

Learning Hub – Course Access Instructions

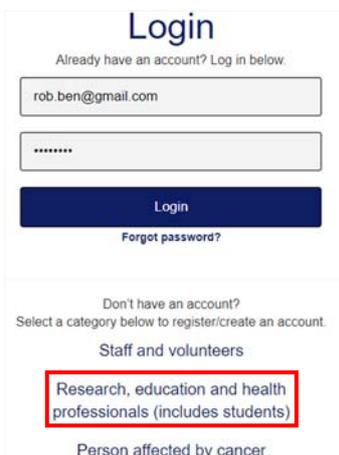
The Learning Hub allows you to access your learning anytime, anywhere. It comprises two integrated platforms - a **registration site** to set up your account and register into a course and an **online classroom**, to access your learning activities.

Account registration

Follow the steps below to create your account.

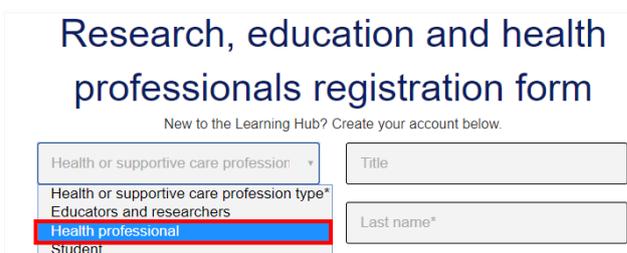
Please ensure to use Google Chrome or Safari.

1. Visit <https://cancervic.geniussis.com/PublicWelcome.aspx>
2. On the Login page:
Select the group **Research, education and health professionals (includes students)**.



The screenshot shows the 'Login' page. At the top, it says 'Login' and 'Already have an account? Log in below.' Below this are two input fields: one for an email address (containing 'rob.ben@gmail.com') and one for a password (containing '*****'). A blue 'Login' button is below the password field, with a 'Forgot password?' link underneath. Below the login section, it says 'Don't have an account? Select a category below to register/create an account.' There are three radio button options: 'Staff and volunteers', 'Research, education and health professionals (includes students)' (which is highlighted with a red box), and 'Person affected by cancer'.

3. Under 'Health or supportive care profession', select **Health professional**.



The screenshot shows the 'Research, education and health professionals registration form'. It says 'New to the Learning Hub? Create your account below.' There are three input fields: a dropdown menu for 'Health or supportive care profession' (with 'Health professional' selected and highlighted in a red box), a text field for 'Title', and a text field for 'Last name*'. Below the dropdown menu, there is a list of 'Health or supportive care profession type*' options: 'Educators and researchers', 'Health professional' (highlighted in a red box), and 'Student'.

4. Complete all the fields in the form and select **Register**.

Course registration

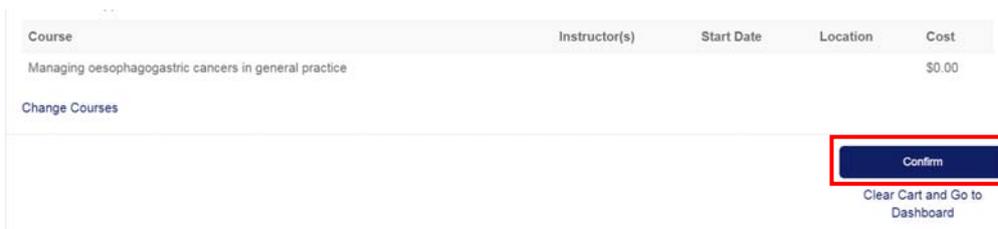
5. Arrive at your dashboard and select **Register for Course** from the left menu.



6. Locate the course you wish to register for, select **Add to cart** and then **Proceed to checkout** from the top-right of the screen.



7. Select **Confirm** to complete your course registration.



You have now registered into your course.

Undertaking your course

8. From the dashboard, select the course under **Active Courses**.

The course opens in a new window in the online classroom.

Navigate through the course and complete the required sections as prompted.

Once you have completed the course this will be recorded in the system and you will receive confirmation of any professional development points you are eligible for.

Logging back in to resume course

If you need to resume the course at a later time, visit the online classroom at <https://learning.cancervic.org.au/login/index.php> to access your course and enter your login details.

Scroll down and select your course under **My courses** and resume where you left off.

(Handy tip: Bookmark this URL for easy access the next time you want to log in).

Troubleshooting

Why can't I log in?

There could be many reasons, but the most common reason is forgetting your password, trying with a wrong password or simply entering your password incorrectly. Visit the [Password Reset](#) page to reset your password.

If you experience any other issues, double check the [systems requirements](#).

If issues continue, contact learning@cancervic.org.au

Cancer Council Victoria Learning Hub – System Requirements

To have an optimal experience in Cancer Council Victoria's Learning Hub, ensure your computer meets the system requirements listed below.

Operating system	Recommended: Windows 7, 10, Mac OSX Sierra, iPad IOS10
Internet speed	Use a broadband connection (256 Kbit/sec or faster - so you can see videos and online presentations) through USB wireless modem, ADSL, T1/T2, fibre optic or cable. Dial-up access will be slower and not recommended.
Browsers and settings	Compatible browsers include: <ul style="list-style-type: none"> • Google Chrome 32 bit version 50 or later (Windows) • Safari 10 or later (Mac) MS Internet Explorer is <u>not</u> recommended. We recommend that the following be enabled: <ul style="list-style-type: none"> • Cookies • Pop-ups (in both Internet browser and security software) • Javascript
Plug-ins	Use the latest version of Adobe Flash Player
Resource viewing	To view the PDF course resources, latest version of Adobe Acrobat Reader is recommended.
Devices	You may need to use audio or devices while completing the course. Therefore, please ensure: <ul style="list-style-type: none"> • Your device audio is turned on • You have a headset If not do not have any of these, please make sure that you resolve the issue yourself, or that you can receive help to resolve the issue.

Further issues?

If you do experience issues that you can't resolve by checking these system requirements, contact learning@cancervic.org.au