



# WNHS staff Moodle instructions

The NMHS Moodle site is a private website containing training materials which requires a username and password and is accessible from home. You must be registered for Moodle to access any of the training materials. Many WNHS staff will already have access. The Moodle site allows staff to retain records of training accessed in Moodle. Training resources in Moodle include:

- Pre-reading for study days
- eLearning packages
- Mandatory eLearning packages
- Other selective training information

**All WNHS eLearning packages including the breastfeeding packages are now located within the NMHS Moodle site.**

## How to log in

**WNHS staff must log in with their username and password to successfully record completion of training activities.**

**Mandatory training:** **Log in and self-enrol.** WNHS staff who do not log in will not be able to access the Ascender recording form or certificate. This will impact on the compliance accuracy of mandatory training requirements.

**Log in details:** *we will be transitioning over the he numbers as usernames. Current users will be notified via Moodle registered email when this occurs*

**Current users username:** your first and last name all in lower case with no spaces e.g. sarahsmith or for hyphen sarahsmithjones

**New users username:** your he number all in lower case with no spaces e.g. he12345

**Initial Password/Reset password:** Password-1 (includes capital, dash and number 1)  
You will be prompted to change your password. Your new password will need to meet the following conditions:

- o At least 8 character password length
- o At least 1 Digit
- o At least 1 Lowercase letter
- o At least 1 Uppercase letter
- o At least 1 Non-alphanumeric character

**Forgotten password:** use the forgotten password link. An email will be sent to your nominated Moodle email address with reset instructions. If you have difficulties email [Samantha.davies@health.wa.gov.au](mailto:Samantha.davies@health.wa.gov.au) or [NMHS.MoodleSupport@health.wa.gov.au](mailto:NMHS.MoodleSupport@health.wa.gov.au)

**New users:** email [Samantha.davies@health.wa.gov.au](mailto:Samantha.davies@health.wa.gov.au) with your first name, last name, HE number, health email address and employee number. Instructions as per below an email will also be sent with log in details.

Log in via the main home page or navigate to the WNHS Moodle site:

Home page: <http://www.nmhsrto.moodle.com.au/>

moodle

English (en)

You are not logged in. (Log in)

Homepage

North Metropolitan Health Service

Navigation

Home

Site news

Resources for Participants

User Standards and Policies

Courses

Login

Username

samanthadavies

Password

☒ Remember username

Log in

Lost password?

Please note that your username is your full name (all one word and in lowercase) e.g. johnjones. It is **not** your email address or HFE

Welcome

Welcome to North Metropolitan Health Service's Learning Management System (LMS) Moodle.

How to Register for a New Account

If you require a new account, please contact [NMHS.MoodleSupport@health.wa.gov.au](mailto:NMHS.MoodleSupport@health.wa.gov.au) to register. Please note that this email is only serviced during business hours Monday - Friday.

Accessing your Courses

To access the courses you have been registered in. Please login with your allocated username and password.

Once logged in, click on the left side of your Moodle Home page, in the **Navigation** block, on the **My courses** link to see the courses in which you are currently enrolled. In most cases, you will only have access to courses you are registered in. However, some courses have participant self-enrolment enabled, provided you have an existing Moodle account. These courses can be identified with the following message - **Participant self-enrolment is enabled for this course, provided you have an existing Moodle account.**

Forgotten Password?

If you cannot remember your password, please use the **Lost Password** function. The password reset email will be sent to your registered email address. To access your Outlook account outside of the WA Health networked environment, please log into **Webmail**.

Resources for Participants

User Standards and Policies

Course Categories

Central Course Library

Learning and Development, North Metropolitan Health Service

Centre for Nursing Education, Sir Charles Gairdner Hospital

Postgraduate Medical Education, Sir Charles Gairdner Hospital

Women and Newborn Health Service

Dental Health Services

Public Health

My Health Record User Training (Clinical)

ABF/ABM E-Learning Package

WA Health Open Disclosure

NMHS Records Management

WNHS page: <http://www.nmhsrto.moodle.com.au/course/index.php?categoryid=123>

moodle

North Metropolitan Health Service

You are logged in as Samantha Davies (Log out)

Homepage

Home


Courses

Women and Newborn Health Service

Manage courses

Course categories: Women and Newborn Health Service


WOMEN AND NEWBORN HEALTH SERVICE




Women and Newborn Health (WNHS) staff will need a username and password to access courses. Non WNHS staff/external staff will need to use guest access with the provided password.

It is recommended that you read the "Resources for Participants" and "User Standards and Policy" documents on the home page to familiarise yourself with using this learning system.


Click on an image below to access the relevant section:



WNHS eLEARNING



DEPARTMENT OF NURSING AND MIDWIFERY EDUCATION AND RESEARCH



POSTGRADUATE MEDICAL EDUCATION

To access WNHS eLearning which includes Mandatory training eLearning, click on the WNHS eLearning link:

moodle

North Metropolitan Health Service

You are logged in as Samantha Davies (Log out)

Homepage

Home Courses Women and Newborn Health Service

Manage courses

Course categories: Women and Newborn Health Service

**WOMEN AND NEWBORN HEALTH SERVICE**

Women and Newborn Health (WNHS) staff will need a username and password to access courses. Non WNHS staff/external staff will need to use guest access with the provided password.

It is recommended that you read the "Resources for Participants" and "User Standards and Policy" documents on the home page to familiarise yourself with using this learning system.

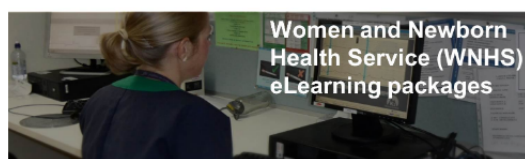
Click on an image below to access the relevant section:

**WNHS eLEARNING**

DEPARTMENT OF NURSING AND MIDWIFERY EDUCATION AND RESEARCH

POSTGRADUATE MEDICAL EDUCATION

Once in the WNHS eLearning section **scroll down** and locate the package you would like to access and click the link.



Click the links below for additional information:

- [WNHS mandatory training requirements](#)
- [WNHS staff Moodle instructions](#)
- [Non-WNHS/external staff Moodle instructions](#)

Choose your package from the links below:



#### MANDATORY PACKAGES

- ABF/M
- Adult basic life support
- Allied health basic life support
- Aseptic technique
- BFHI group 2
- BFHI group 3
- Emergency management
- Manual tasks
- MRI safety
- My Health record
- Neonatal resuscitation
- Open disclosure
- Safe infant sleeping
- WAVE



#### RECOMMENDED PACKAGES

- Blooming together
- Epidural/spinal analgesia
- FDV - screening and responding
- FDV - introduction
- FGC/M
- Newborn bloodspot screening
- Nursing medication calculations
- Midwifery medication calculations
- Perinatal Loss
- PIVC - Adult
- SARC - Responding to disclosures of sexual assault
- Waterbirth
- Venepuncture - adult



#### BREASTFEEDING PACKAGES

- BFHI group 3
- BFHI Introduction/group 2
- How BF works
- Health benefits of BF
- BF challenges

**WNHS mandatory training matrix**  
**Moodle navigation instructions**

**Links to eLearning packages**

## WNHS staff use the self-enrol option

1. **WNHS eLearning is available for self-enrolment.** Other WNHS courses in Moodle may require a self-enrolment code provided in a welcome to the course email.

This screenshot shows the Moodle interface for the North Metropolitan Health Service. The top navigation bar includes the Moodle logo, the service name, and a user status indicator. The left sidebar contains navigation links. The main content area, titled 'Enrolment options', shows two options: 'Guest access' (which is crossed out with a red X) and 'Self enrolment (Course Participant)' (which is highlighted with a yellow box and a green checkmark). The 'Self enrolment' option indicates that no enrolment key is required and includes an 'Enrol me' button.

2. If you have not logged in prior to attempting to self-enrol click continue then log in with your username and password.

The first screenshot shows the 'Self enrolment (Course Participant)' option with a message: 'Guests cannot access this course. Please log in.' A green checkmark and a 'Continue' button are visible. The second screenshot shows the login page with a 'Log in' button highlighted by a blue callout box. The login form includes fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below the form, there are links for 'Forgotten your username or password?' and a note about cookies.

## Navigating the eLearning package page

Home > Courses > Women and Newborn Health Service > WNHS eLearning > BLS EL Turn editing on

Your progress

**Adult basic life support eLearning package**

REQUIREMENT	TIME	FREQUENCY
Nurses, midwives and medical staff	1 hour	Yearly

**Package details**

**Adult BLS**

- WHNS staff must log in
- Guest evaluation and certificate located within the package
- It is recommended that you take a screenshot/photo of your quiz results as additional evidence of package completion.

**eLearning package link**

**WNHS/KEMH staff only - Ascender recording**

Ascender recording

Not available unless: The activity **Adult BLS** is marked complete

**Evaluation**

Complete the evaluation

Not available unless: The activity **Ascender recording** is marked complete

**Certificate**

BLS certificate - WNHS staff

Not available unless:

- The activity **Ascender recording** is marked complete
- The activity **Adult BLS** is marked complete
- The activity **Complete the evaluation** is marked complete

**Restricted links that become available once the criteria has been met**

**Automatically ticked when requirement is met. If a tick does not appear the system has not registered your access.**

## Navigating from the eLearning package link – first attempt

Home > Courses > Women and Newborn Health Service > WNHS eLearning > BLS EL > Adult basic life support eLearning package > Adult BLS

**Adult BLS**

Info Reports

- WHNS staff must log in
- Guest evaluation and certificate located within the package
- It is recommended that you take a screenshot/photo of your quiz results as additional evidence of package completion.

Number of attempts allowed: Unlimited  
Number of attempts you have made: 0  
Grading method: Highest attempt  
Grade reported: None

Mode: Preview Normal

**Details from previous attempts (if applicable)**

**Leave as "normal" Click "enter" to start**

## Navigating from the eLearning package link – additional attempts

Home > Courses > Women and Newborn Health Service > WNHS eLearning > Asep EL > Aseptic technique eLearning package > Aseptic technique

**Aseptic technique**

Info Reports

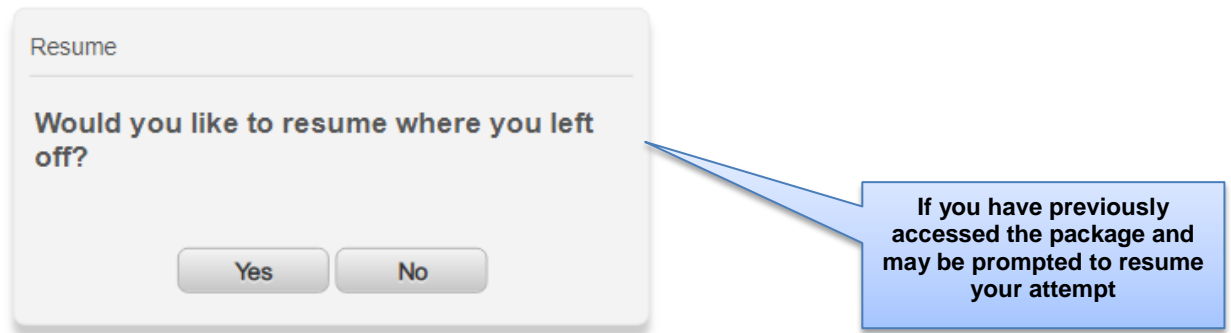
- WHNS staff must log in
- Guest evaluation and certificate located within the package
- It is recommended that you take a screenshot/photo of your quiz results as additional evidence of package completion.

Number of attempts allowed: Unlimited  
Number of attempts you have made: 1  
Grade for attempt 1: 0%  
Grading method: Highest attempt  
Grade reported: 0%

Delete all SCORM attempts

**Delete all previous results if previously**

**Click "enter" to start**



**This document can be made available in alternative formats on request for a person with a disability.**

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