

# RACP Training Management Platform Information sheet

Dear TMP Trainees and Supervisors,

The College is rolling out a new training management platform (TMP), across Australia and Aotearoa New Zealand. This information sheet outlines actions or steps that will help you successfully access and use the TMP **especially within the workplace.**

## To access TMP:

**URL:** <https://tmp.racp.edu.au/>

**Login details:** Your RACP ID and password

Please see link to using RACP [Multi-factor authentication](#) information

## Actions to take:

### 1. To receive notification emails

Please add [training@racp.edu.au](mailto:training@racp.edu.au) to your respective contact list.

### 2. Time saving measure

TMP can be accessed via a compatible browser on all modern desktops, laptop and mobile devices including iPads, iPhones, Android tablets.

## Add webpage to your smartphone/tablet home screen

The home screen on your smartphone or tablet isn't just a place where your apps live. You can also add shortcuts to websites. Here's how to create an "app" for any website on your device, allowing you to access shortcuts directly from your home screen.

### iPhone or iPad

- a) Open Safari (or Chrome)
- b) Navigate to **URL:** <https://tmp.racp.edu.au/>
- c) Tap the **Share** button on the bottom of the page. It looks like a square with an arrow pointing out of the top. In Chrome, it is at the top of the page.
- d) In the list of options that appear, scroll down until you see **Add to Home Screen**. Tap this. The Add to Home Screen dialog box will appear
- e) Name the icon "**RACP TMP**". You'll see the link so you can confirm it, as well as the site's favicon that will appear as the "app" icon on your home screen. Click **Add** when you're done. Safari will close automatically and you will be taken to where the icon is located on your iPhone's or iPad's home screen
- f) Now just tap the new **RACP TMP** app or shortcut on your home screen, and it will open the website in its own navigation window, independent of what you have open in Safari

**Note:** If you ever decide you want to remove the website shortcut, you can delete it just like you would any other app on your phone.

### Android

- a) Open Chrome
- b) Navigate to **URL:** <https://tmp.racp.edu.au/>
- c) Tap the menu icon (3 dots in the upper right-hand corner) and tap **Add** to home screen

Choose **RACP TMP** name for the website shortcut, then Chrome will add it to your home screen

### 3. Logout of TMP when not using the application

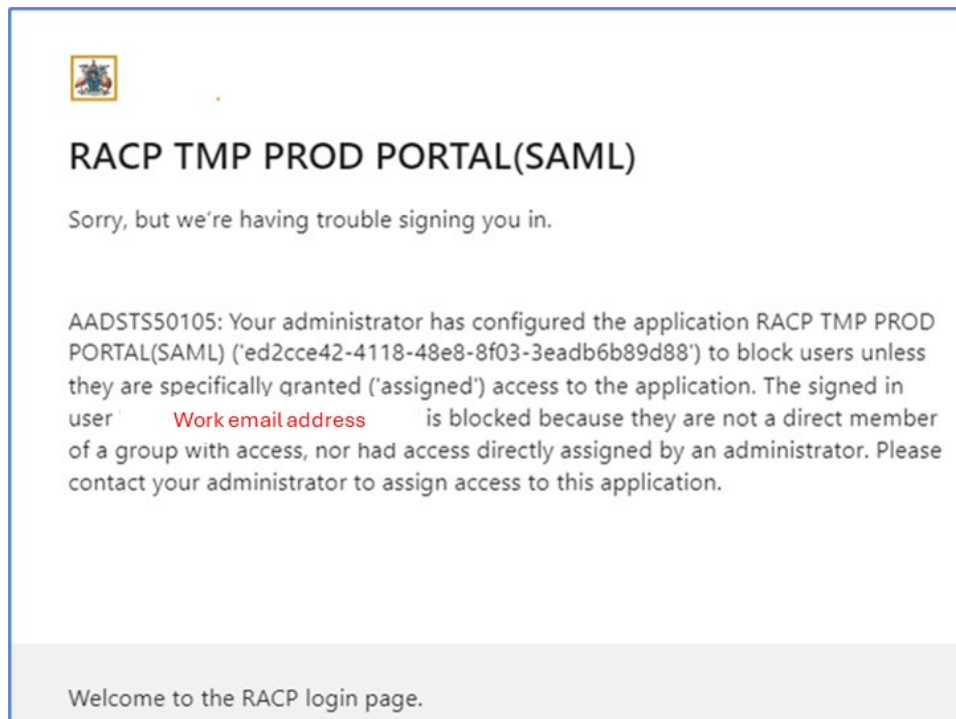
TMP has an 8-hour timeout. Please save any incomplete work regularly to avoid losing progress.

For security, users are strongly advised to log out of TMP when using a shared device and refrain from saving passwords on such devices.

#### Possible Problems Using TMP:

##### 1. Getting blocked logging in

It is important to note that if you are logged into another Microsoft environment, you may have to access the TMP in a **InPrivate**, **Incognito** or **Private Window** browser. You would need to copy and paste the URL into the private browser. Example of a blocked log in message:



##### 2. Troubles accessing the TMP or not receiving emails at work

If you are experiencing issues accessing the TMP or not receiving email notifications within the workplace, there are likely some localised IT security or firewalls in place.

Please contact your IT support and ask them to ensure that the TMP primary URL <https://tmp.racp.edu.au/> and email link [training@racp.edu.au](mailto:training@racp.edu.au) aren't blocked by your security infrastructure.

##### 3. Don't have an RACP account?

- New **RACP trainees** can complete a new user form to create an RACP account. [my.racp.edu.au/registration/training](https://my.racp.edu.au/registration/training)

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- For supervisors without an RACP account, trainees can provide the supervisor contact details in TMP for staff to create an RACP account and share login details.

### Internet

The TMP requires internet connection via a network (broadband or Wi-Fi).

### Browser compatibility

TMP solution will work with all modern browsers including:

- Google Chrome Latest three major releases
- Microsoft Edge Latest three major releases
- Mozilla Firefox Latest three major releases
- Apple Safari13 and later

***The TMP is not compatible with Microsoft Internet Explorer and RACP strongly advise users to not use this browser.***

### Where to get more advice

For further information, please contact: [memberservices@racp.edu.au](mailto:memberservices@racp.edu.au).