

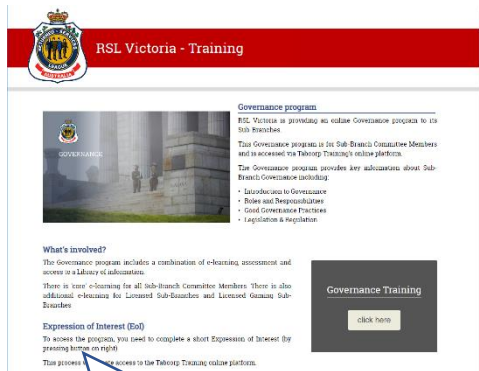
# RSL Victoria – Governance training information

## First logon

To log on for the first time, please follow the 2 steps below.

### 1. Expression of Interest process

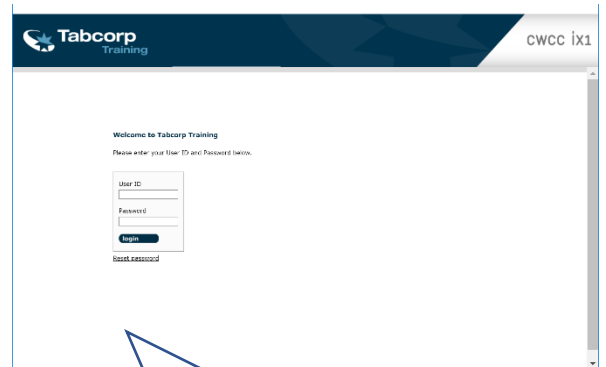
Site: [www.TabcorpTraining.com.au/RSL](http://www.TabcorpTraining.com.au/RSL)



Note: You will not need to return to this page after you have successfully submitted your Expression of Interest

### 2. Access training through Tabcorp Training online platform

Site: [www.cwccix1.com.au/TabcorpTraining](http://www.cwccix1.com.au/TabcorpTraining)



Note: After your first login, subsequent logins are made directly through [www.cwccix1.com.au/TabcorpTraining](http://www.cwccix1.com.au/TabcorpTraining) using your User ID and Password

## Program

The program involves e-learning and Assessment and you must fully complete these.

There is also a Library available, which you can refer to as needed.

## Time

The e-learning may take around 60 minutes.

In addition to this, you need to undertake the Assessment. You can also refer to the Library as required.

## Browser

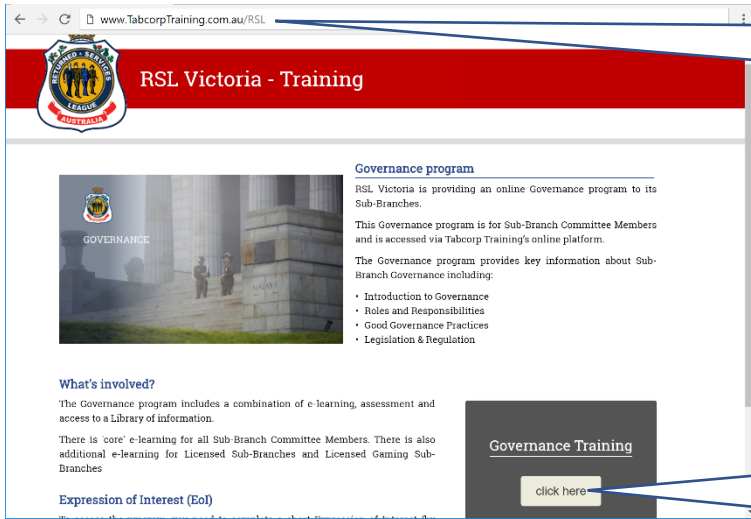
The e-learning works across many browsers (e.g., Chrome, Internet Explorer, Safari, etc).

However, it is not currently designed for Microsoft Edge.

If you normally use Microsoft Edge, please use another browser to do this program.

Key process steps are outlined below

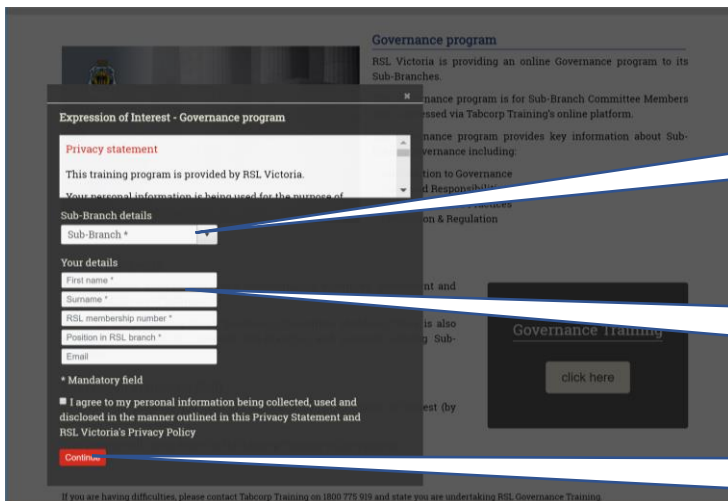
# RSL Victoria – Training



Enter [www.TabcorpTraining.com.au/RSL](http://www.TabcorpTraining.com.au/RSL) into your internet browser's address bar.

Click on the Governance Training button to start the Expression of Interest process.

# Expression of Interest



Select your Sub-Branch from the list.

Enter your details (Name, RSL membership number, position and email if available).

Agree to personal information collection statement and click continue.

## Access information

[Print](#)

**RSL Governance training - Access information**

You have expressed an interest in undertaking RSL Victoria Governance Training

Note: If you provided an email address as part of the Expression of Interest, this information will be emailed to you. If not, please write it down.

**Next steps**

You need to register for this program through the Tabcorp Training site.  
Once registered, you will be able to access the training.

**Access Information**

Please take note of the site and your User ID as you will need it whenever you log on.

- The Tabcorp Training site is <https://www.cwcc1.com.au/tabcorp/training>
- To access the Tabcorp Training site you will need your User ID: **Test.D**

When you first log in, you will be asked to enter a new password and agree to Conditions of Use.

**First log on**

There are two ways to log in for the first time.

Log in to <https://www.cwcc1.com.au/tabcorp/training> using the details below.

User ID: Test.D  
Temporary Password: NR35Y

Click the button below to log in for the first time.

[Start the registration process now](#)

If you are having difficulties, please contact Tabcorp Training on 1800 775 919 and state you are undertaking RSL Governance Training.

Please take note of your User ID on this page.

Hint: You can print your access instructions and login details for later (these will also be emailed to you if an email address was provided).

Note that the password shown on this screen is temporary only.

When you first log on you will be asked to change your password.

You can press this button to start the login process.

## Tabcorp Training online platform – Initial log in

**Change password**

For security reasons you must now change your password.

Passwords must contain a minimum of 8 characters containing both letters and numbers.

New password:

Re-enter new password:

[Continue](#)

Enter a new password.

Passwords must contain a minimum of 8 characters including both letters and numbers.

**RSL Victoria - Governance program participants**

RSL Victoria is providing its online Governance program for selected RSL Victoria members.

RSL Victoria's Governance program has been created using material and content provided by RSL Victoria. This program is delivered to participants via Tabcorp Training's online platform (Tabcorp Training CWCC iX1).

Participants in RSL Victoria's Governance program need to agree to the Conditions of Use below:

**CWCC iX1 Service - Conditions of Use (as at 6 June 2018)**

Each individual 'Authorized User' in RSL Victoria's Governance program is required to agree to these Conditions of Use.

CWCC and Tabcorp Training may vary these Conditions of Use from time to time.

Tabcorp Holdings Limited (Tabcorp) (ABN 66 263 760 700) and Tabcorp Training Pty Ltd (Tabcorp Training) (ABN 43 164 783 199) are using the CWCC iX1 Service, provided by CWCC Group Pty Ltd (CWCC) (ABN 94 105 018 774) - to collect, exchange and report information relating to Tabcorp Training.

The Returned Services League of Australia (Victorian Branch) (Inc No. 400877/1) (RSL Victoria) and Tabcorp Training have agreed that RSL Victoria's Governance program runs through Tabcorp Training CWCC iX1 - in which RSL Victoria Authorized Users input and access information and reporting.

RSL Victoria authorized users include:

- RSL Victoria state branches and sub-branches and their staff
- Registered Training Organisation(s) (if/as applicable) providing service for the initiative including Tabcorp Training Pty Ltd
- External organisation(s) contracted by, or in other formal arrangements with, Tabcorp Training (e.g., CWCC)

**Intellectual property**

All intellectual property rights in the CWCC iX1 Service are owned by CWCC Pty Ltd and license to CWCC, its agents, and its service providers. RSL Victoria, Tabcorp and Tabcorp Training are provided by Tabcorp Training Pty Ltd. All other trademarks, logos and service marks are owned by or licensed to their parties. This includes the RSL Governance program logo and other marks shown by RSL Victoria or Tabcorp Training.

You must not reproduce, transmit (including broadcast), adapt, distribute, sell, modify, or otherwise use any of the intellectual property in the CWCC iX1 Service, except as permitted by these conditions of use. All use is subject to the prior written consent of RSL Victoria, CWCC, or Tabcorp (as applicable).

I have read, understood, and agree to the Tabcorp Training CWCC iX1 Service - Conditions of Use

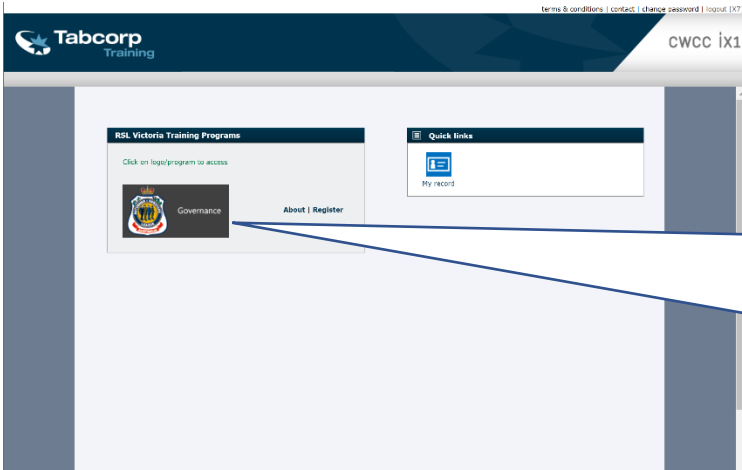
I agree to my personal information being collected, used and disclosed in the manner outlined in the Privacy Statement.

[Continue](#)

Accept Conditions of Use and continue.

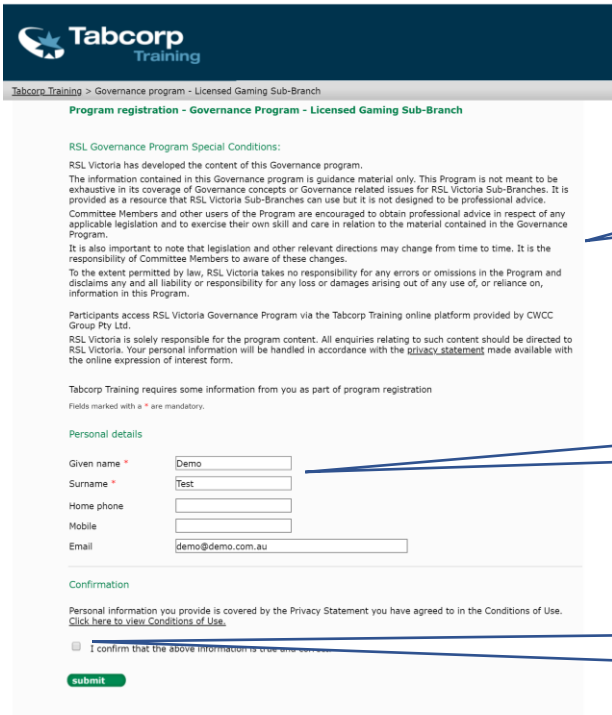
# Home page

(www.cwccix1.com.au/TabcorpTraining)



Click Governance button to start.  
The e-learning works across many browsers (e.g., Chrome, Internet Explorer, Safari, etc).  
However, it is not currently designed for Microsoft Edge.  
If you normally use Microsoft Edge, please use another browser to do this program.

# Program registration

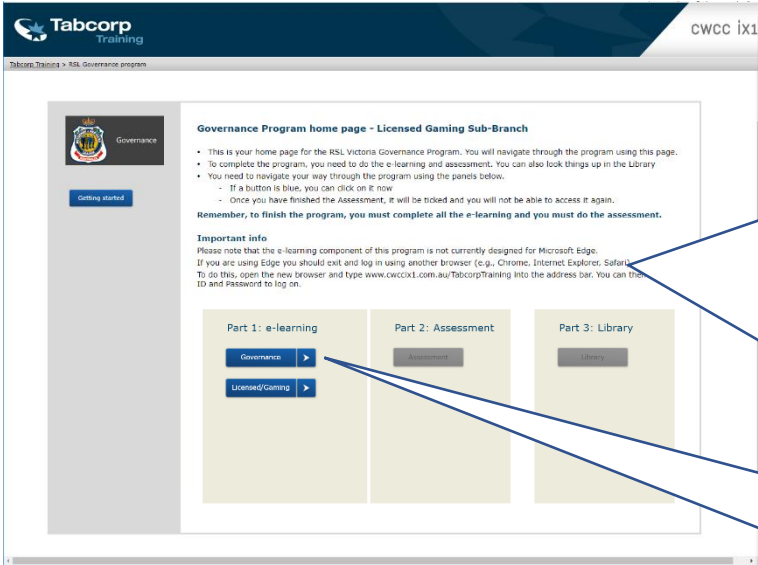


Read RSL Governance Program Special Conditions.

Crosscheck Personal details.

Check confirmation box and submit.

# Program home page



The Governance Program involves:

- E-learning (one or two buttons depending on your Sub-Branch type)
- Assessment
- Library

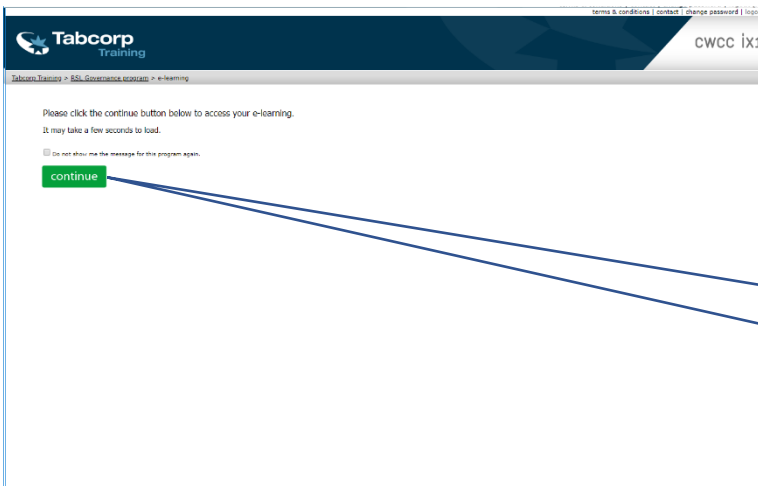
Blue buttons are accessible.

After you have started Part 1 e-learning, you can then access the Library.

To complete the program you must do all the e-learning and Assessment.

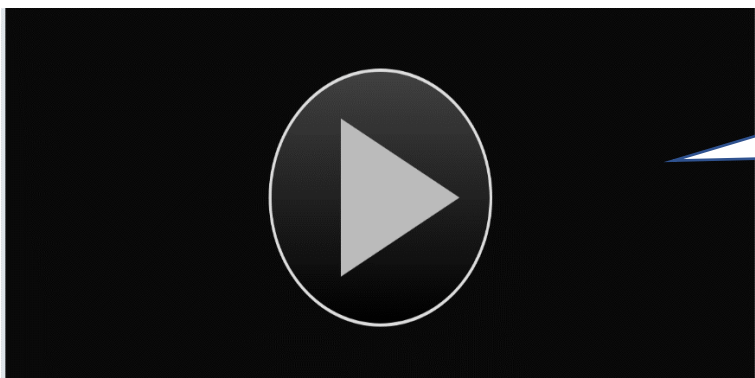
Click on the Part 1 button(s) to begin the e-learning.

(Make sure 'popups' have been allowed in your browser. You will get a message if they haven't)



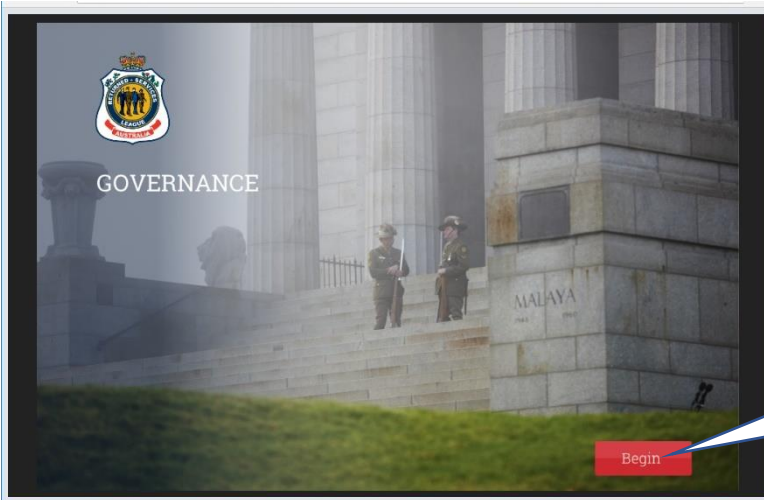
Click the continue button.

It may take a few seconds for the e-learning to load.

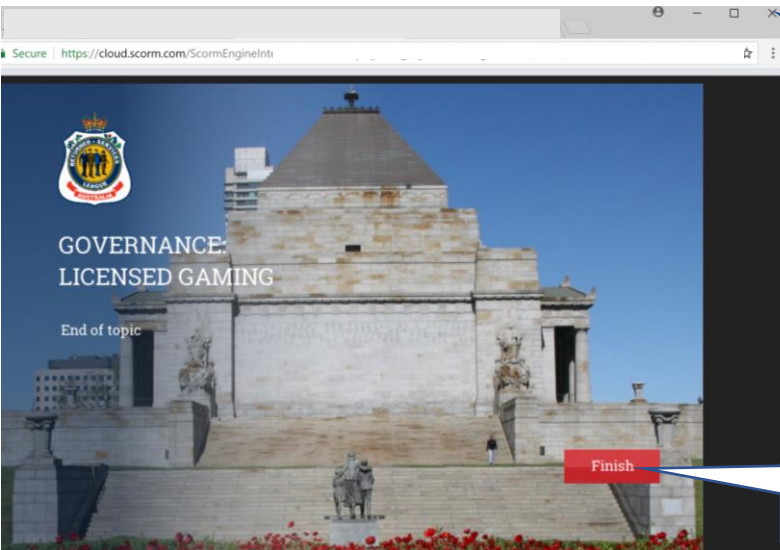


If this screen is displayed, then click the 'play' triangle.

# e-learning



Click Begin to start e-learning.



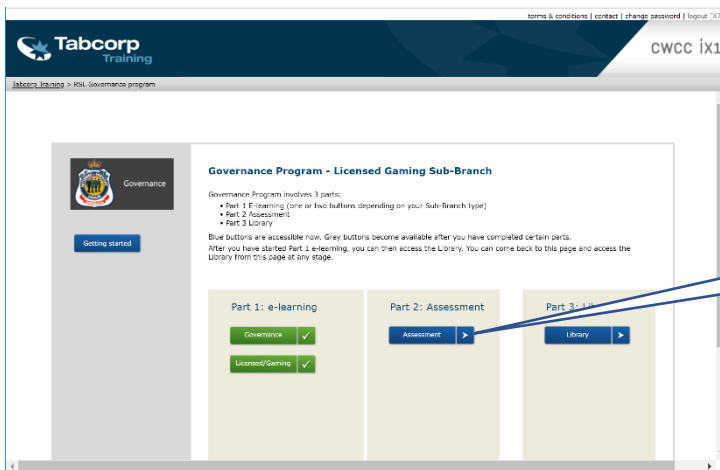
When you have finished the e-learning you can close it by clicking the x at the top right.

You can also close it by clicking the Finish button.

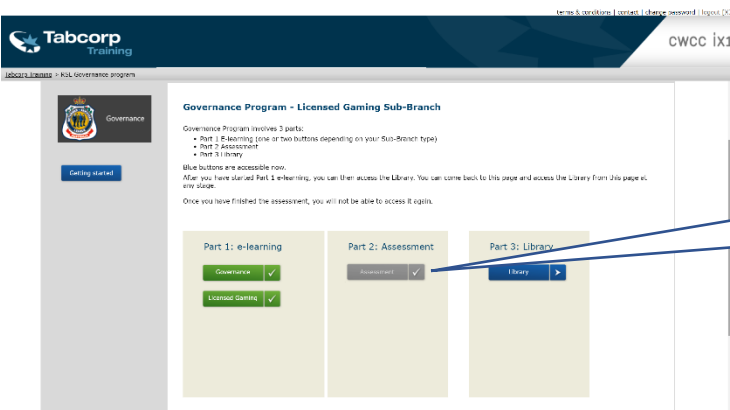


Then, use the menu to go back to your program home screen by clicking on 'RSL Governance program'.

# Assessment

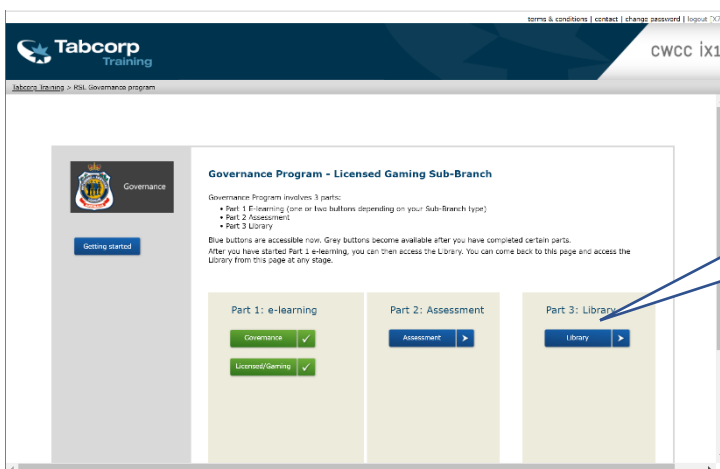


After completing the e-learning the assessment becomes available.  
Start Assessment by pressing the button.

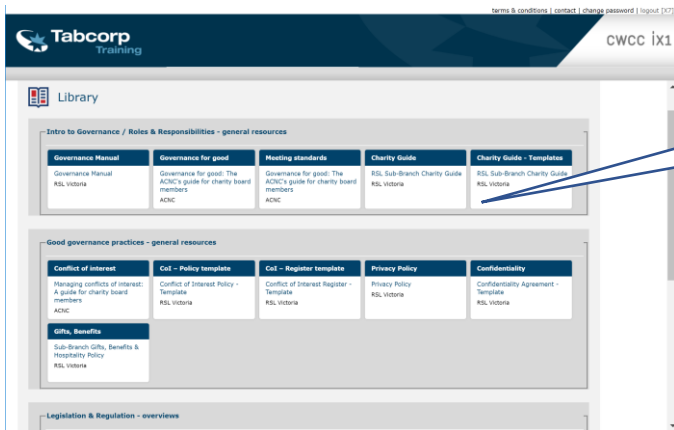


Once you have finished the assessment, you will not be able to access it again.

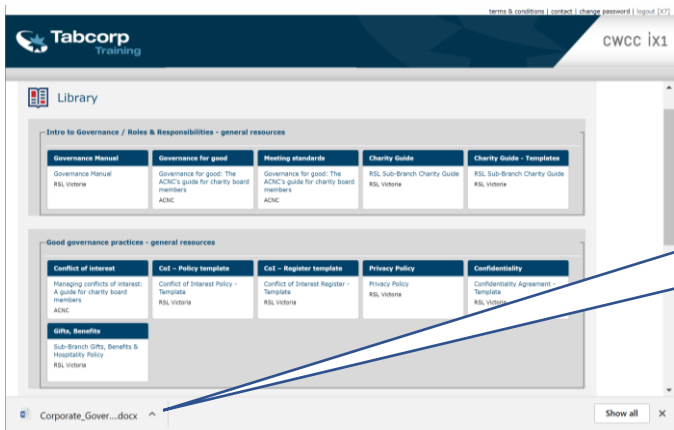
# Library



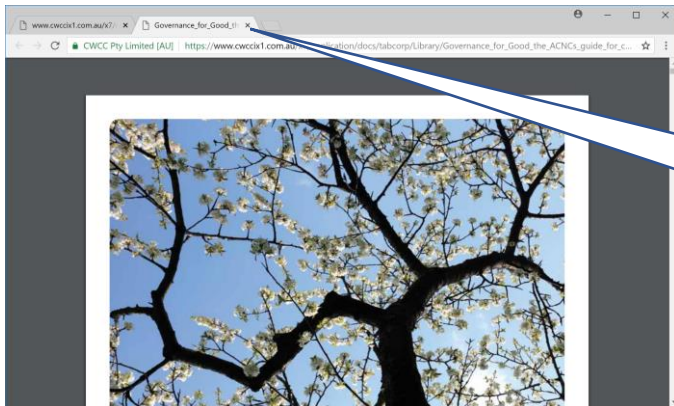
Access the Library by pressing the button.



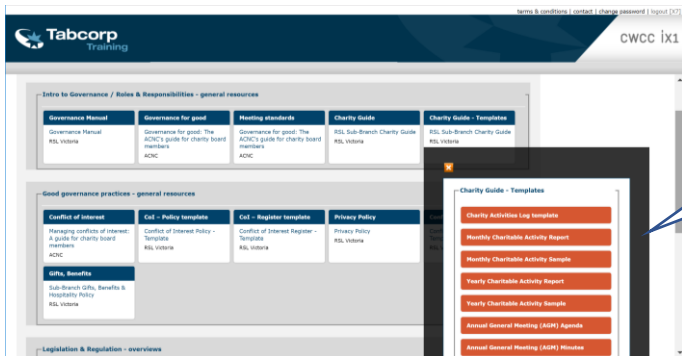
Click on a Library item to access the download.



Depending on the type of document, it will open automatically or appear in the downloads area of your browser.



If a document opens in a new tab, you can use the x on that tab to close it and return to the Library.



Some Library items have sub-menus that you can select from.