

13/05/2019

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

The instructions below are for students who are competing a clinical placement with QH or health professionals who are enrolled in the QH Spirometry Training Program (QHSTP). The online Spirometry Education is a pre-requisite for both programs and can be accessed by first creating an account with iLearn, the QH Learning Management System. Once your account is created the online modules will be assigned to this account. Email QHSTP@health.qld.gov.au when your account has been created.

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.

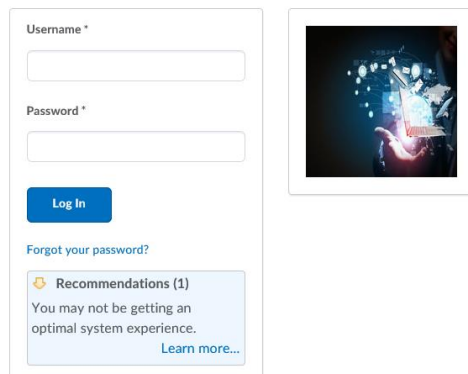
First time here?

[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 *

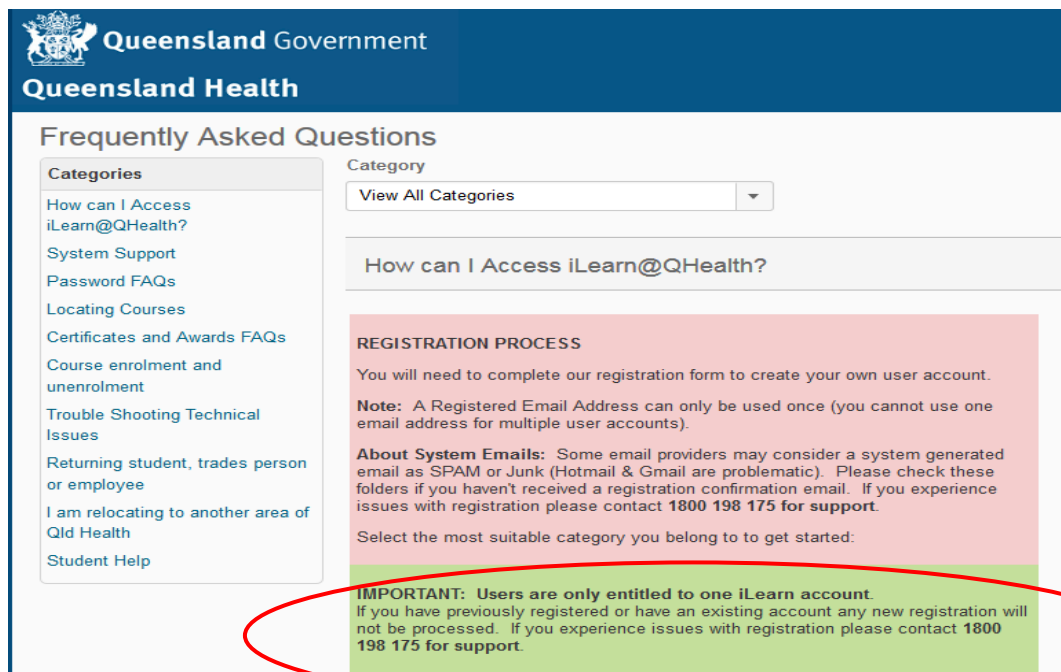
Password *

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	Non Queensland Health learner (e.g. student, trades, contractor, volunteer)	
CP_Self Reg Internal	Queensland Health employee (e.g. staff, contracted employee)	
CP_Self Reg MHA General Access	Mental Health Act (Non Queensland Health employee)	

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 when you are registered for iLearn so that access to the spirometry Education can be assigned.