

19/03/2019

## Instructions for iLearn registration - non-QH users (students and non-QH Health professionals)

The first component of the program is the online Spirometry Education, which is a pre-requisite to the workshop/placement. To access this program you must register with iLearn, the QH Learning Management System:

To create an iLearn account, follow the steps below:

1. Click on the following link to access the iLearn home page: <https://ilearn.health.qld.gov.au>

### Welcome to iLearn

iLearn hosts educational material for Queensland Health staff, external health professionals, contractors, students and members of the public.

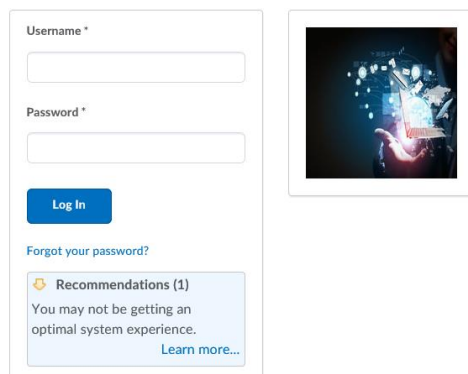
First time here?

[Register here for an iLearn account](#)

[Support and Assistance](#)

[System Check](#) | [Reset your Password](#) | [iLearn Help](#)

For technical issues please contact the Help Desk on 1800 198 175.



Username \*

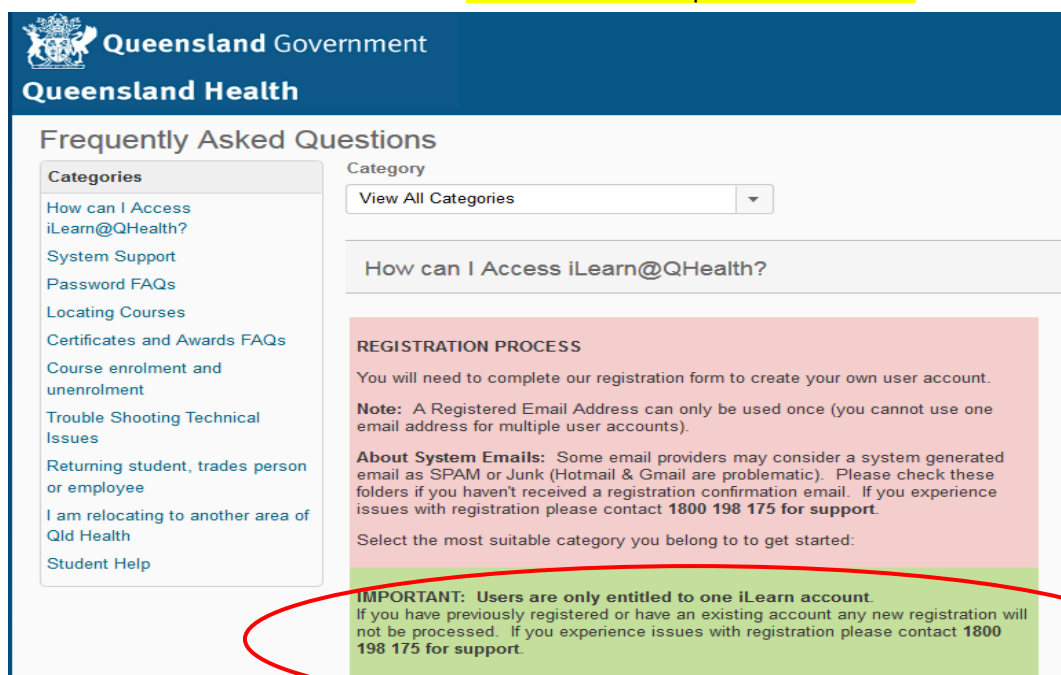
Password \*

[Log In](#)

[Forgot your password?](#)

**Recommendations (1)**  
You may not be getting an optimal system experience.  
[Learn more...](#)

2. Click on “**Register here for an iLearn account**”
3. You will see the screen below. **Please read this important information**



Queensland Government  
Queensland Health

### Frequently Asked Questions

Categories

- [How can I Access iLearn@QHealth?](#)
- [System Support](#)
- [Password FAQs](#)
- [Locating Courses](#)
- [Certificates and Awards FAQs](#)
- [Course enrolment and unenrolment](#)
- [Trouble Shooting Technical Issues](#)
- [Returning student, trades person or employee](#)
- [I am relocating to another area of Qld Health](#)
- [Student Help](#)

Category

[View All Categories](#)

#### How can I Access iLearn@QHealth?

**REGISTRATION PROCESS**

You will need to complete our registration form to create your own user account.

**Note:** A Registered Email Address can only be used once (you cannot use one email address for multiple user accounts).

**About System Emails:** Some email providers may consider a system generated email as SPAM or Junk (Hotmail & Gmail are problematic). Please check these folders if you haven't received a registration confirmation email. If you experience issues with registration please contact **1800 198 175 for support**.

Select the most suitable category you belong to to get started:

**IMPORTANT: Users are only entitled to one iLearn account.** If you have previously registered or have an existing account any new registration will not be processed. If you experience issues with registration please contact **1800 198 175 for support**.

4. Scroll down until you get to either the **student or the non-QH employee categories**.

**I am a STUDENT on clinical placement**

**Go here** (*launches in new window*) to complete our registration form to create a new a user account.

Select 'Non Queensland Health Learner'

Click the Register button

Complete the form with the following information:

- Use your University email address (preferred) or personal email if you do not have a tertiary email account.
- List 'Student' as your Position
- List your University as Employer
- List Student Placement coordinator details within Supervisor 'Name & Contact'

Registrations are processed daily Mon-Fri.

You will receive an email once your account has been set up.

If you are a returning student contact 1800 198 175 for assistance

**Need more help?**

For assistance on Clinical Student Placement Orientation requirements refer to 'Student Help' within our FAQs.

**I am employed by a Non Queensland Health healthcare provider**

Volunteers and Agency Employees

**Go here** (*launches in new window*) to complete our registration form to create a new a user account.

Select 'Non Queensland Health Learner'

Click the Register button

Complete the form with the following information:

- Use your personal email address
- List your job title with 'Position'
- List your Agency/Healthcare as your Employer (if none list Qld Health)

Registrations are processed daily Mon-Fri.

You will receive an email once your account has been set up.

5. Click on “**Go here**” to proceed with your registration.
6. Select “**I do not have an iLearn Username and password**”, then select **Submit**.

Registration Form

Select one of the following options:

I have an existing iLearn username and password

I do not have an iLearn username and password

Back Submit

7. Select the link **Non Queensland Health learner** option.

Self Registering Course Offerings		
Course Offering Code ▲	Course Offering Name	Course Offering Cost
CP_Self Reg External	<a href="#">Non Queensland Health learner (e.g. student, trades, contractor, volunteer)</a>	
CP_Self Reg Internal	<a href="#">Queensland Health employee (e.g. staff, contracted employee)</a>	
CP_Self Reg MHA General Access	<a href="#">Mental Health Act (Non Queensland Health employee)</a>	

8. On the screen below select **Register**.

**Description**

[Course Offering List](#) > **Course Offering Description**

**Step 1: View Course Offering Information**

**Course Offering Name:** Non Queensland Health learner (e.g. student, trades, contractor, volunteer)  
**Course Offering Code:** CP\_Self Reg External

**Non Queensland Health iLearn@QHealth learner registration**

Please complete this form to register for your new iLearn@QHealth account.

**Description:**  
 You should only use this form if:

- you are a health professional or student and
- are not a Queensland Health employee or contractor.

9. **Complete and submit** the registration form below with your information and the information outlined in **section 4 above**. **NOTE:** please use an email address that identifies you and if possible your organisation (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g. @hotmail etc). Do Not use a generic email eg "admin@" or "reception@" that may be used by more than one staff member in your organisation.

**Registration Form**

[Course Offering List](#) > [Course Offering Description](#) > **Registration Form**

**Step 2: Enter Registration Information**

Required fields are marked with a \*

\* **First Name:**

\* **Last Name:**

\* **Email:**

**Email Tip:** email address that identifies your organisation (e.g. employer, learning institution, business etc) in preference to a personal email address (e.g. @hotmail etc).

\* **Business Phone:**

\* **Position:**

\* **Employer:**

\* **Supervisor's Name:**

\* **Supervisor's Contact Number:**

Address 1:

Address 2:

\* **City:**

\* **State/Province:**

\* **ZIP/Postal Code:**

\* **Country:**

Office Use:

Supervisors name:  
 Irene Schneider  
 07 31394755

10. Account confirmation advice will be displayed and you will receive a confirmation email containing your username and link to reset your password.

If you require further assistance please contact the following help centre number:

**1800 198 175**

Please contact [QHSTP@health.qld.gov.au](mailto:QHSTP@health.qld.gov.au) when you are registered for iLearn so that access to the spirometry Education can be assigned.