How2Guide - Accessing your eLearning

This How2Guide outlines the following steps:

1. Selecting your eLearning course on the Shopfront
2. Creating your eLearning account
3. Accessing your eLearning on the Training Management System (TMS)

Remember!

Select your eLearning course and place an order via the Shopfront.
Create your eLearning account.
Access your eLearning via the Training Management System (TMS).

1. Selecting your eLearning course on the Shopfront

The Shopfront is where you select the eLearning course or Knowledge Assessment you wish to access.

- Links for the eLearning and the assessment are located at the bottom of the screen - under COURSES.
- Click on what you wish to access.

Confirm your selection by clicking on the ADD TO CART button.

When you are ready to process your selection, click on the cart icon at the top of the screen.

Click on the Checkout link.

You will be asked to create an eLearning account - please see details on next page >>
2. Create your eLearning account

As a New Customer, register and create your account.

Fill in the details:

- Step 2: Account & Billing Details
- Step 3: Payment Method
  - For free courses, there won’t be a requirement to enter credit card and payment details.
- Step 4: Confirm Order - click on the button to confirm your order and create your account.

3. Accessing your eLearning on the Training Management System (TMS)

The Training Management System (TMS) is where you will access your eLearning or assessment and complete the course.

You will receive two (2) emails from Communicare Training Institute - cti@communicare.org.au.

**Email One**
- After you have confirmed your order, you will receive an email immediately from Communicare Training Institute, confirming your order has been received and successfully processed.

**Email Two**
- You will receive a second email from Communicare Training Institute, advising that you have been enrolled in the course; this usually takes approximately 15 minutes to arrive in your email inbox, after confirming your order.

Both emails will provide you with a link to the TMS, enabling you to access and commence your eLearning.

Your login details for the TMS, including your password, will be the same as the account you created for the Shopfront.

**Remember!**

- **Select** your eLearning course and place an order via the Shopfront.
- **Create** your eLearning account.
- **Access** your eLearning via the Training Management System (TMS).