



User Guide: Searching and Enrolling for Courses.

To search for a CEWD or State-wide course follow these instructions

Step 1.

The screenshot shows the SLHD Intranet homepage. At the top, there is a blue header with the NSW Government logo, 'Health Sydney Local Health District', and 'Intranet' text. A search bar and date 'Friday, November 20, 2015' are also present. Below the header is a navigation menu with categories like 'Intranet HOME', 'SLHD Internet', 'FORMS', 'ROSTERS', 'EVENTS', and 'EMERGENCY NUMBERS'. A large banner for 'ANTIBIOTIC AWARENESS WEEK' is displayed in the center. On the left, a sidebar contains a list of menu items under 'Education & Training', including 'Allied Health Research Forum', 'BloodSafe eLearning Australia', and 'Centre for Education and Workforce Development'. A callout box with an arrow points to 'Centre for Education and Workforce Development'. On the right, there is a 'StaffLink' widget with several links, including 'Centre for Education and Workforce Development', 'Workplace Giving Program', 'SLHD Employee of the Month', 'Casemix Documentation Guidelines', 'HealthMatters', and 'REPORT AN INCIDENT'. A second callout box with an arrow points to the 'Centre for Education and Workforce Development' link in the StaffLink widget.



Step 2.

The screenshot shows the website's header with the NSW Government logo, Health Sydney Local Health District, and the Centre for Education and Workforce Development. A navigation menu includes Home, About, Courses, Login to LMS, Orientation, Clinical Placement Unit, News and Updates, External Applicants, and SLHD Home. A search bar is also present.

The main content area features a banner for the "Education Roadshow" with a group of staff. A callout box with an arrow pointing to the "Login to LMS" button in the navigation menu contains the text: "Click on either one of the login to LMS buttons."

Below the banner is a row of seven hexagonal icons representing different focus areas: INNOVATION, MANAGEMENT & LEADERSHIP, EDUCATION & RESEARCH, TECHNICAL SKILLS, CLINICAL SKILLS, GOVERNANCE, and ENGAGEMENT.

The lower section contains several news items and a "Your CEWD" section. The "Your CEWD" section includes a photo of a meeting and the text: "The Centre for Education and Workforce Development is a recognised leader in health education in NSW." To the right, there is a "What's on 2015" graphic and a prominent orange "Login to LMS" button. An arrow points from the "Your CEWD" section towards this button.



Step3.

Enter your Username (Employee Number) and Password (Stafflink password) in to the text boxes.

8 Digit StaffLink ID / Payroll No: 25033955

Password:

Login

All Corporate Systems have a pre-agreed maintenance window on Thursdays between 19:00 and 23:00. Disruptions to service may occur during this time.

Welcome to HETI Online, the state-wide web-based Learning Management System (LMS) that delivers and tracks learning or training for New South Wales Health employees.

Non StaffLink Users [Click here to login](#)

Step 4a.

If you know the name of the course you wish to search for continue here. If you want to browse for what courses are available go to step 5.

There are several ways to search for a course. You can highlight the catalogue menu at the top of the screen and click on search.

Alternatively you can type the name of the course in to the search catalogue field on the right of the screen and click search.

Search Catalogue

Search Advanced Search



Step 4b.

If you choose to use search via the catalogue you will be greeted with this screen. Enter the name of the course in the search field and click search. You also have access to some advanced search filters if you require them.

Step 5

If you do not know the name of the course or simply wish to browse what face and e-learning offerings are available, then follow these steps.

Locate the catalogue tab at the top of the screen, highlight and click on the Browse button.



Step 5b.

When you select Browse you will be greeted by this screen.



My Details Help

Contact Us Logout

Home | Catalogue | My Learning | Reporting

Browse Catalogue

- Top
- Clinical Practice (264 Courses) (15 learning paths)
- Communication and Relationships (63 Courses) (4 learning paths)
- Corporate Governance (14 Courses)
- Higher Education Provider (1 Course)
- Leadership (23 Courses) (3 learning paths)
- Management (40 Courses) (3 learning paths)
- Orientation (19 Courses) (2 learning paths)
- People, Culture and Values (33 Courses) (4 learning paths)
- Quality and Safety (28 Courses)
- Teaching, Training and Research (14 Courses) (1 learning path)
- Technology (26 Courses) (4 learning paths)
- Work Health Safety (34 Courses) (1 learning path)

Click on the headings to browse that category. All the courses will be present alphabetically.

Step 6a.

No matter how you search for a course, the result will display a list of results related to the parameters you have used.



Home | Catalogue | My Learning

Search Catalogue

Course Name or Keyword resus

Sort By: Course Name

COURSE NAME	WHERE	COST	AVAILABILITY	ACTION
01. RESUS4KIDS - Paediatric Life Support for Healthcare Rescuers e-Learning				Enrol
02. RESUS4KIDS - Advanced Paediatric Resuscitation e-Learning				Enrol

Clicking on the course name will provide you more details about that course and provide you with an option to enrol if able.

You can also directly enrol into a course from the search list by clicking on the Enrol button.

If the button is greyed out, it means that course is unavailable, full, or you do not meet the requirements for it



Step 6b.

Courses that require approval from a manager and/or Instructor will display a Request Learning Button. When you click on this you will be asked to provide more information as to why you want to do the course.

If the button is greyed out, then the course is full.

The screenshot shows a search interface for 'Excel Intermediate: Pivot tables and charts' with four results. The first three have 'Request Learning' buttons, while the fourth is greyed out. A text box with arrows points to the buttons and the 'Course Full' status.

COURSE NAME	WHERE	COST	AVAILABILITY	ACTION
Excel Intermediate: Pivot tables and charts Tue, 26 Apr 2016, 09:00am - 12:30pm (GMT+11) AEST	Lilyfield NSW 2040.		Places:15	Request Learning
Excel Intermediate: Pivot tables and charts Wed, 20 Jul 2016, 09:00am - 12:30pm (GMT+11) AEST	Lilyfield NSW 2040.		Places:15	Request Learning
Excel Intermediate: Pivot tables and charts Fri, 21 Oct 2016, 09:00am - 12:30pm (GMT+11) AEST	Lilyfield NSW 2040.		Places:15	Request Learning
PCO1217 Excel Intermediate: Pivot tables and charts Thu, 03 Dec, 01:00pm - 05:00pm (GMT+11) AEST	Lilyfield NSW 2040.		Course Full	Request Learning