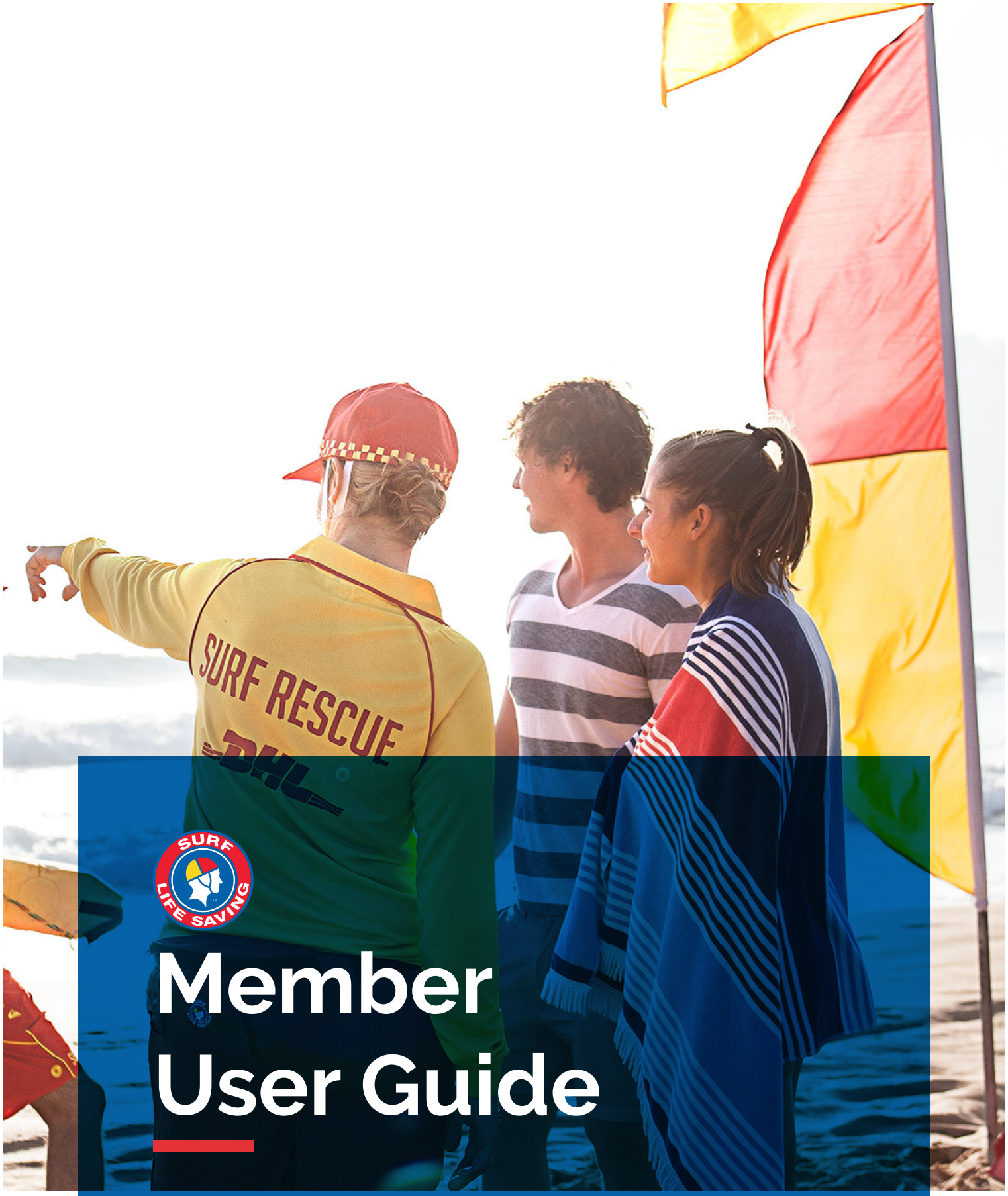

Member User Guide

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INTRODUCTION

Welcome

The Member User Guide will help you through your eLearning experience with SLSA.

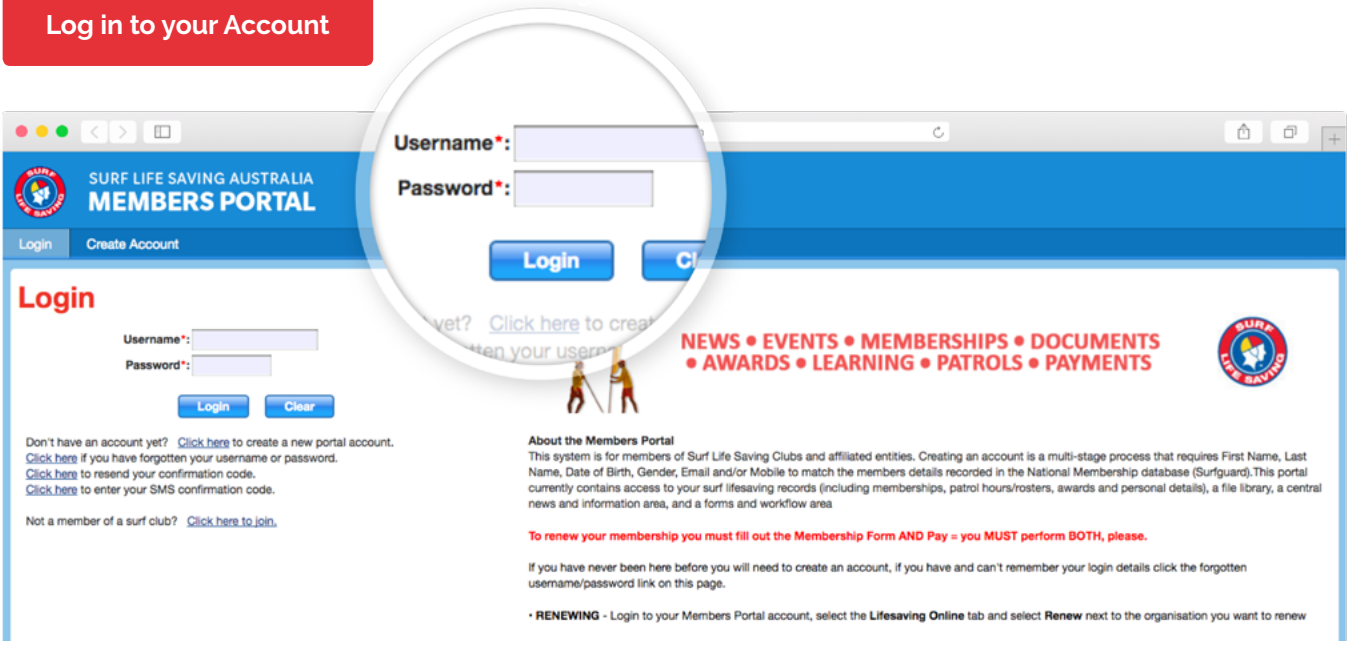
MEMBER JOURNEY

Members Portal

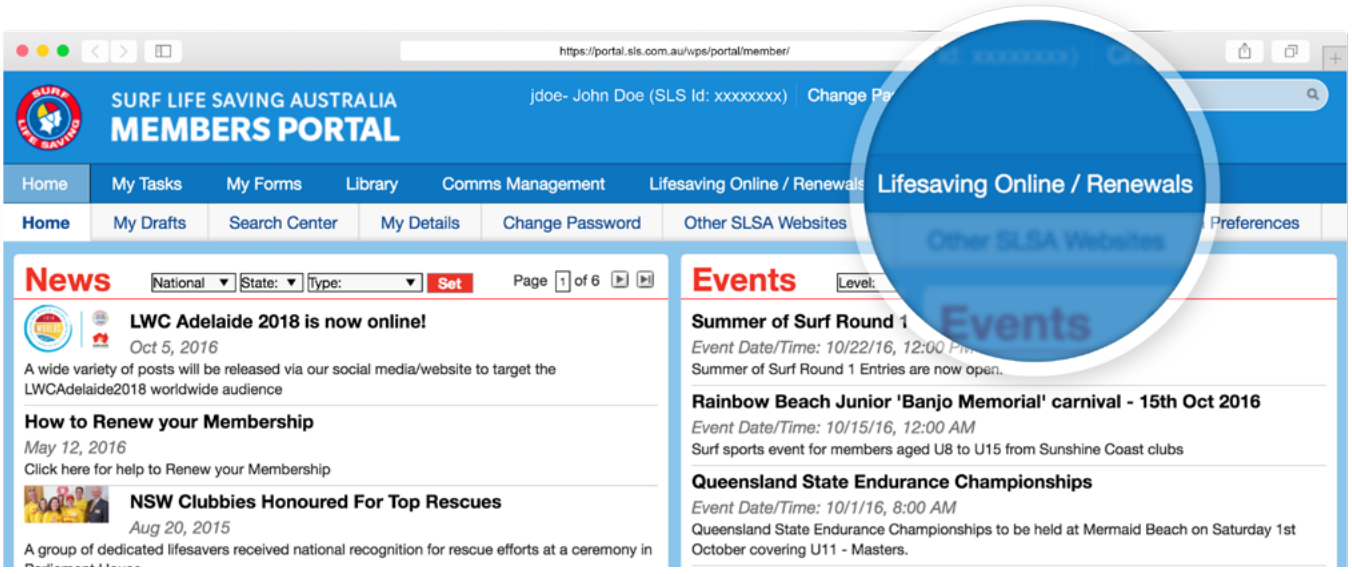
Members can only access SLSA eLearning if they are an active member of an SLSA organisation and their details have been entered in the National Membership Database (SurfGuard).

1. Login to the SLS Members Portal using your username and password.

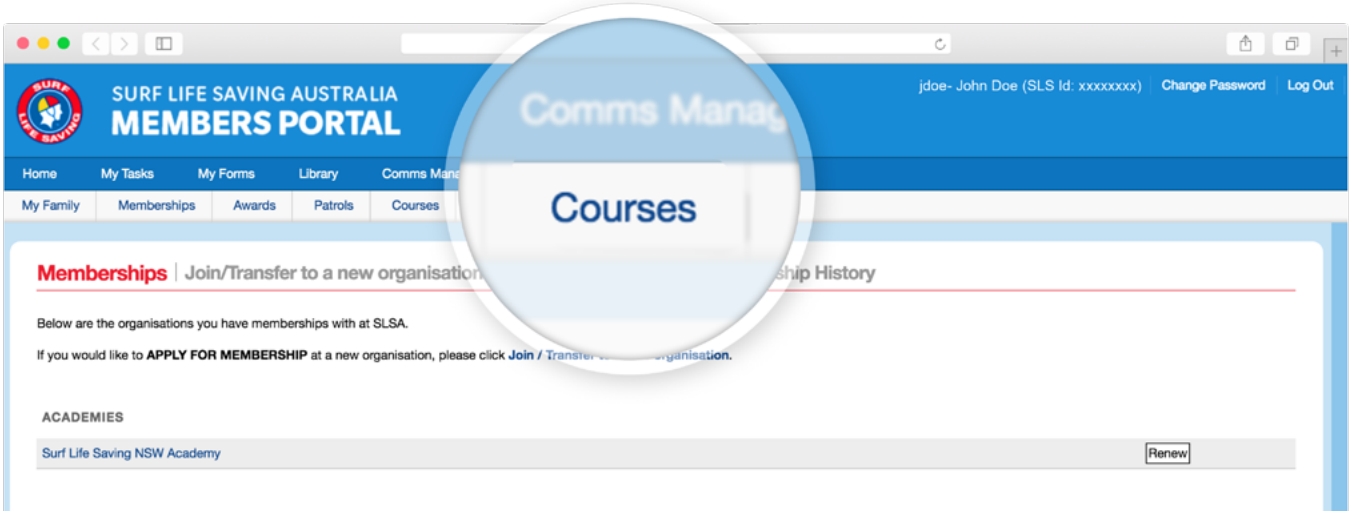
Log in to your Account



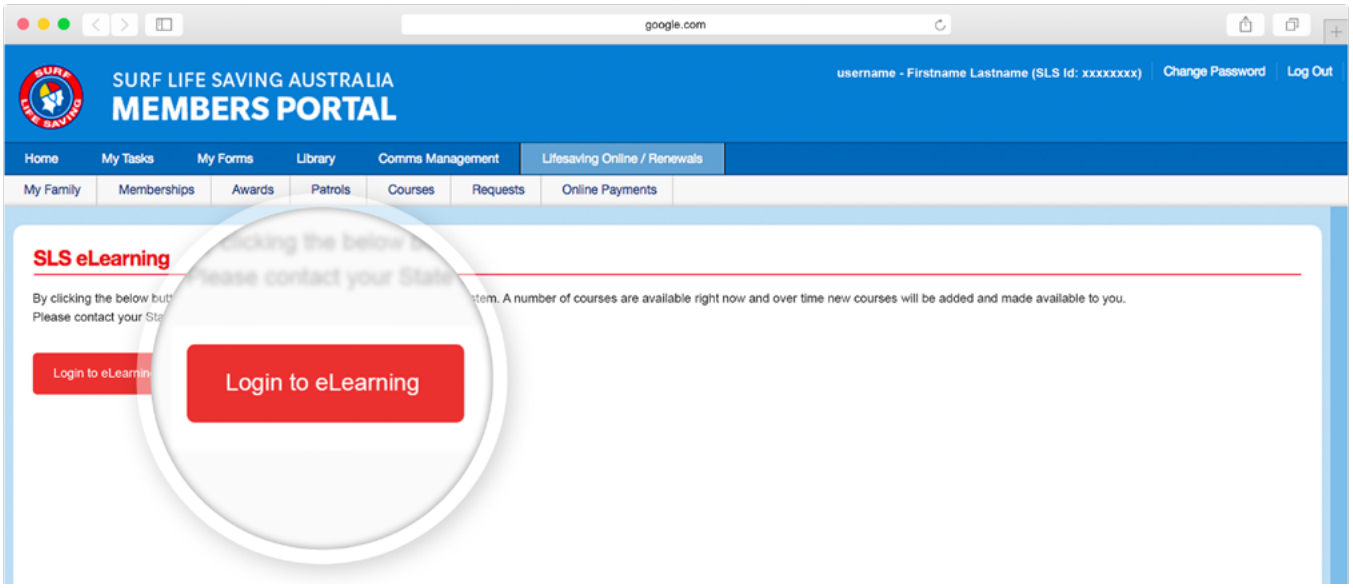
2. Click on "**Lifesaving Online/Renewals**".



3. Click on "**Courses**".



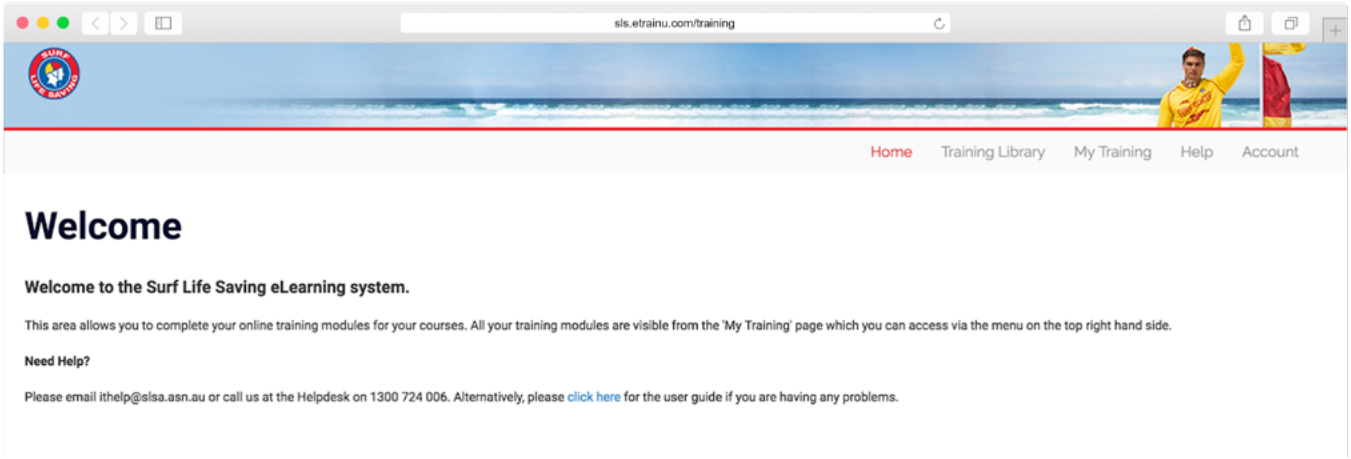
4. Click on "**Login to eLearning**".



INSIDE ETRAINU

Welcome to etrainu

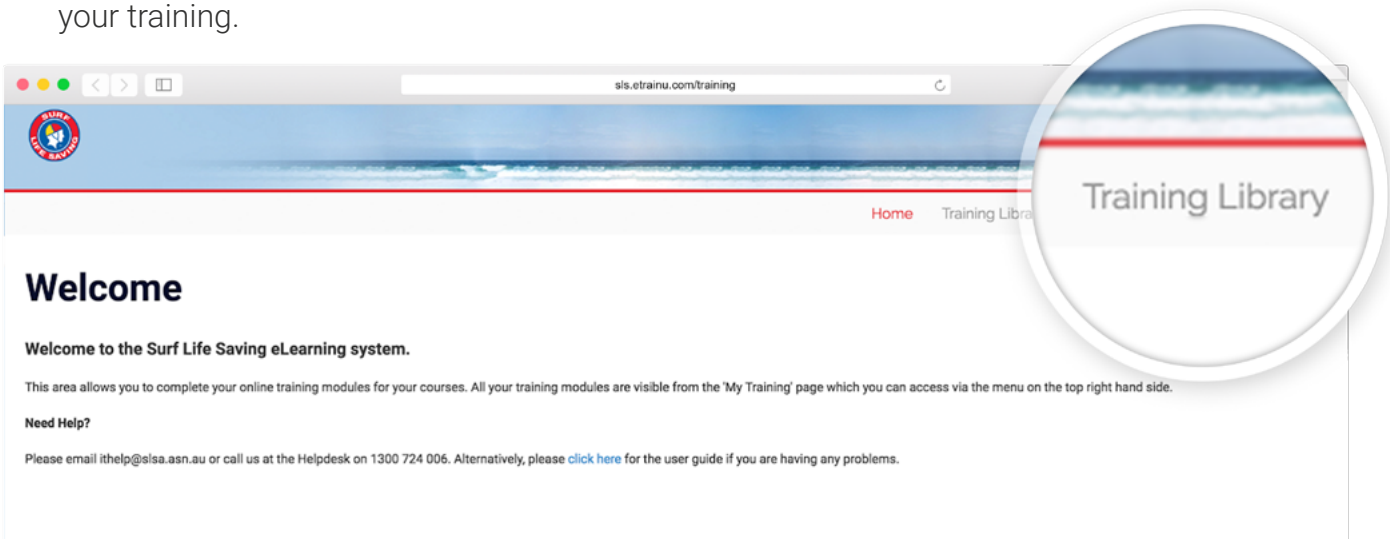
To navigation around etrainu, use the headings in the grey menu bar.



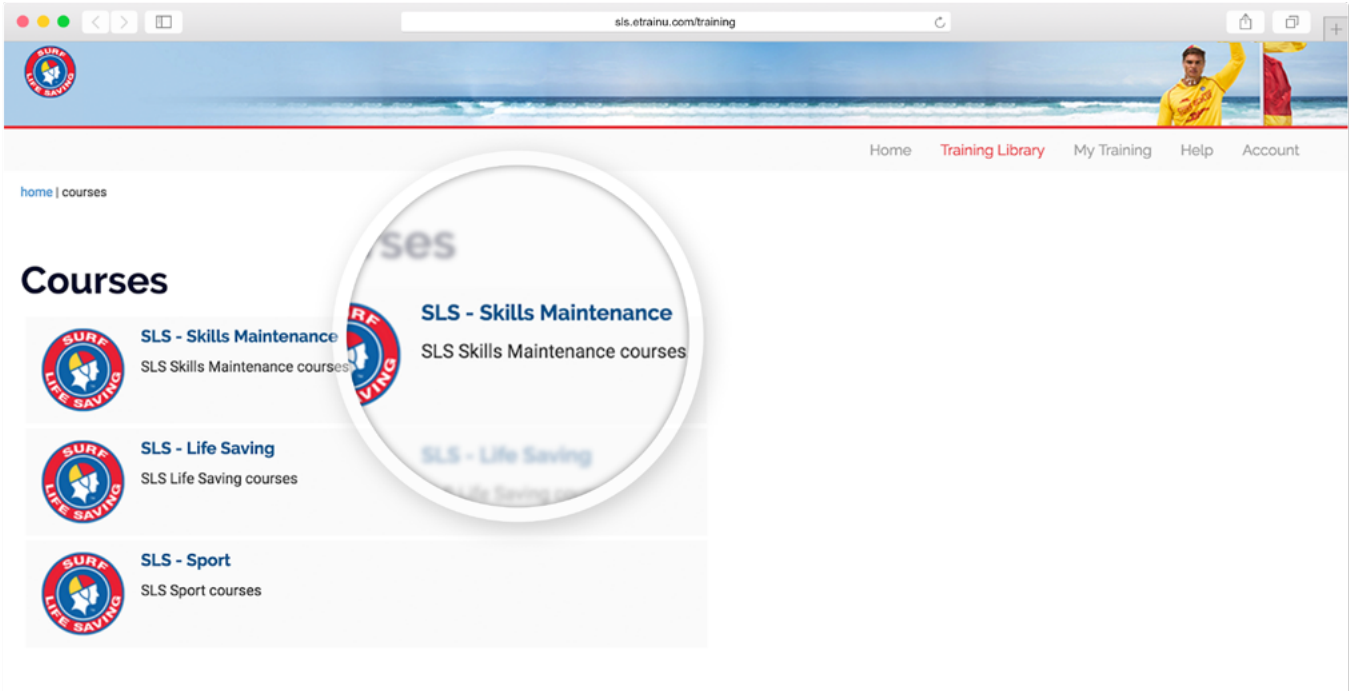
TRAINING LIBRARY

Accessing new courses.

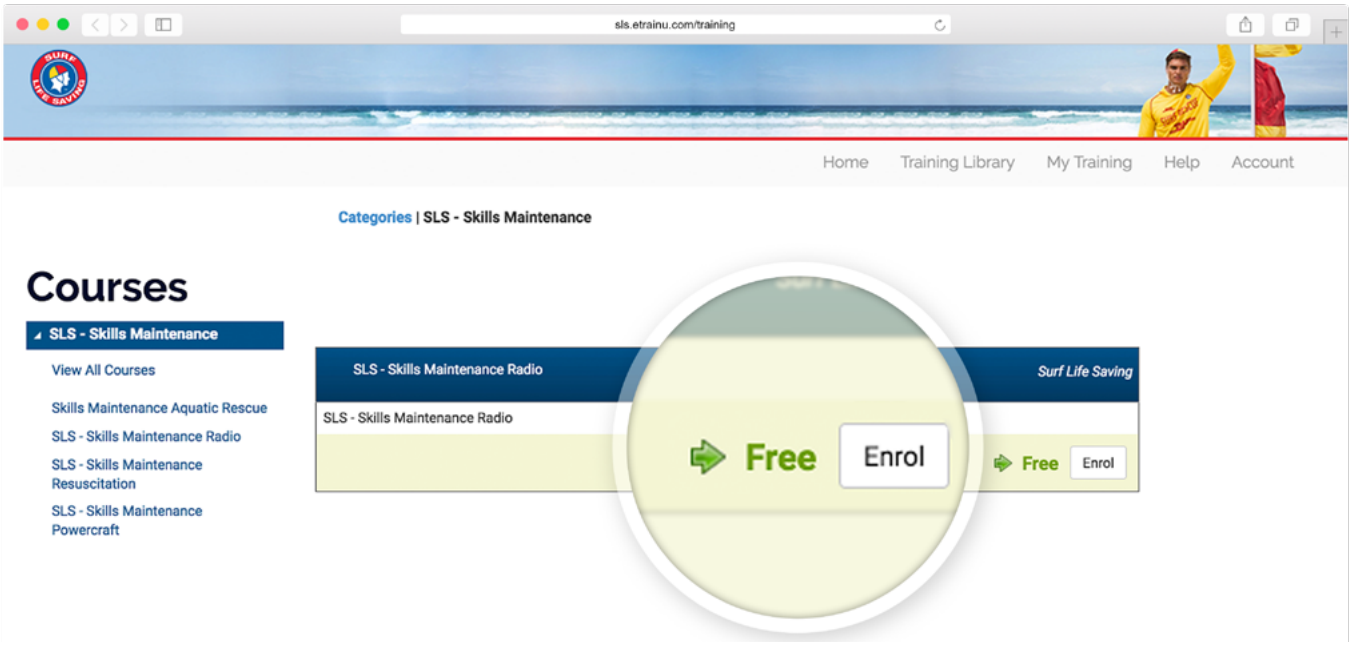
1. Click on the **"Training Library"** tab located in the menu bar at the top of your screen to allocate your training.



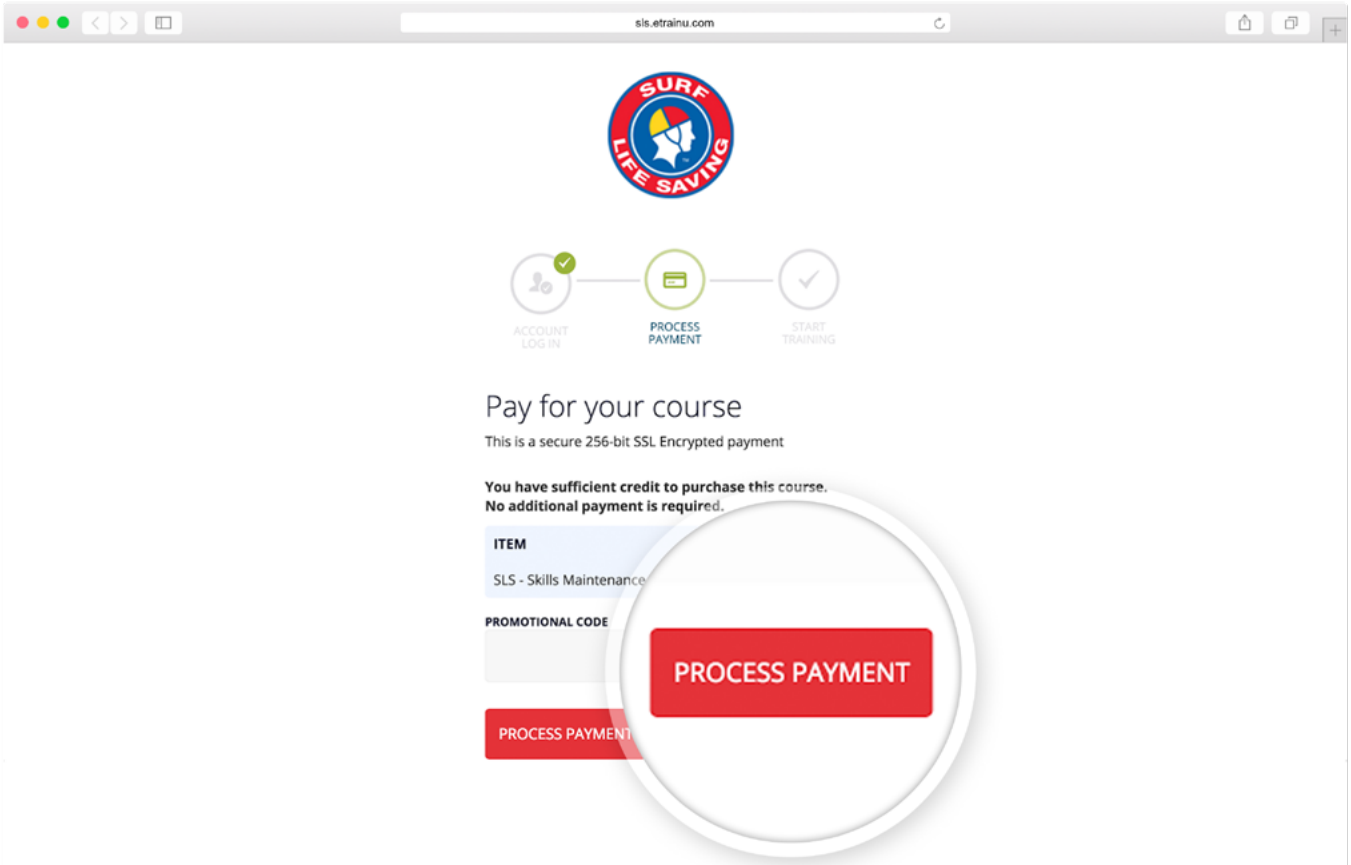
2. Select your course from the course category.



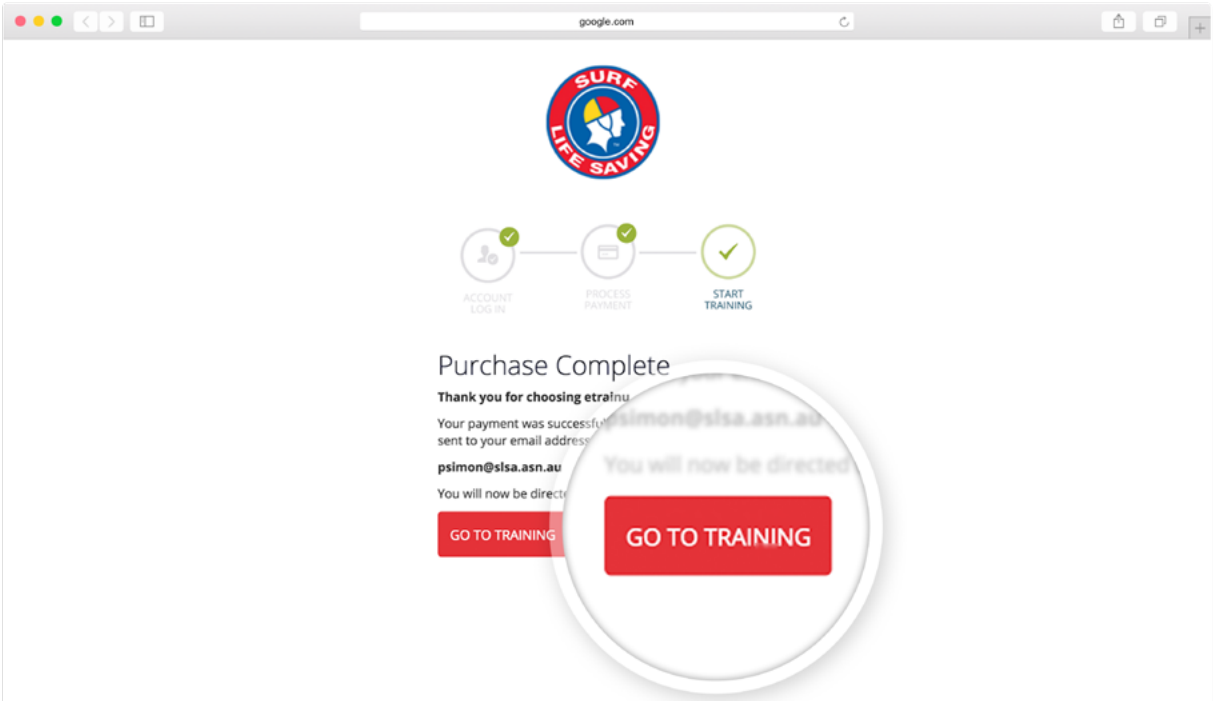
3. Click on "**Enrol**" for the course you wish to complete.



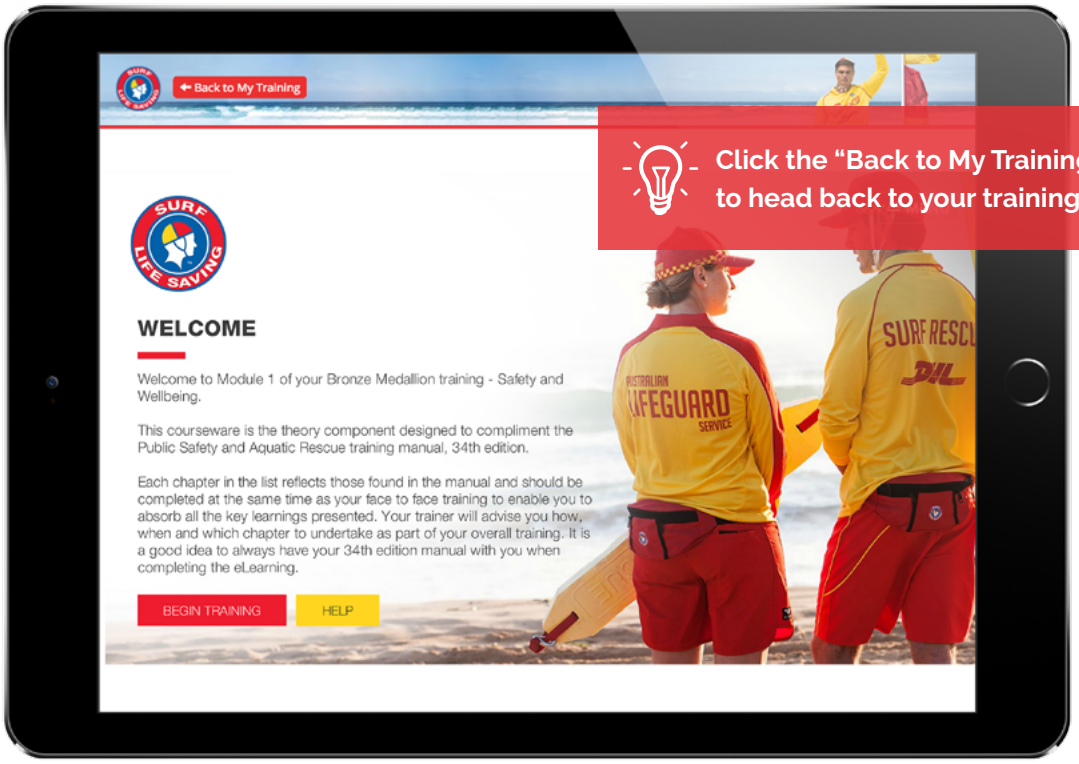
4. Click on "**Process Payment**". Not all courses have a fee attached, however you will still need to go through this stage to proceed.



5. Click "**Go To Training**"



6. Complete your training.

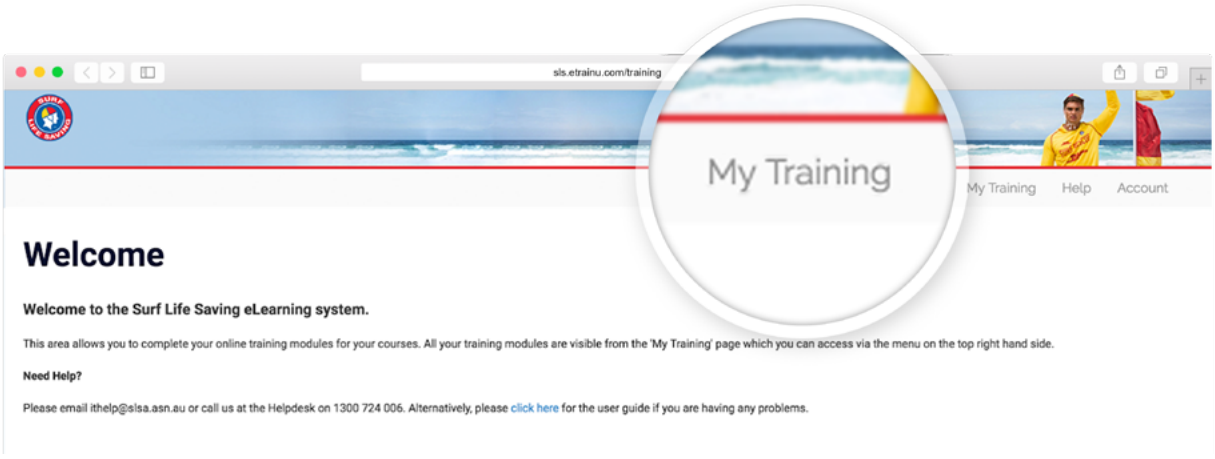


Some courses allow you to exit the module and resume training from the same point when you return. This will only work when using the same computer or device.

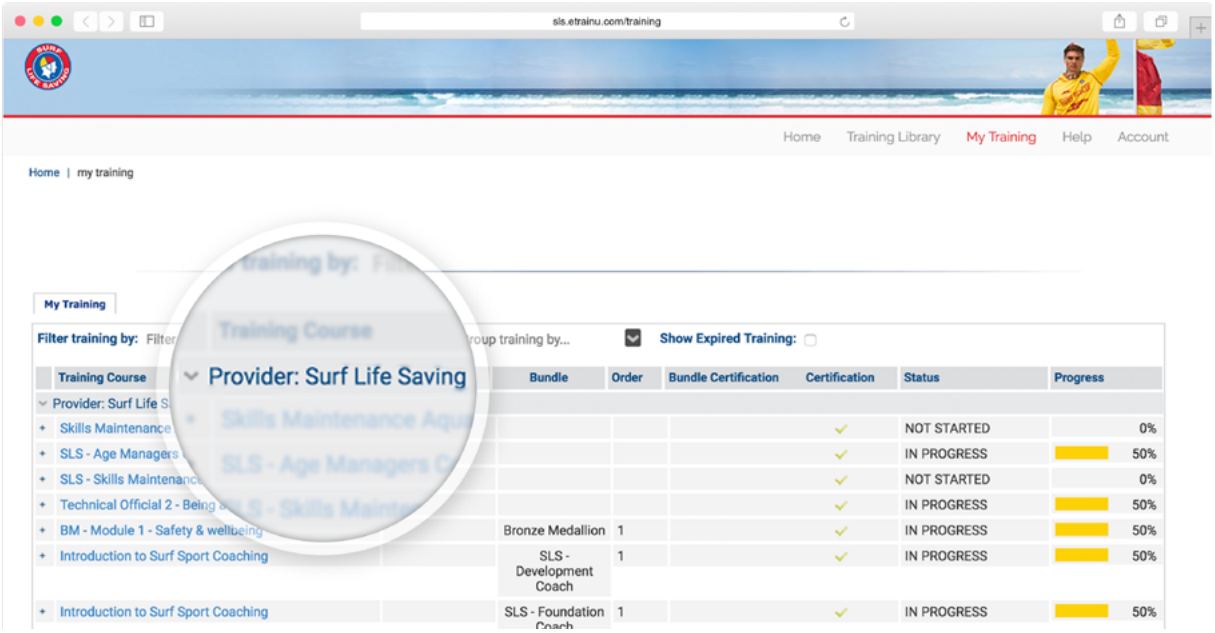
MY TRAINING

Accessing your existing courses

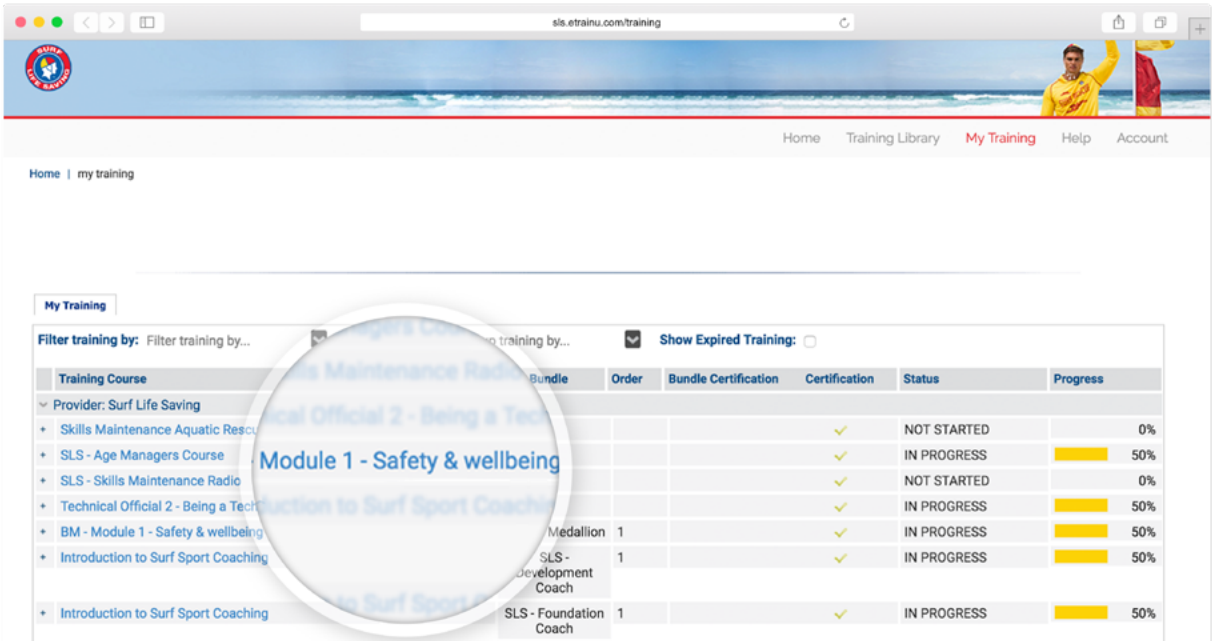
1. Click on the **"My Training"** to access your existing training.



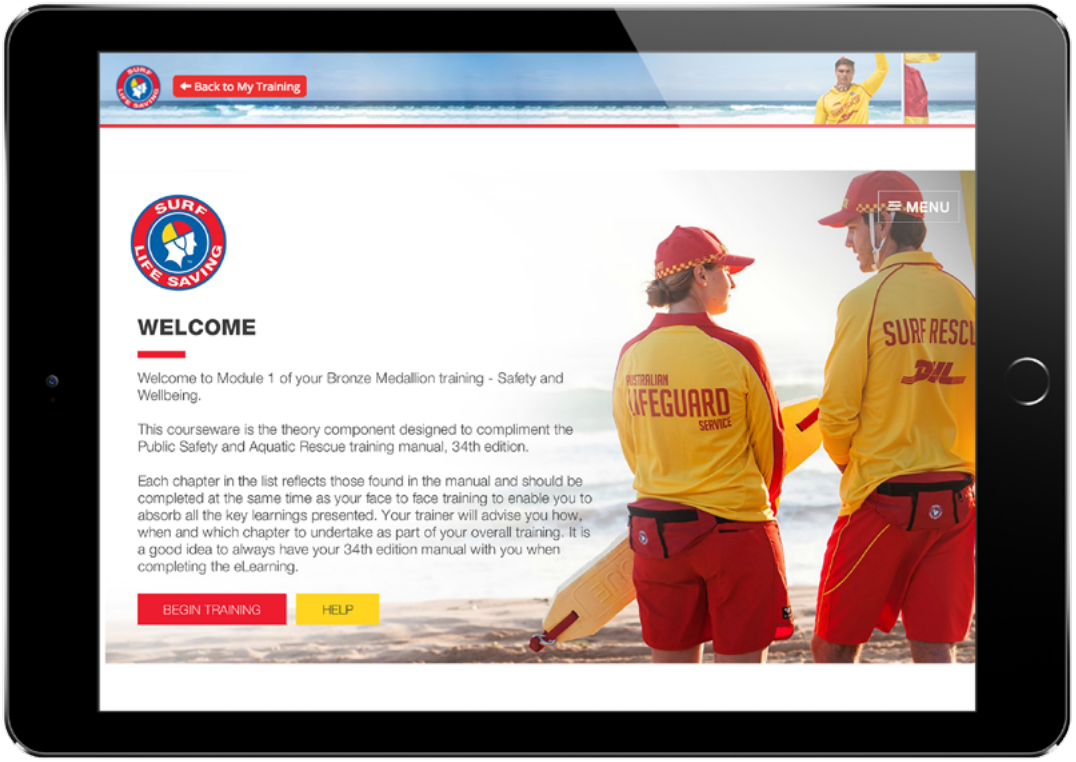
2. Click "**Provider: Surf Life Saving**"



3. Select the course you wish to complete.



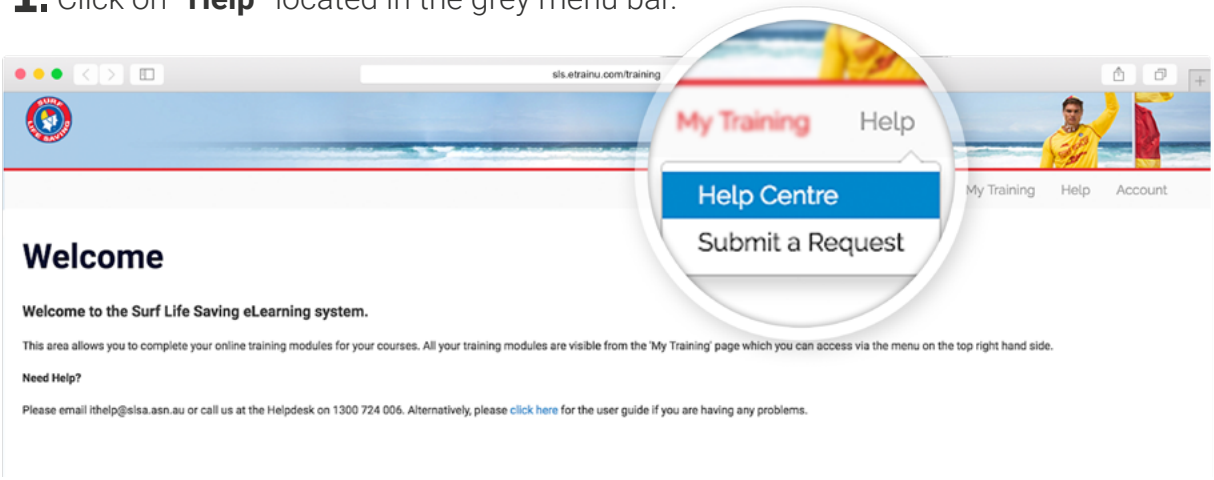
4. Access/resume your training.



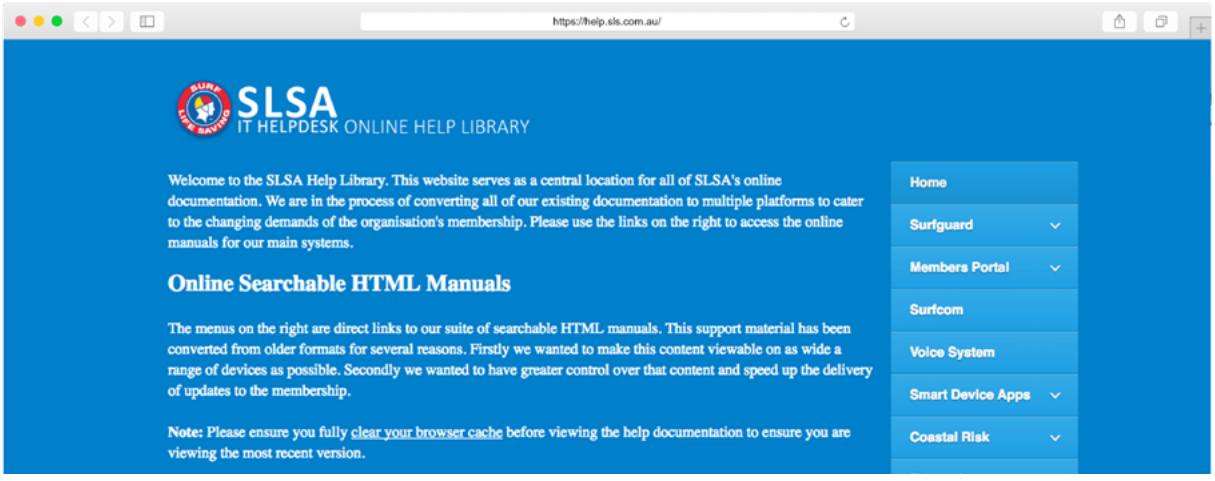
HELP ENQUIRIES

Need help?

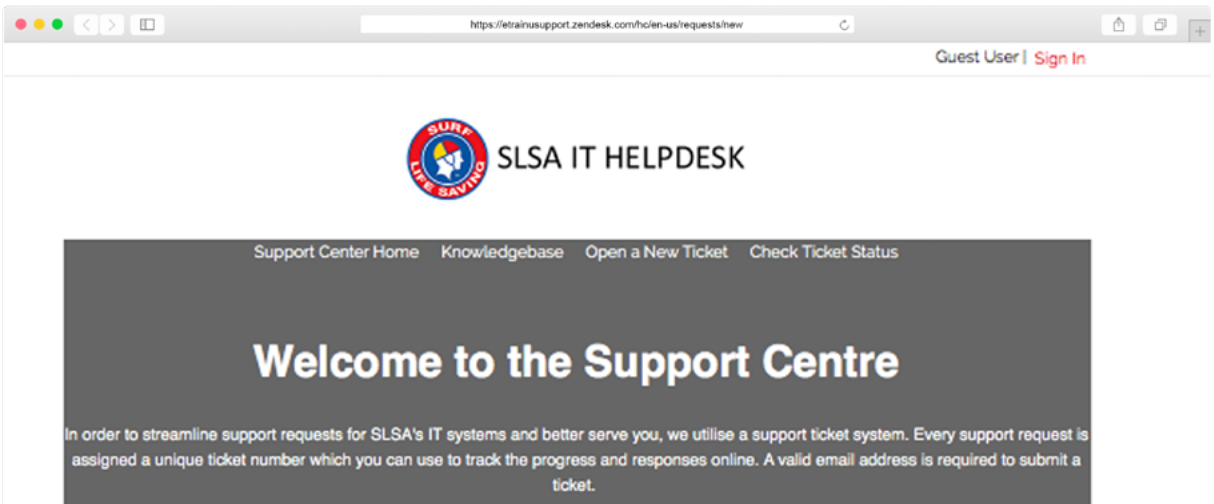
1. Click on **"Help"** located in the grey menu bar.



2. Click "**Help Centre**" to access the SLSA IT Help Library

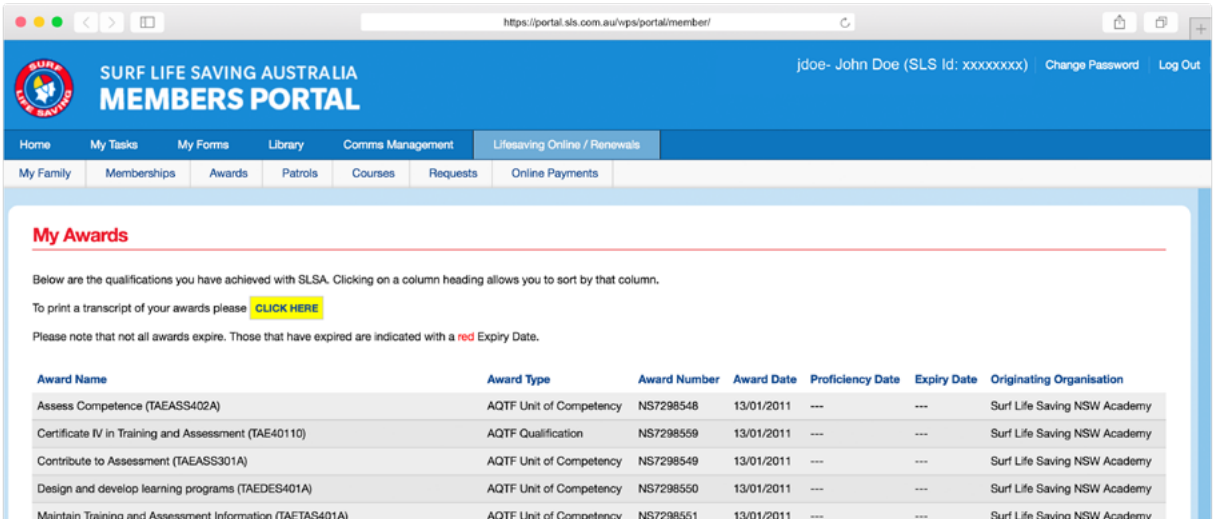


3. Click "**Submit a Request**" to submit a ticket to the SLSA IT helpdesk.



SURFGUARD RECORDS

1. etrainu will update the award details back to your profile in the Member Portal. To review your Awards goto the Member Portal > Lifsaving Online / Renewals > Awards



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