

Enrolling in Mentor Me and the SMMP and RMP Peer Support Network

The SMMP and RMP online discussion forum is located within the Mentor Me online training program. To join the discussion takes just a few minutes, and is a three step process:

1. Register with the Sydney Community College (SCC) learning management system
2. Enrol in the Mentor Me online volunteer mentor training program
3. Join the Peer Support Network.

Once you have enrolled in Mentor Me you can access the Peer Support Network AND free volunteer mentor training. There is also the option to gain a statement of attainment in Facilitate Individual Learning (TAADEL404B) from the Certificate IV in Training and Assessment. More information is on the site.

Getting started

1. Register with the SCC learning management system

- a. Open your web browser e.g. Internet Explorer, Firefox, Chrome, Safari.
- b. Go to <http://scc.moodle.com.au/course/view.php?id=17> You should see a box like the one shown in Figure 1 below:

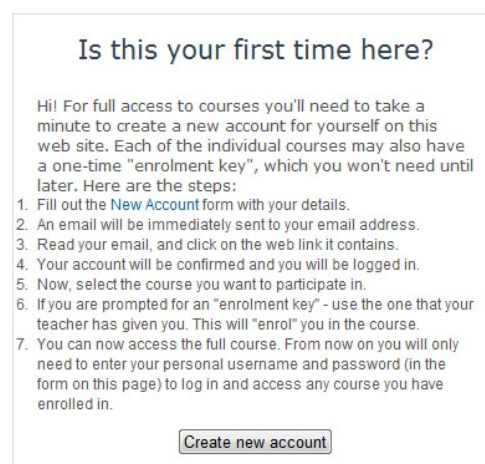


Figure 1

- c. Click on the 'Create new account' button (circled in red) to open the 'New account' page. A blank 'New Account' page is shown in Figure 2 below.

Choose your username and password

Username*

Password* Unmask

More details

Email address*

Email (again)*

First name*

Surname*

City/town*

Country*

There are required fields in this form marked*.

Figure 2

- d. Enter the username and password you would like to use to log into the Moodle. Then enter your preferred email address [twice] and your first name, surname, city or town and then your country.

(You must put the requested information into all the fields [boxes] with an asterisk next to them otherwise you won't be able to move to the next step of registration.)

You can use the drop-down arrow on the right of the 'Country' box to select 'Australia' from a list.

- e. Left click on the 'Create my new account' button (circled) to move to the 'Confirm your account' page (Figure 3).

An email should have been sent to your address at
handylives@yahoo.com

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Figure 3

- f. The email you receive will be similar to the one depicted below. Please confirm your Moodle account by accessing your email and clicking the link (circled in the example below) in the email you receive from 'Admin User'.

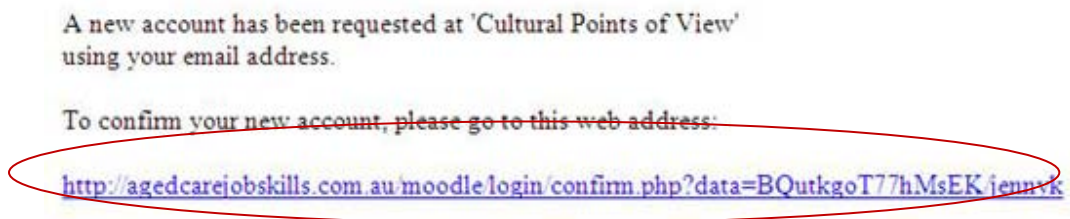


Figure 4

If you don't receive an email from 'Admin User' check your email account's junk or spam folders in the first instance and then contact the college on (02) 8752 7555 for assistance.

- g. This will take you to the Sydney Community College learning management system. (Figure 5).

2. Enrol in the Mentor Me online training program

- h. Click on 'Enrol me in this course' on the Administration block to the left of your window and then click on Enrol me in this course. Then, enter the enrolment key *MentorMe* and click on Enrol me in this course (Figure 5).

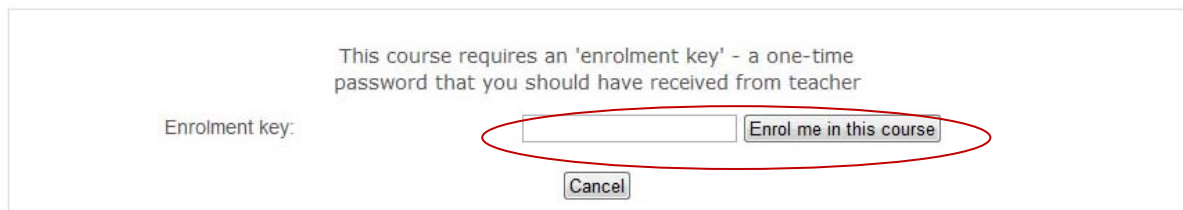


Figure 5

- i. You will then see an enrolment key screen. Enter the enrolment key you were given by your trainer in the face to face part of the course and left click the 'Enrol me in this course' button (circled) to go back to the course start page.

3. Join the mentor discussion forum

j. Next click on Connect with the Peer Support Network here!



Figure 6

k. To join an existing discussion just click on the Discussion subject or to begin your own discussion click on *Add Discussion* , enter a subject line and your post, and finally click on *Post to Forum*.

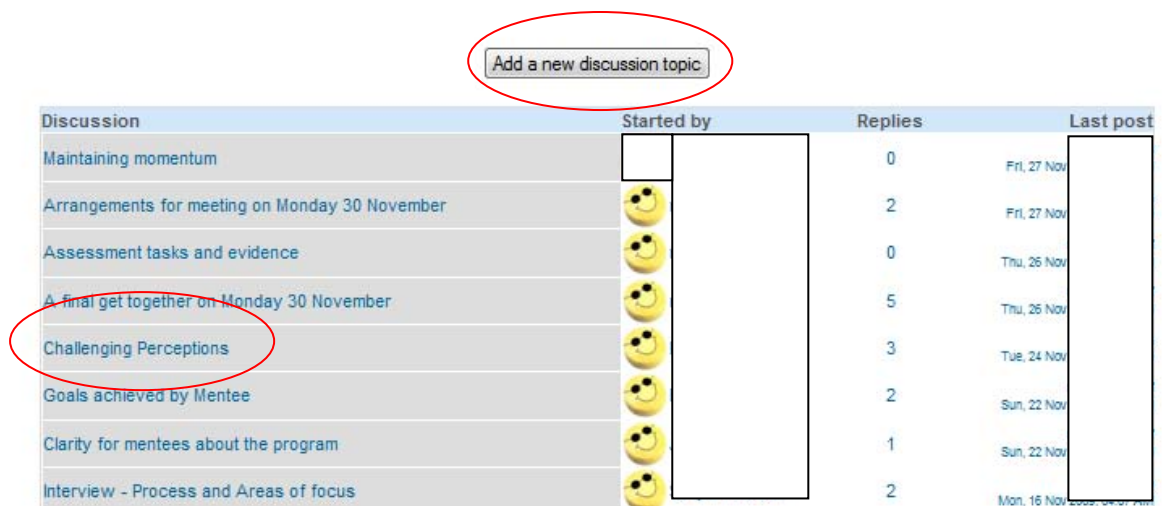


Figure 7

- I. To respond to an existing post just click on *Reply* (Figure 8), enter your response and then click on Post to Forum

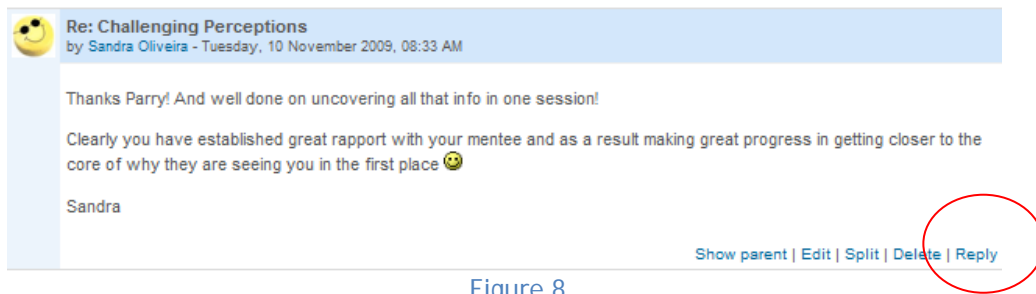


Figure 8

Logging back in to Mentor Me

- a. Open your web browser e.g. Internet Explorer, Firefox, Chrome, Safari.
- b. Go to <http://scc.moodle.com.au/course/view.php?id=17>. You will see the the following image.

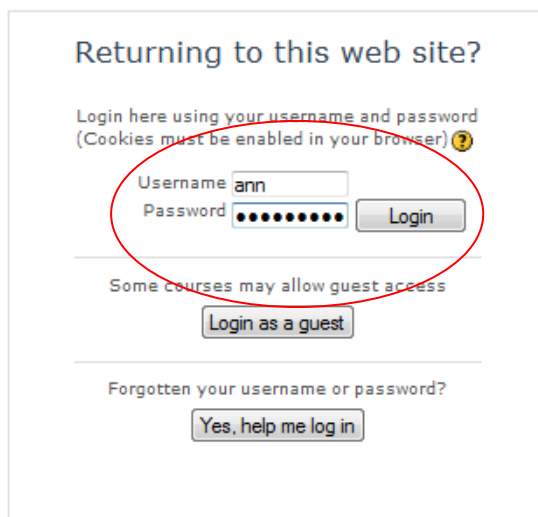


Figure 9

- c. Enter the log in details you created previously into the log in box shown in Figure 7. Left click the 'Login' button to log back in to the course.

Help!

If you have followed these instructions and still can't access the discussion forum you can contact the college for for further assistance on (02) 8752 7555 and ask for the SMMP or RMP Coordinator.