invalid login' screen displays on an unsuccessful log in attempt
2. Reattempt log in, or use the '*Forgotten your username or password*' link

### Forgotten credentials (username or password)

1. Click the  button, to the right of the log in panel on the 'Home' page
2. The 'Invalid login' screen displays
3. Click the '*Forgotten your username or password*' link
4. Search for your account by entering your username (he#####) or email (@health) If the details entered match your account, instruction for resetting your credentials will be sent to your staff '@health' email

### Accessing your emails outside of work

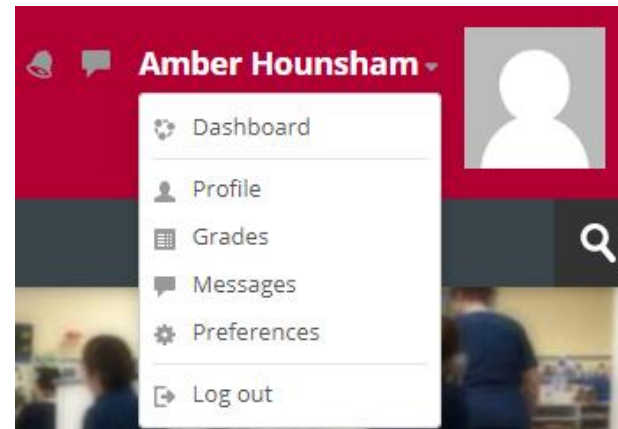
1. Log in to Webmail to access your staff Outlook, outside of the WA Health network
2. Access Webmail via Outlook online via <https://www.office.com>
3. See [here](#) for help on accessing email online

### Change your password


1. Your name will be displayed along with the 'User menu' when successfully logged in
2. You can access your profile information and change your password, under the 'Preference' section of the 'User menu'

### Log out

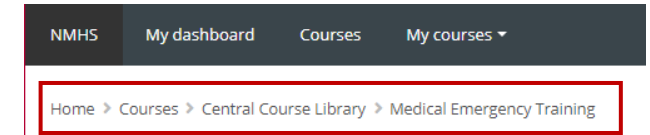
1. Log out of Moodle at the end of your session, by clicking the 'Log out' option under the 'User menu'




### Navigating the site

1. Click the 'Site navigation' tab  (top left) to show and hide the navigation menu
2. Return to the home screen at any stage by:
  - clicking the 'Home' link in either the main navigation menu or the site breadcrumbs (see below), or


- clicking 'NMHS' on the grey banner
3. Site links (known as breadcrumbs) show where you are in the site tree whenever you move beyond the home screen. These links allow you to quickly access other pages, related to your current location



### Searching courses

1. Search for courses by key name using the 'Search' icon . Hit 'Enter' after typing your key word to activate the search
2. Staff can access courses available in the 'Central Courses Library' or in their 'Learning Hubs' via the 'Courses' tab.
3. 'Learning Hubs' are also accessible via the carousel at the bottom of the 'Home' screen

### Course enrolment

1. Training is available via a self-selection model, and generally not pre-allocated to staff
2. Most courses allow account holders to self-enrol
3. Click the  button when prompted to continue to the course page

### Re-accessing your courses

1. Access courses you have previously enrolled in, either via the 'My dashboard' or 'My courses' tabs
2. The 'My dashboard' screen shows your progress in each course in which you are enrolled, and allows you to bookmark courses, as easy future access