

## Registering & Navigating ResSleep's RACGP QI&CPD Programs

Topic 1 - Recognising & Managing Sleep Apnea in Primary Care consists of;

1. Presentation and Interactive Workshop (2 hours)
2. Online Module (3 hours)
3. "Back at Practice" Consultation Activity (1 hour)

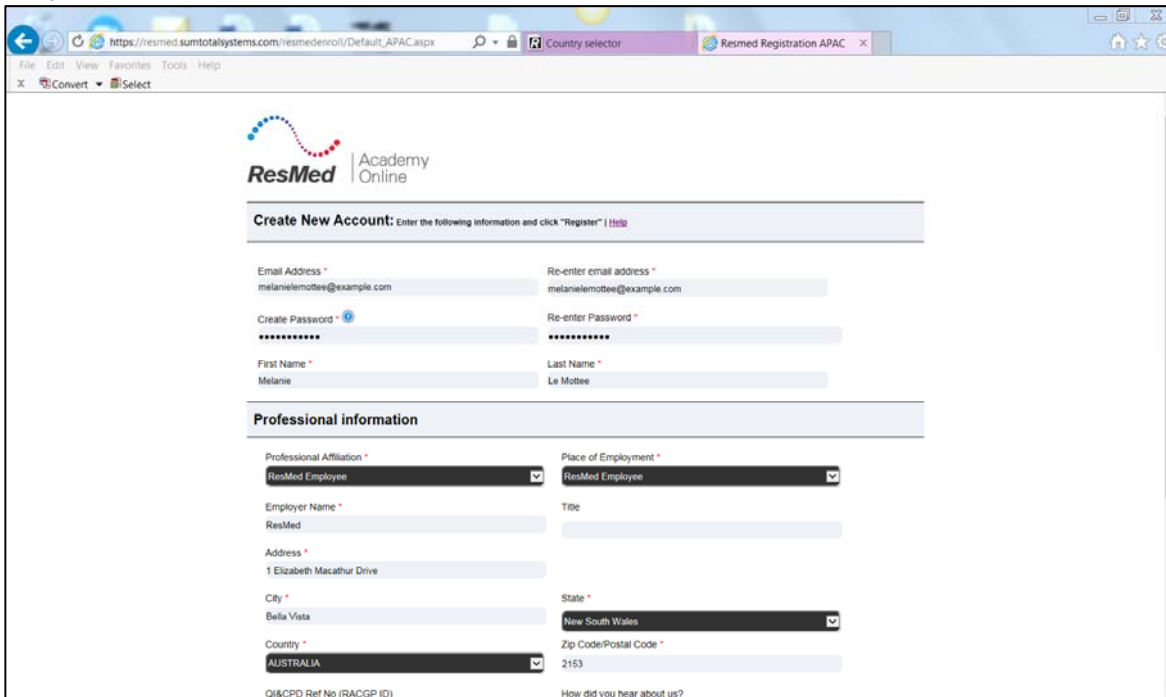
**Note:** You must successfully complete all of the components above to earn the 40 CPD Points available, this guide will assist you in completing components 2 & 3 through our online continuing education site – ResMed Academy Online.

### Registration

Listed here are the computer system requirements for the site. If you do not have the programs listed, click the link and install the application on your computer prior to registration.

- Internet Explorer ([Download](#)) - Recommended browser
- Adobe Flash ([Download](#))
- Adobe Acrobat ([Download](#)) – Optional
- Java ([Download](#))

1. Go to the ResSleep website <https://www.ressleep.com.au>
2. Click on 'For Health Professionals' in the top right hand corner of the webpage
3. Scroll down the page to 'Online module: Login/Register'
4. Select 'Register for Online Module' (if you have not previously registered for this course)
5. Fill in the registration form as below – mandatory fields are marked with an asterisk\* and don't forget to fill out your RACGP QI & CPD Number (if you are looking to obtain continuing professional development points)



The screenshot shows a web browser window displaying the ResMed Academy Online registration form. The browser's address bar shows the URL: [https://resmed.sumtotalystems.com/resmedenroll/Default\\_APAC.aspx](https://resmed.sumtotalystems.com/resmedenroll/Default_APAC.aspx). The page title is "Resmed Registration APAC".

The form is titled "Create New Account: Enter the following information and click 'Register' | Help". It contains the following fields:

- Email Address \* (Example: melanielemottee@example.com)
- Re-enter email address \* (Example: melanielemottee@example.com)
- Create Password \* (Example: \*\*\*\*\*)
- Re-enter Password \* (Example: \*\*\*\*\*)
- First Name \* (Example: Melanie)
- Last Name \* (Example: Le Mottee)

The "Professional information" section includes:

- Professional Affiliation \* (Dropdown menu: ResMed Employee)
- Place of Employment \* (Dropdown menu: ResMed Employee)
- Employer Name \* (Text field: ResMed)
- Title (Text field)
- Address \* (Text field: 1 Elizabeth Macathur Drive)
- City \* (Text field: Bella Vista)
- State \* (Dropdown menu: New South Wales)
- Country \* (Dropdown menu: AUSTRALIA)
- Zip Code/Postal Code \* (Text field: 2153)
- QI&CPD Ref No (RACGP ID) (Text field)
- How did you hear about us? (Text field)

**Professional information**

Professional Affiliation \*  
ResMed Employee

Place of Employment \*  
ResMed Employee

Employer Name \*  
ResMed

Title

Address \*  
1 Elizabeth Macathur Drive

City \*  
Bella Vista

State \*  
New South Wales

Country \*  
AUSTRALIA

Zip Code/Postal Code \*  
2153

G&CPD Ref No (RACGP ID)

How did you hear about us?  
Other

**Account Settings**

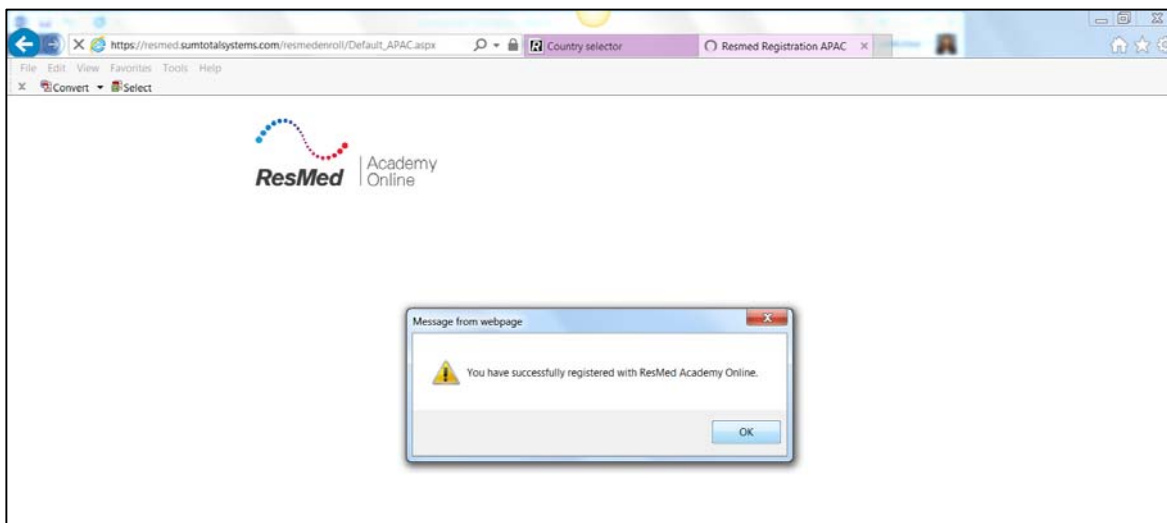
Timezone \*  
Australia/Sydney

I would like to receive email updates from ResMed

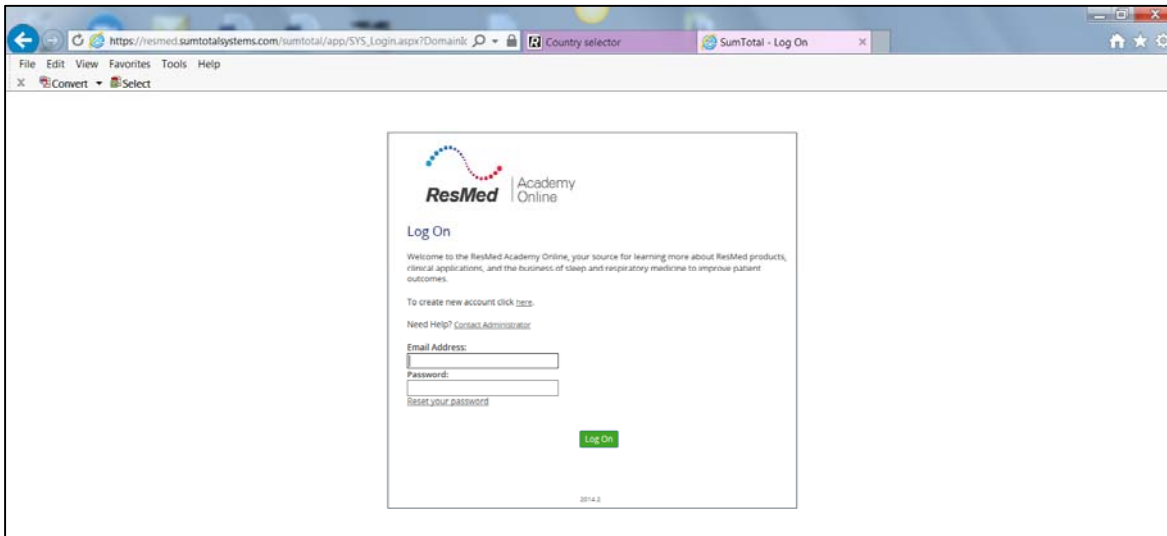
Terms and Conditions: By checking this box I agree to and understand the following terms and conditions with use of the ResMed Academy Online:  
The information and services provided on this site are for the use of medical professionals (sales and clinical) only and are not intended for use by end-users, patients, consumers, or other non-licensed individuals. The information is provided for informational purposes only, and provided on an "as is" basis with no warranties or representations of any kind. ResMed will not be responsible for any actions you may take in conjunction with the information provided. Your use of the site acknowledges your understanding of the foregoing and any related terms or conditions of the site.

**Register** Cancel - Return to Login Page

5. Once you have completed this, select the 'Register' button in red and the page will show a message to let you know you have successfully created an account, select 'Ok'.

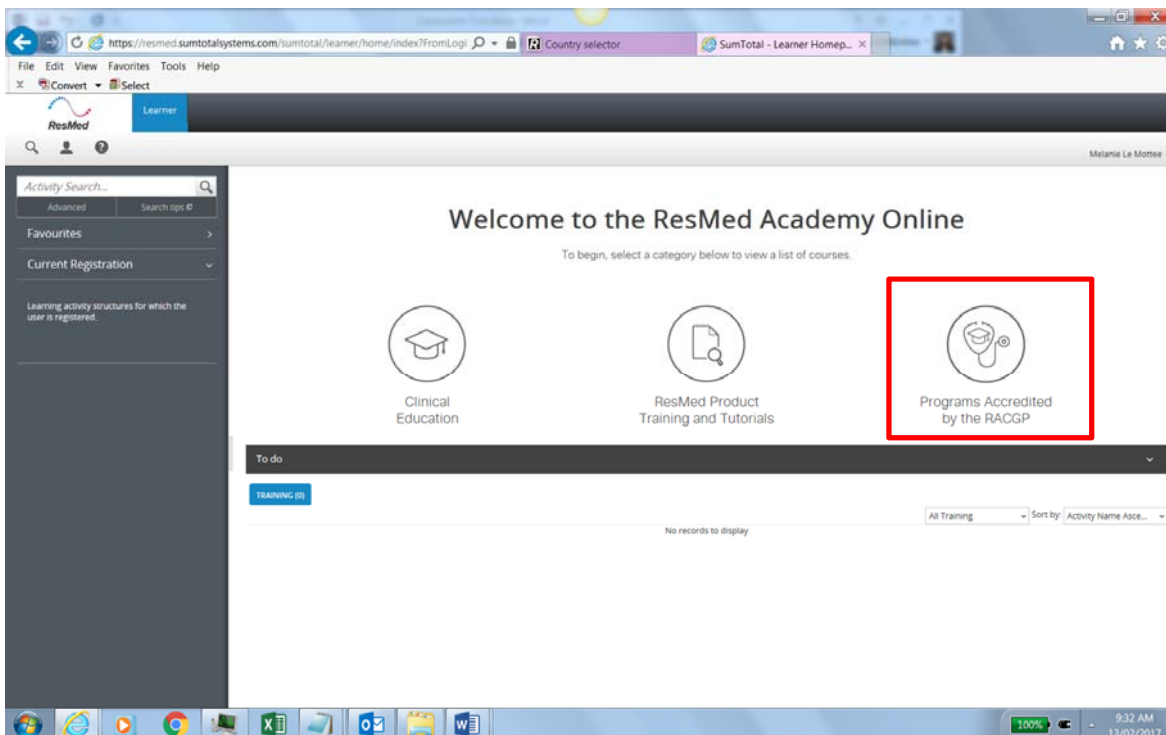


6. You will now be re-directed to the login page where you can login to the site using your new username (e-mail) and password.

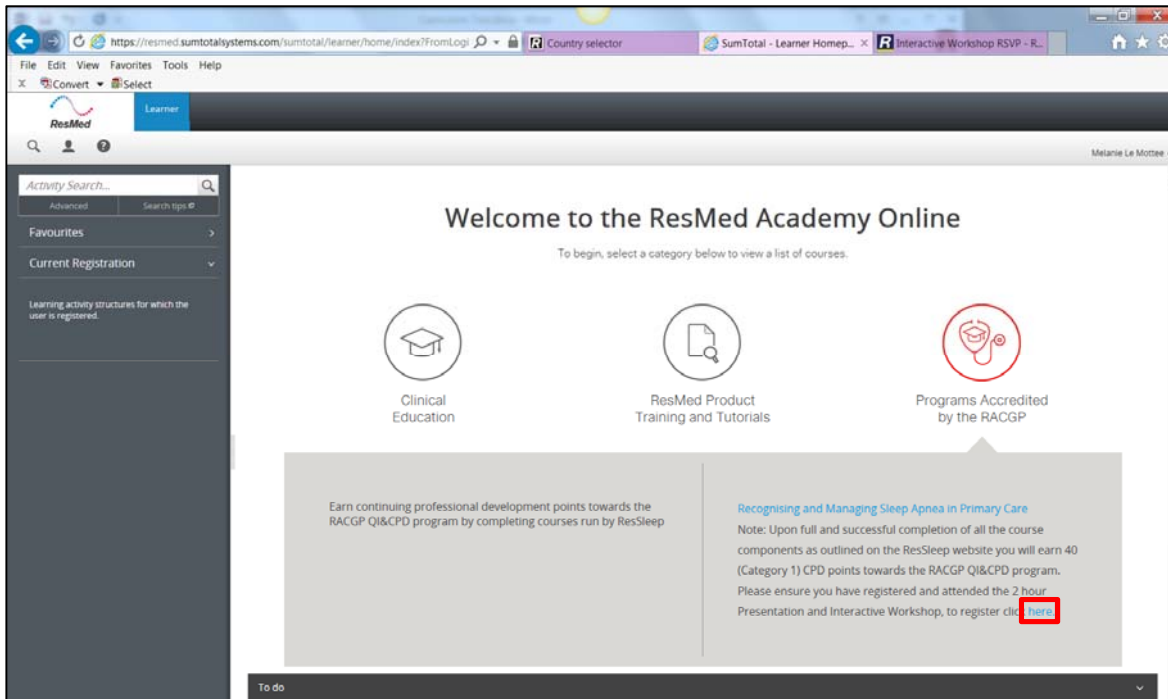


## Navigation

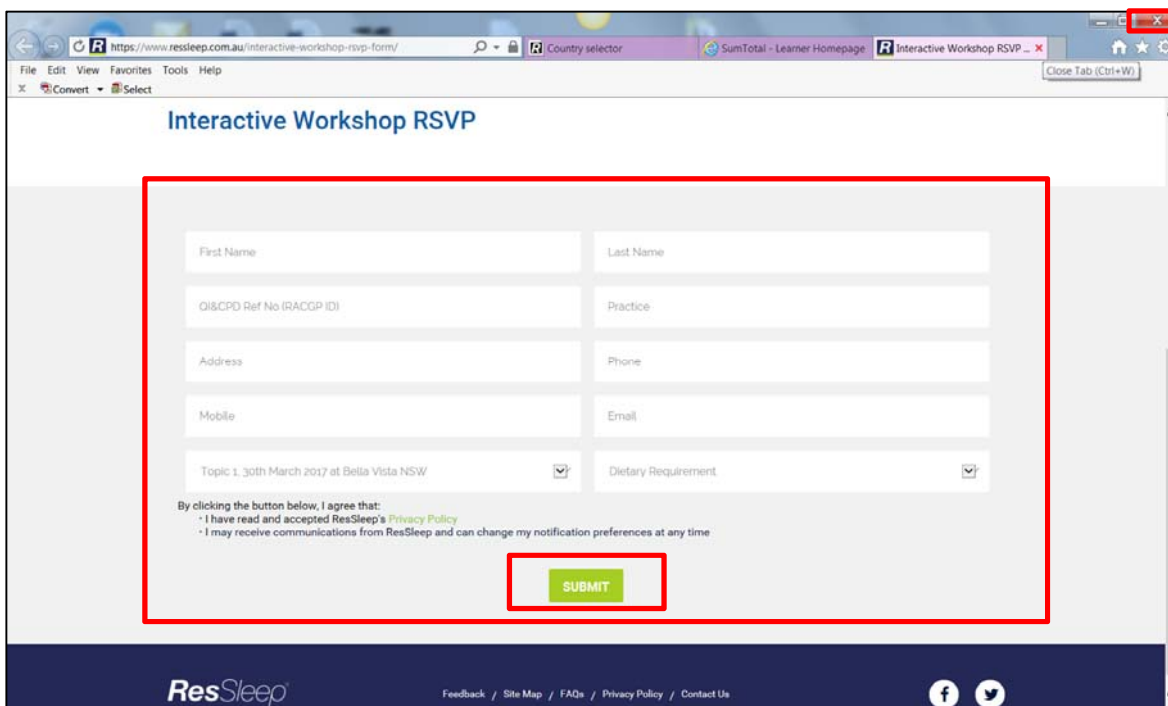
1. From the dashboard – select the category 'Programs Accredited by the RACGP'



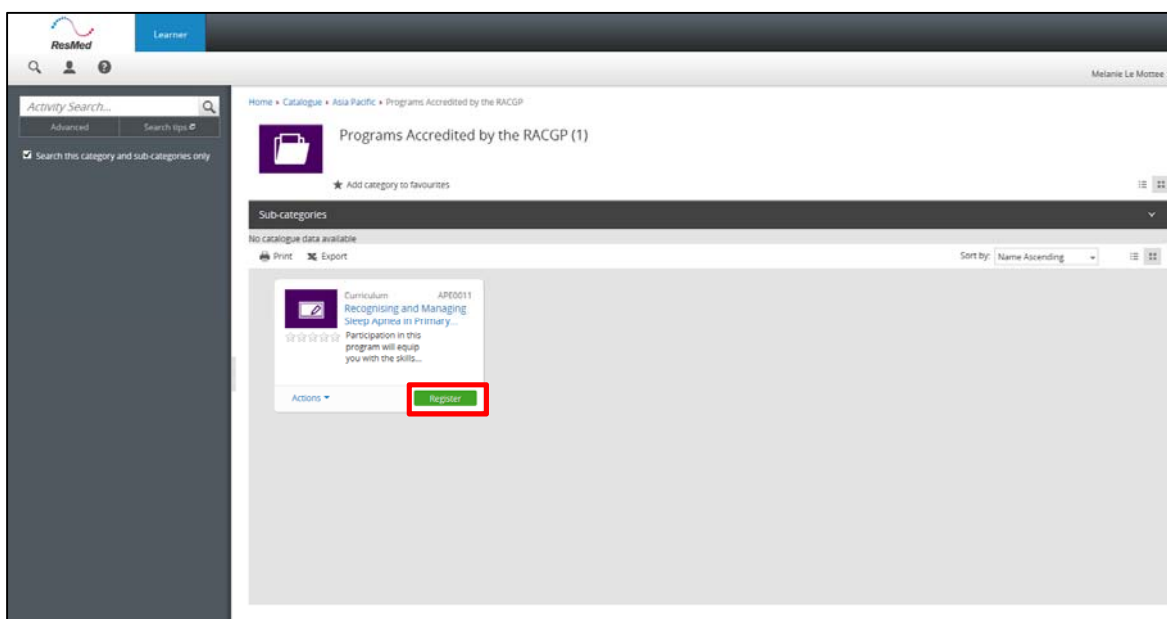
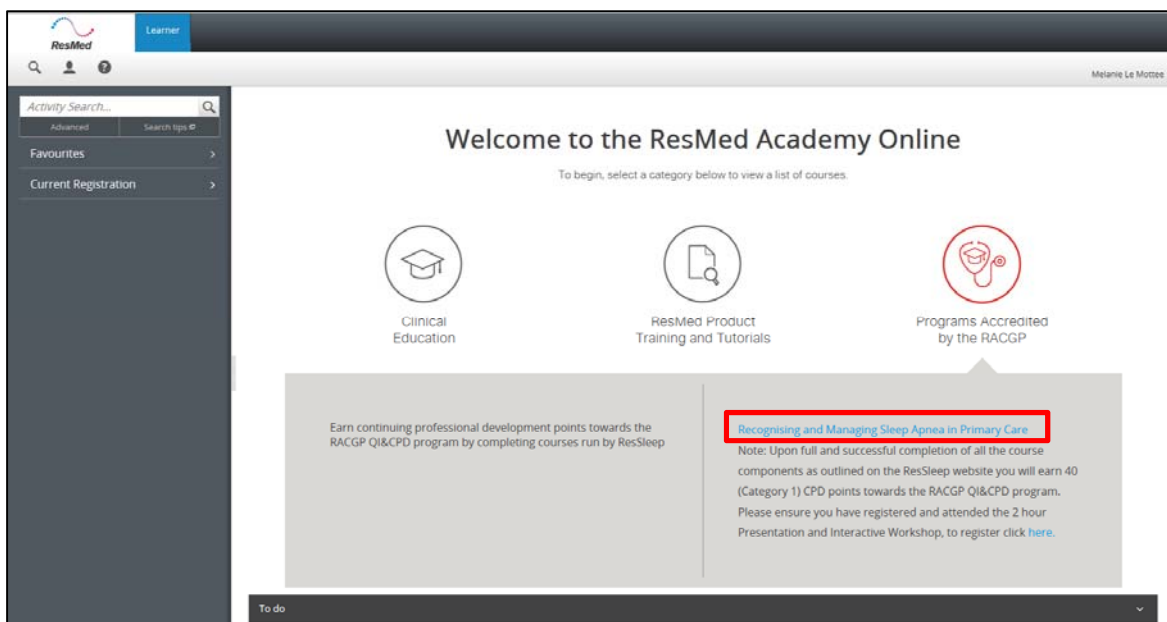
2. Read the information tab and ensure you have registered for the 2 hour presentation and interactive workshop. To register for the 2 hour presentation and interactive workshop, select on the link outlined in red below.



Fill out the rsvp form in the new tab or browser window and select 'Submit' then close the new tab or window by selecting the close 'x' button to return to the ResMed Academy Online



3. Select the program category link 'Recognising and Managing Sleep Apnea in Primary Care' and click on the 'Register' button for the program



#### 4. Click Next and Submit

The screenshot shows the ResMed Learner interface for the course 'Recognising and Managing Sleep Apnea in Primary Care'. The user is logged in as 'Melanie Le Mottee'. The interface displays a progress bar with 10 activities, where Activity 4 is currently selected. Below the progress bar, there are four activity cards, each with a globe icon and a person icon, indicating unlimited access. The cards are: 'Online Learning Predisposing Activity' (APE0001), 'Online Learning Introduction to Obstructive Sleep Apnea' (APE0002), 'Online Learning Co-morbidities' (APE0003), and 'Online Learning Diagnosis, treatment, and management' (APE0004). A message above the cards states 'Must select 10 activities. Multiple selection is allowed'. At the bottom, there are three buttons: 'Cancel', 'Next' (highlighted in red), and 'Submit'. On the right side, a 'Selected Activities' list is visible, containing 10 items, including 'Online Learning Predisposing Activity' and 'Online Learning Introduction to Obstructive Sleep Apnea'.

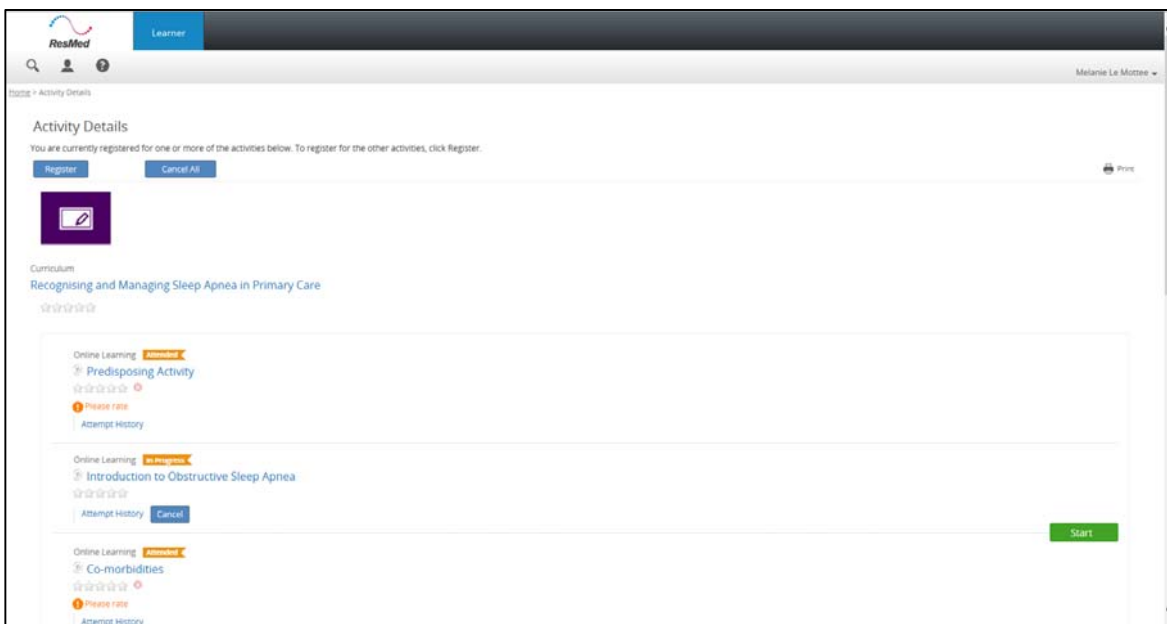
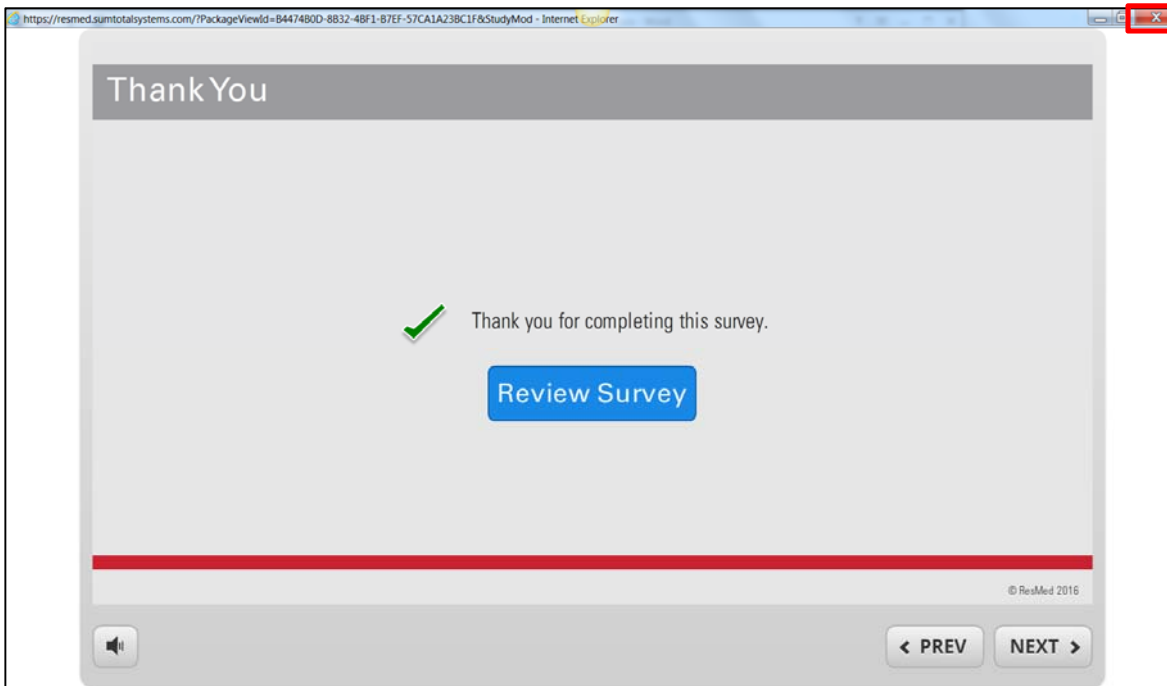
The screenshot shows the ResMed Learner interface for the course 'Recognising and Managing Sleep Apnea in Primary Care'. The user is logged in as 'Melanie Le Mottee'. The interface displays a progress bar with 10 activities, where Activity 4 is currently selected. Below the progress bar, there are four activity cards, each with a globe icon and a person icon, indicating unlimited access. The cards are: 'Online Learning Predisposing Activity' (APE0001), 'Online Learning Introduction to Obstructive Sleep Apnea' (APE0002), 'Online Learning Co-morbidities' (APE0003), and 'Online Learning Diagnosis, treatment, and management' (APE0004). A message above the cards states 'Required selection is complete'. At the bottom, there are three buttons: 'Cancel', 'Next', and 'Submit' (highlighted in red). On the right side, a 'Selected Activities' list is visible, containing 10 items, including 'Online Learning Predisposing Activity' and 'Online Learning Introduction to Obstructive Sleep Apnea'.

5. Select the 'Start' button to resume the modules

The screenshot shows the ResMed Learner interface. At the top, there is a navigation bar with the ResMed logo and a 'Learner' tab. Below the navigation bar, a message reads: 'Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.' The main content area is titled 'Activity Details' and features a curriculum list. The first item is 'Recognising and Managing Sleep Apnea in Primary Care', which is marked as 'REGISTERED'. To the right of this item is a green 'Start' button, which is highlighted with a red rectangular box. Below this item are two other items: 'Introduction to Obstructive Sleep Apnea' and 'Co-morbidities', both also marked as 'REGISTERED' and having their own 'Start' buttons.

The screenshot shows a video player interface. The video content displays the ResMed logo with the tagline 'Changing lives with every breath'. The main title of the video is 'Recognising and Managing Sleep Apnea in Primary Care', shown in large white text on a red background. At the bottom of the video frame, there are accreditation logos for RACGP and QI&CPD (2017-19 Accredited Activity Category 1), along with a gold medal icon and the text '40 points'. Below the video frame, there are navigation controls including a speaker icon, a 'PREV' button, and a 'NEXT' button.

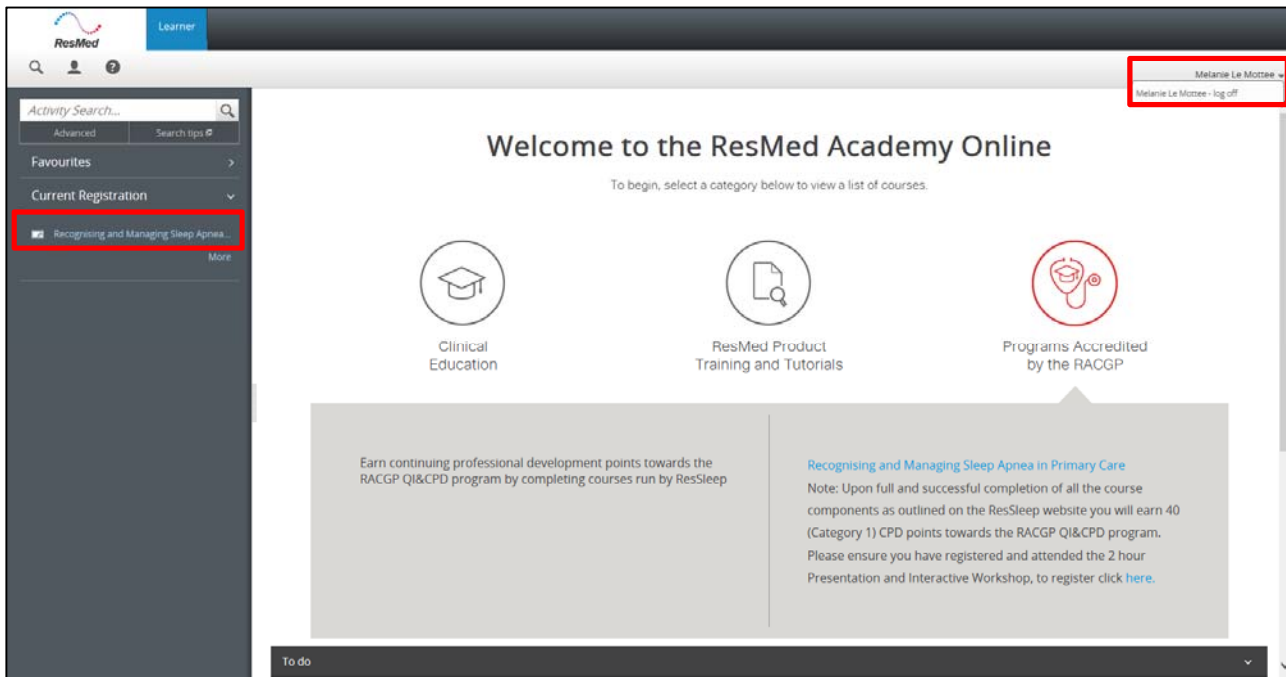
6. When the course has ended select the close 'x' button on the window and you will be directed to the activity details screen where the other modules in the curriculum sit



You can navigate back to the Dashboard (homepage) by either scrolling down and selecting 'Done' or hovering over Learner and selecting 'Dashboard'



7. If you wish to resume the course and modules within, find the course page by selecting the course name in the 'Current Registrations' menu on the right from your dashboard, you can also leave the site by selecting your username (e-mail) on the right hand side of the screen and clicking on 'Log Off'



**Notes:**

- You will receive a completion notification each time a module is completed and a final notification upon completion of the program.
- CPD Points will be provided once your completion of the necessary course components are reviewed and the details are sent to the RACGP for allocation.

For support in any of the above or on clinical content, please feel free to contact us as per the details below;

Technical Support - [Academy.Support@resmed.com](mailto:Academy.Support@resmed.com)

Clinical Support - [cpdeducation@ressleep.com.au](mailto:cpdeducation@ressleep.com.au)