# How to access Ko Awatea LEARN

1. Go to: Ko Awatea Learn <u>https://koawatealearn.co.nz/login/</u> via Internet (Explorer /Google Chrome/Firefox).

**MidCentral DHB: You are responsible for creating your own account** using your default email address and employee number. Please ensure you have the correct details before you begin.

## Primary Organisations:

All primary organisation accounts are managed through your organisation. Account login details will be provided to your organisation contact person. If you have not received your login details please talk to your organisations manager.

## PLEASE DO NOT create a new account without the login information provided.

For further help information about logging into or using Ko Awatea please access the FAQ document.

L E A R N	You are not logg
Returning to this site? Frail address education@r Password Remember semame Log in Forgotten your Usemame or password? Cookies must be enabled in your browser ?	<section-header><section-header><section-header><list-item><list-item><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></list-item></list-item></section-header></section-header></section-header>

## 2. MDHB EMPLOYEES

A. "Create New Account" using your default MCH email address e.g. joe.bloggs@midcentraldhb.govt.nz and your employee number. If these do not match the HRIS database, recording your course completion in Yourself will be delayed (once we begin this process).

## To find your default email address

Your user login/email address must be your default MDHB email address. If we identify that you have set up your account with another email address we will change it to your default email and advise you of the change.

You are given several email addresses but only one of them is your default. You can check what your default email address is in the MDHB email address book.

- Find a Contact ▼ Mathematical Address Book Trint Find
- a. **Click** on '**Address book**' in the ribbon from Outlook.
- b. Search for your name in the address book and double click on your name.
- c. Click on the 'Email Addresses' tab.
- d. The email address beside the SMTP in capital letters should be your
- **B.** Create a password and enter your details. Note: The password must have at least 8 characters, at least 1 digit(s), and at least 1 upper case letter(s) e.g Joebloggs77.

- C. Then select "Join Ko Awatea LEARN".
- **D.** A confirmation **email** will be sent to your email address. Click on the link or cut and paste the link sent into the address bar. From there follow the instructions



## 2. PRIMARY ORGANISATIONS

A. If your account has been created for you. Please login using the MDHB login email address and password as provided e.g. firstname.surname.[organisation]@midcentraldhb.govt.nz

This email is your username and must not be changed. Note: This is not a real email address, it is for the purpose of creating an account username only.

When you first login you will need to use the password first provided. Then you will be prompted to change your password. Note: The password must have at least 8 characters, at least 1 digit(s), and at least 1 upper case letter(s) e.g Joebloggs77.

B. If you have been instructed to create a new account using the email username as advised by your organisation representative, please click "Create New Account" and follow the instructions B-D above.

If you do not know what this is please contact the MDHB Ko Awatea Administrator

- 3. Fill in your own details
- 4. Please do not alter your username or Organisation, other details such as Name, City and Role can be updated.
- 5. Once logged in you will see a page like this:

(MpCarm	AL DISTRICT HEALTH BO To For Houses o Russing of	CARD									Test Education2	-
	HOME	MY LEARNING	FIND COURSES	FIND FORUMS	LIBRARY	HELP						
	My learning											
	Nevigation		~	My Courses				1	Recent Lear	ning		
	My learning = Site home			No course information to sho	w.				You are not o	nrolled in any courses		
	<ul> <li>Site pages</li> <li>Courses</li> </ul>			Alerts					Letest bedg	8		
	Messages			You currently have no alerts					You have no	badges to display		
	Messages	Nc messages waiting										
KO AV							ABOUT	COPYRIGHT	TERMS OF USE	SITE DETAILS	PARTNERS AND ASSOCIATES	

## Which courses can I complete?

Programmes identified as being applicable to MDHB and MDHB Primary employees are available under the MidCentral DHB category. If you complete a course of the same or similar name under another DHB's category it might not reflect the MDHB or your Organisation policy and procedures.

Please contact your organisations manager or educator to identify the courses applicable to employees from your organisation.

Click 'Find Courses' then select 'MidCentral DHB'. Courses are in alphabetical order.

To The Toyon & Buston				Test Educati	on2
HOME MY LEARNING		ND FORUMS LIE	RARY HELP		
Wy learning Navigation	My Courses	annenna maitsadata deg Courtes Baseuras Perlin		 Recent Learning	
My learning = Site nome > Site pages	MidCentra	NAUTORIA TAMPANNITS NAUVEZZ BAY (1988)		MidCentral DHB - Drug Calculations Tests	
W (courses     MDHB - Smokefree     MDHB - SRRT     MDHB - SBRT	MidCentra	HO BPICE HUTT WALLEY DNB	ompetency	MidCentral DHB - Primary Care IV Cannulation MidCentral DHB - Infection Prevention	-
MDHB - Infection Prevention and Control Principles.	MidCentra	MOCENTRAL CHE	V Cannulation	and Control Principles in Practice - For those with patient contact	_
		NORTHLAND DHE		MidCentral DHB - Smokefree	-

## 6. Select the sub-category eg. (A-G)

Click the arrow beside the category to see all of the courses available in that category. You can also 'click 'Expand All' on the right to see a list of all MidCentral DHB courses.

	Course categories.			
	MidCentral DHB		~	
	Search courses	Go		> Expand all
<mark>► A-G (</mark> 8)				
> H-M (2)				
+ N-S (3)				
» T-Z (2)				

To select your course, click on the course name. There is no longer a 'Get started' button.

If this is your first time viewing this course you will be directed to a page where you will click 'Enrol me' otherwise if returning you will be directed straight to the course.

Course categories:	
MidGentral DHB / H-M	✓
Search for courses in category: H-M:	
i MidCentral DHB - Health Information and Privacy	4
This course is for ALL MidCentral DHB employee's.	
Patient confidentiality is a fundamental principle of healthcare delivery. Patients trust MDHB to look after sensitive health information and to make sure this	MIDCENTRAL DISTRICT HEALTH BOARD
information is used only by those directly involved in providing care to them.	Te Pae Houera o Ruchine o Tarana
The course will take approximately 45 minutes to complete.	
Key Contact: Lee Weich	

# 7. Search for a MidCentral DHB course

Use a key word in the 'Search courses' box.

	Course categories:	
	MidCentral DHB	
	Welcome to the MidCentral DHB Ko Awatea LEARN Online Learning Home Page	
	Search for courses in category: MidCentral DHB: code	30 ▶ Expand all
<mark>▶</mark> A-G (8)		
▶ H-M (2)		
▶ N-S (3)		
▶ <b>T-Z</b> (2)		

8. Once you have **completed all sections** and you have passed the course you will be able to access and **print off your certificate**.

Ko Awatea training records will be made available in the MDHB Yourself training record for MDHB employees in the future.

# 9. Search for another DHB's course

Click on 'Find courses' then enter a key word into the 'Search courses' box. All courses across all of the DHB's will be returned in the search. Note: not all courses will be available to anyone to enrol.

Remember to check with your organisation manager or educator that the course is applicable to you.

FIND COURSES	FIND FORUMS	LIBRARY	HELP	
			Search courses:	 Go
Auckland DHB (1	83)			
Awhina Waitemat	a DHB (170)			
Counties Manuka	u Health (127)			
Hauora Tairawhit	i (28)			