



**MENTAL HEALTH  
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## **Converting Expressions of Interest (EOIs) with Learner Access Passes**

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Converting EOIs to enrolments

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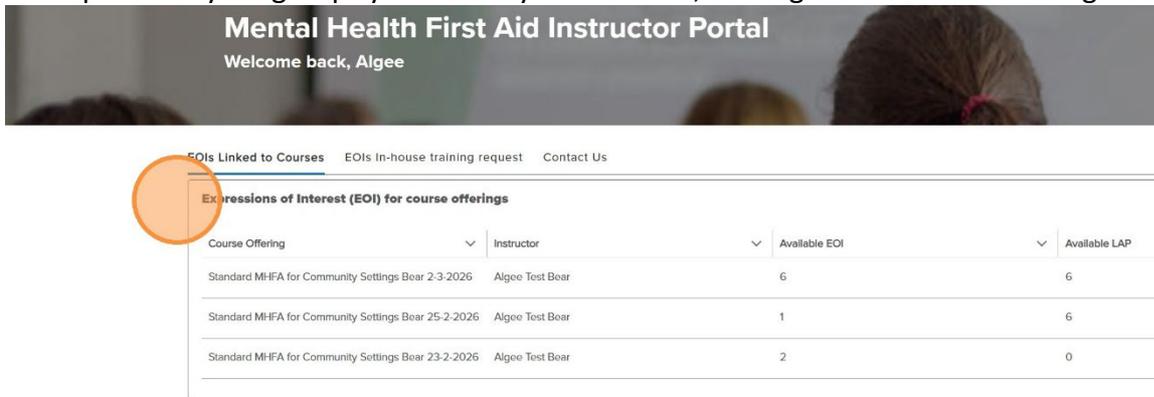
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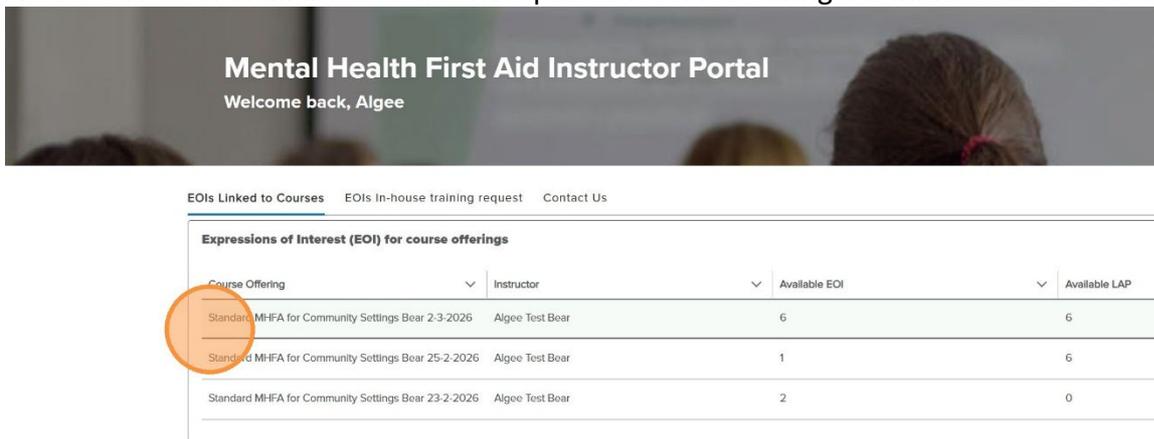
## The updated Expressions of Interest (EOI) screen

When you first log in to your Instructor Portal, your dashboard displays your EOIs. Previously, EOIs were generated by individual users expressing interest in your courses. This updated layout groups your EOIs by course date, making them easier to manage.



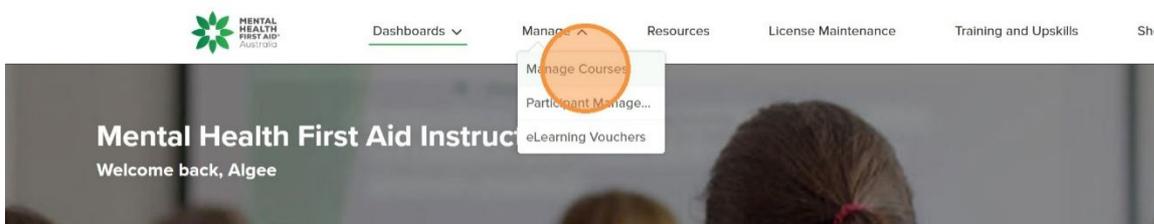
This screen also displays how many Learner Access Passes are available to use to convert your EOIs to enrolments.

In this example, the course **Standard MHFA for Community Settings Bear 2-3-2026** has 6 Learner Access Passes available. These are the 6 passes reserved during the initial course creation.



To confirm your total Learner Access Pass inventory, you can see this in the Manage Courses menu.

From the "Manage" menu, select "Manage Courses"



In this example, we have 30 reserved Learner Access Passes, 8 Assigned and 0 Available.

The 30 reserved passes are tied to 5 courses that currently have no participants. When creating a new course, the system reserves 6 Learner Access Passes.

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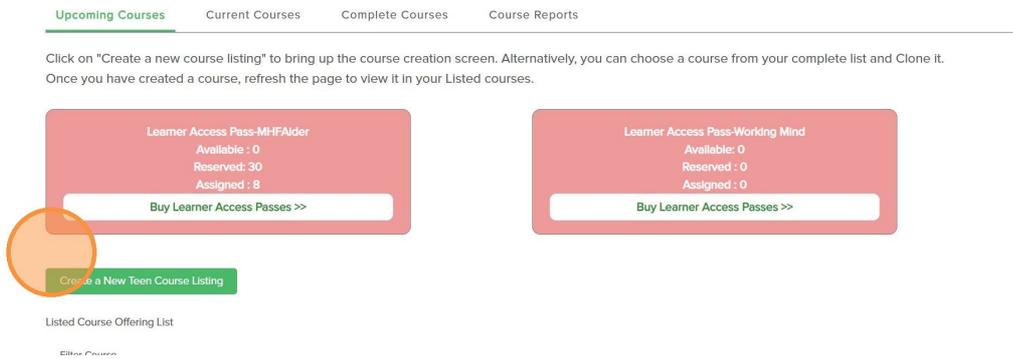
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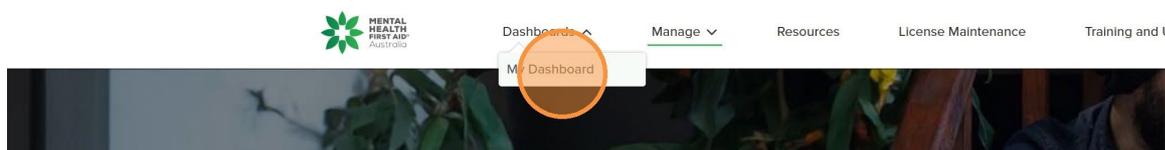
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## Converting EOIs to enrolments

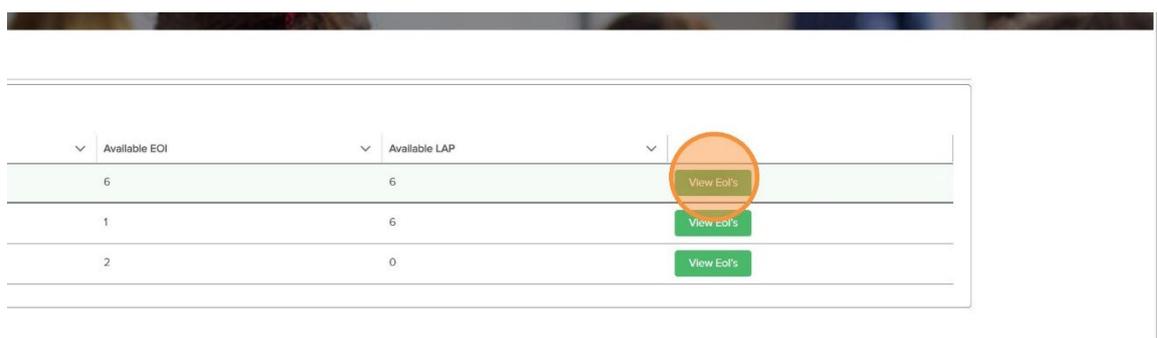
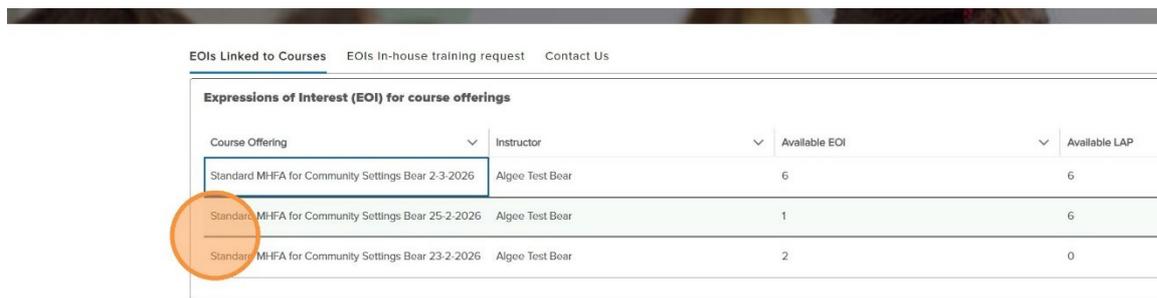
We are about to convert 6 EOIs for the course **Standard MHFA for Community Settings Bear 2-3-2026**.



To see the EOIs, navigate to the "Dashboards" menu and select "My Dashboard"



Select the "View EOIs" for the respective course offering you wish to manage. In this example, we're using **Standard MHFA for Community Settings Bear 2-3-2026**.



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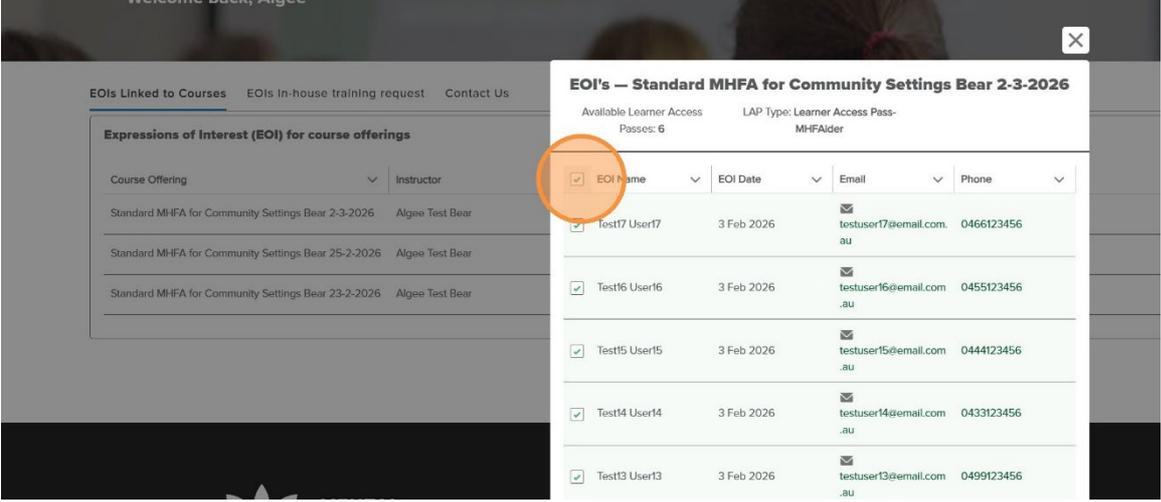
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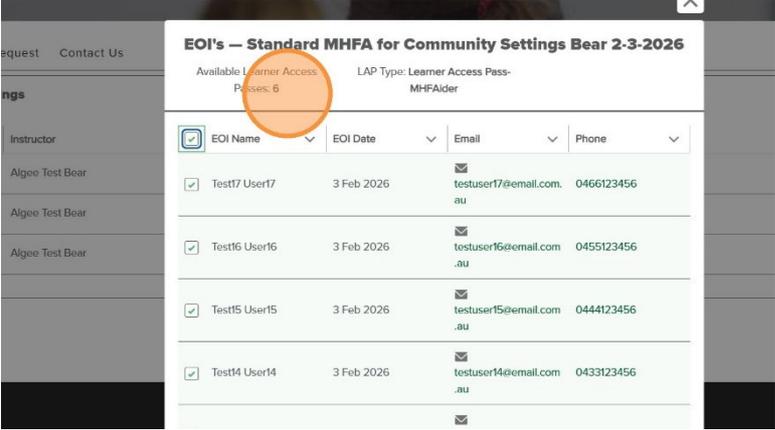
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The list of EOI contact names and details will display. If you have confirmed the interest of each participant and would like to convert the EOIs to enrolments, you can either select them all (using the check box at the top of the list – see the screenshot below) or you can select them individually and process them one at a time.

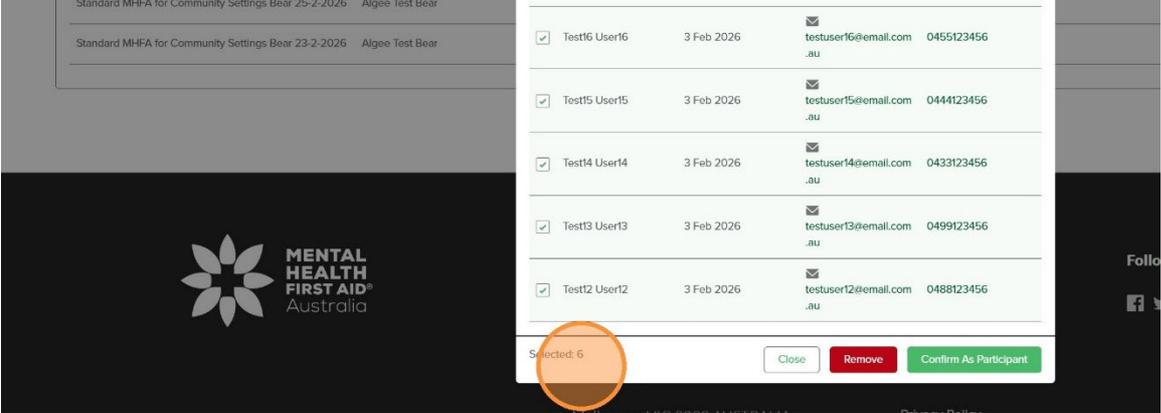
In this example, we assume all EOs are interested in this course and have confirmed their intention to attend.



The screen indicates how many Learner Access Passes you have available for this course.



You can also see how many participants you have selected.



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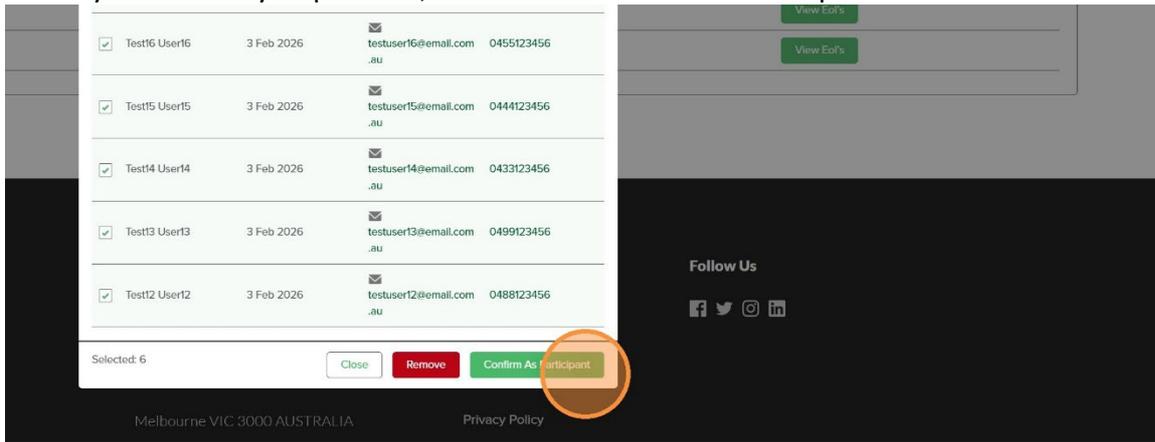
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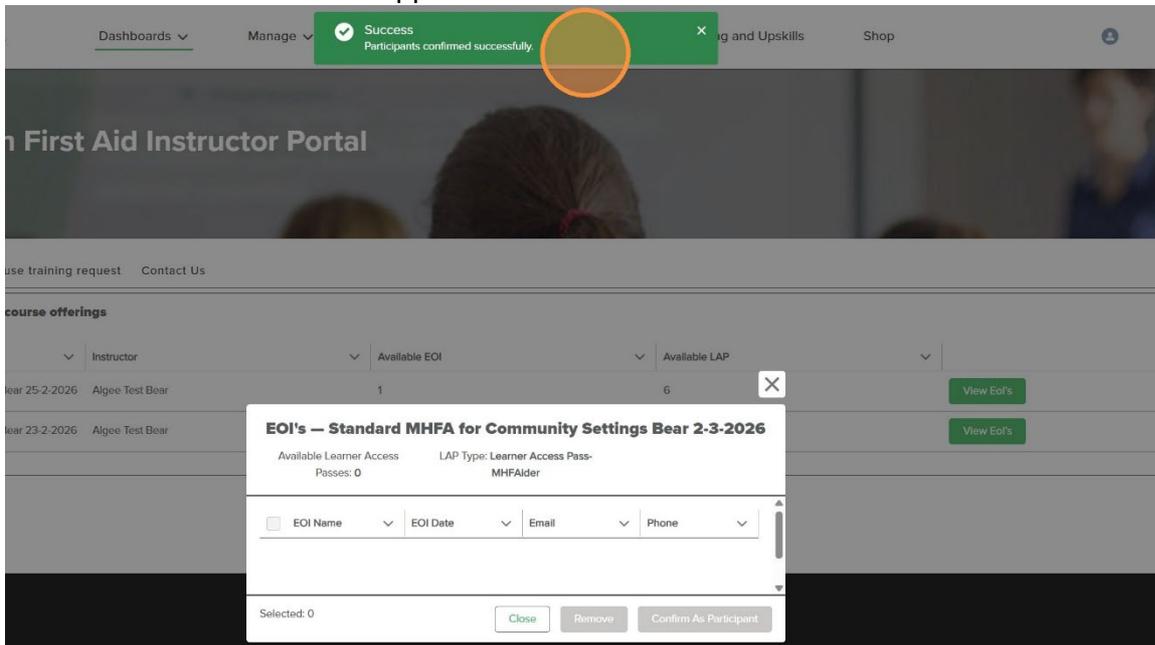
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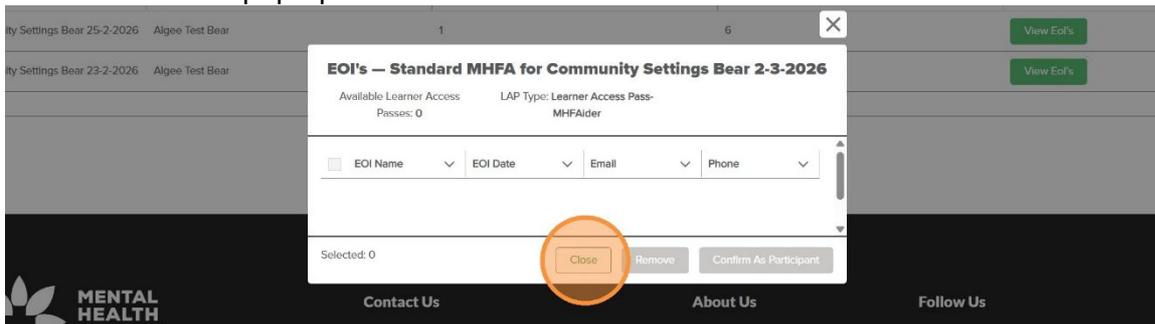
When you are ready to proceed, select the "Confirm As Participant" button.



The Success notification will appear to confirm the enrolments.



Close the Success pop-up notification and also select the "Close" button.



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In this example, you will notice that the course **Standard MHFA for Community Settings Bear 2-3-2026** no longer appears in the EOI list. This is because you have converted them all to enrolments.

Course Offering	Instructor	Available EOI	Available LAP
Standard MHFA for Community Settings Bear 25-2-2026	Algee Test Bear	1	6
Standard MHFA for Community Settings Bear 23-2-2026	Algee Test Bear	2	0

To view the enrolled participants in the course, navigate to the "Manage" menu and select "Participant Management".

Mental Health First Aid Instructor  
Welcome back, Algee

- Manage Courses
- Participant Management**
- eLearning Vouchers

Navigate to the Standard MHFA for Community Settings Bear 2-3-2026 course and select "View Participants".

Standard MHFA for Community Settings Bear 2-3-2026  
Learner Access Pass-MHFAIdler - (Available LAPs: 0)

Learning Course:	Delivery Method:	Enrolled / Capacity:	Course Date:	Location:	Advertise on Website:
Standard MHFA for Community Settings	Blended Online	6 / 12	02/03/2026		Yes

View Participants

Here you can see the 6 participants who have been converted from EOIs to enrolments.

Standard MHFA for Community Settings Bear 2-3-2026  
Learner Access Pass-MHFAIdler - (Available LAPs: 0)

Add New Participant

Bulk Participant Upload

<input type="checkbox"/>	Name	Email	Phone	Enrolment Status	eLearning Status	Last Activity Date	Survey Resp
<input type="checkbox"/>	Test17 User17	testuser17@email.com.au	0466123456	Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test12 User12	testuser12@email.com.au	0488123456	Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test13 User13	testuser13@email.com.au	0499123456	Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test14 User14	testuser14@email.com.au	0433123456	Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test15 User15	testuser15@email.com.au	0444123456	Enrolled	Voucher not assigned		Not Complet
<input type="checkbox"/>	Test16 User16	testuser16@email.com.au	0455123456	Enrolled	Voucher not assigned		Not Complet

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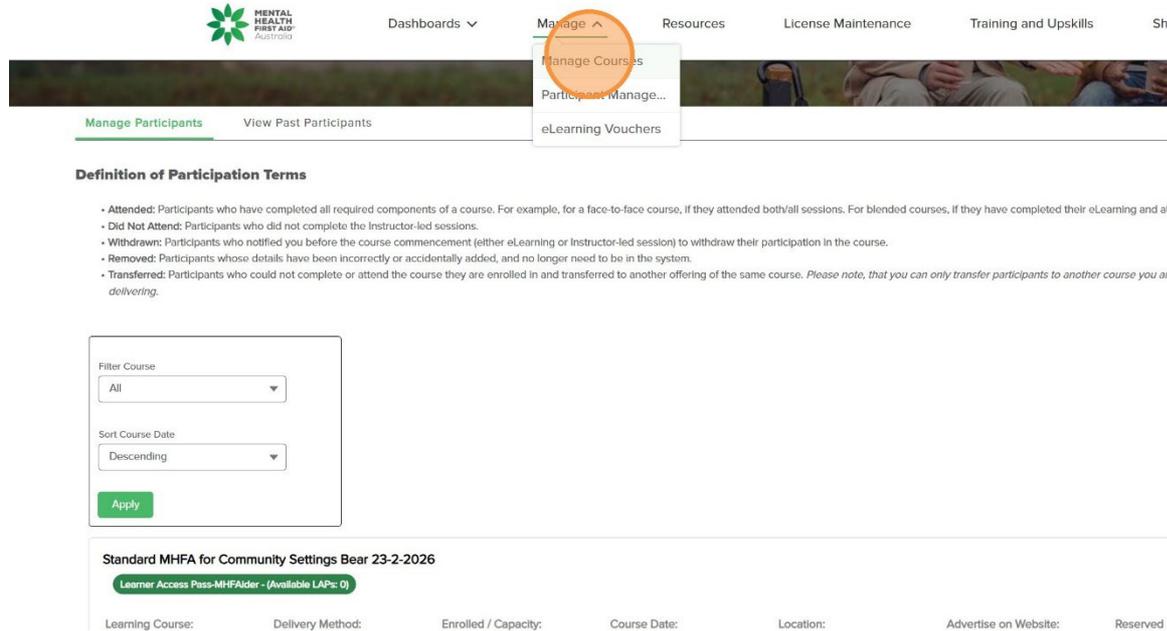
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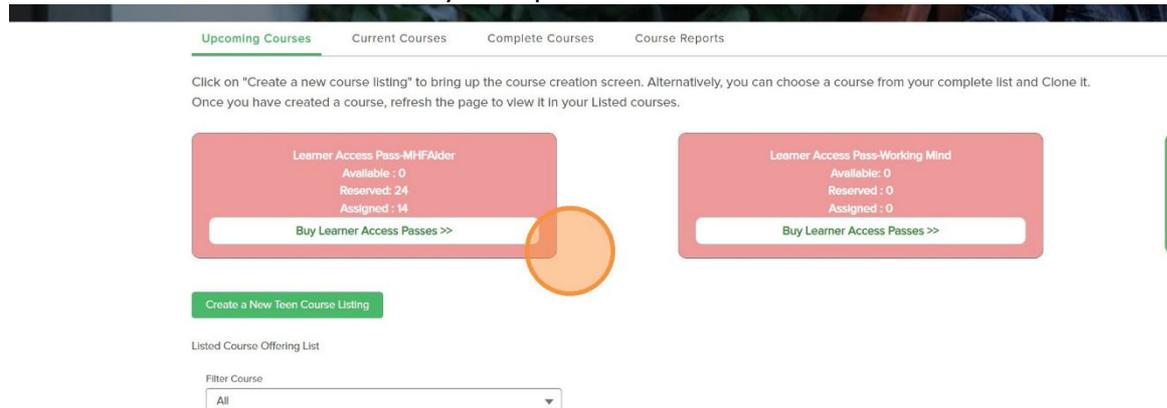
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To confirm that Learner Access Passes were used correctly, navigate to the Manage Courses screen to see the Learner Access Pass inventory.

Navigate to the "Manage" menu and select "Manage Courses"



The Learner Access Pass inventory has updated.



Before converting the 6 EOIs



After converting the 6 EOIs



6 of the reserved passes (allocated during course creation) have now been assigned to the 6 enrolments that were converted. Notice the change in Reserved and Assigned Learner Access Passes.

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