

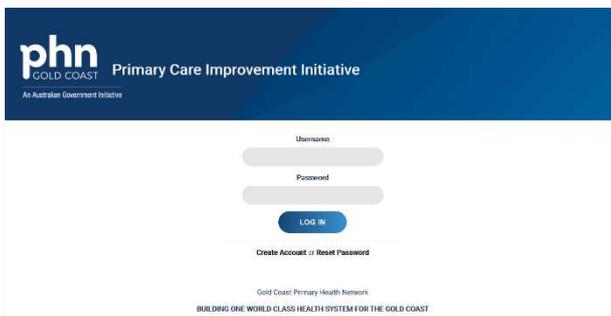
# Gold Coast PHN Primary Care Improvement Initiative

## eLearning Platform Instructions

Gold Coast Primary Health Network (GCPHN), in partnership with Australian General Practice Accreditation Limited (AGPAL) invites you to experience your Primary Care Improvement Initiative eLearning platform, to support your learning journey towards high performing primary care and successful uptake of continuous quality improvement.

This platform features a series of eLearning modules, webinar recordings, and additional resources to help general practice teams understand the foundational building blocks of higher performing primary care and how to apply these in practice.

### Accessing the eLearning platform:



1. Head to [www.goldcoastimprovement.com.au](http://www.goldcoastimprovement.com.au) to access the eLearning platform Log in page.

2. If you are already registered, please enter your login details. Once entered, select **Log In**.

If you have not registered yet, please select **Create Account** to register today. Complete the relevant details in the registration fields and select **Register**.

3. Once you receive your confirmation welcome email, you will be able to log into the platform.

### Forgot your password?

Not to worry. If you have forgotten your password to the platform, you can use the **Reset Password** option from the platform Log In screen. You will receive an email to the email account you used to register with the platform, with instructions on how to reset your password.

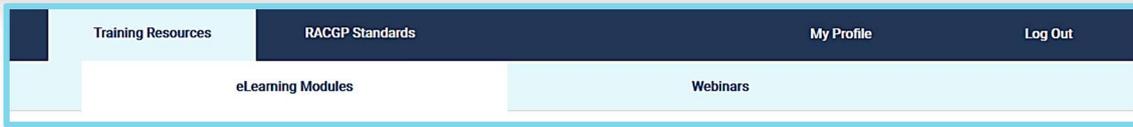
**Please note:** Please check your junk/spam or quarantined email inboxes, sometimes emails from the eLearning platform are accidentally filed there. Mark them as 'safe' to stop emails from the platform being filed there in the future.

### Accessing the online training resources and modules:



Once you have successfully logged into the platform, you will be directed to the eLearning Platform landing page, titled 'Training Resources'. (Image to the left)

Here you can access a suite of education and training resources to support your continuous quality improvement journey.

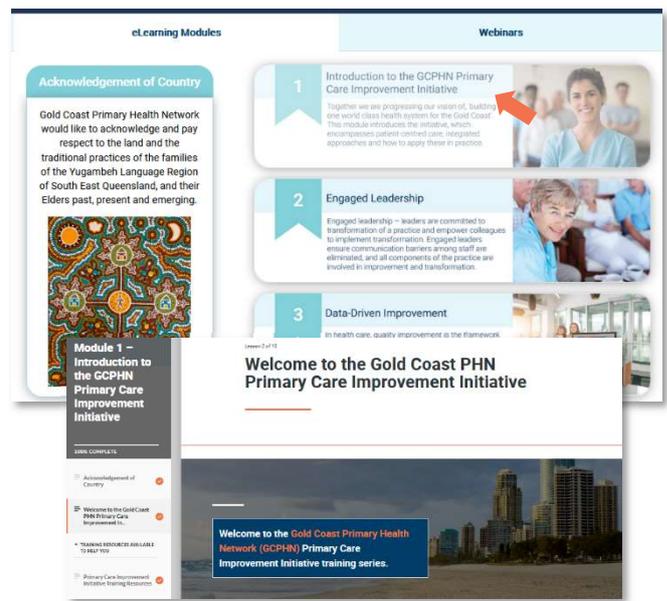


You can use the navigation bar highlighted above with a box to move within the platform and access other training resources available to you.

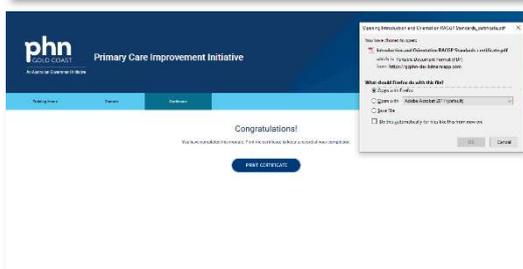
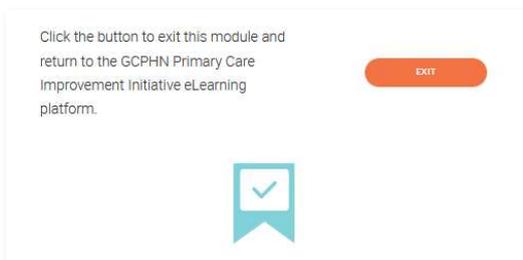
### Accessing individual training modules:

To access the individual eLearning modules.

1. Hover the mouse over the eLearning module you wish to enter.
2. Click on the eLearning module banner. You will be redirected to the eLearning module.
3. As you progress through the module your learning, you will be able to monitor your progress in the navigation panel (left side of screen).
4. At any time, you can exit the module using the blue navigation bar at the top. Don't worry, the platform will automatically save your progress for next time.



### Printing certificate upon completion of eLearning module



Once you have completed your online eLearning. You can print of your certificate/ statement of completion.

1. Select the **Exit** button at the end of the eLearning module. You will be redirected to a short online evaluation survey.
2. Please complete the online evaluation survey, and then click **Submit**.
3. You will receive a 'Congratulations!' message. Select **Print Certificate**.
4. A pop-up window with option to either save or open your certificate. Select your preferred option and click **Ok**.
5. Your certificate will download – please save for your records.

*Please note: If you are unable to access the evaluation or your certificate, it is likely because you have not scrolled through all screens of the module – please check the navigation menu for any section without a tick, and go back to complete, or scroll through this section.*

For technical support whilst using this platform, please contact the AGPAL Group of Companies, [educationandtraining@agpal.com.au](mailto:educationandtraining@agpal.com.au).