

# Registering as a learner on Be Connected

## Registering as a Learner on the Be Connected Learning Portal

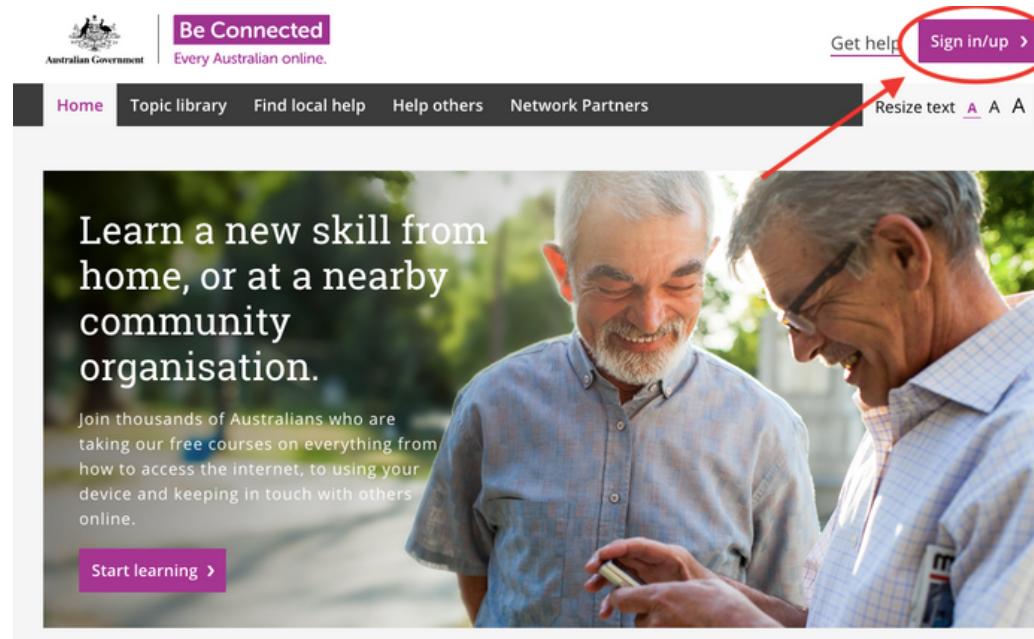
There are many benefits to creating a learner account on the Be Connected Learning Portal. Not only can you track your progress within the topic library, but it is also a great place to practise signing up and using an account on a safe website. To register, you will need a unique email address. If you think you may need some assistance with this, you can first take a look at the 'Using Email' course in the 'Getting started online' topic, before you register.

### Step 1: Go to the Be Connected Learning Portal and click through to 'Sign in/up'

Start off by opening an internet browser, such as Chrome or Firefox, and type:

[www.beconnected.esafety.gov.au](http://www.beconnected.esafety.gov.au)

This will bring you to the homepage. Click on the purple 'Sign in/up' button on the top right-hand corner of the website:



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**Be Connected**  
Every Australian online.

## Step 2: Click through to 'Create new account'

Click on the box in the bottom right-hand side of the page that says 'Create new account'. The 'New Account' signup page will appear.

The screenshot shows the Be Connected homepage with the Australian Government logo and the tagline 'Be Connected Every Australian online.' Below the header is a navigation bar with links for Home, Topic library, Find local help, Help others, Network Partners, and a 'Get help' link. To the right of the navigation bar are 'Sign in/up >' and 'Resize text' options. The main content area features a 'Sign in' form with fields for Email and Password, and a 'Remember username' checkbox. Below the form are links for 'Forgotten your username or password?' and 'Cookies must be enabled in your browser'. To the right of the sign-in form is a section titled 'Is this your first time here?' with four numbered steps: 1. Click 'Create new account' button, 2. Fill the short form with some information about you (so we know it's you next time), 3. Click 'Sign up for free' button, and 4. Start exploring!. The 'Create new account >' button is highlighted with a red oval and a red arrow points to it from the bottom right.

## Step 3: Complete the 'Your details' section of the form

You first need to provide the following details to create your account:

- First name
- Surname
- Date of birth (This is a government-funded program aimed at those over the age of 50)
- Gender
- Residential address (To help us ensure we are reaching as many areas across Australia as possible)

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**Hint:** Next to each text field in the registration form you will find a small purple 'i' symbol. Click on this to display why the information is being asked for. Select the 'x' symbol in the top right corner of the box to close after reading.

Those details with the purple asterisk (\*) are required and must be filled out in order to create an account.

Make sure to select your support training centre's name from the drop down list. To do this, click in the box and start typing in the name of your support centre to filter your options. Click on the relevant centre name to automatically enter it in the box. This helps us track how many learners our Network Partners are supporting.

Your details

**First name\***

**Last name\***

**Date of birth\***

**Gender\***

**Residential address\***

**Name of support centre**   
Click in this box and start typing  
  
Good Shepherd Microfinance  
Good Things Foundation Australia  
Goodna Neighbourhood House (GNH)

Your sign in details



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## Step 4: Complete the 'Your sign in details' section

Next you will need to provide an email address and create a safe, memorable password. You will use these details every time you use the Be Connected Learning Portal. You can log in from any device with internet and your progress will be saved.

A unique email address is necessary to create your account. If you think you may need some assistance with this, take a look at the 'Using Email' course in the 'Getting started online' topic, before you register. Your support centre can also help you with this, as we have a resource dedicated to "Supporting learners without an email address".

Your password must have at least 7 characters, 1 digit and 1 upper case letter. If you wish to have a look, there is a short course on 'Safe Passwords' in the 'Safety First' topic.

## Step 5: Complete the 'Newsletter and survey consent' section, then join as a learner!

When registering, you can choose to opt-in to receive email newsletters and participate in Be Connected telephone surveys. If you would like to take part in these, tick the relevant boxes at the end of the form.

If you tick the phone survey box, you will need to enter your preferred telephone number in the space provided.

To complete registration, you will need to accept the website Terms and Conditions by ticking the box. Then click 'Sign up for free'.

Once you have successfully entered your details, you will be directed to a page confirming you have created a new account.

Congratulations! You have now created a learner account on the Be Connected Learning Portal.