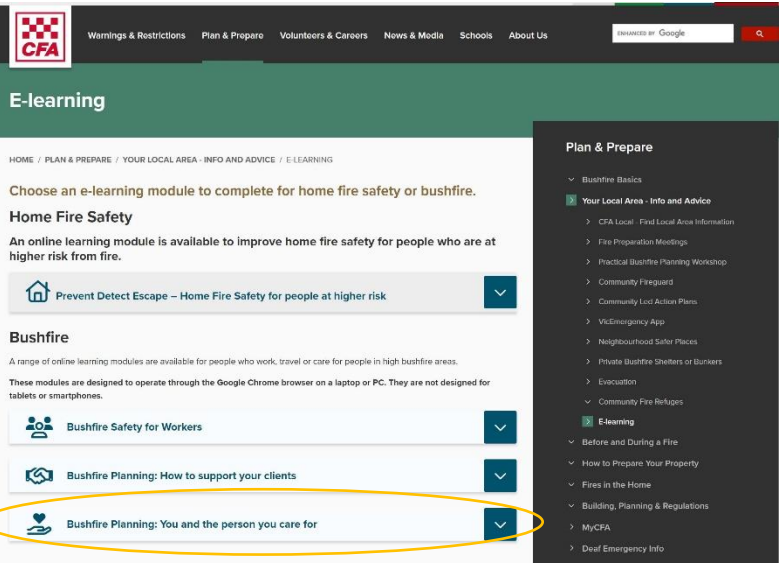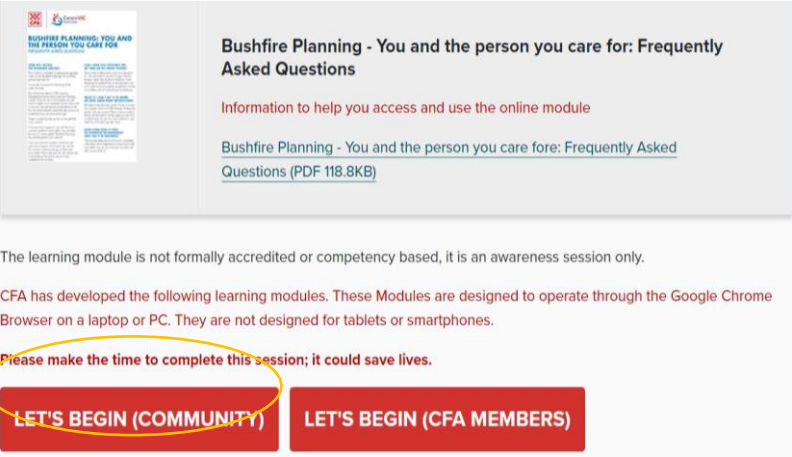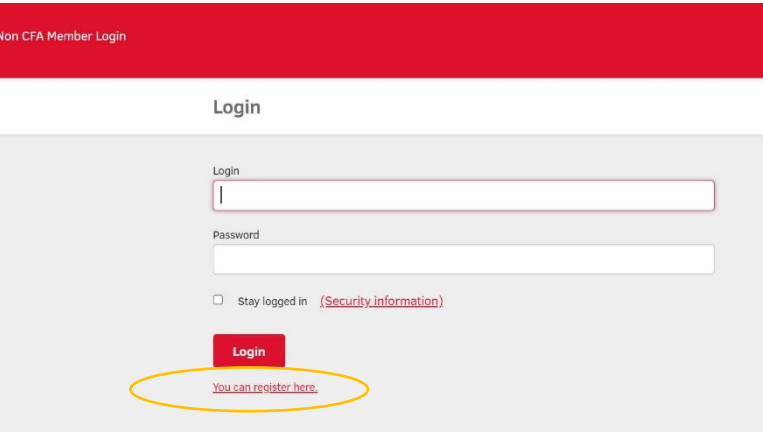# Bushfire Planning: You and the person you care for

A step-by-step guide to assist with completing the online module – August 2024

Part 1 – Creating a User Account (if you don't have an account already)

	Go to: www.cfa.vic.gov.au/workers Select 'Bushfire Planning: You and the person you care for'
	Scroll down the page Select 'Let's Begin (Community)'
	Select 'You can register here'

A step-by-step guide to assist with completing the online module – August 2024
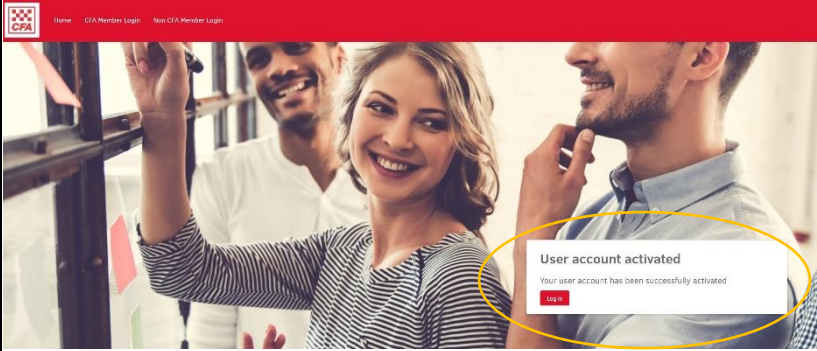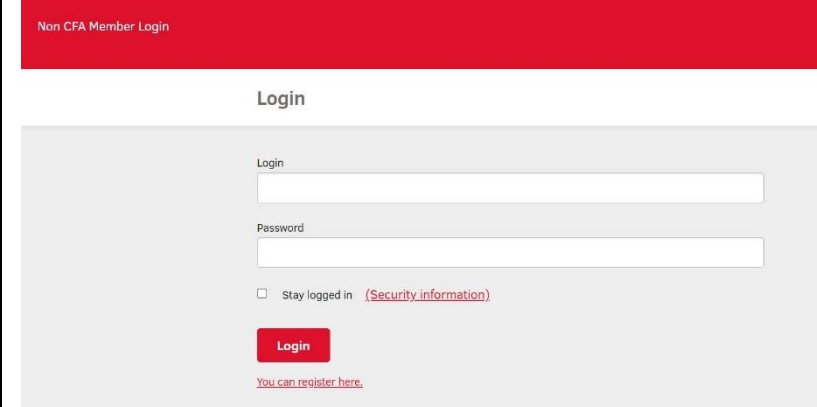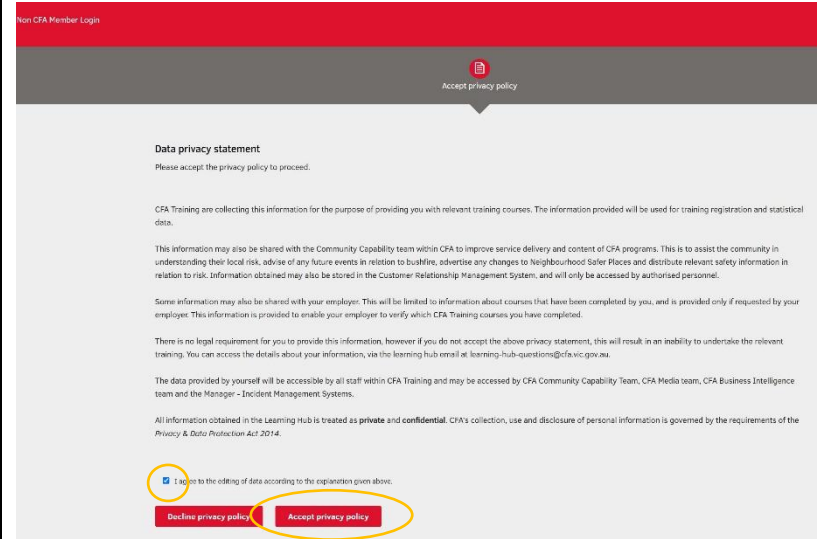

Fill out all the details on the 'Sign up' page and record your password for future login

Your reason for access is most likely to be 'As part of my work'

Select your organisation from the drop-down 'Organisation' list if it is there. If not there, add it in the 'Other organisation' box

Click the 'I accept the Terms of Use' box

Click the 'Sign up' box

You will receive **TWO** emails

One email informs you that **'Your CFA Learning Hub Access has just been created!'** *(no need to click links in this email)*

A second email is for **'Activating your login information'** *(this is the email you'll need)*

Check your Junk Mail folder if the emails don't arrive in your Inbox

Open the **'Activating your login information'** email

Click on the link to activate your account

Contact: learning-hub-questions@cfa.vic.gov.au if you are having any problems

Bushfire Planning: You and the person you care for

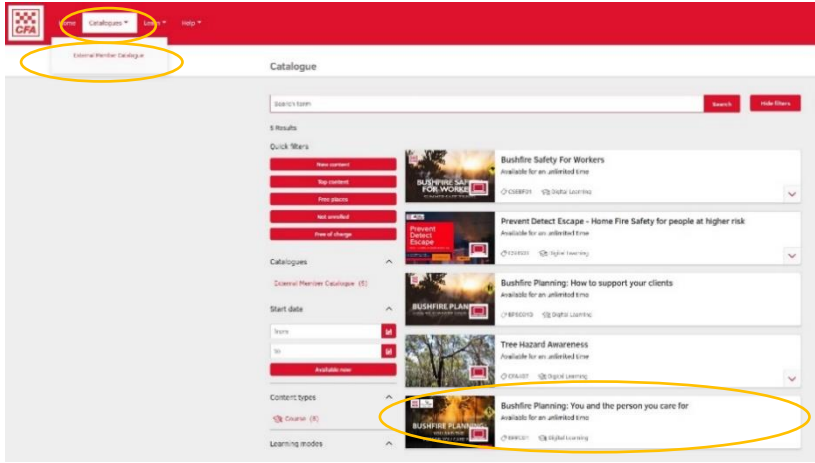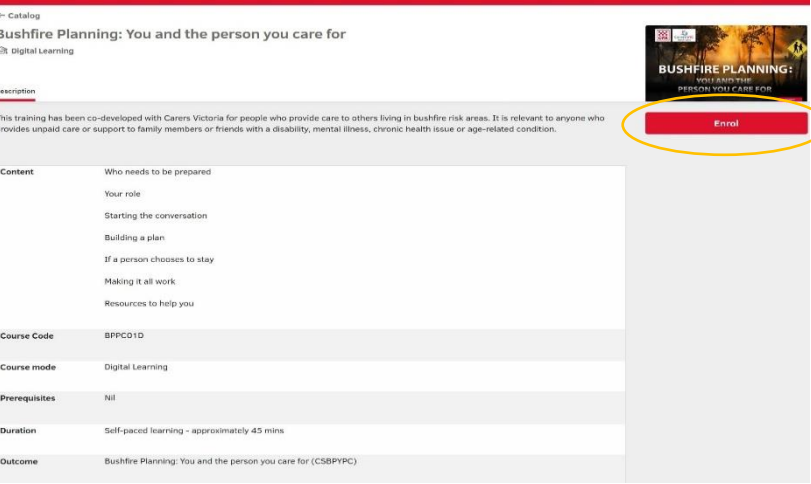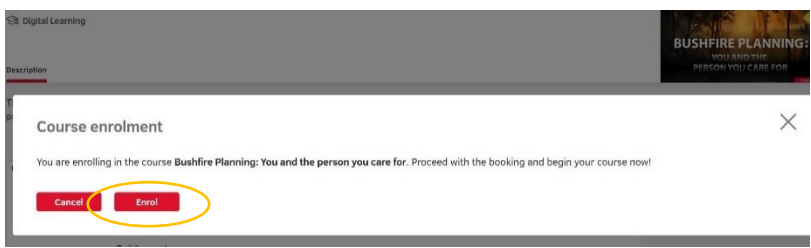A step-by-step guide to assist with completing the online module – August 2024

<table>
<tr>
<td></td>
<td>Click on the red 'Log in' box to access your new account</td>
</tr>
<tr>
<td></td>
<td>Enter your 'Login' details (your email address used during account setup)

Enter your 'Password' (which you created during account setup)

Click 'Login'</td>
</tr>
<tr>
<td></td>
<td>Click the checkbox 'I agree to the editing of data according to the explanation given above'

Click the red 'Accept privacy policy' box

This will take you into Learning Hub</td>
</tr>
</table>

Bushfire Planning: You and the person you care for

A step-by-step guide to assist with completing the online module – August 2024

Part 2 – Accessing the Bushfire Planning: You and the person you care for module

You are now in **Learning Hub** (learninghub.cfa.vic.gov.au)

Don't click on the red 'Enrol' box on the screen that comes up. Instead, we'll bring up all the modules available to you to select from, so you know where to find them

Click on the 'Catalogues' menu item in the upper left menu area

Click on the 'External member catalogue' menu item that drops down

You will now be able to see the online modules that are available for you to complete

Click on the 'Bushfire Planning: You and the person you care for' box to get started

Click on the red 'Enrol' box to enrol for the module

Click on the second red 'Enrol' box to comes up on the screen

Bushfire Planning: You and the person you care for

A step-by-step guide to assist with completing the online module – August 2024

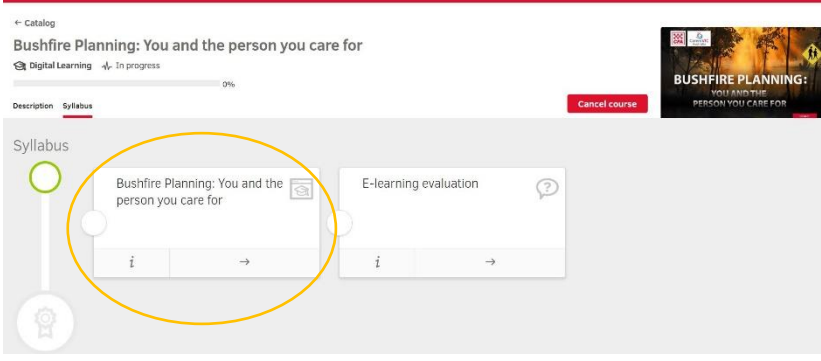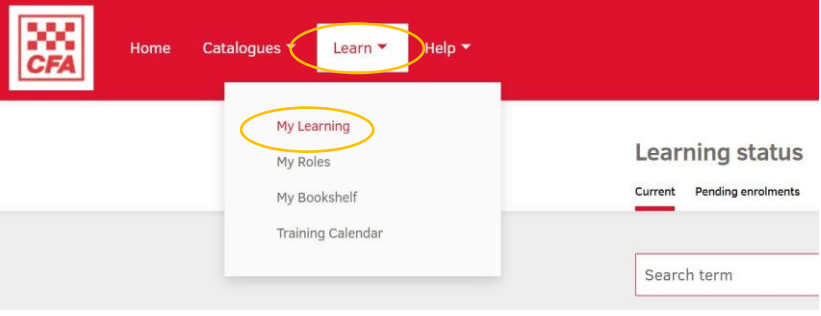You can now start the module by clicking on the title 'Bushfire Planning: You and the person you care for' or the 'right-pointing' arrow. Follow the module instructions

Once the module is completed it will turn green

If you exit and return and return you can resume where you left off by clicking on the module or the yellow circle 'In progress' icon '
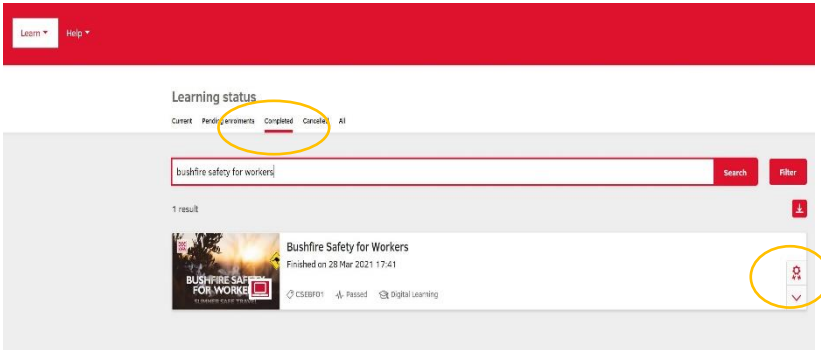
Part 3 – Accessing a Certificate of Completion

Once you have completed a module you can download a Certificate of Completion

You can either download your certificate straight away or do it later

Download the certificate by clicking on 'Learn' then 'My Learning' at the top of the Learning Hub page menu

Click on the 'Completed' menu item in the 'Learning Status' menu to bring up a list of your completed modules

In this case 'Bushfire Safety for Workers' is shown. If you have completed other modules they will also be on the list and the process is the same
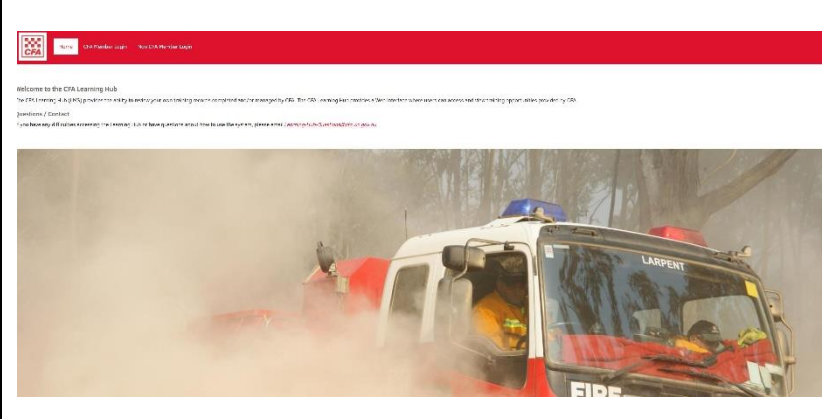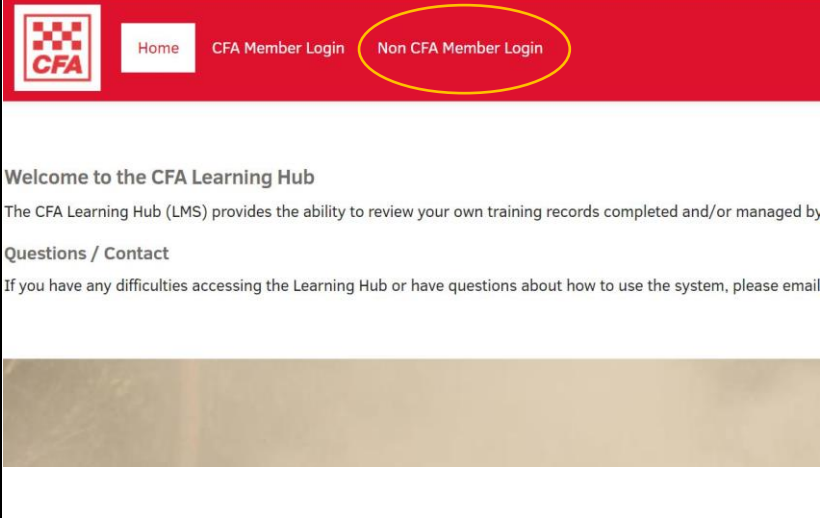
Click on the small 'certificate' icon on the right of the screen. Your certificate of completion will download to your computer

Bushfire Planning: You and the person you care for

A step-by-step guide to assist with completing the online module – August 2024

Part 4 – Returning to Learning Hub … and logging back in

	To return to Leaning Hub on your computer go to: learninghub.cfa.vic.gov.au
	Click on 'Non CFA Member Login' in the menu
	Enter your 'Login' details (your email address used during account setup) Enter your 'Password' (which you created during account setup) Click the red 'Login' box This will take you to your personal Learning Hub page where you can review learning, continue modules, start new modules etc

Part 5 - Frequently Asked Questions

1. What if the module is not working properly on my computer?

Most likely it is a problem with your internet browser. Make sure you are using a recent version of either Chrome or Firefox as Internet Explorer may not run the module properly.

2. Can I do the module on my phone?

This online module is designed to operate from a computer or laptop and may not work effectively from your phone. It will also make it hard to see some of the text on a small phone screen.

3. Can I do the module again?

Once completed you can still go back and do the module again. In fact, CFA recommends you do a refresher every year. However, once you have completed it, it will list your record as completed.

4. Who do I contact with any feedback?

You can contact communityprograms@cfa.vic.gov.au to email us any feedback or questions you have.