Joining Instructions

Security Officer Course for DISP

ADELE (O) Account Creation

1. Please open ADELE (O) at open.adele.edu.au and create your account. You will be asked for an enrolment key which is:

<mark>X_wVtTuc+JS,m</mark>

**Note**: The enrolment code is case sensitive and does not include any spaces.

The email address you use MUST be a personal, direct-contact email address relevant to your DISP entity, and accessed only by yourself. The first and last name you provide on your account creation will be used for the course completion certificate.

If you already have an ADELE account see trouble shooting tips.

2. You will receive a confirmation email asking you to confirm your email address and account creation.

Course Pre-Requisites

1. You should see 'Security Officer for Defence Industry' course on your Dashboard. Open the course.
   If you do not see the course on your Dashboard, please refer to the 'Trouble-shooting' page at the end of these Joining Instructions.
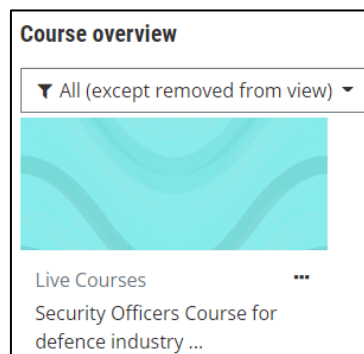
2. Before you can register for an upcoming course you will need to complete the pre-requisite module. This is should not take longer than 20 minutes. You must watch the video in full and pass the questions at the end of the video.

Course Registration

3. Once you have completed the pre-requisites the available courses and registration will become visible.
4. Choose your course date from the list of available courses. Select Sign Up and follow the prompts to enrol. You will receive a confirmation email once successfully enrolled. **Please note the times are showing in AEST/AEDT (Canberra time).**

Course Cancellation and Rescheduling

If you are no longer able to attend your scheduled course you MUST cancel your booking and rebook.

1. To cancel your booking select "More Info" then "Cancel booking". Follow the prompts.

2. Once you have cancelled your booking you can register for a new session. See Course Registration above if needed.

On the morning of your course

1. **Secure location:** You must ensure your location is secure and that the training cannot be overheard by those without a BASELINE clearance and a 'Need-to-know'.

2. **Timings**: The session you booked on ADELE (O) shows the start time of your course.

3. Please log in **20 minutes before** the course starts to allow you to **test your audio**. If you are experiencing audio issues see the 'Trouble-shooting' page at the end of these Joining Instructions.
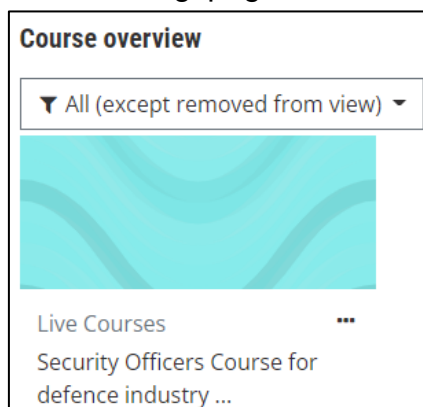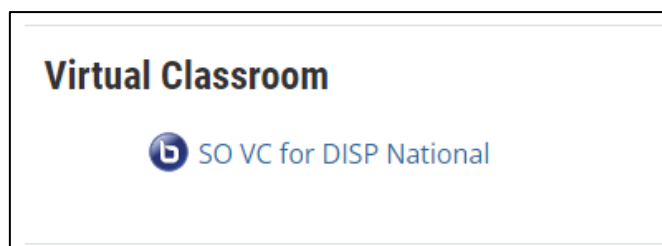
4. Open ADELE (O), https://open.adele.edu.au, and log in using the credentials set up in your account creation stage.
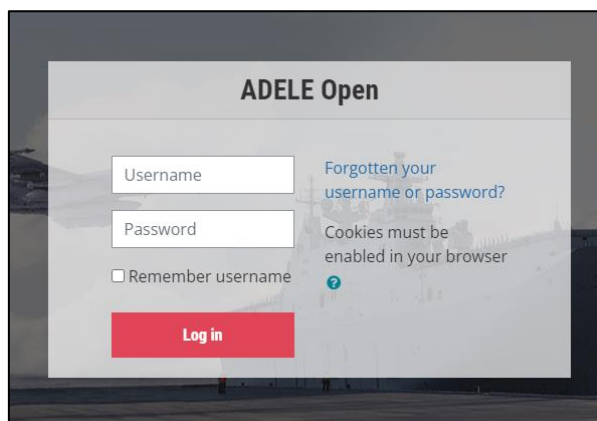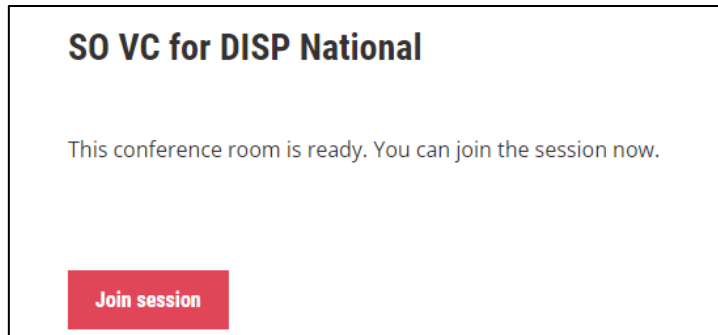

5. Open the '**Security Officer for defence industry**' course under Course Overview. If you do not see the course, see the 'Troubleshooting' page at the end of these Joining Instructions.
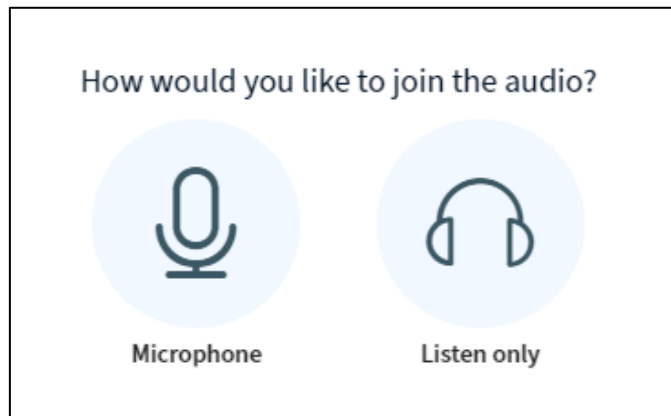

6. Select '**SO VC for DISP National**' under Virtual Classroom.

7. Select **'Join session'** button to enter the room.

8. Now, select your audio. Please select the **microphone** option. If you don't have a built in microphone, select the 'Listen only' headset option. If you are experiencing audio issues, see the Troubleshooting Tips at the end of these Joining Instructions.

Important participation note:

The trainer will ask you to mute your audio once the **course commences**.
Please **do not** activate your video during the course, unless requested.
During the training session, you will mostly use the '**Public Chat'**.

Course completion

1. At the end of the course, you are required to **complete and submit** the:
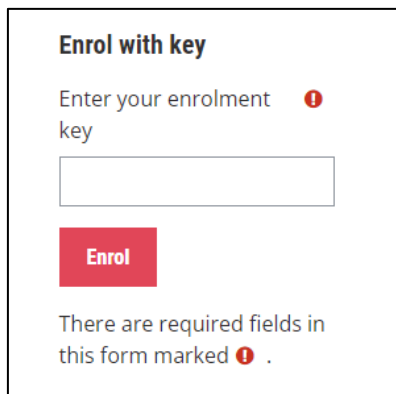   - Survey, and
   - Knowledge Quiz.

Successful completion of the course requires an 80% pass on the Knowledge Quiz.

Your **'Security Officer Course Certificate of Attainment'** will be available for you to download upon successful completion of the course in the Post-Course section. A copy of your certificate will be sent to disp.info@defence.gov.au to form part of your DISP Personnel record.

Troubleshooting Tips

If you already have an ADELE (O) account and do not see the course on your Dashboard:
- If you already have an ADELE (O) account you will need to self-enrol.
- To self-enrol in the course, use the 'Enrol with key' section on the right hand side of your Dashboard. Enter the enrolment key above in the Account Creation section of these Joining Instructions. Click 'Enrol'.
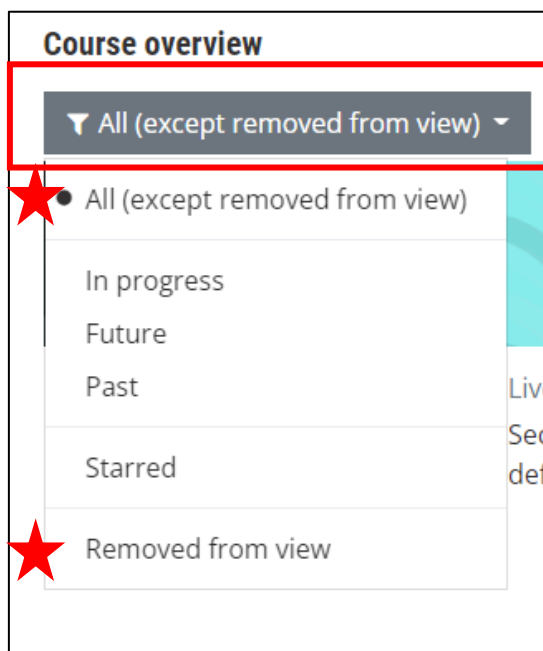

- Once you are successfully enrolled in the Security Officers Course for Defence Industry, it will appear on your Dashboard.

You have successfully enrolled in the course but unable to see the course on your Dashboard:
- If you are unable to see the course on your Dashboard you may have to adjust the filter settings.
- Select the filter button and select either "All (except removed from view)" or "Removed from view".

For **any technical support with your ADELE (O) login or access to the ADELE platform**, contact the ADELE Support team via email support@adele.edu.au 0800-1700 AEDT/AEST.

Basic Audio tips:

- Ensure you are using a chromium browser such as Chrome or Edge.
- Ensure your volume is turned up
- Check your audio isn't muted
- Select the **microphone icon** once you've joined the session

Microphone

- Complete the 'Connect to echo test' by talking into your headset / microphone. You should hear yourself (Note: This is a private echo test)
- Select YES if you heard yourself
- If NO, select **NO** and follow the advice provided **'Change your audio settings'.**
- If your problem still persists, it could be that your device does not have a built in microphone, or that your microphone is not working. You may also try **logging out and logging back** in.
- Please join the session by selecting the headset option. During the course you can use the '**Public Chat'** to communicate during the session.

Listen only

Note:

- On occasion, you will have to restart your computer for it to recognise ADELE settings. Problems with access can also be caused if your firewall is blocking the UDP connection / ports. Please find further details here: https://support.microsoft.com/en-us/topic/49db3973-b81d-3d92-f5ab-7f403cb7668b