AgeAction
For all older people

Getting Started - Lesson Plan, Goverement Services

Welcome and Introduction

15 mins

Goals	Suggested Actions	Resources/Notes

• Explain to your learner about what they will be learning at today's class	• Check with your learner that they are comfortable with what they have learnt so far
	
	• Address any questions they may have
	
	Refresher Exercise
	
	• **Ask the learner to log into their Gmail account and check for any new emails**
	
	• Outline the goals for this session
	   - How to search for Government services
	   - Using these services	

Introduction to Government Online Services

30 mins

Goals	Suggested Actions	Resources/Notes
• To help your learner understand how to access Government services online **Remember** • Explain… • Let them try… • Practice…	• **Explain** that there are a number of Government services available online. • Ask your learner to type in the address www.gov.ie and press the enter key. • Explain that the website has 3 sections - *Government websites* *Online Services* *Citizens Information* • Spend some time exploring these 3 sections **Exercise** • Click on www.citizensinformation.ie • Ask the learner to click on the **Health** link and to scroll down the page and click on the link called **Health Services for Older People**	• Getting Started book page 32/33

Using Government Online Services

Goals	Suggested Action	
• Help your leaner to use the Motor Tax demonstration website	• Explain that the learner will be using a demonstration website which will allow them to learn how to pay their Motor Tax online • Ask the learner to type in the website address http://omt.dcenr.gov.ie/ • A window will open explaining that this is just an educational tool. • Ask the learner to read the text in the window that's open and then close the window by clicking either on the X in the top right hand corner of the window or on the text close this dialog box to continue. • Start by entering the Registration No. The details are in the window on the left. • Enter the PIN, details are in a window on the right. Click LOGIN. • Follow the steps 1 to 6 to the end of the demonstration.	**Note**: Has your learner noticed that when they typed the password the text didn't appear? Explain that this is hidden for security reasons

Wrap Up

Goals	Suggestion Actions	
• Check that your learner is comfortable with what they have learnt	• **Recap** on what you have covered • Remind your learner that next week is the last class and you will revise the topics that you have covered.	