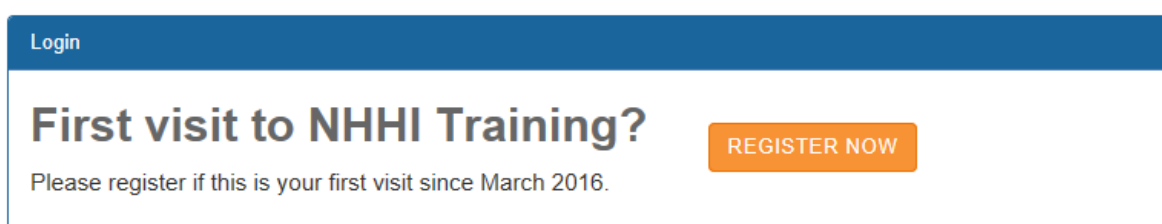


# Hand hygiene training module

## Registration instructions

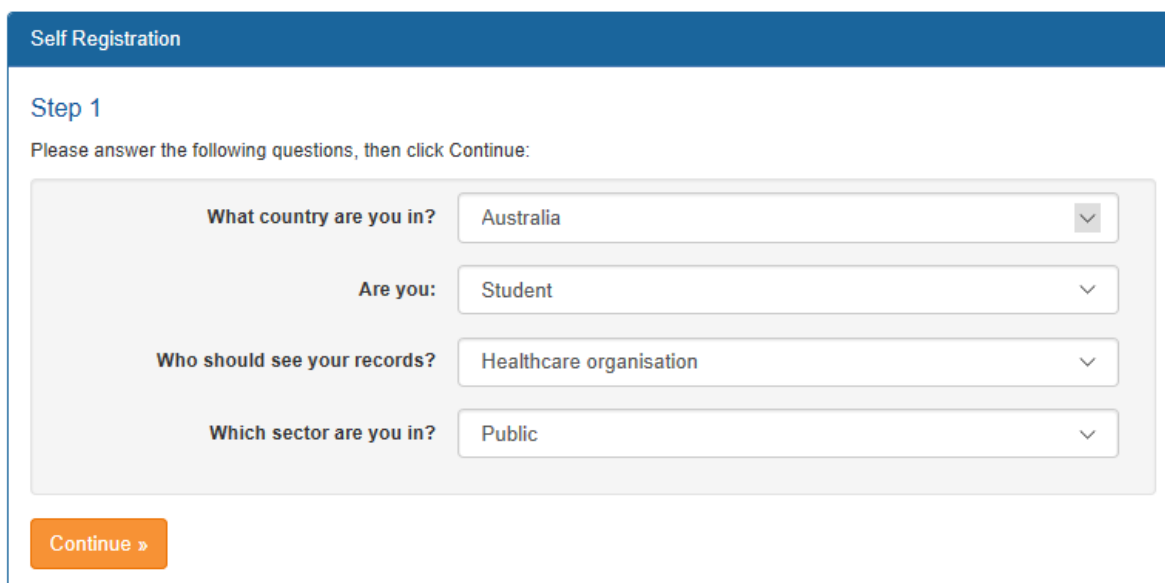
### How to register:

1. Go to the National Hand Hygiene Initiative training modules website:  
<https://nhhi.southrock.com/cgi-bin-secure/Home.cgi?msecs=1579155076186>.
2. If this is your first time accessing training through the Australian Commission on Safety and Quality in Health Care portal, click on "Register Now".



The screenshot shows a blue header with the word "Login" in white. Below the header, the text "First visit to NHHI Training?" is displayed in a large, bold, dark blue font. Underneath this text, it says "Please register if this is your first visit since March 2016." To the right of this text is an orange button with the text "REGISTER NOW" in white capital letters.

3. Complete the registration form (clicking continue as your progress) as follows:



The screenshot shows a blue header with the text "Self Registration". Below the header, the text "Step 1" is displayed in a bold, dark blue font. Underneath this text, it says "Please answer the following questions, then click Continue:". Below this text are four dropdown menus, each with a question and a selected option:

- What country are you in? Australia
- Are you: Student
- Who should see your records? Healthcare organisation
- Which sector are you in? Public

At the bottom left of the form is an orange button with the text "Continue »" in white.

**Self Registration**

**Step 2**

Select your state/territory (or your health service)

Region

[Continue »](#)

For step 3, please enter the name of the facility where you will be undertaking your placement. **If you have not yet been allocated a facility for your placement, please click on *Can't find my organisation*.**

**Self Registration**

**Step 3**

Start typing the name of your Organisation or Hospital in the box below, you should be presented with a list that matches what you type. From this list, please select your organisation.

If you cannot find your organisation, please click the "Can't find my organisation" button below.

Organisation:

[Show Organisation List](#)

[Can't find my organisation](#) [Continue »](#)

For step 4:

- Leave the AHPRA number blank.
- Under *Occupation* select *Allied Health Care Student*.
- Under the *Learning package selection* select *Student Health Practitioners Module eg. all students*.
- If you chose *Can't find my organisation* in step 3, please enter *Queensland Health in Organisation Details* box. If you chose an organisation in step 3, this will auto-populate.

Below is an example of how to complete the personal details section of the registration form if you have chosen an organisation in step 3.

Self Registration

\* denotes mandatory fields

**Personal Details**

First Name \*

Surname \*

Email \*

Confirm Email \*

Employee/Student Number \*

Occupation \*

AHPRA Number

**Learning Package Selection**

Hand Hygiene \*

**Organisation Details**

Organisation

*This email can only be used to register one learner. Please do not use another person's email address to create your learner profile. After registration you will receive an email with your login details. If you find the email in your Junk/Spam folder, please mark it as non-Junk/Spam in order to receive future emails from NHHI Training*

*If you do not have an employee/student number please click here*

Below is an example of how to complete the personal details section of the registration form if you have **not** chosen an organisation in step 3.

Self Registration

\* denotes mandatory fields

**Personal Details**

First Name \*

Surname \*

Email \*

Confirm Email \*

Employee/Student Number \*

Occupation \*

AHPRA Number

**Learning Package Selection**

Hand Hygiene \*

**Organisation Details**

Comment \*

*This email can only be used to register one learner. Please do not use another person's email address to create your learner profile. After registration you will receive an email with your login details. If you find the email in your Junk/Spam folder, please mark it as non-Junk/Spam in order to receive future emails from NHHI Training*

*If you do not have an employee/student number please click here*

*If you haven't been able to find or select your organisation on the previous screens please provide further information here. This information will be used to position you correctly within the system.*

4. The *Hand Hygiene Student Health Practitioners Online Learning Module* should now appear in your task list. To begin, click the module within the task list.

