

## Guide for students - Log into HETI Online and complete Mandatory Training

Students due to commence a placement in NSW Health will receive a StaffLink ID and password. You will use your StaffLink ID to log into the NSW Health Online Learning Management System (HETI Online) where you will complete mandatory training. You will use the same StaffLink ID for all of your placements in NSW Health.


This document will help you to:

- Log into HETI Online
- Find the list of the mandatory training modules that you need to complete in HETI Online
- Complete the mandatory training modules
- Know which modules you still have yet to complete
- Log out of HETI Online
- Know who to contact if you have questions or require assistance

*For further information about your StaffLink ID and password, please see the **'Guide for students - NSW Health Student Online Accounts (StaffLink ID and Password)'** document.*

### How do I log into HETI Online?

1. Log in here: <http://hetionline.health.nsw.gov.au>
2. Enter your StaffLink ID
3. Enter your password
4. Click Login



Help

### Login To HETI Online - For StaffLink Users

8 Digit StaffLink ID / Payroll No:

Password:

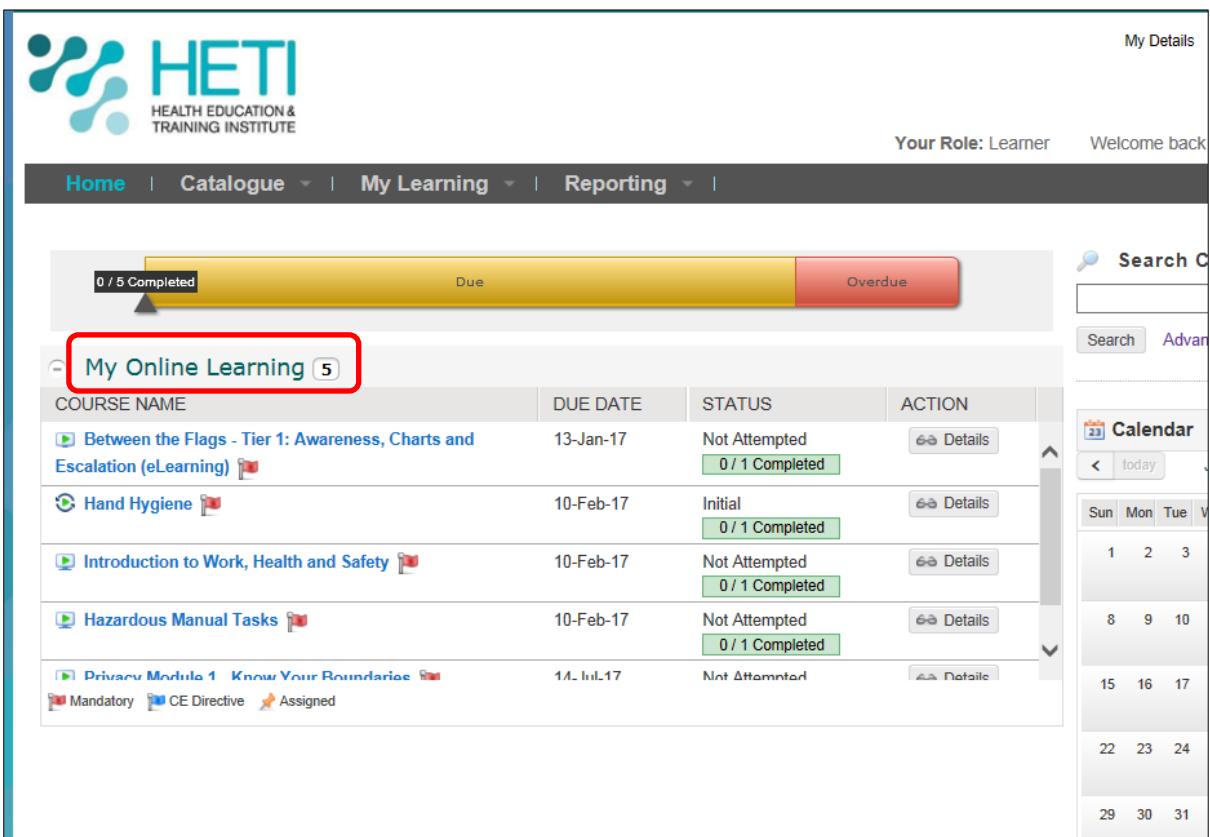
[Forgot Password?](#)

All Corporate Systems have a pre-agreed maintenance window on Thursdays between 19:00 and 23:00. Disruptions to service may occur during this time.

Welcome to HETI Online, the state-wide web-based Learning Management System (LMS) that delivers and tracks learning or training for New South Wales Health employees.

## How do I find the mandatory training modules I need to complete?

Once you've logged into HETI Online, the mandatory training modules will be available on the **My Online Learning** section of your **Home** page. Any modules marked with a **red flag** MUST be completed.



My Details

Your Role: Learner Welcome back

[Home](#) | [Catalogue](#) | [My Learning](#) | [Reporting](#)

0 / 5 Completed Due Overdue

**My Online Learning** (5)

COURSE NAME	DUE DATE	STATUS	ACTION
<b>Between the Flags - Tier 1: Awareness, Charts and Escalation (eLearning)</b>	13-Jan-17	Not Attempted 0 / 1 Completed	Details
<b>Hand Hygiene</b>	10-Feb-17	Initial 0 / 1 Completed	Details
<b>Introduction to Work, Health and Safety</b>	10-Feb-17	Not Attempted 0 / 1 Completed	Details
<b>Hazardous Manual Tasks</b>	10-Feb-17	Not Attempted 0 / 1 Completed	Details
<b>Privacy Module 1 - Know Your Boundaries</b>	14-Mar-17	Not Attempted	Details

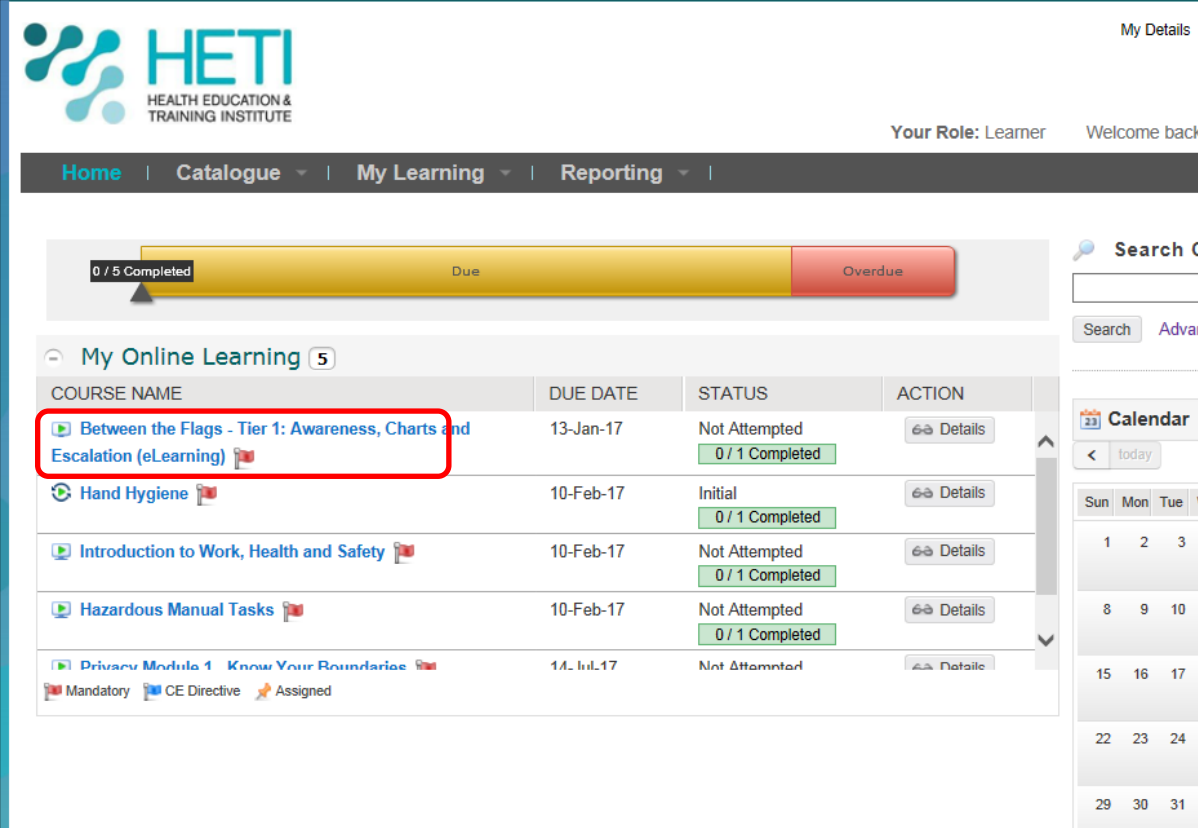
Mandatory CE Directive Assigned

**Search**  [Search](#) [Advanced](#)

**Calendar**  
 < today >  
 Sun Mon Tue Wed Thu Fri Sat  
 1 2 3  
 8 9 10  
 15 16 17  
 22 23 24  
 29 30 31

## How do I complete a mandatory training module?

On the **My Online Learning** section of your **Home** page click on the module's name to open up the module.



The screenshot displays the HETI (Health Education & Training Institute) LMS interface. At the top left is the HETI logo. The user's role is identified as 'Learner' and they are welcomed back. The navigation menu includes 'Home', 'Catalogue', 'My Learning', and 'Reporting'. A progress bar shows '0 / 5 Completed' with 'Due' and 'Overdue' indicators. The 'My Online Learning' section contains a table of courses:

COURSE NAME	DUE DATE	STATUS	ACTION
<b>Between the Flags - Tier 1: Awareness, Charts and Escalation (eLearning)</b>	13-Jan-17	Not Attempted 0 / 1 Completed	Details
Hand Hygiene	10-Feb-17	Initial 0 / 1 Completed	Details
Introduction to Work, Health and Safety	10-Feb-17	Not Attempted 0 / 1 Completed	Details
Hazardous Manual Tasks	10-Feb-17	Not Attempted 0 / 1 Completed	Details
Privacy Module 1 - Know Your Boundaries	14-Jul-17	Not Attempted	Details

At the bottom of the table, there are icons for 'Mandatory', 'CE Directive', and 'Assigned'. On the right side, there is a search bar and a calendar widget showing the current date as 'today'.

On the Module Information page, click the **Play** button to play the module. The module will open up in a new window.

**HETI**  
HEALTH EDUCATION & TRAINING INSTITUTE

My Details | Your Role: Learner | Welcome back

Home | Catalogue | My Learning | Reporting

My Current Learning

**Introduction to Work, Health and Safety**

<b>Course Code:</b> 40022948	<b>Language:</b> English (en-au)
<b>Duration:</b> 15 - 30 Minutes	<b>Cost:</b>
<b>Date Enrolled:</b> 13-Jan-17 12:04	<b>Status:</b> Not Attempted
<b>Due Date:</b> Due Date: 10-Feb-17	<b>Score:</b>

**Additional Details:**  
**Contact Name:**  
**Contact Phone:** detailed support in the description  
**Contact Team:** Service Desk

**Categories:**  
 Work Health and Safety

**To-Do**

Course	Date Available	Status	Action
HETI post online course survey ↳ Coursework Survey	On Completion	Not Attempted	Survey

**Description**

Welcome to the eLearning module Introduction to Work, Health and Safety. This module has been designed to provide new workers with an introduction to their responsibilities under the Work, Health and Safety Legislation.

A certificate is issued on completion.  
 Published November 2013.  
 For Technical support, please contact State Wide Service Desk by calling 1300285533

**HETI Website Links**

- [Information about this course](#)
- [Detailed support information](#)
- [HETI Online Frequently Asked Questions](#)

## How do I know which modules I still need to complete?

You need to complete all modules that have a **red flag**. Once you complete a module, the module will disappear from **My Online Learning**. When you have no modules with **red flags** left in **My Online Learning** it means you have completed all the mandatory training modules.

## How do I log out of HETI Online?

To log out of HETI Online, click **Logout** in the top right hand corner of the screen.

**HETI**  
HEALTH EDUCATION &

My Details | Contact Us | **Logout**

## Who can I contact for support?

I have questions about my StaffLink ID	<a href="mailto:EHNSW-NSWHEALTHStudentOnlineAccounts@health.nsw.gov.au">EHNSW-NSWHEALTHStudentOnlineAccounts@health.nsw.gov.au</a>
I have questions about my temporary password	<a href="mailto:EHNSW-NSWHEALTHStudentOnlineAccounts@health.nsw.gov.au">EHNSW-NSWHEALTHStudentOnlineAccounts@health.nsw.gov.au</a>
I have questions about the email I received or didn't receive with my StaffLink ID and password	<a href="mailto:EHNSW-NSWHEALTHStudentOnlineAccounts@health.nsw.gov.au">EHNSW-NSWHEALTHStudentOnlineAccounts@health.nsw.gov.au</a>
I need to reset my password	State-Wide Service Desk 1300 28 55 33
I am having trouble logging into HETI Online	State-Wide Service Desk 1300 28 55 33
I am having trouble completing the modules on HETI Online	State-Wide Service Desk 1300 28 55 33
I have questions about my police check, code of conduct or immunisations	Education Provider
I have questions about my placement	Education Provider