

EMtrain – Introductory

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1. Introduction

Welcome to EMtrain – a web-based learning management system for NSW Department of Primary Industries (DPI) emergency management training, which hosts your information, courses, a course calendar and an exercise library.

EMtrain allows you to enrol in courses, see your completed training and if you have a nominated emergency management response role, manage your training to gain required skills.

EMtrain works closely with WebEOC to ensure

- you nominate to be trained in up to three roles
- you complete the training associated with the role(s)
- you are rostered into your qualified role(s) in a response.

2. Access

EMtrain may be accessed using a computer or device with internet connection.

Access to EMtrain is available at: emtrain.dpi.nsw.gov.au

3. Logging In

Log in to EMtrain via the login screen.

New users can log in either by:

- a. entering the Username and Password issued to you, or
- b. creating a new account to set your Username and Password.

3.1. Issued Username and Password

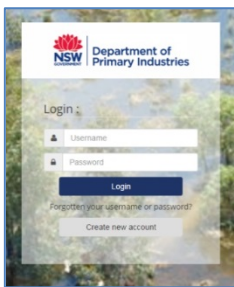
If you have been issued a Username and Password you will have received an email titled 'EMtrain: New user account' outlining your current login information.

The password issued is temporary and will need to be changed after you have logged in for the first time. It is recommended you copy and paste the password across to avoid key errors.

A link to the login page is also included on the email.

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3.2. Create a new account



To create a new account, click on 'Create new account' on the login screen.

Fields marked with a red asterisk * are mandatory and data cannot be saved without an entry – an error message will be displayed. If information is unknown, type 'Not available' in the field, and update later if it becomes available.

When entering text do not use all capitals unless requested or an abbreviation eg NSW.

Click the arrows beside the headings to show or hide details under the headings.

Home / Log in / New account

New account

▼ Collapse all

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Password*

Unmask

▼ More details

Email address*

Email (again)*

First name*

Surname*

▼ Emergency Management Information

Unique Student Identifier (USI)

Date of Birth (dd/mm/yyyy)

Normal Work Position Name

Organisation

Address

State

Postcode

Phone Number*

Mobile Number

There are required fields in this form marked *.

Field Name	Expected / Available Response	Comment
Username	Work email address.	Use personal email address if you do not have a work email
Password	Min. 8 characters, at least 1 lower case and 1 upper case included	Click "Unmask" to see text
Email address	Same as Username	
First name	First letter capitals eg Bill	Printed on course certificates. May include middle initial or name if required (eg Bill E)
Surname	First letter capitals eg Goat	Printed on course certificates
City/Town	Work location	
USI	Reference number of 10 numbers and letters	Unique to each learner. Must obtain before undertaking training. Refer to https://www.usi.gov.au/ for to apply.
Organisation	Select from the list	
Address/State/Postcode	Details of organisation, company or agency	
Phone number	Primary contact number	Include area code for landlines. Work time contact number – to be used to follow up on training.
Mobile number	Primary mobile number	

After clicking 'Create my new account' an email titled 'EMtrain: account confirmation' will automatically be sent to your email address containing instructions to complete your registration. You must confirm your email address by clicking the web address link. If you have any difficulties contact the site administrator at emergency.preparedness@dpi.nsw.gov.au.

3.3. Log in

After confirming your details you will be able to log in to EMtrain:

- Enter your Username (ie work email address)
- Enter your Password
- Click 'Login'

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3.4. Passwords

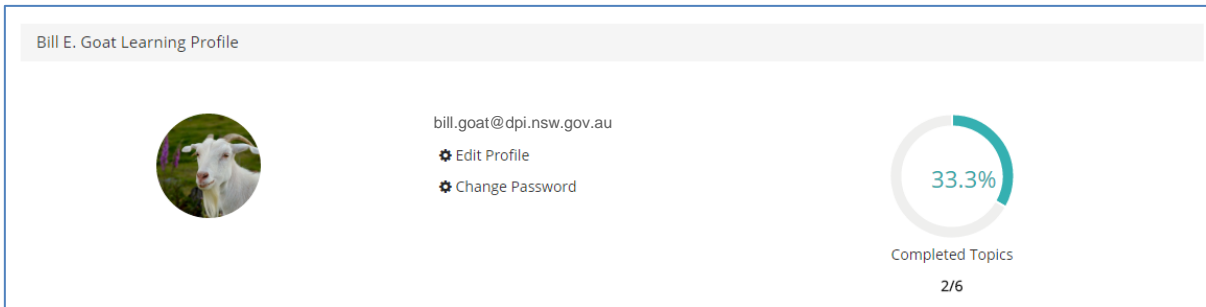
Passwords are case sensitive and must meet the following criteria:

- At least eight characters
- No spaces are to be used
- At least 1 lower case letter(s) and 1 upper case letter(s)

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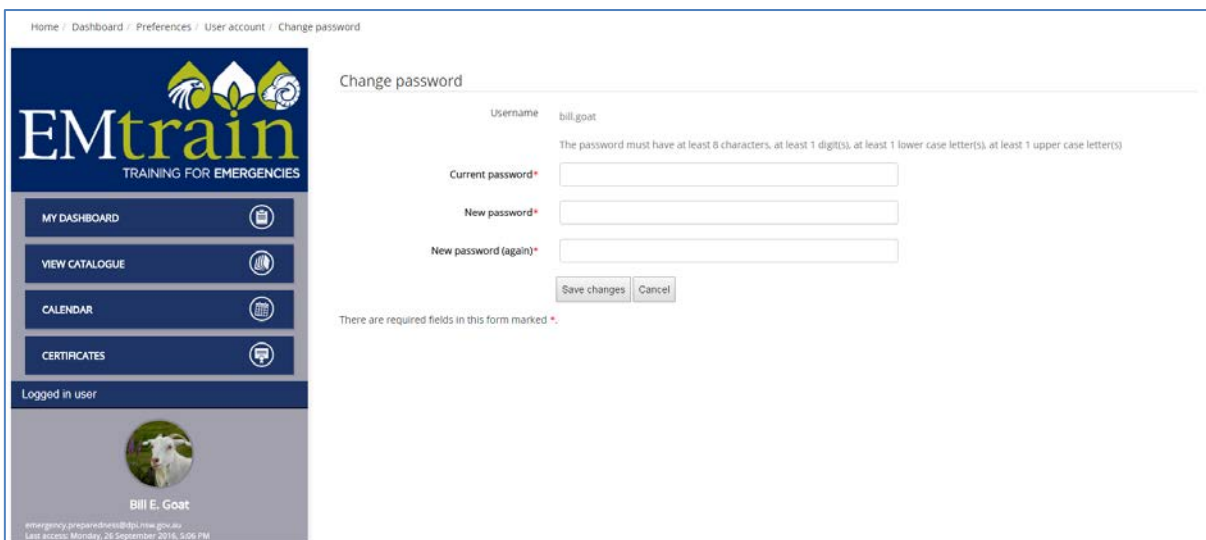
3.4.1. Changing your password

Click on **MY DASHBOARD** on the Home page to open your Learning Profile and click 'Change Password'.



The screenshot shows the 'Bill E. Goat Learning Profile' page. On the left, there is a circular profile picture of a goat. To the right of the picture, the email address 'bill.goat@dpi.nsw.gov.au' is displayed, along with two gear icons for 'Edit Profile' and 'Change Password'. On the right side of the page, there is a circular progress indicator showing '33.3%' and the text 'Completed Topics 2/6'.

Complete details and click 'Save changes'.



The screenshot shows the 'Change password' form. The breadcrumb trail at the top reads 'Home / Dashboard / Preferences / User account / Change password'. The form includes a 'Username' field with the value 'bill.goat'. Below it, a password strength indicator states: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)'. There are three input fields: 'Current password*', 'New password*', and 'New password (again)*'. At the bottom of the form are 'Save changes' and 'Cancel' buttons. A note at the bottom left of the form area says 'There are required fields in this form marked *'. On the left side of the page, there is a sidebar with the 'EMtrain TRAINING FOR EMERGENCIES' logo and navigation links: 'MY DASHBOARD', 'VIEW CATALOGUE', 'CALENDAR', and 'CERTIFICATES'. Below these is a 'Logged in user' section with a profile picture of the goat, the name 'Bill E. Goat', and the email 'emergency.preparedness@dpi.nsw.gov.au'. The last access time is 'Monday, 26 September 2016, 5:08 PM'.

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4. Home Page

Once you have successfully logged onto EMtrain, the home page will open.

The screenshot shows the EMtrain home page for a user named Bill E. Goat. The page is titled 'Enrolled Courses' and features a navigation menu on the left with options: MY DASHBOARD, VIEW CATALOGUE, CALENDAR, and CERTIFICATES. The main content area displays several course cards, each with a title, description, and an 'Enter' button. A red arrow points to a search bar and filter categories (All, Foundation Training, Core Training, IMT Officers, Additional Skills) at the top, labeled 'Filters'. Another red arrow points to the 'Enter' button on the 'Locust Management in NSW' course card, labeled 'Click to open course'.

The home page provides access to available training relevant to your emergency response role, your enrolled courses and links to pages – My Dashboard; Catalogue; Calendar; and Certificates.

The courses visible to you will vary depending on your role. All new users will have access to the Foundational training courses.

Filter course categories and search for specific courses using the filters at the top of the screen.

Click 'enter' on each course panel to open the course.

4.1. My Dashboard

My Dashboard contains links to edit your profile, change your password and lists available courses with a completion status. A visual diagram of percentage of completed topics is also displayed.

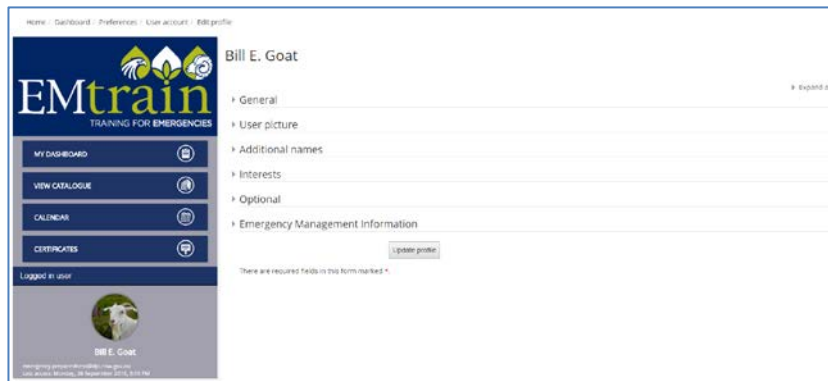
The screenshot shows the 'My Dashboard' page for Bill E. Goat. It features a 'Learning Profile' section with a circular progress indicator showing 33.3% completed topics. Below this is a table listing courses and their completion status. The table has columns for Course, Course Module, Date/Time, Complete, Score %, and Certificate?.

Course	Course Module	Date/Time	Complete	Score %	Certificate?
Emergency Management Overview	Emergency Management Overview Certificate	-	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>
Working in Agricultural Emergencies	Working in Agricultural Emergencies	31-05-2016	<input type="checkbox"/>	0	<input type="checkbox"/>
Working in Agricultural Emergencies	Working in Agricultural Emergencies Quiz	31-05-2016	<input type="checkbox"/>	-	<input type="checkbox"/>
Induction into DPI Response	Induction into DPI Response	-	<input type="checkbox"/>	-	<input type="checkbox"/>

Field Name	Action or Data
Course	Click course name to access
Course Module	Each module for the course, including assessments, are listed separately
Date/Time	Date of completion for the course module – either automatically or manually completed (by EMtrain Administrators)
Complete	Ticked when course module completed
Score %	Assessment/quiz score (if relevant)
Certificate?	Coloured if a certificate is available (located in the certificates tab)

4.1.1. Edit Profile

Learners can self-manage their profile details. Use 'expand all' on right to reveal fields below the headings. Click 'update profile' if you edit any of the information.



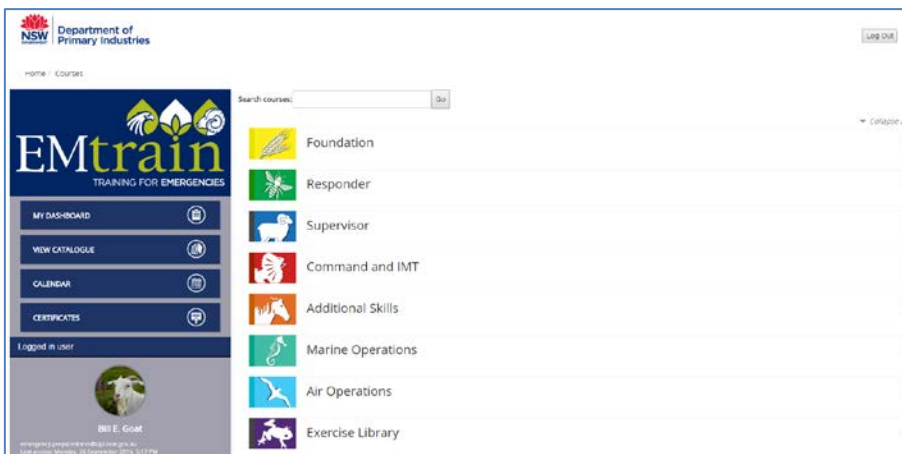
Field Name	Action or Data
General	Update or edit mandatory profile details. Some fields are mandatory and will be set when your access was created.
User picture	Add a passport style photo of yourself. It will assist Assessors processing information.
Additional names	Optional information
Interests	Optional information
Optional	Optional information – relevant contact information is in the next section
Emergency Management Information	If you have a WebEOC personnel record, this information will be transferred automatically. Please complete it if you do not have a WebEOC personnel record. Date of Birth is optional.

4.2. View Catalogue

The catalogue contains all courses, listed under the relevant category, eg [training level](#), specific hazard or skill.

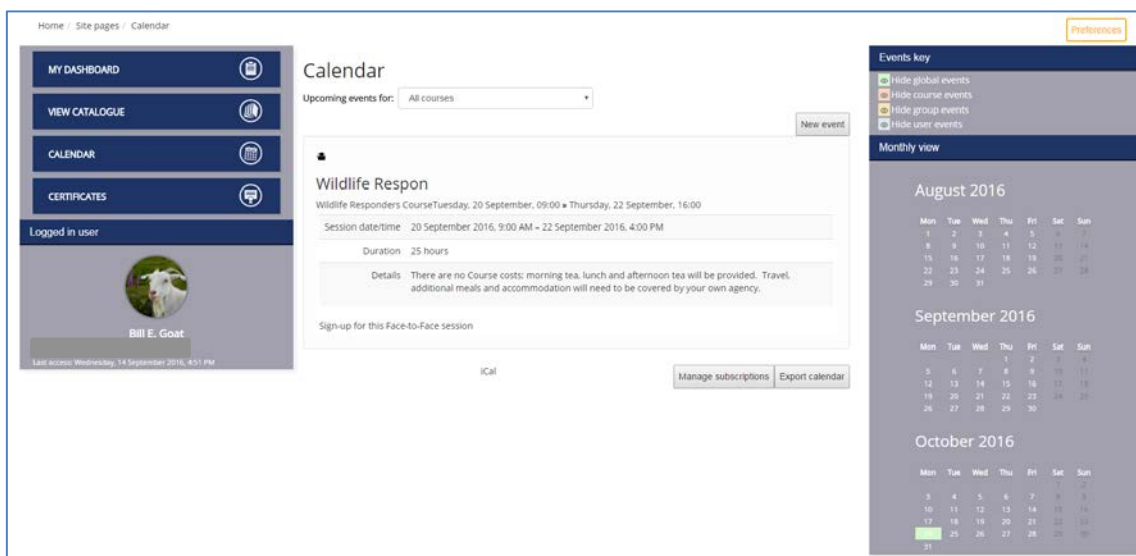
Learners can navigate to courses via headings or rotating triangles (on right).

The Exercise Library contains a variety of exercise plans with different scenarios and styles.



4.3. Calendar

The calendar page displays a list of calendar view of face-to-face courses that are available for enrolment. Information can be accessed and displayed in a variety of ways.



Courses can be displayed by clicking on:

- Event keys – global, course, group or user events can be hidden
- Month – views information for that month; click on individual courses
- Any highlighted date in the calendar
- Upcoming events list

Course information displayed (as above) provides a summary of the course

- Click 'Sign up for this Face-to-Face session' to nominate for this course
- Refer to Course enrolment [face-to-face](#) for details

4.4. Certificates

Any certificates that have been awarded for courses listed in EMtrain are saved to *My Certificates*. Click on course title to open and view certificate. Learners can download and/or print their certificates.

To navigate back from certificate page use web toolbar back arrow.

To upload certificates into EMtrain refer to [Upload Certificates](#).

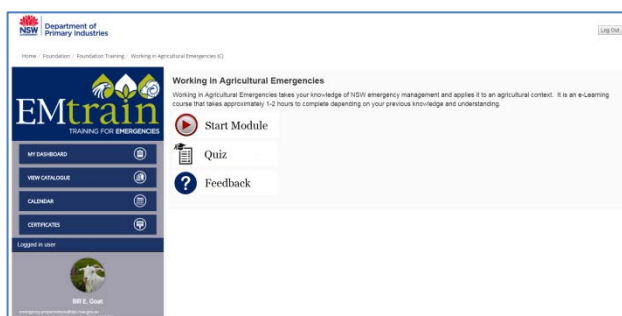
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5. Course Enrolment

EMtrain provides the ability to enrol or nominate for any internal and external online or face-to-face (F2F) courses you have access to. All nominations will be reviewed by an EMtrain administrator and learners will be provided further information when successful or a response where not.

5.1. Online - Internal

Internal online courses are accessible to all learners. If a course is not visible on your Home page, you can enrol through Catalogue page without needing to nominate. Clicking 'Enter course' will open the course giving access to the module(s), a quiz (if required for course completion) and a feedback form.



To open the module, click 'start module'. Modules can be partially completed and will resume where you left off when you recommence.





Complete the quiz (if available).

Complete the feedback form. We welcome feedback to improve the training provided. If you have any other feedback at any time, email emergency.preparedness@dpi.nsw.gov.au.

5.2. Online - External

External online courses are provided by agencies other than DPI. The EMtrain page for external courses provides course summary information and links to complete the course, upload awarded certificate(s) and provide feedback (internal).

As you will be accessing another agencies learning management system, you will have to apply for access which may take 24-48 hours.

 Guide	Guide for enrolment information and instructions
 Website Link	Link to external website to access the course
 Certificate	Upload your awarded certificate(s)
 Feedback	Complete the feedback form

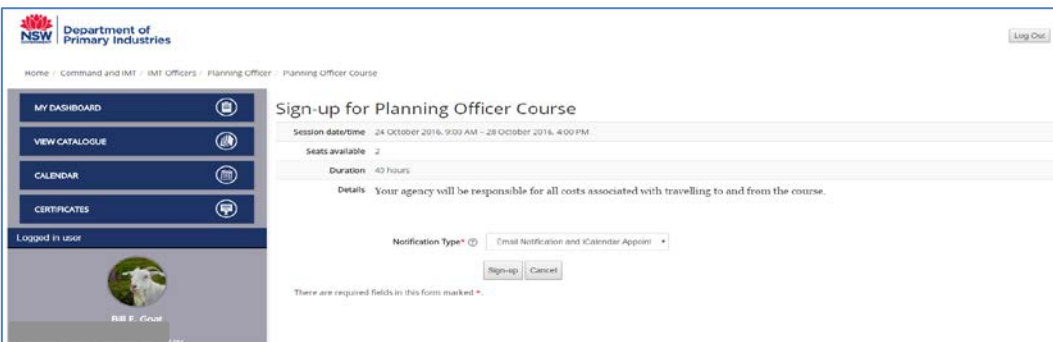
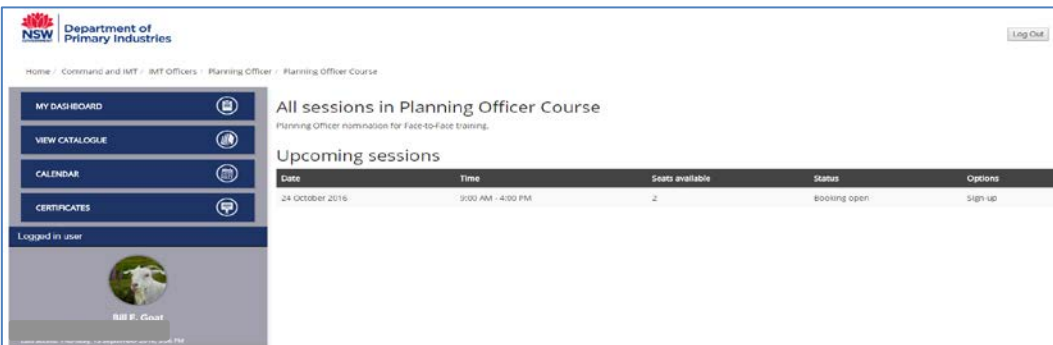
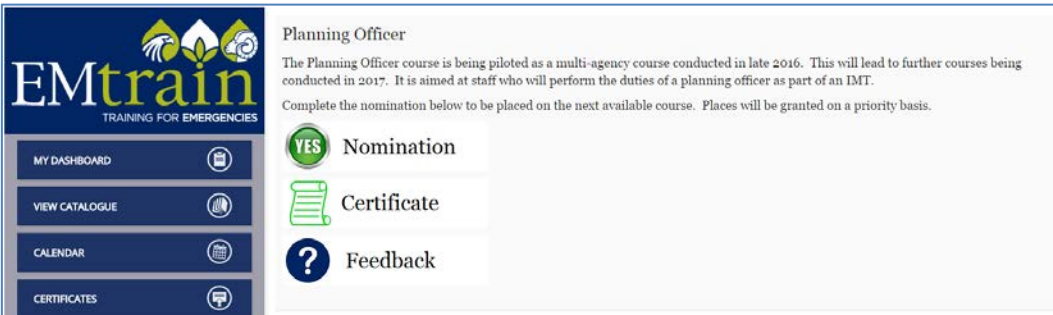
5.3. Face-to-Face (F2F)

Learners can enrol for F2F courses via several different links/pathways.

Access the course page (eg for Planning Officer below) by either:


1. Entering via the calendar then select notification type and click 'sign up', OR
2. Clicking on the course in your dashboard
 - a. Click 'Yes Nomination' button
 - b. Choose a date from list of upcoming sessions, click 'sign up'
 - c. Select notification type and click 'sign up'

You will be notified by email.




6. Upload Certificates

Certificates awarded for external and face-to-face courses should be uploaded into EMtrain by the learner to allow EMtrain Administrators to finalise course completion. Certificates for internal online courses are loaded automatically by EMtrain.

Open the course page and click  Certificate button.

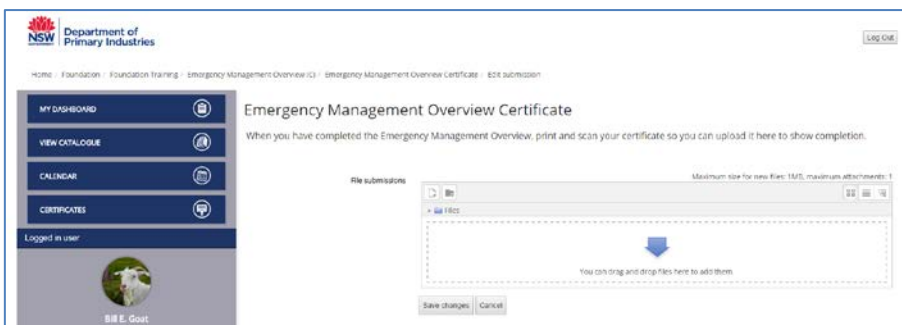
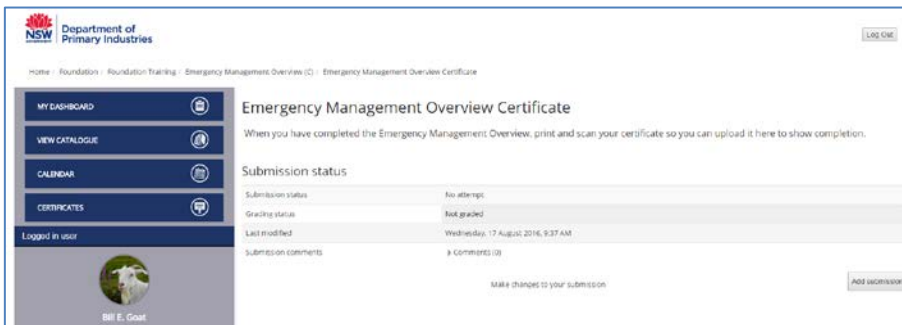
Click 'Add submission' button.

Attach certificate file by either:

- clicking  and choosing file to attach
- drag and drop file

Click 'save changes'.

You will receive an email acknowledging your submission.



After a certificate has been uploaded 'Add submission' changes to 'Edit submission' allowing learner to delete, update or add further documents.

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7. Role Allocation

All participants in an emergency response are allocated a role (see [Emergency response roles and responsibilities](#)). Learning pathways are linked to each role and EMtrain gives access to training based on these.

For further details refer to the [EMtrain Trainee Handbook](#).

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8. Contacts

For new user accounts and unlocking accounts, contact the EMtrain administrator at emergency.preparedness@dpi.nsw.gov.au.

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User Guide Information

Authorised by Manager Emergency Operations **Authorised date** 29 Sept 2016

Revision History

Version	Date	Section	Details
1			For approval