

Introduction to POLAR Course

Using the EMPHN Learning Management System (LMS) Portal

This self-learning course for general practice staff introduces POLAR software functionality, and how to use it in a meaningful way to help improve patient health outcomes.

1. REGISTRATION EMAIL EMPHN will email you the EMPHN LMS Portal registration details along with a link for you to set your password	New Account
	Dear Megan, A new account has been created for you on Eastern Melbourne PHN. You can set your password manually via the following URL: <u>Set Password</u>
Please Note : login to the LMS within 72 hours of receiving the registration email to activate your access if you do not login in within 72 hours you will need to contact <u>digitalhealth@emphn.org.au</u> to request a new registration email.	
2. PORTAL LOGIN Use your login name (email address) and password to access the LMS Portal via the URL	https://learning.emphn.org.au
3. HOME PAGE	Home
LMS Portal Home page shows information screens including My Stats, My Recent Activity, and My Recent Enrolments amongst other details, and are updated as you progress through your courses.	We represent the total of
4. LIST COURSES	Umre Orteland
To list all the available courses, live learning and resources, click on Catalogue menu	A search Home Catalogue
5. SEARCH POLAR COURSE	
In the Search bar type POLAR . Under Introduction to POLAR course, select VIEW COURSE button, and on the main page click the ENROL button, and start the course	
6. COURSE OVERVIEW	1. What is PQL48?
The course takes approximately 50 minutes and includes Pre-Course Questionnaire Introduction Video Short Quiz for each video Post Course Questionnaire	PLACE NOTE - WHEN COMPLETING QUE QUESTIONE, THE QUE WILL OPEN IN ANOTHER THE WHEN COMPLETED PLACE CLOSE THAT THE AREA BETTION TO THIS YIELD COMPLETING THE COMPLETING PLACE CLOSE THAT Q FOLD PLACE OUTCOMESTION COMPLETING PLACE CLOSE THAT Description COMPLETING THE THAT AND TH
IMPORTANT NOTE ABOUT SHORT QUIZ O Questions will open into a second LMS Po Questions tab so you can return to the VI	QUESTIONS: From the VIEW COURSE tab, the Short Quiz ortal tab in your browser. When finished, close the Short Quiz EW COURSE tab to continue completing the course

Please Note: You can exit, and re-continue the course at any stage without losing your place. Upon successful completion of the course, you can download a **Certificate of Completion**.