BOLT ENROLMENT INSTRUCTIONS

The success of the Australian biosecurity system relies on everyone playing their part. To gain an understanding of plant biosecurity and Australia's national system for reporting and responding to significant plant pests, we have created free online e-learning.

In the *Growers – Pest Reporting and Responding* and *Plant Biosecurity in Australia* courses you will learn about:

- the arrangements Australia has in place to manage plant biosecurity emergency responses
- how the arrangements are put into action
- the benefits of biosecurity
- implementing biosecurity practices
- the importance of reporting a new or unusual pest or symptom of a disease
- how to make a report.

Getting started

ACCESS TO BIOSECURITY ONLINE TRAINING (BOLT)

Visit the Plant Health Australia Biosecurity site BOLT - PHA (canopihr.com.au).

If you already have an account:
Log in using your account details for BOLT.

New user

- Click '**REGISTER**' on the login page.
- Enter your details on the signup page and click '**SIGN UP**'.
- A message will be sent to your email address to activate your account.
- Go to your email account, open the message, and follow the directions to set up your password. If you do not see the account activation message after 10 minutes, please check your junk folder.
- Return to the login screen, enter your username and password, and click '**LOGIN**'.
- You will be taken to the '**My Learning**' page.

ENROL IN COURSES

Click the '**BROWSE LEARNING**' tab at the top of the home page.

On the next page, *click anywhere inside the box* showing the **Growers - Pest Reporting and Responding** course.

Read the instructions about the course and click the 'launch' button.

Work through the content and answer the quiz questions at the end.

Once you have completed this training you could also look at **Plant Biosecurity in Australia**.

COMPLETE THE TESTS

- There is no certificate for the **Growers - Pest Reporting and Responding** course but there are knowledge check questions at the end.
- You must correctly answer all test questions to complete the **Plant Biosecurity in Australia** course and receive a certificate of completion.

DOWNLOAD YOUR CERTIFICATE OF COMPLETION

- When you have successfully completed the course and the test, the ribbon icon on the **Plant Biosecurity in Australia** tile on your **'My Learning'** page will appear green.
- To obtain your certificate, click the green ribbon icon and your certificate will begin to download.
- If the certificate does not download, check your security settings (e.g. firewall).
- Please save the certificate to your computer or print for your records.

Click the green ribbon on the **Plant Biosecurity in Australia** course tile to download your certificate.

Helpful hints

- You do not have to complete the courses in one sitting. If you are short on time, you can come back and finish the training later.
- You can review the content of the course even after you have completed it.
- Write down your username and password so you don't forget them. There is a link on the login page to reset your password.

Need help registering or enrolling in the course?

Email BOLT@phau.com.au and your inquiry will be resolved quickly and promptly.

If you are interested in learning more about the Australian plant biosecurity system, then look at any of the other free training that is available on the BOLT site. https://pha.canopihr.com.au.