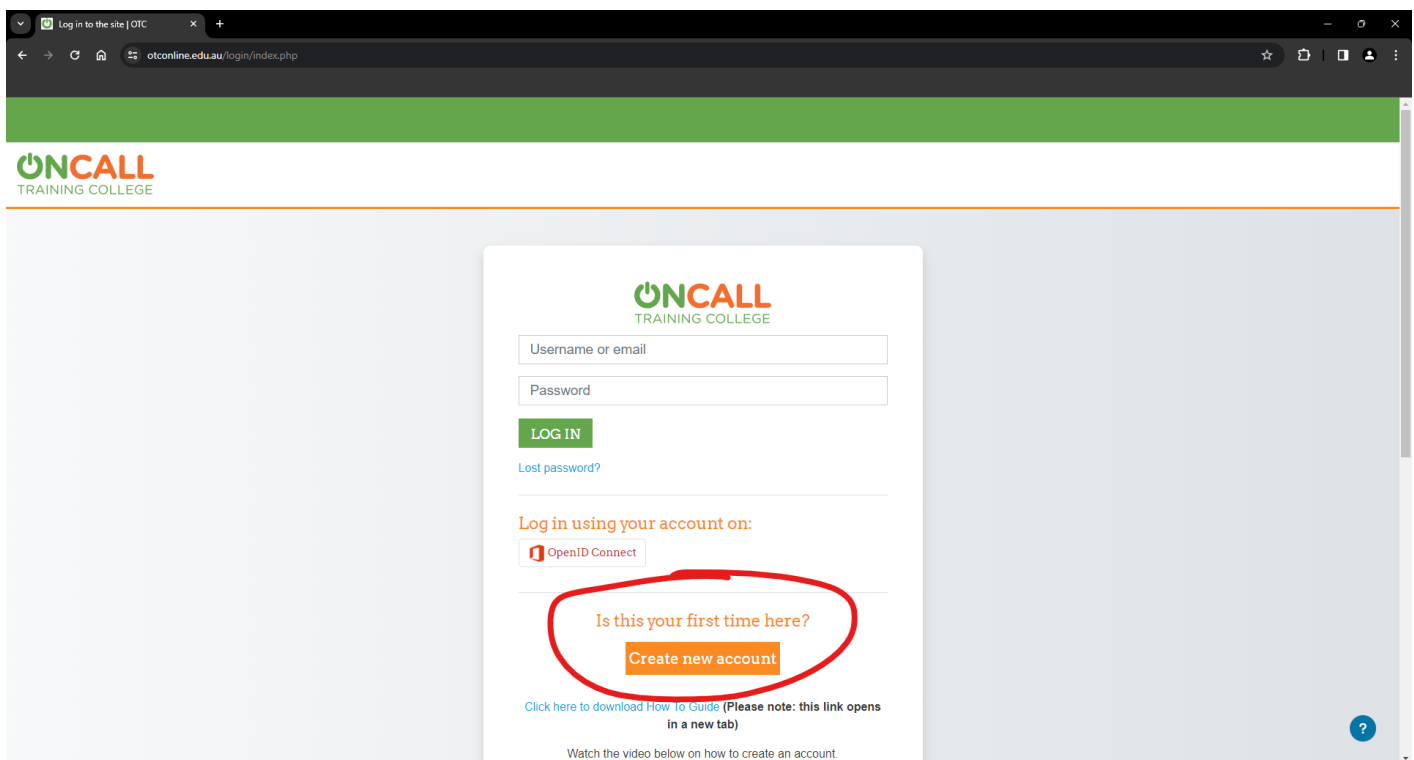


Creating a new Moodle account and accessing recruitment training modules

If you are a new ONCALL | SACARE applicant, you will need to create an account on the ONCALL Training College Learning Portal (Moodle) to access online training modules.

1. Click on the orange **Create new account** button.



Log in to the site | OTC

otconline.edu.au/login/index.php

ONCALL
TRAINING COLLEGE

ONCALL
TRAINING COLLEGE

Username or email

Password

LOG IN

[Lost password?](#)

Log in using your account on:

OpenID Connect

Is this your first time here?

Create new account

[Click here to download How to Guide \(Please note: this link opens in a new tab\)](#)

Watch the video below on how to create an account.

2. Enter the following details into the boxes displayed:

- a. Your email address
- b. Your email address (again)
- c. Create a password to log into the site with
- d. Your first name
- e. Your last name

You can also optionally enter your city, but this is not required and is not used by ONCALL | SACARE staff on this site. Finally, answer the reCAPTCHA security question to prove you are not a robot.

New account | OTC

otconline.edu.au/login/signup.php

New account

Enter your email address. This will be your username

Email address ⓘ

Email (again) ⓘ

Password ⓘ

First name ⓘ


Last name ⓘ

City/town

Country

Security question ⓘ

✓ I'm not a robot

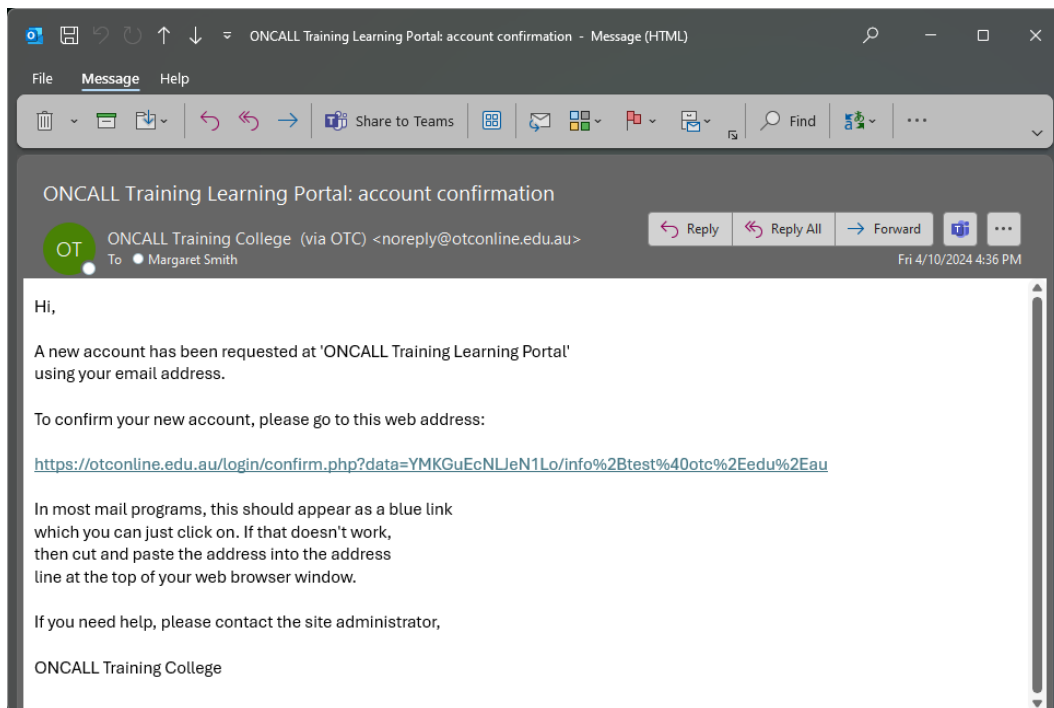
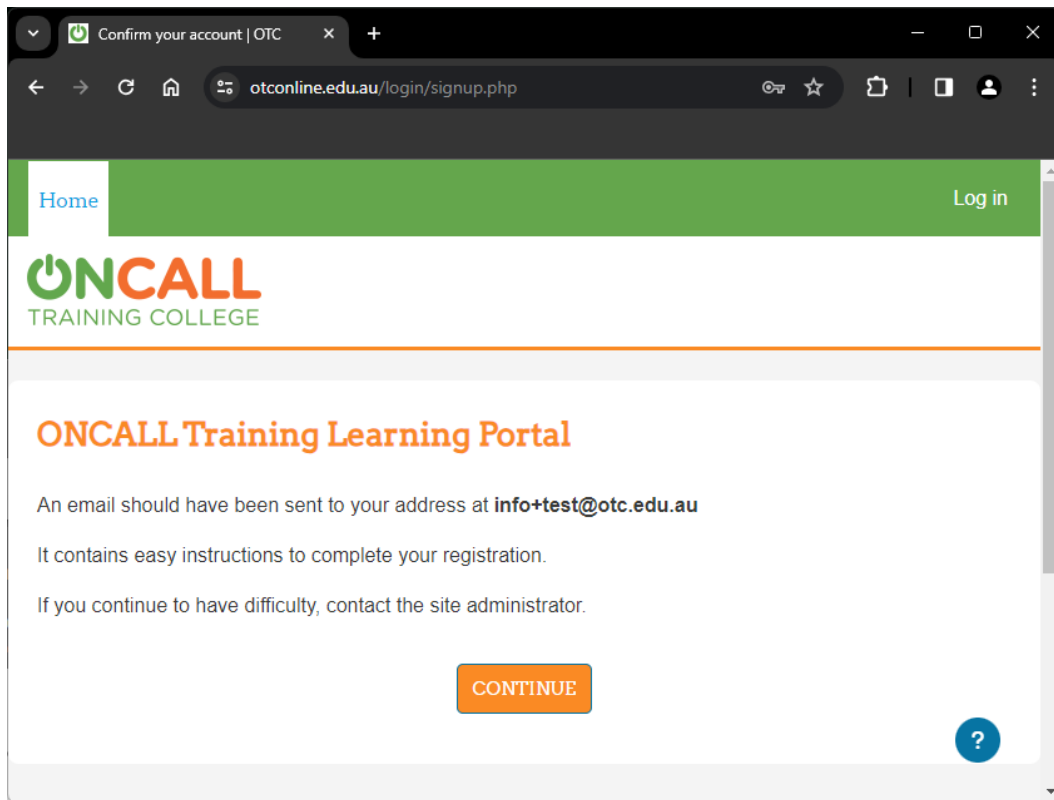

reCAPTCHA
[Privacy](#) [Terms](#)

CREATE MY NEW ACCOUNT

CANCEL

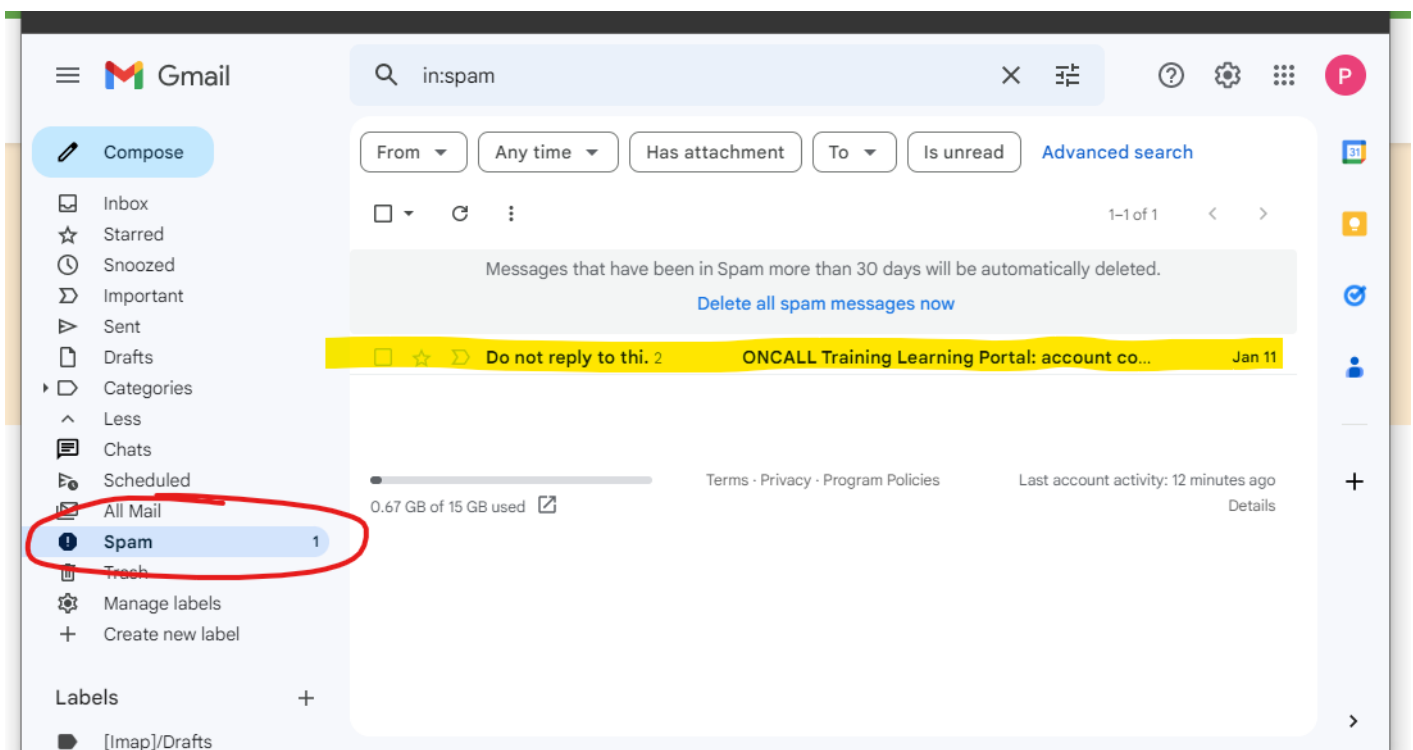
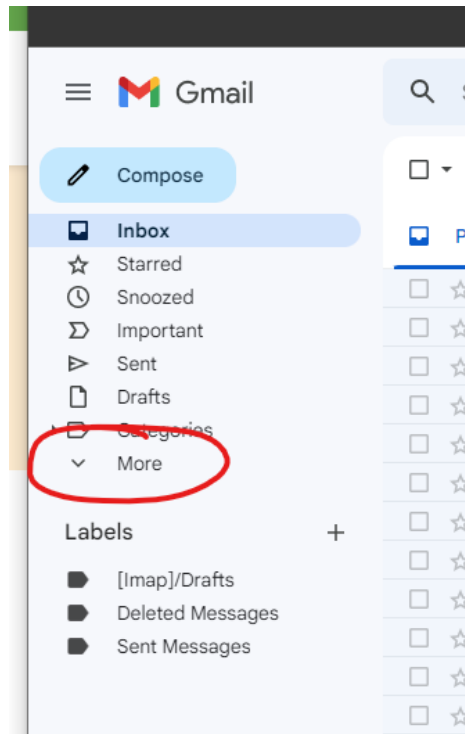
ⓘ Required ⓘ

3. Click on the red **CREATE MY NEW ACCOUNT** button. The system will send you an email with a link to confirm your account. Open the email and click on the link.

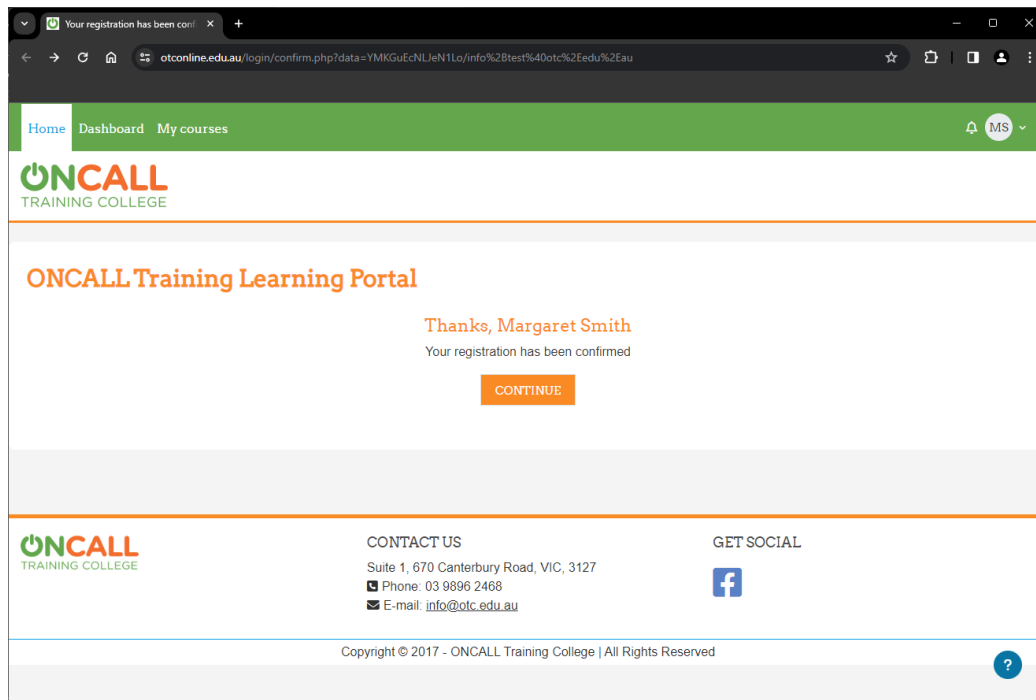


4. **If the email does not appear in your inbox, check your Junk folder or your Spam folder!**

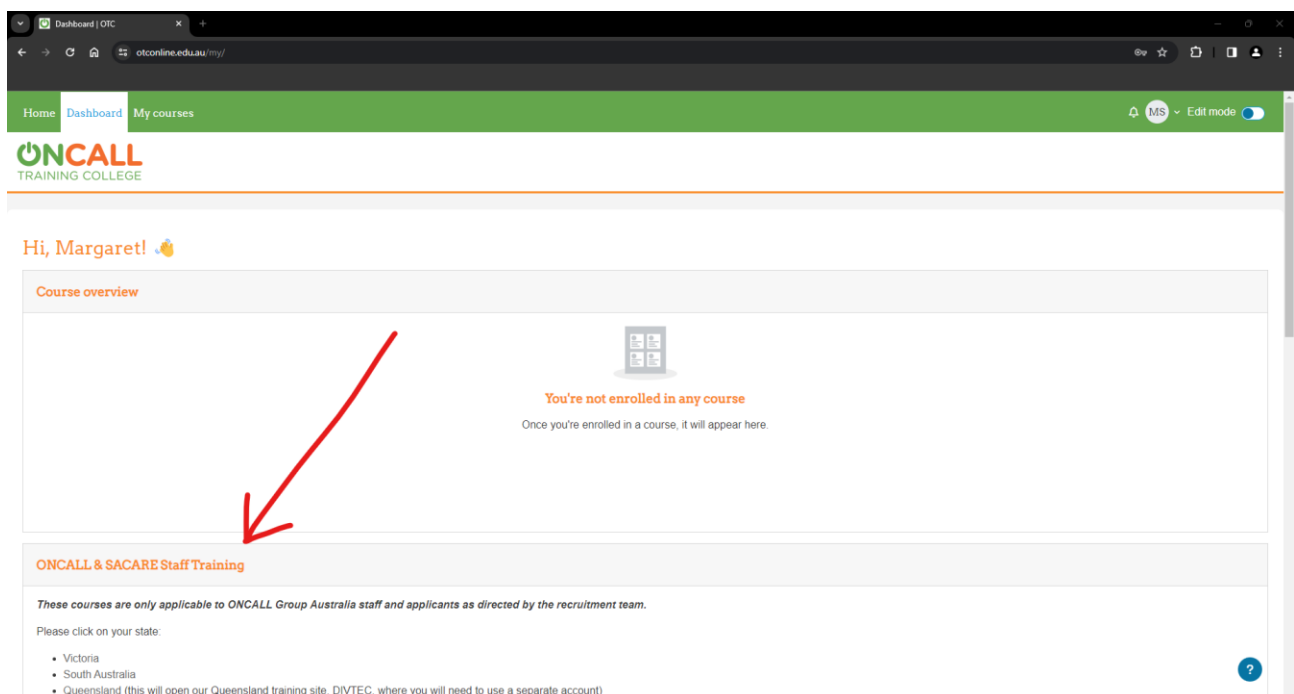
These folders can be tricky to find with some email services. For example, when using **Gmail**, the **Spam** folder is hidden under the **More** submenu.



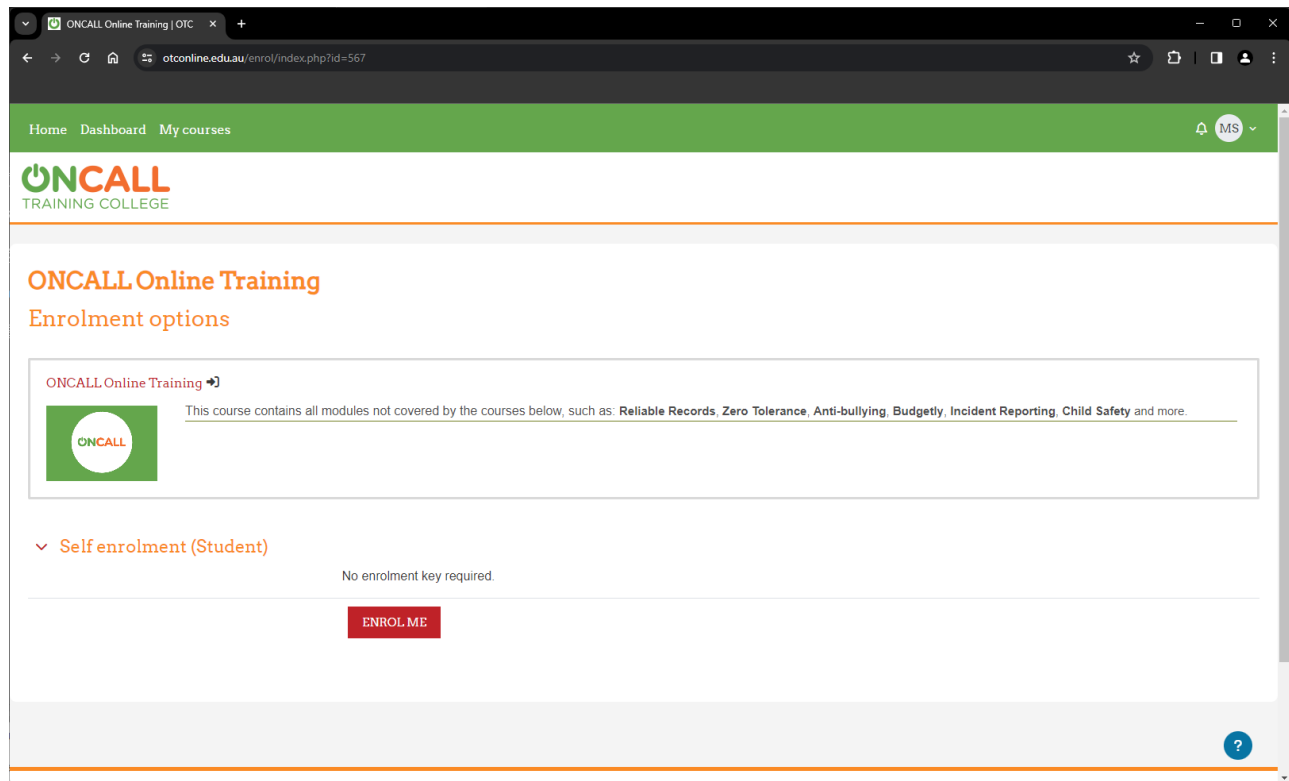
5. Upon opening the link, the site will confirm your account registration has been confirmed. Click the orange **CONTINUE** button to be redirected to the **Dashboard**.



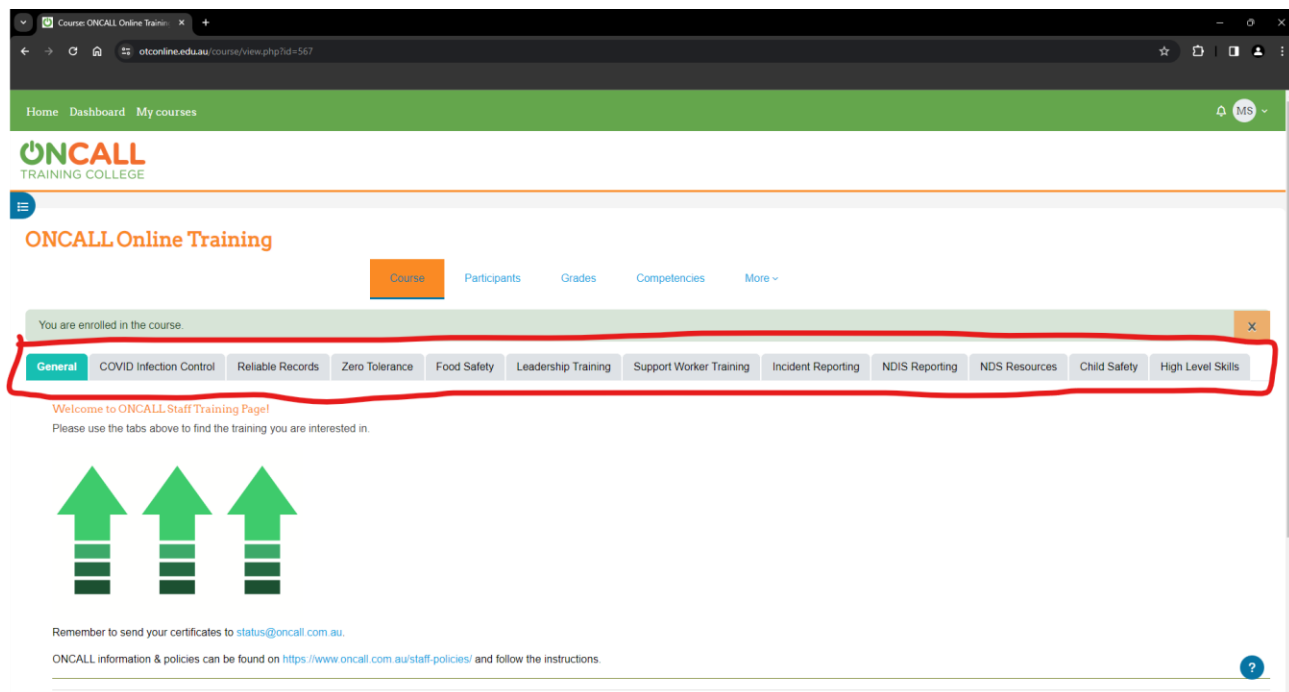
6. If you received a link to your course in an email, you can click it now to be taken straight to the course you need to enrol into. Otherwise, you can use the **ONCALL & SACARE Staff Training** block on the Dashboard to locate training modules for your state.



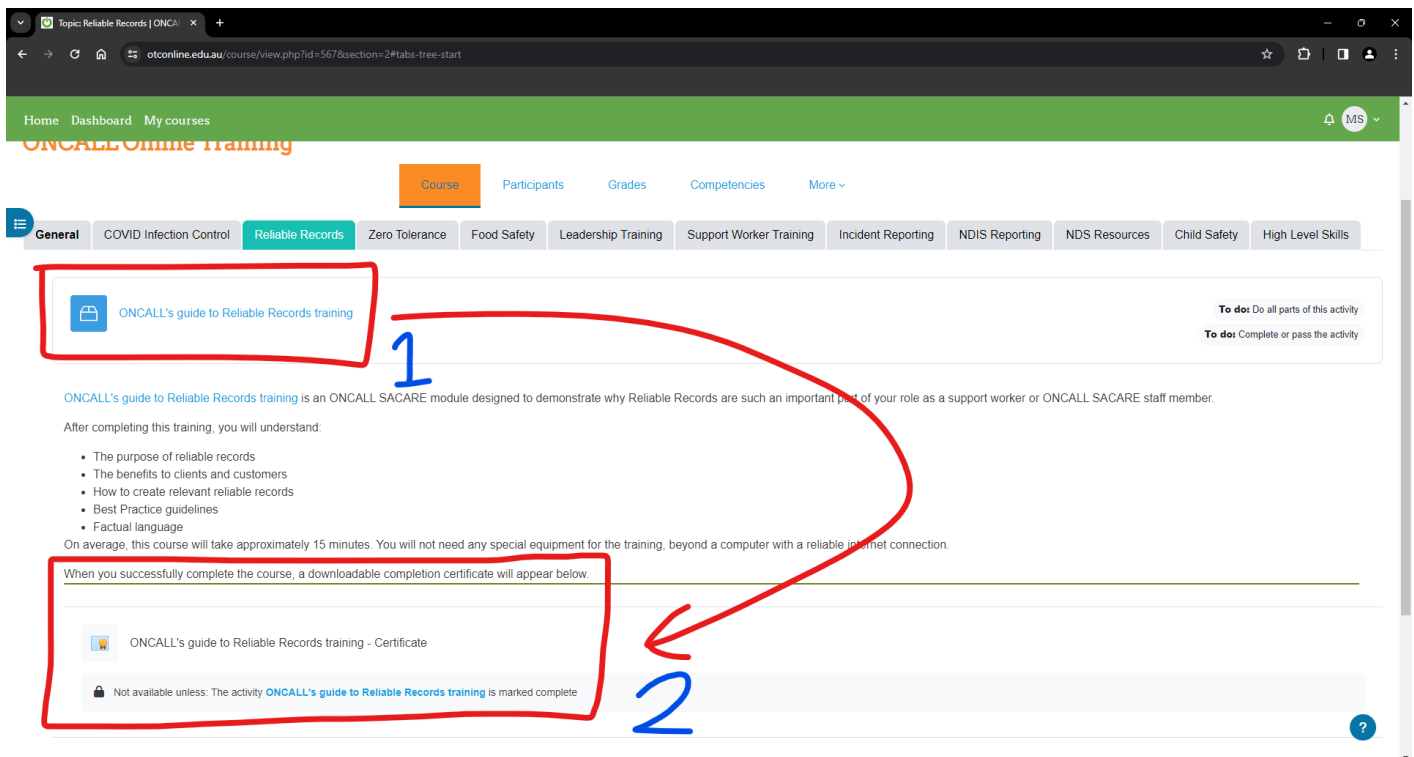
7. After selecting a course, you will be given the option to enrol into it by clicking the red **ENROL ME** button.



8. In some courses, you may need to locate the module you wish to complete by clicking on a tab.



9. Click on the name of the training module to open and begin working through it. It is highly recommended that you do this on a desktop computer or laptop, not a smartphone. Once you have completed all sections in the training module, follow the instructions to close it and return to the course page, and the certificate will be unlocked.



10. Click on the blue **VIEW CERTIFICATE** button to download your certificate and receive a copy of the certificate to your email address.

