

CBD COLLEGE STUDENT PORTAL

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1. HOW TO LOGIN

You can access the student portal through:

<https://cbdcollege.jobreadyrto.com.au/user/signin/>

OR

www.cbdcollege.edu.au and click on My Account

The default **username** is your email address which you gave us when you enrolled.

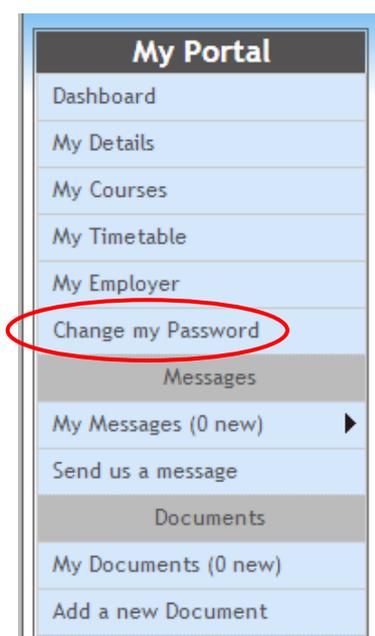
You will have received your password in an email from CBD College, just use that password.

If you haven't received any password from us, use your email address as the password.

If you still can't login your account, email allen@cbdcollege.edu.au or call us on 1300616218 and we will reset your login details. Once you have logged in you can change the username and password of your account.

2. CHANGING YOUR PASSWORD

To change your password, go to the 'Change my Password' link in the left menu.

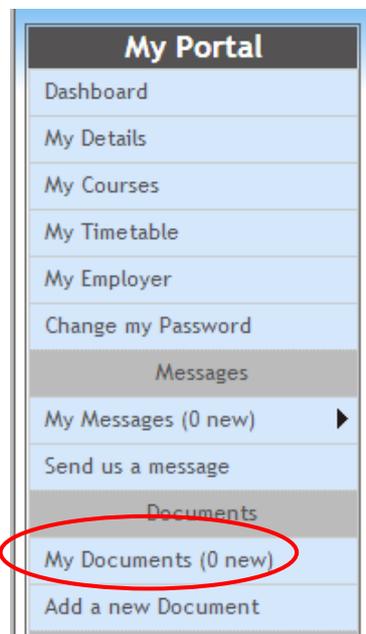


3. FINDING THE ASSESSMENTS, STUDENT HAND BOOK AND OTHER RESOURCES

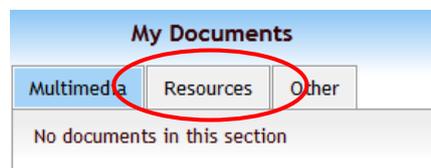
NOTE: Certificate IV TAE and FLM Assessments and Resources for students are on the USB provided.

For All Other Students;

1. On the left menu, click on 'My Documents'.



2. Click on the 'Resources' tab up the top next to the Multimedia tab.



3. Click on the name of the course or the View Documents icon on the right to see the documents available under each category.

A screenshot of the 'My Documents' page showing a table of course scopes and document counts. The table has three columns: Course Scopes, Code, and Number of Documents. There are two rows of data. To the right of the table, there is a 'View Documents' button.

Course Scopes	Code	Number of Documents	
Certificate IV in Work Health and Safety [Cert IV WHS/OHS Perth]	BSB41412	11	
Certificate IV in Work Health and Safety [Cert IV WHS/OHS Online]	BSB41412	12	

- In the 'Course Scope' section, you will find CBD College's Policy and Procedures under **"CBD College Student Handbook"**. The **Assessment Files** and all the resources are located in this section. You will need to download these to your computer.

My Documents			
Multimedia Resources Other			
Course Scopes	Code	Number of Documents	
Certificate IV in Work Health and Safety [Cert IV WHS/OHS Perth]	BSB41412	11	
#	Document	Category	Last Updated
14825	CBD College Cert IV WHS Ebook v1.2	General	24 February 2014 10:26 AM
8914	BSB41412_Certificate_IV_WHS v2.2 Study Guide	General	19 February 2014 3:56 PM
7475	Unzip Software	General	9 January 2014 4:48 PM
	Download and install this Unzip software.		
7325	CBD College Student Handbook	General	19 February 2014 3:55 PM
7240	Presentation Slides	General	19 February 2014 4:04 PM
7233	Part 5 Resource	General	19 February 2014 4:43 PM
7232	Part 4 Resource	General	19 February 2014 4:42 PM
7231	Part 3 Resource	General	19 February 2014 4:39 PM
7230	Part 2 Resource	General	19 February 2014 4:35 PM
7229	Part 1 Resource	General	19 February 2014 4:07 PM
7228	BSB41412 Certificate IV WHS Assessment V11.1	General	19 February 2014 3:52 PM

4. SUBMITTING YOUR ASSESSMENTS

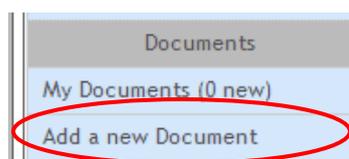
CIV Training & Assessment & Frontline Management students only:

- Please submit assessments via the email address provided below

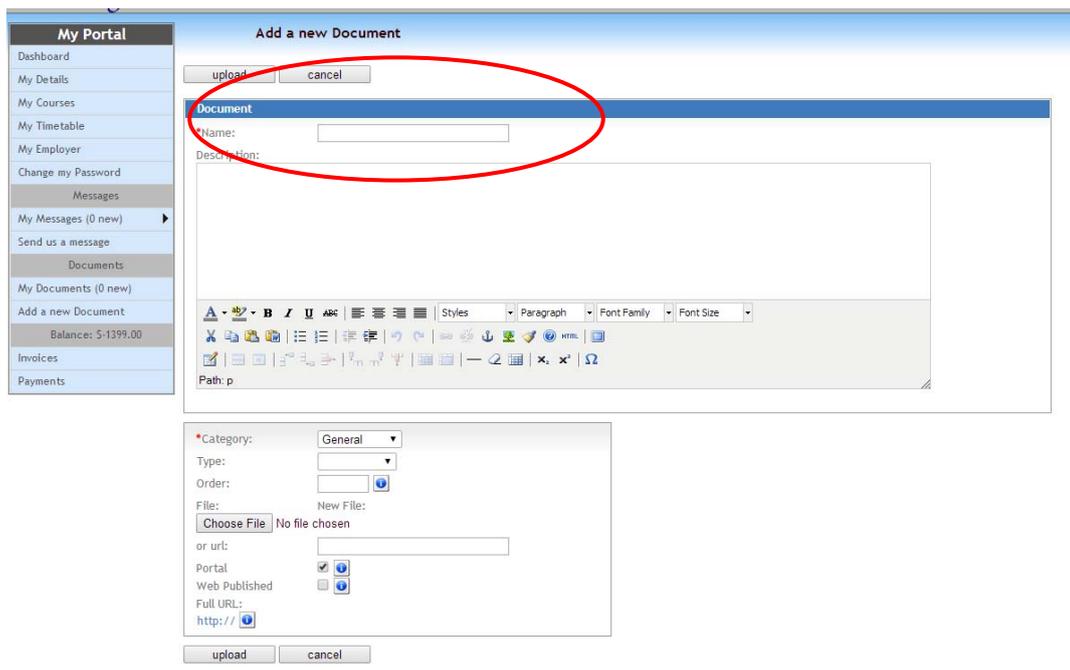
Qualification	Location	Submit to
CIV Training & Assessment	Melbourne	tae@certivmelbourne.com.au
	Perth	tae@certivperth.com.au
	Sydney	tae@certivsydney.com.au
CIV Frontline Management	Perth	flmperth@cbdcollege.edu.au
	Sydney	flmsydney@cbdcollege.edu.au

CIV WHS & Diploma WHS Students only:

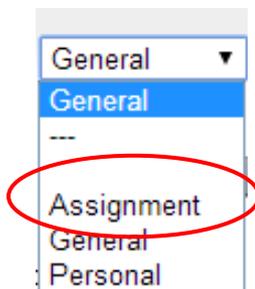
- Click 'Add a new Document' under 'My Documents' left menu.



- For the 'Name' field, we suggest you use the 'Name – Course – Assessment Tasks' e.g. "John Citizen – WHS – Assessment Tasks".



- For 'Category' field, choose 'Assignment' option.



- Then click on 'Choose File' and locate your assessment from your computer, ensure 'Portal' is ticked before you click 'Upload'.
- You will receive a confirmation that your document was successfully uploaded under 'My Messages' and 'All Messages'.



After you upload your assignment, you need to send an email to the course coordinator* to inform that you have submitted your assignment through the Student Portal system. * Details below.

5. WHAT HAPPENS THEN?

Our coordinator will download your assessment tasks and forward the file to your assessor. After assessing it, the marked-up assessment and checklist will be emailed back to you.

You may need to modify and change some part of your work according to your assessor's comments. You will then need to upload your assessment tasks again via the CBD College Student portal (please re-name the file as directed on the checklist).

You will need to email the coordinator stating you have uploaded your resubmission.

The Coordinators' Email Address List:

Qualification	Location	Email address
CIV Training & Assessment	Melbourne	tae@certivmelbourne.com.au
	Perth	tae@certivperth.com.au
	Sydney	tae@certivsydney.com.au
CIV Frontline Management	Perth	flmperth@cbdcollege.edu.au
	Sydney	flmsydney@cbdcollege.edu.au
CIV WHS	Melbourne	ohs@certivmelbourne.com.au
	Perth	ohs@certivperth.com.au
	Sydney	ohs@certivsydney.com.au
Diploma WHS	Melbourne	ohsmelbourne@cbdcollege.edu.au
	Perth	ohsperth@cbdcollege.edu.au
	Sydney	ohssydney@cbdcollege.edu.au
CIV WHS ONLINE	All States	whsonline@cbdcollege.edu.au