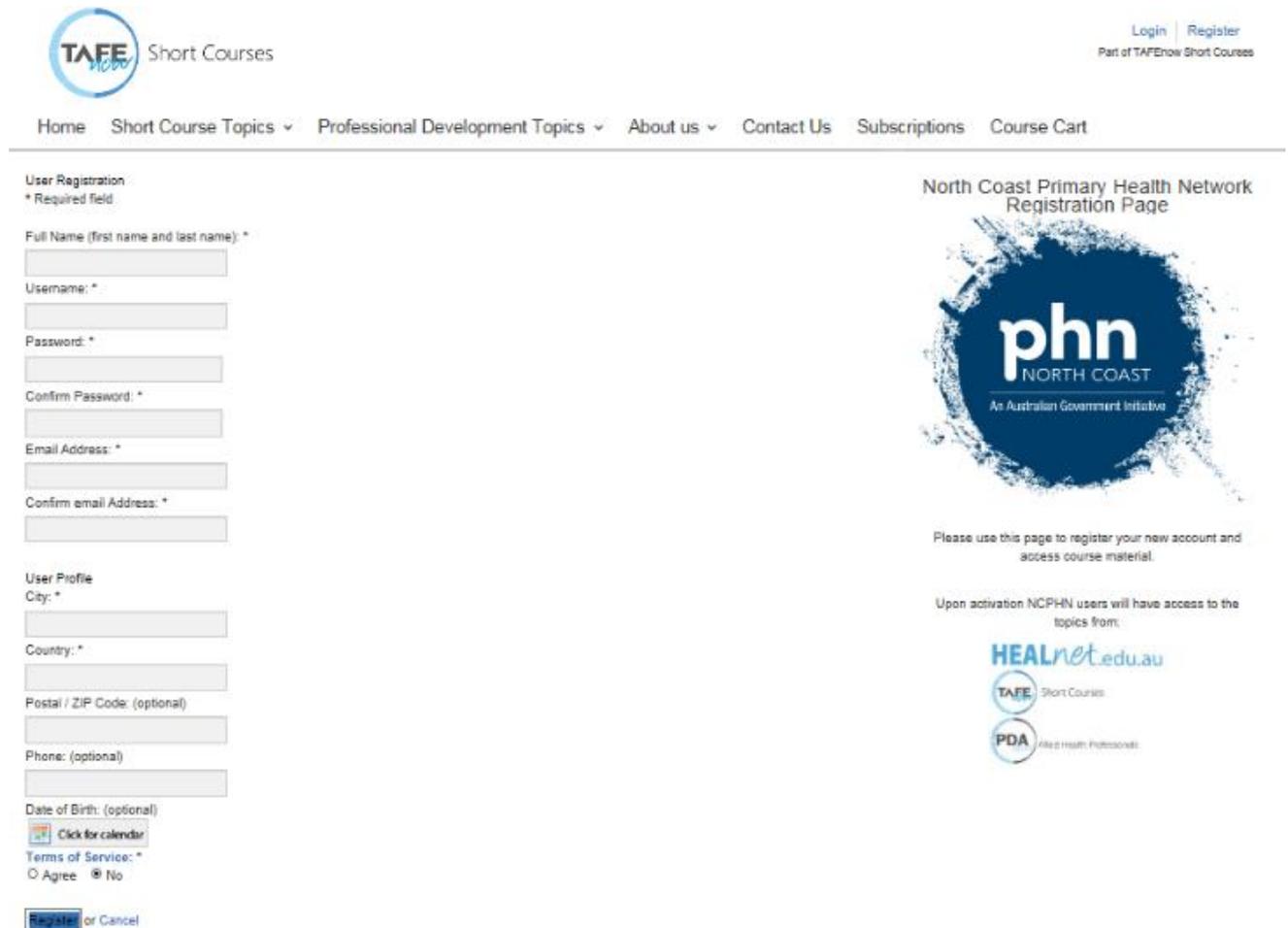


## Instructions for accessing free online TAFE Training

1. You must first register by visiting this link: [http://shortcourses.tafenow.com.au/component/com\\_users/Itemid,1650/view,registration/](http://shortcourses.tafenow.com.au/component/com_users/Itemid,1650/view,registration/). The enrolment form pictured below should appear in your web browser. You only need to register the first time.



The screenshot shows the registration page for TAFE Short Courses. The page has a header with the TAFE Short Courses logo and navigation links: Home, Short Course Topics, Professional Development Topics, About us, Contact Us, Subscriptions, and Course Cart. The main content area is divided into two columns. The left column contains the registration form, and the right column contains the North Coast Primary Health Network Registration Page logo and instructions.

**User Registration**  
\* Required field

Full Name (first name and last name): \*

Username: \*

Password: \*

Confirm Password: \*

Email Address: \*

Confirm email Address: \*

**User Profile**

City: \*

Country: \*

Postal / ZIP Code: (optional)

Phone: (optional)

Date of Birth: (optional)  
[Click for calendar](#)

Terms of Service: \*  
 Agree  No

or

**North Coast Primary Health Network Registration Page**

Please use this page to register your new account and access course material.

Upon activation NCPHN users will have access to the topics from:

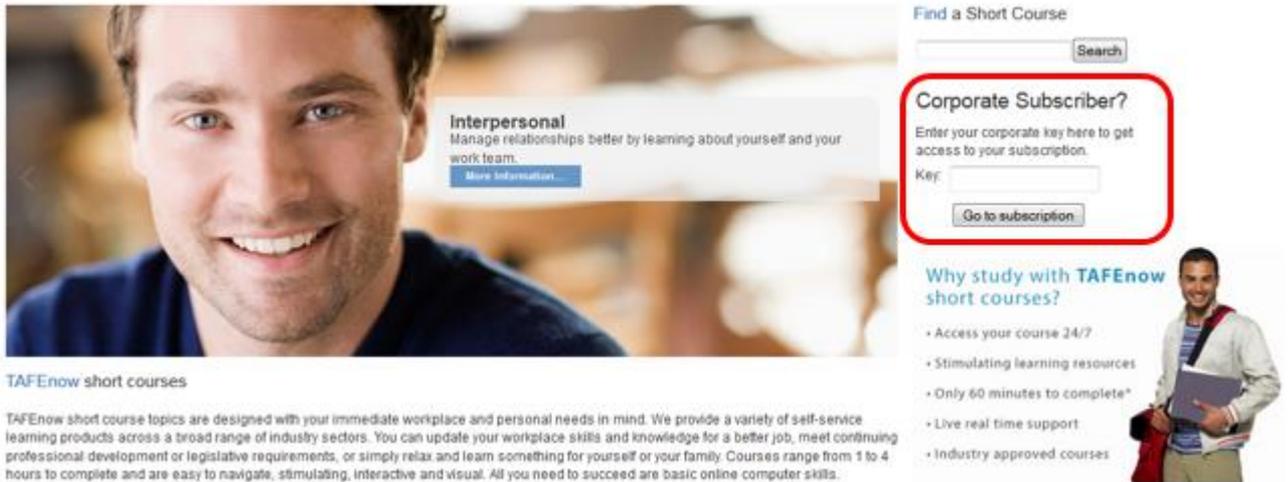
[HEALnet.edu.au](#)

 TAFE Short Courses

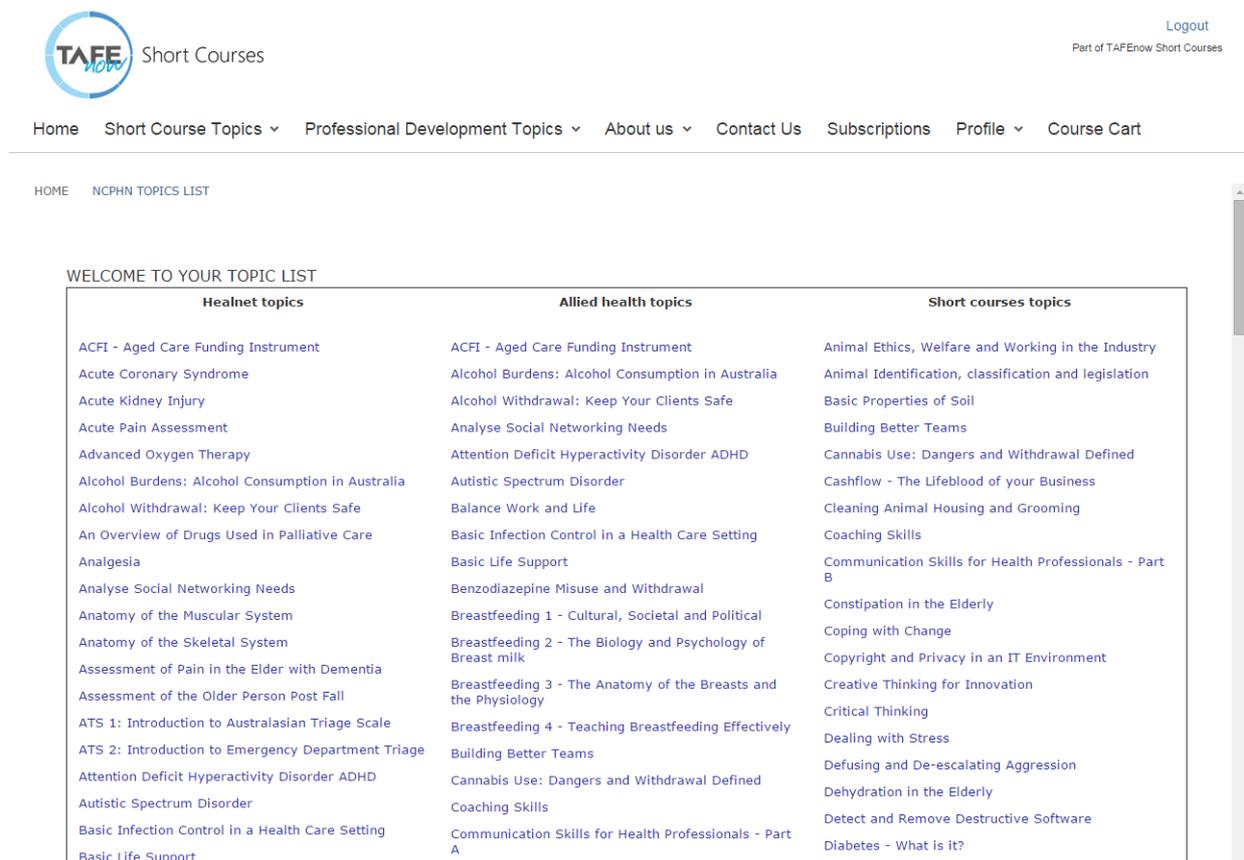
 PDA Allied Health Professionals

2. Fill out the enrolment form fields with your details, agree to Terms of Service and click on 'Register'.
3. Confirm your account by following the link at Step 1 in the automated email you should receive at your email address. Be sure to check your 'Junk' email folder in case the incoming email is identified as spam. The link will take you to the log in page.

- Once you log in using your username and password, you should see the screen pictured below. You will need to enter **NCPHN353** in the 'Enrolment key' field and then click 'Enrol me'.



- You have now successfully activated your subscription and should see a list of topics, split in three categories, as pictured below that are available for you to complete.



- To access courses after activating your subscription, visit <http://shortcourses.tafenow.com.au/> and use your username and password to log in by clicking 'Login' at the top right hand corner of the screen.

- Once you log in, you should see the screen pictured below. By clicking on 'North Coast Primary Health Network Topics List', you will see the list of topics you can complete as pictured in step 5 of this instruction sheet.

The screenshot displays the TAFE VCE Short Courses user interface. At the top left is the TAFE VCE logo and 'Short Courses' text. At the top right, there is a 'Logout' button and the phone number '1300 TAFEnow (1300 823366)'. Below this is a navigation menu with items: Home, Short Course Topics (selected), Professional Development Topics, About us, Contact Us, Subscriptions, Profile, and Course Cart. The main heading reads 'Welcome to your short courses space'. Below the heading is a small image of a woman working on a laptop. The page is divided into two main sections: 'My Topics' on the left and 'My Certificates' on the right. The 'My Topics' section contains a list of course titles, with 'North Coast Primary Health Network Topics List' highlighted by a red rectangular box. Other topics listed include 'First Aid', 'Tracheostomy Tube Management 3', 'Tracheostomy Tube Management 2', 'Tracheostomy Tube Management 1', 'Snakebite 2: Assessment and Management', 'Snakebite 1: Australian Snakes and Snakebite', 'Rapid Sequence Intubation 2', 'Rapid Sequence Intubation 1', 'Pneumothorax 3', 'Pneumothorax 2', 'Pneumothorax 1', 'PICC 4: Complications and Home Therapy', 'PICC 3: Flushing, Dressing and Removal', 'PICC 2: Insertion and Potential Complications', 'PICC 1: Underpinning Knowledge', 'Oxygen Delivery Devices', 'Non-pharmacological Management of Pain', 'Managing the Airway', 'Management of Chronic Obstructive Pulmonary Disease', 'Laryngeal Mask Airway', 'Increased Intraocular Pressure 2: Nursing Management', 'Increased Intraocular Pressure 1: Underpinning knowledge', 'Identification and Initial Assessment of Incontinence in Adults', and 'Diabetes - What is it?'. The 'My Certificates' section is currently empty.

- Please call 1300 823 366 if you require any assistance throughout this process.
- Please email [gdart@ncphn.org.au](mailto:gdart@ncphn.org.au) to provide any feedback on the courses.