# USER ACCESS TO MERTIL COURSES: Following Group Purchase-How to Enrol your staff into the courses

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If you have purchased MERTIL for a **group** (which may or may not include yourself) or for 1 **other** person, please follow these instructions to enrol your staff and thus give access to the MERTIL course. This applies to MERTIL, Mini-MERTIL Introduction and MERTIL Vic MCH Services course purchases.

(NOTE: If you have purchased 1 MERTIL licence **for yourself**, these instructions do not apply to you. You just need to go to <u>www.mertl.com.au</u> click LOGIN and then login with th eemial address and password you used to make the purchase. In some cases, you may already be logged so just click MY COURSES to go to your course. Please see the FAQs if you have any queries -we have specific questions addressing course access. If this doesn't resolve your issue please contact us at <u>enquiries@mertil.com.au</u>. )

## ENROLING USERS following GROUP PURCHASES

1. You will receive an email with a link to the enrolment page.

student in MERTIL Courses 🍃 🔤		
tudent in MERTIL Courses ⋗ 🔤		
ly Early Relational Trauma Informed Learning <wordpress@me< td=""><td>il.com.au&gt;</td><td></td></wordpress@me<>	il.com.au>	
Start enroling students ii	COURSES	
	courses	
Hi Tanudja, Thatk wa farawahasina tha MEDTU Jisanasa listad bala		
Hi Tanudja, Thank you for purchasing the MERTIL licenses listed belo Product Name	2. Quantity	
Hi Tanudja, Thank you for purchasing the MERTIL licenses listed belon Product Name MERTIL Victorian MCH Services 2020 Course	Quantity 2	
Hi Tanudja, Thank you for purchasing the MERTIL licenses listed belo Product Name MERTIL Victorian MCH Services 2020 Course Mini MERTIL Refresher	A Quantity 2	
Hi Tanudja, Thank you for purchasing the MERTIL licenses listed belo Product Name MERTIL Victorian MCH Services 2020 Course Mini MERTIL Refresher You can enrol students in the purchased products by click can be found here. If you have any questions, please con enquiries@metil.com.au.	2 ig Enrol Students Instructions cct us at	
Hi Tanudja, Thank you for purchasing the MERTIL licenses listed belo Product Name MERTIL Victorian MCH Services 2020 Course Mini MERTIL Refresher You can enrol students in the purchased products by click can be found here. If you have any questions, please con enquiries@mertil.com au.	A Quantity 2 2 19 <u>Erroll Students</u> Instructions cct us at	

2. Click the Enroll Students link in the email. You can access the Enrol Students page only from this link.

3. You may need to login again to proceed



HOME ABOUT US COURSES SHOP FAQ CONTACT US HELP & SUPPORT 🔒 LOGIN

#### Enrol course participants

Enrol course participants into the purchased course(s) below. Instructions can be found here.

Login required to enroll users!

4. Once logged in you will see this:

	HOME	ABOUT US HELP & SUPI	COURSES	SHOP MY COU	FAQ	CONTACT US
Enrol course participants Enrol course participants into the purchased course(s) Select Group: Select Group ~	below. Ins	structions can	be found he	re.		

- 5. The Group names are the ones you added during the purchase process; each group represents 1 course. So if you purchased the MERTIL course, you will also get the Mini MERTIL Refresher course for free. This is 2 courses so there are 2 groups and you need to enrol all users into each group.
- 6. Click Select Group and click on the group name. You will then see this page, showing the Group name and how many licences are left

lect Group: MERTIL (2)	
🌲 Enrollment Details	ぽ Group Details
Enrolled Users ( Available Seats ) : 0 ( 2 ) Enroll User	Enroll Multiple Users
Select Action V Apply	Search
🗆 Name 🍦 Email Id 🄺 Progress	Actions

7.

- 8. You can see two main tabs: Enrolment Details and Group Details.
- 9. If you click on Group details you can change the group name and you will see who is already enrolled.
- 10. Under Enrollment Details you can enrol users 1 at a time (next) or Enrol Multiple users (go to instructions <u>here</u>).
- 11. To enrol users one at a time, click Enroll User and you will see this.
- 12. CAUTION/BEWARE: Once you click Enrol User, you will use one of your licences and cannot get it back or switch it to someone else. We can get it back for you but this is quite involved and takes a while. Contact us if you accidently use up a license.
- Fill out the form and click Enrol user. Wait till it finishes loading can take a few seconds

First name *	
Enter first name	
Last name *	
Enter Last name	
Email Address *	
Enter Email Address	

- 15. You will now see that
  - a. The Group name has adjusted from MERTIL (2) to MERTIL (1), showing how many licences are left
  - b. Available seats has changed to 1
  - c. Who has just been enrolled= green box; you can close this
  - d. A list of enroled users

Sele	ect Group: MERTIL (1) 🗸			
	💄 Enro	lment Details	ළී Gr	roup Details
	Enrolled Users ( Available S	eats ) : <mark>1 ( 1 )</mark>		
		Enroll User	Enroll N	Iultiple Users
L J	Download Sample CSV	d have been enrolled successfully		0
	Select Action 🗸 Apply		Search:	
5	Name	Email Id	Progress	Actions
0	Showing 1 to 1 of 1 entries		VIEW FLORIESS	Previous 1 Next

#### 16. In the list of enrolled users you can delete this user if you wish but you will NOT get the licence back.

17. If you want to enrol multiple users in all at once, click Enroll Multiple Users and you will see this

#### Enrol course participants rse(s) below. Instructions can be found here

Enrol course participants into the pure

-	+ Enrollment Details		C Group	Details
Enrolled Users ( Ava	ilable Seats ) : 0 ( 2 )			
	Enroll User		Enroll Multi	ple Users
				<b>F</b> Browse
Download Sample CSV				<b>F</b> Browse
Download Sample CSV	pply		Search:	<b>S</b> Browse
Download Sample CSV Select Action ~ A	pply Email Id	Progress	Search:	Firovse

- 18. You need to upload a csv file with the names and email addresses. This is very simple.
  - a. Click Download Sample CSV
  - b. Enter user information
  - c. Save wherever you want
  - d. Click Browse and find the saved file, then click Open, then click Upload

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	Z / DI OWSE

19. CAUTION/BEWARE: Once you click Enrol User, you will use your licences and cannot get them back or switch them to someone else. We can get them back for you but this is quite involved and takes a while. Contact us if you accidently use up a license.

20. Click Enrol user. Wait till it finishes loading – this can take quite a while.

### 21. You will see this

		1 m 1 m		
	▲+ Enrollme	ent Détails	Group De	etails
Enroll	ed Users <mark>( Available Seat</mark>	s):2(0)		
	Enr	roll User	Enroll Multiple	Users
Downl	oad Sample CSV K <mark>enrolled users list <u>here</u> .</mark>	•		
Downl Chei Selec	ad Sample CSV		Search:	
Downl Chei Selec	t Action V Apply Name	Email Id	Search:	Actions
Downl Chei Selec	t Action  Andrew Gibson	Email Id	Search: Progress View Progress	Actions

22.

- 23. Now all your MERTIL seats have been used and you can see who is enrolled.
- 24. You can check their progress from here too.
- 25. Now if you have other courses, go back and Select Group again, Choose the other group and repeat.
- 26. Next you need to email them their login details

## USER ACCESS and LOGIN- YOU MUST EMAIL THEM

- 1. You now need to email the staff you just enrolled, alerting them to their enrolment into MERTIL and providing them their login information. They will not be able to access the course until you send them this information.
- 2. Please include this information in your email
  - a. They will now have an account set up on the MERTIL platform they just need to login
  - b. Their username is the email address you used to enrol them
  - c. They will need to create a password the first time they log in. On the login page click Forgot Password to do this. Please check spam folder if password reset email does not arrive within 30 min. Add the domain name mertil.com.au to safe senders list. Contact us if having issues <u>enquiries@mertil.com.au</u>
  - d. Add this link to the login page: <u>https://www.mertil.com.au/elearning/login/index.php</u>
  - e. You can add this image if you want

MY EARLY RELATIONAL TR	AUMA INFORMED LEARNING
Sign In	
Username / email	
Password	
Remember username	
Log in	