

A-CTEC Registration and Access Instructions

Website Address: https://actec.myopenlms.net/

1. To register to A-CTEC and gain access to the platform, please enter website address in your browser.

This is what the A-CTEC home page looks like when you are not logged in or do not have a registered account:



2. Click on the 'If you do not have an account, click here to sign up!' button



3. You will then need to agree to A-CTEC's Terms and Conditions of Use before proceeding.

	Disclosure of Personal Information
	Information will not be shared with any third parties unless;
	The individual has consented. It would be reasonably expected that this information is passed on It is required by law For use in A-CTEC mailing lists For use the use of expected information above
	For reporting as per the use of personal information above Data Security
	The data will be hosted on AWS Sydney Servers. The data stays within Australia and is not migrated to other regions.
	Data Correction
	Should you need to make any corrections to your personal information or make further enquiries about how your data is being used, please email A-CTEC@unimelb.edu.au
(I agree to the A-CTEC Terms and Conditions of Use Back to top .

*You may notice a little pop-up at the bottom of the screen saying 'If you continue browsing this website, you agree to our policies' with a link to our Terms and Conditions of Use as well. Clicking 'Continue' will make this pop-up disappear.

4. Once you have agreed to A-CTEC's Terms and Conditions of Use, you will be taken to the New Account Creation page.

Fill in the required sections of the page and answer the security question before clicking the 'Create my new account' button.

New account	
Username	* Required
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower c at least 1 upper case letter(s), at least 1 special character(s) such as as *, -, or #	ase letter(s),
Password	* Required
Email address	* Required
Email (again)	* Required
First name	- Desired
in a trianic	* Required
Surname	* Required
Select state of your institution	* Required
Choose	¢
Institution name	* Required
Institution Postcode	* Required
Current Position	* Required
If calacted "Other" place specify your role	
in selected other, please specify your fole	
Clinical Discipline	* Required
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Field of expertise or clinical trials interest area (e.g, oncology, paediatrics)	* Required
Years worked in clinical research	* Required
Choose	\$
How did you hear about A-CTEC?	* Required
Choose	\$
If selected "Other", please specify the way you heard about A-CTEC	
Are you interested to receive future updates/communications from A-CTEC?	* Required
Security question	
I'M NOT A FODOT CCAPTCHA Priasy * Tema	
Create my new account Cancel	

5. Once you have created your new account, you will see this message



It can take up to 5 minutes for the confirmation email to come through to your nominated email address.

Importantly, your organisations email filters can also stop the email from arriving in your inbox.

In the event that it has been more than 5 minutes since your signed up and the confirmation email has not arrived, contact your organisation's IT team.

When you contact your organisation's IT team for assistance, you may advise them that the email is an automatically generated from the LMS which is Moodle based, so the email address it will come from is <u>noreply@mrooms.net</u> The confirmation email looks like this:



6. Once you click the link in the confirmation email, this message will come up on the platform



You will now be able to access the A-CTEC platform through your registered account.

The home page will now look like this



There will be a short tour and then you will be free to browse

7. To access courses and other content on A-CTEC, you will need to enter the access key

The access key, as you can see above, is listed on the home page of the A-CTEC platform

IT Troubleshooting:

Sometimes when going to the A-CTEC website: <u>https://actec.myopenlms.net/</u>

You may receive an error message that looks something like this:



We can confirm that it is safe to click through the platform.

In order to resolve this error message, you will need to contact your organisation's IT team to have A-CTEC placed on a list of safe sites that members of your organisation are permitted to visit.

Contact A-CTEC:

If you need to get in contact with A-CTEC, our email details are listed at the bottom of every page, along with links to our mobile app, our policies and to reset the tour function

Contact A-CTEC Helpdesk Support: <u>A-CTEC@unimelb.edu.au</u> Director: <u>eman.nafea@petermac.org</u>	Ongoing Feedback & Learning Needs <u>Click here</u>				
Enjoy your trials learning journey with us!					
AULEU.	ustralia				
Get the mobile app Policies Reset user tour on this page	*				

We ask that you email <u>A-CTEC@unimelb.edu.au</u> as your first port of call for assistance. This email is regularly monitored and available for user support.