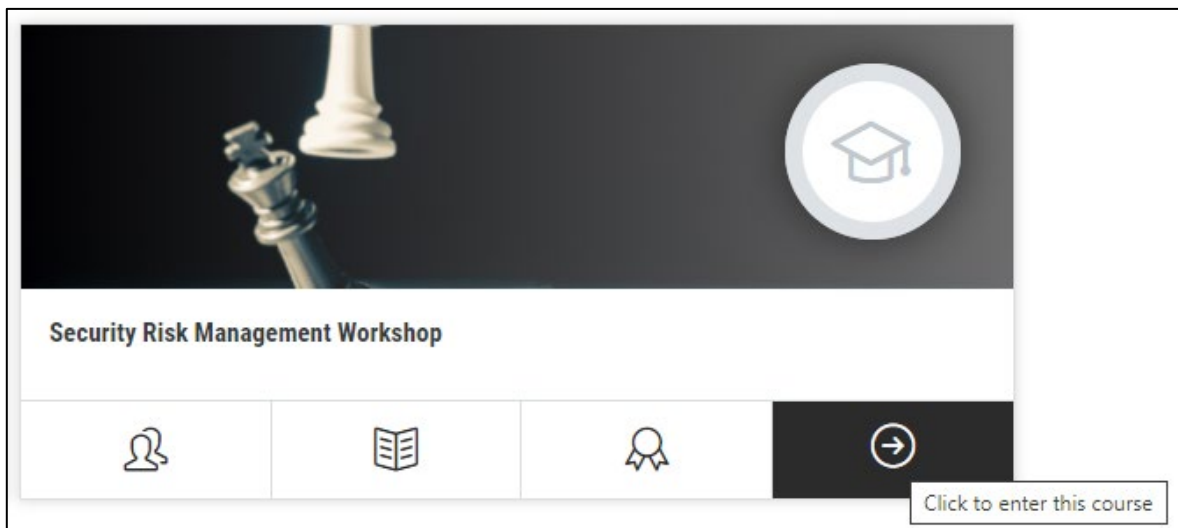


Joining Instructions

Security Risk Management Workshop – Virtual Classroom

Before the course

1. The SRMW will be facilitated on the ADELE Official: Sensitive platform, <https://www.adele.edu.au>. Please ensure you are using the correct platform.
2. If you do not already have an ADELE (O:S) account you will need to **create your ADELE account**. Go to <https://www.adele.edu.au> and follow the prompts. Once you have an account you will need to **enrol in the course**.
3. Once logged in, search for '**Security Risk Management Workshop**'. Click to enter the course.



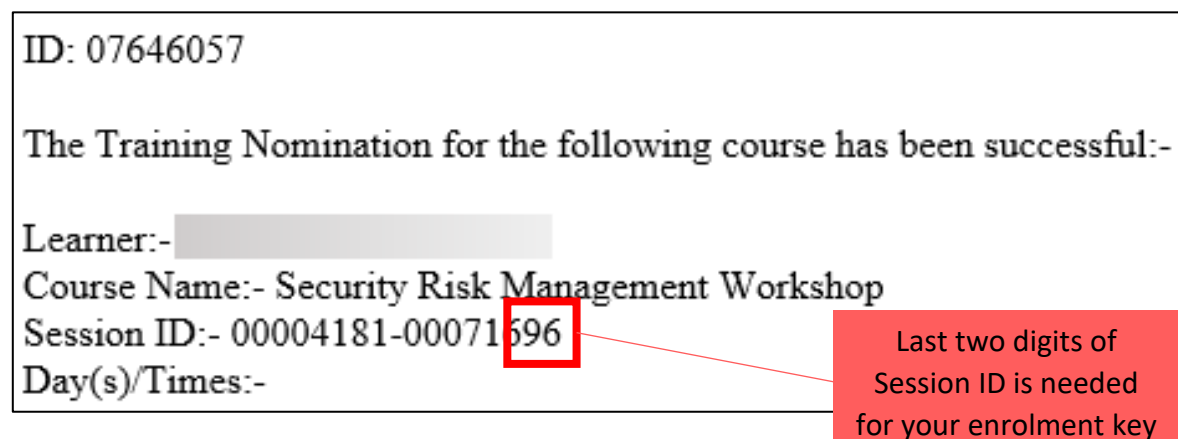
4. To enrol in this course you will need an enrolment key. Please note the enrolment key is case sensitive and there are no spaces.

The enrolment key is individual to each offering and follows the following formula:

DEF [date of course in format ddmmyy] SRMW [last two digits of your course offering ID]

Eg. DEF04feb22SRMW23

Note: If you are unsure about the offering ID, this can be found on your Campus generated emails, such as your confirmation or joining instructions emails.



5. If you have previously enrolled in the Security Officer course but were not able to attend you **MUST** first un-enrol before you can enrol with your next course enrolment key. See the Troubleshooting Tips at the end of these Joining Instructions.

- Once you are successfully enrolled you will be taken to the course homepage. You should also see **'SRMW – L'** available under 'My Courses'. You can find this through the graduation cap icon on the left.



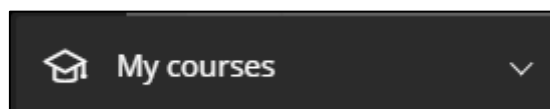
- If you don't contact, dsvs.skilling@defence.gov.au for assistance
- For any **enrolment key queries** contact dsvs.skilling@defence.gov.au.
- For any **technical support with your login or access to the ADELE platform**, contact the ADELE Support team via email support@adele.edu.au 0800-1700 AEDT/AEST.
- If you need to reschedule or cancel your training please contact ld.trainingnominations@defence.gov.au

On the morning of your course

- Secure location:** You must ensure your location is secure and that the training can't be overheard by those without a BASELINE clearance and a 'Need-to-know'.
- Timings:** Please see your Campus Joining Instructions email for the start time of your course. The email will show the time in AEST/AEDT (Canberra time). Please login **20mins before** the course starts to **test your audio**.
- If you **experience issues with the DPN/DREAMS** on the day, you can login via the internet (Chromium browser preferred) and still complete the course.
- Login to Adele (O:S) using Chrome and enter <https://www.adele.edu.au>.
- On the left hand side of the screen you will see this **icon** (graduation cap). Click on the icon and select **'My courses'**.




- Select **'My courses'** and select **SRMW – L**.



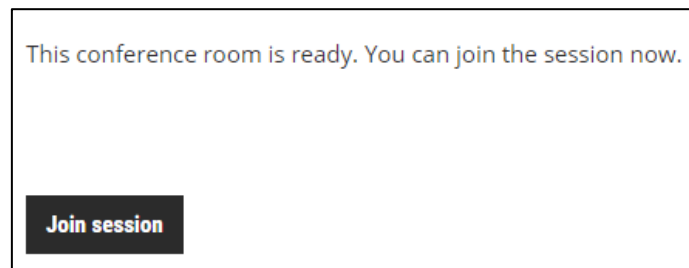
- Right click on the heading **'Resources'** and select **'Open Link in New Tab'**. These resources will be used throughout the day so it best to keep it open for easy access.
- You can now enter the Virtual Classroom

Virtual Classroom

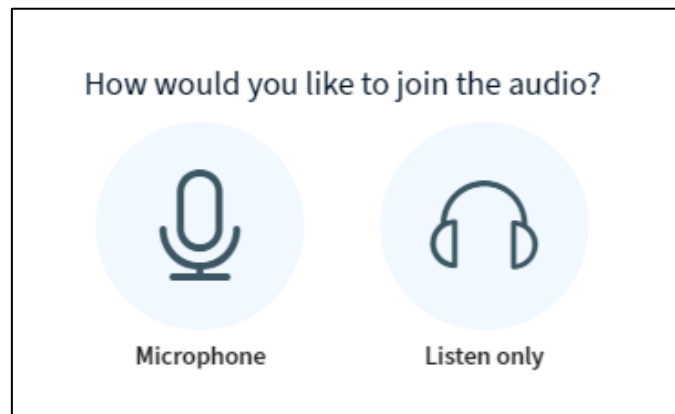
BIGBLUEBUTTONBN

 Security Risk Management Workshop Virtual Classroom OFFICIAL: SENSITIVE

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



10. Now, select your audio. Please select the **microphone** option. If you don't have a built in microphone, select the 'Listen only' headset option.



Important participation note:

The trainer will ask you to **mute** your audio once the **course commences**.

This course will operate as a workshop style and active participation is required. Please ensure you have connected full audio to the course as you will need to provide input throughout the day.

Please **do not** activate your video during the course, unless requested.

Troubleshooting Tips

Basic Audio tips:

- Always remember to use Chrome or Microsoft Edge
- Ensure your volume is turned up
- Check your audio isn't muted
- Select the **microphone icon** once you've joined the session



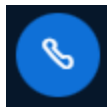
Microphone

- 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.
- Please join the session by selecting the headset option



Listen only

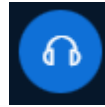
- During the course you'll use the '**Public Chat**' to communicate during the session (found at the bottom left of your screen, simply type Q&A etc.)
- You can adjust your audio settings in the classroom by selecting the audio button (one of the below)



or



or



Note:

- If any IT or audio issues persist, we recommend **logging out and logging back in**.
- 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>

How to un-enrol from a previous offering

If you have previously enrolled in the Security Officer course on ADELE you may need to un-enrol in order to use your new enrolment key. To do this you will need to open the Security Risk Management Course page on ADELE and locate the cog in the top right hand corner. Click this and you should get the option "**Unenrol me from SRMW-L**". Once you have un-enrolled you should be able to enrol as per the instructions above.

