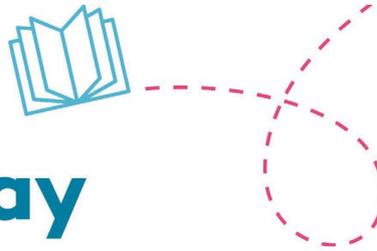


Support Guide: Learn your way



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](#)

Step 1. Go to the email entitled: **Zest Care – Independence Australia Group – Learn Your Way – New Employee Login**

Step 2. Click on the link to set your password. Ensure your password contains: 1 Upper case, 1 Lower case, 1 number, 1 Special Character - and must be 8 characters as a minimum.

Zest Care - Independence Australia Group – Learn Your Way – New Employee Login

Hello First Name,

Welcome to **Independence Australia Group (IAG)**, we're happy you've joined the **TEAM!**

As part of your onboarding with us, you'll shortly receive online training courses (E-Learns) which you'll need to complete via our **Learning Hub – 'Learn Your Way'**.

It is essential that you complete this training, by doing so you can help create an environment that is safe, secure and ethical whilst confidently supporting not only our customers and clients but also the colleagues you work with.

Login Details

Your Username: **Your email address will appear here**

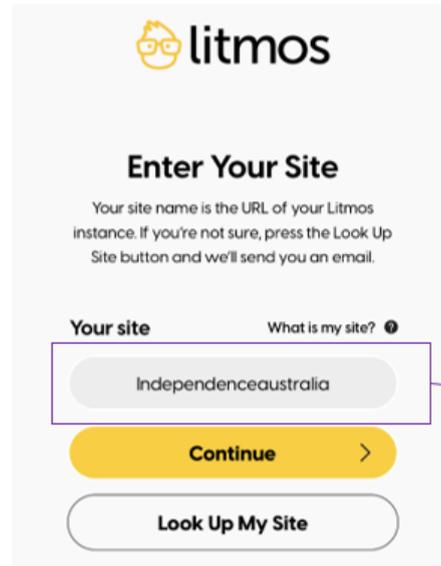
To setup your account and complete your training course please click on the following link: <https://independenceaustralia.litmos.com.au?loginkey=D3651C42-9C71-40F2-8DBD-4FA4FF785D00>. **This link will expire after first time use.**

Click on this link to set your password

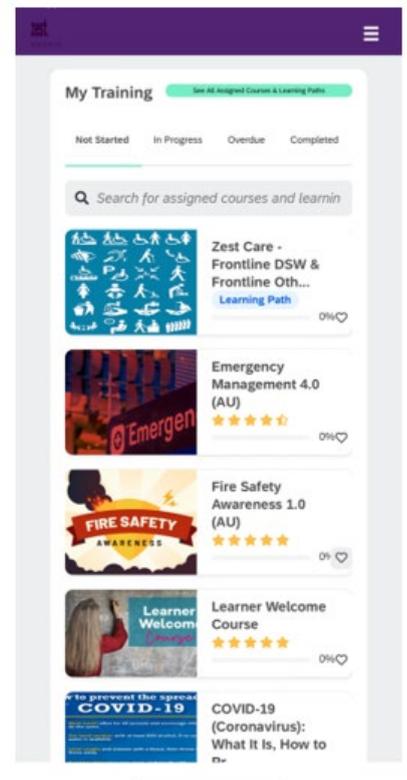
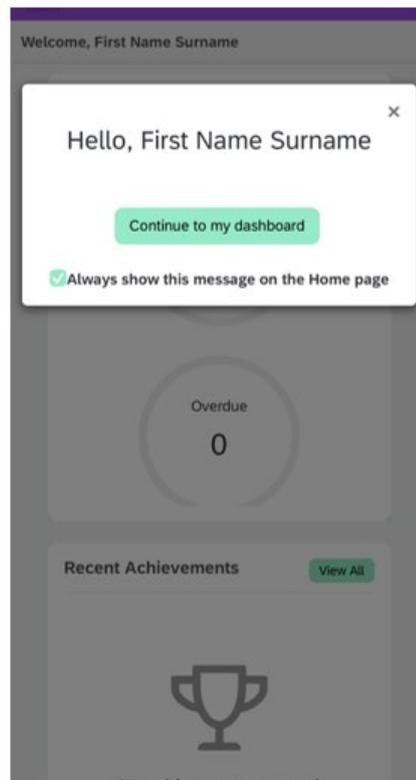
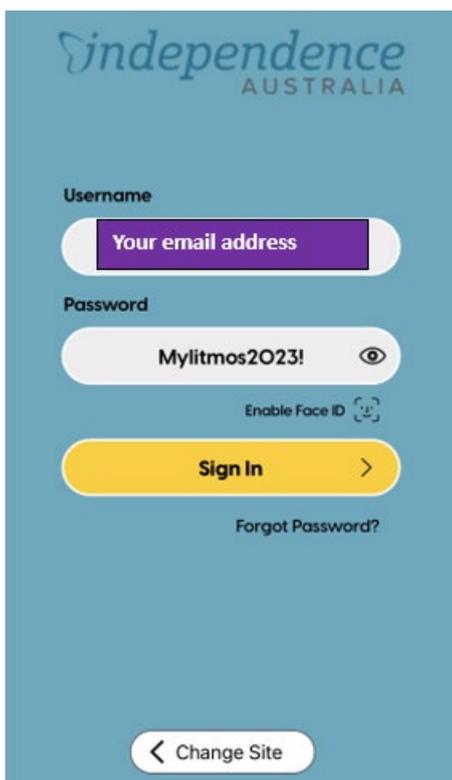
This is a onetime link – it will expire.

The screenshot shows the Zest Care login interface. At the top, it says 'zest. personalised care'. Below that, it says 'Hello, First Name Surname'. The first step is '1. Confirm your name', with a note that an asterisk indicates a required field. It asks the user to ensure their first and last names are correct, with input fields for 'First Name' and 'Surname'. The second step is '2. Create a password'. It shows a blue box stating 'Next time you login you will use the following username and password'. The 'Username' field contains 'Your Username (email address will appear here)'. The 'Password' field contains 'Mylitmos2023!'. A red box highlights the password requirements: 'Password must contain: 1 upper case, 1 lower case, 1 number, 1 special character, 8 characters'. The 'Confirm password' field also contains 'Mylitmos2023!'. A red box points to this field with the text 'Example Password: must meet requirements'. Below the password fields, it says 'Your password & confirm password must match' and 'Confirm your password by entering it again'. There is a 'Show Password' checkbox which is checked. At the bottom, there is a green 'Continue' button.

Step 3. You will need to access **Learn YOUR Way** by downloading the **LITMOS APP** via Google Play or your Apple Store.



Step 4. You will be navigated to the sign in page. Once you enter your **Username** and **Password** you will be guided to your Learner Dashboard. Scroll down to view your assigned training.



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

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 which can 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. Courses you choose to access and complete from the Content Library are not considered mandatory training. Only mandatory training assigned to you to complete is paid.

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.



Help & Support:



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

Contact:

People Experience Team: peopleexperience@iagroup.org.au
