# 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 <u>education@tautokotane.nz</u>, 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)-

Northland / Te Tai Tokerau		Hawke's Bay / Te Matau-a-māui
Auckland / Tāmaki Makaurau		Nelson / Whakatū
Bay of Plenty / Toi-te-huatahi		Wellington
Waikato / Kirikiriroa		Canterbury / Waitaha
Gisborne / Tairawhiti		Otago / Otakou
Taranaki		Other
	Northland / Te Tai Tokerau Auckland / Tāmaki Makaurau Bay of Plenty / Toi-te-huatahi Waikato / Kirikiriroa Gisborne / Tairawhiti Taranaki	Northland / Te Tai Tokerau□Auckland / Tāmaki Makaurau□Bay of Plenty / Toi-te-huatahi□Waikato / Kirikiriroa□Gisborne / Tairawhiti□Taranaki□

#### 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 <u>education@tautokotane.nz</u>. The user's first and last name, and service centre needs to be included.



Step		
1.	Go to the Tautoko Tane Aotearoa website at https://tautokotane.nz/	Const Q Engen
	In the top menu, select <b>For Service</b> <b>Providers</b>	He whakatinana i te haumanu oranga tontdanga o nga morehu tāne i taitokaihia Brabling the wellbeing of male survivors of sexual violence Prevene Brabling all <b>male survivors of sexual abuse</b> to access a sustainable national network of appropriate high quality support services.
2.	The For Service Providers webpage displays. In the <b>Peer Support Education</b> box, select the <b>View</b> button.	Contra Q Dentes tome for Survivors For Service Providers for Members About us Contact For Service Providers
		Image: Constraint of the sector of the se
3.	The Peer Support Education webpage displays. Under <b>Online Modular Programmes</b> , select the <b>View Programmes</b> button to view all available online peer work courses.	Education         Database
4.	The Online Programmes webpage displays. It shows all online peer work courses currently available. Under the course you wish to access, select the <b>Access</b> button.	<section-header><section-header><text><text><section-header><section-header><section-header></section-header></section-header></section-header></text></text></section-header></section-header>
<b>↓</b> If you	are already logged into the TTA learning ma	nagement system

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



Step		
5.	The course description page displays. Underneath the course image, select the <b>Start or Resume Course</b> button.	<text><section-header></section-header></text>
6.	The course learning content displays. Follow the on-screen instructions and work through each topic in the course to complete it. <b>Note:</b> If you have already started this course on a previous occasion, the learning content displays at the place where you left it last time.	Supervision for Peer Workers The Learning module covers supervision for peer workers who are supporting male survivors of Sexual abuse through an ember organisation (MMO) of Male Survivors Abtearoa (MSA). It answers common questions and addresses common oncerns that peer workers may have.
<b>↓</b> If you	are not already logged into the TTA learning	management system
7.	The course description page displays. Underneath the course image, select the <b>Access this Course</b> button.	
8.	You will be prompted to login. Select the <b>Login</b> button to do this. Then enter either the <b>username / email</b> AND the <b>password</b> given to you by your manager, and select the <b>Login</b> button.	Supervision for Peer Workers  You selected to get the course Supervision for Peer Workers. Please Login to get it.  Log in  X USERNAME OR EMAIL PASSWORD Login Forgot your password?

Step			
9.	The course description page displays.	Maie Gunteen Asteance	MITHA LANNER + MESARS + INE* Jacob
	Underneath the course image, select the <b>Start or Resume Course</b> button.	there i dans a dans dans dans dans dans dans da	Ar Der Worksams

## 3. How to download a course completion certificate

### Downloading a certificate at time of course completion

Step		
1.	As soon as you complete a course, a congratulations pop-up message displays.	× Congratulations!
	From here, select the <b>Download</b> certificate button.	Course completed! Supervision for Peer Workers
2.	Your course completion certificate is generated for you to save and/or print.	<image/> <image/> <image/> <image/> <image/> <image/> <image/> <image/> <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>



### Downloading a certificate for a course completed previously

Step		
1.	Go to the Male Survivors Aotearoa website at https://malesurvivor.nz/ In the top menu, hover over Education then select Tautoko Tāne Education	Enabling the weekee   Provide a line of the standard and th
2.	The MSA Tautoko Tāne Education webpage displays. Under <b>Online Modular Programmes</b> , select the <b>View Programmes</b> button to view all online peer work courses.	
3.	The Online Education Programmes webpage displays showing all online peer work courses. Under the course you wish to download the completion certificate for, select the <b>Access</b> button.	<section-header><section-header><section-header><text><text><section-header><text><text><text><text></text></text></text></text></section-header></text></text></section-header></section-header></section-header>
4. ↓ If vou	The course description page displays.	



Step		
5A.	In the top menu, your learner name displays. Hover over it then select <b>My</b> <b>Certificates</b>	With the state of the state
	Your certificates page displays. Under <b>Options</b> select the O icon to download your competition certificate for your chosen course.	Active ( LEADER + MESLOCK + MED + MESLOCK +
		<image/> <image/> <image/> <image/> <section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
<b>↓</b> If you	are not logged into the MSA Education learn	ing management system
5B.	In the top menu, select the <b>Login</b> button. Enter your email address and your previously chosen password to login to the MSA Education learning management system.	<page-header><image/><image/><image/><image/><image/></page-header>
	Once logged in, follow the instructions as fo	Vou selected to get the course Understanding Peer Worker Supervision. Please Login or Signup to get it. Login Signup or Step 5A above.

msa.education pokapū ako ipurangi male survivors | ngā mõrehu talitõkai o aotearoa