Self-Registration instructions
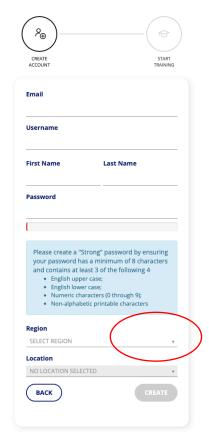
Step 1. Set up an account

To register to set up your account in the etrainu Learning Management System for the Queensland Welcomes You initiative follow the steps below.
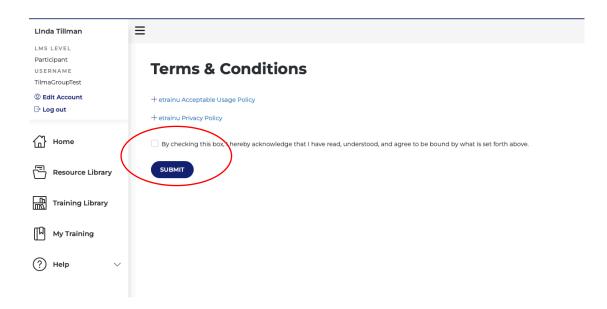
a. Click on the link to the Queensland Welcomes You Login Page

b. Enter your **name**
c. Enter a **username** (email address is ok or any name you want to use for the program)
d. Enter your **email address**
e. Enter a **password**
f. Click on the **Region** drop down and **select Queensland**
g. Click on the **Location** drop down and **select your region**
h. Select **Create**

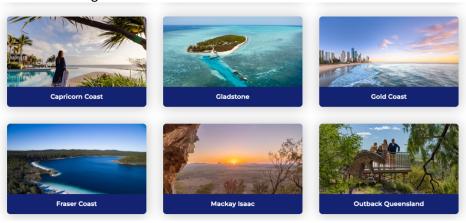i. Review Terms and Conditions and **click Submit**

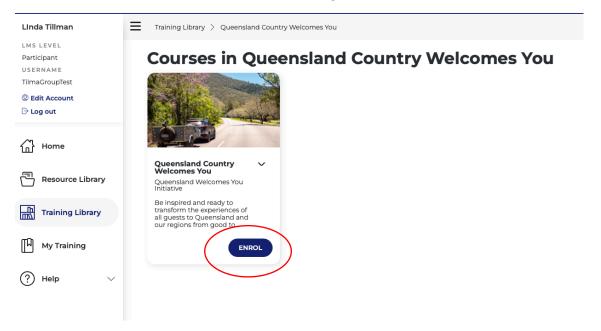## Step 2. Enrol in your regional program and commence the program

You will automatically be directed to the Queensland Welcomes You home page.

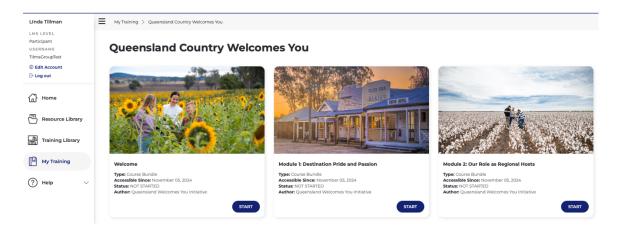

a. Take your time to read the information on this page and then click on the tile for your region from the 13 regional tiles.

b. After clicking your regional tile, you will be directed to the 'Training Library'.
c. Click on the '**ENROL** button' and you will be automatically taken into the 'My Training' section to commence the Welcomes You Program modules.

d. **IMPORTANT: Check your email inbox for a couple of emails:**

A **Self- Registration email** confirming your registration, with your Username and a **LOGIN TO YOUR ACCOUNT link** if you want to have quick access to the Queensland Welcomes You home page.

A **Participant Enrolment email** to confirm you are enrolled in the regional Welcomes You Program. You will receive this once you select your region and click Enrol. This email will includes a link to **ACCESS YOUR TRAINING.** This is helpful if you start the training and then need to come back to it later.

We recommend you save these emails in case you need to refer to them for your username, login in link and link to access your training.

If you choose to complete another region's Welcomes You Program, you will receive a Participant Enrolment email for each program.