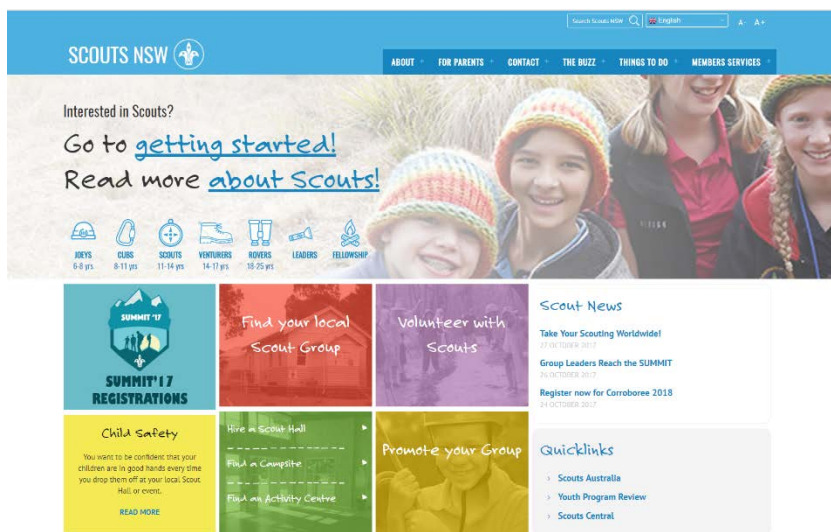




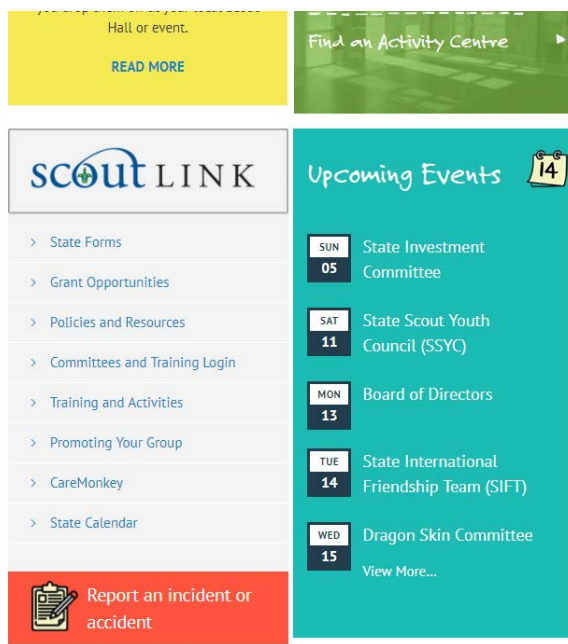
SCOUTS AUSTRALIA NSW SCREEN CAPTURE TOUR DOCUMENT MANAGEMENT INTRANET – TRAINING

How to Log In to the Document Management Intranet

1. Visit www.nsw.scouts.com.au

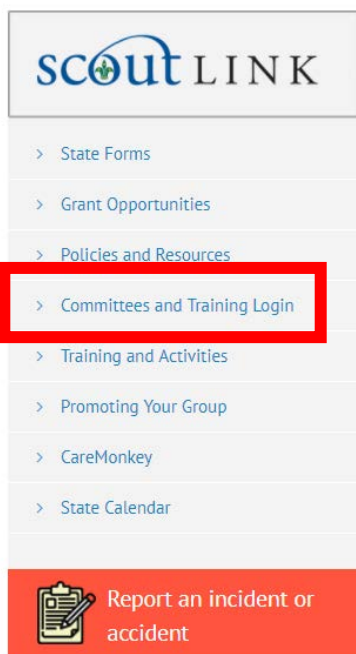


2. Scroll down to the “ScoutLink” Section in the bottom left hand corner of the page.

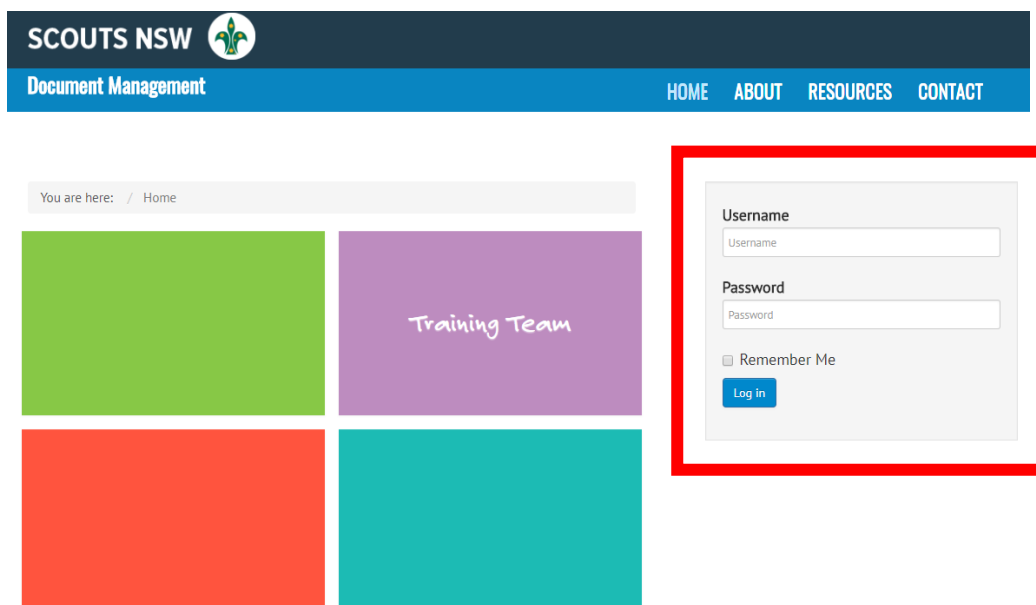




3. Click on “Committees and Training Login” button.



4. Log into the Document Management area using the username and password detailed in the “Training Team Login and Document Access” email. Please note that you will need to reset your password on your first visit. See the “How to Reset Your Password” Screen Capture Tour for instructions.





How to Reset Your Password (First Login)

1. Log into the Document Management area as per the steps outlined in the “How to Login to the Documents Intranet” Screen Capture Tour.
2. Once you have logged in using the details provided in the “Training Team Login and Document Access” email, your browser should load a new page and display a grey box prompting you to edit your profile. Please fill in your desired password in the boxes specified below. Please note that the Name, Username, Email Address and Confirm Email Address fields will be automatically populated with your details.

A screenshot of a web form titled "Edit Your Profile". The form contains several input fields: "Name *", "Username (optional)", "Password (optional)", "Confirm Password (optional)", "Email Address *", and "Confirm Email Address *". The "Password" and "Confirm Password" fields are highlighted with a red rectangular border.

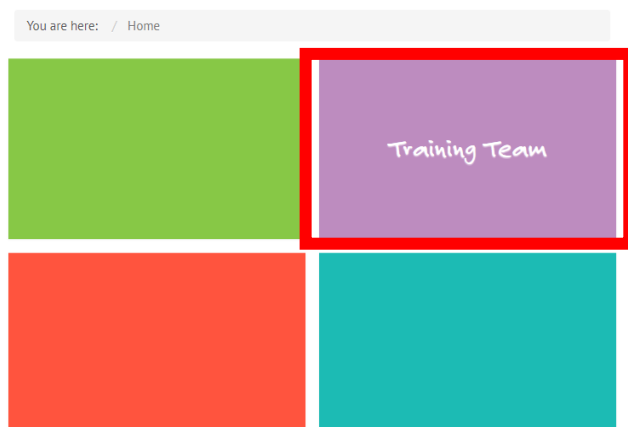
3. In the same grey box, use the drop down arrows to select Sydney as the time zone and English (United Kingdom) as the frontend language. Please leave the Editor field as is.

A screenshot of a web form titled "Basic Settings". The form contains three dropdown menus: "Editor (optional)" with the value "- Use Default -", "Time Zone (optional)" with the value "Svdnev", and "Frontend Language (optional)" with the value "English (United Kinadon)". The "Time Zone" and "Frontend Language" fields are highlighted with a red rectangular border. At the bottom of the form are "Submit" and "Cancel" buttons.

4. Click Submit.

How to View Training Documents

1. Log into the Document Management area as per the steps outlined in the “How to Login to the Documents Intranet” Screen Capture Tour.
2. Once logged in, click on the purple box labelled “Training Team” on the front page.



3. Click on the desired Category folder and navigate your way through the listings. Please note that multiple sub-folders may be found in each Category. These are accurately labelled to allow easy navigation.
 - Policies and Information – click on this option for Training Calendar, Training Team Directory, Training Policies and Procedures and PLA Guides
 - Wood Badge – click on this option for all information regarding Wood Badge Qualifications and Assessments

Please note, more resources will be uploaded into the Document Management Intranet over time.



You are here: / Home / Documents / Training Team

You are here: / Home / Documents / Training Team / Policies and Information

Training Team

Categories

- Polices and Information
- Wood Badge
 - Requirements**
 - Basic training
 - e-Advanced Core, e-Advanced Sectional Techniques, 2 e-Learning elective e-World and e-Grow & lastly 2 additional e-Learning electives.
 - Hold a current appointment in the relevant section prior to completing the Advanced Practical Supplement Course for a minimum of 6 months.
 - Project Goal Setting Sheet.
 - Commissioners Evaluation.
 - Wood Badge Project**
 - The Wood badge project is set at the advanced Practical Supplement (residential) course by the Course Leader, who also nominates a Project Supervisor for each Trainee.
 - Once the Project Supervisor is satisfied that the Project is completed he or she verifies the assessment by contacting the Course Leader.
 - If in agreement, the Course Leader submits the [Goal Setting & Completion Report](#) to State Office.
 - Wood Badge Project**
 - The Commissioner's Evaluation is conducted by an appropriate Commissioner nominated by the Leaders Regional Commissioner Adult Training and Development.
 - The Evaluation is conducted over 4 months from completion of the Advanced Practical Supplement course.
 - The commissioners Evaluation is not dependent on completion of the wood badge Project.

Policies and Information

Categories

- PLA Guides
- Training Catendars & Training Team Directory 2017
- Training Policies and Procedures

4. Once you have located your desired document, click the blue “View” button positioned on the right-hand-side of the listing.

Documents

[PLA Guide - Advanced Training](#) New

Published on 03 November 2017 • Modified on 06 November 2017 • By Scouts NSW • 1 download

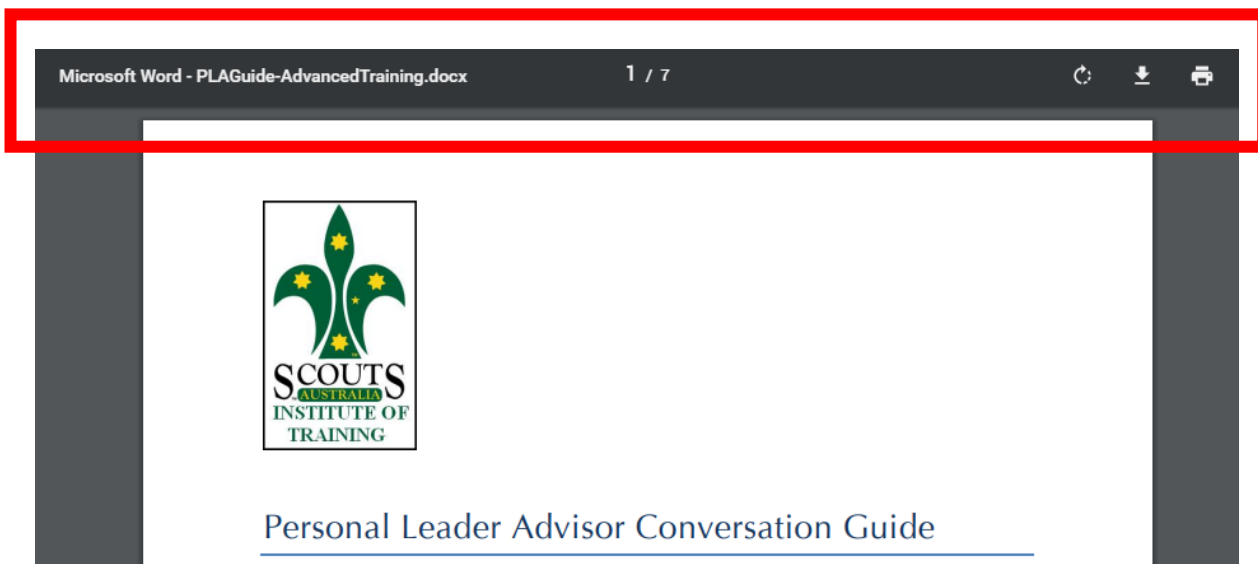
[View](#)
(pdf, 182 KB)
plaguide-advancedtraining.pdf

Please note that this will only display the document in your Internet browser, and will not allow you to make any changes to the document. To download the document and make changes (e.g. for an application, report etc.), please see “How to Download Training Documents” Screen Capture Tour.



How to Download Training Documents

1. Log into the Document Management area as per the steps outlined in the “How to Login to the Documents Intranet” Screen Capture Tour.
2. Open desired document as per the steps outlined in the “How to View Training Documents” Screen Capture Tour.
3. When viewing a document in your Internet browser, a dark grey/black bar such as the one below) should appear towards the top of your screen. If you cannot see this bar, use your mouse to hover over the top of your screen until it appears.



4. Click on the downward pointing arrow positioned in the top right-hand-corner of your screen. A pop up should appear.



5. Select the folder you wish to save the document in, and type in the file name you wish to save the document as.
6. Click “Save”.