

State Records NSW Learning Portal User Guide

Last Updated
October 2024



Contents



About this user guide	3
<hr/>	
1. Home page	4
<hr/>	
2. Logging in	5
<hr/>	
2.1 New account	6
<hr/>	
2.2 Existing account	7
<hr/>	
3. Module overview page	8
<hr/>	
4. Enrolling in a module	9
<hr/>	
5. Logging out	10
<hr/>	

About this user guide



This guide has been developed to assist NSW public office employees in all roles to participate in the training on recordkeeping available from the State Records NSW Learning Portal.

To visit the Portal, and see the other training resources and information available from State Records NSW, visit our training resources page at <https://staterecords.nsw.gov.au/recordkeeping/guidance-and-resources/training-resources>

Any questions or comments

If you have any difficulties in accessing the modules, have suggestions for further online courses, or would like to embed these modules in your organisation's learning system, please contact us at govrec@staterecords.nsw.gov.au.

1. Home page

Before logging in, you can view descriptions of each module by clicking on the modules.

1. Recordkeeping Concepts

1. Recordkeeping Concepts

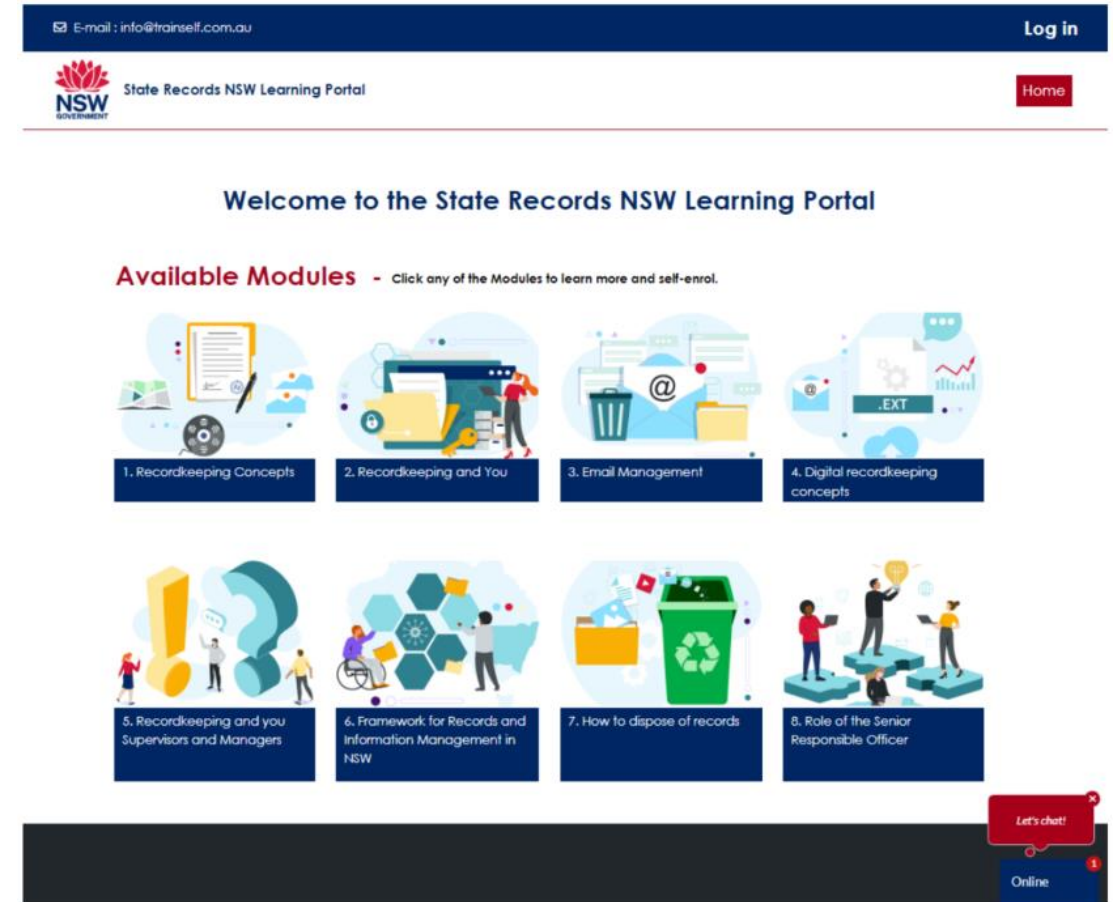


This module is designed for all staff of public offices who create, receive or manage records in the course of their daily duties.

It will take about 30 minutes to complete.

Please Note: You need to be logged in to enrol into this Module.

You can get technical assistance through the live chat.

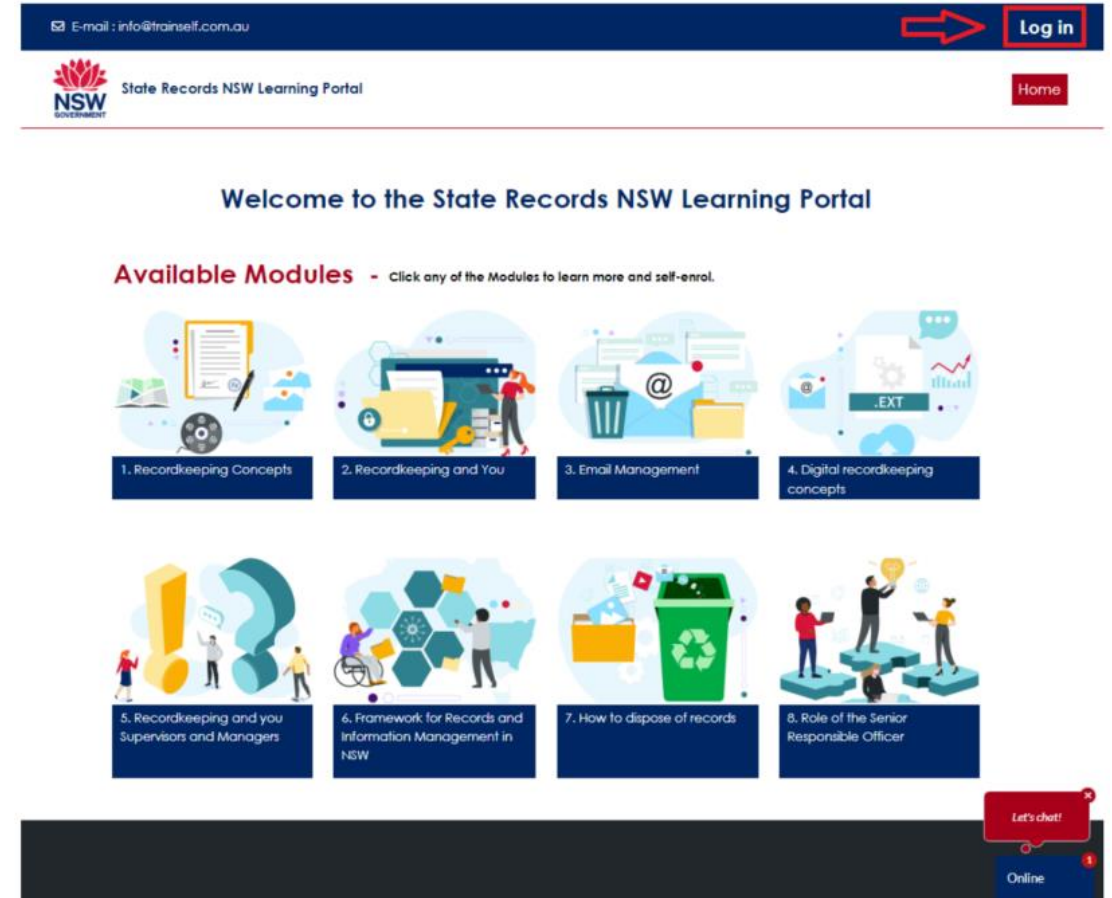


The screenshot shows the State Records NSW Learning Portal home page. At the top, there is a dark blue header with the email address 'info@tranself.com.au' and a 'Log in' button. Below the header is the NSW Government logo and the text 'State Records NSW Learning Portal', with a 'Home' button to the right. The main content area features a welcome message: 'Welcome to the State Records NSW Learning Portal'. Underneath, there is a section titled 'Available Modules - Click any of the Modules to learn more and self-enrol.' This section contains eight module cards, each with an icon and a title: 1. Recordkeeping Concepts, 2. Recordkeeping and You, 3. Email Management, 4. Digital recordkeeping concepts, 5. Recordkeeping and you Supervisors and Managers, 6. Framework for Records and Information Management in NSW, 7. How to dispose of records, and 8. Role of the Senior Responsible Officer. At the bottom of the page, there is a dark blue footer with a live chat button that says 'Let's chat!' and 'Online'.

2. Logging in

To complete any of the modules, you will need to log in.

Click the **Log in** button at the top right-hand corner of the screen



The screenshot shows the State Records NSW Learning Portal interface. At the top, there is a dark blue header bar with the email address "E-mail : info@trainself.com.au" on the left and a "Log in" button on the right, which is highlighted with a red box and a red arrow. Below the header, the NSW Government logo and the text "State Records NSW Learning Portal" are visible, along with a "Home" button. The main content area features a "Welcome to the State Records NSW Learning Portal" message and a section titled "Available Modules - Click any of the Modules to learn more and self-enrol." This section contains eight module cards, each with an icon and a title: 1. Recordkeeping Concepts, 2. Recordkeeping and You, 3. Email Management, 4. Digital recordkeeping concepts, 5. Recordkeeping and you Supervisors and Managers, 6. Framework for Records and Information Management in NSW, 7. How to dispose of records, and 8. Role of the Senior Responsible Officer. At the bottom right, there is a "Let's chat!" button and an "Online" indicator.

2.1 New account

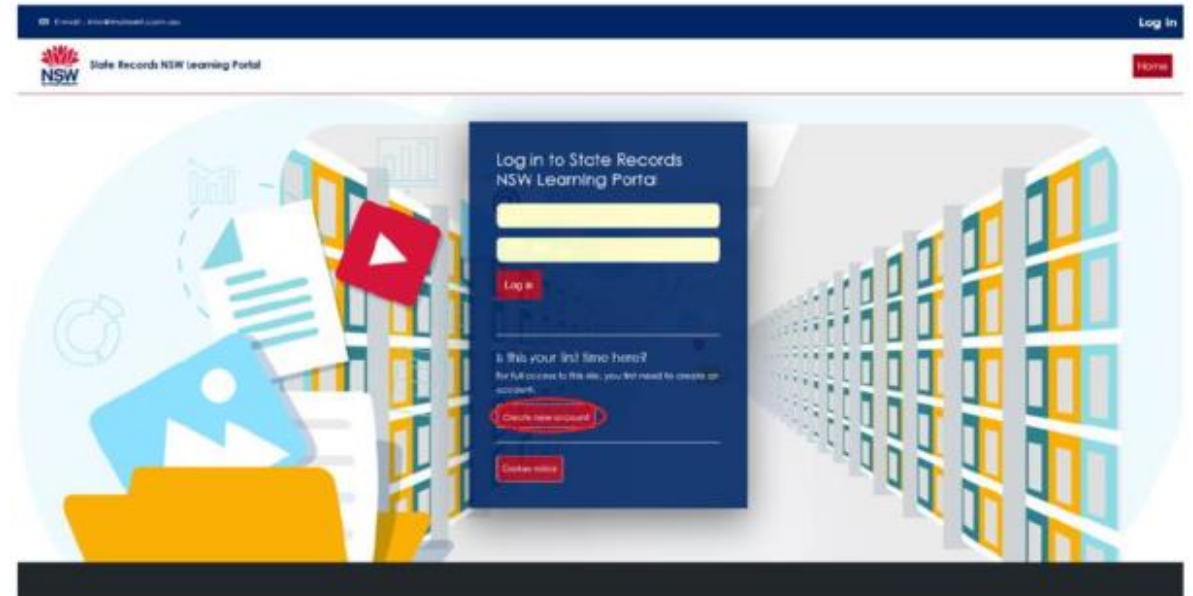
If you have not previously created an account, click on the **Create new account** button.

Complete the form and click the **Create my new account** button.

State Records NSW collects some basic information about users to inform our understanding of who is using our resources.



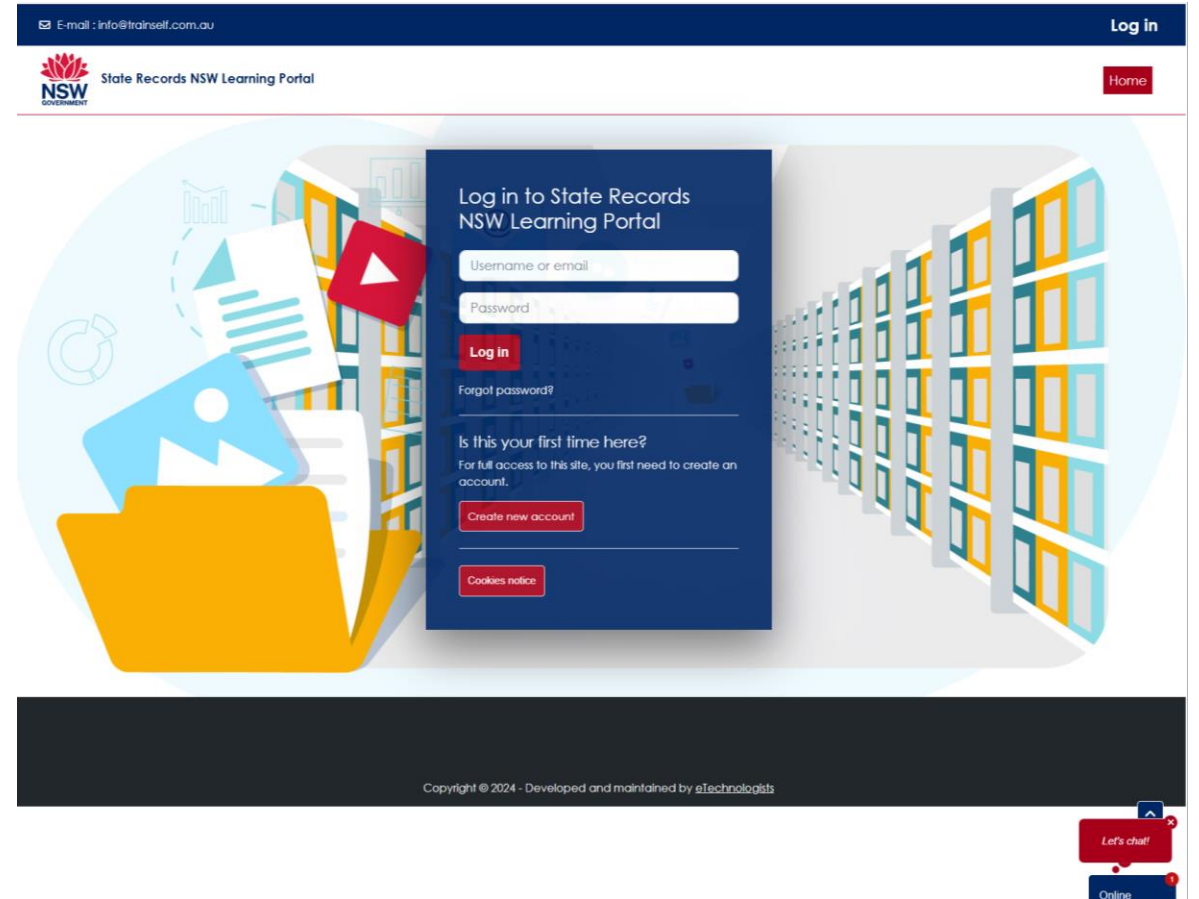
You will receive an email at your nominated email address. This email will allow you to complete your registration.



2.2 Existing account

Once you have created an account, or if you are an existing user, log in using your email address and password.

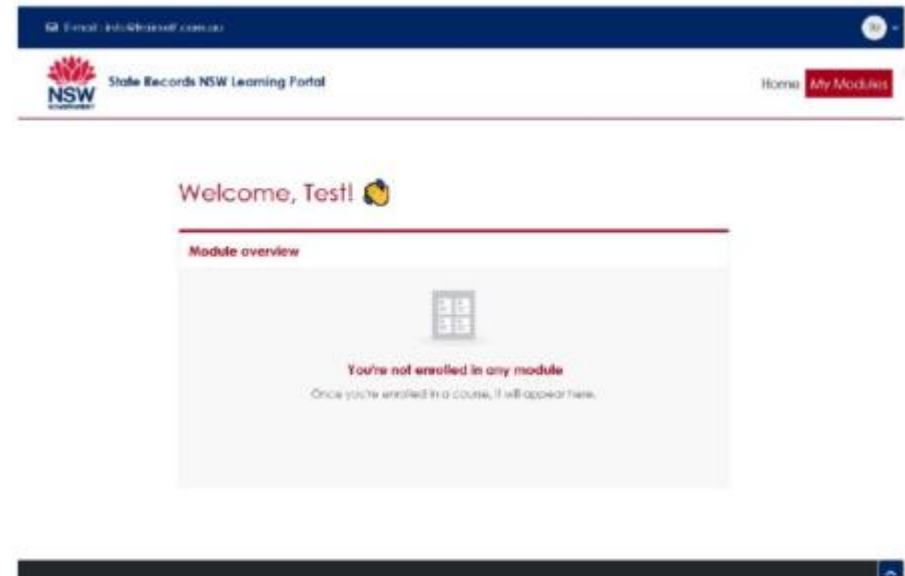
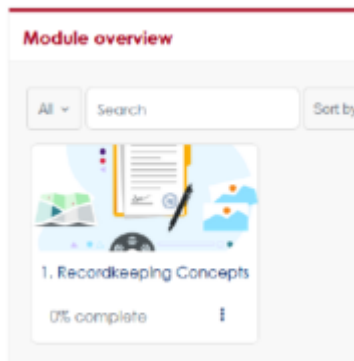
Click on the **Log in** button.



3. Module overview page

Once you have logged in, you will land on the Module overview page.

If you have previously enrolled in any modules, these will appear on this page.



4. Enrolling in a module

To enrol in a module, click on the **Home** button.

Click on the module you want to enrol in, and then click on the **Click here to enrol** button.

1. Recordkeeping Concepts

1. Recordkeeping Concepts



This module is designed for all staff of public offices who create, receive or manage records in the course of their daily duties.

It will take about 30 minutes to complete.

Please Note: You need to be logged in to enrol into this Module.

[Click here to enrol](#)



Welcome, New! 🧑

Module overview



You're not enrolled in any module

Once you're enrolled in a course, it will appear here.

All modules that you have enrolled in will appear under **My Modules**.

5. Logging out

To log out of the system, click on your profile picture at the top right-hand of the page and select **Log out**.

