



Getting online safely for parents & families

Knowing how to get online safely is important for all families in Australia. Read our tips to help you get started.

Online forms

Online forms are used to apply for services, create accounts for online shopping, fill in surveys, or to enter your details for a service you want to subscribe to. They are a way to collect information online, like contact details or the order you would like to make.

Most application, registration and order forms are now online to make them:

- Easier to access
- More sustainable by reducing paper and postage.
- Easier to track, such as through email confirmations that the form has been completed.

Filling in an online form

Online forms have different ways to fill them in including:

- Textboxes - spaces where you type in details
- Radio buttons, drop-down lists and checkboxes - for choosing between options provided for you.

These handy hints will help you to fill in online forms:

- Boxes marked with an asterisk (*) are compulsory.
- Sometimes when you are typing in a textbox your computer or smartphone may suggest what to type. This is called auto-complete. Make sure it's correct before you accept its suggestion.
- There may be a time limit. Get all items ready before you start.
- Some forms will ask you to upload a document, like your CV. There will often be instructions in the form you can follow to do this.

If you are creating an account, such as in an online registration form, you will need to create a password.

- Make it easy to remember but hard for others to guess. Combine letters, uppercase, and numbers to make it more secure.

- When you enter a password, it will appear as asterisks on the screen so no one can see it.

Don't forget to click the Submit and Confirm buttons when you've finished the form.

Some forms allow you to print or save a copy for your own records.

Corrections

As with any form, sometimes we can make a mistake.

- Many online forms auto check your entries when you submit them.
- If you've left out a required or mandatory field the form will highlight the error and ask you to correct it before you can try submitting it again.
- If you need to return to a previous page in the form, look for a Back button on the page, rather than using your internet browser's back button.

If you select the wrong item in a list:

- In drop-down lists or radio buttons, click the right item to correct it.
- In a checkbox, click the wrong item to undo it, then click the correct item

Keep learning

Check out our website learning.goodthingsfoundation.org.au to learn more about what you can do online.

Parents can also contact The Smith Family for support to get online.

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