



# Work Instructions

# LSV from Anywhere

# Members Guide

Contact:

Life Saving Victoria - Volunteer Training Dept

Phone – 9676 6950 (option 2)

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# Work Instruction

## LSV from Anywhere



### **PURPOSE:** Registration

To guide all new and existing members through the registration process of the online LSV from Anywhere program.

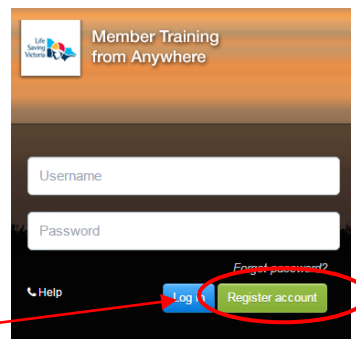
### **2.0 INSTRUCTIONS:**

#### **2.1 Visit: [www.lsv.com.au/membertraining](http://www.lsv.com.au/membertraining)**

2.1.1 To access this site please use 'Google Chrome' as your web browser.



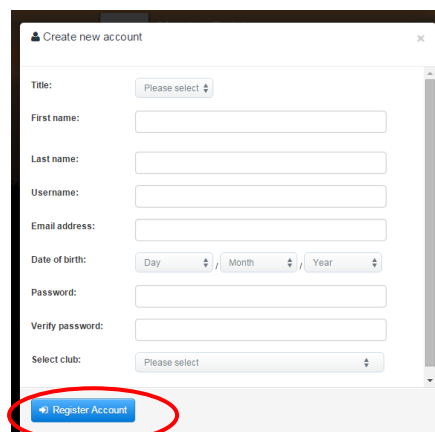
#### **2.2 Register a new account – (previous season login details will not be recognised)\***



2.2.1 Select 'Register account'

*\*New accounts are required due to unique username login, this allows multiple members to use the same email address. Also members now have the ability to register into a new award this season.*

#### **2.3 Complete all registration Fields**



2.3.1 Complete all fields to finalise your registration – *(in 2015 -16 the username may be a unique word or number sequence specific to the member. Families/Multiple users may use the same email address with different login usernames).*

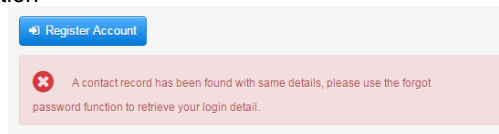
2.3.2 An email including all your registration details will be forwarded to your email address upon successfully completion of your registration.

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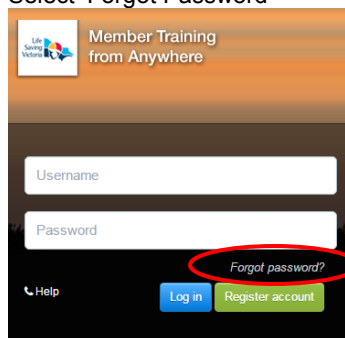
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- 2.3.3 When registering follow the prompts, if a message appears when completing a registration

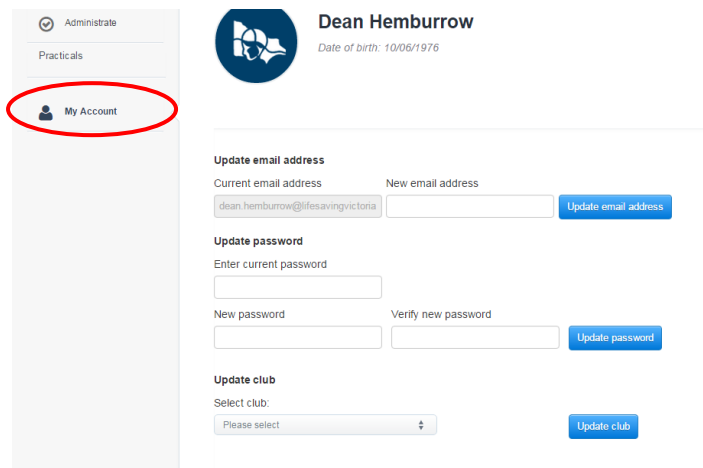


- 2.3.3.1 Select 'Forgot Password'



- 2.3.3.2 Select 'Forgot username' and follow the prompts – an email will be sent to your email address including new login details.

- 2.4 **Amending 'My Account'** – This area allows members to change passwords, email address details and Clubs.



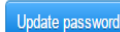
- 2.4.1 To change Email

- 2.4.1.1 add your preferred email address and select



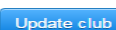
- 2.4.2 To change Password

- 2.4.2.1 enter your login password (titled 'Enter current password') – Add new password and verify new password



- 2.4.3 To change or Update your Club

- 2.4.3.1 Update club – select a new club from the dropdown list



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### 3.0 **PURPOSE:** Skills Maintenance

To guide all new and existing members through the Skills Maintenance process, online theory component and booking into a Skills Maintenance practical.

### 4.0 **INSTRUCTIONS:**

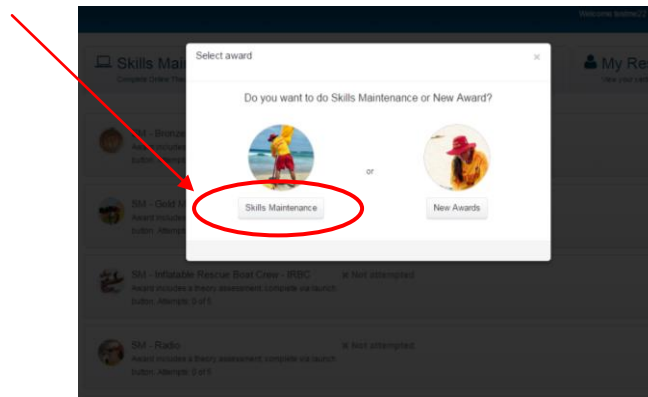
#### 4.1 **Visit: [www.lsv.com.au/membertraining](http://www.lsv.com.au/membertraining)**

4.1.1 To access this site please 'Google Chrome' as your web browser



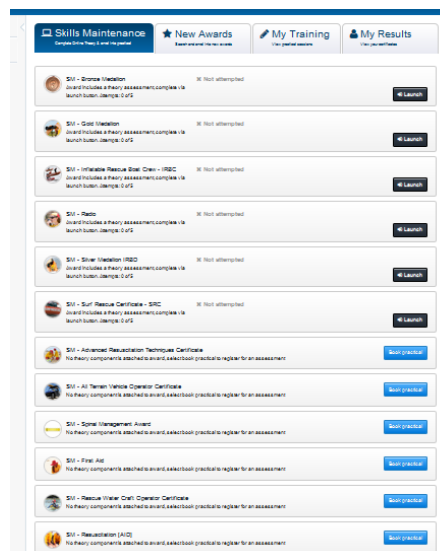
#### 4.2 **Selecting Skills Maintenance**

4.2.1 Select 'Skills Maintenance'



#### 4.3 **Skills Maintenance award with an online Theory Assessment**

4.3.1 Select 'Launch' icon to commence the theory assessment of the appropriate award – note 5 attempts are allowed to complete the test – (note for awards that do not require an online theory test - select 'Book practical')



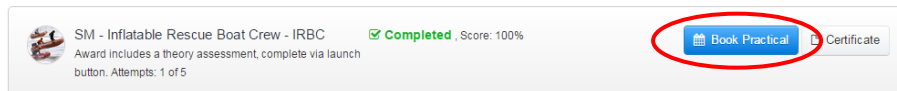
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### 4.4 Enrolling into a Skills Maintenance assessment – (upon successful completion of the theory assessment)

#### 4.4.1 Select 'book practical'

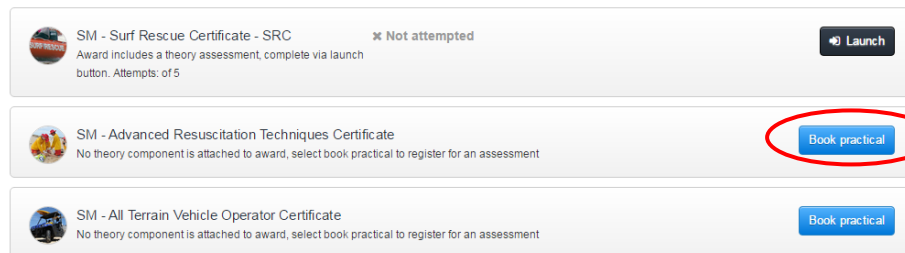


#### 4.4.2 Confirm enrolment by selecting 'Yes'

#### 4.4.3 Confirmation sent to your email account

### 4.5 Skills Maintenance award without an online Theory Assessment

#### 4.5.1 Enrol into a skills maintenance assessment by selecting 'book practical'



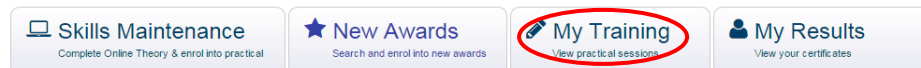
#### 4.5.2 Select from the list of Practicals

#### 4.5.3 Confirm enrolment by selecting 'Yes'

#### 4.5.4 Confirmation sent to your email account

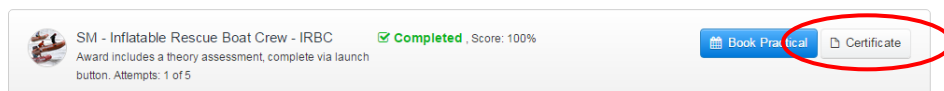
### 4.6 View your Enrolments

#### 4.6.1 Select 'My Training' located on the tool panel



### 4.7 Skills Maintenance – Certificate

#### 4.7.1 Select 'Certificate' once successfully completed the theory assessment



#### 4.7.2 Download and print Certificate and bring to the practical (if required)

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### 5.0 **PURPOSE:** New Awards

To guide all new and existing members through the New Awards process.

### 6.0 **INSTRUCTIONS:**

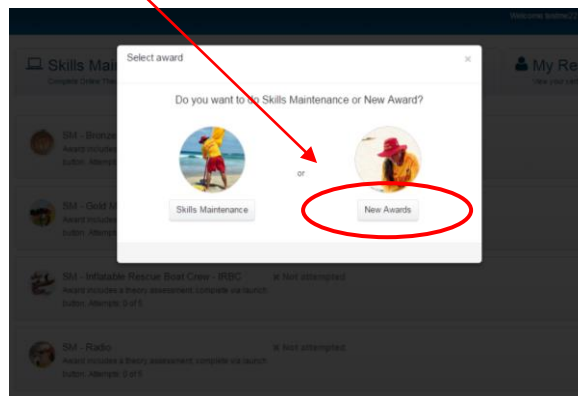
#### 6.1 **Visit: [www.lsv.com.au/membertraining](http://www.lsv.com.au/membertraining)**

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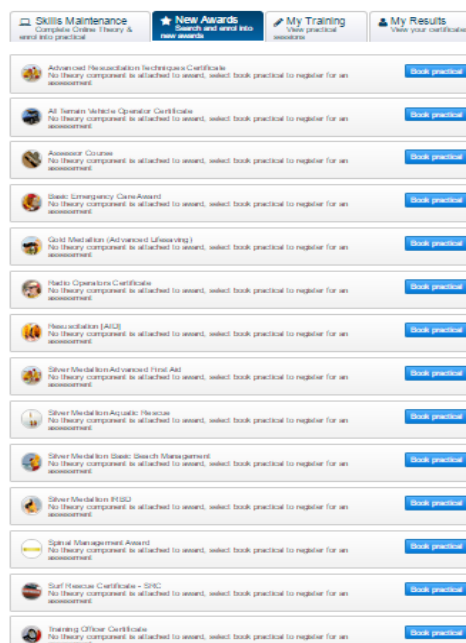
#### 6.2 **Viewing New Awards**

6.2.1 Select 'New Award' upon login



#### 6.3 **New Awards**

6.3.1 Select the appropriate course from the list



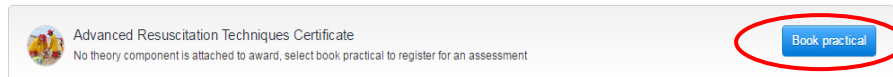
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### 6.4 Booking into a New Award

6.4.1 Select 'book practical'



6.4.2 Select the appropriate course available - (if any)

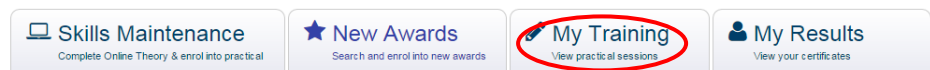
6.4.3 Confirmation your booking – Yes/No

6.4.4 A pop menu will list all the pre requisites for this course – click Confirm to proceed or Cancel to exit

6.4.5 An email will be sent confirming your details

### 6.5 View your Enrolments

6.5.1 Select 'My Training' located on the tool panel



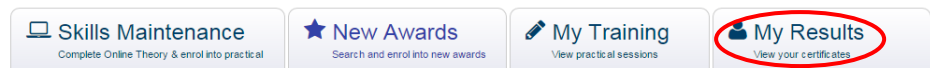
6.5.2 A list of all courses are listed

6.5.2.1 Select Download resource to access the Learner guide for a course

6.5.2.2 You may read print and bring to your training sessions for this award

### 6.6 Certificates in full Awards

6.6.1 Select 'My Results'



6.6.2 View the appropriate course and select certificate – Note this area relates to full awards only.