



# CSIRO Education & Outreach Learning Management System (LMS) User Guide

## Instructions for registering and enrolling in the CSIRO Education and Outreach LMS

### Contents

CSIRO Education and Outreach Learning Management System (LMS) User Guide .....	1
Part A: How to log into the LMS .....	1
Part B: How to enrol in a CEEdO online course .....	3
Part C: Certificate of completion .....	4
Support .....	5

### Before you begin the online course

Please note the following conditions required to optimise your online learning experience.

Windows browser recommendations	<ul style="list-style-type: none"><li>• Google Chrome (latest version)</li><li>• Firefox (latest version)</li><li>• Microsoft Edge (latest version)</li><li>•</li></ul>
Mac browser recommendations	<ul style="list-style-type: none"><li>• Google Chrome (latest version)</li><li>• Safari (latest version)</li><li>• Firefox (latest version)</li></ul>
Mobile device access	Not supported
Browser pop-ups	The LMS uses a pop-up window to launch modules. Please ensure pop-ups are enabled if prompted. Consult your browser Help for further information.

### Part A: How to log into the LMS

#### Step 1: Go to:

<https://csiro.plateau.com/learning/user/portal.do?siteID=CSIRO%5fEPL&landingPage=login>

**Step 2:** Select **'Click here to register'** to create a user account.

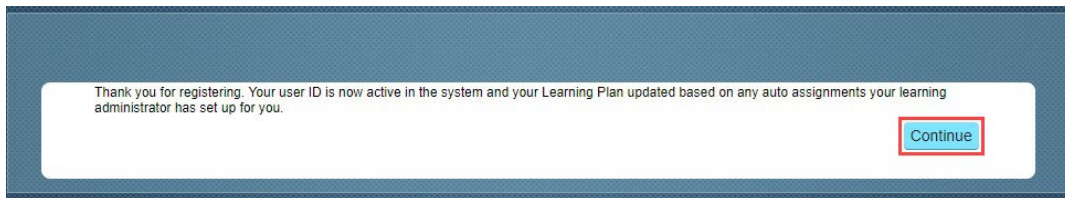
The screenshot shows the CSIRO Education Professional Learning portal. On the left, there is a CSIRO logo and a heading "CSIRO Education Professional Learning portal". Below this, there is a paragraph of text about CSIRO's STEM learning experiences and a link to explore more information. At the bottom left, there is a link to the Terms of Use and Privacy Policy. On the right, there is a "Login" section with fields for "User ID" and "Password", and a "Submit" button. Below the login section is a "New User" section with the text "Are you a new user?" and a red-bordered button labeled "Click here to register".

**Step 3:** Complete your user account details and click **'Submit'**. Your LMS account is now created.

**NOTE:** Write down your User ID (EXTxxxxx) for future system access. An email will also be sent to you with these details.

The screenshot shows the "Create New Account" form. It includes instructions about account activation and password requirements. The form is divided into "Account Information" and "Contact Information" sections. The "Account Information" section includes fields for "User ID" (pre-filled with "EXT17001"), "Password", "Re-Enter Password", "Security Question 1", "Response", "Confirm Response", "Security Question 2", "Response", and "Confirm Response". The "Contact Information" section includes fields for "First Name", "Last Name", "Email Address", "Confirm Email Address", and "Telephone Number". A red-bordered "Submit" button and a "Reset" button are located at the bottom right of the form.

**Step 4:** Click **'Continue'** to proceed to the course modules.

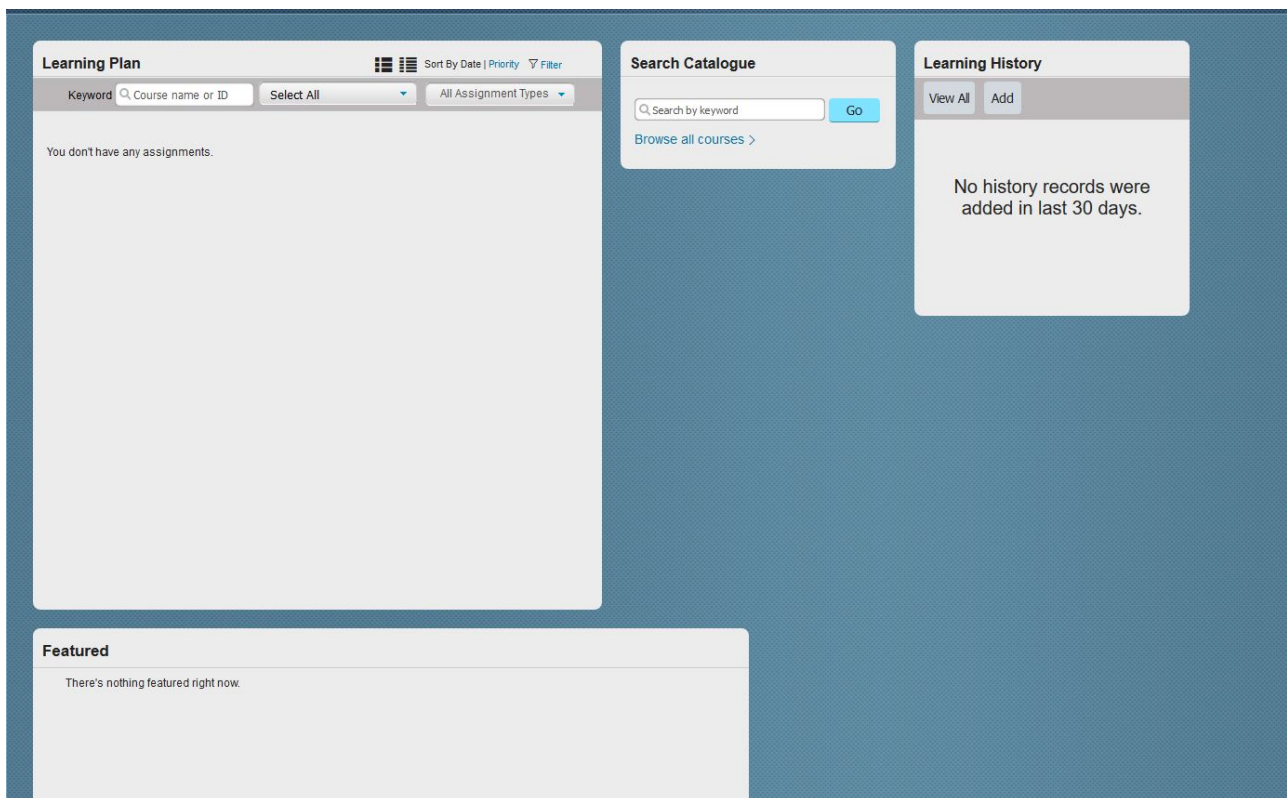


**Step 4:** You will receive a confirmation email to your nominated email address. Please:

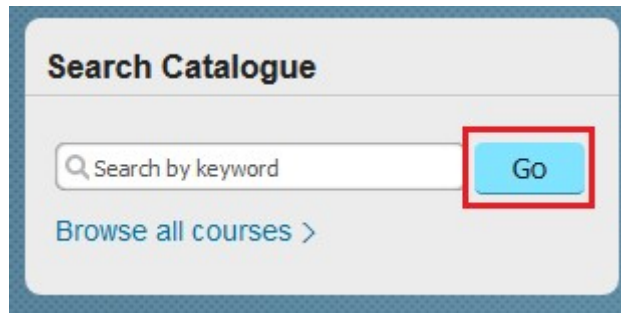
- add [PMNotifications@successfactors.com](mailto:PMNotifications@successfactors.com) to your approved list of safe email senders
- save the email as it contains your User ID (EXTXXXXX) which you will need for future system access.

## Part B: How to enrol in a CEo online learning course

**Step 1:** Once you have logged into the LMS your Learning Plan dashboard will be displayed

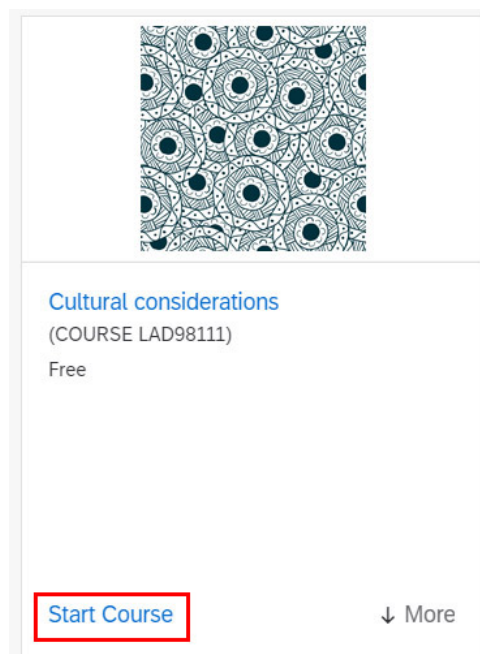


**Step 2:** In your dashboard you will need to search the program catalogue to enrol in the correct course. Click on Go to search the catalogue. You do not need to type anything in the search field.



**Step 3:** All externally available CSIRO Education and Outreach online learning courses will be displayed.

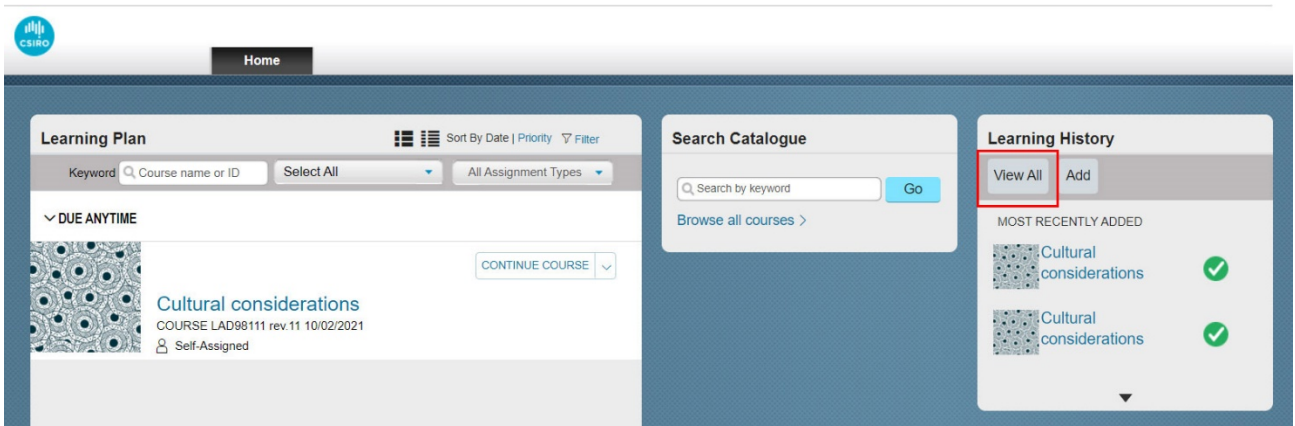
**Step 4:** Click on Start Course to commence the course relevant to you. It will automatically add it to your Learning Plan.



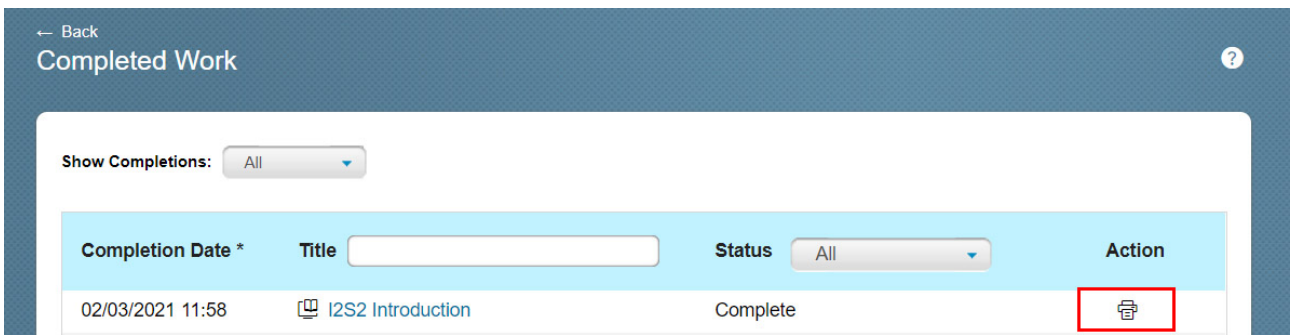
## Part C: Statement of completion

On completion of your course, you can download and print a PDF Statement of completion.

**Step 1:** Click on '**View All**' in your Learning History.



**Step 2:** Identify the course you would like to print a Statement of completion for and click the printer icon.



**Step 3:** You are then able to print directly from this screen or download the PDF to save to your computer.



## Support

If you experience any difficulties while completing the modules, please contact a CSIRO Education Officer.

**Email:** [EducationSAPteam@csiro.au](mailto:EducationSAPteam@csiro.au)