## Login Information

Open your browser and go to the following web address: **https://dobcel.saltcompliance.com**
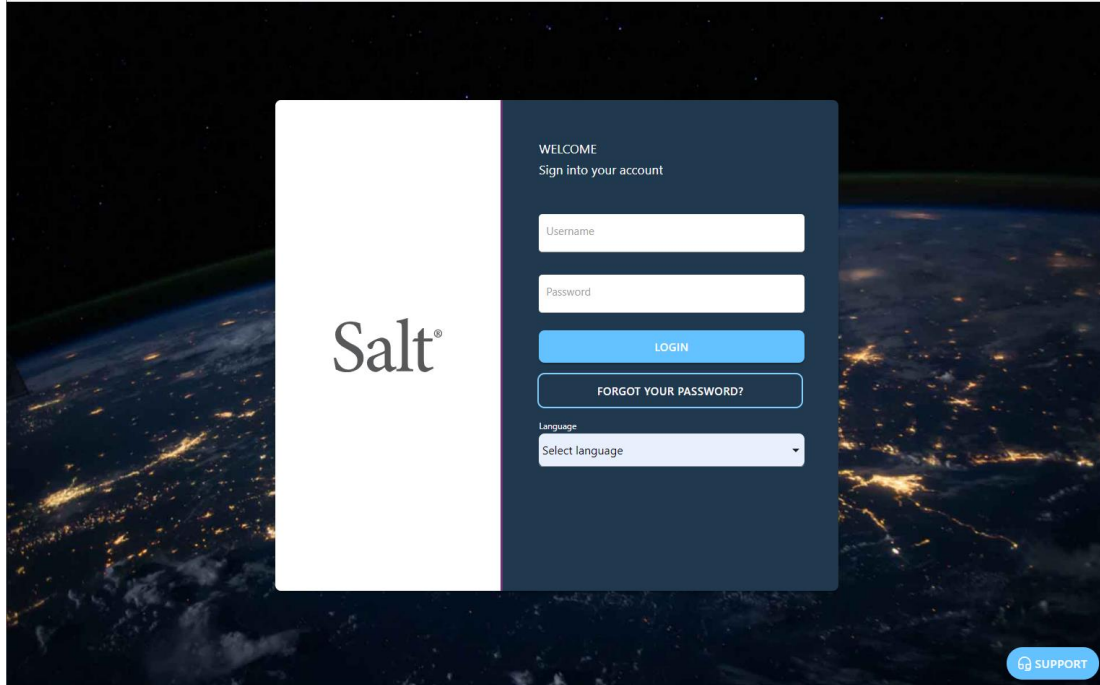
This will display the Salt login page. You need to enter your username and password details to access your assigned Salt training.

Retrieving Your Login Details

If you are logging in to Salt for the first time or if you have forgotten your login details, click on the "**Forgot Your Password?**" button located beneath the Login button. This will open a new window where you will enter your email address.

You will be sent an email containing a single-use URL prompting you to set a password.

Repeat this process anytime you forget your password.

If you do not receive an email with your login information, check with your Salt Administrator to confirm your registered email address.

Change Your Password

You can also change your password after you have logged in to Salt by taking the following steps:

1   Select **Account Settings** from the top-right menu
2   In the New Password box, enter your new password
3   In the Confirm Password box, retype your new password
4   Click the Save button

Speak with your local Salt platform administrator (for schools this is usually the Compliance & Risk Advisor or principal or for CEB staff Simon O'Brien or Human Resources) if you experience login issues. If the issue cannot be resolved locally, please contact the Salt help desk as outlined below.

For technical support, please contact:				
Salt Helpdesk	08:30 – 18:00 AEST	AU: 1800 676 011 NZ: 0800 629 691	SG: 800 852 3070 US: 1 415 528 3488	support@saltcompliance.com
		© GRC Solutions | IDD: +61 2 8823 4103		

Salt

My Training

1 Click on the **My Training** button from the left-hand navigation menu.

2 Click on the **Start** button for the course you wish to select, for example Child Protection. This will take you to a new page with the list of modules for that course.
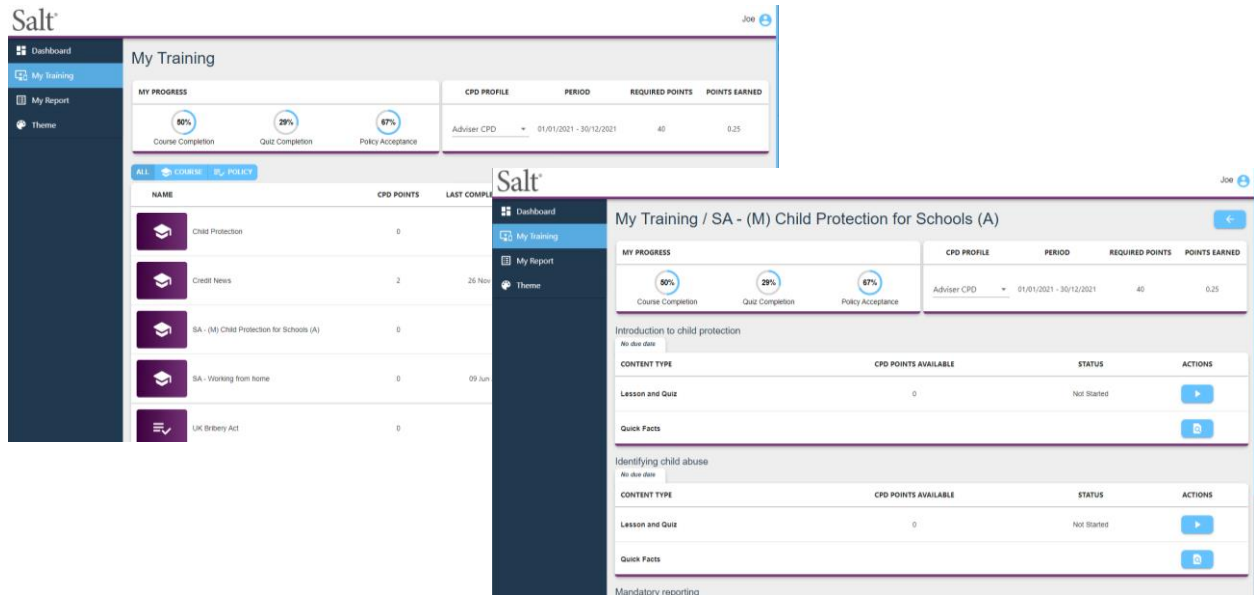
Begin Lesson*

1 Click on the **Start Lesson** icon for each module.

2 Use the navigation buttons to move between the training pages.

3 The first page contains the learning objectives for the lesson. Training consists of a factual situation, legal content pages, and scenario questions relating to the factual situation.

4 The scenario questions are not scored and your responses are not recorded. Use them to apply the knowledge you have gained so far in the lesson.

Begin Quiz

1 Click on the **Start Quiz** icon for each module.

2 You will be asked a series of multiple-choice questions.

3 Use the next button to navigate through the test. If you hit the back button on your browser or exit Salt, your quiz results will not be saved and you will have to test again.

4 Once you click the Submit Answers button, your quiz responses will be scored and recorded. At the end of the quiz, you can view a summary of your quiz responses and results.

5 When you have passed all modules in a course you will have access to print a certificate of completion from your My Training page.

*Not all courses have a separate Lesson and Quiz. Courses in the Adaptive format combine the Lesson and Quiz into a single course package and icons are presented with a single Start button. No Quiz summary of responses is provided after completion.