

## **Instructions to complete the Equal Opportunity Online Training**

Completion of Module 1 of EO Online is mandatory for all students enrolling/enrolled in any placement units. It is not necessary for students to complete Module 2.

The Module takes between 1-2 hours to complete. On the first visit, students must register to use EO Online. A Certificate of Attainment will be issued on completion of the module, which must be provided to the Pre-Clinical Coordinator.

By working through the EO Online module, students will:

- Learn how to deal with and prevent discrimination and harassment in the workplace;
- Understand legal rights and their responsibilities to achieve a discrimination and harassment free environment; and
- Increase their awareness of equity policies, issues and strategies at this university and in the workplace.

### **What technical specifications do I need?**

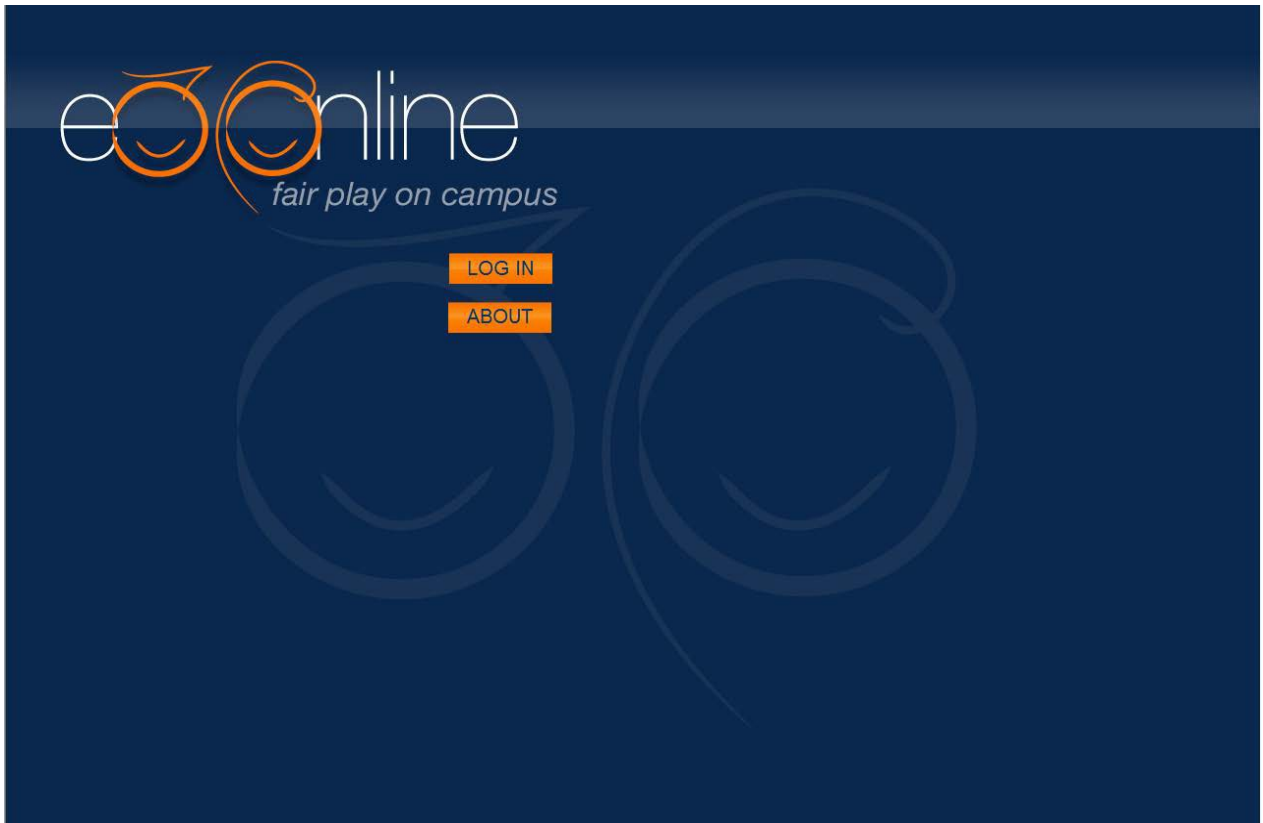
A relatively recent JavaScript-capable browser is required for EO Online to work. Scripting is generally on by default unless the setting has been manually changed. Please contact ITMS on 08 8946 6600 for advice on how to turn scripting on your browser if you don't know how.

### **I cannot connect to EO Online server**

Ensure you are using Mozilla Firefox. If you receive a "can't connect" or "page unavailable" type of error message, please try connect again in an hour or so. It could be a temporary server glitch - if so, no- one would be able to access EO Online, so try a few other computers if possible. If the problem persists please contact OPC – Debbie Thiel on 8946 6934 or [eoonline@cdu.edu.au](mailto:eoonline@cdu.edu.au).

Use the link below to gain access to EO Online

<https://eoonlinev2.uow.edu.au/splash.aspx>



## IP Notice and Disclaimer

EO Online has been designed for educational purposes only and should not, under any circumstances, be regarded as or substituted for legal advice.

### Intellectual Property and Use of EO Online

Use of EO Online is restricted to participating universities as a resource for staff training and referral within their university.

Use by students is permitted for purposes such as pre-work-placement training, to aid grievance resolution or to prevent discrimination and harassment. However, EO Online may not be delivered as examinable course content.

Please [contact us](#) if you are in doubt about permitted usage of EO Online.

I have read and understood

Click this link

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## login

**New to this version of EO Online?**  
If you are a first-time user of this version of EO Online, [please register here](#)

**Returning to EO Online?**

Please select your institution:


University Email Address:

Password:

**Forgot your password?**  
Please click here to [re-set your password](#).

[Privacy Statement](#)

Click "please register here" link



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## registration

### Privacy Statement

The information you provide as part of this registration is collected and held by the University of Wollongong for the purpose of:

- processing your registration to use EO Online
- identifying you to enable your continued use of EO Online and
- providing completion data to your University.

Completion of EO Online may be a mandatory requirement at your University. If you do not provide all the requested information you will not be able to register with, or use EO Online.

The information you supply will be downloadable by authorised officers from your University. It will be used by your University to identify you and to record that you have completed EO Online and when you completed it.

The information you supply on registering for EO Online will not be provided to any organisation other than to authorised staff members of your own University as set out in the previous paragraph.

You have both a right of access to the personal information we hold about you and to ask us to correct it if it is inaccurate or out of date.

The University of Wollongong's Privacy Policy explains our commitment to the protection of your personal information and can be found at <http://www.uow.edu.au/about/privacy>.

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Read the Privacy Statement and click the "I Understand" button

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## registration

Please select your institution

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Select "Charles Darwin University" from the drop-down box and click "next"

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### registration

I am \*)  
 A staff member  
 A student

**Select "A student"**

\* If you're both a staff member and a student, please select staff member

Your University Email Address (required):

Your Firstname (required):

Your Surname (required):

Your Organisational Unit or Faculty (required):

Your staff or student number (required):

**For example  
s123456@students.cdu.edu.au  
(Students **must** use their CDU email address)**

**Include your enrolled degree.  
For example, Bachelor of Nursing.**

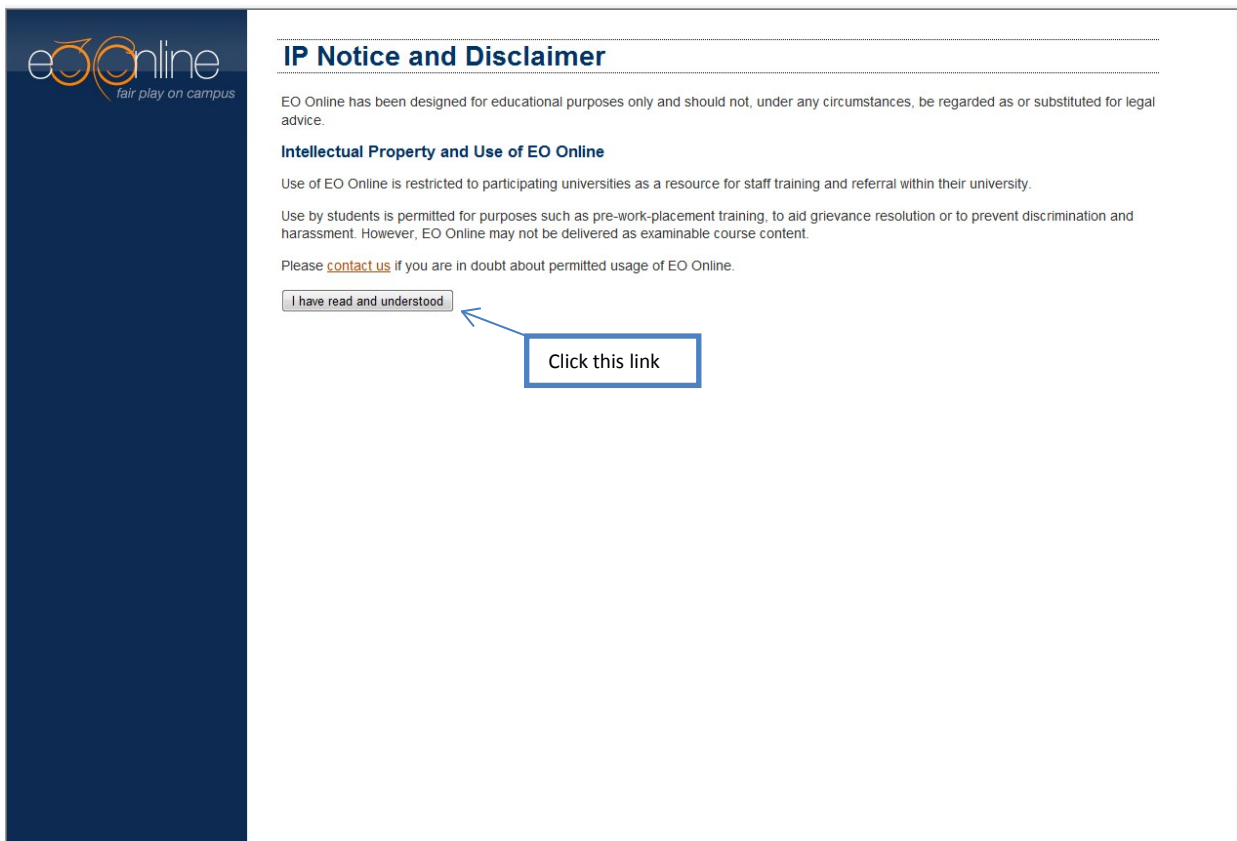
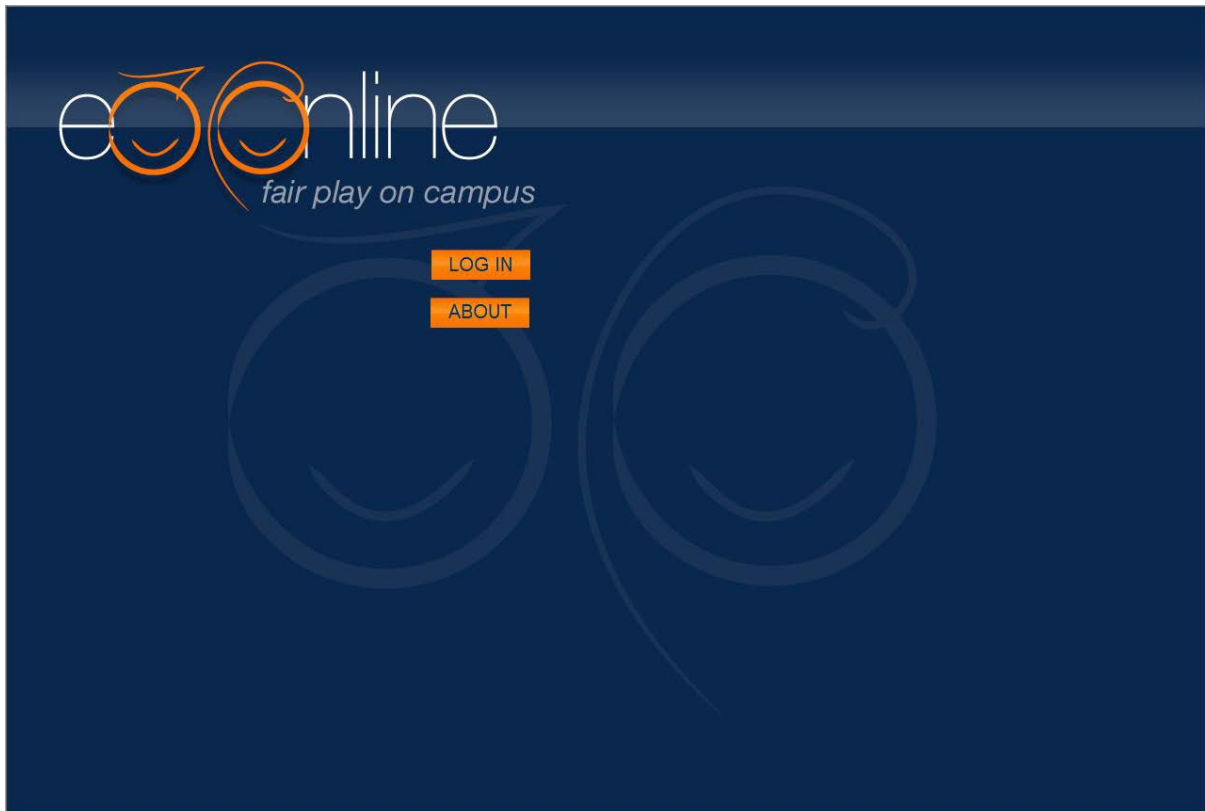
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**After filling in all the required information, click "Register"**

An email will be sent to your student email address. Retrieve the email and click the "verification link" in the email.

You are asked to create a password. Do so and click "Create Password"

You can now log in to EO Online using your username (student email address) and password.



The page includes the 'eoOnline' logo on the left. The main content area is titled 'IP Notice and Disclaimer' and contains the following text:

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I have read and understood

A blue box with the text 'Click this link' has an arrow pointing to the checkbox.

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[Privacy Statement](#)

Complete this section then click  
"Login" to start Module 1 of  
EO Online