
MANAGEMENT OF CPS ONLINE EDUCATION

ALL OF THE FEATURES BELOW ARE ONLY AVAILABLE TO REGISTERED USERS WHO ARE LOGGED IN.

LOG IN USING THE EMAIL AND PASSWORD PROVIDED BY CPS

- **IT IS RECOMMENDED THAT THE PASSWORD BE CHANGED IN THE EDIT ACCOUNT TAB ONCE LOGGED IN**

- **ADDING NEW USERS**

- **GO TO CPS EDUCATION TAB**
- **CLICK ON THE WORD ADMINISTRATION**
- **CLICK ON MANAGE USERS**
- **SELECT NEW USER**
- **ENTER FIRST AND SECOND NAME, EMAIL ADDRESS AND DATE OF ENROLMENT**
- **CHOOSE A USER GROUP (MANAGER, NURSE OR AGED CARE WORKER)**
 - **NOTE YOU CAN ONLY MAKE A NEW USER AT YOUR OWN LEVEL OR BELOW**
- **COMPLETE THE EMPLOYMENT DETAILS**
 - **SOME HOMES HAVE MULTIPLE SITES, SELECT THE APPROPRIATE COMPANY (HOME/GROUP) AND SITE IF NECESSARY**
 - **NOTE SITE MAY BE BLANK**
- **SELECT AN APPROPRIATE POSITION**
- **PROVIDE A PASSWORD**
 - **NOTE THAT THE USER MAY CHANGE THEIR PASSWORD AFTER LOGGING IN IN THE EDIT ACCOUNT LINK ON THE HOMEPAGE AFTER LOGIN**
- **CLICK ON SAVE CHANGES**

- **EDITING/DELETING USERS**

- **GO TO CPS EDUCATION TAB**
- **CLICK ON THE WORD ADMINISTRATION**
- **CLICK ON MANAGE USERS**
- **CLICK ON THE EDIT OR DELETE LINK NEXT TO THE USER THAT IS TO BE EDITED/DELETED**

- **GENERATING REPORTS**

- **GO TO CPS EDUCATION TAB**
- **CLICK ON THE WORD ADMINISTRATION**
- **CLICK ON GENERATE REPORTS**
- **THERE ARE THREE TYPES OF OVERVIEW REPORTS**
 - **REGISTERED USERS**
 - **COURSE ATTENDANCE**
 - **COURSE ASSESSMENT**
- **IN ADDITION THERE ARE FACILITY AND INDIVIDUAL COURSE ASSESSMENT REPORTS AVAILABLE**
- **THE REPORTS DASHBOARD IS REGULARLY UPDATED AND MODIFIED- ADDITIONAL REPORTS MAY BE POSSIBLE IF REQUESTED.**

FOR ANY QUERIES REGARDING THE USE OF THE CPS ONLINE EDUCATION SYSTEM, PLEASE DO NOT HESITATE TO CONTACT PETER TENNI AT PETER.TENNI@BIGPOND.COM OR PHONE 0439850086