

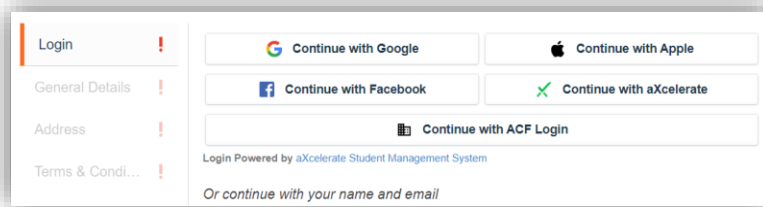
The Student Journey for Online Training

This brief guide will step students through the registration process, how to access their online learning material and retrieve their certificate.

STEP 1: Registration

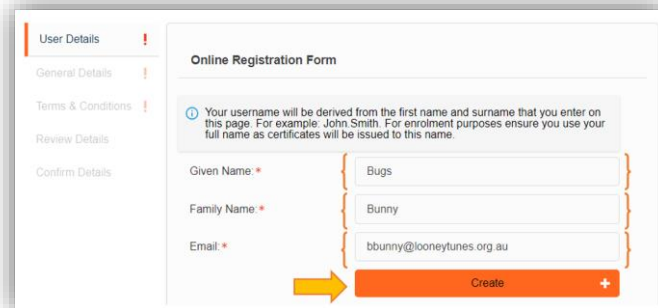
A representative from your organisation will supply you with a web link to access your workshop's private registration page.

- a) If you have studied with us before and already have an aXcelerate account, you can start your form by logging in.



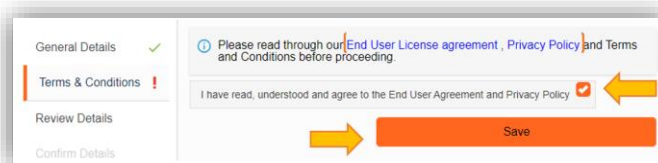
Alternatively, for new learners, enter your personal details and click on [Create].

Please ensure you have entered your email address accurately before proceeding as it will connect to your learner portal and is where you will receive communication about your course.



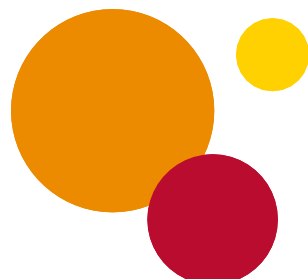
- b) To complete the *Terms & Conditions* tab. Check the box to the right and click on [Save].

We strongly encourage students to review ACF's policy by clicking on the blue hyperlink.



- c) The *Billing* tab will be blank, as there is no cost to individual learners.

Click on [Register].

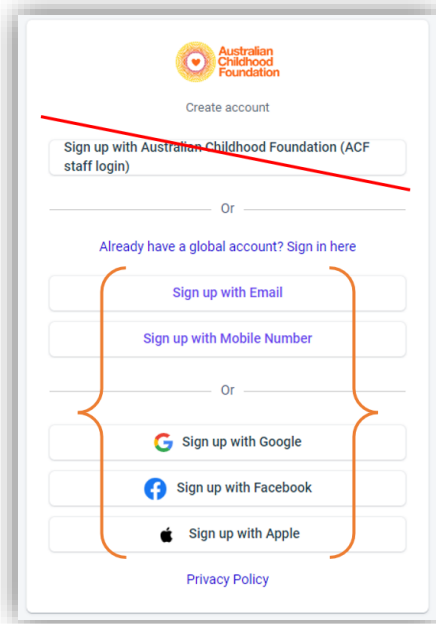



STEP 2: Create your aXcelerate Account

Shortly after submitting your online form, you will receive a *Booking Confirmation* email.

Firstly, you will need to click on the hyperlink in the email to **Create your aXcelerate account**.

- If you are already a user of the learner portal, clicking this link will directly log you in.
- If you are a first-time user, select any of the below options




 Create account

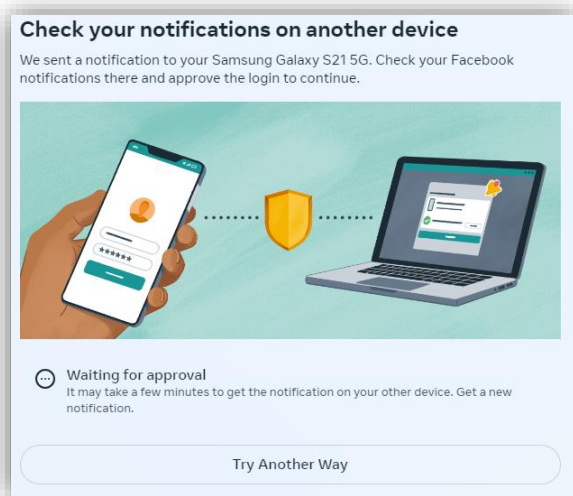
Or

[Already have a global account? Sign in here](#)

Or


[Privacy Policy](#)


You may need your mobile phone ready to authenticate your account, before continuing with your account setup.

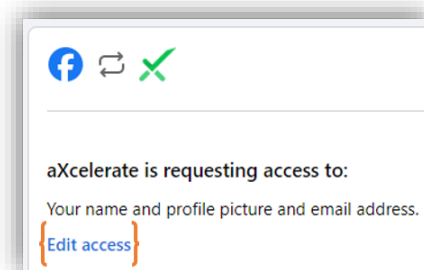





Check your notifications on another device

We sent a notification to your Samsung Galaxy S21 5G. Check your Facebook notifications there and approve the login to continue.



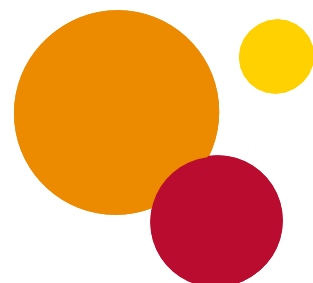
 **Waiting for approval**
 It may take a few minutes to get the notification on your other device. Get a new notification.



aXcelerate is requesting access to:

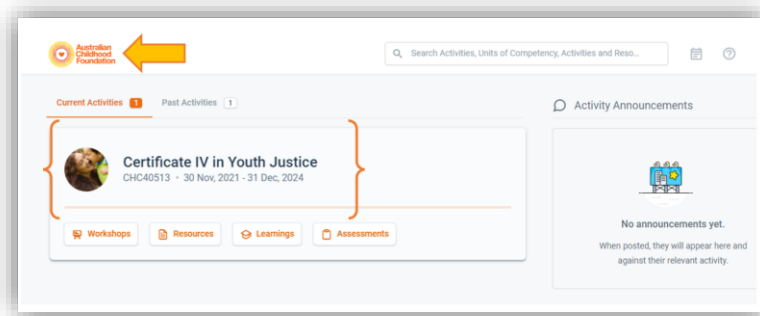
Your name and profile picture and email address.



STEP 3: Learning

When you are ready to undertake your workshop, [click here](#) to access the learning platform. You can also find this link within your *Booking Confirmation* email.

Below is an example of what your Learner Portal will look like. To return to the dashboard at any time, click on the ACF logo. You can review your study plan and commence the learning modules by clicking on your workshop name.

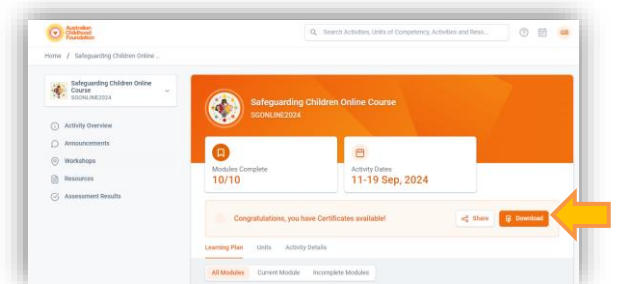
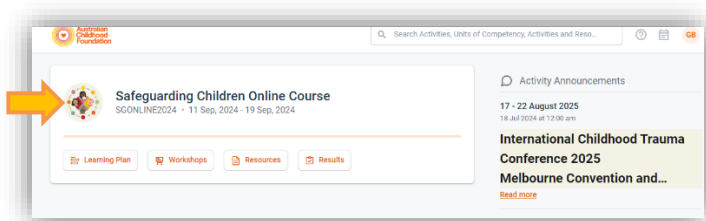


STEP 4: Completion

Once you have completed your online course you will receive an email with a digital copy of your certificate attached.

You will also be able to access a copy of your certificate in your aXcelerate portal.

Log into your account, click on the workshop tile and then [download].



The ACF team hope you enjoy your learner experience and are here to help every step of the way. For assistance, please contact our support team on (1300 381 581) or email Support@childhood.org.au.

