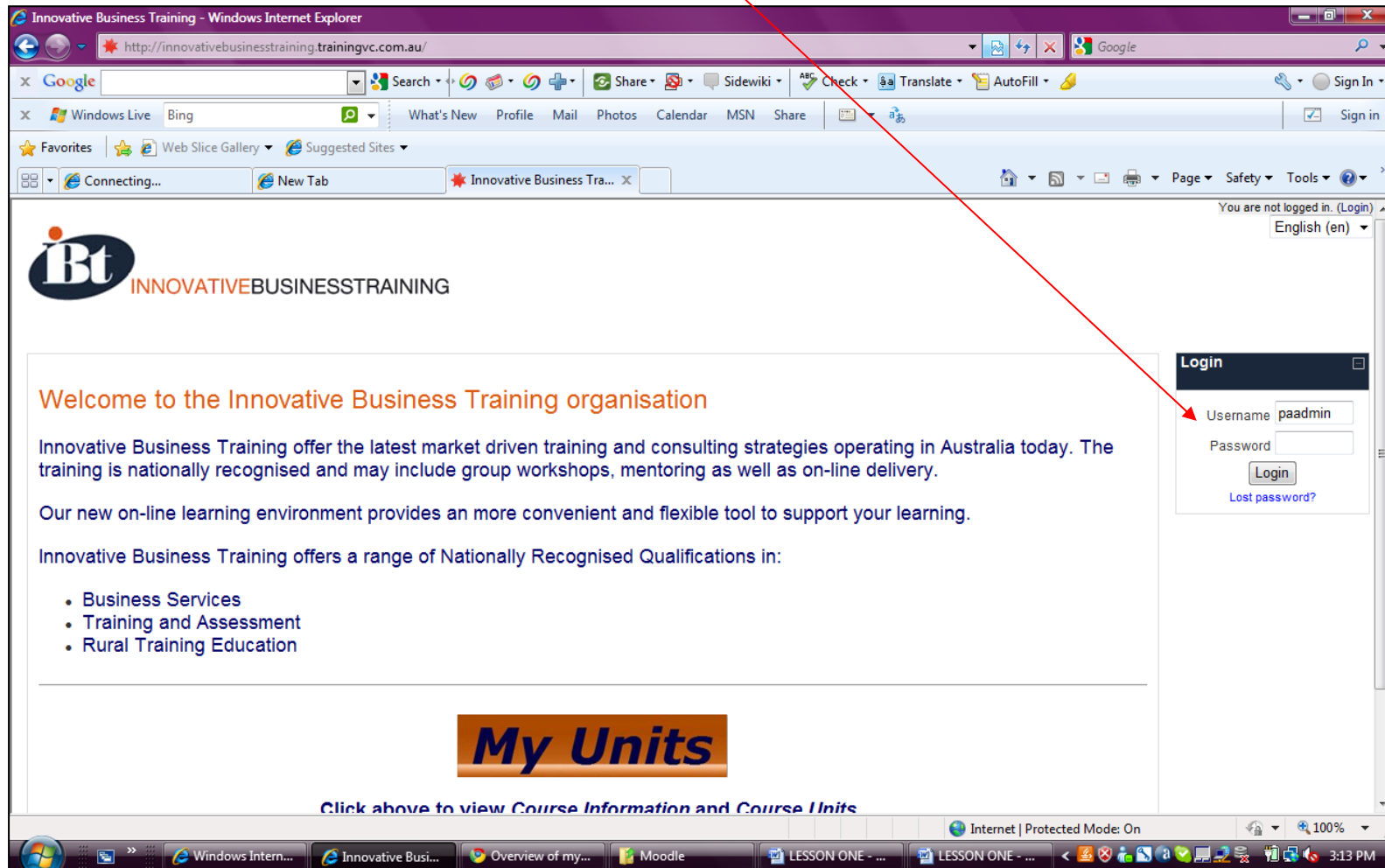


LESSON ONE– Logging on

Using the E-Learning System

STEP 1. Go to <http://innovativebusinesstraining.trainingvc.com.au>

STEP 2. Enter the Username and Password provided to you by IBT



The screenshot shows a Windows Internet Explorer browser window displaying the website <http://innovativebusinesstraining.trainingvc.com.au/>. The page features the IBT logo and a welcome message. A login form is visible on the right side of the page, with a red arrow pointing to the Username field. The Username field contains the text "paadmin". The Password field is empty. Below the Password field is a "Login" button and a link for "Lost password?".

ibT INNOVATIVEBUSINESSTRAINING

Welcome to the Innovative Business Training organisation

Innovative Business Training offer the latest market driven training and consulting strategies operating in Australia today. The training is nationally recognised and may include group workshops, mentoring as well as on-line delivery.

Our new on-line learning environment provides an more convenient and flexible tool to support your learning.

Innovative Business Training offers a range of Nationally Recognised Qualifications in:

- Business Services
- Training and Assessment
- Rural Training Education

My Units

Click above to view Course Information and Course Units

You are not logged in. (Login)

English (en)

Login

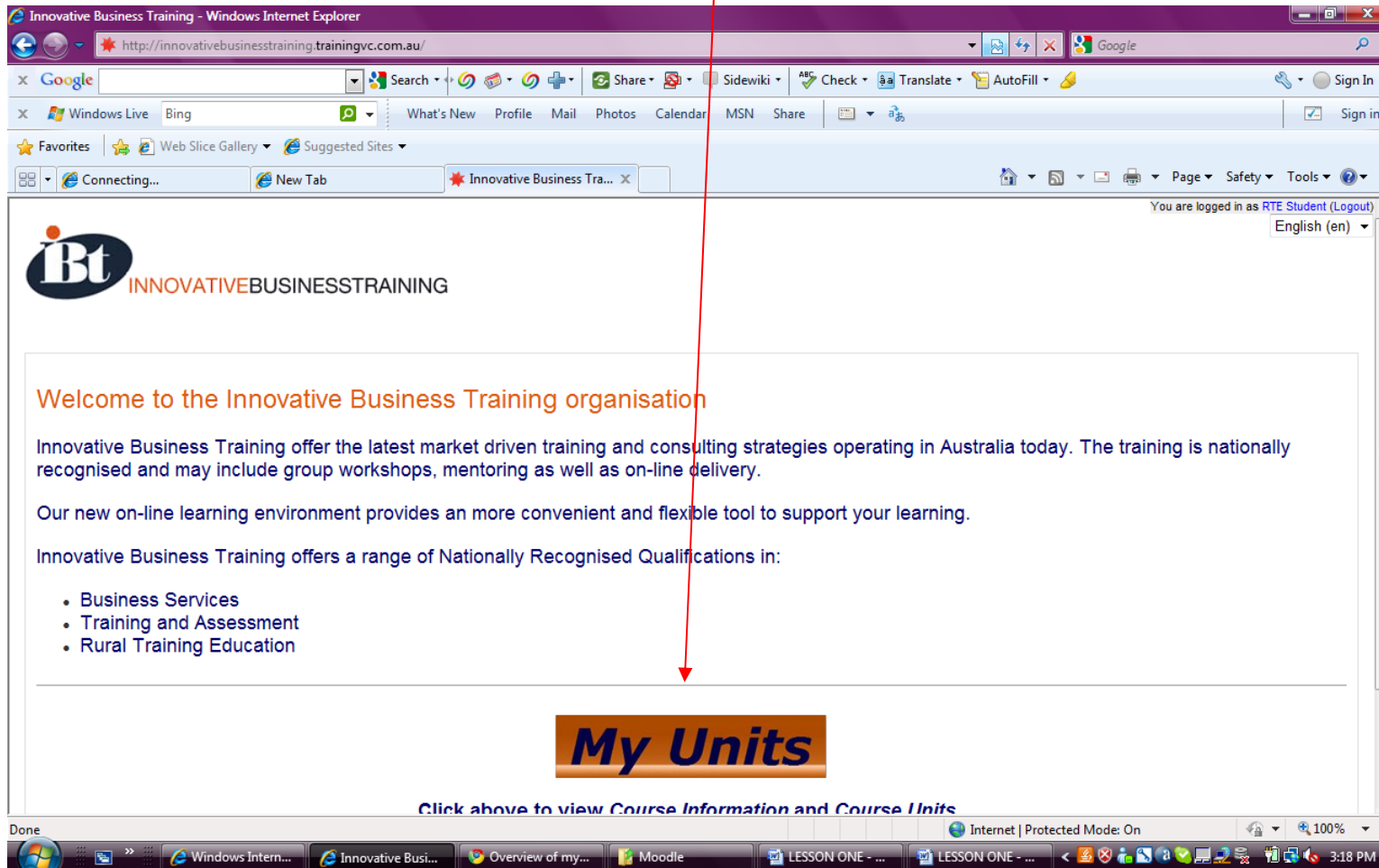
Username paadmin

Password

Login

Lost password?

STEP 3. Once you are logged on, scroll down to the *My Units* section



STEP 4. In this screen you can see:

The screenshot shows a Windows Internet Explorer browser window displaying the 'Overview of my courses' page for Innovative Business Training. The page features a list of course units under the heading 'Course Information'. On the right side, there are several sidebar widgets: 'Messages', 'Calendar', 'Upcoming Events', 'The Age', and 'Help'. Red callout boxes with arrows point to these elements, labeling them as 'Course Information', 'Course Units', 'Messages', 'Calendar', 'Upcoming events', 'Misc: eg The Age', and 'Help'. The browser's address bar shows the URL 'http://innovativebusinesstraining.trainingvc.com.au/my/'. The taskbar at the bottom shows several open applications, including 'Moodle' and 'LESSON ONE'.

Course Information

- Develop a workplace learning environment (BSBLED501A)
- Implement a machinery management system (RTE5304A)
- Manage natural areas on a rural property (RTE5515A)
- Plan production for the whole farm/land-based business (RTE5922A)
- Establish and maintain the enterprise OHS program (RTC5701A)
- Develop and review a business plan (RTE5902A)
- Prepare and monitor budgets and financial reports (RTE5916A)
- Monitor and review business performance (RTE5906A)
- Plan, implement and review a quality assurance program (RTE5903A)

Messages

Calendar

Upcoming events

Misc: eg The Age

Help

STEP 5.

In the next weeks you will receive further *LESSONS* to help you improve your skills for using the IBT E-Learning System. It is essential that you check your emails regularly to ensure you stay up-to-date with the IBT E-Learning System correspondence and to receive the essential *LESSONS*.

Congratulations!

You have successfully completed *LESSON ONE – Logging on.*

You are well on your way to becoming proficient in using the IBT E-Learning System

****Please read the next page if you encounter any issues or problems with logging into the system.**

WHAT IF I ENCOUNTER A PROBLEM?

Please read any documents and links on first: www.innovativebusiness.training.com.au/e-learning

If you cannot find the answers you have a number of options for contact:

Go to the above address and scroll down to the bottom of the page

1. **Instant contact:** Via Skype Call

- You will require your own free Skype address, microphone & speakers, you can *Call IBT Live Support* by clicking the link below
- This will only be possible when this symbol is showing

Contact IBT Live Student Support



[Call IBT Live Support](#) via Skype

2. **Instant contact:** Via Skype Message

- You can add ibt.support to your Skype account and send a message at any time

3. **Email:** support@innovativebusinesstraining.com.au

4. **Phone:** Alana (E-Learning Administrator) on 0409 003 493

****Using any of these methods, you should receive correspondence within 12 hours****

F.A.Q.S

Q. I cannot log onto the system?

A. Ensure you have used the correct username and password provided to you, if you still encounter an issue contact as above

Q. I have forgotten my Username or Password

A. Please ensure you keep your username and password details in a safe place, if these are lost you will have to contact as above to get them reissued.