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.

   [Image of the iLearn login page]

   2. Click on “Register here for an iLearn account”

   3. You will see the screen below. Please read this important information

   [Image of the Frequently Asked Questions page]

   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.

5. Click on “Go here” to proceed with your registration.

6. Select “I do not have an iLearn Username and password”, then select Submit.

7. Select the link Non Queensland Health learner option.
8. On the screen below select **Register**.

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.
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.