

How to log in and submit an answer

A step-by-step guide to help you log in to your MCI Course and submit your first answer

Welcome to your MCI qualification! Here is a step-by-step instruction on how to log in and begin the course.

Logging in

You have received an email and/or an sms with your login details. If you haven't received an email, please check your SPAM.

If you don't believe you have received any login details, please call us immediately on **1300 414 252** and we can reset the password and help you get started.

Here is an example of what the SMS could look like. It contains a link to the login screen:

<https://login.mciinstitute.edu.au> as well as your **Username** and **Password**.

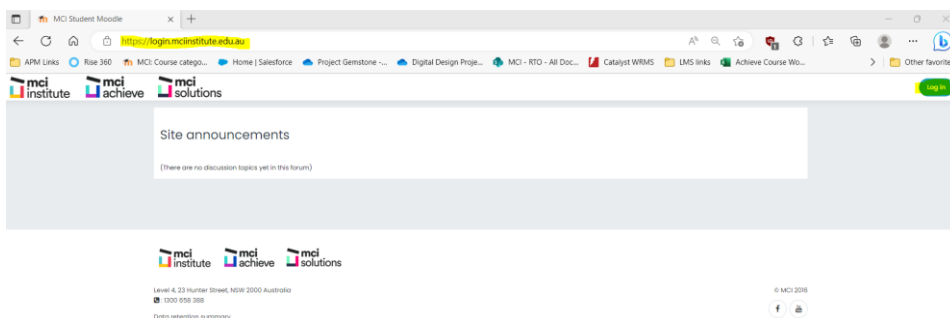


Follow these steps to log in to the MCI learning system.

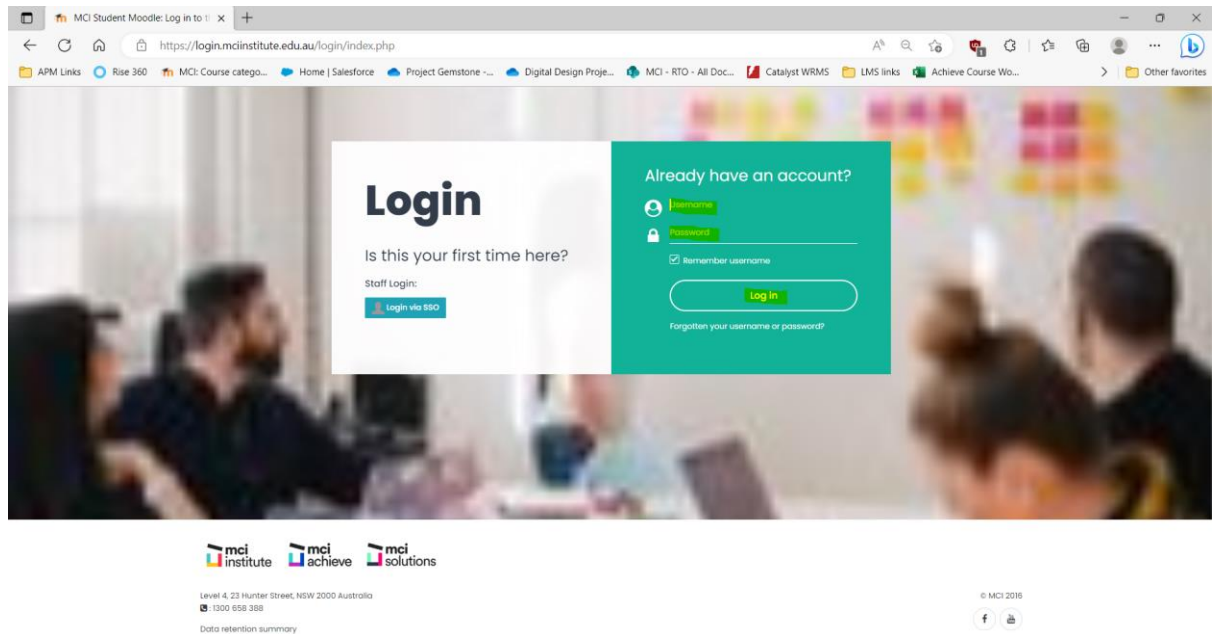
1. Click on the login screen link <https://login.mciinstitute.edu.au> or type **https://login.mciinstitute.edu.au** into the browser on your computer. This is what it would look like.



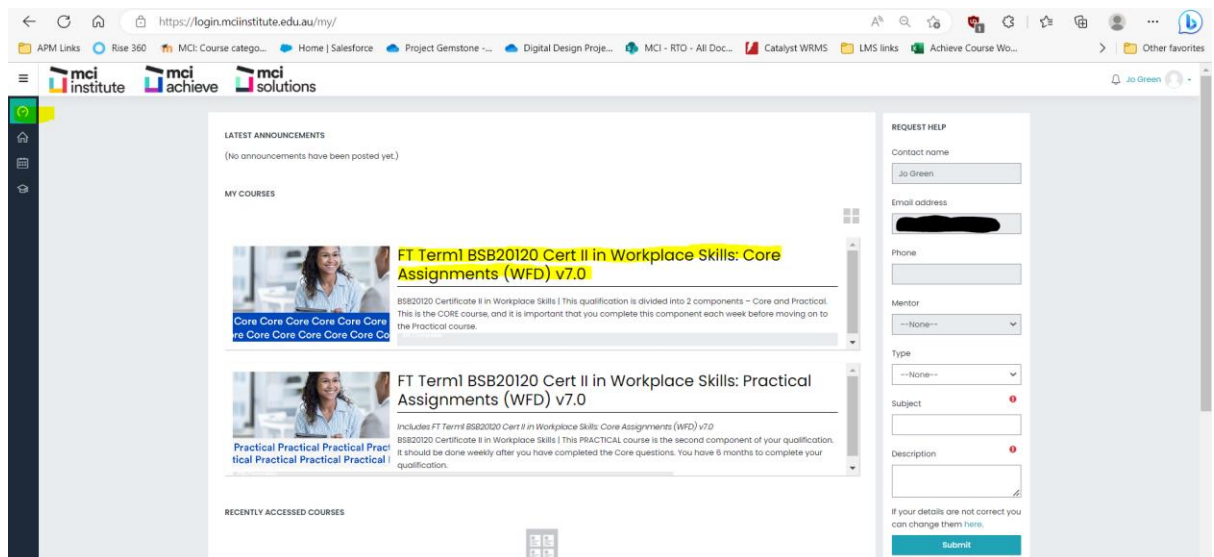
2. Click the **Enter** key on your computer keyboard. This opens the MCI learning system.
3. Click the **Log in** button. This will open the login window.



4. Copy and paste the **Username** and **Password** from the email or SMS you received. If you prefer to type in your **Username** and **Password**, be sure you use the exact capitalisation or it won't work.
5. Click the **Log in** button when you have checked the Username and Password are exactly as in the email or SMS.



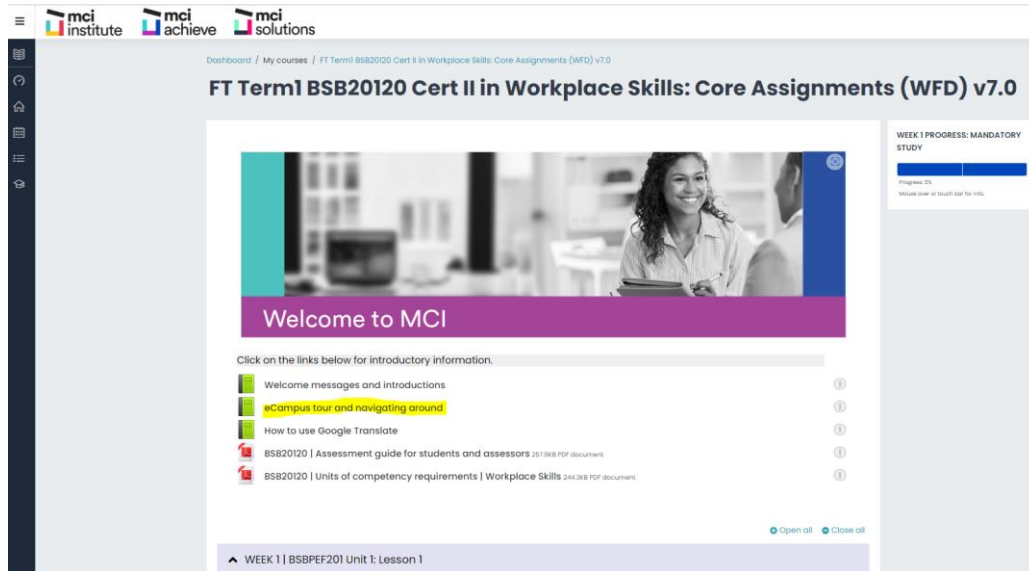
6. View your **Dashboard** that shows you the **course you are enrolled in**. In this example, the student Jo Green is enrolled in a Certificate II qualification. You may be enrolled in a different course.



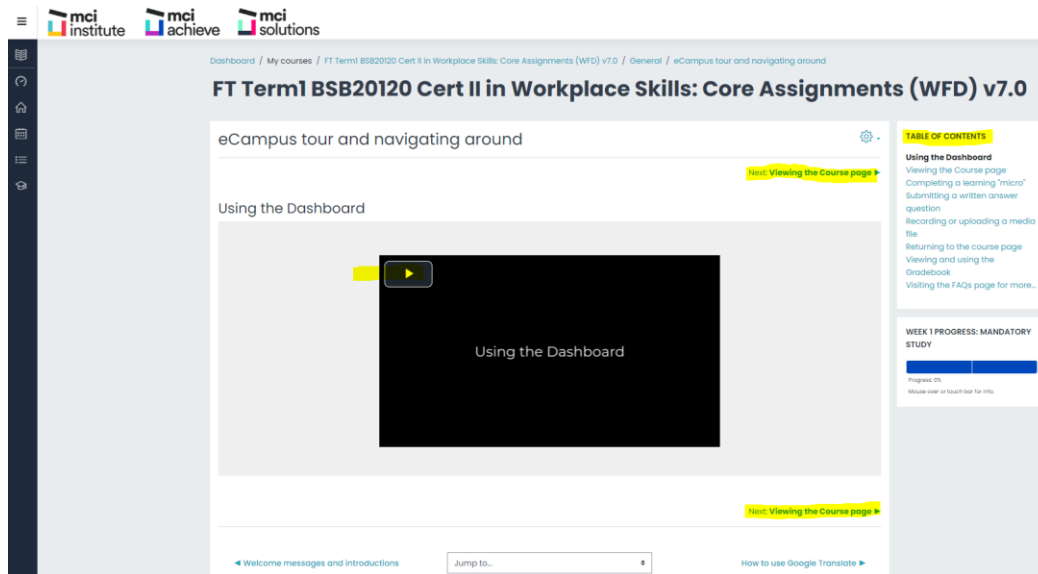
You can return to the **Dashboard** at any time using the button on the top left. You can request help using the area to the right headed **REQUEST HELP**.

- Click on the **first course**. In this example, it's the Core Assignments course. This will take you to the **Course page** that contains some introductory information and the first week's work.

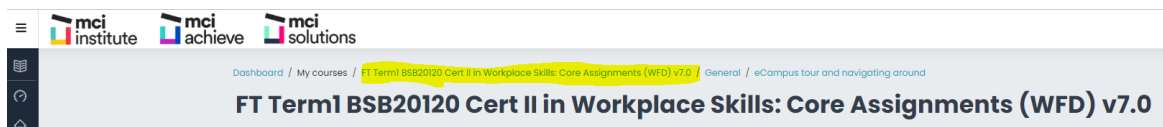
You need to complete all the courses that appear in your Dashboard to gain your qualification.



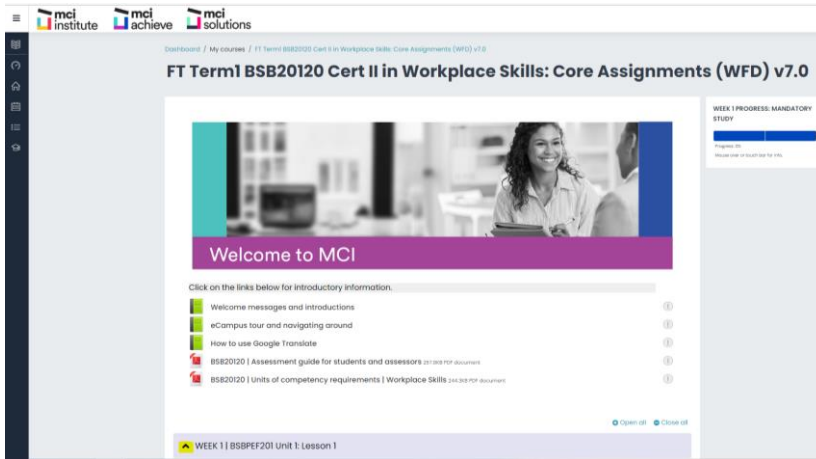
- Click on **eCampus tour and navigating around** link. It's recommended you spend a little time in the introductory information. There are videos showing you around. You can come back to that section as many times as you like. You can navigation around using the **TABLE OF CONTENTS** links or the **Next** links. To view the video, click the **arrow** button on the video.



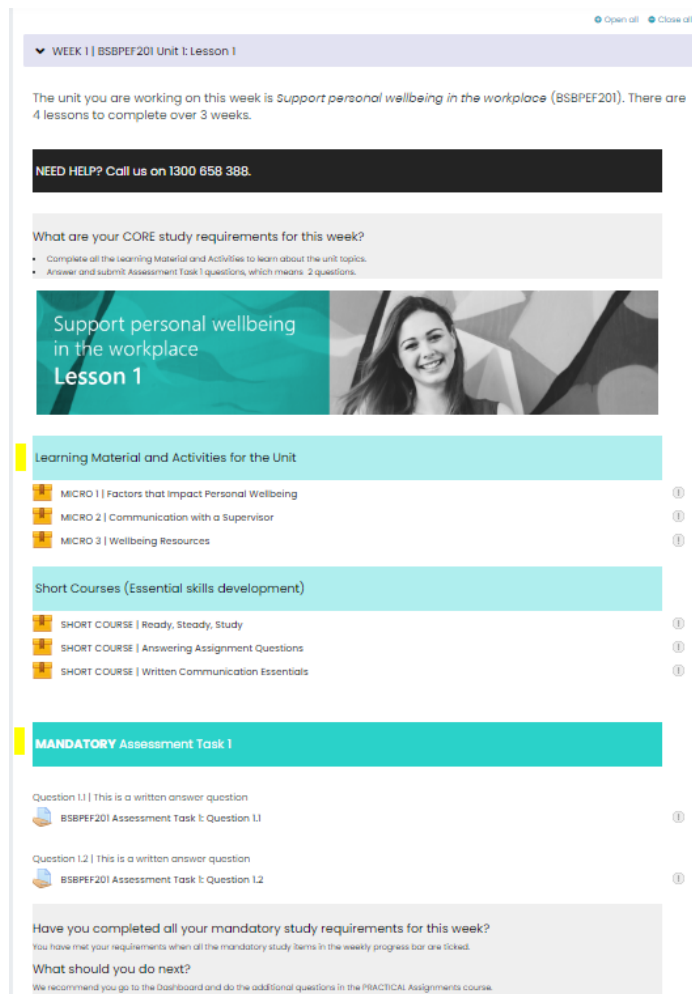
- Click on the **course name link** in the **breadcrumb** to go back to the **Course page**.



10. Click on the **arrow** next to your first lesson. In the example we are using, it is WEEK 1 | Unit 1: Lesson 1. This opens the first lesson in your first unit, with the learning material and questions to answer.



11. Scroll up and down to look at the course. You should see Learning Material and you should see questions under the MANDATORY banner. This is what it looks like in the example we are using.



You can spend time going through the **Learning Material and Activities** and **Short Courses**. And you can always go back to them at any time. All you do is click on the links and follow the prompts.

The **questions** under this section are **mandatory** – or must-do.

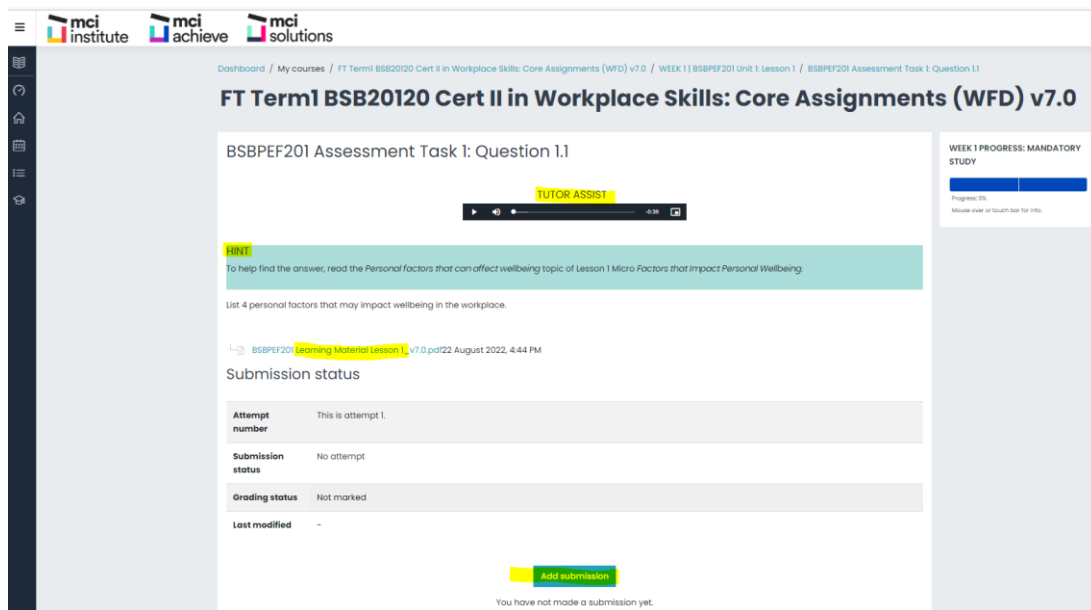
Let's go through and submit the answer to the first question next.

Submitting the answer to the first question

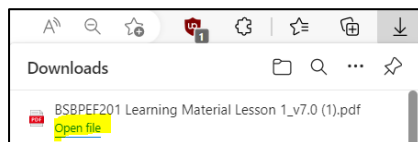
1. Click on the first question under the MANDATORY Assessment Task 1 banner. In the example we are using, it is Question 1.1.



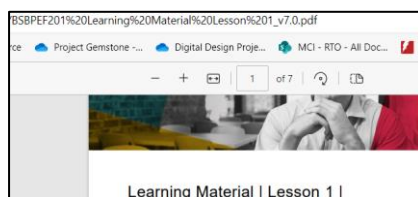
2. Listen to the **TUTOR ASSIST** audio. Some questions have these audio files to help students. Read through the **HINT**. Most question have hints on where to look for help with answering the question. If you like, click on the **Learning Material PDF** that is included as it contains the information referred to in the HINT. Finally, **read the question** carefully.



When you click on the PDF, it will download and then you can open it to see the document.

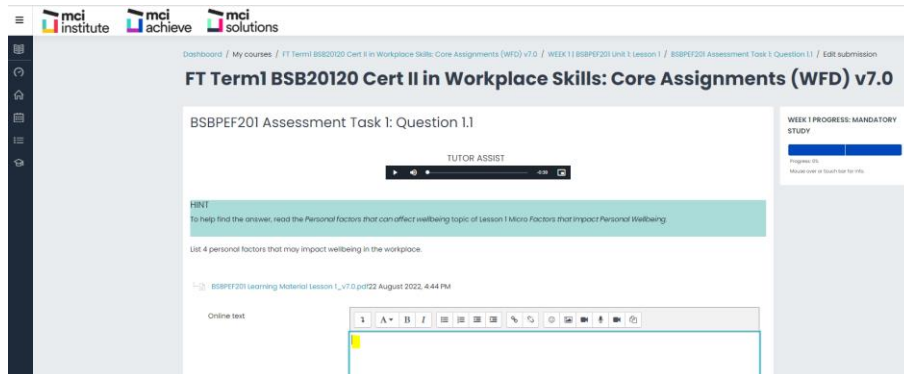


Click "Open file" from your download folder.

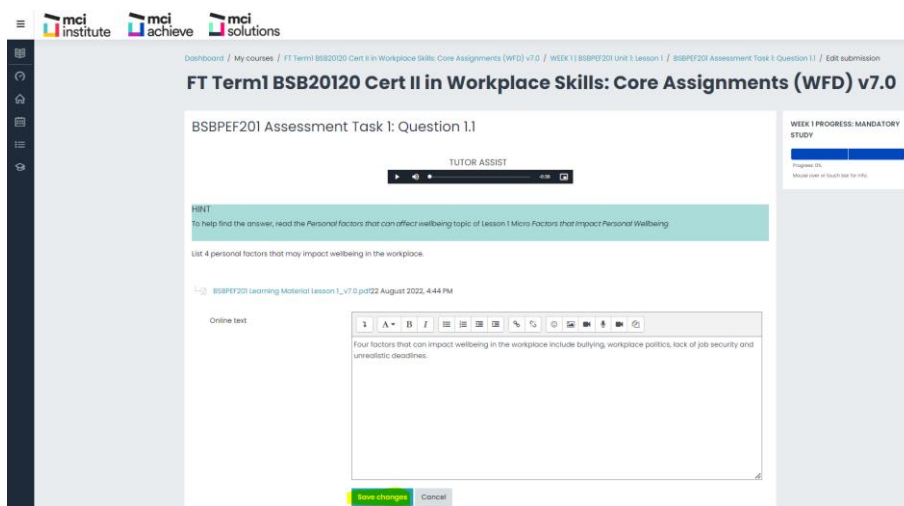


View the PDF.

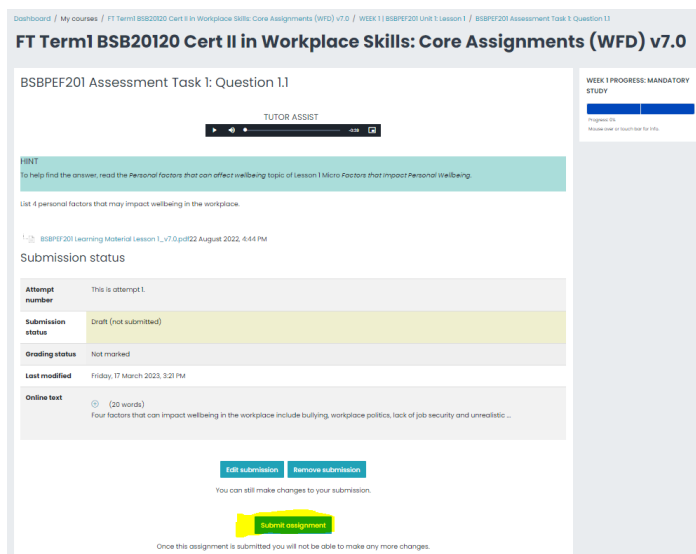
- Click the **Add submission** button when you are ready to write your answer.



- Type in your **answer**, and when you are finished, click the **Save changes** button.



- Click the **Submit assignment** button.



- Click the **checkbox** to acknowledge the answer was your answer, and click the **Continue** button.

Dashboard / My courses / FT Term1 BSB20120 Cert II in Workplace Skills: Core Assignments (WFD) v7.0 / WEEK 1 | BSBPEF201 Unit 1: Lesson 1 / BSBPEF201 Assessment Task 1: Question 1.1 / Confirm submission

FT Term1 BSB20120 Cert II in Workplace Skills: Core Assignments (WFD) v7.0

BSBPEF201 Assessment Task 1: Question 1.1

TUTOR ASSIST

HINT
To help find the answer, read the *Personal factors that can affect wellbeing* topic of Lesson 1 *Micro Factors that Impact Personal Wellbeing*.

List 4 personal factors that may impact wellbeing in the workplace.

Confirm submission

This assignment is my own work, except where I have acknowledged the use of the works of other people. ⓘ

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue](#) [Cancel](#)

There are required fields in this form marked ⓘ.

WEEK 1 PROGRESS: MANDATORY STUDY
Progress: 0%
Mouse over or touch bar for info.

You will see that the answer has been Submitted for grading.

- Click on the **Question 1.2 link** to go to the next question. You can also click on the **course name** in the breadcrumb to go back to the Course page.

Dashboard / My courses / FT Term1 BSB20120 Cert II in Workplace Skills: Core Assignments (WFD) v7.0 / WEEK 1 | BSBPEF201 Unit 1: Lesson 1 / BSBPEF201 Assessment Task 1: Question 1.1

FT Term1 BSB20120 Cert II in Workplace Skills: Core Assignments (WFD) v7.0

BSBPEF201 Assessment Task 1: Question 1.1

TUTOR ASSIST

HINT
To help find the answer, read the *Personal factors that can affect wellbeing* topic of Lesson 1 *Micro Factors that Impact Personal Wellbeing*.

List 4 personal factors that may impact wellbeing in the workplace.

[BSBPEF201 Learning Material Lesson 1_v7.0.pdf](#) 22 August 2022, 4:44 PM

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not marked
Last modified	Friday, 17 March 2023, 3:27 PM
Online text	ⓘ (20 words) Four factors that can impact wellbeing in the workplace include bullying, workplace politics, lack of job security and unrealistic ...

← SHORT COURSE | Written Communication Essentials [BSBPEF201 Assessment Task 1: Question 1.2](#)

TERM 1 PROGRESS: ALL MANDATORY ASSESSMENT QUESTIONS UP TO THE CURRENT WEEK

BSBPEF201 Assessment Task 1: Question 1.1
Completed

WEEK 1 PROGRESS: MANDATORY STUDY
Progress: 83%
Mouse over or touch bar for info.

You will receive by email a message confirming the question was submitted.

