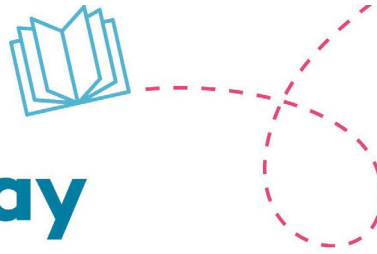


Support Guide: Learn your way

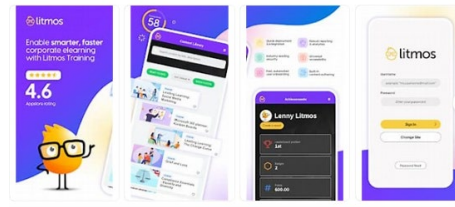


General Information:

Once you have received an initial email, please use the below steps to access your Online Training.

[Zest Care - Independence Australia Group – Learn Your Way – New Employee Login](#),

You will need to access **Learn YOUR Way** by downloading the **LITMOS APP** via Google Play or your Apple Store. You will then need to enter the domain name: **Independenceaustralia**. Enter your **Username (email)** and **Password** – that should have already been created via the **New login Employee** email you received.



Main Navigation

Welcome to the Learner Dashboard. From here you can:

1. Begin any courses that have been assigned to you
2. View the content library and browse through the catalogue of courses available
3. Stay on top of announcements and news
4. View your recent achievements
5. View your 'favourite' marked courses

The screenshot shows the Litmos Learner Dashboard interface. At the top, there is a navigation bar with 'zest Home' and 'Home Content Library Achievements Live Sessions'. Below this, a 'Welcome, [Name]' area is annotated with a box saying 'Your Name will appear HERE.' and an arrow pointing to the name field. The main content area is titled 'My Training' and has tabs for 'Not Started', 'In Progress', 'Overdue', and 'Completed'. A search bar is present below the tabs. Two course cards are visible under the 'Not Started' tab: 'Learner Welcome Course' and 'Independence Australia Group: Our Purpose, Values and Guiding Principles'. A box with an arrow points to the 'Not Started' tab, stating 'The training you're required to complete will appear HERE, under NOT STARTED'. Another box with an arrow points to the 'Completed' tab, stating 'Training you have COMPLETED will appear HERE.' A 'See All' button is located at the bottom right of the course cards area.

Completing Courses:

1. Your assigned courses are displayed on the dashboard. The menu allows you to filter through courses that are: in progress, overdue, not yet started and courses that are completed.
2. The Content Library contains a catalogue of courses available to all learners. The content library can be accessed from the main navigation bar. From here you can view all of your active *assets*, *courses*, *modules* and *learning paths*. You have the ability to search for courses using the top bar and filter down on the search results page. You will also see content that was: recently viewed, favourites, popular categories & courses recommended for you.

Note: Courses are not required to be completed in one sitting. You can begin courses and continue at a later date and time without losing your progress achievements.



You can access the **CONTENT LIBRARY** of online learning **HERE**. Click on the training you'd like to commence to begin. Once started this training will appear in your Dashboard as **IN PROGRESS** until **COMPLETED**

Help & Support:



Experiencing difficulties with the portal? Do you have questions that have not been answered within this guide?

Contact:

HR Team – Zest Care

HR@zestcare.com.au OR

Nicole Pace – Learning Capability & Engagement Manager – IAG

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