

Step by step guide for accessing Proactive Online Portal

Confirmation Email

1. After your application has been processed and approved you will receive a **confirmation email** with your username and instructions to navigate to the portal.

2. Please take note of the recommended browser for optimal performance

PLEASE FOLLOW THE INSTRUCTIONS BELOW.

You have been issued with a new temporary password. Your current login information is now:

Username: demo@gmail.com (Case Sensitive)

Password: **changepwd31**

(you will have to change your password when you login for the first time)

To start using 'STUDENT PORTAL'

Login at <https://www.proactivetraining.com.au/lms>

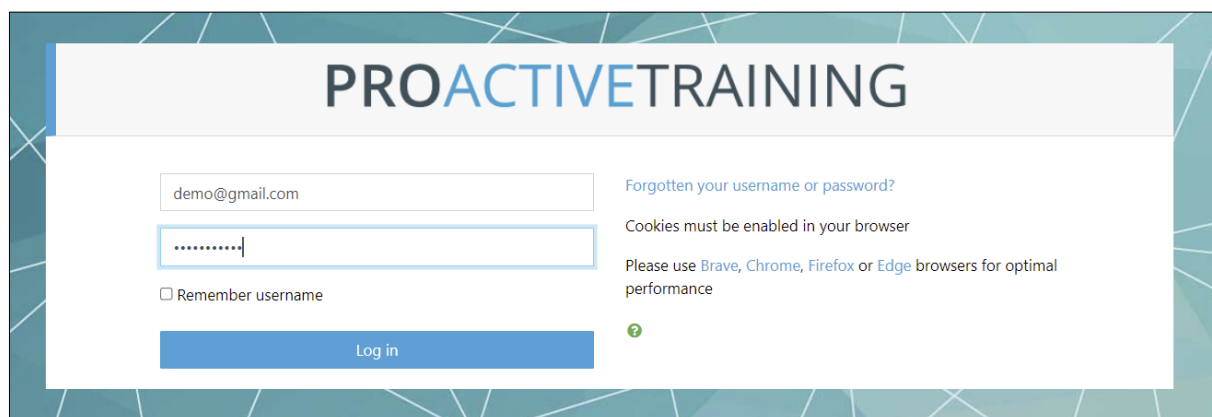
(In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into your browser.)

This site is optimised for use on Chrome, Firefox or Edge
Due to recent updates you may experience display issues on Internet Explorer and Safari Browsers

Login Page

3. From your confirmation email click on the link:

<https://www.proactivetraining.com.au/lms>



This will take you directly to the Portal login page

Note: You can also access the portal directly from the Proactive Training website at

<https://www.proactivetraining.com.au>

4. Enter the email provided in your confirmation email and the temporary password: **changepwd31**

Changing password

5. When you login for the first time you will be asked to change your temporary password

You must change your password to proceed.

Change password

Username demo@gmail.com

The password must have at least 4 characters

Current password !

New password !

New password (again) !

[Save changes](#)

There are required fields in this form marked ! .

6. Type in the current temporary password: **changepwd31** and then update with a new personal password

Note: Please keep your password safe and do not share with anyone else

Dashboard


7. After changing your password your personal training dashboard will open.

8. Here you will find the different learning modules and skillsets you must complete to gain your qualification

Please Note the first activity on your dashboard is the Pre Training Review. This MUST be completed Before you can access your first learning activity.

Course overview


▼ Starred



Before you start your course

★ Pre Training Review


0% complete



BSB41419 Certificate IV in Work Health and Saf...

★ BSB41419 Program Outline


0% complete



BSB41419 Certificate IV in Work Health and Saf...

★ Unit-01: Assist with workplace compliance with ...


0% complete



BSB41419 Certificate IV in Work Health and Saf...

★ Unit-02: Implement and monitor WHS policies, ...


0% complete



BSB41419 Certificate IV in Work Health and Saf...

★ Unit-04: Analyse and present research information


0% complete



BSB41419 Certificate IV in Work Health and Saf...

★ Unit-05: Contribute to workplace incident ...


0% complete



BSB41419 Certificate IV in Work Health and Saf...

★ Unit-06: Lead initial response to and ...

0% complete



BSB41419 Certificate IV in Work Health and Saf...

★ Unit-07: Contribute to WHS risk management

0% complete

Pre-Training Review

9. Please watch the Pre-Training Review Presentation.

If you have any questions about the program you are about to undertake with use the "[Got a Question](#)" tab to contact us.

Each course or qualification requires differing capabilities when it comes to:

- Capacity for independent learning
- Reading comprehension
- Communicating in a written form
- Communicating orally

This Language, Literacy and Numeracy (LLN) and Skill Level Self- Assessment allows you to understand what level is required for each of these areas. It will let us know if there are areas that you may require additional support in or if you may need to do further study prior to the course you are enquiring about and what options there are for you.

We want to know about you so we can make sure that the training we provide will suit your needs.

Please read through each of the statements in the Skill Level Self- Assessment below and select the most appropriate response.

