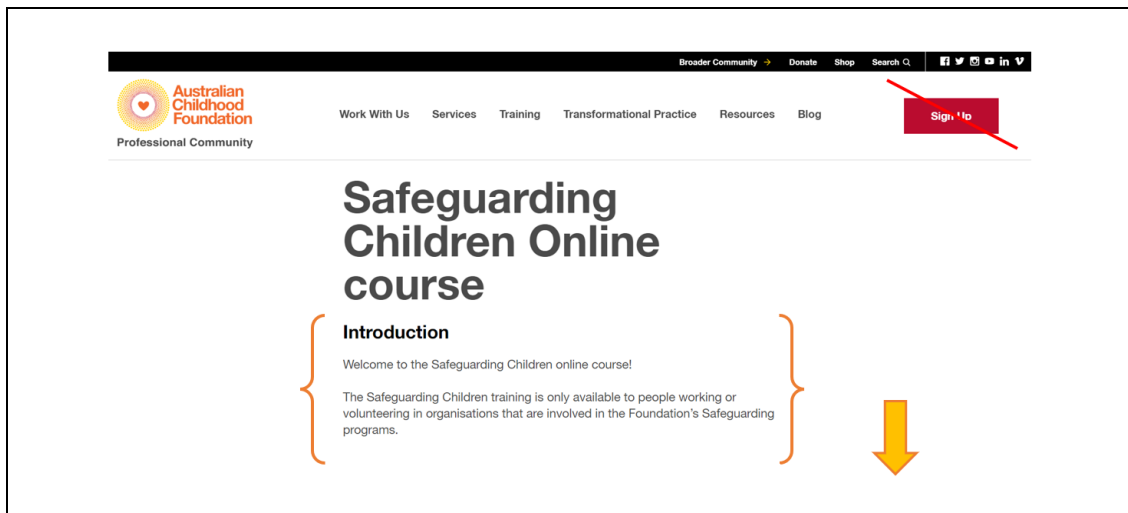# The Student Journey for Online Training

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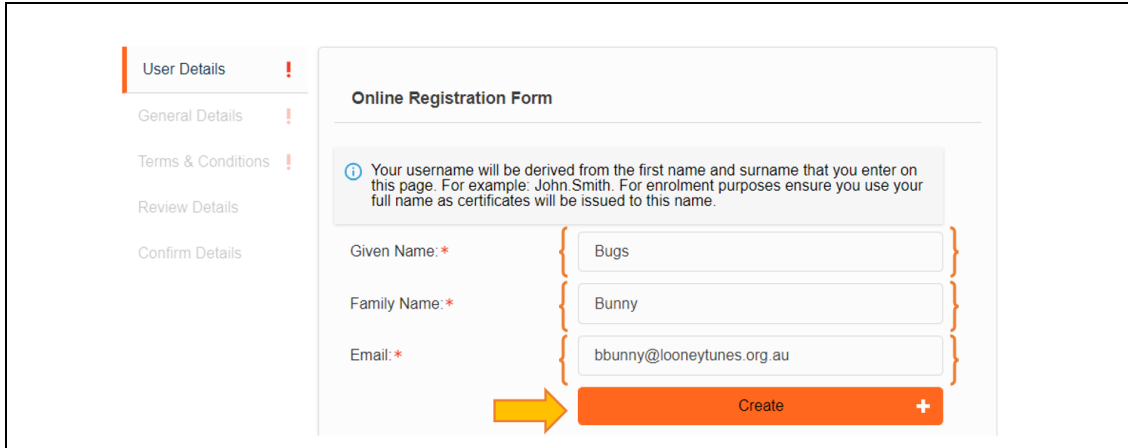
b) Locate your organisation from the list and click on the [Registration] button to the right.

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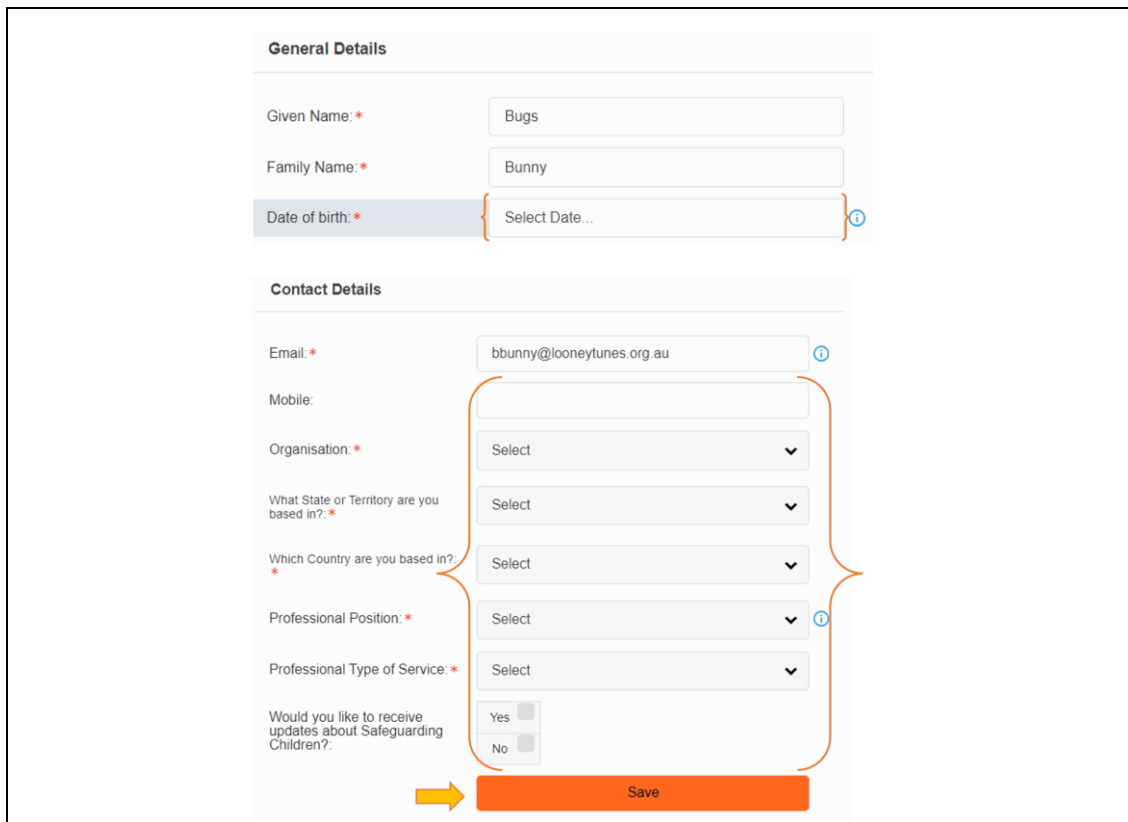
d) Complete the fields and click on [Save]. Wait for this section to load and open the *Terms & Conditions* tab.
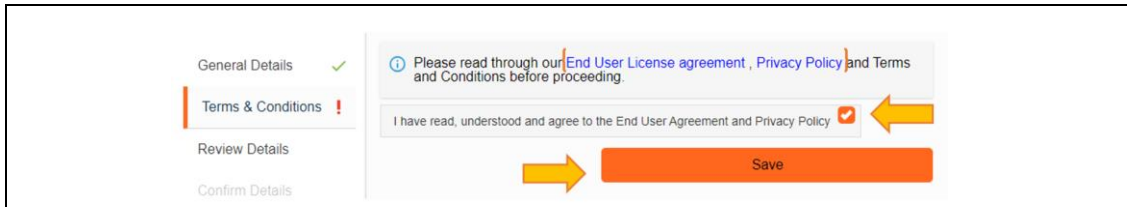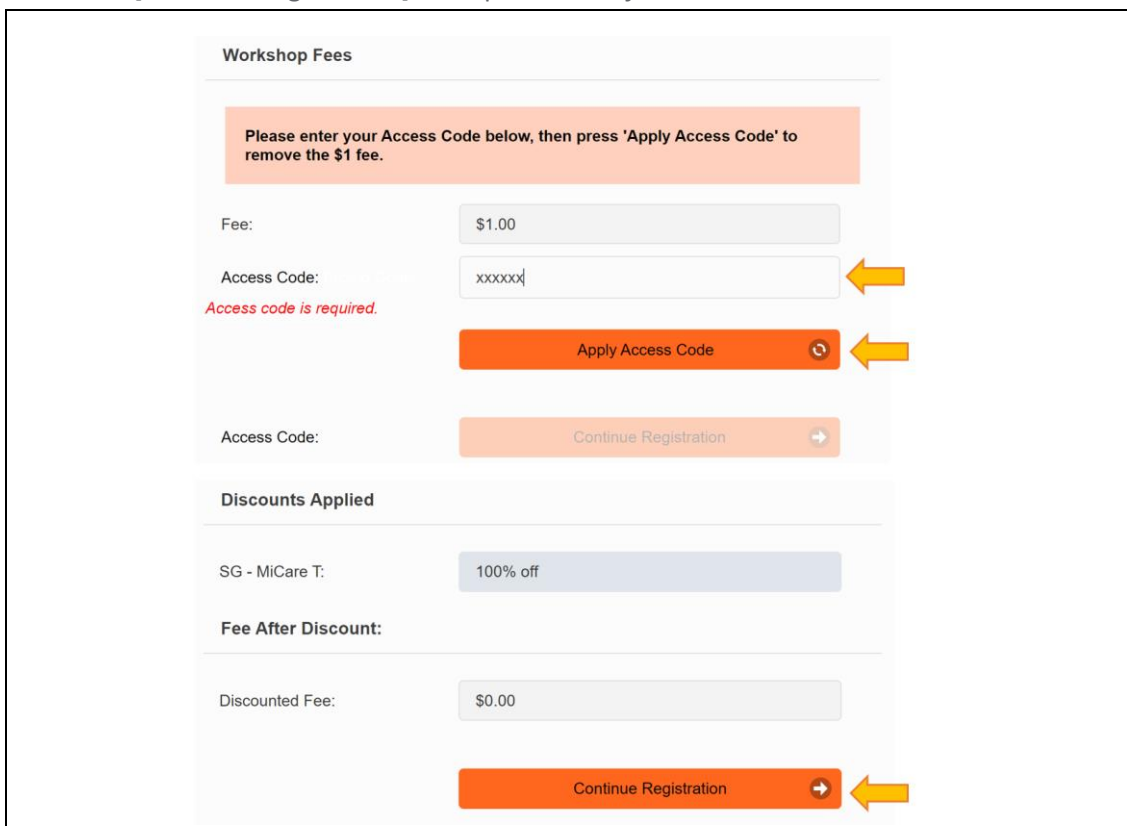
e) We strongly encourage students to review the Foundation's policy by clicking on the blue hyperlink. Check the box to the right and click on [Save]. Wait for this section to load and open the *Review Details* tab.
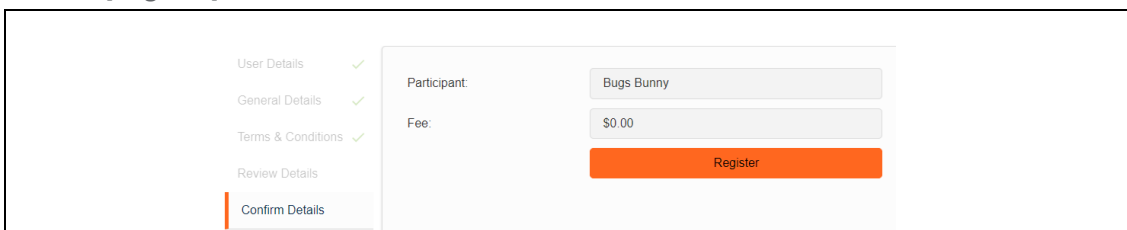

f) Scroll down to find the *workshop fees* section of the form and enter the **Access Code** supplied by your organisation. Click on [Apply Access Code], wait for the page to refresh the scroll down to click on [Continue Registration] and open the *Confirm Details* tab.
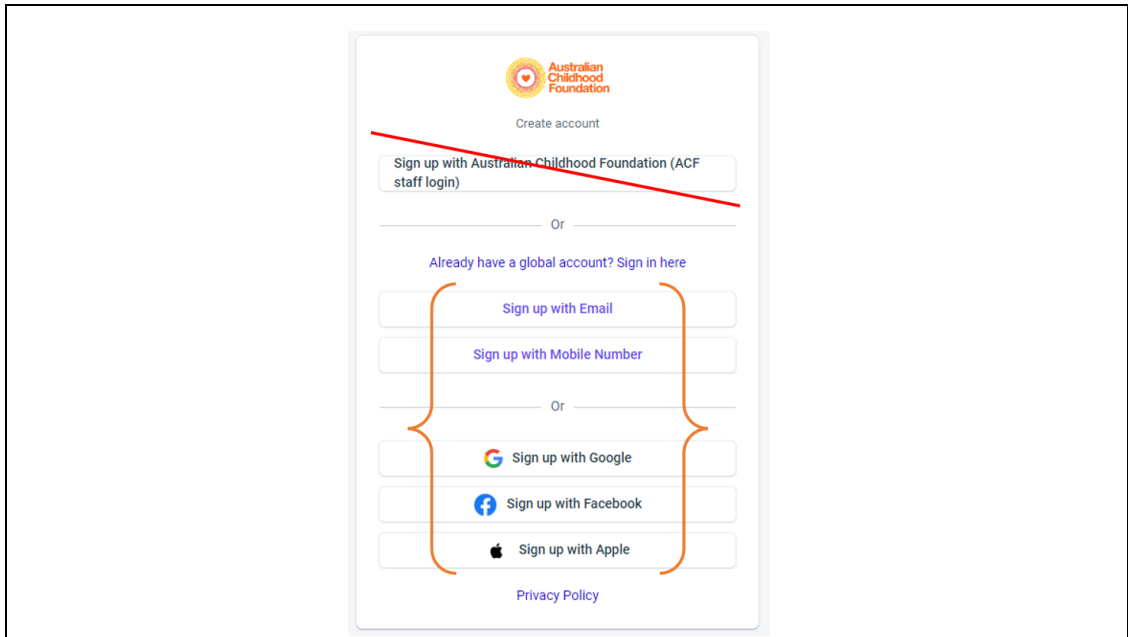

g) Click on [Register].

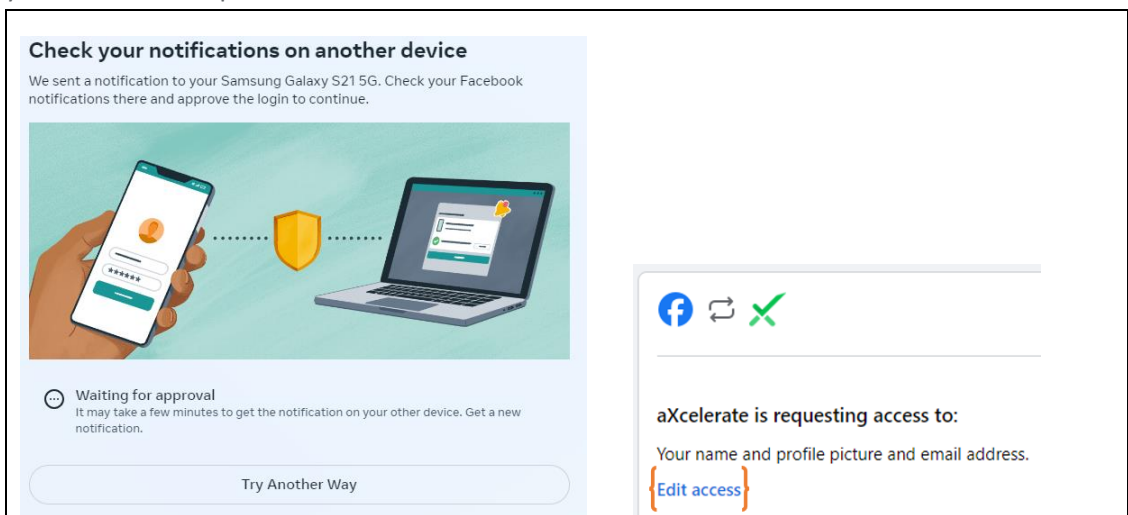h) Shortly after submitting your online form, you will receive two emails from Foundation.

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].*

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

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.
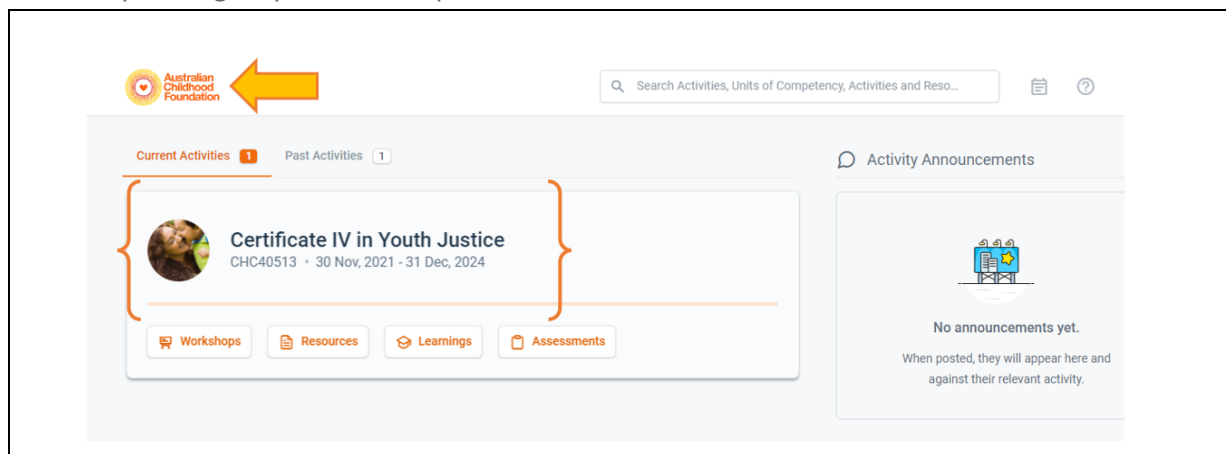
STEP 3: Completion

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

Hello,
Congratulations on receiving your Safeguarding Children Online course certificate!
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.
Please ensure you provide a copy of this certificate to your organisation.
We hope to see you at further trainings in the future.
Kind regards,
Support Services Team
Australian Childhood Foundation

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.