# MARTYR TRAINING SERVICES PTY LTD. ABN 46 606 648 748

Welcome to Martyr Training and thank you for enrolling with us.

Please refer to the following information as a guide to completing your theory. These step by step instructions will assist you with any issues you have technically. Look for the arrows to guide you in the right direction.

Please contact us if you are still having issues with your online content after referring to the following guide.

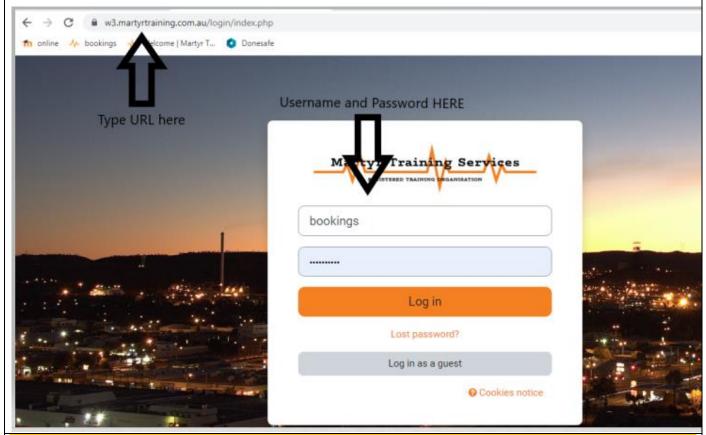
## bookings@martyrtraining.com.au

This document pertains screen shots from our first aid course, however, the steps are the same for each of our online courses. You will find these instructions useful in navigating our online portal

#### STFP 1

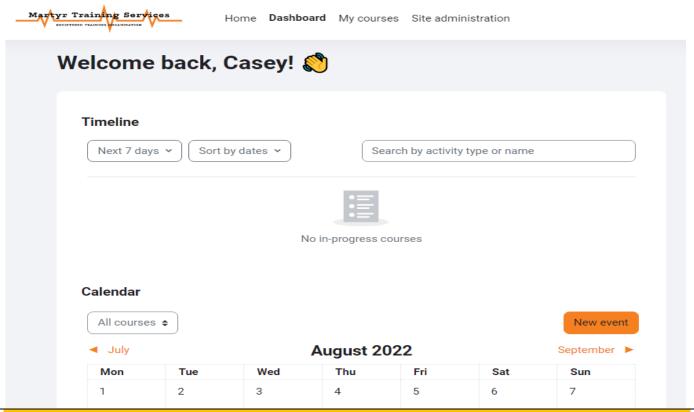
You will have been provided with a login and password to access your Student Quiz

If you open your email, the link should appear blue. When clicked on you should automatically be directed to the login page. (If you are not redirected, simply copy and paste the link into the address bar at the top of your web browser and hit enter.) Log in with the details that were provided in your enrolment email.



#### STEP 2

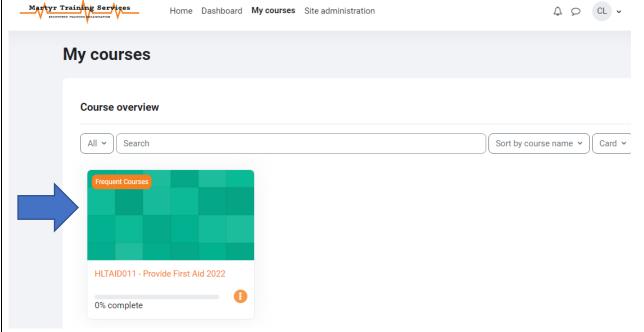
Once you login you will be directed to your dashboard



#### STEP 3

Select My Courses

What you see for selection will depend on the course you are enrolled to complete (eg. If you are doing Senior First what you see below will be HLTAID003 Provide First Aid)



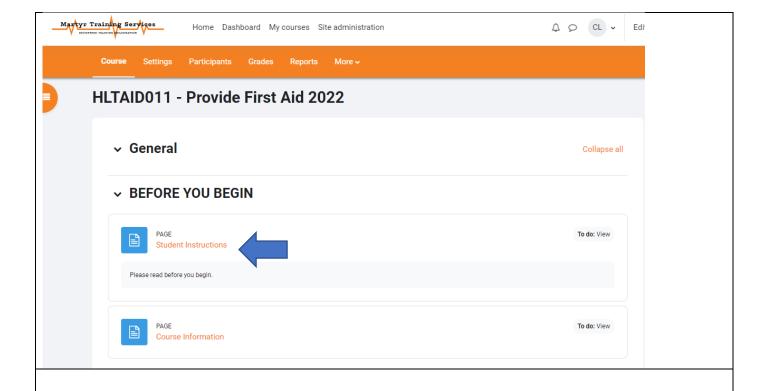
If your course does not appear, please contact the office 0747433400

## STEP 4

Click on your course to open it.

You will be directed to the page below

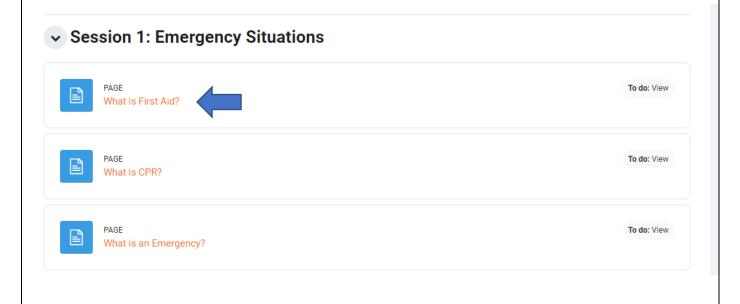
Please read the student instructions before continuing any further



## STEP 5

Now you may begin

Open the first page of Session 1 – Emergency Situations (please note this example is extracted from our first aid course, your first session will differ depending on which course you are completing)



Continue forward to read through all learning material

-see arrow below, this will click you through to the next page of your learning material



First aid training is about providing the necessary skills needed to respond to a medical emergency with the goal of saving lives, reducing pain and injury until qualified medical help takes over.

To be a good first aider, you need to be trained in CPR.

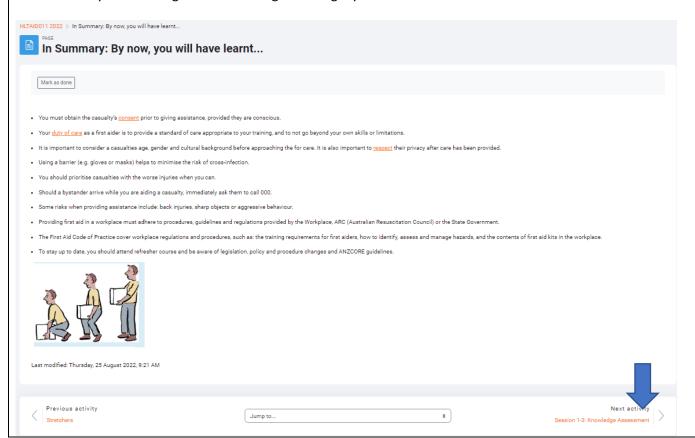
Last modified: Sunday, 19 December 2021, 8:02 PM

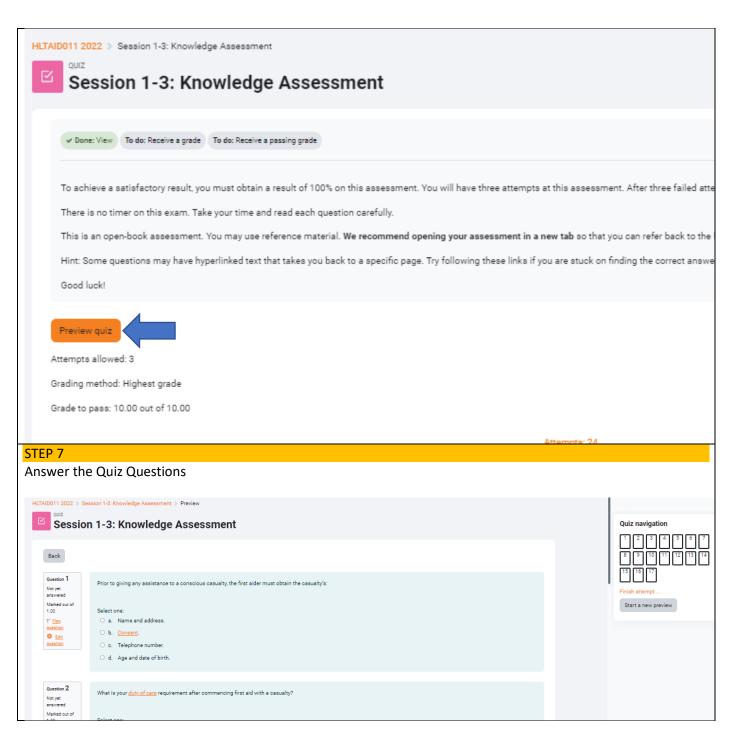


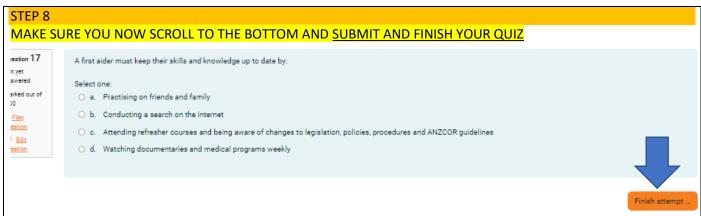
## STEP 6

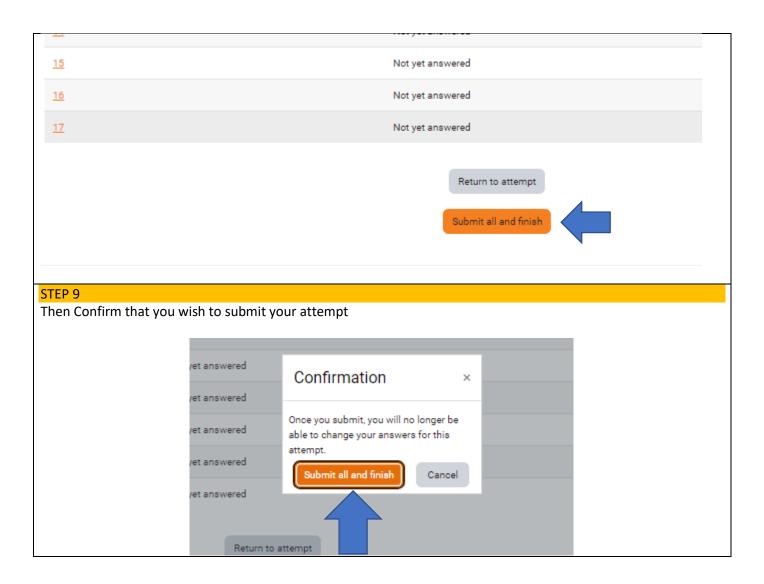
Now complete your Quiz

At the end of your Learning material click again to begin your first Quiz





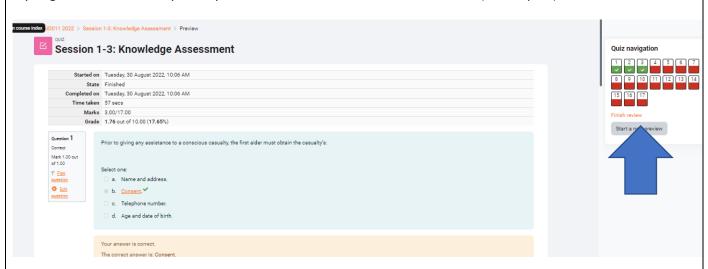




## STEP 10

You will then be directed to a grading page. Here you can see what you answered correctly. If you got any questions wrong, finish your review and reattempt the Quiz.

If you got them all correct you may finish review and move onto the next Quiz (see Step 12)



Correct Answers are **GREEN**, incorrect Answers are **RED**You must answer ALL answers correctly to be marked competent

# STEP 11

To re-attempt Quiz

# (MAKE SURE YOU FOLLOW STEPS 8 AND 9 AGAIN TO RESUMBIT YOUR 2<sup>ND</sup> ATTEMPT)



#### **STEP 12**

You may now progress to the next Session

In the Left hand Column Select Session 2, and proceed (see step 5)

Repeat the process for this and the remaining sessions.

If you are completing:

CPR only – you will need to complete Sessions 2-5 (Quiz 2-5)

Senior First Aid – you will need to complete Sessions 2-12 (Quiz 2-13)

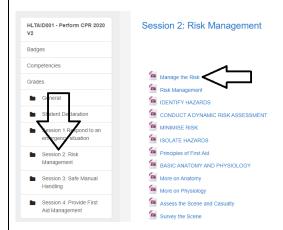
Childcare First Aid – you will need to complete Sessions 2-12 (Quiz 2-14)

\*all other courses you will need to complete all Sessions to complete your course theory

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## **STEP 13**

Once all sessions have been completed And all Quizzes completed and finished

Please notify the coordinator that your theory is ready for processing bookings@martyrtraining.com.au