



Quick Start Guide

New to Racing Victoria's learning portal? Use this guide to visit the portal, set a password, log in and save the portal in your internet browser.

EMAIL LINK

- 1 Find and **open** the 'Welcome email' from us in your mailbox (i.e. Gmail, Outlook, etc.)
- 2 Click the link

Your internet browser (Google Chrome, Internet Explorer, Safari, Firefox, etc.) will open.

Click this link

Racing Victoria Learning Portal - Welcome

Hi Chris,

Welcome to the Racing Victoria Learning Portal. Which will support you in your professional development journey and provide you access to ensure you complete mandatory training with Racing Victoria.

You will **first need to access the Learning Portal and create your password**. Please click the link below which will take you to a screen to enter a new password, information will be displayed to help you format your password. Once you have done that you will be logged into the Learning Portal. So click the link below to create your password

URI: <https://racingvictoria.edmofortalent.com.au/security/complete-registration/e20ba3a41104bc22005cd6d942c81170>

Username:

The next time you need to access the Learning Portal [click here](#) the Login In screen will be displayed and you should click the cancel button, then enter your username (above) (numerics) and the password you created and login. The next time you click on the link above you will automatically access the Learning Portal

Should you have any questions or difficulties accessing the system, please contact your System Administrator via learning@racingvictoria.net.au or call 9258 4294

Find your unique username here

CREATE A PASSWORD

- 3 Enter a new password, re-enter it and select **Log in**
- i** Your password MUST contain:
- 8 characters
 - 1 number
 - 1 UPPER CASE character
 - 1 lower case character
 - 1 of these characters !@#\$\$%^&*()

New Password

Repeat Password

Log in

LOG IN

- 4 Select **Cancel**
- 5 Enter the username (your SNS number) – find it in the 'Welcome' email
- 6 Enter the password you created earlier
- 7 Tick **Stay signed in**
- 8 Select **Log in**...and you're in!

Logging In

Licensed/Registered Participants please click **CANCEL**

Race Day Officials and Casual Employees please click **CANCEL**

Racing Victoria Head Office Staff please click **OK**

CANCEL OK

Welcome to the Racing Victoria Learning Portal

Please enter your Username and Password below.

Username Look in the email

Password

Log in

Stay signed in [Forgot Password](#)

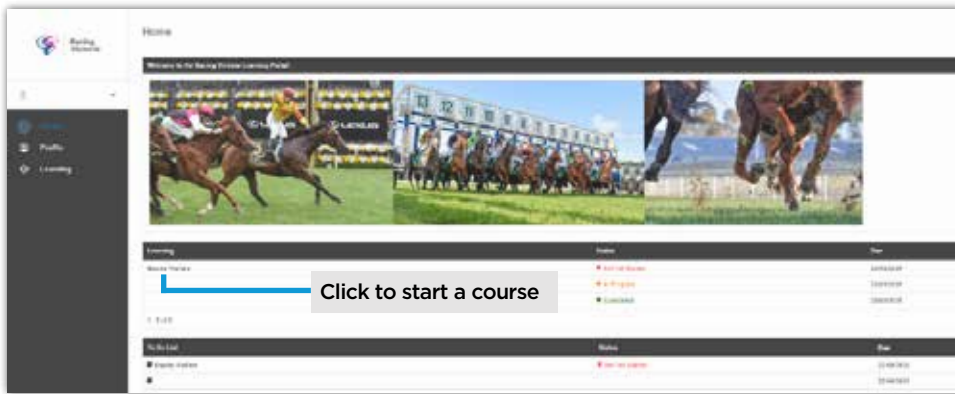


LEARNING PORTAL



Racing
Victoria

9 Click **Equine Welfare** on the home page to start the course



Don't have time to do the course straight away? Simply re-visit the portal > follow steps 4-6 and 8-9 in the above > click **Equine Welfare** on the home page to start the course.

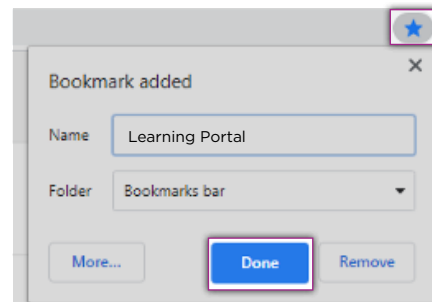
BOOKMARK/FAVOURITE THE PORTAL HOME PAGE

If you're using your personal computer to complete your online learning, it's best to 'favourite' or bookmark the portal home page so you can quickly find it again. You only need to do this once. Here's how:

Google Chrome

With the homepage open select the ☆ icon (far right side of the address bar)

A menu will appear, name the bookmark, select the folder, and hit **Done**

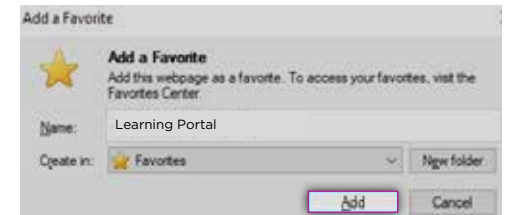


Internet Explorer

With the homepage open select the ☆ icon (far right side of the address bar)

A window opens, name the 'favourite' here and select a destination for it under the **Create in** drop down menu

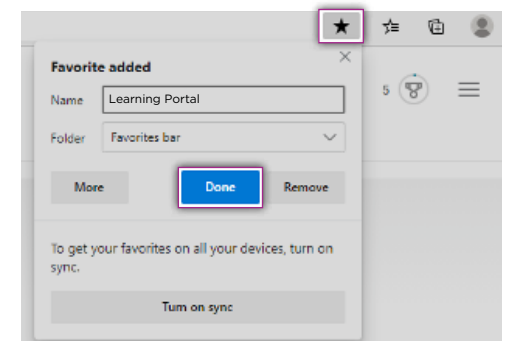
Select **Add**



Microsoft Edge

With the homepage open select the ☆ icon (far right side of the address bar)

A menu will appear, name the favourite, choose a folder from the drop-down menu and select **Done**



Mozilla Firefox

Use keyboard shortcut: Ctrl+D

In the **Edit This Bookmark** menu, name the bookmark, choose the folder you want it in, then select **Done**

