

Registering as a learner on Be Connected

Registering as a Learner on the Be Connected Learning Portal

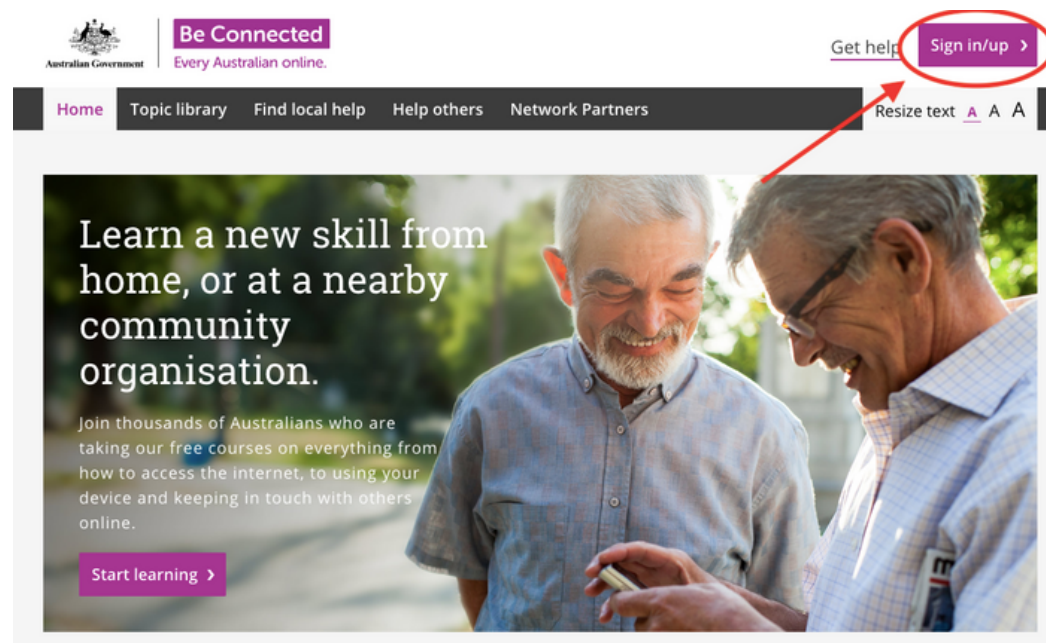
There are many benefits to creating a learner account on the Be Connected Learning Portal. Not only can you track your progress within the topic library, but it is also a great place to practise signing up and using an account on a safe website. To register, you will need a unique email address. If you 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

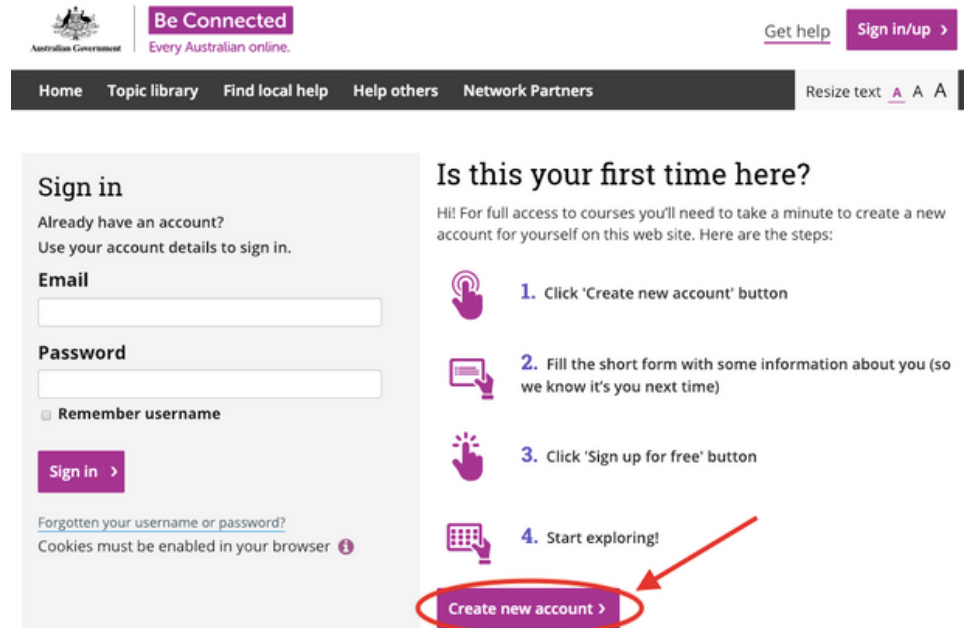
This will bring you to the homepage. Click on the purple 'Sign in/up' button on the top right-hand corner of the website:



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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.



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

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

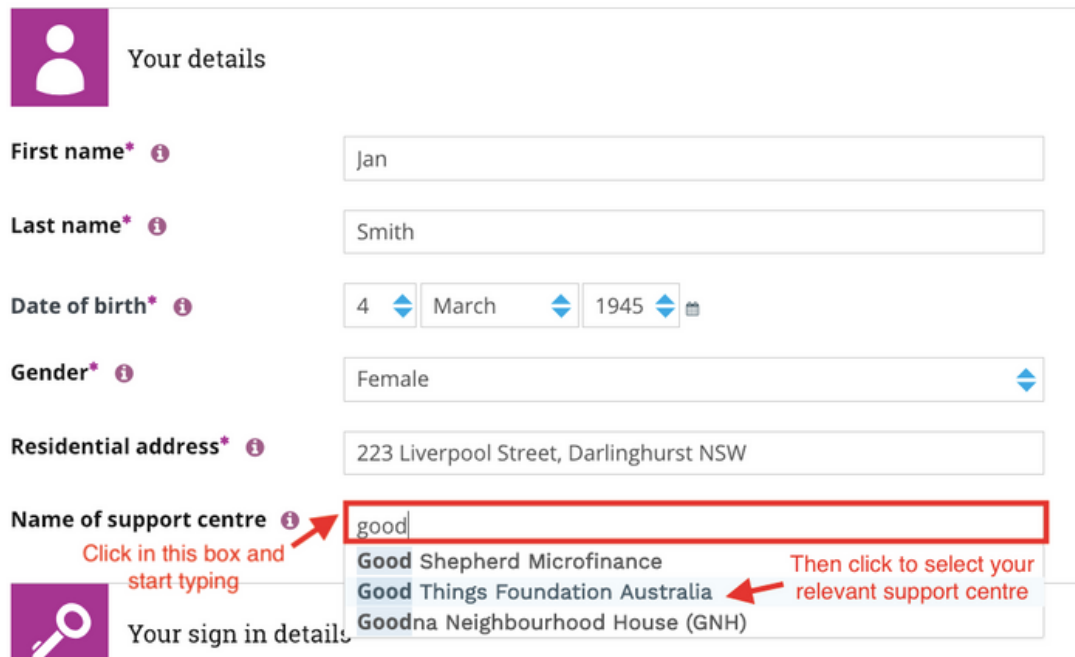
- First name
- Surname
- Date of birth (This is a government-funded program aimed at those over the age of 50)
- Gender
- Residential address (To help us ensure we are reaching as many areas across Australia as possible)

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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.



The image shows the "Your details" section of the registration form. It includes the following fields:

- First name***: Text input with "Jan" entered.
- Last name***: Text input with "Smith" entered.
- Date of birth***: Date picker showing "4", "March", and "1945".
- Gender***: Dropdown menu with "Female" selected.
- Residential address***: Text input with "223 Liverpool Street, Darlinghurst NSW" entered.
- Name of support centre***: Text input with "good" entered, and a dropdown menu showing filtered options: "Good Shepherd Microfinance", "Good Things Foundation Australia", and "Goodna Neighbourhood House (GNH)".

Red annotations highlight the "Name of support centre" field:

- A red box surrounds the text input.
- A red arrow points to the input box with the text: "Click in this box and start typing".
- A red arrow points to the "Good Things Foundation Australia" option in the dropdown with the text: "Then click to select your relevant support centre".

Below the form is a section titled "Your sign in details" with a purple key icon.

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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.