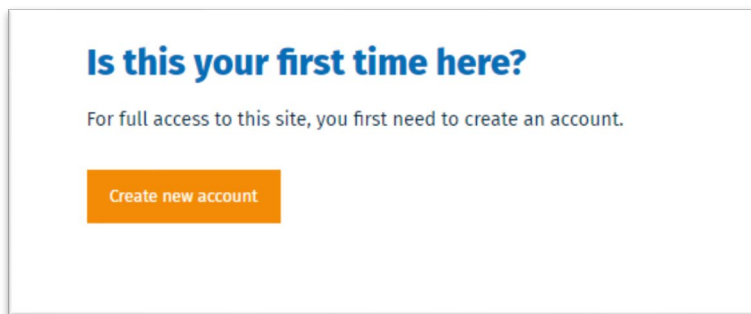
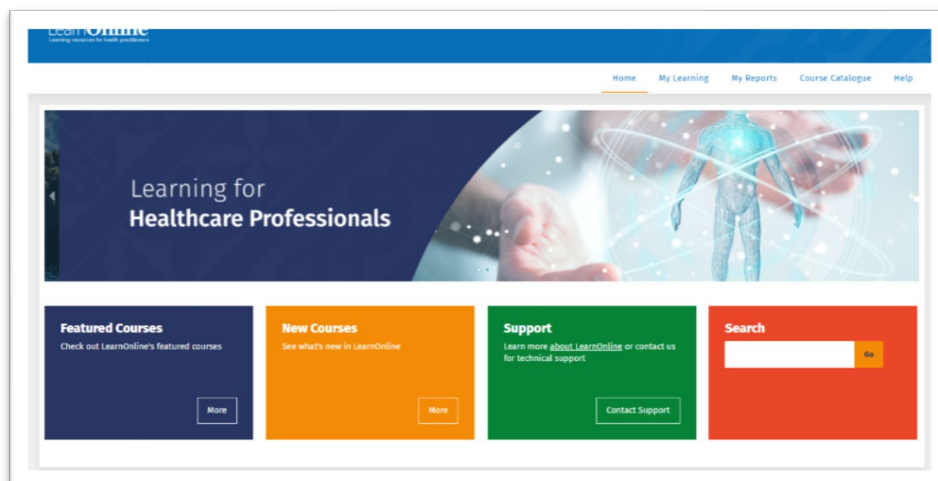


Instructions for completing online modules via LearnOnline

1. You can access the front page of the Ministry of Health's LearnOnline platform using this link: <https://learnonline.health.nz/>
2. **If this is your first time to LearnOnline:** You will need to register and create a profile. Click on the orange Log in button and Create new account.



3. **If you already have a profile,** even if you haven't used it for a while or used a different email address, you **do not** need to create a new one. Instead, update your current account with the new details - email address and username. You can do this by updating your current profile by clicking on your name at the top right hand corner.
4. If you do not receive a registration email or a reset password email, check your email junk/spam folder. Sometimes this issue is at an organisation level and emails may go to your work spam filter. If you are still having issues, please use the 'contact support' link on the LearnOnline front page to access help with this.



5. For lost or forgotten usernames and password please follow the prompts on the log-in screen.
6. System requirements can be viewed [here](#). Pop-ups must be enabled to view content on this site.
7. For questions on how to complete the course, please contact info@hqsc.govt.nz.