

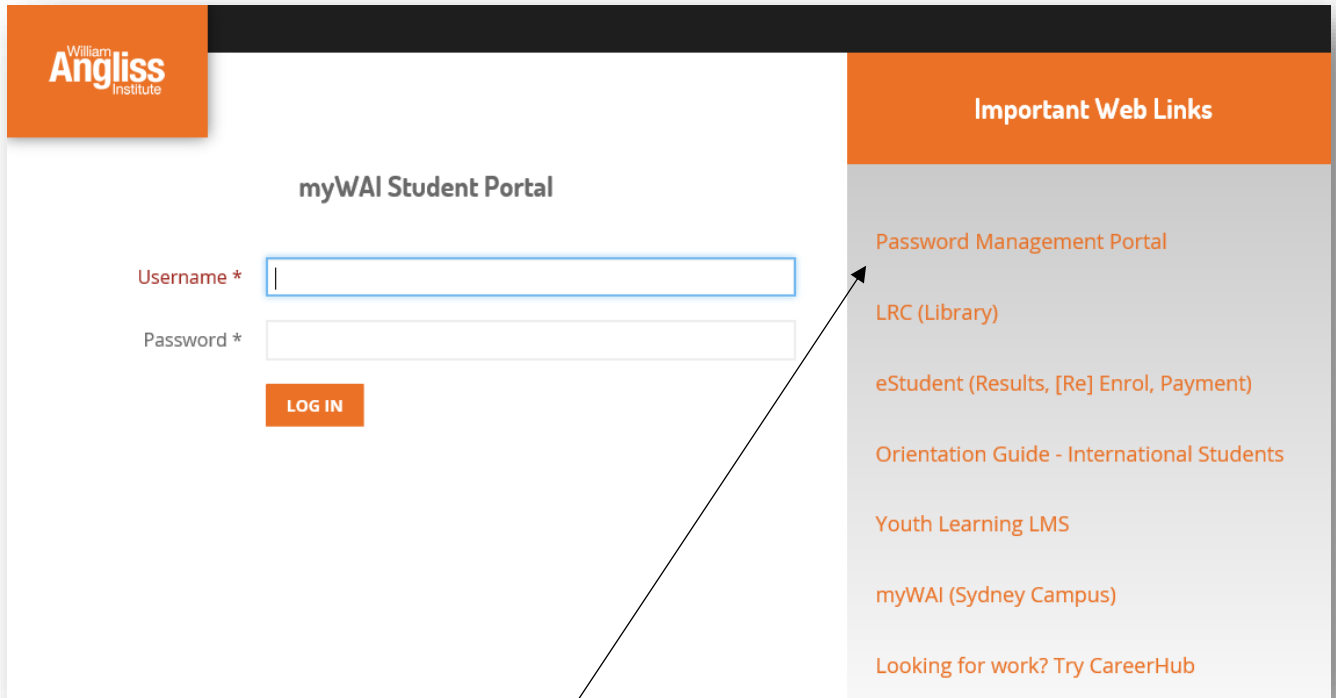
myWAI/Moodle Guide



Step 1: Navigate to myWAI (William Angliss Institute) Student Portal: <https://mywai.angliss.edu.au>

Login with your WAI student credentials.

- **Username** is your student ID (this is printed on your student card)
- **Password** is your unique password that you have set-up.



If you are a first time user or have forgotten your password navigate to the **Password Management Portal**: <https://passwordreset.myangliss.edu.au>

- **First time** user, you will need to set up your password by visiting Password Management Portal and click on “**Set up initial password**”.
- **Forgotten your password**, visit Password Management Portal and click on **Forgotten password**.

Step 2: You will need to click on your department icon to attach yourself to your Moodle subjects.



Select the subject you want to attach/enrol yourself into (use the scrollbar to see more subjects).

Note: Subjects are organized in alphabetical order.

List of Available Moodle Subjects (Cookery)

Cookery (Non-Apprentices)

1. Coach others in job skills SITXHRM001 (Cookery Non-Apps) 2020/1
2. Coordinate Cooking Operations SITHKOP005, SITHKOP004, SITHCCC009 (Cookery Non-Apps) 2020/1
3. Hygienic Practices SITXFSA001, Maintain Quality SITXINV002, Participate In Safe Work Practices SITXWHS001, Clean Kitchen SITXWHS002 (Cookery Non-Apps) 2020/1
4. Implement and Monitor Environmentally Sustainable Work Practices BSBSUS401 (Cookery Non-apps) 2020/1
5. Implement and Monitor Work Health and Safety Practices (Cookery Non-apps) SITXWHS003 2020/1
6. Leadership SITXHRM003, SITXMGTO01 (Cookery Non-Apps) 2020/1
7. Manage Conflict SITXCOM005 (Cookery Non-Apps) 2020/1
8. Manage Diversity in the Workplace BSBDIV501 (Cookery Non-Apps) 2020/1
9. Manage Finances Within a Budget SITXFIN003 (Cookery Non-Apps) 2020/1
10. Participate in Environmentally Sustainable Work Practices BSBSUS201 (Cookery Non-Apprentices) 2020/1

Step 3: Enter your eSubject key

eSubject key is found on the navigation bar at the top of the page:

Purchase goods SITXINV003 (Cookery Non-Apps) 2020/1

Dashboard / Courses / CPUR 2020/1 / Attach me to this eSubject / Attachment Options

Use the “Base” eSubject Key followed by your class **group** (case sensitive).

Example: CPUR**2J** or CPUR**1M**

If there are no class groups, use **CPUR**

Attachment Options

 **Purchase goods SITXINV003 (Cookery Non-Apps) 2020/1**

Teacher (designer): **Graham Dark**

▼ eSubject Attachment (Student)

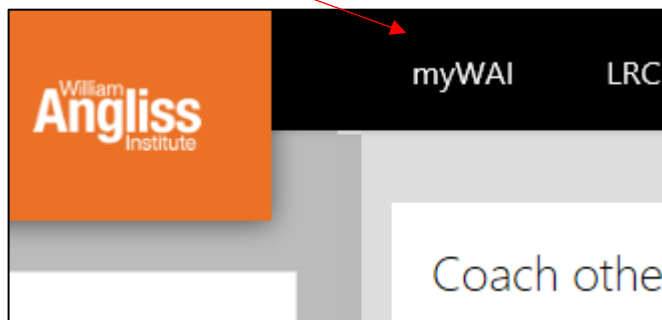
eSubject Key

CPUR2J

Submit

Click on **Submit** to access your Moodle subject.

You will have to repeat the procedure for each subject you need to be attached/enrolled into by going back to myWAI Student Portal.



Frequently Asked Questions

I can't login to myWAI.

Possible reasons may be:

- LRC/Library sanctions
- Outstanding course fees
- Incorrect password/username

On campus students - contact the Learning Resource Centre (LRC) service desk.

Off campus students - contact your relevant Student Management Centre.

I don't know or I have forgotten my network password.

Visit the Password Management Portal: <https://passwordreset.myangliss.edu.au> and click on "Set up initial password" or "Forgotten password"

Note: You must register your Australian mobile number or email address with student records to use the Password Management portal.

I don't know my eSubject key.

Contact your teacher or email esu@angliss.edu.au

Contact Phone Numbers and Locations

Learning Resource Centre (LRC/Library)

Building C | Ground Floor

E: lrc@angliss.edu.au

Centre for Food Trades and Culinary Arts

Building D | Ground Floor | DG26

E: Claire Benson – Claire.Benson@angliss.edu.au

Centre for Tourism and Hospitality

Building A | Level 4 | A439 A441

E: Carolyn Neilson - Carolyn.Neilson@angliss.edu.au

E: Anita Olshina - Anita.Olshina@angliss.edu.au

Faculty of Higher Education

Building A | Level 3 | A352

E: Rhiannon.Dawlings@angliss.edu.au