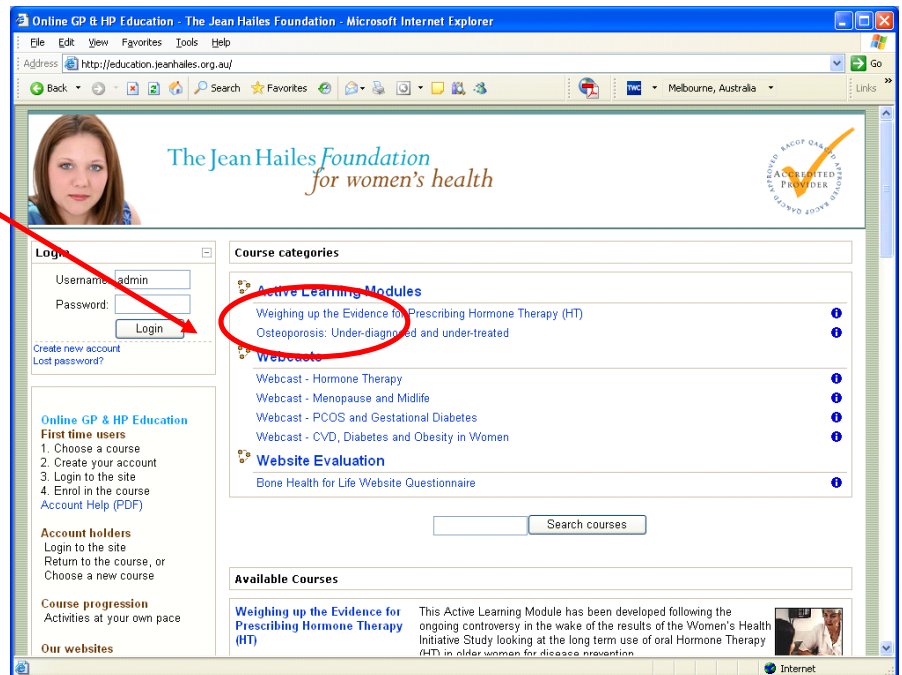


<http://education.jeanhailes.org.au>

Step 1

Begin by **clicking on a course**.

This will take you to the screen where you can create your account.



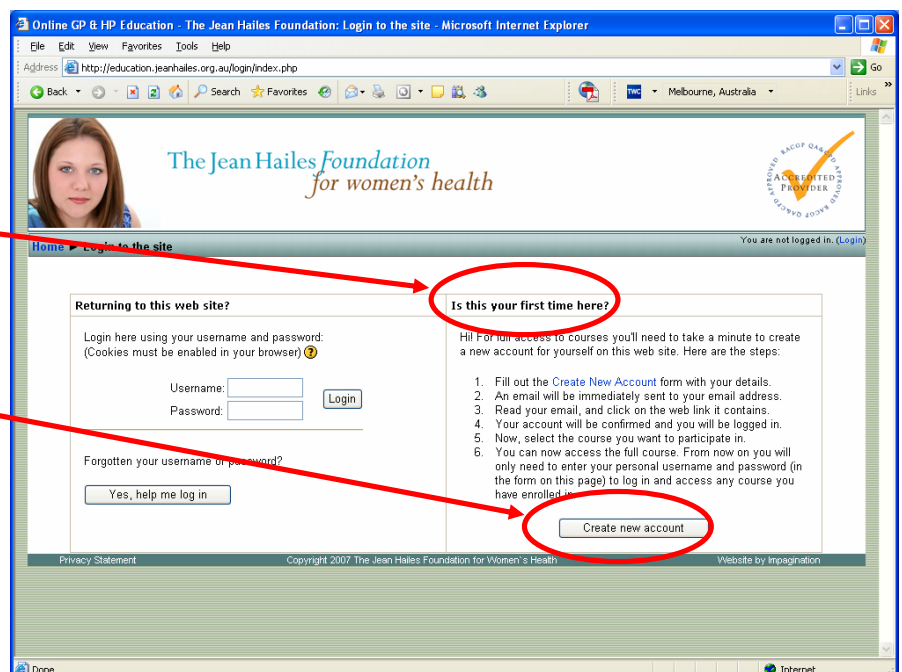
Step 2

If you have already created an account this screen will allow you to login.

Or for first time users:

For full access to courses you will need to take a minute to create a new account for yourself. Click on the **Create new account** button.

Full access to any course is only available after you have logged in to the site and enrolled in the course.



Step 3

- Fill out the New Account form with your details and click on the **Create my new account** button. **Note** your username and password that you have chosen

Step 4

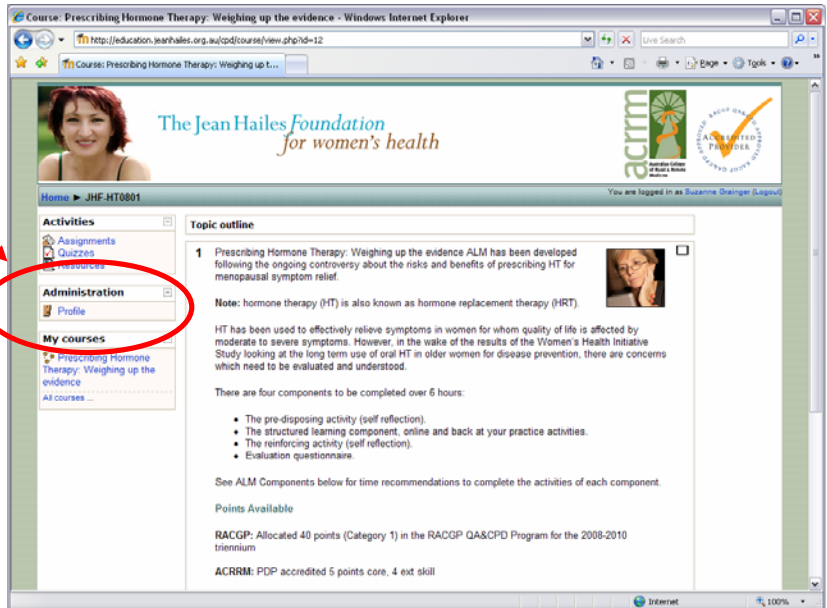
- An email will be immediately sent to your email address.
- Read your email as it contains easy instructions to complete your account registration.
- Click on the web link in the email and you will go to the confirmation screen.
- Your account will be confirmed and you will be logged in.
- When you click the **Continue** button the next screen will ask you to confirm your enrollment in the course.
- You can now access the full course.

From now on you will only need to enter your **personal username and password** to log in. Once logged in you may choose to enter any course.

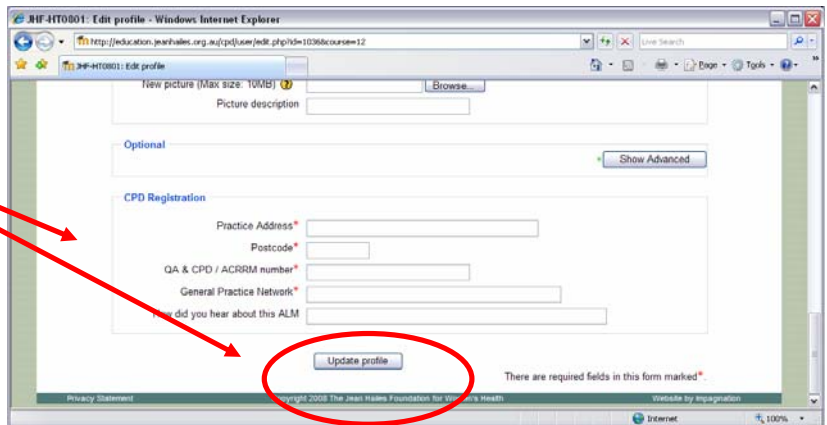
Step 5 Registering for Points Allocation

When you are logged in and have selected your course, access to your Profile will be available from the left menu under **Administration**.

Enter Profile and select Edit profile and CPD Registration appears towards the foot of the page.



Fill in the appropriate identifying fields with your details and click on the **Update profile** button



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