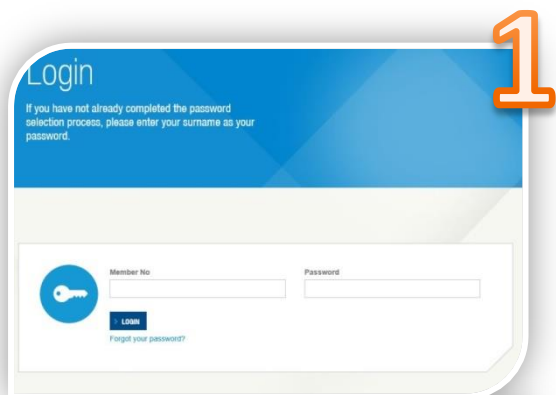
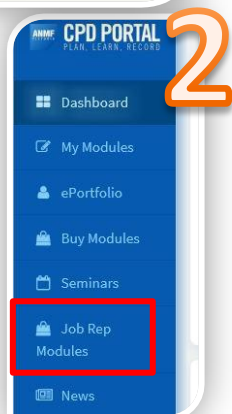


How to Access Job Rep Foundations



CPD Portal -www.cpd.anmfvic.asn.au
Member Login

Login using your ANMF membership number
For first-time users, the default password will be your surname
Forgotten your password? Follow the prompts to reset your password.



Go to **Job Rep Modules** from the left side menu



Add **Job Rep Foundations** to your modules
Complete the module, the assessment and the survey at your own pace.

You can review the contents of the module at anytime



Register for face to face Intro training
Select the date and closest location appropriate for you.

Fill in and **Submit** your registration

Note: You must be a Job Rep to register for training



Review the module or **Print Certificate** at any time.

Go to your **Dashboard** your certificate is in your **Completed Modules** section

Registration Information

- Once you register for a selected introductory program, you will receive a letter for your NUM in a confirmation email. This email also contains details of training.
- Remember to apply for and confirm your leave as soon as possible before your selected training date. You may select from a number of face-to-face training dates (1) held monthly at the Melbourne ANMF branch, or (2) held periodically in regional locations, as listed in the training schedule brochure (also attached to your email or available on our website).
- *Entitlements*- please see the PDF *Paid Training Leave Entitlements* which is attached to the confirmation email for training. Where you are eligible for and have requested accommodation, ANMF policy states that we will book your accommodation from the night before the program commences, unless you advise otherwise. Details of any accommodation bookings made on your behalf will be forwarded to you prior to the training program in a further confirmation email after registration.
- *Reimbursement forms* will be provided on the day at face-to-face training, or you can access a copy later via the Member Portal on the ANMF website.



Troubleshooting and Technical Difficulties

Problems logging in?

- ✓ Make sure you are on the **VIC ANMF website** www.anmfvic.asn.au
- ✓ **CPD Portal** tab is located at the very top left of the ANMF website home screen.
- ✓ To login to the CPD portal, you need your ANMF membership number. The default password is your surname, unless you have changed it.
- ✓ Forgotten your password? Follow the prompts to reset your password (you will need to use the same mobile number or email address that matches ANMF records)

If you have any issues accessing or using the CPD Portal or the Job Rep Foundations module, please contact us on **(03) 9275 0291** for assistance.

For any enquiries regarding the *Job Rep Foundations* face-to-face program, please contact the Job Rep Training Team via email irt@anmfvic.asn.au or phone **(03) 9275 9378**.