

Cancer Council Victoria Learning Hub – Course Access Instructions

Cancer Council Victoria's Learning Hub is an online learning management system (LMS) that allows you access your learning anytime, anywhere. It comprises of 2 integrated platforms, a **registration site**, to set up your account and register into a course, and an **online classroom**, to access your learning activities.

Before you get started, read the [systems requirements](#) and make sure you have your computer set up appropriately to access and complete your course.

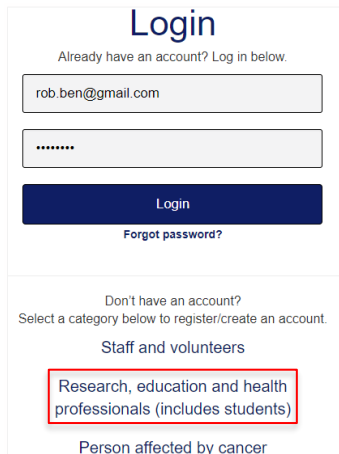
Please ensure to use Google Chrome or Safari.

Accessing your course

1. Visit the [registration site](#).
2. If you already have a learner account, enter your user credentials to log in and proceed to step 4.
3. If you are accessing the first time, follow the steps below to create your account.

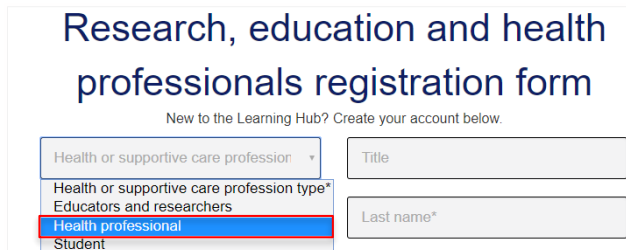
On the Login page:

- 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 link for 'Forgot password?' 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'.

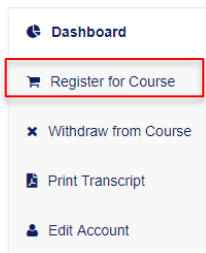
- Under 'Health or supportive care profession', select **Health professional**.



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 blue), a text field for 'Title', and a text field for 'Last name*'. Below the dropdown menu, there is a list of options: 'Health or supportive care profession type*', 'Educators and researchers', 'Health professional' (highlighted in blue), and 'Student'.

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

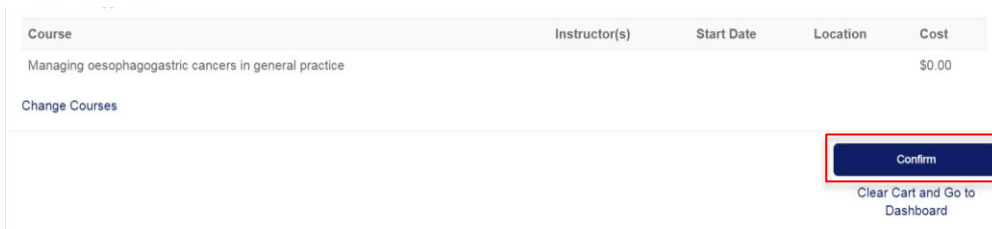
4. Arrive at your dashboard and select **Register for Course** from the left menu.



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



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



7. You have now registered into your course. From the dashboard, select the course under **Active Courses**.
8. The course opens in a new window in the online 'classroom'. Navigate through the course and complete the required sections as prompted, so you are marked as complete in the system.

Logging back in, to resume course

9. Visit the online '[classroom](#)' directly to access your course and log in with your credentials (Bookmark this URL for easy access the next time you want to login).
10. Scroll down and select your course under **My courses** and resume where you left off.

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