How to enrol on the rail safety online courses

In some cases your company administrator may have already purchased training for you, if so, start at Step 4.

1. Search for the course using the top right search bar

2. Click on the Add to Cart button to purchase the course

   **Note:** Check you meet the pre-requisites prior to purchasing this course

3. Proceed with your **shopping cart** to pay for the course

   **Note:** If you are an administrator for your organisation, you will be asked if you are purchasing this for yourself or others

   When payment is complete, **continue to step 4**

4. Your course will be added to your transcript page

   Go to Learn>View Your Training Record
If you have met the pre-requisites of this course as you have training records in the system that met the requirements, you will be automatically marked complete for this section. Click on the next section to proceed to the online learning modules.

Note: refer to page 4 if you do not meet the pre-requisite training requirements.

5. Click ‘Open Curriculum’

6. Click ‘View Details’ for the Pre-Requisite Requirements Section

7. If you have met the pre-requisites of this course as you have training records in the system that met the requirements, you will be automatically marked complete for this section. Click on the next section to proceed to the online learning modules.

Note: refer to page 4 if you do not meet the pre-requisite training requirements.

8. Click on the Activate button

Note: the button will change to display ‘Launch’

9. Click on the Launch button

Your course will now open in a new browser window.

Note: eLearning modules must be completed in the order displayed.
You must meet the *pre-requisites* to enable enrolment onto your desired rail safety renewal course.

Our system will check if you have records on your transcript matching the required pre-requisites. If you do not have the required records in our system you can still purchase and enrol into the course following **steps 1 to 6**. When you get to **Step 7** you will not be able to proceed until Metro Academy try and verify that you hold the required pre-requisites. If this cannot be verified, you will be contacted by Metro Academy. Metro Academy will endeavour to complete the pre-requisite check within 2-3 business days of you registering for the training – the time this takes will vary depending on the number of users registering for training at any given time.

Please ensure your profile in our system has your RIW # and DOB listed as this is the main reason for delays in the verification process. If you are not associated with Metro in the RIW system, we will not be able to verify your pre-requisites without having your RIW # and DOB.

If you have more than one profile in our system - it will only check your transcript for the profile where this training is located. It is in your best interest to request your multiple profiles are consolidated. Metro Academy are not always in a position to know if multiple profiles actually belong to the same person as identifying information is not always available on each profile.

Once Metro Academy complete the pre-requisite check and process your enrolment, you can continue from **Step 4** on the previous page to complete your training. You will receive an email notification stating your pre-requisite was marked exempt and you can progress through your training.