

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.



SRI Announcements

Sugar Research Institute

TRAINING PROGRAMS

Welcome to the community site for the SRI Training Programs.

The SRI Training Programs are focused on competency and skills development of Traffic Officers, Supervisors and Operators in the sugar industry. As an initiative of the Queensland University of Technology, Sugar Research Australia and Sugar Research Institute, the programs aim to establish performance and training standards within mills. Two programs were developed which have been designated as TOTrain and SOTrain and can be accessed from My Communities on the right:


- TOTrain Program** - Traffic Officer Training Program
- SOTrain Program** - Supervisor and Operator Training Program

The training resources are available through this portal.

Figure 1. SRI Training Programs portal on QUT Blackboard.

From: noreply@vho.aaf.edu.au [<mailto:noreply@vho.aaf.edu.au>]
Sent: Tuesday, 28 May 2013 1:46 PM
To: jnicholson@tsl.com.au
Subject: Action Required: Your new AAF Virtual Home account is almost ready!

An important message from the AAF Virtual Home Do you need help?
[Access the AAF Support service](#)

 **AAF Virtual Home**

Hello Johan Nicholson,

You have been provided with new account in the AAF Virtual Home that allows you to access the wide range of online services connected to the Australian Access Federation.

A message from your account administrator

This account has been created by QUT to provide you with access to Sugar Research Institute training resources on QUT Blackboard. * Please email bbsupport@qut.edu.au once you've finalised your account (see below) so we can set up your QUT Blackboard access. *

Your action is now required

To finish setting your account up please [access your unique account finalisation page by clicking this link](#) and follow the instructions provided.

[Follow on Twitter](#) | [Friend on Facebook](#) | [Get AAF Support](#)

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



Terms and Conditions of Use

No part of the SRI Training Program modules or any of its resources may be reproduced without permission of the Queensland University of Technology (QUT). Usage of any module and its resources can only be used under the following conditions:

- Copyright belongs to QUT.
- Proper attribution should be given to QUT by using the following citation format: Queensland University of Technology [Year]. [Title]. Retrieved [Month] [day], [year] from Sugar Research Training Programs: <http://www.qut.edu.au/> QUT Blackboard. Copyright and Attribution details can be found at the back of the cover page of all documents.
- Users may not use any of the resources for commercial purposes.
- Users may not alter, transform, or build upon any of the modules, their content and related resources. Content of slide presentations may be transferred to user's presentation templates but must use the proper citation as described above.
- Distribution is allowed only for the specific use and delivery of the SRI Training Programs. Any distribution outside of these conditions requires the express permission of QUT. Users must make clear to others the license terms of these resources.
- 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:



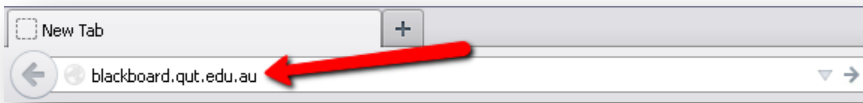
Figure 3. SOTrain Terms and Conditions of Use

Modules	Trainee Resources	Trainer Resources
Introduction to Sugar Factory Processing	Notes, Activity Pack and Other Resources	Training Guide and Session Plans
Overview of Sugar Factory Operations	Notes, Activity Pack and Other Resources	Training Guide and Session Plans
Steam and Power Generation	Notes, Activity Pack and Other Resources	Training Guide and Session Plans
Extraction	Notes, Activity Pack and Other Resources	Training Guide and Session Plans
Clarification and Mud Filtration	Notes, Activity Pack and Other Resources	Training Guide and Session Plans
Juice Heating and Evaporation	Notes, Activity Pack and Other Resources	Training Guide and Session Plans
Pan Boiling	Notes, Activity Pack and Other Resources	Training Guide and Session Plans
Fugelling and Sugar Drying	Notes, Activity Pack and Other Resources	Training Guide and Session Plans

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.

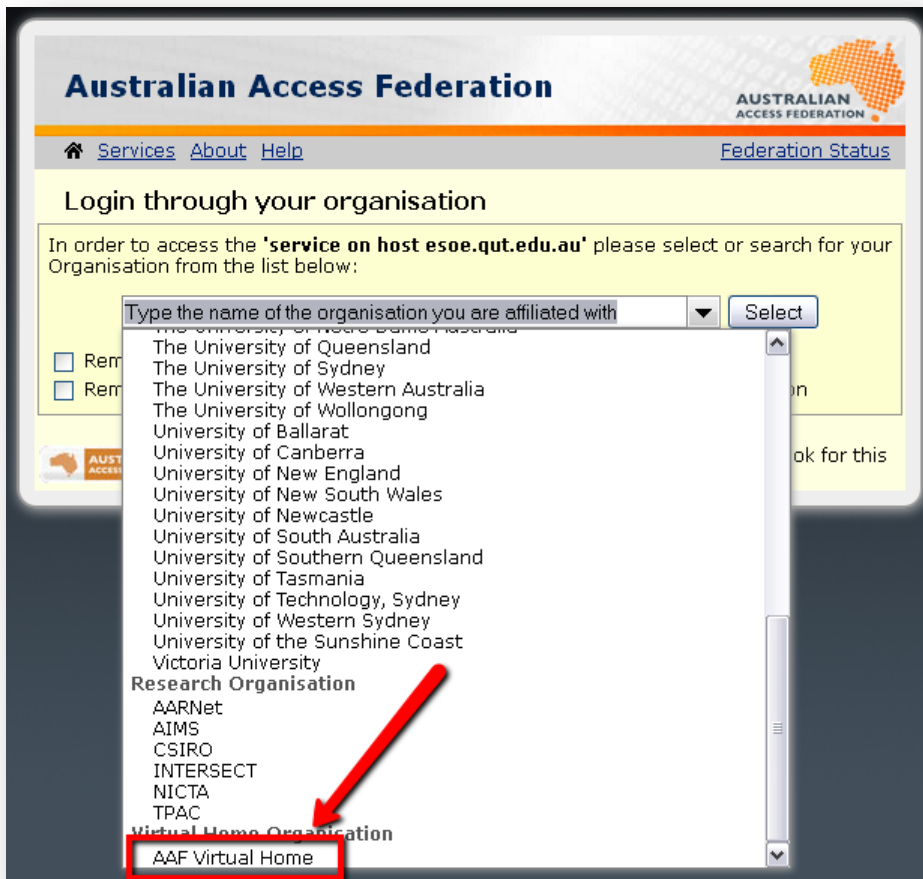
2. Click **Non-QUT**.

A screenshot of the QUT Blackboard login page. At the top, there are four tabs: "Welcome", "QUT", "Non-QUT", and "FAQ". The "Non-QUT" tab is highlighted with a red box, and a red arrow points to it from the right. Below the tabs, there is a header "For QUT students and staff". The main form contains fields for "Username:" and "Password:", a "Login" button, and a link "Forgotten your password?". At the bottom, there is contact information for the IT Helpdesk: "Phone: 07 3138 4000 | ithelpdesk@qut.edu.au | www.ithelpdesk.qut.edu.au".

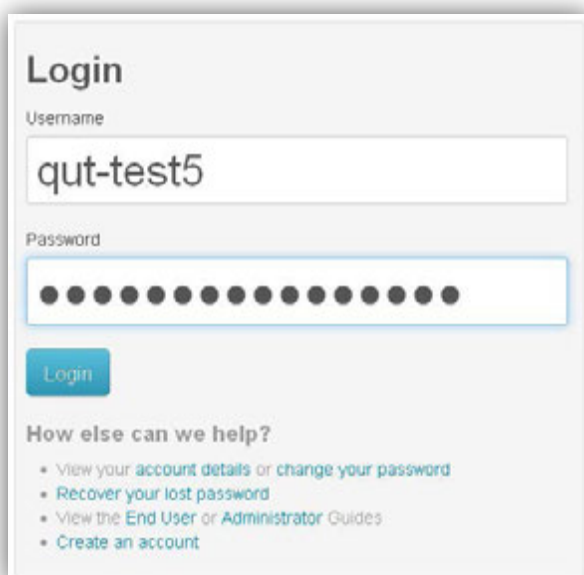
3. Select **Australian Access Federation** and click **Continue**

A screenshot of the QUT Blackboard login page for non-QUT users. The "Non-QUT" tab is selected. The page title is "Log in for non-QUT users". Below the title, there is a paragraph: "Users without a QUT username and password can access QUT web services using an external identity. To login, please use one of the authentication methods listed below". There are two sections: "Partner institutions" and "Other access providers". In the "Partner institutions" section, there is a dropdown menu with the text "Please select the group which contains your home institution:". The "Australian Access Federation" option is selected and highlighted with a red box. A red arrow points to this option. To the right of the dropdown is a "Continue" button. In the "Other access providers" section, there is a text input field labeled "Enter OpenID identity URL:" and a "Continue" button. At the bottom, there is a disclaimer: "By proceeding, the user acknowledges that QUT logs network activity. These logs may be used to manage IT resources, including detecting security breaches and resolving faults, and to investigate possible unlawful activity or breaches of QUT statutes and rules (see [MOPP F/1.1.2](#) and [Schedule 1 of QUT's Information Facilities Rules](#), and [MOPP F/1.2 Information Security Policy](#))." Below this is contact information for the IT Helpdesk: "If you have trouble logging in, please contact the IT Helpdesk: Phone: 07 3138 4000 | ithelpdesk@qut.edu.au | www.ithelpdesk.qut.edu.au".

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**.



Welcome QUT Non-QUT FAQ

Accept attribute release policy

The following details have been provided to QUT. Please ensure you wish to release these details then click continue below:

You are about to release the following information as part of using services provided by this site:

Name	Values
uid	qut-test5@vho.aaf.edu.au
sn	Citizen
givenName	John
mail	john@qut.com
esoe-externalised-identity	true
esoe-delegator	shibboleth

Accept

If you have trouble logging in, please contact the IT Helpdesk:
Phone: 07 3138 4000 | ithelpdesk@qut.edu.au | www.ithelpdesk.qut.edu.au

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/>