

# Pre-Start Training: Capabiliti & elearning Instructions



## How to log onto Capabiliti

1. **Capabiliti** can be accessed via a link on Calvary Connect. This is accessed via the Bruce Hospital home page>Forms and links>Capability (under ACT Health Heading)  
Alternatively you can type the following URL into your web browser.  
<https://training.health.act.gov.au/clientview/>  
Medical Officers should use their Calvary email address as the username.
2. **You will need:** Your AGS number and Password for Capability.
3. Once the training modules are complete, please contact Digital Solutions on 6207222 to let them know you have completed the training modules.

## Remote Access to Calvary eLearning

1. **Visit** <https://calvary.kineoportal.com.au/>
2. **Enter your ID:** This is your Payroll/Staff Number. For Example: **3001234**
3. **Password:** 'Cc' plus your Payroll Number. For Example: **Cc3001234**
4. **Complete the following courses to complete your pre-start training requirement:**

Folder Name	Course Name	Done
Orientation – Induction Courses	1. IDIS Scheduling and Xero Calvary Referrers (el-2019)	
	2. IDIS All Staff Viewing Tool – Zero Viewer (el2019-V2)	
	3. Hand Hygiene e-learning	
COVID_19 Training Resources	4. Fire and Safety e-learning	
	5. COVID 19 Infection Control Training Module e-learning	
Annual Course – Every Year	6. Ensure all mandatory training is completed	

## Remote Access for Calvary Employees –Email and Payroll Systems (login details provided on Day 1)

Outlook: Calvary Email	<a href="http://owa.calvaryhealthcare.com.au/">http://owa.calvaryhealthcare.com.au/</a> Use your Intranet Username and Password (provided on Day 1)
My Kiosk	<a href="https://MyKiosk.calvarycare.org.au/">https://MyKiosk.calvarycare.org.au/</a> (sent by HR on Day 1)