

Access to the Domestic and Family Violence Information Sharing Scheme Online Training

Do you want to access this training but are not a Northern Territory Government employee?

Follow these instructions to access the online training module.

1. Go to the MyLearning site: <https://mylearning.nt.gov.au>

2. Click Application Forms.
Select the application form from the drop down.

Home Application Forms Departmental Staff Health Library

Application Form for Non Departmental Staff

An online form with four tabs will display which you must complete sequentially.

Tab 1 – Select Course

Select Course Account Application Applicant Details EEO

Course Name

Course Start Date

Course Finish Date

Course Venue

Course Provider

3. Click the arrow to show an alphabetical list of courses available.

4. Just select a "dummy" date from the drop down.

4. Select DFV Information Sharing Online Training

Achieved	Pre-requisites	Competency	Comment
	No prerequisites		

Provide a brief description (maximum of 240 characters) of the reason for applying to attend this course.

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5. State why you need to access this training (e.g. because you are a staff member of an ISE).

6. Click Continue to go to the next tab.

Continue Reset Cancel

Tab 2 – Account

Select Course Account Application Applicant Details EEO

Username

Password

Begin Application

Request a non-NTG account

Reset Cancel

If you have already created an account for the MyLearning site, log in using the password you were previously given using the Username and Password fields on this tab then click **Begin Application**.

The instructions below apply if you are requesting a new MyLearning account.

Select Course Account Application Applicant Details EEO

Username

Password

Begin Application

Request a non-NTG account

Reset Cancel

If this is your first time to MyLearning and you do not have a MyLearning account, click **Request a non-NTG account**.

Select Course Account Application Applicant Details EEO

First Name*

Last Name*

Email Address

Begin Application

You must use an **individual** email address here, preferably your work email.

Using a generic email address (e.g. admin@ISE.org.au) will cause your application to be rejected.

You should find the rest of the application form simple to complete.

After Territory Families receives your application, you will receive an automatically generated email from the MyLearning system either confirming or rejecting your application. If your application is rejected, we will tell you why and how you can re-apply. Rejections are usually related to use of a generic email account in your application.

Please contact Territory Families' Education and Training Unit for assistance with any technical difficulties applying for this course (TF.EducationandTraining@nt.gov.au).