

Accessing the online pre-course workbook

1. Go to www.allenstraining.com.au
2. Click on the **Orange Online Learning** button on the homepage
3. Select **First Aid Online**
4. Review the instructions regarding minimum computer requirements and how to access support etc
5. You have 2 options to complete your First Aid Online. An e-book enabling you to print the question and answer sheet or an online course which includes the questions in an online quiz format. You will need to print out your completion certificate at the end.
6. You can now have the option to select either the online course or the e-book



Note that you only need to complete one of these options

Instructions for the online course

7. If you have been provided with log in details (username and password) from your trainer – enter these details in the log in area. Please ensure you enter these exactly as they have been provided.
8. If you have not been given log in details, you will need to click on **“Create Account”** in the top right hand corner of the screen. Once you have logged in you may want to add the site to your favourites for ease of returning. If you do not add it to your favourites, you can just follow the steps above to get back into the site.
9. When creating an account all fields marked with an asterisk are mandatory. Your password must contain at least 5 characters
10. Once you have entered all your details, click on the **“Submit”** button at the bottom of the screen.
11. Your account details will then display on the screen. You can now click on the **“Return to Log in”** button to start the program. You will also be sent an email to your nominated email address. This email contains your username, password and a link to access the online platform. Please keep this email in a safe place for future reference.
12. You will see a list of available courses – **please ensure you only do the course appropriate to you.** You may not be required to complete all courses. If you are in doubt as to which course you are enrolled in, please contact your trainer for confirmation.
13. Scroll to the appropriate course and click on the **“Launch Course”** button to start.
14. If you need assistance with your online course please contact our support team by clicking on the **“Access Support”** button or by emailing online@allenstraining.com.au
15. Accounts are valid for a period of **60 days**. After this time accounts become inactive. If you have not finished the workbook within this timeframe you will either need to contact us for an extension or if a large amount of time has elapsed you may be required to create another account and restart the workbook to ensure currency of knowledge before you attend the practical session.

Instructions for the E-Book

You are unable to print the entire workbook, however we recommend that you click the yellow tab marked **Assessment** and print the questions and the answer sheet. You can then review the contents of the First Aid Workbook and manually answer the questions as you read through the workbook on screen.

You will be required to bring your completed answer sheet with you when you attend your practical First Aid course. If you do not bring this sheet with you, you will be required to complete the assessment again at the completion of the day.