

MERTIL Courses

Group Purchase and Access Instructions

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IMPORTANT: Before you proceed please read this

- For these types of access please follow the **Group Purchase** instructions below/
[here](#). This means you will be making the payment and may/may not also be
accessing the courses:
 - for a group that includes the purchaser;
 - for a group that does not include the purchaser;
 - for a single user who is NOT the purchaser,
- If you are purchasing access **only for yourself** then please close these instructions
and go to the **Individual Purchaser/User** instructions on the website. This means you
will be making the payment and will be the only one accessing the course content.

Group Purchase (includes purchasing for 1 user who is not making the payment)

1. In the Shop, Expand the relevant instructions for a quick guide. These instructions below are more comprehensive and explain both the purchasing and enrolment process.

Welcome to the MERTIL Online Store


Please note, all prices below are in Australian Dollars. Upon purchase of any of our courses, you will gain access to our online learning platform, including a vast library of resources. For any questions, please contact us at enquiries@mertil.com.au.

Information for Group Purchases (click to expand)

Purchasing on behalf of one other person (click to expand)

MERTIL Courses

MERTIL: Online training in recognition of and response to early relational trauma



MERTIL offers self-paced, online training on attachment theory & styles and recognition of early trauma in the parent-child relationship. Mini MERTIL is included free with all MERTIL purchases and is added automatically at checkout.


CLICK HERE FOR FURTHER DETAILS

\$390.00
+ GST (**\$429 including GST**)

☒ Enable Group Purchase

ADD TO CART BUY NOW

Mini MERTIL: An Introduction to Early Relational Trauma



Mini MERTIL offers those working in frontline services the perfect **introduction to identifying early relational trauma in infants**, as well as being a refresher course for those who have completed the full MERTIL Course.

Please note: Mini MERTIL is included for free when purchasing the full MERTIL course.

CLICK HERE FOR FURTHER DETAILS

\$90.00
+ GST (**\$99 including GST**)

☒ Enable Group Purchase

ADD TO CART BUY NOW

2. Select “Enable Group Purchase” for the course you wish to purchase and then click “Add to Cart”. (Leave as 1 if purchasing access for 1 other person who is not you) (Note: Don’t click Buy Now -it will still work but it is a longer process. If you click Buy Now, just Click View Cart on the next screen to proceed)

3. You will see this.
 - a. Adjust the number of licences (Quantity) as required and click Update Cart
 - b. If you qualify for a discount it will be automatically applied
 - c. If you are purchasing MERTIL then Mini MERTIL Refresher will be automatically added to your cart at no additional cost.

cart

Cart updated.

☐ Add all product in same group

Product	Price	Quantity	Subtotal
MERTIL: Online training in recognition of and response to early relational trauma <small>Group Purchase enabled</small>	\$390.00	2	\$780.00
Mini MERTIL Refresher <small>Group Purchase enabled</small>	\$99.00	2	\$198.00

Coupon code

Cart totals

Subtotal	\$780.00
GST	\$78.00
Total	\$858.00

4. Select “Proceed to Checkout”

You will now see the Billing Details form that needs to be filled out – see below:

- a. If you have made a purchase before then you already have an account. Please login in. Do not create a new account.
- b. Enter your details i.e., the purchaser’s details. This person will get the receipt and will manage the orders/account and enrol the users.
- c. **IMPORTANT:** In the Group Name section, you need to enter a name for the MERTIL user group and a different name for the Mini MERTIL user group. Of course they are the same users and the same group, but give them different names here. We suggest Group 1 – MERTIL and Group 1 Refresher. This makes it much easier when enrolling users.
- d. Access to the course is via “user enrolment”. After purchase is completed, you the purchaser will get an email explaining how to enrol users in the course. Each user is allocated 1 of the purchased licences.
- e. Instructions on **How to Enrol Users** can be found [here](#)
- f. Once finished click **Place Order**

- g. The system will then automatically create an account for you if you don't already have one

Returning customer? [Click here to login](#)

Have a coupon? [Click here to enter your code](#)

Billing details

First name *

Last name *

Company name (optional)

Country / Region *

Street address *

Apartment, suite, unit, etc. (optional)

Suburb *

State *

Postcode *

Phone *

Once you have completed the required billing details you will need to click the 'Place Order' button. This will redirect you to the LaTrobe payment gateway One Stop Secure.

It can take a few minutes for the redirection to take place, we ask for you to be patient.



The LaTrobe payment gateway will enable you to complete your purchase with credit card (VISA or Mastercard), China UnionPay or PayPal.



Phone *

Email address *

☒ Subscribe to our newsletter

Create account password *

Group Name for MERTIL: Online training in recognition of and response to early relational trauma (2) product *

Group Name for Mini MERTIL Refresher (2) product *

Your order

Product	Subtotal
MERTIL: Online training in recognition of and response to early relational trauma Group Purchase Enabled × 2	\$780.00
Mini MERTIL Refresher Group Purchase Enabled × 2	\$180.00
Subtotal	\$780.00
GST	\$78.00
Total	\$858.00

OneStopSecure Payment

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

PLACE ORDER

- You will be redirected to this La Trobe University payment page. The MERTIL course and Professor McIntosh are housed at The Bouverie Centre in La Trobe Uni and thus you will be paying La Trobe Uni for this product. You will not become a La Trobe Uni staff or student member. You are simply a consumer purchasing a product from La Trobe Uni.

The screenshot shows the La Trobe University ePayments interface. At the top, there is a navigation bar with links to HOME, STUDENTS, STAFF, and RESEARCHERS. Below this is the La Trobe University logo. The main heading is "La Trobe University ePayments". Underneath, there are links for "Payment Home" and "My Account". A breadcrumb trail shows "La Trobe University > The Bouverie Centre > Events". A shopping cart icon indicates "Items: 1 Total: \$2.20". The section is titled "Payment Method". A message states: "This is a list of different ways you can pay for your selections. To proceed, please select one of the following." Below this is a yellow box with an information icon and the text "Log in to your account to include this transaction in your payment history". There are three payment options: "My Account" (Log in to use stored Card or PayPal), "Visa or Mastercard" (Pay using your card without creating an account), and "PayPal" (Pay with PayPal).

- Ignore the yellow box "Log in..." if this is your first time
- Just select either "Visa or Mastercard" or "PayPal" and enter your payment information where appropriate

The screenshot shows the "Review and Confirm" screen of the La Trobe University ePayments interface. The heading is "La Trobe University ePayments". Below it are links for "Payment Home" and "My Account". The breadcrumb trail is "La Trobe University > The Bouverie Centre > Events". The shopping cart icon shows "Items: 1 Total: \$2.20". The section is titled "Review and Confirm". It displays the following information:

Number	LTBP1710593
Amount	\$2.20
Email	tanudja@gmail.com

Below this, it shows "Amount Payable" as "\$2.20" next to the PayPal logo. There are two buttons: "Pay Now" and "Select a different payment method".

- Select "Pay Now" and then complete payment

10. You will get redirected to this page:

mertil.com.au/checkout/order-received/1538/?key=wc_order_Bk35jEXbhX22X

ranet PX Favorites Unsplash Shutterstock O365-MERTIL - Doc... Cumulus ZOOM MERTIL NEW WEBSI... MERTIL Moc

Thank you, your order has been received.
You will soon receive an email with your receipt.

You may now continue directly to the online elearning platform by logging in here using the account information set during purchase.

Do not click this

[Login Link Here](#)

If you require further assistance please email enquiries@mertil.com.au.

ORDER NUMBER: 1538 DATE: 15 December 2020 EMAIL: tanudja@gmail.com
TOTAL: \$2.20 PAYMENT METHOD: OneStopSecure Payment


Order details

Product	Total
MERTIL Victorian MCH Services 2020 Course x 2 Group Enrollment: yes	\$780.00
Mini MERTIL Refresher x 2 Group Enrollment: yes	\$100.00
Subtotal:	\$780.00
Discount:	-\$778.00
GST:	\$0.20
Payment method:	OneStopSecure Payment
Total:	\$2.20




Billing address

Once you have completed the required billing details you will need to click the 'Place Order' button. This will redirect you to the LaTrobe payment gateway One Stop Secure.

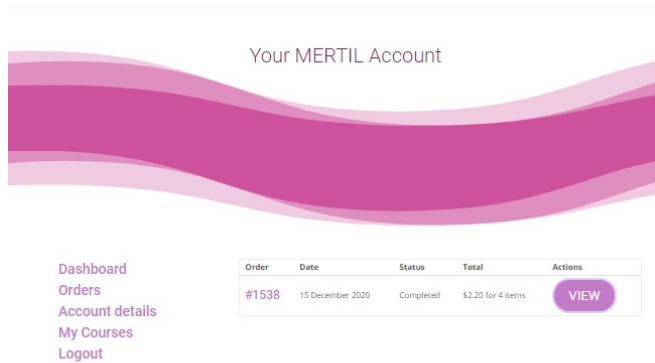
It can take a few minutes for the redirection to take place, we ask for you to be patient.

 **LA TROBE UNIVERSITY**

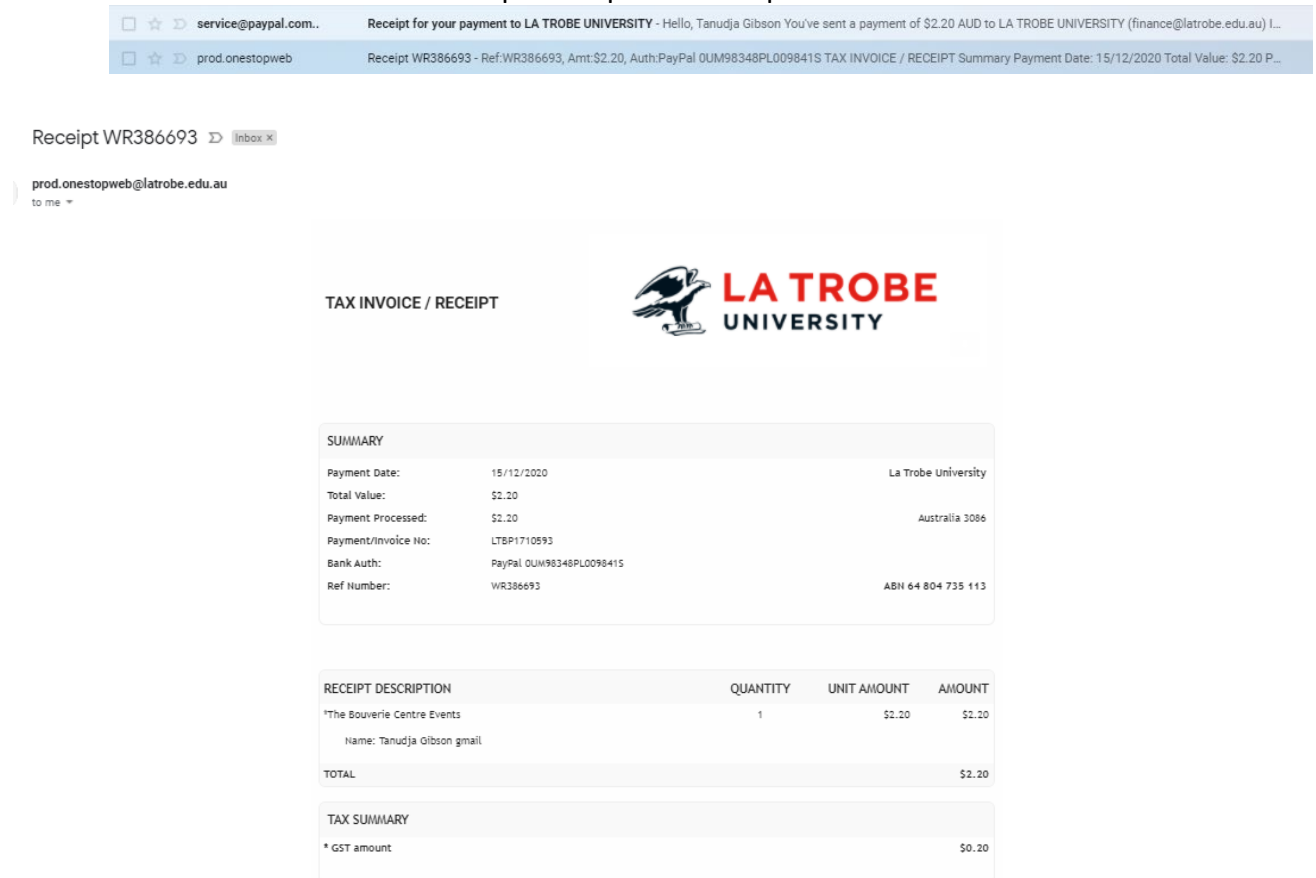
The LaTrobe payment gateway will enable you to complete your purchase with credit card (VISA or Mastercard), China UnionPay or PayPal.

You will also now see a new option in the top tabs: **My Account**. You can go here to see your orders and account history.



11. You will receive an email receipt from prod.onestopweb that looks like this:



12. Next, because this is a Group Purchase you now need to [enrol the users](#) into the courses. Go to Enrol Users instructions below or by clicking [here](#)
- No-one will be able to access the course until you enrol them. Including you.

IMPORTANT: Don't click Login Link Here in above screen. If you do, you *will* be able to login to the MERTIL course pages (www.mertil.com.au/elearning) but you will *not* have access to any content. You still have to enrol yourself along with the other users to get access to content.

ENROLING USERS FOR GROUP PURCHASES

1. You will receive an email with a link to the enrolment page. CHECK YUR SPAM FOLDER IF YOU DON'T GET IT

☐ ☆ 📧 Mertil - My Early R. Enrol student in MERTIL Courses - Start enrolling students in courses

Enrol student in MERTIL Courses ➤ Inbox x

Mertil - My Early Relational Trauma Informed Learning <wordpress@mertil.com.au>
to me ▾

Start enrolling students in courses

Hi Tanudja,
Thank you for purchasing the MERTIL licenses listed below.

Product Name	Quantity
MERTIL Victorian MCH Services 2020 Course	2
Mini MERTIL Refresher	2

You can enrol students in the purchased products by clicking [Enroll Students](#). Instructions can be found [here](#). If you have any questions, please contact us at enquiries@mertil.com.au.

Best wishes from the MERTIL team.

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!

Enroll

4. Once logged in you will see this:



[HOME](#) [ABOUT US](#) [COURSES](#) [SHOP](#) [FAQ](#) [CONTACT US](#)

[HELP & SUPPORT](#)  [MY COURSES](#) [MY ACCOUNT](#)

Enrol course participants

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


Select Group: Select Group ▾


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

Enrol course participants

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

Select Group: MERTIL (2) ▾

 **Enrollment Details**

 **Group Details**

Enrolled Users (Available Seats) : 0 (2)

Enroll User Enroll Multiple Users

Select Action ▾ Apply Search:

<input type="checkbox"/>	Name	Email Id	Progress	Actions
Sorry, No users Enrolled Yet				

Showing 0 to 0 of 0 entries Previous Next

7. You can see two main tabs: Enrolment Details and Group Details.

8. If you click on Group details you can change the group name and you will see who is already enrolled.
9. Under Enrollment Details you can enrol users 1 at a time (next) or Enrol Multiple users (go to instructions here).
10. To **enrol users one at a time**, click Enroll User and you will see this.
11. **CAUTION/BEWARE: Once you click Enroll 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 accidentally use up a license.**
12. Fill out the form and click Enrol user. Wait till it finishes loading – can take a few seconds

Enroll New User

First name *

Last name *

Email Address *

Enroll User
Cancel

13. 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. and [REDACTED].com

✕

Select Action ▼
Apply

Search:

□	Name	Email Id	Progress	Actions
<div style="display: flex; align-items: center;"> <input type="checkbox"/> <div style="margin-left: 5px;"> Andrew Gibson </div> </div>		[REDACTED]	View Progress	

Showing 1 to 1 of 1 entries

Previous
1
Next

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

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

Enrol course participants

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

Select Group: MERTIL (2)

Enrollment Details

Enrolled Users (Available Seats) : 0 (2)

Enroll User Enroll Multiple Users

Download Sample CSV Browse ...

Select Action Apply Search:

	Name	Email Id	Progress	Actions
Sorry, No users Enrolled Yet				

Showing 0 to 0 of 0 entries Previous Next

16. You need to upload a csv file with the names and email addresses. This is very simple.

- Click Download Sample CSV
- Enter user information
- Save wherever you want
- Click Browse and find the saved file, then click Open, then **click Upload**

Enroll User Enroll Multiple Users

upload_users_sample.csv Remove Upload Browse ...

e. Download Sample CSV

f. You will see this- users will auto populate

Enroll Users

First Name	Last name	Email ID
Tony	Stark	tony.stark@avengers.com

Enroll User Cancel

g.

17. 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 accidentally use up a license.
18. Click Enrol user. Wait till it finishes loading – this can take quite a while.
19. You will see this

The screenshot displays the 'Enrollment Details' page for the 'MERTIL (0)' group. At the top, a dropdown menu shows 'MERTIL (0)'. Below this, the 'Enrollment Details' tab is active, showing 'Enrolled Users (Available Seats): 2 (0)'. There are buttons for 'Enroll User', 'Enroll Multiple Users', and a 'Browse...' button. A 'Download Sample CSV' link is also present. A green box highlights the text 'Check enrolled users list here.' with a plus icon. Below this is a 'Select Action' dropdown and an 'Apply' button. A search bar is labeled 'Search:'. The main area contains a table with two entries:

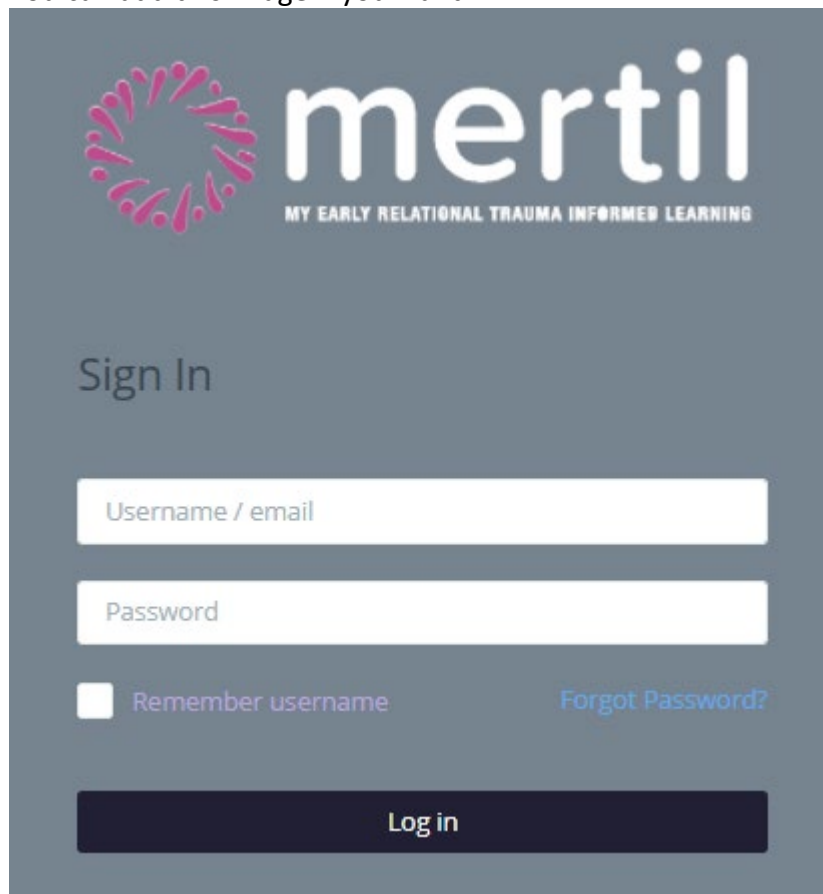
<input type="checkbox"/>	Name	Email Id	Progress	Actions
<input type="checkbox"/>	Andrew Gibson	[REDACTED]	View Progress	Edit Delete
<input type="checkbox"/>	Tony Stark	tony.stark@avengers.com	View Progress	Edit Delete

At the bottom, it says 'Showing 1 to 2 of 2 entries' and has pagination controls: 'Previous', '1', and 'Next'.

20. Now all your MERTIL seats have been used and you can see who is enrolled.
21. You can check their progress from here too.
22. Now if you have other courses, go back and Select Group again, Choose the other group and repeat.
23. 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

The image shows the MERTIL login interface. At the top, there is a logo consisting of a circular arrangement of pink human figures, followed by the word "mertil" in a large, white, sans-serif font. Below this, in a smaller white font, is the tagline "MY EARLY RELATIONAL TRAUMA INFORMED LEARNING". The background is a solid dark grey. Below the header, the text "Sign In" is displayed in a white, sans-serif font. Underneath, there are two white input fields: the first is labeled "Username / email" and the second is labeled "Password". Below the password field, there is a small white checkbox followed by the text "Remember username" in a light purple font. To the right of this, the text "Forgot Password?" is displayed in a light blue font. At the bottom of the form, there is a dark grey rectangular button with the text "Log in" in a white, sans-serif font.