Quick Reference Guide (QRG)

Agency and locum enrolment and access instruction

This guide will take you through the steps to register an account and enrol into Monash Health EMR Training on LATTE:
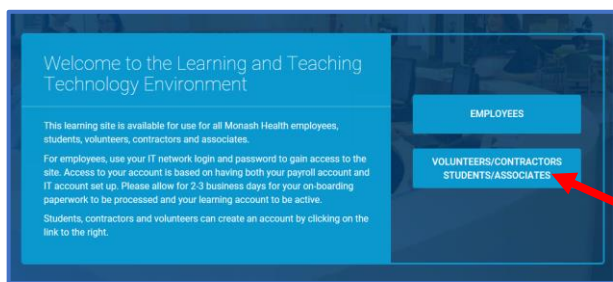
Registering an account with LATTE – Agency / Locum

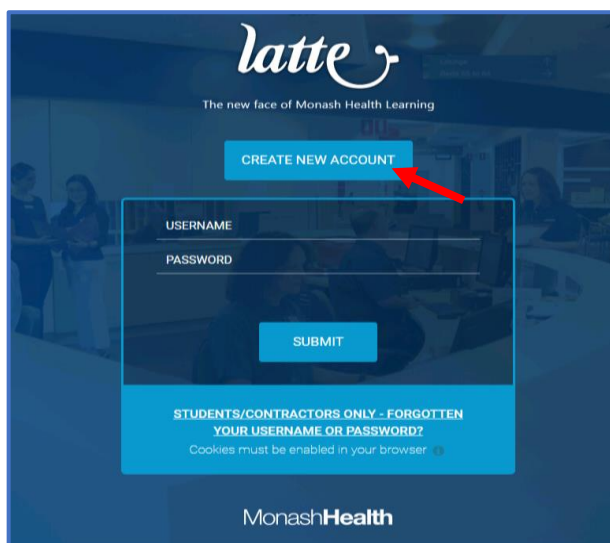Access Latte on the Monash Health intranet via the following link:
https://learning.monashhealth.org/auth/saml/login.php

Select 'Volunteers/Contractors/Students/Associates'

Select 'Create New Account'

Complete the fields contained in the form:

Field	Action
Password	Enter your chosen password. The password must have at least 8 characters, at least 1 digit, at least 1 lower case letter, at least 1 upper case letter
Email address	Enter email address
First Name	Enter first name
Surname	Enter surname
City/Town	Enter city/town
reCAPTCHA	Select the tick box. You will be shown a series of images and instructions to complete.
Date of birth	This is a mandatory field within the system and will not be used for other purposes than registration.
Role while working at Monash Health	Select from the drop-down menu the role you will be undertaking during your time at Monash Health.
AHPRA Number	If you are registered with AHPRA please provide your registration number for validation of your access
EMR Training Required?	Select from the drop-down box the primary area you will be working in your time at Monash Health. If you will be working in more than one area, you will have the option to add this training to your account once you are registered.

Click Create Account.

An email will be sent to your nominated email inbox. Please allow up to 4 hours for the email to appear. Please make sure you check your spam folders.
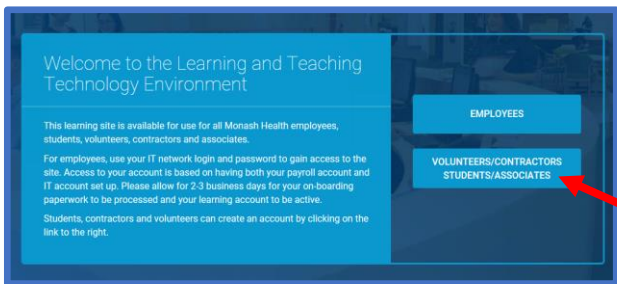
It will contain your User ID. Use this, along with the password you used earlier to access your account.
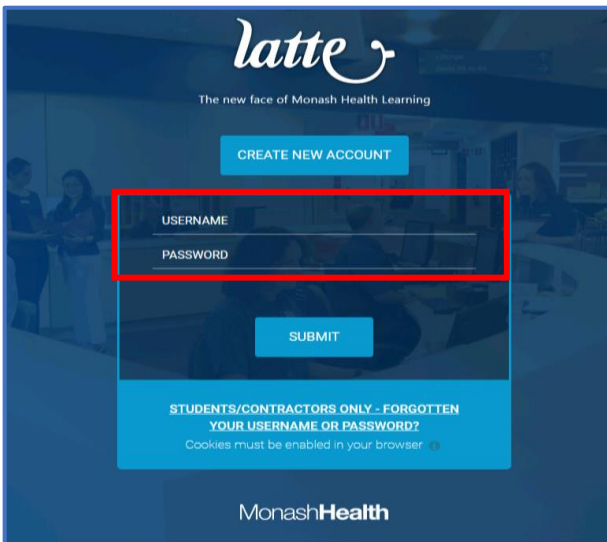
Accessing your learning

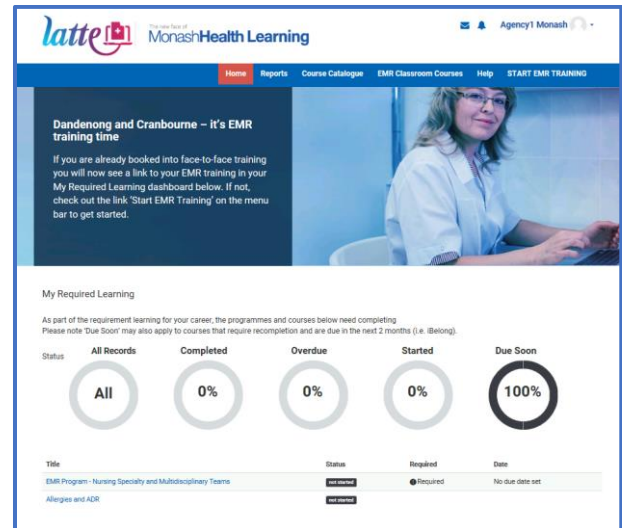Access Latte on the Monash Health intranet via the following link:
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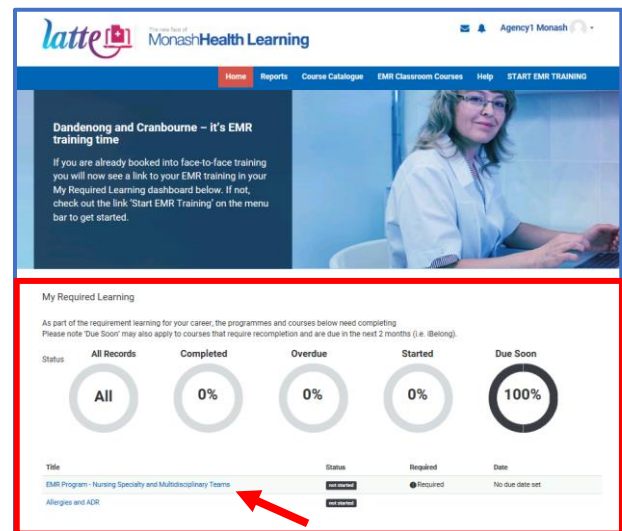

Enter the username you received in your email and password.

Your required EMR training will be visible in the My Required Learning list.

Click on the Course title to begin.

You will be required to book into an EMR Classroom face-to-face session as well as complete the required e-Learning module.

Click 'Launch Course' to show available dates.
Super User sessions are visible but not applicable
to agency or locum staff.

Click link under the Program Completions to
return to the rest of your training courses.

Click sign up to select the date you want.