Associate Resource Hub
Access guide (Training modules)

What do I need to do?

1. After receiving the email with the link to the Associate Resource Hub, enter your email in this box and click in the recover tab:

2. An email will be sent to your email address. The email contains instructions to reset your password.

3. Open your email and click in the link or copy and paste it on your browser.
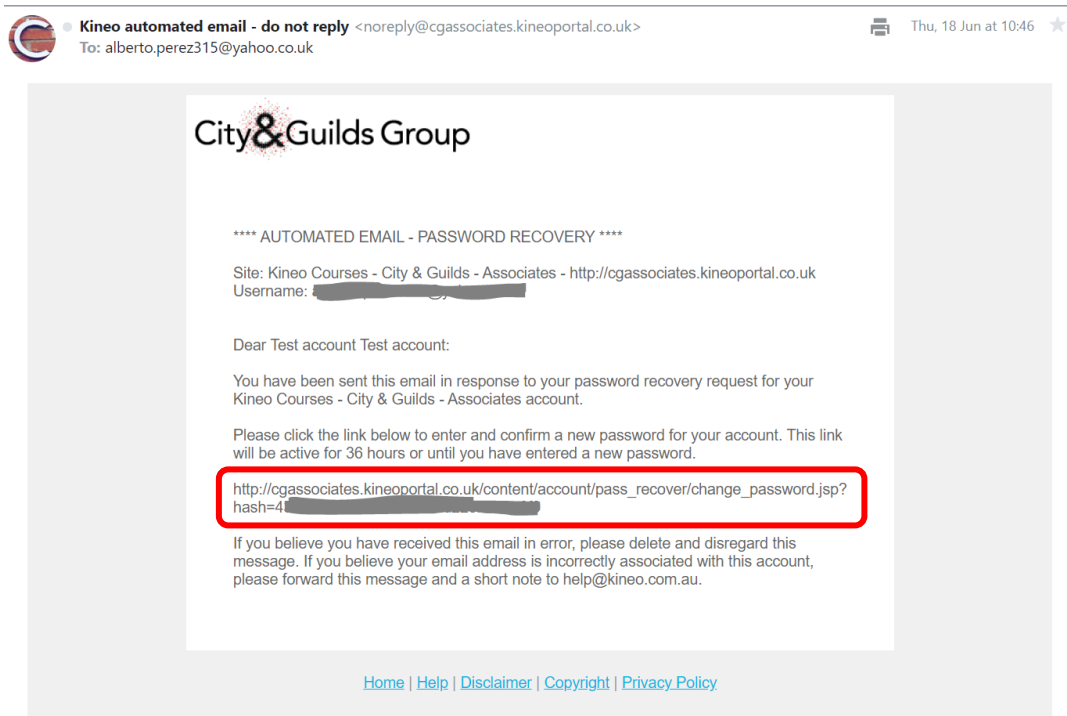
4. Create your password in the following screen, once you have "Confirm new password", click on "Save Password"

Passwords must contain at least 1 lower case character, 1 upper case character and 1 number.

5. The login screen will appear for you to enter your username and your password
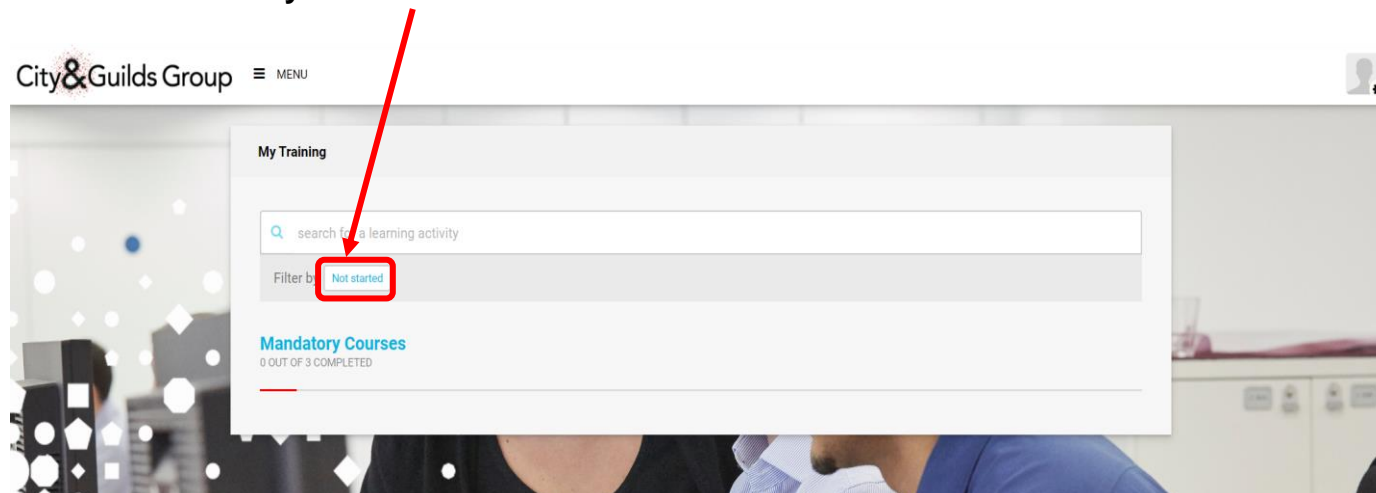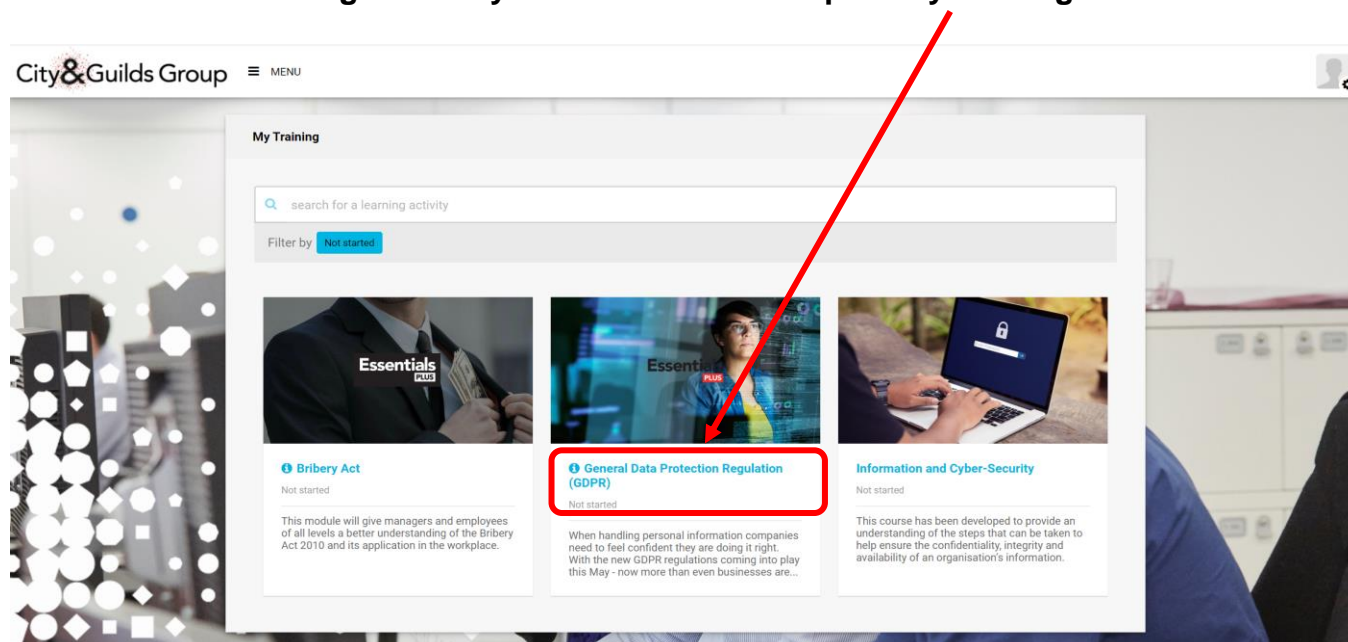
6. Play the video to familiarise with the system, and to access and complete your eLearning modules, click on "My Training - eLearning" tab.
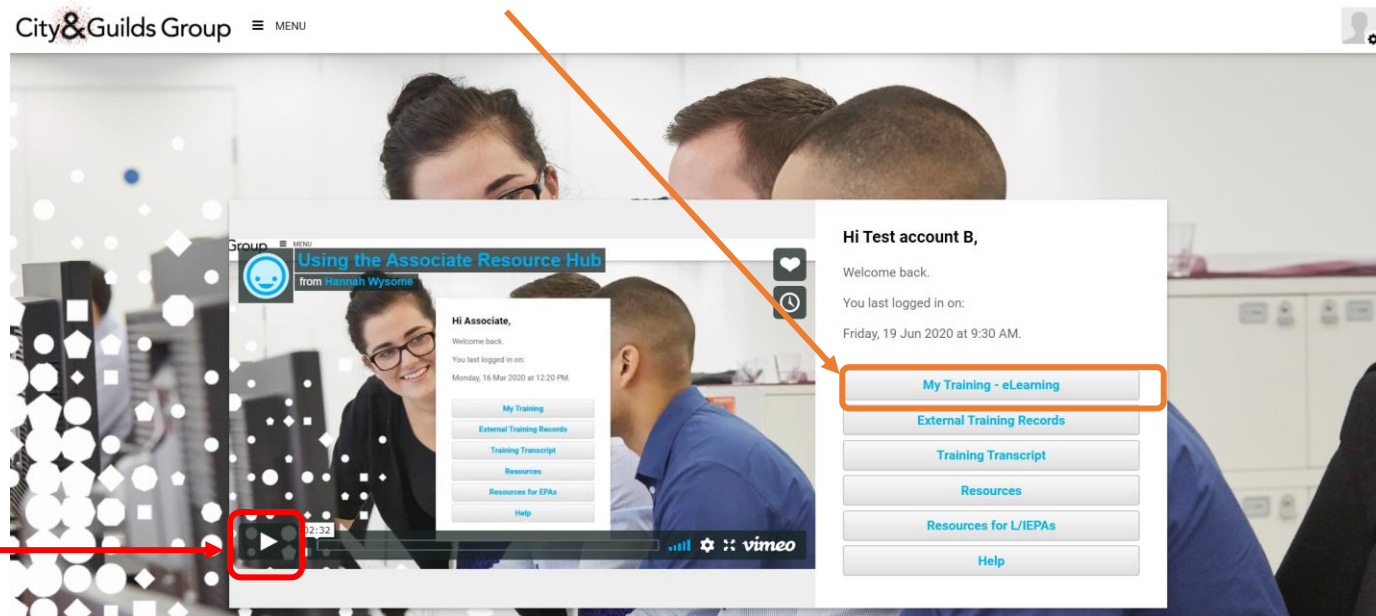
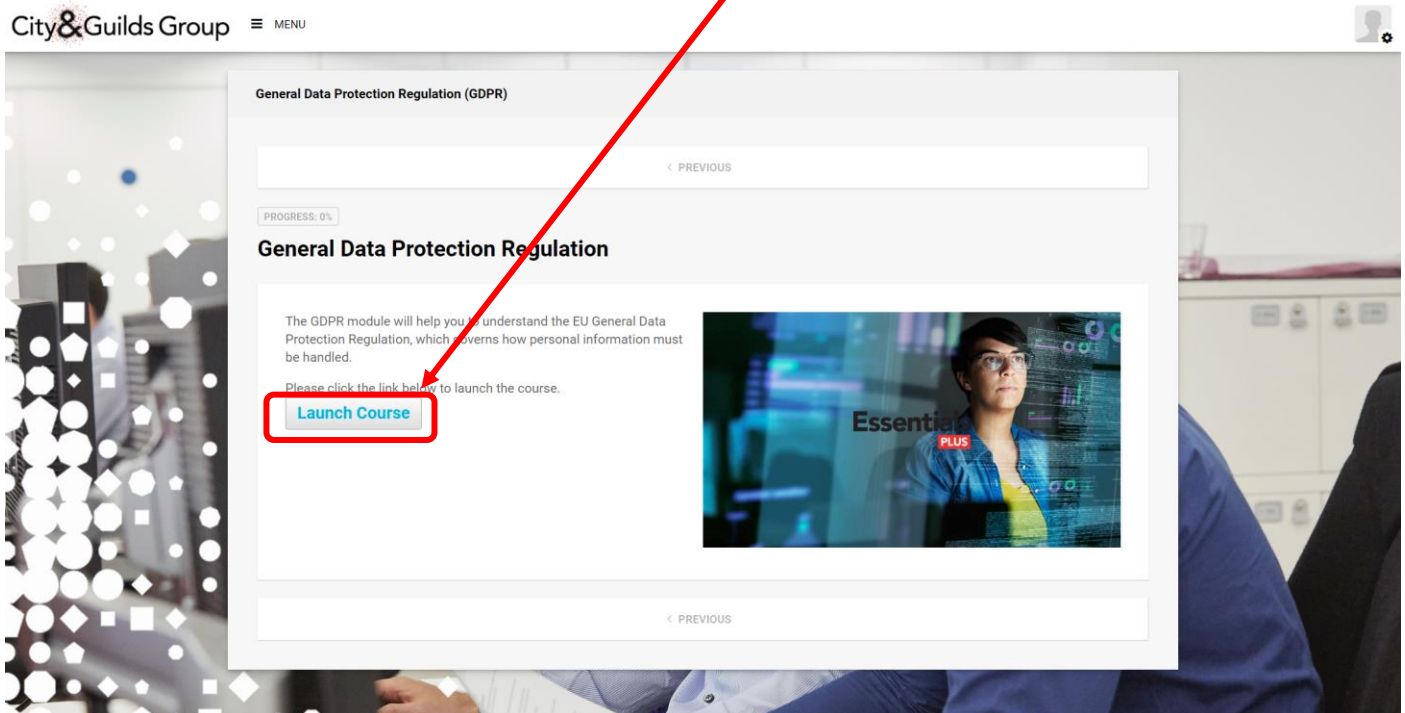**7. Filter courses by "Not started"**

8. Select the eLearning module you would like to complete by clicking on the title.

9. In the next screen, you need click on the "Launch Course" tab

10. Follow the on-screen prompts to progress through the modules, ensure you open all the pages, drop-down menus, complete all activities, quizzes and assessments, if you do not do this, the module will show as incomplete and still pending.
You know you have completed the module when the module shows the option to view or download a certificate of completion.

11. To access a module that you accessed previously but did not complete, filter courses by selecting the "In progress" tab