

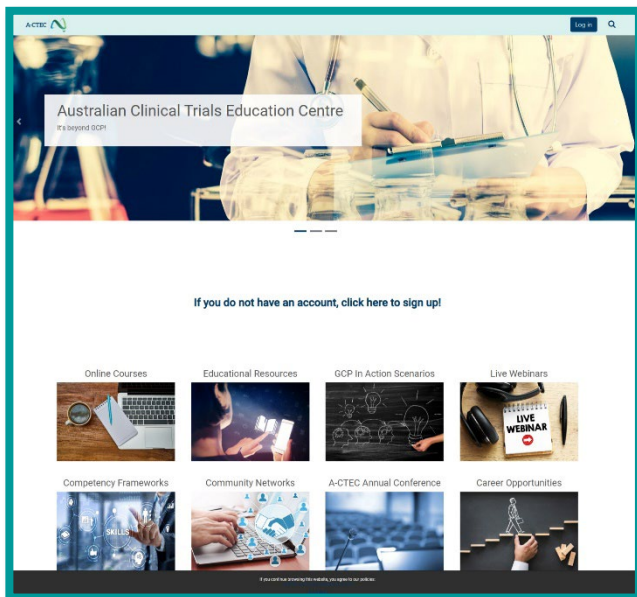


A-CTEC Registration and Access Instructions

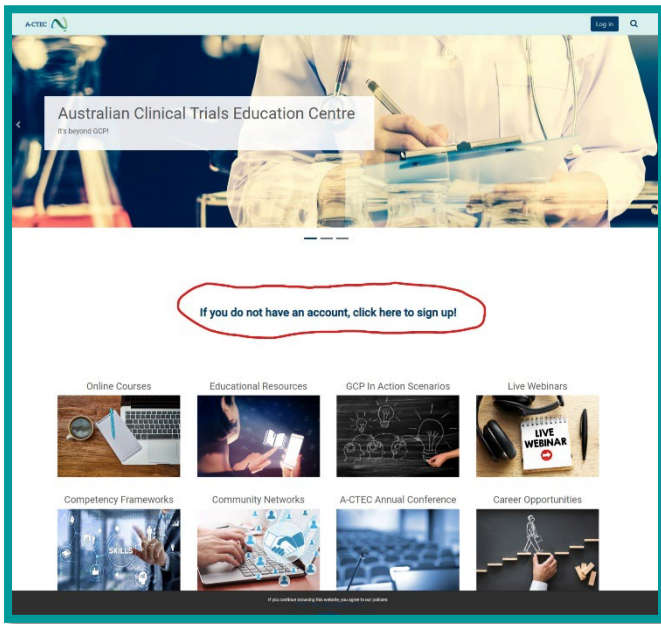
Website Address: <https://actec.myopenlms.net/>

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

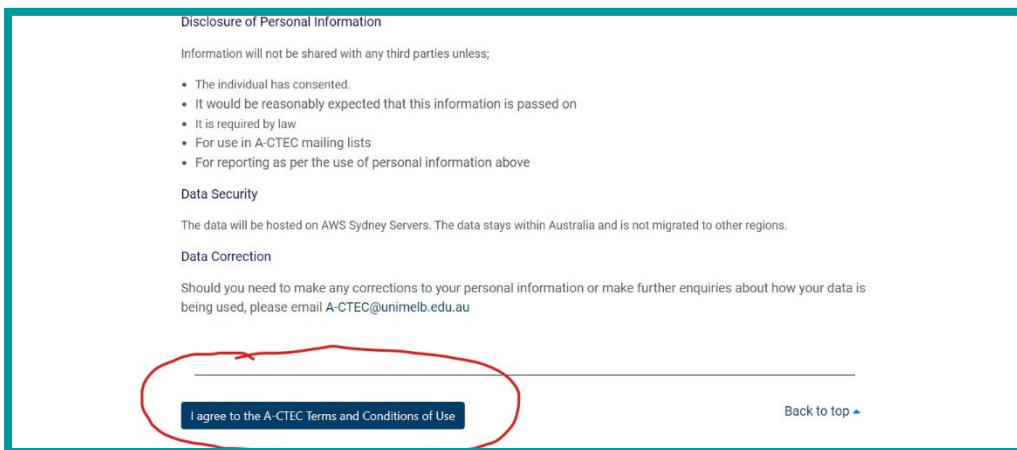
This is what the A-CTEC home page looks like when you are not logged in or do not have a registered account:



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.



*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 case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as as *, -, or #

Password * Required

Email address * Required

Email (again) * Required

First name * Required

Surname * Required

Select state of your institution * Required

Institution name * Required

Institution Postcode * Required

Current Position * Required

If selected "Other", please specify your role

Clinical Discipline * Required

Field of expertise or clinical trials interest area (e.g, oncology, paediatrics...) * Required

Years worked in clinical research * Required

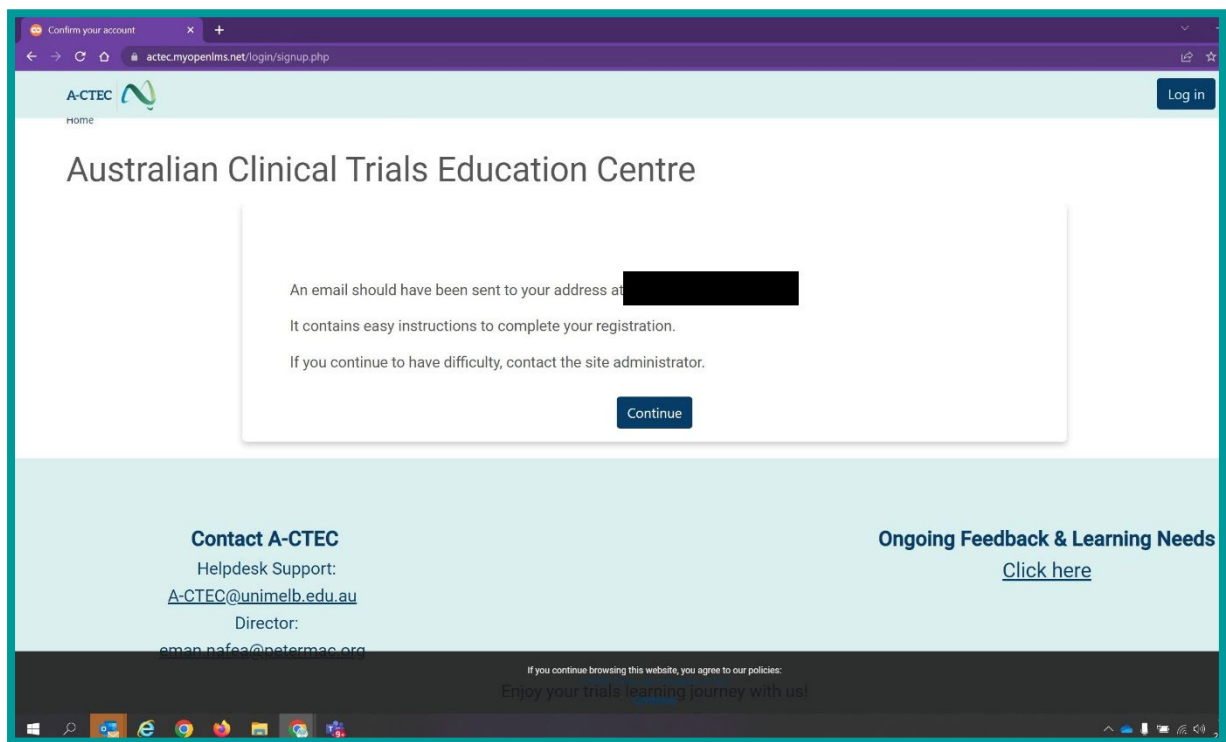
How did you hear about A-CTEC? * Required

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 robot  [Privacy](#) [Terms](#)

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



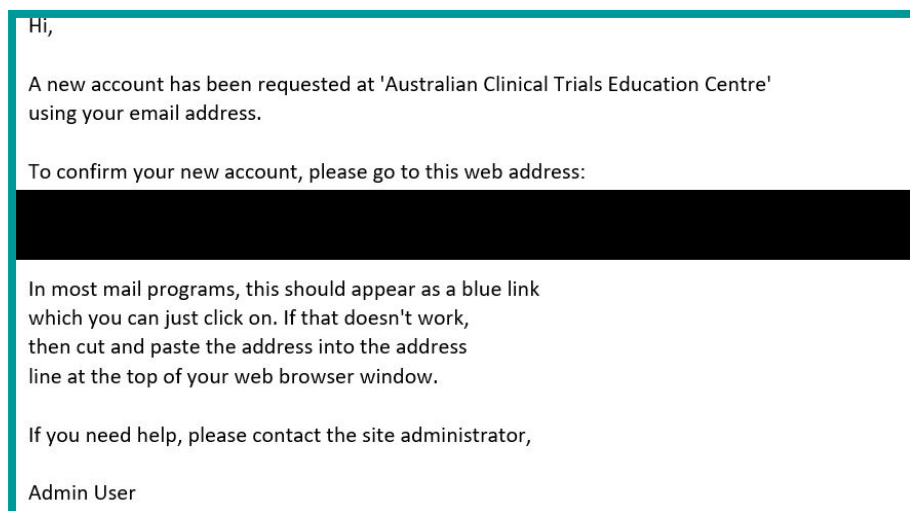
It can take up to 5 minutes for the confirmation email to come through to your nominated email address.

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

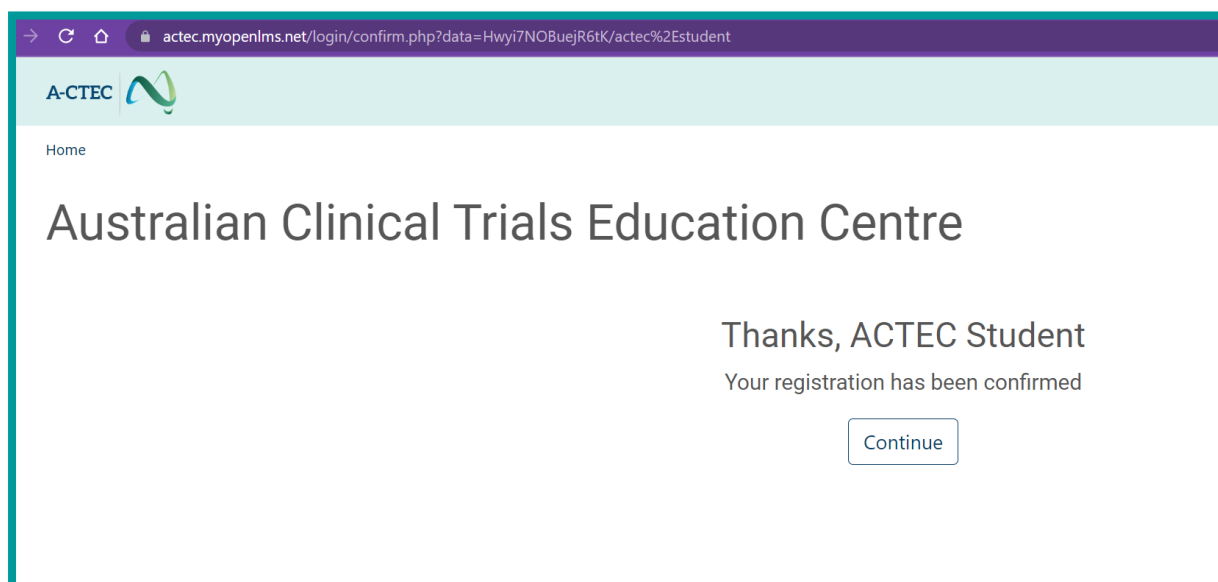
In the event that it has been more than 5 minutes since your signed up and the confirmation email has not arrived, contact your organisation's IT team.

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 noreply@mrooms.net

The confirmation email looks like this:

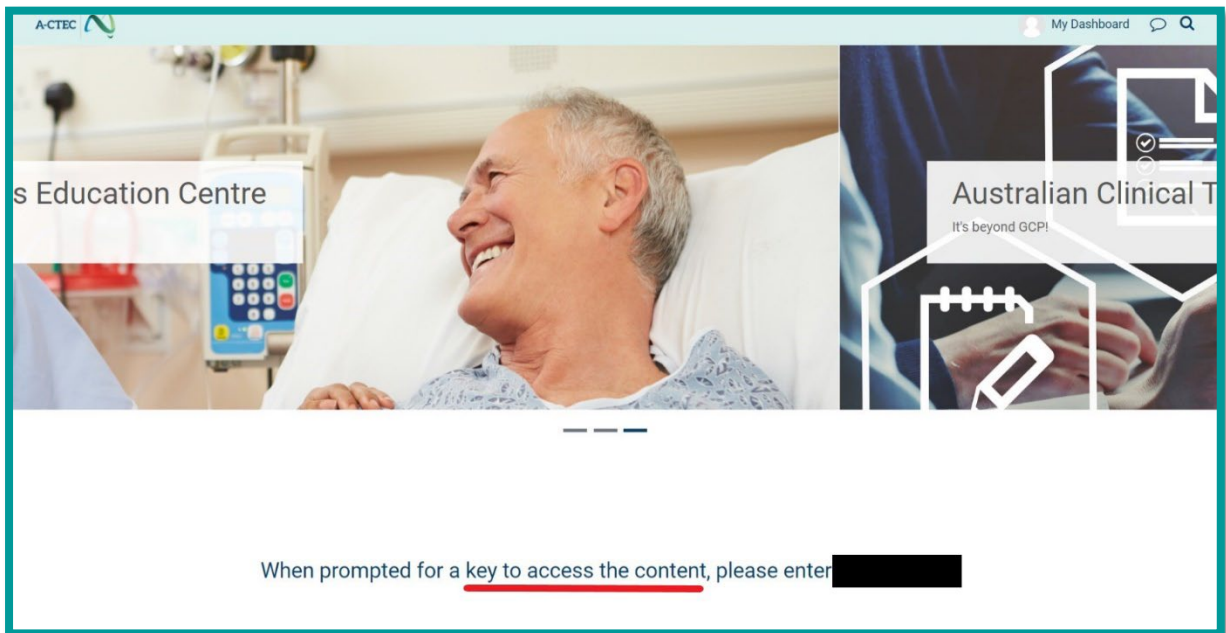


6. Once you click the link in the confirmation email, this message will come up on the platform



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

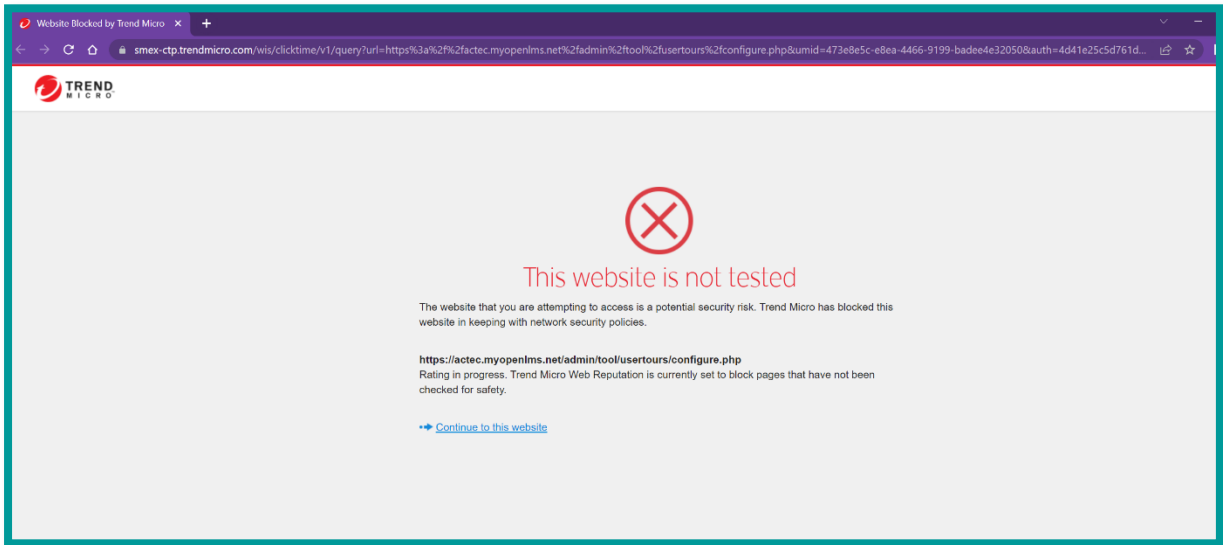
7. To access courses and other content on A-CTEC, you will need to enter the access key

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: <https://actec.myopenlms.net/>

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

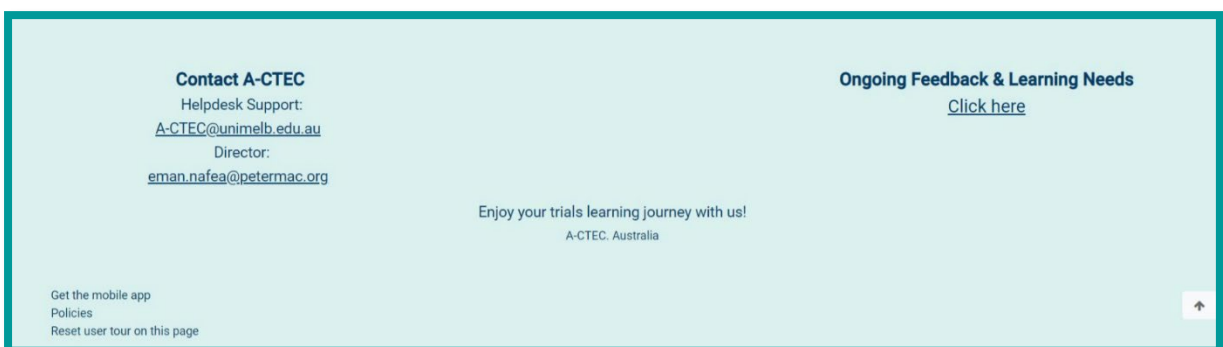


We can confirm that it is safe to click through the platform.

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



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