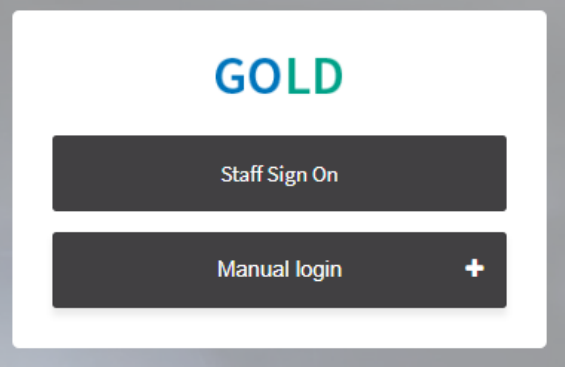
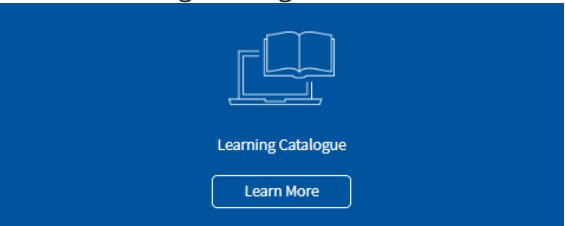






# HTG- 45 How to Enrol – Mask Fit Test


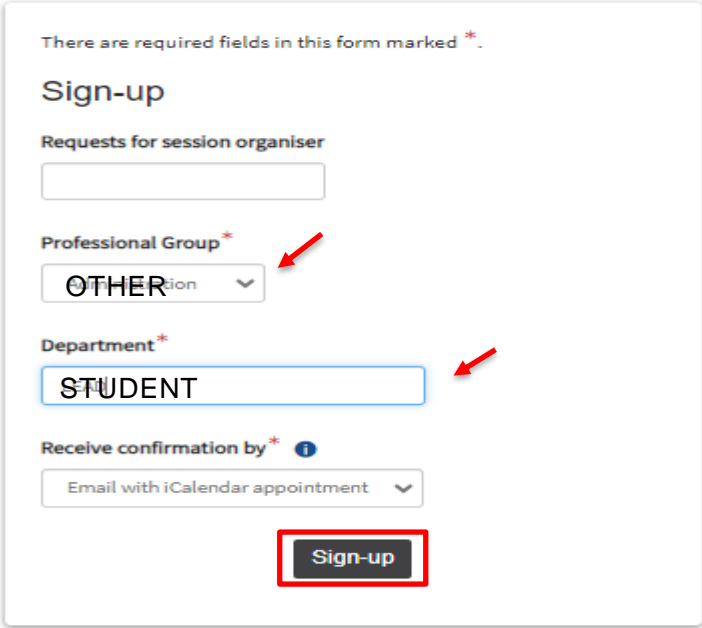

## Objective


This guide provides instructions on how to enrol into the seminar 'Mask Fit Test'

## Steps to Enrol via The Learning Catalogue

Steps	Actions
1.	<p>Log into GOLD</p>  <p>Use your ICT log in and navigate to Staff Sign On.</p>
2.	<p>Select 'Learning Catalogue'</p> 
3.	<p>Within the search bar search for 'Mask Fit Test' and select 'Search'</p>  <p>DO NOT book a 'dental only' appointment time.</p>
4.	<p>Select 'Enrol'</p> <p>You must scroll to the bottom of the page.</p>

	 <p><b>Mask Fit Test</b></p> <p>Bendigo Health is committed to providing a healthy and safe workplace for all staff, contractors, volunteers, patients, clients and visitors. Respiratory hazards have been identified as a risk at Bendigo Health, which can be controlled by the use of P2/N95 full face respirator (FFR) masks. WorkSafe Victoria identify Fit Testing as a</p> <hr/> <p><b>Mask Fit Test</b></p> <p>Bendigo Health is committed to providing a healthy and safe work of P2/N95 full face respirator (FFR) masks. WorkSafe Victoria ide</p> <p>Bendigo Health has a variety of mask brands and models availa</p> <p>The Fit Test is also an opportunity to provide one on one trainin</p> <p><b>Enrol</b> Show/Hide sessions</p>
<p>4.1</p>	<p>You will then be taken directly to the 'Mask Fit' course page</p> <p>HOME   INSTRUCTIONS - PLEAS...   ABOUT THIS COURSE   COURSE CONTENT   RESOURCES   FEEDBACK   HIDDEN/ARCHIVED ACTI...   CERTIFICATE OF COMPL...</p>  <p>Face Mask Fit Test</p>
<p>5.</p>	<p>To sign up to an upcoming event you need to tick the declaration – I declare “I will attend my Mask Fit Test appointment with a clean-shaven face”</p> <p><a href="#">You must scroll to the bottom of the page.</a></p> <p><b>Course Content</b></p> <p>Tick Pre Assessment Declaration box to unlock appointments</p> <p>I declare "I will attend my Mask Fit Test appointment with a clean-shaven face". <input checked="" type="checkbox"/></p> 

<p>6.</p>	<p>Click 'goto event' to book into the Mask Fit Test date and time that suits you</p>  <table border="1"> <tr> <td>Upcoming Booking open</td> <td>0 / 1</td> <td>18 October 2023, 9:30 AM - 10:05 AM</td> <td>IPU Staff hub-5D.02-Consult</td> <td>John Sutherland</td> <td><b>Go to event</b> ...</td> </tr> <tr> <td>Upcoming Booking open</td> <td>0 / 1</td> <td>18 October 2023, 10:05 AM - 10:40 AM</td> <td>IPU Staff hub-5D.02-Consult</td> <td>John Sutherland</td> <td><b>Go to event</b> ...</td> </tr> <tr> <td>Upcoming Booking open</td> <td>0 / 1</td> <td>18 October 2023, 10:50 AM - 11:25 AM</td> <td>IPU Staff hub-5D.02-Consult</td> <td>John Sutherland</td> <td><b>Go to event</b> ...</td> </tr> </table>	Upcoming Booking open	0 / 1	18 October 2023, 9:30 AM - 10:05 AM	IPU Staff hub-5D.02-Consult	John Sutherland	<b>Go to event</b> ...	Upcoming Booking open	0 / 1	18 October 2023, 10:05 AM - 10:40 AM	IPU Staff hub-5D.02-Consult	John Sutherland	<b>Go to event</b> ...	Upcoming Booking open	0 / 1	18 October 2023, 10:50 AM - 11:25 AM	IPU Staff hub-5D.02-Consult	John Sutherland	<b>Go to event</b> ...
Upcoming Booking open	0 / 1	18 October 2023, 9:30 AM - 10:05 AM	IPU Staff hub-5D.02-Consult	John Sutherland	<b>Go to event</b> ...														
Upcoming Booking open	0 / 1	18 October 2023, 10:05 AM - 10:40 AM	IPU Staff hub-5D.02-Consult	John Sutherland	<b>Go to event</b> ...														
Upcoming Booking open	0 / 1	18 October 2023, 10:50 AM - 11:25 AM	IPU Staff hub-5D.02-Consult	John Sutherland	<b>Go to event</b> ...														
<p>7.</p>	<p>Ensure you complete 'Professional Group' &amp; 'Department' information and select 'Signup'</p>  <p>There are required fields in this form marked *.</p> <h3>Sign-up</h3> <p>Requests for session organiser</p> <p>Professional Group* <b>OTHER</b></p> <p>Department* <b>STUDENT</b></p> <p>Receive confirmation by* <b>Email with iCalendar appointment</b></p> <p><b>Sign-up</b></p>																		
<p>8.</p>	<p>After your booking has been made your page will appear like this and you will receive a confirmation email</p>  <p>Click here to book Mask Fit Test Assessment Oct. 2023</p> <p>Event: All   Booking: All   Facilitator: All   Advanced: All</p> <p>The location of the test will be in your confirmation email. It is usually, Room 5D.02 located on Level 5 of the main hospital. Head towards ward 5A to room titled: FIT Testing.</p>																		
<p>9.</p>	<p>You can cancel your booking upto 24hrs prior to the event start date by going to the course page, finding your booked seminar time and selecting 'goto event' and click the 'Cancel Booking' button</p>																		

	<div data-bbox="336 217 987 499" style="border: 1px solid #ccc; padding: 20px; text-align: center;"> <p>Booked</p> <p><a href="#">Cancel booking</a> </p> </div> <p><i>If you need to book into another session at a different time please follow the sign-up process again</i></p>
<p>10.</p>	<p>If any further assistance is needed, please log an enquiry through the 'Help' button on the main menu.</p> <div data-bbox="343 815 1355 878" style="background-color: #333; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Home</span> <span>My Learning ▾</span> <span>Find Learning</span> <span>My Reports</span> <span>My Team ▾</span> <span style="border: 2px solid red; padding: 2px;">Help</span> </div>