

## Account set up and registration instructions: Mental Health First Aid for the Workplace online blended course

1. Go to <https://mhfa.com.au/>



2. Click on the **Register** menu



3. You will first need to create an account with Mental Health First Aid Australia (MHFAA)

- Complete the registration form using the email address that you will use for the course work and for all course communication.
- Enter your first name and second name as you would like them to appear on your course completion certificates

Once you have completed the requested information. Click on **Create new account**.

A screenshot of the "Register" page on the MHFA Australia website. The page title is "Register". It contains a form with the following fields:

- E-mail address \* (text input)
- Personal Information (collapsible section):
  - First Name \* (text input)
  - Last Name \* (text input)
  - Gender \* (dropdown menu with "- Select a value -" and a link "Unsure of the meaning of Genderuser?")
  - Do you identify as Aboriginal and/or Torres Strait Islander \* (dropdown menu with "- Select a value -")
  - Language Groups (text input)

A "Support" button is located at the bottom left of the form area.

Workplace / Organisation

Work Position

Work Phone

Please format your phone details according to your location including country code.

Fax

Please format your phone details according to your location including country code.

Work Address

Country

- None -

Please check your SPAM/JUNK/Clutter folders and if you do not receive an email within 20 minutes contact techsupport@mhfa.com.au

Create new account

4. You will be sent an email verification to your registered email address - please verify your account.
5. Once you have verified your account and you are logged in, click on the 'Enrol in eLearning' tab in the 'MHFA training' drop down menu on the Home page.



6. On the Enrol in eLearning page, scroll down until you see the 'eLearning Component of the Blended Online MHFA Workplace Course'. Click on **Apply**.

*Note: There are other course options so please check you have selected the correct course.*

eLearning Courses | Mental Health First Aid Australia

- Blended Mental Health First Aid for Insolvency Professionals
- Blended Mental Health First Aid Australian Legal Professionals
- Blended Mental Health First Aid International Legal Professionals

**eLearning - Non-accredited short or specialised Courses**

Mental Health First Aid Australia offer a range of short, introductory or specialised eLearning Courses for communities, workplaces and targeted industry groups. Non-accredited eLearning courses are self-paced and course participants are provided with a Certificate of Completion after all course eLearning course requirements have been completed.

Current non-accredited eLearning Courses available include:

- Mental Health First Aid Course for Multinational Organisations
- Mental Health First Aid Course for International Legal Professionals
- Overview Mental Health First Aid Session for Senior Leaders in the Insolvency Sector

You can enrol directly into any of our accredited and non-accredited eLearning courses by clicking on the relevant course listing by scrolling through the course list below.

**eLearning Component of the Blended Online MHFA Workplace Course**

The Blended Online MHFA Workplace Course has been adapted from the Standard Mental Health First Aid Course for adults. Developed in response to COVID-19, the new Blended Online Workplace Mental Health First Aid in the course includes this eLearning component and instructor-led video conferencing.

**Eligibility Criteria:**

This course is adapted from the current Australian Standard Face-to-Face Mental Health First Aid Course for adults. Course specific content, health system information and resources related to the provision of Mental Health First Aid within Australia. Course participants are required to be Australian residents and over the age of 18.

Apply

7. Complete the course application form and then click on **Submit**

The screenshot shows a web browser window with the URL [mhfa.com.au/enrolment/103292/application](http://mhfa.com.au/enrolment/103292/application). The page title is "eLearning Course Enrolment | Application". The header includes the Mental Health First Aid Australia logo and navigation links: "MHFA Training", "Why MHFA?", "Become an Instructor", "Community", "Workplace", "About us", "FAQ", and "Shop". The main content area features a breadcrumb "Application" and a box titled "eLearning Component of the Blended Online MHFA Workplace Course". Below this, the "Eligibility Criteria" section states: "This course is adapted from the current Australian Standard Face-to-Face Mental Health First Aid Course for adults. Course specific content, health system information and resources related to the provision of Mental Health First Aid within Australia. Course participants are required to be Australian residents and over the age of 18." A question asks, "Do you live in Australia and have an Australian shipping address?\*" with radio buttons for "Yes" and "No". A green "Submit" button is at the bottom.

8. Enter the course voucher code (provided by Blueberry Institute in separate email) and click **Submit**.

The screenshot shows a web browser window with the URL [mhfa.com.au/enrolment/103292/voucher](http://mhfa.com.au/enrolment/103292/voucher). The page title is "eLearning Course Enrolment | Voucher". The header is identical to the previous screenshot. A green success message at the top reads: "Your submission has been saved." Below this, a breadcrumb "Voucher" is shown. A note states: "If you have a prepaid voucher code, please enter it below and press submit. Otherwise please proceed to the payment step. Ensure that if you copy and paste the code there is no white space at the beginning or end as this can lead to the code being rejected." A "Voucher" section contains a text input field for the "Voucher code" and a green "Submit" button. A link below the button says "do not have a voucher code".

9. Complete the checkout process.

You will automatically receive your Part 1 eLearning course modules access and instructions within your MHFAA account. Your course details will also be confirmed via email.

10. If you have any issues with your MHFAA account set up, course payment and registration, or course access, please contact Chloe Henger at [hello@blueberryinstitute.com](mailto:hello@blueberryinstitute.com)