Creating an account

1. Access the Training System front page: https://www.qcmhl.qld.edu.au/index.php
2. Click **Login/ Register** at top right of screen.

You will then see the Login screen (next page) with the "Is this your first time here?" panel.

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Health

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3. Click the **Create new account** button
   Note: applies to all Queensland Health and Queensland Ambulance staff only – all others, unless directed otherwise in specific correspondence from the Learning Centre, will need to use the alternate link at step 4 for applicability screening and manual support to create a profile.

Important: Do not create a new account if you have previously held an account with the Learning Centre ie under another name (such as a maiden name) or with a different employer. Contact qcmhltraining@health.qld.gov.au first so a search can be conducted, and your existing profile updated. If you are not sure, it is best to check.

4. **Complete all fields** as indicated in the enrolment form screen. Essential fields are marked with a red asterisk *. Click on the **Create my new account** button.

Important: Ensure your email address entered is correct and free from typos.

5. Once submitted you will receive an email with a link to confirm your account before you can log in for the first time. If you do not receive this email in your inbox, please check your junk/spam email. You may need to add qcmhltraining@health.qld.gov.au as an 'allowed contact' if this occurs.