

ASV Damastra (Velpic) Training Q & A Facts Sheet

Q1. What is Velpic?

A1. Velpic simply is a Learning Management System (an online platform) that we use its licence to provide different training modules mainly related to Wellbeing and OH&S

Q2. Do I get a welcome email every time a training module is rolled out?

A2. NO. You already have one that provided you with your username. You have already created your password. You will be using these to log in and complete your lesson.

Q3. How will I get the notification/reminder to complete my assigned modules?

A3. You will get a reminder email from your local school OHS Coordinator

Q4. What modules will I get and need to complete on Velpic?

A4. Check ASV PD & Training Planner Guide: <https://www.asv.vic.edu.au/staff-links/>

Q5. What is the duration of time for each module?

A5. You will be given 40 days to finish the module assigned to you.

Q6. Will I get an automatic reminder?

A6. NO. Refer to Q & A 3

Q7. What about if I did not finish the assigned training module in the designated period (40 days)?

A7. No extension is to be made after the closing date.

Q8. Would the system (Velpic) allow me to generate/print a certificate of completion and what shall I do with it?

A8. Yes, you will be able to print a certificate of completion. Do not send the certificate to anyone. The certificate is for your reference. Sometimes there might glitches by the system not recognising that you already have finished, so the certificate is a proof you already have completed the training module. Moreover, you can use your printed certificate to upload to your Professional Development register at Victoria Institute of Teaching: <https://nexus.vit.vic.edu.au/nexus/login>

Q9. What do I need to consider when writing an email asking for something?

A9. Please use simple email etiquette:

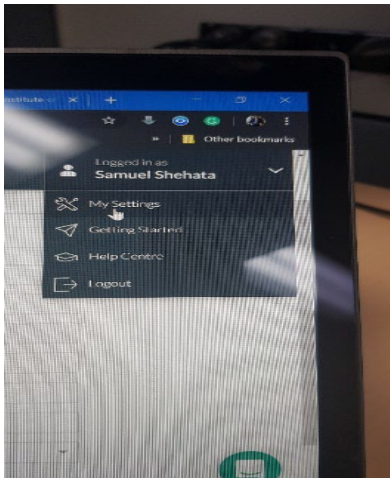
- Introduce yourself
- Describe the issue
- Use your signature (Very important to identify who you are)

Logging into Velpic

- All staff (permanent/part time/casual/CRT) can access via Adventist Schools Victoria Website in the Staff Links menu: <https://www.asv.vic.edu.au/staff-links/>
Or via the direct weblink: <https://sdas.velpic.net/#login>

The screenshot shows the 'Learning Portal' login interface. At the top right is the logo. Below it is a blue button labeled 'Log in with Adventist Schools ID'. A yellow arrow points from this button to a red text box on the right that says 'Use this option only for Henderson and ASV Head Office'. Below this button is the text 'OR' and a horizontal line. Underneath are two input fields: 'Username' and 'Password'. A purple arrow points from the 'Username' field to a red text box on the left that says 'All other schools to login with your current user name and password'. Below the password field is another blue button labeled 'Log in with your Damstra Learning Account'. At the bottom, there is a checked checkbox for 'Keep me logged in' and a link that says 'Help! I can't log in to my account | Register'.

To change your password: Go to the far-right hand corner where “logged in as drop-down arrow” then click my settings



Mobile App/ Android & Apple OS

You can download “Velpic Learner” from Google Play or Apple Store.

In the enter your organisation login web, type sdas.velpic.net

User your username and password as normal.

Note: Downloading a certificate is not enabled via the mobile application for now.

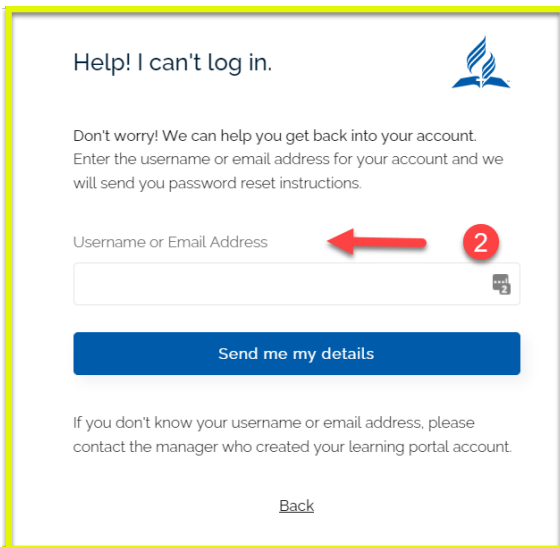
Resting your password

To Rest Your Password, please follow the following steps:

Step 1: Tab on “Help! I can’t log in to my account”

A screenshot of the 'Learning Portal' login page. The page has a white background with a blue header containing the text 'Learning Portal' and a logo of an open book. Below the header is a blue button labeled 'Log in with Adventist Schools ID'. Underneath is a horizontal line with 'OR' in the center. Below that are two input fields: 'Username' and 'Password', each with a small eye icon to its right. Below the input fields is another blue button labeled 'Log in with your Damstra Learning Account'. At the bottom of the page, there is a checkbox labeled 'Keep me logged in'. Below the checkbox is a link that says 'Help! I can't log in to my account' with a red arrow pointing to it and a red circle with the number '1' next to it. Below the link is another link that says 'Register'.

Step 2: Enter your username or email address that you are registered with



Help! I can't log in.

Don't worry! We can help you get back into your account. Enter the username or email address for your account and we will send you password reset instructions.

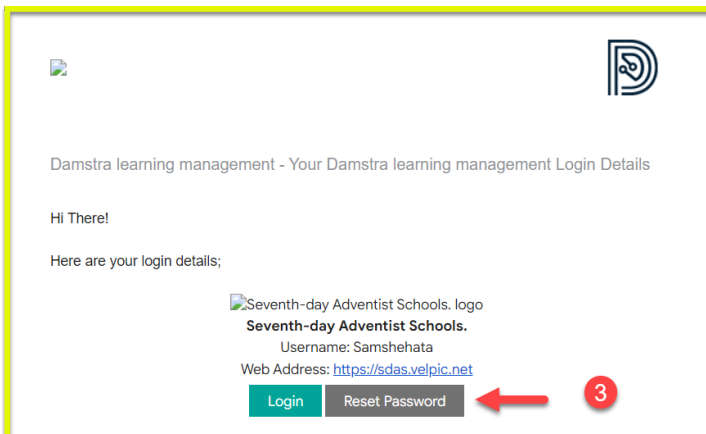
Username or Email Address

Send me my details

If you don't know your username or email address, please contact the manager who created your learning portal account.

[Back](#)


Step 3: You will receive an email to reset your password



Damstra learning management - Your Damstra learning management Login Details

Hi There!

Here are your login details;

 Seventh-day Adventist Schools.
Username: Samshehata
Web Address: <https://sdas.velpic.net>

Login Reset Password

Third Party Platforms

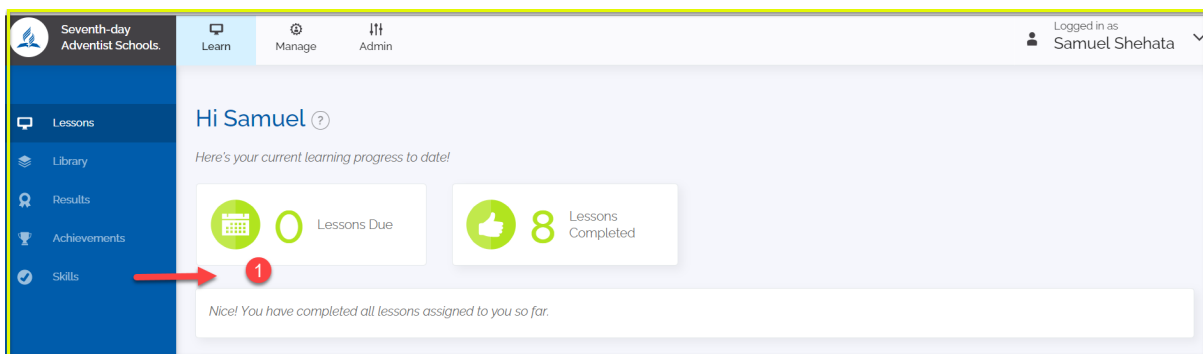
The following instructions is for training modules provided by third party platforms. The modules are related to:

- Child protection training
- Disability standard training for education

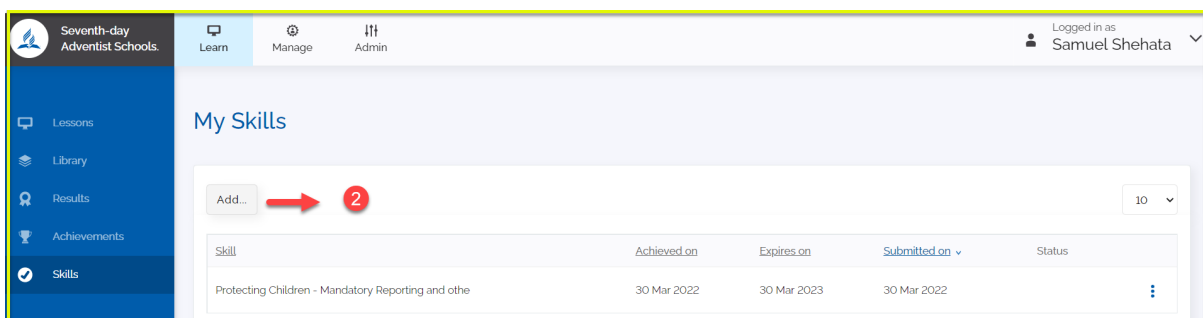
Steps:

1. Log in to your Damastra (Velpic) account
2. Look at your due lesson
3. Access your due lesson and go through the slides
4. Once completed your lesson and downloaded your certificate of completion by the third provider/platform (e.g., department of education), you will need to upload this certificate of completion by following the following steps:

1. On your Velpic/Damastra learning site, tab on “skills” from the menu on the left-hand side.



2. Tab on “Add”



3. Select the lesson you want to upload the certificate of completion and fill out other fields

Submit Skill 3 ✕

select the lesson you want to upload the certificate → Skill

Showing 1 of 1 results

Protecting Children - Mandatory Reporting and ot...

Achieved on

Expires on

Supporting Evidence No file selected

Drag and drop your file here, or [Browse](#)

Upload your file

Notes