DP TRAINING
STUDENT PORTAL HANDBOOK
RTO CODE 31888

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Welcome to our new Student Portal!

DP Training and Consultancy can offer all students a study option that suits your individual needs and provide ongoing support to cater to your individual circumstances.

At DP Training & Consultancy we understand that each individual has their own reasons to commence a study program, whether it is for ongoing professional development, changing a career path, gaining formal recognition for the work you do, returning to the workforce or simply starting out after time spent being away from a formal training environment. We are aware of the challenge it presents and offer assurance and encouragement to our students through providing a supportive, quality learning environment in order for you to reach your personal goals.

Please contact us at anytime if have an questions, we are always here to help!

Logging in for the first time?
Open your student portal through the link provided.
Click the account recovery option.
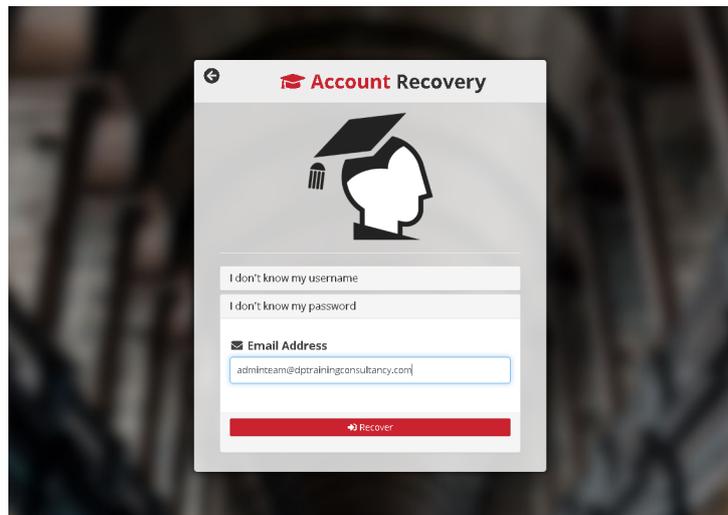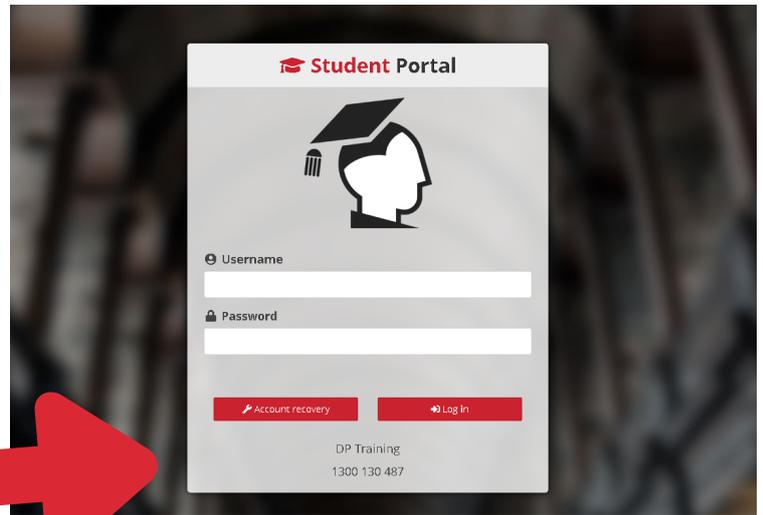
Click the don't know password option and enter the email address you provided DP Training on your enrolment form.
Click recovery and you will receive an email to reset your password.

In the email, click the reset password option.
Create a password you will remember.
It will then take you back to the student portal and login using your email and the password you created.
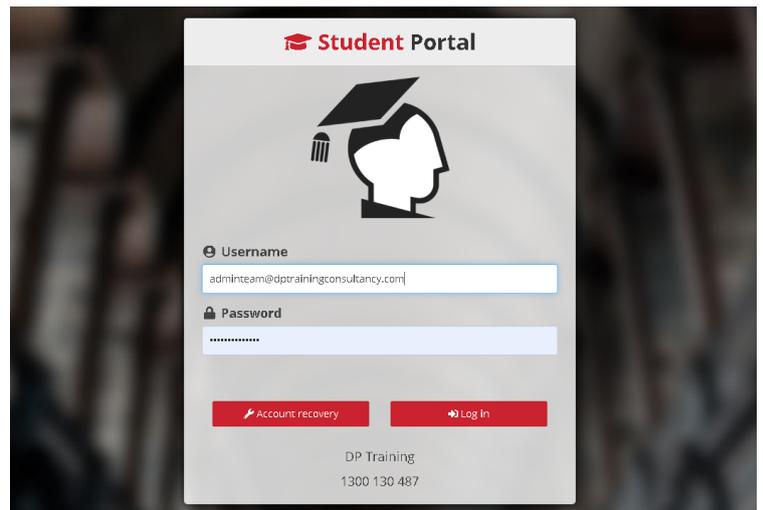
Welcome to DP Training's Student Portal

Dashboard

The Dashboard will be the main page for the student portal where It will show what you have coming up and what has been completed.

Notifications

The bell icon is notifications which allows you to access a quick view of recent activity from your trainer such as file notes and messages. You can change notification settings to receive an email when activity happens in the portal.

3.

Personal Details

The Personal Details will have all the details you provided on your enrolment form already filled out. If you need to change add details you can click "Edit Details". This can be edited at anytime.

Schedule

This is where you will see what classes you have for any on-campus classes.

Courses

In the courses tab is where you will are able to view information such as contact details, trainers name and a list of all your units.

Status

The Status will allow you to see which units have been marked as competent and the date the unit was marked.

Messages

You will now be able to contact your trainer through the messages tab in the portal. This will send a notification to your trainer when you send them a message. All contact to the trainer should be done through the portal. We have made the contact between the student and trainer much easier through the portal.

Awards - Completions

Once you have completed all course requirements you will be able to access your letter of completion.
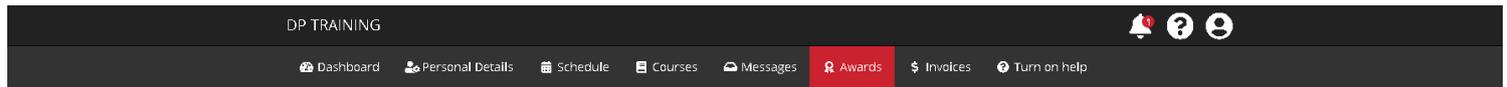
To Access Your Letter

Click "Actions" and "View Files".

You then have the option to view the file or download the file for printing purposes.