

## Mental Health First Aid Blended Workplace Program Participant Instructions

### Enrolling into the eLearning course

To enrol into the eLearning course, each user will need to follow these steps:

1. Visit the MHFA website and create an account. <https://mhfa.com.au/user/register>
2. Login to your MHFA account: <https://mhfa.com.au/user>
3. Click on the eLearning course link: <https://mhfa.com.au/courses/elearning/61440>
4. Scroll down to the bottom of the page and click 'Login' (if you have an existing account) or 'Register' and follow the prompts. Then click the green 'apply' button
5. Enter in your voucher code when prompted. This will skip any shipping and credit card information and go straight to the beginning of the course which is the 'Pre Quiz'.

### Completing the eLearning course

In order to complete the eLearning course participants must:

1. Complete the 'Pre Quiz'
2. Complete Modules 1, 2, 3, 4 and 5 under 'My Dashboard'
3. Complete the 'Post Quiz'

You will receive a Certificate of Completion once completed. Please send this Certificate through to your Coordinator at least 48 hours prior to session commencement.

### Accessing the MHFA manual

Participants will also have access to the MHFA manual under their account. To access, participants must:

1. Log in to their MHFA account and click on the link in their dashboard under My MHFA Manuals.

**Participants who have not completed 100% of the MHFA eLearning program will not be admitted into the online live training sessions with our facilitator. This eLearning program is estimated to take between 5 and 7 hours. Participants can enter and exit the program as many times as they like. Please ensure you allow sufficient time to complete the program prior to the first live training session.**

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