

Tautoko Tāne Aoteroa: Online Education System

Learner Guidance Notes:

(Revised: 18th February 2025)

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1. How to set up/edit/deactivate a person on the online learning system

Getting a new user set up on the system

The Service Centre Manager is to email any new user requests to education@tautokotane.nz, The following information about the person to be set up on the system needs to be included:

1. First name
2. Last name
3. Email address
4. Relevant TTA Service Centre (choose ONE location from the following)-

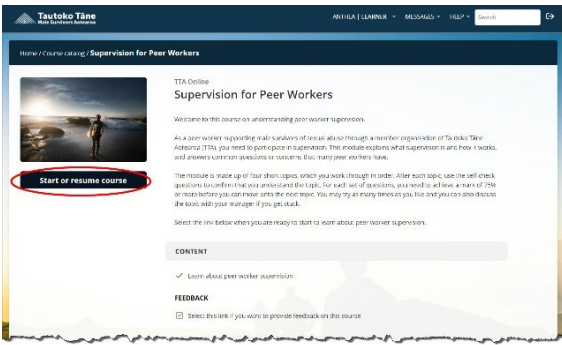
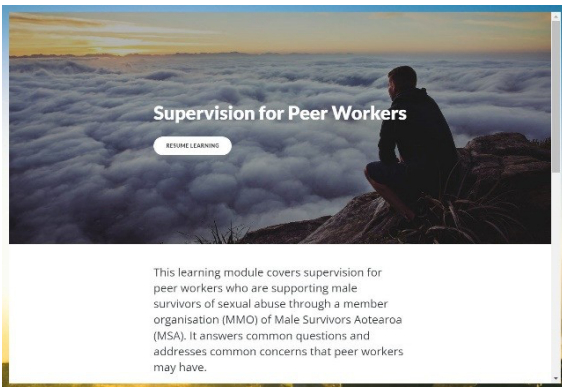
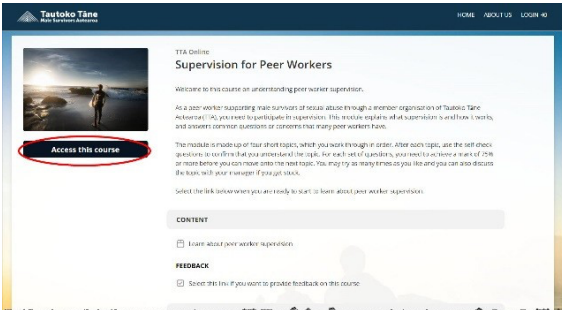
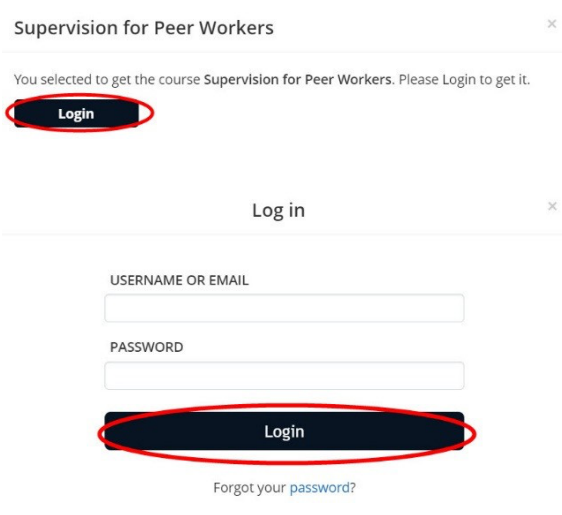
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<input type="checkbox"/> Auckland / Tāmaki Makaurau	<input type="checkbox"/> Nelson / Whakatū
<input type="checkbox"/> Bay of Plenty / Toi-te-huatahi	<input type="checkbox"/> Wellington
<input type="checkbox"/> Waikato / Kirikiriroa	<input type="checkbox"/> Canterbury / Waitaha
<input type="checkbox"/> Gisborne / Tairāwhiti	<input type="checkbox"/> Otago / Otakou
<input type="checkbox"/> Taranaki	<input type="checkbox"/> Other

Getting a user's details changed or deactivating them on the system

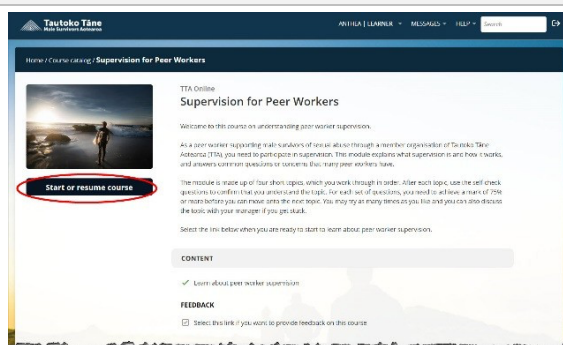
The Service Centre Manager is to email any requests to edit or deactivate an existing user to education@tautokotane.nz. The user's first and last name, and service centre needs to be included.

2. How to access or resume learning on any online course

Step		
1.	<p>Go to the Tautoko Tāne Aotearoa website at https://tautokotane.nz/</p> <p>In the top menu, select For Service Providers</p>	
2.	<p>The For Service Providers webpage displays.</p> <p>In the Peer Support Education box, select the View button.</p>	
3.	<p>The Peer Support Education webpage displays.</p> <p>Under Online Modular Programmes, select the View Programmes button to view all available online peer work courses.</p>	
4.	<p>The Online Programmes webpage displays. It shows all online peer work courses currently available.</p> <p>Under the course you wish to access, select the Access button.</p>	
<p>↓ If you <u>are</u> already logged into the TTA learning management system...</p>		

Step		
<p>5.</p>	<p>The course description page displays.</p> <p>Underneath the course image, select the Start or Resume Course button.</p>	
<p>6.</p>	<p>The course learning content displays.</p> <p>Follow the on-screen instructions and work through each topic in the course to complete it.</p> <p>Note: If you have already started this course on a previous occasion, the learning content displays at the place where you left it last time.</p>	
<p>↓ If you are not already logged into the TTA learning management system...</p>		
<p>7.</p>	<p>The course description page displays.</p> <p>Underneath the course image, select the Access this Course button.</p>	
<p>8.</p>	<p>You will be prompted to login. Select the Login button to do this.</p> <p>Then enter either the username / email AND the password given to you by your manager, and select the Login button.</p>	

Step	
<p>9.</p>	<p>The course description page displays. Underneath the course image, select the Start or Resume Course button.</p>


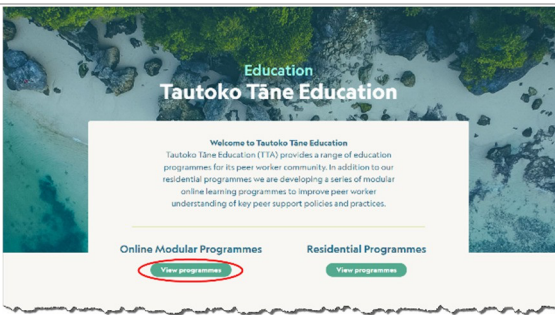
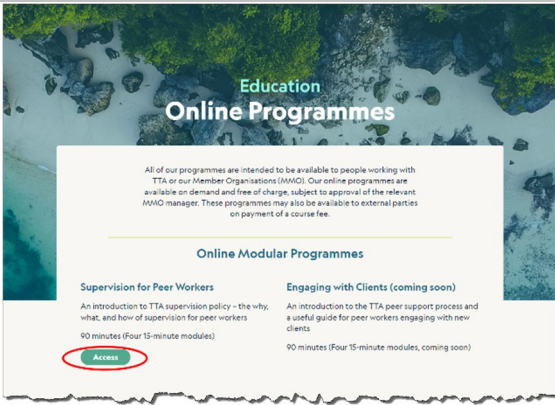
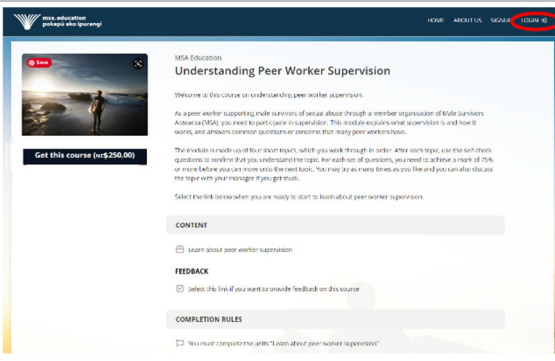


3. How to download a course completion certificate

Downloading a certificate at time of course completion

Step	
<p>1.</p>	<p>As soon as you complete a course, a congratulations pop-up message displays. From here, select the Download certificate button.</p>
A screenshot of a 'Congratulations!' pop-up message. It features a background of fireworks and a trophy. The text reads 'Course completed! Supervision for Peer Workers' and includes a 'Download certificate' button circled in red, along with a 'Continue' link.	
<p>2.</p>	<p>Your course completion certificate is generated for you to save and/or print.</p>
A screenshot of a 'Certificate of Achievement' from msa.education. The certificate is awarded to Anthea Whitlock for completing the 'Supervision for Peer Workers' online education programme on 21/04/2023.	

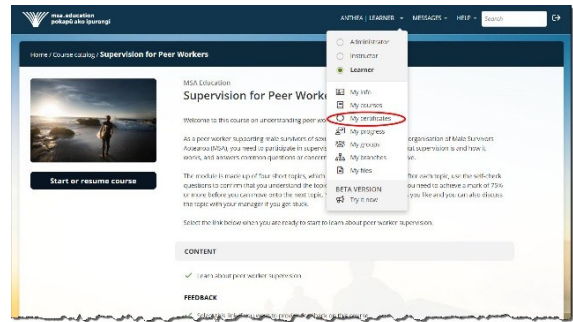
Downloading a certificate for a course completed previously

Step		
<p>1.</p>	<p>Go to the Male Survivors Aotearoa website at https://malesurvivor.nz/</p> <p>In the top menu, hover over Education then select Tautoko Tāne Education</p>	
<p>2.</p>	<p>The MSA Tautoko Tāne Education webpage displays.</p> <p>Under Online Modular Programmes, select the View Programmes button to view all online peer work courses.</p>	
<p>3.</p>	<p>The Online Education Programmes webpage displays showing all online peer work courses.</p> <p>Under the course you wish to download the completion certificate for, select the Access button.</p>	
<p>4.</p>	<p>The course description page displays.</p>	


↓ If you are still logged into the MSA Education learning management system

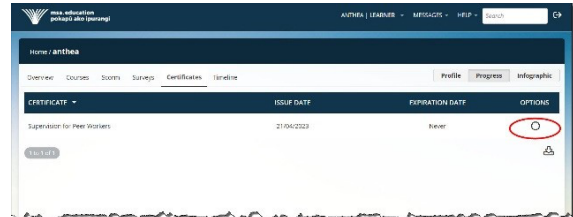
Step

5A. In the top menu, your learner name displays. Hover over it then select **My Certificates**



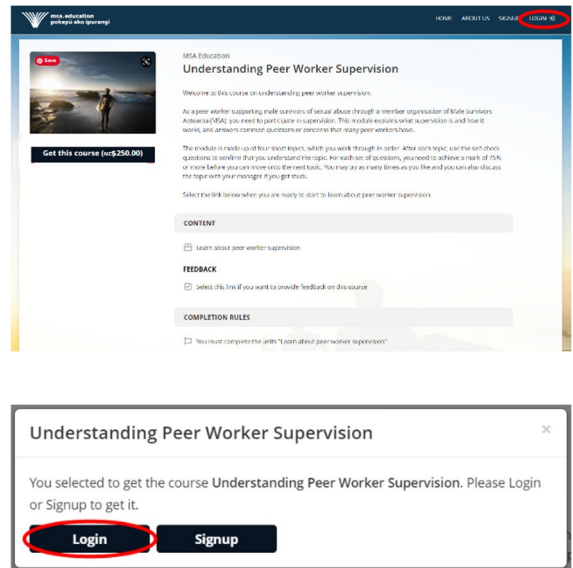
Your certificates page displays.

Under **Options** select the  icon to download your competition certificate for your chosen course.



↓ If you are not logged into the MSA Education learning management system

5B. In the top menu, select the **Login** button.
Enter your email address and your previously chosen password to login to the MSA Education learning management system.



Once logged in, follow the instructions as for **Step 5A** above.