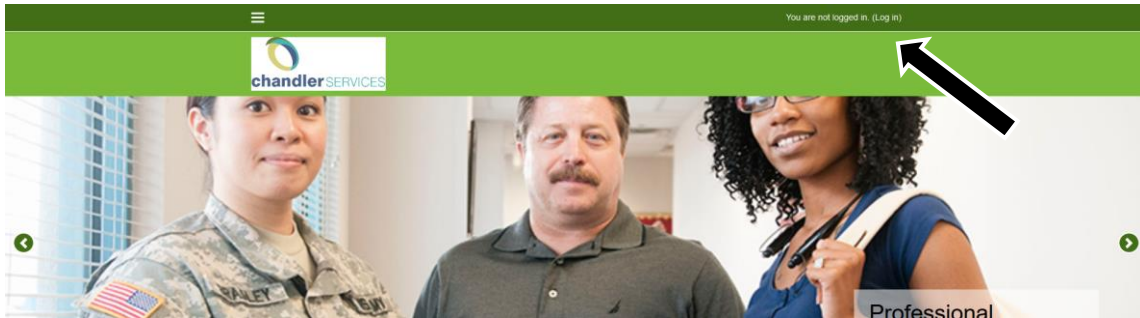


Instructions for accessing Chandler training Moodle:

Step 1: Navigate to the Chandler Training Moodle page at <http://moodle.chandlertraining.com.au/>

Step 2: Click 'Log in' from the Top Right corner.



Step 3: You need to self-register by going to the log in screen

Login into your account

Username Password

Username Password LOG IN

[Forgotten your username or password?](#) ☐ Remember username

Is this your first time here?

For full access to this site, you first need to create an account.

CREATE NEW ACCOUNT

- a) If you have a user name and password, enter them here
- b) If you have not logged in before, please scroll down to “Is this your first time here?” and click **CREATE A NEW ACCOUNT**

Is this your first time here?

For full access to this site, you first need to create an account.

CREATE NEW ACCOUNT

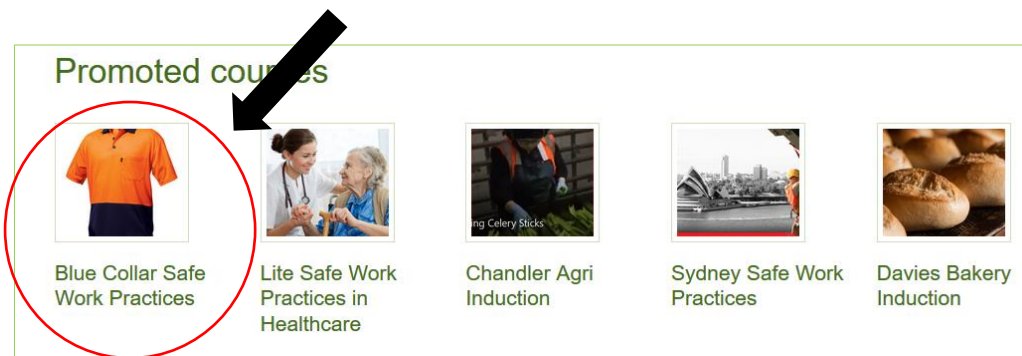
The *registration page* will display. Complete all fields of the registration form using your personal email address

For Password – MUST be at least 8 characters, including at least 1 digit(s), 1 upper case(s), 1 lower case(s) and 1 non-alphanumeric character(s) such as * or – or #

click **CREATE MY NEW ACCOUNT** when you have finished the form.

- A notification will appear advising you to check your email to complete the registration process. Click **CONTINUE**
- Log in to your **email account** again and open the email “**Chandler Services: account confirmation**”. Please check **Junk/Other/Spam** mailbox as well.
- Click the link provided in the email (If you cannot click the link, you will need to copy and paste it into your browser)
- Confirmation of your registration will display. Click **CONTINUE**
- Click ‘**Site Home**’

Step 2: Scroll down to the promoted courses from ‘**Site Home**’ and click **Blue Collar safe work practices**. Scroll down and click ‘**ENROL ME**’



Step 5: Please complete the required modules. Modules available to you are

- **Introduction to safety at work**
- **Diversity at work**
- **Manual handling at work**
- **Emergencies at work**

You must get 100% in each module to pass. You will get three attempts per question. Please read the instructions carefully and take your time. If you can't complete all the modules in the one sitting, you can come back to them later.

Please call your consultant if you have any questions.

Thank you

Chandler Services