

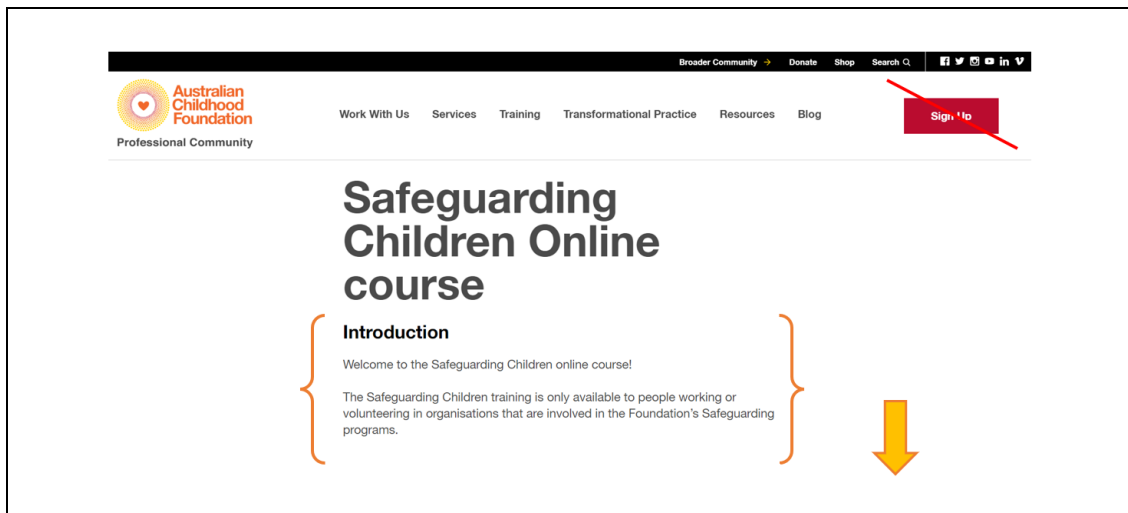
The Student Journey for Online Training

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) A representative from your organisation will supply you with a web link to access your workshop's private registration page. Copy this link into your web browser and review the details about your course. Scroll down to locate a list of workshops.

Please Note that the red [Sign Up] button at the top of the page relates to the Australian Childhood Foundation newsletter and not used for registering into workshops.



Safeguarding Children Online course

Introduction

Welcome to the Safeguarding Children online course!

The Safeguarding Children training is only available to people working or volunteering in organisations that are involved in the Foundation's Safeguarding programs.

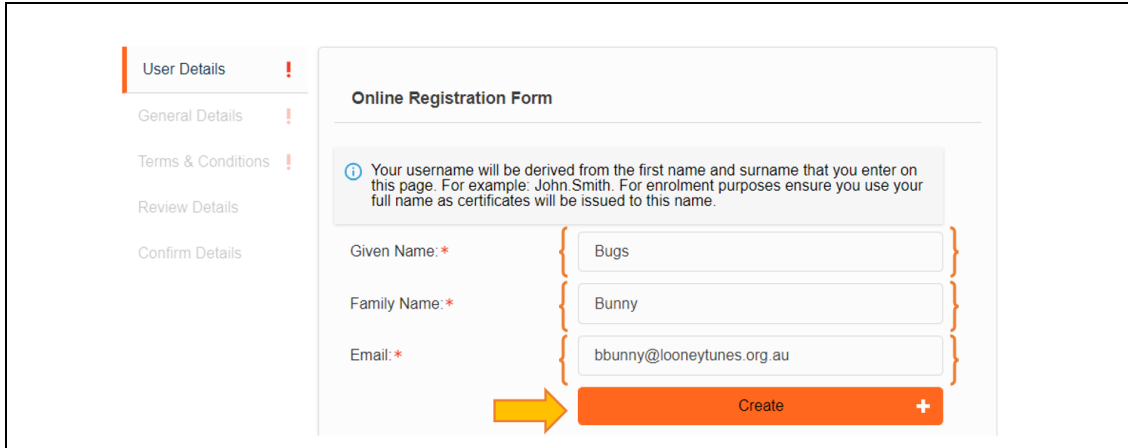
- b) Locate your organisation from the list and click on the [Registration] button to the right.

Upcoming Workshops

Name	Date	Time	Location	Cost	
Safeguarding Children Online - Looney Tunes Academy	Online training	12:00 am – 12:00 pm	Online Training	\$0.00	Register
Safeguarding Children Online - The Misfit Toys Association	Online training	12:00 pm – 12:00 pm	Online Training	\$0.00	Register

- c) Enter your personal details within the *User Details* tab and click on [Create]. Wait for this section to load and open the *Generic Details* tab.

Fields with an asterix [] are mandatory. 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.*



User Details !

General Details !

Terms & Conditions !

Review Details

Confirm Details

Online Registration Form

! Your username will be derived from the first name and surname that you enter on this page. For example: John.Smith. For enrolment purposes ensure you use your full name as certificates will be issued to this name.

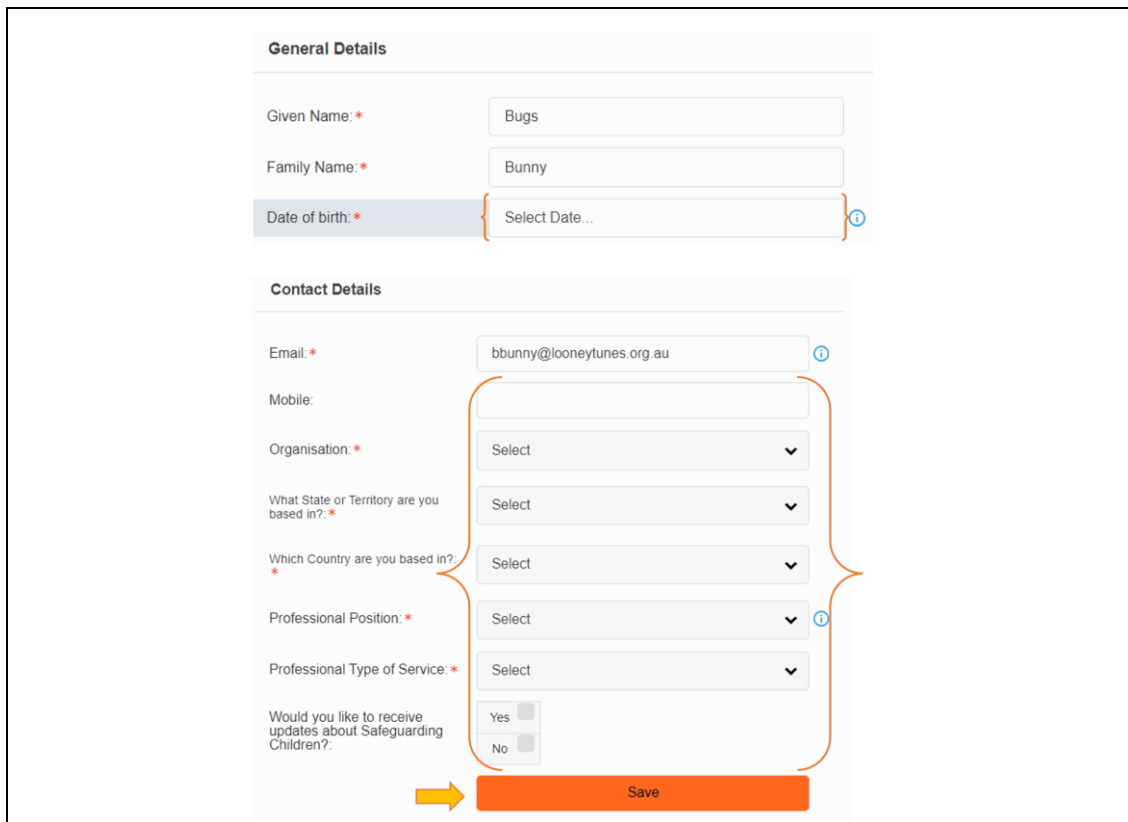
Given Name: * Bugs

Family Name: * Bunny

Email: * bbunny@looneytunes.org.au

Create +

- d) Complete the fields and click on [Save]. Wait for this section to load and open the *Terms & Conditions* tab.



General Details

Given Name: * Bugs

Family Name: * Bunny

Date of birth: * Select Date... !

Contact Details

Email: * bbunny@looneytunes.org.au !

Mobile:

Organisation: * Select

What State or Territory are you based in?: * Select

Which Country are you based in?: * Select

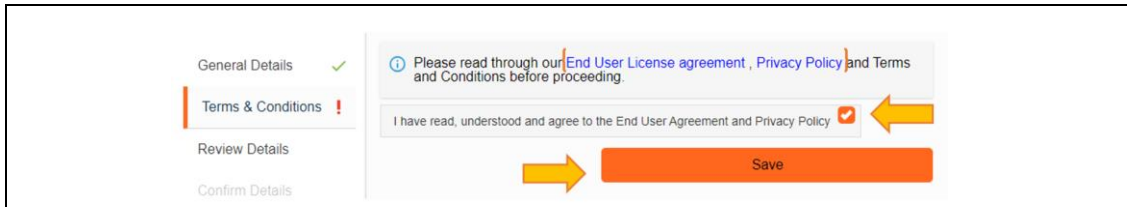
Professional Position: * Select !

Professional Type of Service: * Select

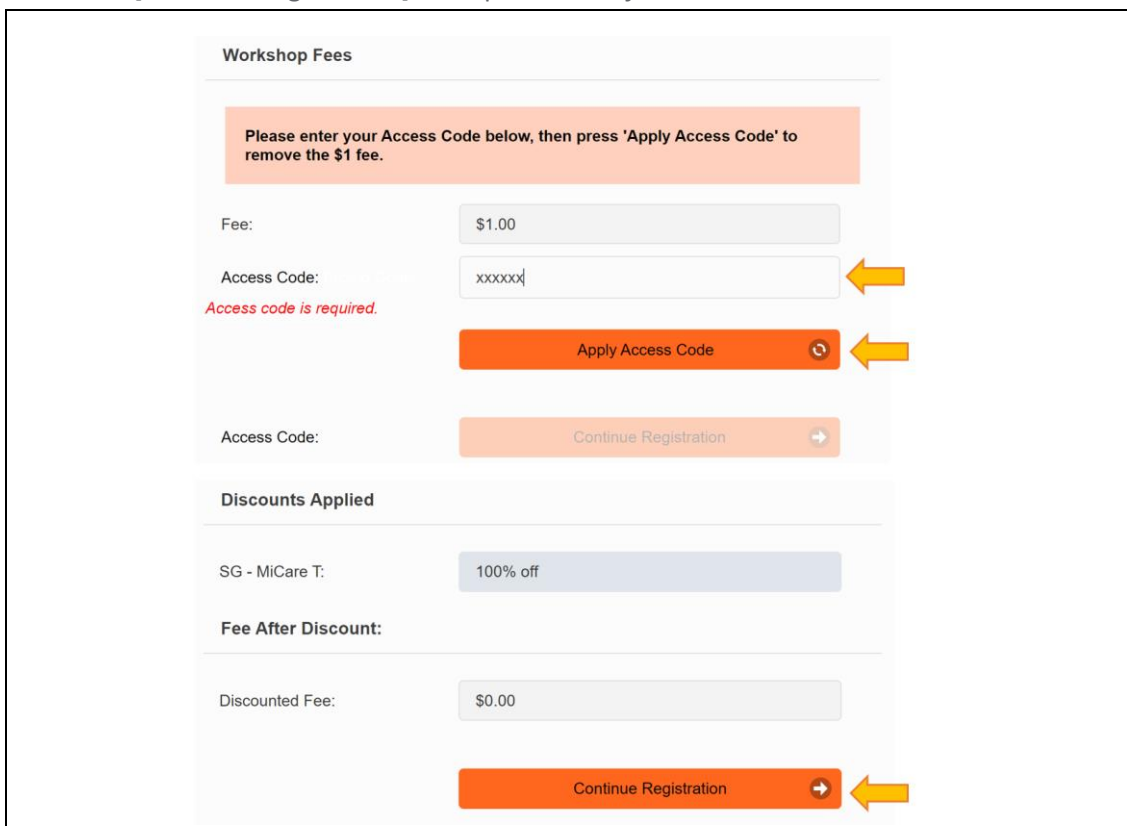
Would you like to receive updates about Safeguarding Children? Yes No

Save

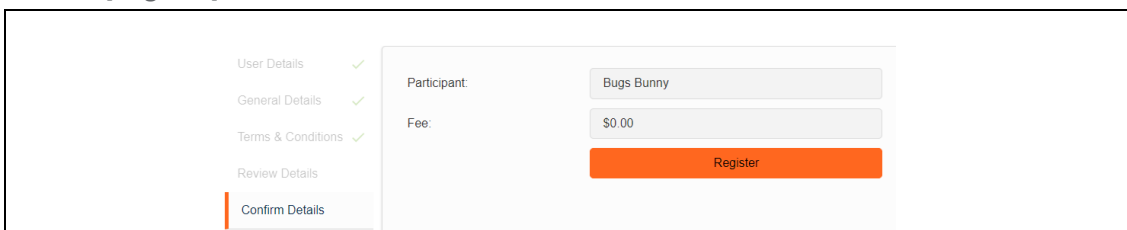
- e) We strongly encourage students to review the Foundation's policy by clicking on the blue hyperlink. Check the box to the right and click on [Save]. Wait for this section to load and open the *Review Details* tab.



- f) Scroll down to find the *workshop fees* section of the form and enter the **Access Code** supplied by your organisation. Click on [Apply Access Code], wait for the page to refresh the scroll down to click on [Continue Registration] and open the *Confirm Details* tab.



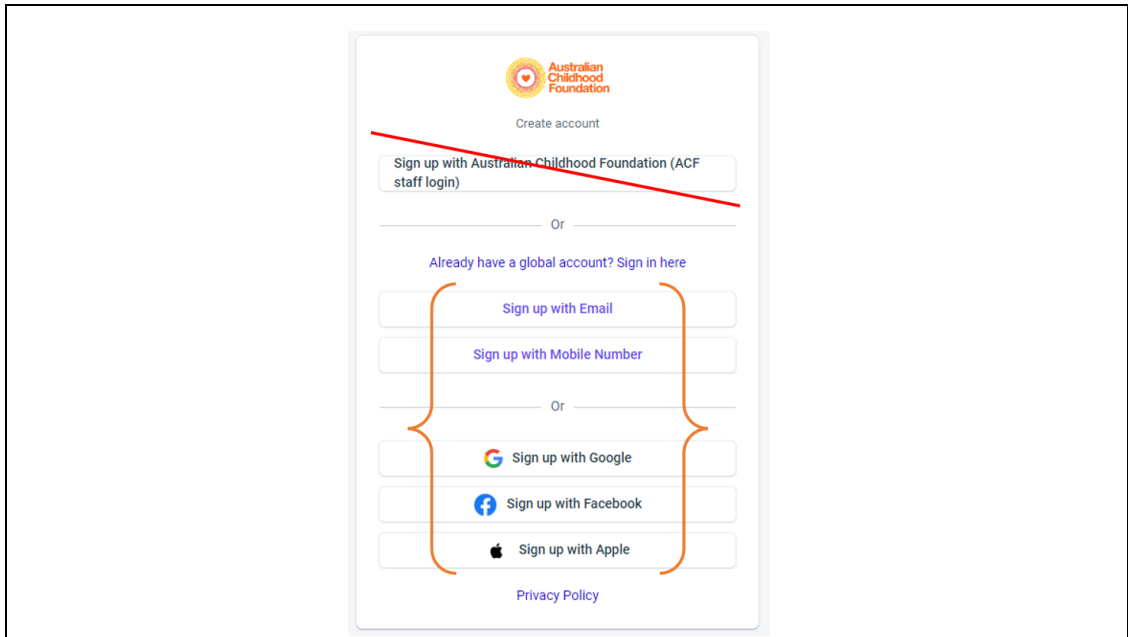
- g) Click on [Register].



h) Shortly after submitting your online form, you will receive two emails from Foundation.

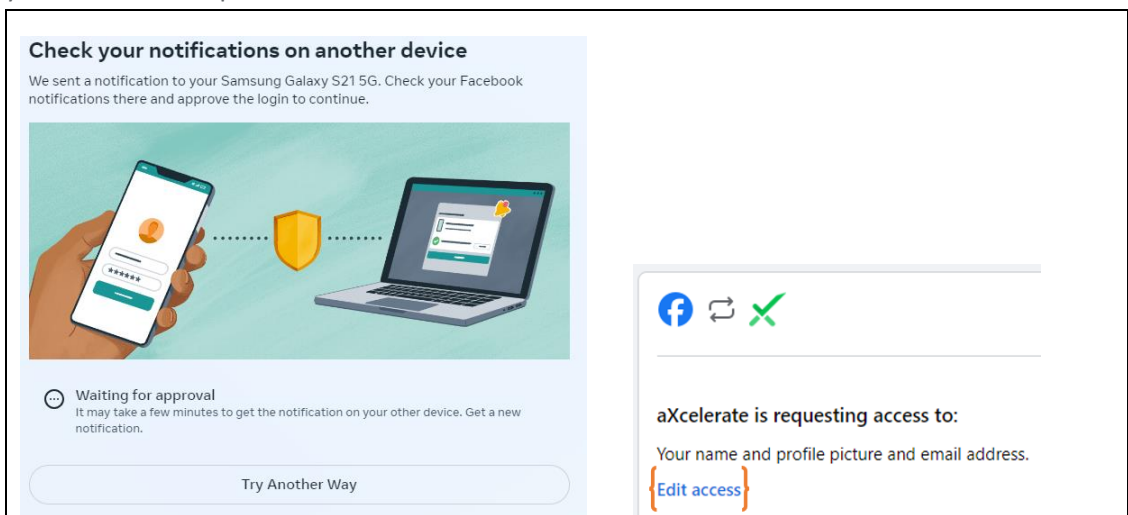
A Booking Confirmation and User Account/New User email. Review both emails.

i) From the **User Account** email, click on the hyperlink to **Create your aXcelerate account**. *You will need to create a global account by selecting any of the below options - Be mindful not to select [Sign up with ACF staff login].*



The screenshot shows the 'Create account' page. At the top is the ACF logo and the text 'Create account'. Below this is a button for 'Sign up with Australian Childhood Foundation (ACF staff login)' which is crossed out with a red line. Below this is an 'Or' separator. Then there is a link 'Already have a global account? Sign in here'. Below that are five buttons: 'Sign up with Email', 'Sign up with Mobile Number', 'Sign up with Google', 'Sign up with Facebook', and 'Sign up with Apple'. These five buttons are grouped by an orange bracket. At the bottom is a link for 'Privacy Policy'.

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

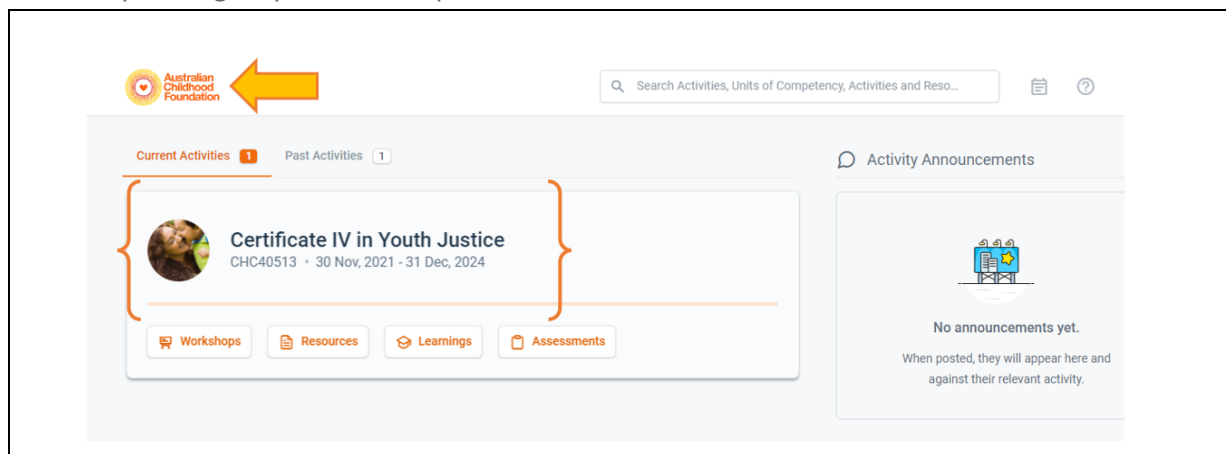


The screenshot shows a screen titled 'Check your notifications on another device'. It contains a message: 'We sent a notification to your Samsung Galaxy S21 5G. Check your Facebook notifications there and approve the login to continue.' Below the message is an illustration of a hand holding a smartphone and a laptop. To the right of the illustration is a Facebook notification window. The window has a Facebook icon, a refresh icon, and a green checkmark. Below the icons, it says 'aXcelerate is requesting access to: Your name and profile picture and email address.' and there is a link that says 'Edit access'.

STEP 2: 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 Foundation logo. You can review your study plan and commence the learning modules by clicking on your workshop name.



STEP 3: Completion

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

<p>Hello,</p> <p>Congratulations on receiving your Safeguarding Children Online course certificate!</p> <p>You can now download your certificate from this email. Your certificate is available in an online format so that you can retrieve it anywhere any time.</p> <p>Please ensure you provide a copy of this certificate to your organisation.</p> <p>We hope to see you at further trainings in the future.</p> <p>Kind regards,</p> <p>Support Services Team</p> <p>Australian Childhood Foundation</p>	
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The Foundation 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.