Procedure to register and access SOTrain

SOTrain resides within the SRI Training Programs portal hosted by QUT (see Figure 1). It was developed using Blackboard, the learning management system used at QUT.

To register and access the SOTrain modules, the following procedures take place:

1. Request for user access via Mill Site Coordinator

In order to facilitate access a Site Coordinator has been appointed by each mill (or milling group) that has syndicate membership into the SOTrain program. Site Coordinators are responsible for requesting the required access to the SOTrain modules for their respective mill staff via QUT (contact ctcbenquiries@qut.edu.au or info@sri.org.au). Details of changes to access for staff are submitted by the Site Coordinator using the User Accounts form/spreadsheet provided to them by QUT. Requests for access for new staff are processed by QUT as outlined in steps 3 and 4.

2. QUT processes request

QUT processes the request for access changes and emails the user to advise the requested access is operational. Access can be provided for any of the eight modules as Trainee or Trainer, as required.

3. Creation of Username and Password for new staff

Requests for new staff to be given access are provided by the Site Coordinator to QUT using the User Accounts form/spreadsheet. For new staff QUT sends a request to the Australian Access Federation (AAF) on behalf of the new user. The AAF protocols are used to allow non-QUT staff users access to QUT systems. The AAF requests via email for the new user to create his/her own username and password (Figure 2). Once new users have created their Username and Password and forwarded this in a reply email to AAF, the AAF system generates a notification that this has been completed and this is sent to QUT.

4. QUT registers new user into the SOTrain website and grants access to modules

Once QUT receives the AAF notification for the user, QUT registers the new user into the SOTrain website and provides the user with access to modules according to the request supplied to QUT by the Site Coordinator. QUT then sends an email notification with instructions concerning access to the user and the Site Coordinator is sent an updated User Accounts form/spreadsheet. Trainee and Trainer Resources are copyright protected and may not be distributed without the permission of QUT.

Users are required to accept the Terms and Conditions of Use to obtain access into the website (see Figure 3). While most resources can be printed, a limited number of resources which are designed for interactive learning and provision of immediate feedback on assessments can only be accessed online. SOTrain will continue to be developed and more interactive learning resources are being added as well as additional notes.

Users are granted secure access to Trainee and Trainer Resources of specific modules depending on the access requested and their roles as Trainee, Trainer or Site Coordinator (Figure 4). Access is provided for one year, after which a request for account renewal can be granted provided contract agreements remain current.

For staff to retain their current access rights the Site Coordinator should submit a request to the above email addresses in April/May as access may lapse after May.

Figure 1. SRI Training Programs portal on QUT Blackboard.

Figure 2. AAF email request for the new user to create his/her own Username and Password.

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- Any of these conditions can be waived if users get permission from QUT.
- Any requests for access to the module and resources, requests for modification of content and format of the resources must be made by contacting SRI (info@sri.org.au).

You must ACCEPT the Terms and Conditions of Use to continue:

Accept   Cancel

Figure 3. SOTrain Terms and Conditions of Use

Figure 4. Modules with Trainee and Trainer Resources on QUT Blackboard

How to Log into QUT Blackboard using an AAF Account

1. Direct your internet browser to **blackboard.qut.edu.au**
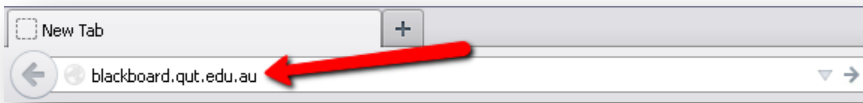
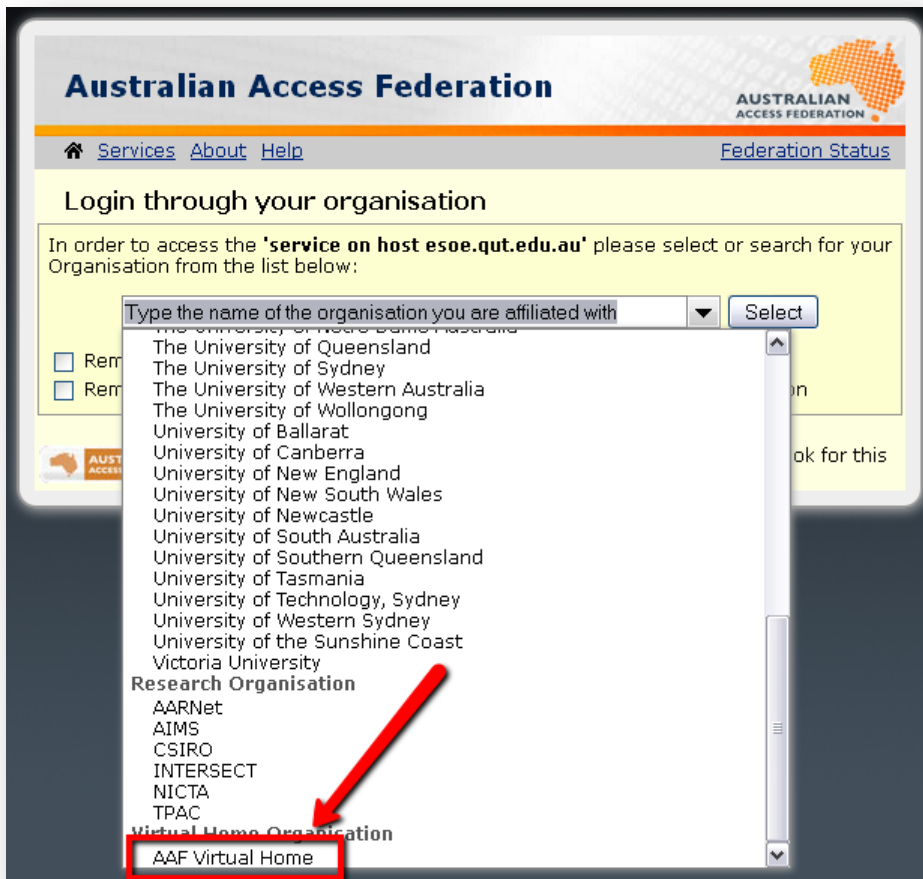**Note:** The latest version of Mozilla Firefox is the recommended browser for using QUT Blackboard.

2. Click **Non-QUT**.

3. Select **Australian Access Federation** and click **Continue**

4. Select **AAF Virtual Home** and click **Select**.

5. Enter your username and password and click **Login**.
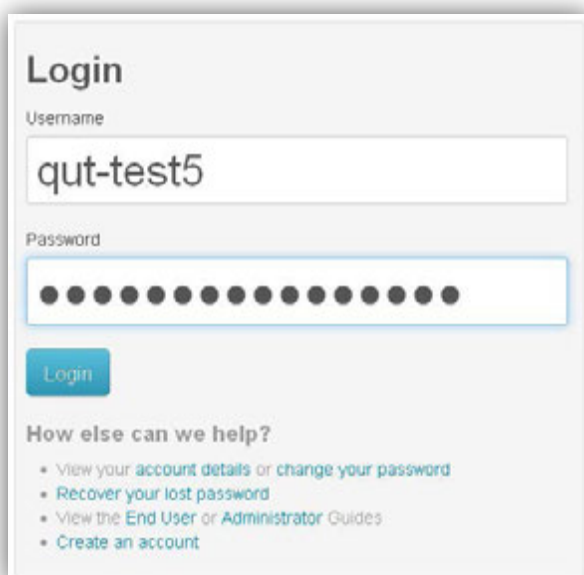
6. The first time you log in, your 'Digital ID Card' will be displayed. Click the **Confirm** button.

7. Scroll down and click **Accept**.

Login loop
Sometimes, after logging in, you might be returned to a blank login screen (step 2). If this happens, just go straight to https://blackboard.qut.edu.au/