

Welcome to your New ITW Residential Culture and Wellbeing Resource Centre

Within your resource centre you will find:

1. ITW Resi staff induction – culture and wellbeing program.
2. 2018 culture and wellbeing program overview.
3. Psychological safety training information.
4. R U OK? And Asking for Help.
5. Stress, Stress Management and Balance.
6. Managing Personal Change.
7. Mental Health First Aid Kit and Resources.
8. Management group 2019 plan: Positive leadership & the Third Space.

Use this guide to make accessing and using the new centre quick and easy.

1. You will receive an email from no-reply@coachingcloud.com

If you have not received an email please check your spam/junk folders before reaching out to us at hello@blueberryinstitute.com.

2. Click on the 'click here' button in the email.
Or copy and paste the link provided into your web browser.



Thu 21/02/2019 12:30 PM

CoachingCloud support <no-reply@coachingcloud.com>

You have an invitation

To: Natasha Pulman



Hello Tashie,

You have been invited to join Blueberry Institute. To accept and create your account click on the link below:

[click here](#)

If you have trouble with the link, please copy and paste this link to your browser:

<https://www.coachingcloud.com/about/Tncu1u69txO2#join-page>

Very best wishes,
the Blueberry Institute team.

Blueberry Institute - www.blueberryinstitute.com - 1300 110 801

3. The link will take you to a page to create your new account.
4. Check your first and last name are correct and edit if needed, before clicking 'next'.

Welcome to Blueberry Institute,
just a few more steps to complete your registration.

Natasha Pulman

OR

Already a CoachingCloud member?
Sign in to join Blueberry Institute

[SIGN IN](#)

Create a new account.

[NEXT](#)

By creating an account and using CoachingCloud, you are agreeing to our [User Agreement](#).

5. You can also upload a photo for your profile.

Adding your photo will help other members recognise you.

Add your photo.

Drag and drop here or Upload a photo

NEXT

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6. Select your country and time zone from the drop downs.
This is to help us with scheduling, meetings, coaching sessions and reminders.

When you set your current timezone we will do all the work to make sure meetings between other members happen on time and reminders are sent when you need them.

According to your timezone the current time is **12:32:36** (GMT+11 Eastern Standard Time

Your timezone.

Country
Australia

Timezone
GMT+11 Eastern Standar

NEXT

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7. Choose and set a password by entering it into the text boxes.

Now you're in!

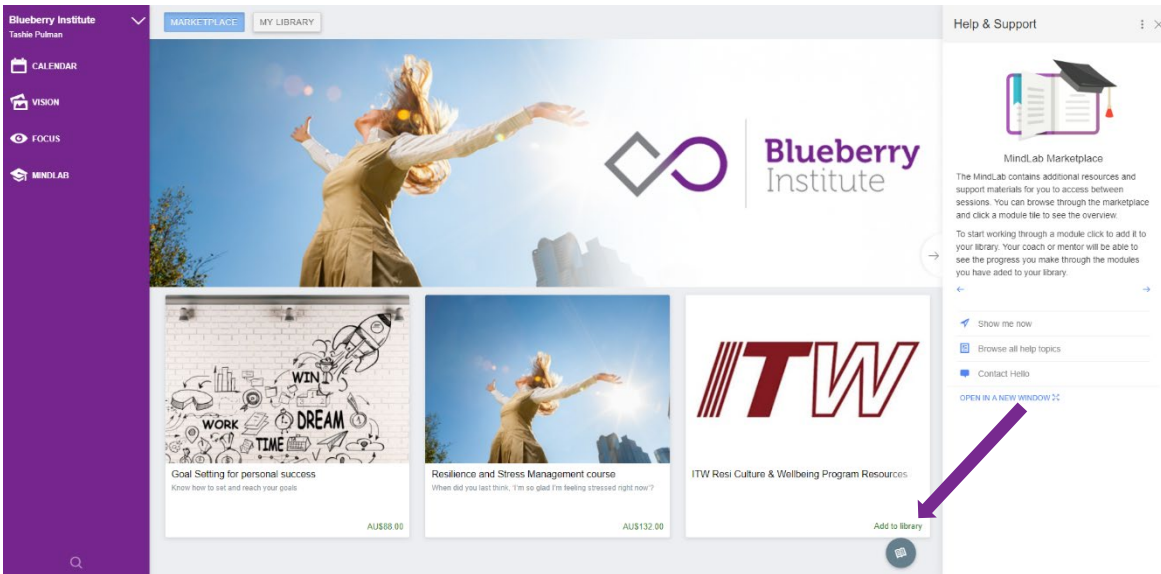
On the Home page you will see your account options on the left, and the help and support guide on the right.

1. To access your resources, select 'Mindlab' from the left-hand bar menu

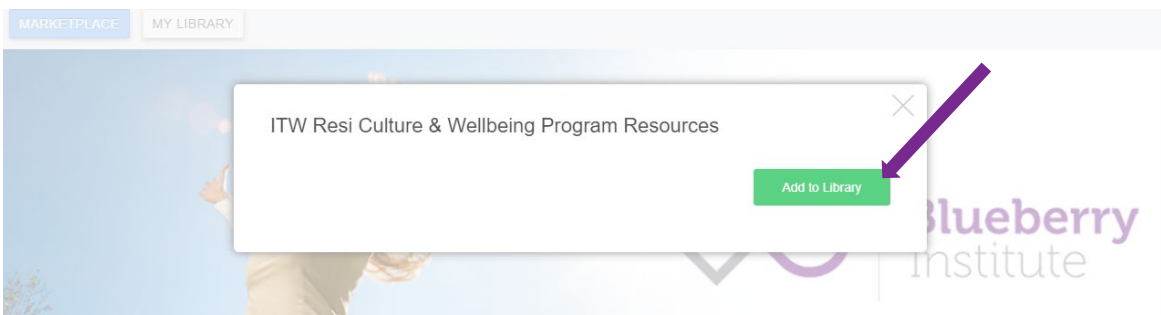
The screenshot displays the Blueberry Institute user interface. On the left is a purple navigation bar with the following items: 'Blueberry Institute' (with a dropdown arrow), 'Tashia Putman', 'CALENDAR', 'VISION', 'FOCUS', and 'MINDLAB'. The main content area features a header image of a woman with her arms raised, the Blueberry Institute logo, and the text 'Blueberry Institute ITW Resilience Culture & Wellbeing Resource Centre'. Below this is a 'Welcome!' section with a message: 'We're glad that you've joined us! Here you will find your BBI learning program resources and support. In the MINDLAB you will find your learning content modules and courses. You will also find additional personal and professional development courses to supplement your program. Your ONE TO ONE space shows your booked coaching sessions, coaching resources and enables you to record your session notes. You have a private conversation space with your coach, keeping your communication confidential and all in one place. You also have access to your coaching session history at any time. We encourage you to use the platform to its fullest and keep all of your communications here. By keeping everything in one secure space it supports you to stay on track towards your goals and outcomes. Help & Support is located on the right side of the home page and provides comprehensive guidance for the platform. For coaching and program help simply email hello@blueberryinstitute.com

. To the right is a 'Help & Support' sidebar with a rocket icon, a 'Welcome!' message, and a list of options: 'Show me now', 'Browse all help topics', and 'Contact Hello'. At the bottom of the sidebar is the text 'OPEN IN A NEW WINDOW'.

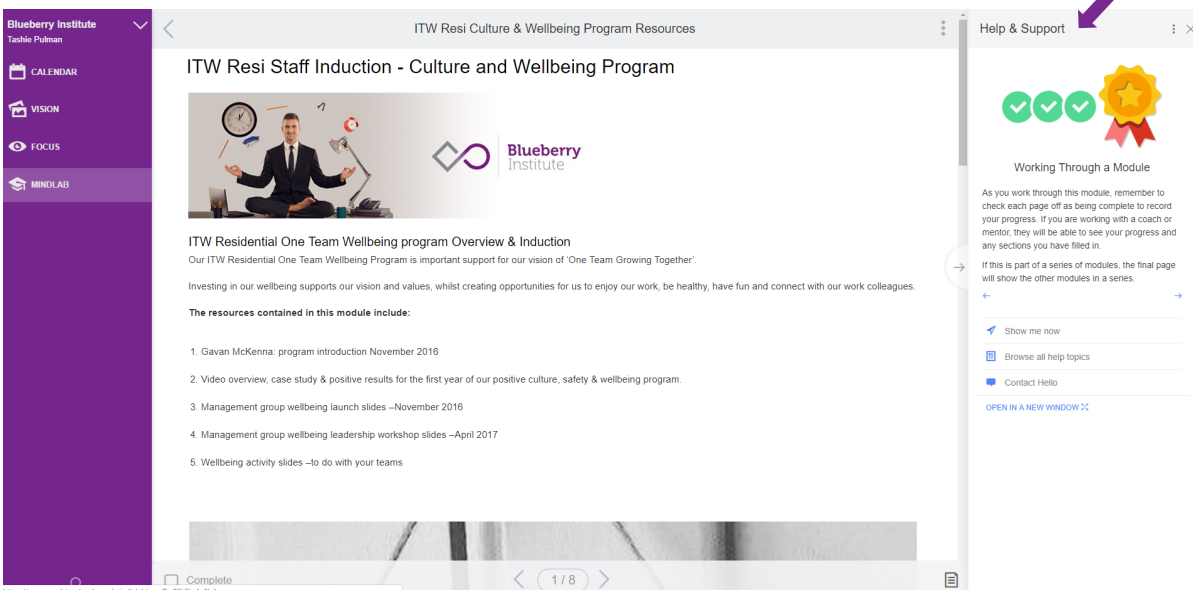
- You will see a tile with the ITW logo, which contains your Culture and Wellbeing Resources. You will also see specialist personal development online courses available to purchase.
- Click on the green 'Add to library' text.



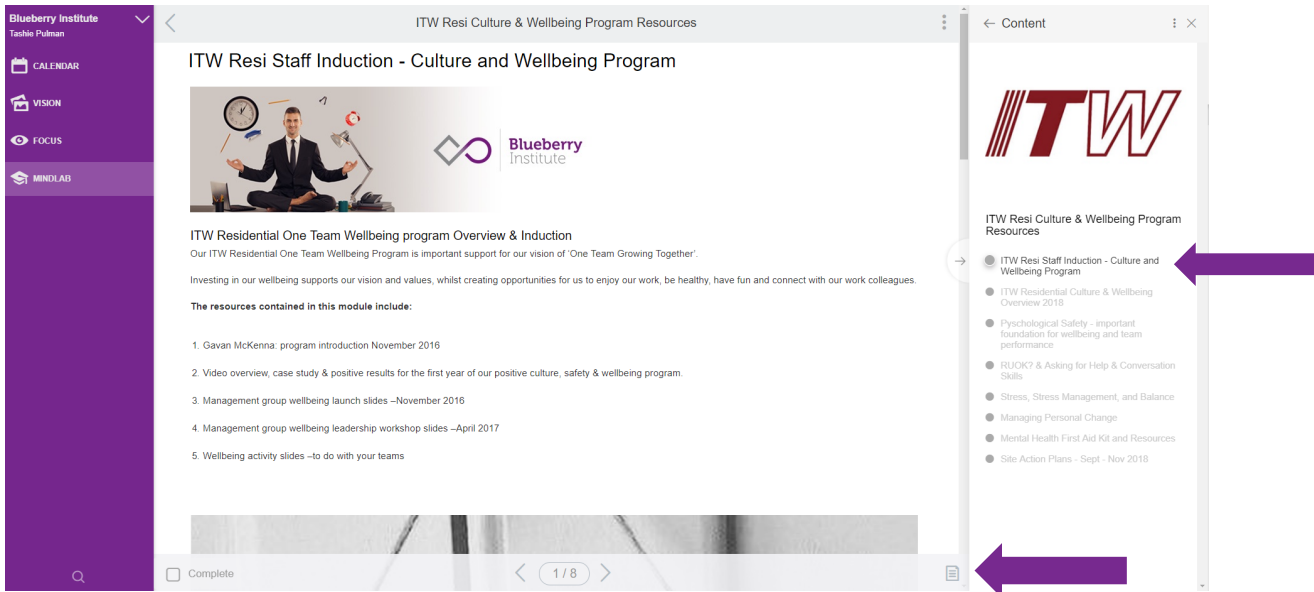
- Click 'Add to library' button in the pop-up



- You will be taken to the resource centre.
- On the right is another Help & Support panel



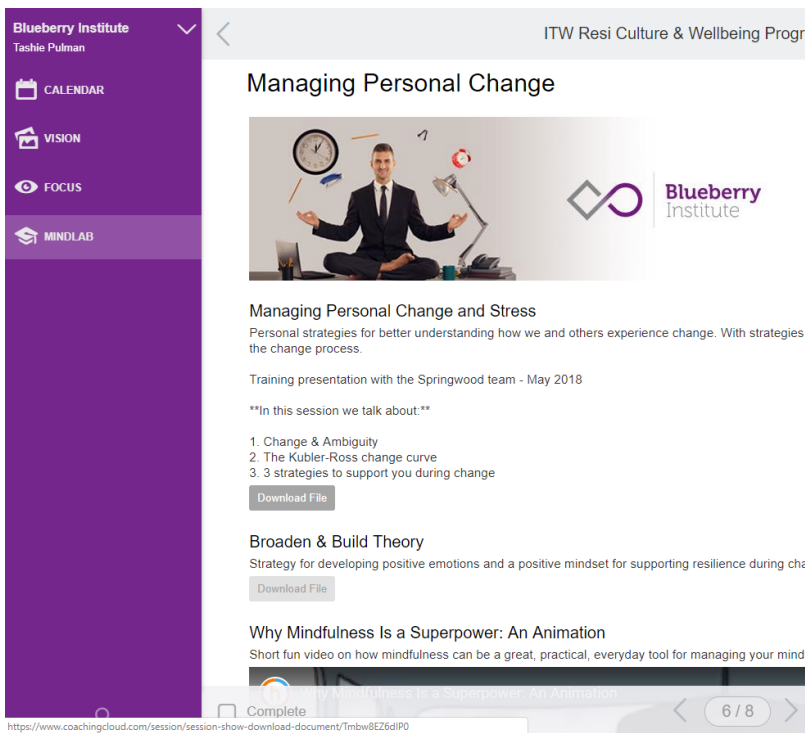
7. Click on the page icon in the bottom right, it will display your resources menu, instead of the help and support menu.
8. Use this menu to quickly find resources on the topic you are most interested in.



9. Use the right-hand panel to simply click on whichever topic you would like to review.

Much of the content in the resource centre is saved as PDF:

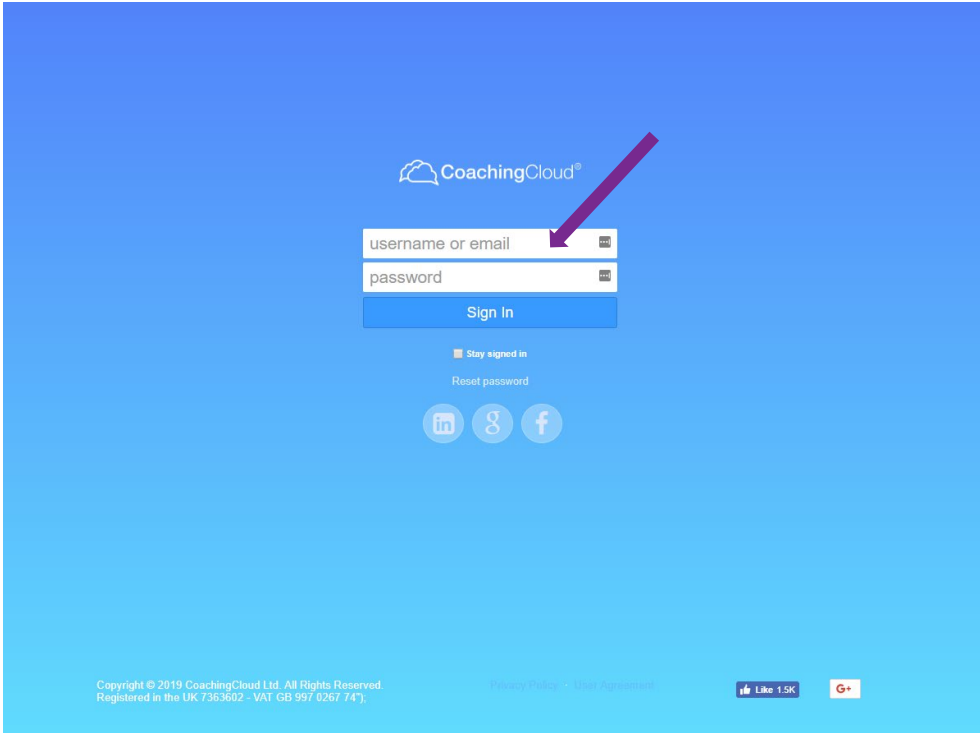
1. To download the PDF, click on the 'Download file' button below the description.
2. The PDF will then download as a file and save into the folder you have set as the default for downloads (usually just your 'Downloads' folder).



Logging back in

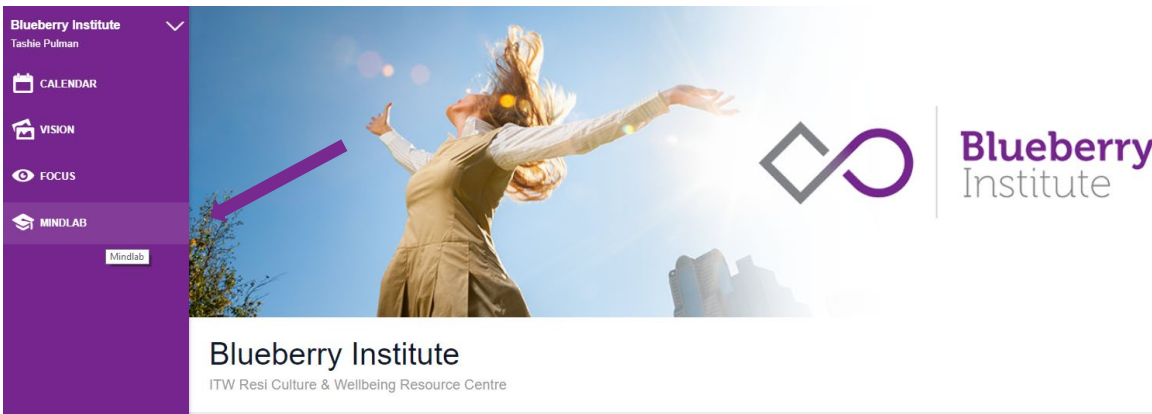
If you have logged out of the resource centre, just go to <https://www.coachingcloud.com/home/blueberryinstitute> or click on the link on Blueberry Institute's home page.

You will be taken to the below screen to enter your login details.



You'll land on the main page again.

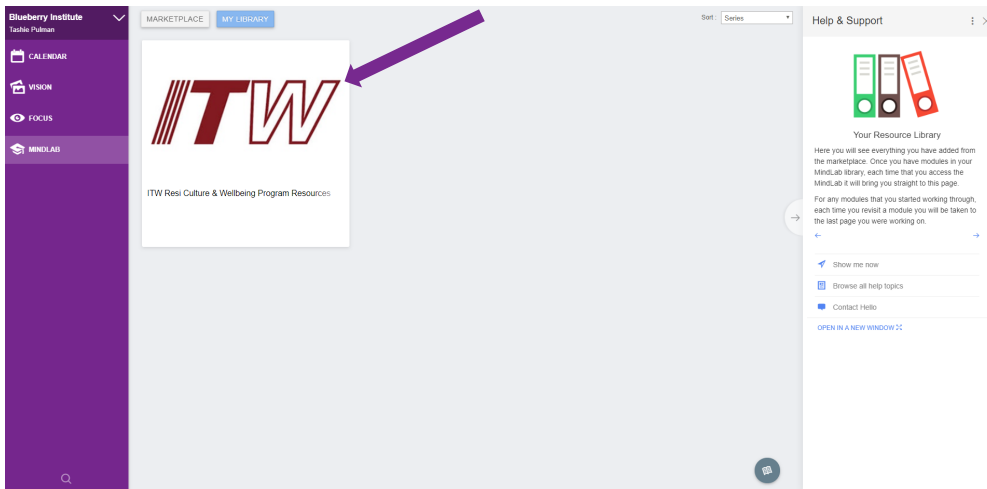
Select Mindlab in the left panel, to access your resources again.



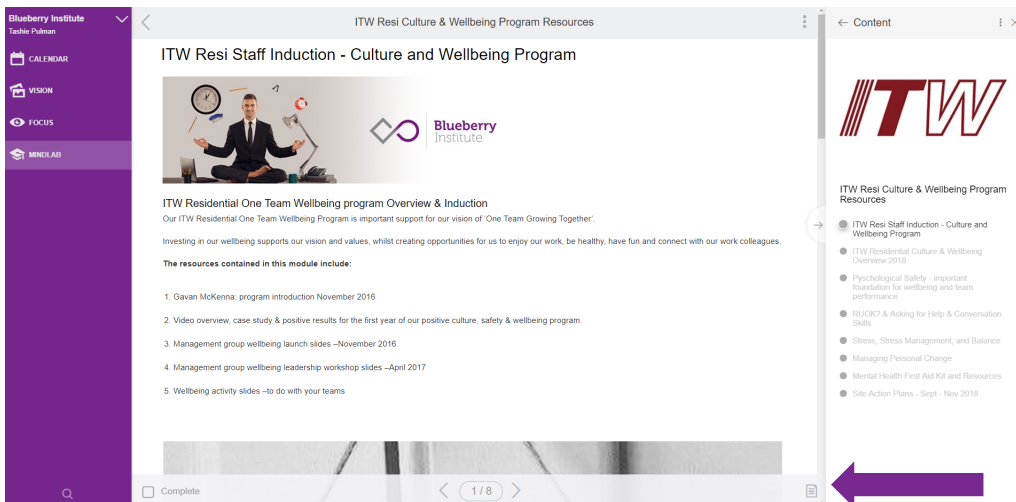


Blueberry
Institute

Click on the ITW tile and you will be taken to your resources



You will need to click on the page icon in the bottom right again, to bring up the topics in the right-hand side navigation panel.



Feel free to send us an email at hello@blueberryinstitute.com if you are having any issues or just have a question.