

Settings to Enable Pop-Ups

The Learning PORTal needs to ensure that popups are turned on. In order to enable this we need to set some exceptions within the Internet browsers.

Add www.dbctlearning.com.au to the exceptions or accepted sites.

Google Chrome

Manage pop-ups for a specific site

To manually allow pop-ups from a site, follow the steps below:

1. At the end of the address bar, click the pop-up blocker icon .
2. Click the link for the pop-up window you'd like to see.
3. To always see pop-ups for the site, select "Always show pop-ups from [site]." The site will be added to the exceptions list, which you can manage in the Content Settings dialog.

To always allow pop-ups from a particular site, follow the steps below:

1. In the top-right corner of the browser window, click the Chrome menu .
2. Select **Settings**.
3. Click **Show advanced settings**.
4. Under "Privacy," click the **Content settings** button.
5. Under "Pop-ups," click **Manage exceptions**. [Learn more about managing exceptions](#)

Internet Explorer 9.0

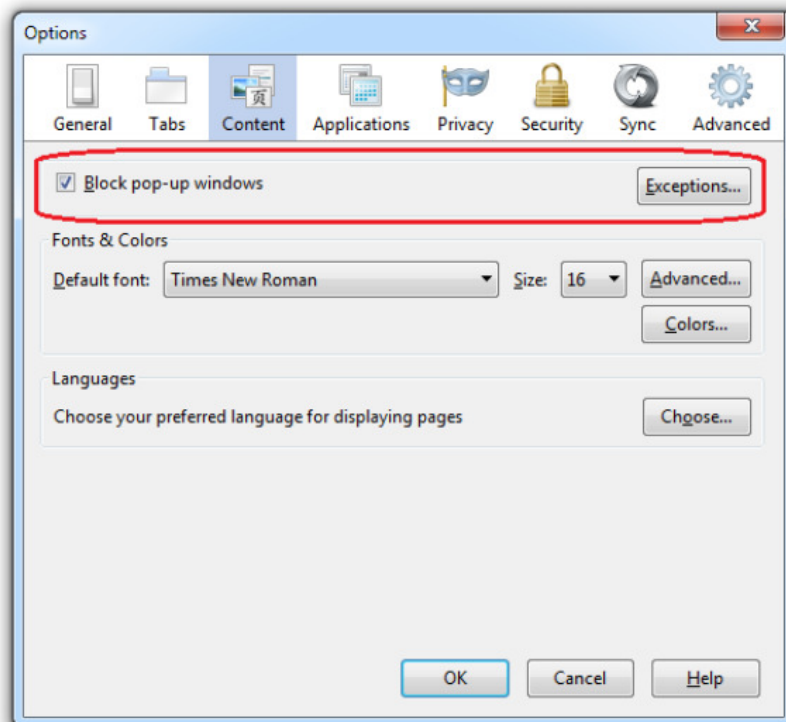
- a. Open Internet Explorer
- b. Click the **Settings** icon at the top right corner
- c. Select **Internet Options**. Click **Privacy**.
- d. Find **Pop-up Blocker** and ensure 'Turn on Pop-up Blocker' is ticked.
- e. Click **Settings**
- f. Type in www.dbctlearning.com.au and click **Add** to the list of allowed sites.

Firefox

Pop-up blocker settings

To access the pop-up blocker settings:

1. Click the menu button ☰ and choose **Options**.
2. Select the **Content** panel.



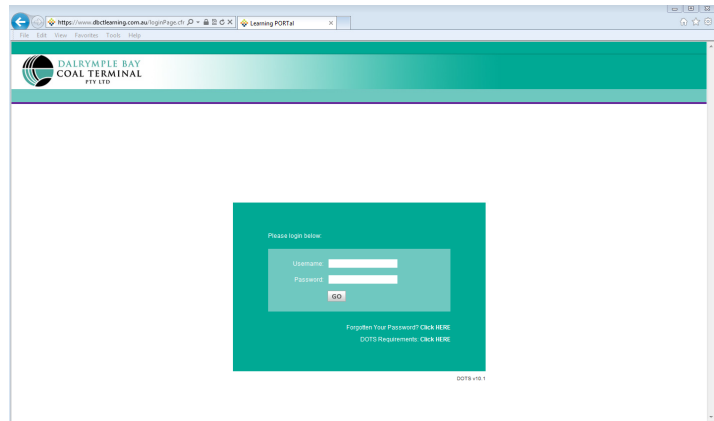
Under **Exceptions** add the www.dbctlearning.com.au as an allowed website.

Completing the Welcome to DBCT P/L Offsite

Step 1

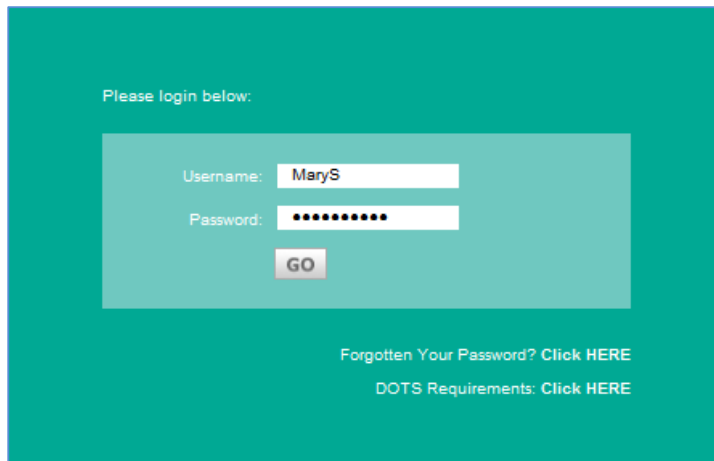
Go to the Learning PORTal website at

www.dbctlearning.com.au



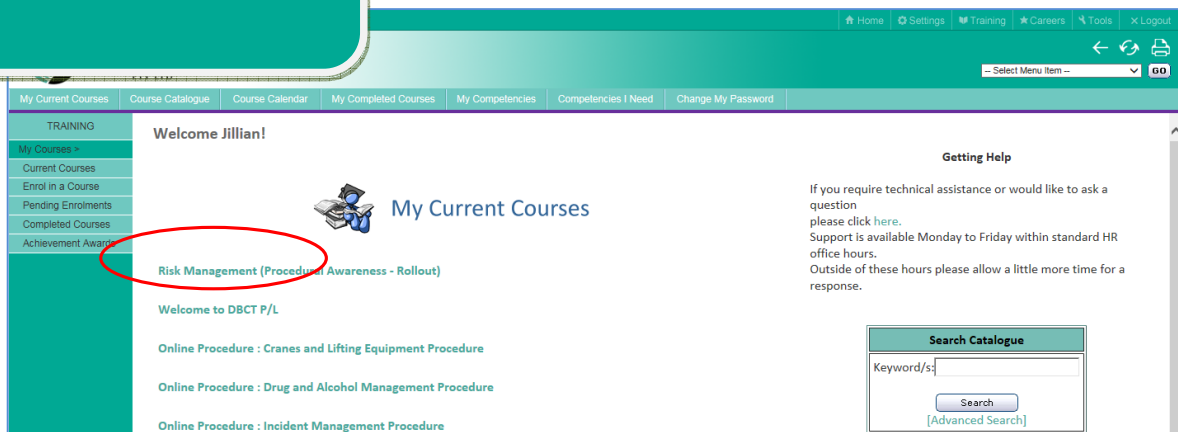
Step 2

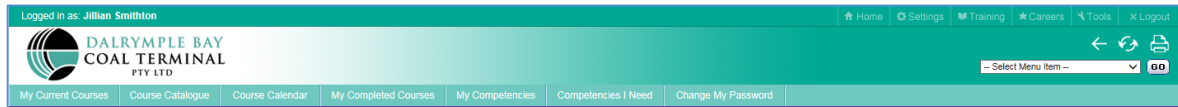
Using the UserName and Password that was sent to you by email, log into the system.



Step 3

Click on the Site Induction under My Current Courses





Step 4

Click Open Courseware.

NOTE: You will need speakers or headphones for the audio component.

NOTE: The course will open a second blank window. Leave this window open.

an introduction to DBCT for DBCTM, DBCT P/L employees and contractors.

Open Courseware

WELCOME TO DBCT P/L

This module contains audio and video elements.

To ensure that you enjoy the learning experience as it was intended, mouse over the 'TEST AUDIO' button to check your audio settings. You'll need headphones to complete this module.

When you're ready, select 'GET STARTED' to begin.

TEST AUDIO

GO TO BOOKMARK

GET STARTED

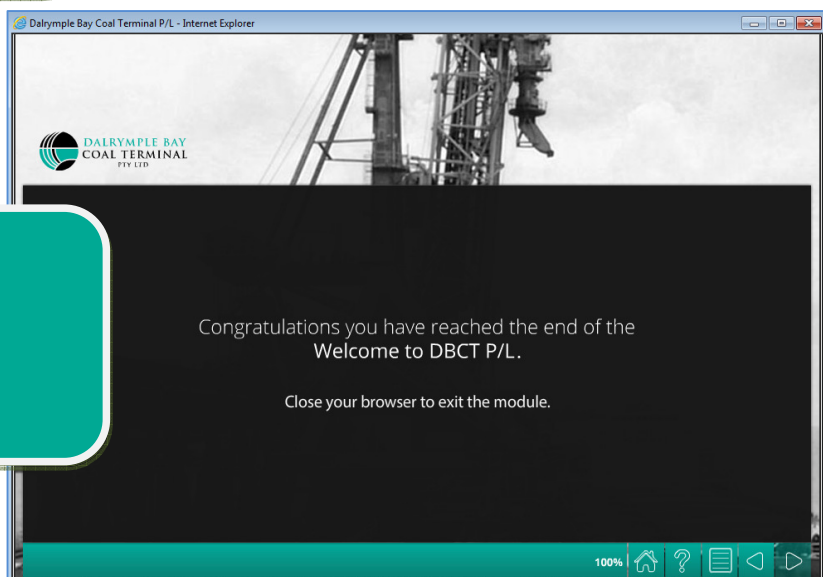
Step 5

Follow the course online.

All instructions on how to complete the course will be included in the online content.

Step 6

Close the browser.



Logged in as: Jillian Smithton

DALRYMPLE BAY COAL TERMINAL PTY LTD

Home Settings Training Careers Tools Logout

My Current Courses Course Catalogue Course Calendar My Completed Courses My Competencies Competencies I Need Change My Password

TRAINING

View Course
Session Details
Course Outline
My Notes
Grades
Resources
Glossary
Attendance
Achievement Award
Comments

Welcome to DBCT P/L - Online Access

You have completed this course.
To view your current grade click on [Grades] in the side bar menu.

Logged in as: 'Jillian Smithton'

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Home | Settings | Training | Careers | Tools

Step 7

Ensure that the Learning PORTal confirms that you have completed the course.

You will not be allowed onsite without presenting your achievement award for this course. You will receive an email with your achievement award. You need to print this email and bring it with you to site. If you would like to print the achievement award at a later date please follow the below instructions.

Step 8

Print out your Achievement Award.

Go to My Completed Courses

1. Click on 'My Courses'
2. Click 'Achievement Awards'
3. Click View

Logged in as: Jillian Smithton

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Home Settings Training Careers Tools Logout

My Current Courses Course Catalogue Course Calendar My Completed Courses My Competencies Competencies I Need Change My Password

TRAINING

My Courses >
Current Courses
Enrol in a Course
Pending Enrolments
Completed Courses
Achievement Awards

Achievement Award

These are the courses that you have previously completed. Click on a course name to review your grades and any associated notes and resources.

* Search: GO

1 - 20 (20)

Course	Date Finished	Course Grade	Achievement Award
Welcome to DBCT P/L - Online Access	24-Aug-2015	Competent (100.00%)	[View]

Assistance

If you require assistance please contact HR Administrator Services inductions@dbct.com.au