Pre-Start Training:

eLearning Instructions

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:**

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| **Folder Name** | **Course Name** | **Done** |
| Orientation – Induction Courses | 1. Calvary National Induction Program
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|  | 1. Calvary- Work Health & Safety Fundamentals
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|  | 1. Manual Handling Introduction
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|  | 1. My Kiosk- Employee Training
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| COVID\_19 Training Resources | 1. COVID 19 Infection Control Principles Training Module
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| Annual Course – Every Year | 1. Basic Life Support
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|  | 1. Hand Hygiene
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|  | 1. Manual Handling
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|  | 1. Fire Awareness and Extinguisher Training
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| Work Health & Safety Courses | 1. [Injury](https://calvary.kineoportal.com.au/courses/unit15924) Management for Workers
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|  | 1. [Risk](https://calvary.kineoportal.com.au/courses/unit11452) Management for Employees
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| Child Protection Courses | 1. Keeping Children & Young People Safe
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## Remote Access –Email and Payroll Systems (login details provided on Day 1)

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