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

## Contents

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 www.mertl.com.au 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 enquiries@mertil.com.au. )
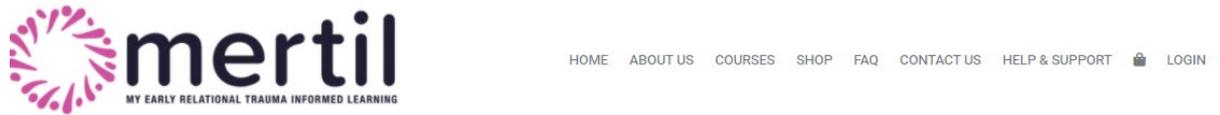
## ENROLING USERS following GROUP PURCHASES

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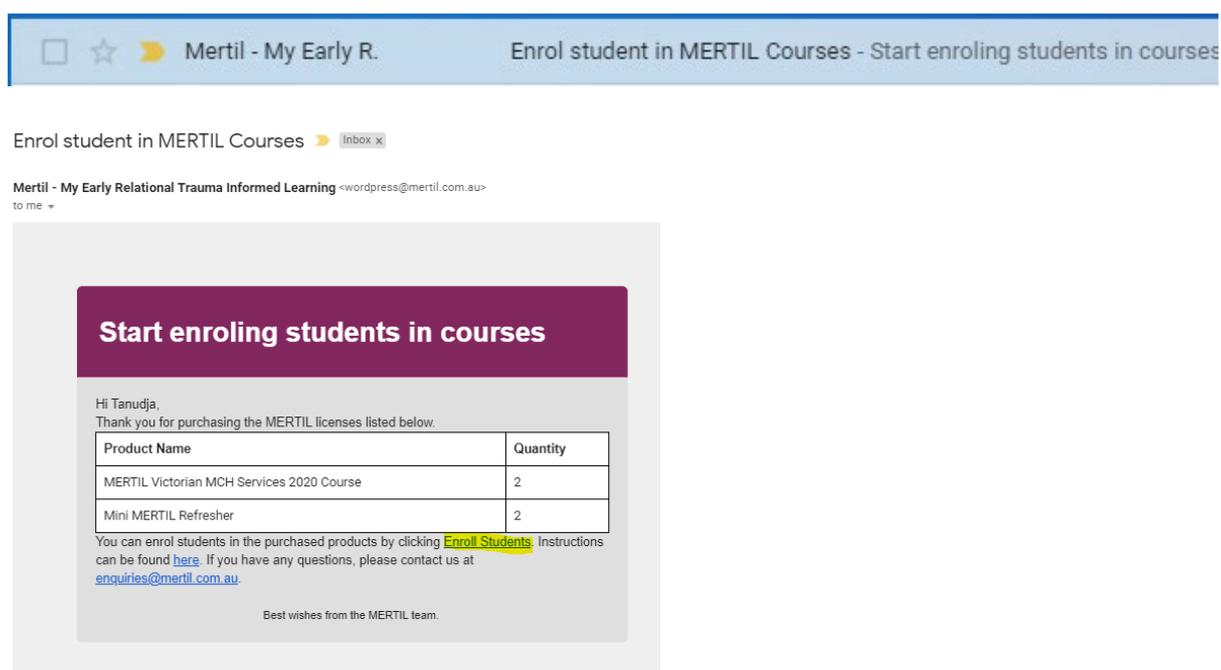


2. Click the Enroll Students link in the email. **You can access the Enrol Students page only from this link.**

3. You may need to login again to proceed



4. Once logged in you will see this:



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
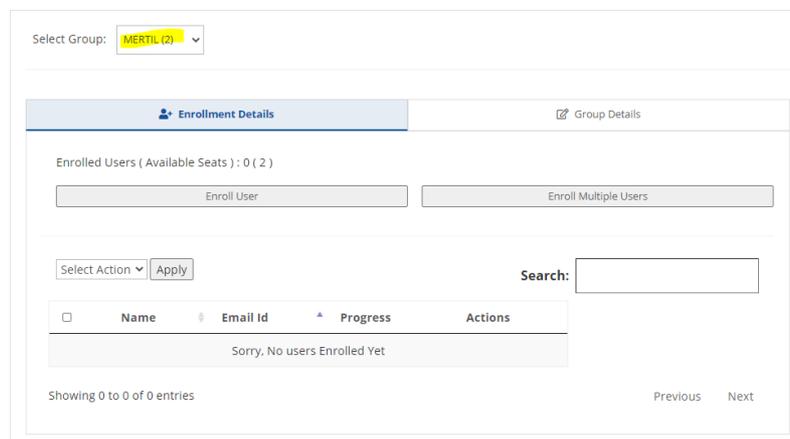


7.

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 here).
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.
13. Fill out the form and click Enrol user. Wait till it finishes loading – can take a few seconds

**Enroll New User**

First name *

[Enter first name]

Last name *

[Enter Last name]

Email Address *

[Enter Email Address]

[Enroll User]  [Cancel]

14.
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

Select Group: **MERTIL (1)**

| &+ Enrollment Details | ✎ Group Details |
|---|---|

Enrolled Users ( Available Seats ) : **1 ( 1 )**

| Enroll User | Enroll Multiple Users |
|---|---|

[                                    ]  🗀 Browse ...

Download Sample CSV

**User with following email id have been enrolled successfully**
    1. a_____.com                                                        ⊗

[Select Action ▾] [Apply]                                    Search: [          ]

| ☐ | Name | Email Id | Progress | Actions |
|---|---|---|---|---|
| ☐ | Andrew Gibson | ~~~~~~~~ | View Progress | ✎ 🗑 |

Showing 1 to 1 of 1 entries                          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



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 <mark>click Upload</mark>



    e.
    f. You will see this- users will auto populate



    g.

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



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 enquiries@mertil.com.au
   d. Add this link to the login page: https://www.mertil.com.au/elearning/login/index.php

   e. You can add this image if you want

mertil

**MY EARLY RELATIONAL TRAUMA INFORMED LEARNING**

Sign In

Username / email

Password

☐ Remember username                    Forgot Password?

Log in