
Session Plan: Setting up myGov

Session overview and objectives:

This session will give learners a supportive environment in which they will create their myGov account.

Learners that attended the [“Introduction to myGov” session](#) will have seen how to set it up. This session is to reinforce that knowledge and increase learners’ confidence in creating and managing their own myGov account.

Suggested session length:

90 minutes (+20 minutes for optional content)

Supporting materials:

- Print/distribute the “Setting up myGov” tip sheet from the Be Connected Learning Portal (<https://bit.ly/myGovtipsheet>).
- Print your CaptureIT sign-in sheet (for face-to-face delivery)

Prior knowledge:

- To create a myGov account, learners will need **access to an email account**. This means they will need to have their email address and password with them at the session.
- Although not essential, it is recommended that learners have already attended the “Introduction to myGov session”. It is important that learners attending this session be **familiar with myGov** and what you can do with it once you have an account.
- Learners that have a mobile phone can secure their account with **two-factor authentication**. This means that they can have a code sent to their mobile phone when they log in to prove that it’s them. Although recommended, it’s not essential, so don’t worry if your learners aren’t familiar with text messaging/don’t have a mobile phone.

Tip: Learners will need their own internet-connected device to set up their myGov account and complete the online learning activities.

Section	Timing	Activity	Assessment
Introduction	10 minutes	<p>Welcome everyone into the session. Ask learners to sign in on your CaptureIT sign-in sheet as they arrive.</p> <p>Make sure everyone is comfortable and introduce yourself.</p> <p>Tip: Make sure learners are aware that they will be entering personal information during this session. This information should not be shared with fellow learners or the Digital Mentor.</p> <p>Go over the session objectives and ensure everyone is feeling comfortable with them.</p> <p>Show learners the video on the “Setting up myGov” course page on the Be Connected Learning Portal (https://beconnected.esafety.gov.au/topic-library/introduction-to-myGov/setting-up-myGov).</p> <p>Allow learners the opportunity to ask any questions about what you’ll be covering in the session.</p>	Learners should feel ready to learn how to set up a myGov account and then create their own.
“Setting up myGov” online course	25 minutes	<p>Direct learners to the “Setting up myGov” course on the Be Connected Learning Portal (link above).</p> <p>At this stage, learners are to complete just the first three activities within this course.</p>	Give learners ample opportunity to ask any questions they have whilst completing the activities.

Break	10 minutes		
OPTIONAL: Complete remaining activities in the "Setting up myGov" online course	20 minutes	If your learners want to learn more about myGov's security, settings and the support available to them, learners can complete the remaining three activities within the "Setting up myGov" course.	
Practical activity: Setting up a myGov account	30 minutes	<p>Distribute the "Setting up myGov" tip sheet from the Be Connected Learning Portal (https://bit.ly/myGovtipsheet).</p> <p>Direct learners to the myGov website (https://my.gov.au). Learners can follow the tip sheet along with using what they've just learned from the Learning Portal to create their own myGov account.</p> <p>Work your way around the room and offer assistance where necessary.</p>	Learners should be able to successfully create their myGov account.
Session review and wrap up.	10 minutes	<p>Bring learners back together for discussion. They should all now have their own myGov account.</p> <p>Go over the session objectives again and make sure they all feel comfortable and confident in accessing their new account.</p> <p>Learners may have questions about how to link services to their myGov account. See our other session plans on myGov in the resources area of the Be Connected Network Partner site for further session plans on using myGov.</p>	