

How to register as an external user on iLearn

Please note: Do not use this process if you have registered with iLearn since 1 June 2015. If you have forgotten your username and/ or password, or are unsure if you have already registered contact the help desk via the link below.

1. Go to the iLearn home page at <https://ilearn.health.qld.gov.au>
2. Click the link *Register here to create an iLearn account*.

Don't have an iLearn account? [Register here to create an iLearn account](#)

3. Select *I do not have an iLearn username and password*, then select *Submit*.

4. Select the link *I am EXTERNAL to Queensland Health i.e. do not have a personal Queensland Health email address*

Self Registering Course Offerings		
Course Offering Code ▲	Course Offering Name	Course Offering Cost
CP_Self Reg External	I am EXTERNAL to Queensland Health i.e. do not have a personal Queensland Health email address.	
CP_Self Reg Internal	I have a Queensland Health PERSONAL email (eg xxx.xx@health.qld.gov.au)	

5. Select *Register*

The screenshot shows a web interface titled "Description". At the top, there is a breadcrumb trail: "Course Offering List > Course Offering Description". Below this, it says "Step 1: View Course Offering Information". The main content area is a light grey box containing the following text:

Course Offering Name: I am EXTERNAL to Queensland Health i.e. do not have a personal Queensland Health email address.
Course Offering Code: CP_Self Reg External

External iLearn@QHealth user registration

Please complete this form to register for your new iLearn@QHealth account.

Description: You should only use this form if you are **not employed**, either directly or indirectly (i.e. on contract) with Queensland Health.

Once your registration has been approved, your login details will be emailed to you.

At the bottom of the page, there are two buttons: "Cancel" on the left and "Register" on the right. A green arrow points to the "Register" button.

5. Complete all required sections of the registration form.

For faster registration please complete all required information. Use your university domain name and provide a contact person and phone number from your university (eg placement coordinator)

Select *Submit*.

6. Account confirmation advice will be displayed. Once you have confirmed that details are correct, select *Finish*.

7. You will receive a confirmation email containing your username and link to reset your password. This may take up to 48 hours to process.