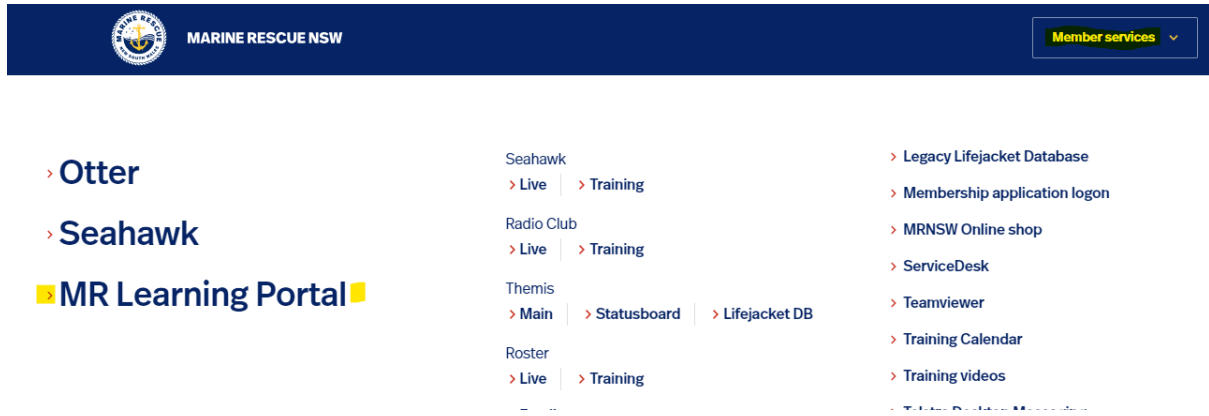




Training Management System Guide

Student Portal

Step 1: Log On to MRNSW website, member services:



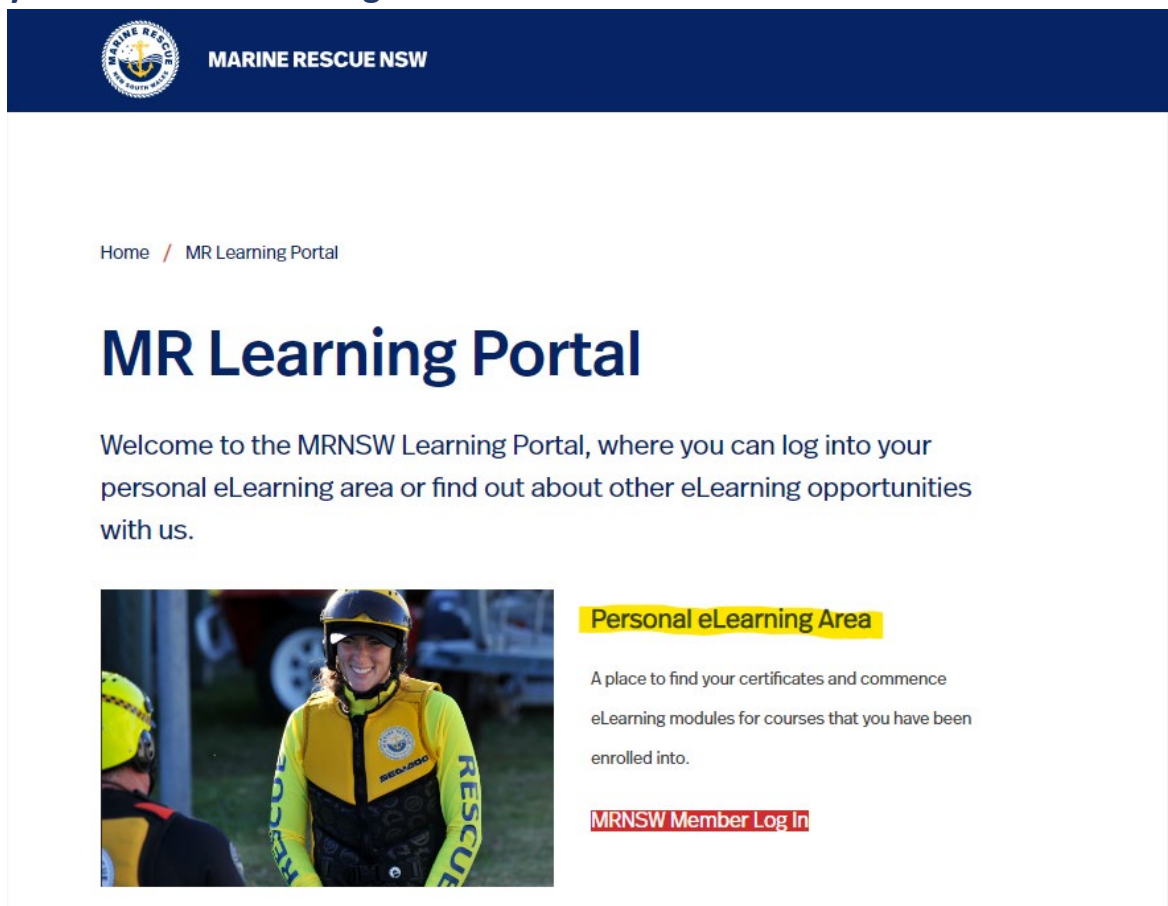
The screenshot shows the MRNSW website header with the logo and 'MARINE RESCUE NSW' text. A 'Member services' dropdown menu is open, displaying a list of navigation options:

- › Otter
- › Seahawk
- › MR Learning Portal
- Seahawk
 - › Live
 - › Training
- Radio Club
 - › Live
 - › Training
- Themis
 - › Main
 - › Statusboard
 - › Lifejacket DB
- Roster
 - › Live
 - › Training
- › Legacy Lifejacket Database
- › Membership application logon
- › MRNSW Online shop
- › ServiceDesk
- › Teamviewer
- › Training Calendar
- › Training videos
- › Training Desktop Modules

Step 2: Click on MR Learning Portal:

› MR Learning Portal

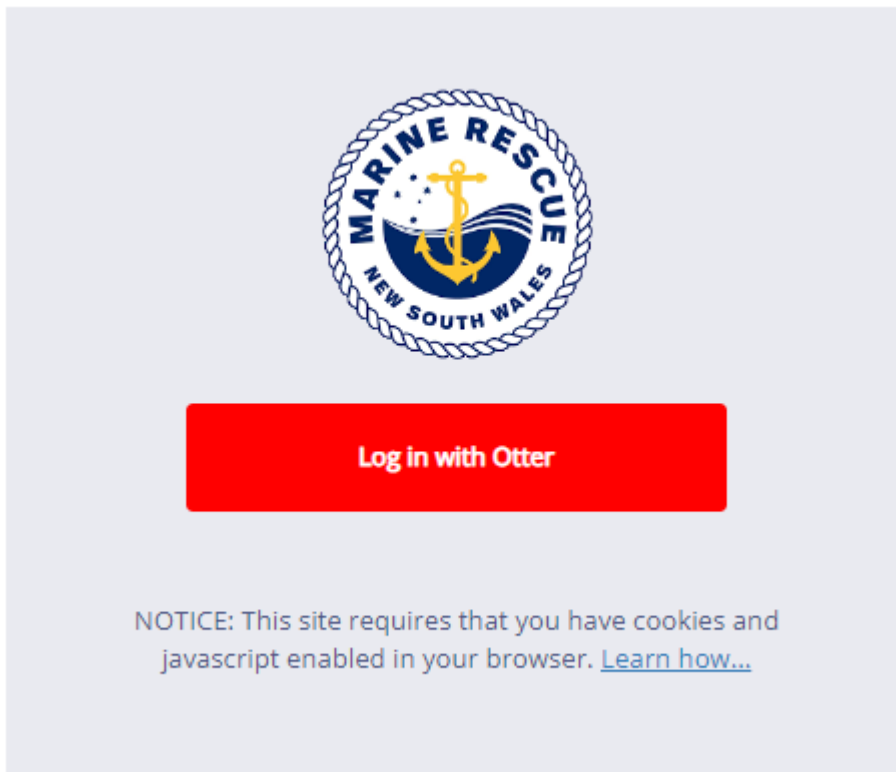
You will then be brought to the Learning Portal where you will need to go to your Personal eLearning Area:



The screenshot shows the MRNSW Learning Portal homepage. The header includes the MRNSW logo and 'MARINE RESCUE NSW' text. Below the header, the breadcrumb 'Home / MR Learning Portal' is visible. The main heading is 'MR Learning Portal'. The introductory text reads: 'Welcome to the MRNSW Learning Portal, where you can log into your personal eLearning area or find out about other eLearning opportunities with us.' Below this text is a photograph of a smiling person in a yellow and black 'RESCUE' wetsuit. To the right of the photo, the text 'Personal eLearning Area' is highlighted in yellow. Below this, it says: 'A place to find your certificates and commence eLearning modules for courses that you have been enrolled into.' At the bottom right, there is a red button labeled 'MRNSW Member Log In'.

Please click on the **RED** MRNSW Member Log in button

Step 3: It will then take you to the below where you will press the red “Log in with Otter”



Please use your Otter credentials to log in as below:

Please log in with your Otter credentials

N Number:

Password:

Step 4: You should now see the below screen which will show you any unread messages and will list out all courses that you are currently enrolled in:

The screenshot shows a navigation bar at the top with links for Dashboard, My Courses, Certificates, Messaging, Settings, and Help. Below the navigation bar is a circular logo for the Maritime Operations Centre. A greeting says "Hello" and "You are now viewing your personal online training portal." The main content area is divided into two sections: "My Unread Messages" with a green bar indicating "You have no unread messages." and "My Enrolments" which lists two courses: "Provide First Aid" (commencing Thu, 20 Jul 2023, status NEW) and "Certificate I in Maritime Operations (General Purpose Hand Near Coastal)" (status NEW). Each course entry has a blue "open course" button with a right-pointing arrow.

Step 5: To access the activities need to complete your course please click the blue open course button:

This is a close-up of the course entry for "Certificate I in Maritime Operations (General Purpose Hand Near Coastal)". The text includes "Course", the course name, and "Status: NEW". A blue button with the text "open course" and a right-pointing arrow is highlighted with a yellow rectangular box.

Step 6: For your first time accessing the course you will be prompted to read the Student enrolment terms and conditions. At the bottom of this screen there will be a QR code you will need to click to be taken to the next screen:

Student Terms & Conditions

The screenshot shows a screen titled "Not yet signed. Please sign here...". It features a large QR code in the center. Below the QR code, text instructs the user to "Click or tap the QR code above to sign on your current device (using mouse or touch-screen)." There is an icon of a smartphone with a hand tapping the screen. Further text says, "Alternatively, if you are working on a desktop or laptop, you can scan the QR code above with a free bar-code scanner app on your smart phone or tablet. This will enable you to draw and save your signature on that device." At the bottom, it says "Once signed, click below to continue...." and there is a blue button labeled "continue..." with a right-pointing arrow.

Once you have clicked the QR code on your screen you will be taken to the below screen to sign your name within the box provided:

Please sign below...



Save

Clear

Thank you.

Your signature has been successfully applied.

Close window now

Note: If the button above does not function, your browser settings may not allow this. You may therefore manually close this browser tab now.

Please close this window now and hit continue:

Not yet signed. Please sign here...



Click or tap the QR code above to sign on your current device (using mouse or touch-screen).



Alternatively, if you are working on a desktop or laptop, you can scan the QR code above with a free bar-code scanner app on your smart phone or tablet. This will enable you to draw and save your signature on that device.

Once signed, click below to continue....

continue...

***You will only have to sign this once, after it has been signed you will go straight from Step 5 to Step 7.**

Step 7: You will now see the below screen, which will list out the activities:

My Enrolments

Certificate I in Maritime Operations (General Purpose Hand Near Coastal)

MAR10220 Certificate I in Maritime Operations (General Purpose Hand Near Coastal)

Your signed terms & conditions

My submitted documents

Core Unit

Status: IN PROGRESS

MR Crew Unit Cluster : Activities

Title	Status	Result	
Reading Material Crew Learner Information Guide	Completed successfully	100.0%	Open
Assignment Boat Licence Validation	Completed successfully	100.0%	Open
Assignment SROCP Licence Validation	Completed successfully	100.0%	Open
Assignment First Aid/Advance Resus Certificate Validation	In Progress	0.0%	Open Lodge
Assignment Fight Fires/Sea Survival Certificate Validation	Complete (unverified)	-	Open Lodge
Assignment Skills Log	New	-	Open
Assignment Learner Activity Workbook	New	-	Open
Assignment Marine Drills	New	-	Open
Assignment Sea Time Log	New	-	Open

Step 8: To complete the activities simply click on the blue "Open" button and you should see the below screen:

Dashboard My Courses Certificates Messaging Settings Help



My Enrolments Certificate I in Maritime Operations (General Purpose Hand Near Coastal) Assignment

Certificate I in Maritime Operations (General Purpose Hand Near Coastal) MAR10220

Please tick the below box to confirm your SROCP Licence has been seen and verified by your assessor.

Unit
MR Crew Unit Cluster

Assignment
SROCP Licence Validation

Mark as complete..

Tick this box to indicate that you have completed this curriculum activity. Your assessor/trainer will then validate your completion status.

Status: Incomplete

You will need to tick the box to confirm that you have had your Licence/Skills Log/ Learner Activity Workbook etc. verified.

Mark as complete..

Untick to remove "complete" marker. You have previously indicated that you have completed this activity. If this indication was made in

Status: Complete (unverified)

Go Back

You will need to go through and do this for each Activity you complete to be marked off.

Step 9. Once you have begun ticking each activity as completed please hit the Go Back button and you will be taken back to this screen:



MAR10220 Certificate I in Maritime Operations (General Purpose Hand Near Coastal)

- Your signed terms & conditions
- My submitted documents

Core Unit			
Status: IN PROGRESS			
MR Crew Unit Cluster : Activities			
Title	Status	Result	
Reading Material Crew Learner Information Guide	Completed successfully	100.0%	Open
Assignment Boat Licence Validation	Completed successfully	100.0%	Open
Assignment SROCP Licence Validation	Completed successfully	100.0%	Open
Assignment First Aid/Advance Resus Certificate Validation	Complete (unverified)	-	Open Lodge
Assignment Fight Fires/Sea Survival Certificate Validation	Complete (unverified)	-	Open Lodge
Assignment Skills Log	New	-	Open
Assignment Learner Activity Workbook	New	-	Open
Assignment Marine Drills	New	-	Open
Assignment Sea Time Log	New	-	Open

Please then press the “Lodge” button for each activity completed to send a notification through so you can be marked off as complete. Once you have pressed “Lodge” it will be pushed forward to be confirmed.

Assignment First Aid/Advance Resus Certificate Validation	Complete (unverified)	-	Open Lodge
Assignment Fight Fires/Sea Survival Certificate Validation	Complete (unverified)	-	Open Lodge

Once it has been marked it should look like the below:

Core Unit			
Status: IN PROGRESS			
MR Crew Unit Cluster : Activities			
Title	Status	Result	
Reading Material Crew Learner Information Guide	Completed successfully	100.0%	Open
Assignment Boat Licence Validation	Completed successfully	100.0%	Open
Assignment SROCP Licence Validation	Completed successfully	100.0%	Open