

aXcelerate - Learner Portal – Creating Your Account

Thanks for booking a course with Assist First Aid!

If you do not have an aXcelerate account you will receive an email with the heading '**Create Your Learner Account**' (*be sure to check your junk/spam folder if it's not in your inbox*).

aXcelerate is your online student portal. Though aXcelerate you can access your;

- eLearning and assessment online courses
- Course info and progress
- Course resources
- Certificates and history
- Personal and enrollment information
- Invoices & receipts

It is important that you set up your aXcelerate account as you will need to login to your aXcelerate account at the in-person part of your training. This guide steps you through creating your account.

1

Open the email with the subject '**Create Your Learner Account**'.

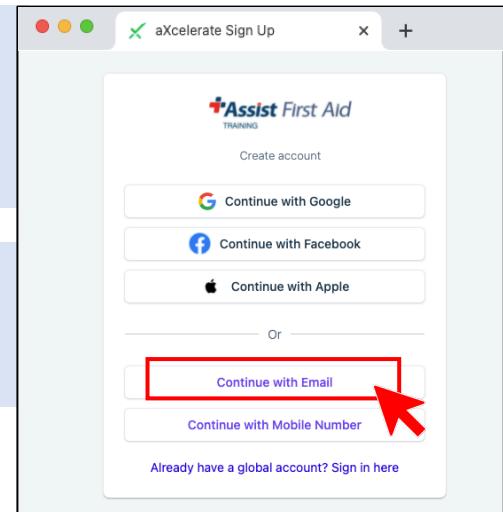
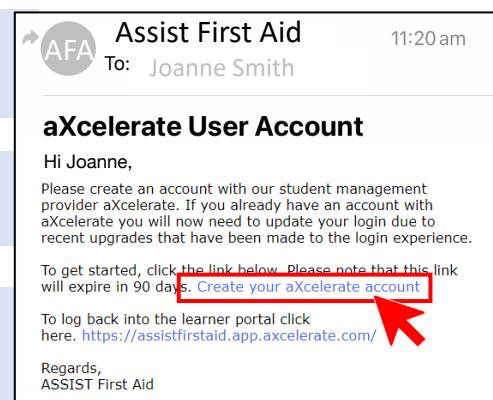
Click on the link '**Create Your Account**'.

Note: your link is unique. Please do not share it, or use someone else's link.

2

The Create Account window opens. If it opens in Internet Explorer, copy and paste the web address into a different browser's address bar. Click **Continue with Email**.

Note: every student must have their own aXcelerate account. You cannot use someone else's.



www.assistfirstaid.com.au

(07) 5444 4171

admin@assistfirstaid.com.au

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3

A form will open. Enter your **Email**. Every student MUST have a unique log in (each student must use a different email address).

Enter your **Given Name** and **Family Name**. Make sure to use your correct legal name not a shortened name or nickname (i.e. Joanne, not Jo).

Enter a **Password**. Re-enter into Verify Password. Your password must include the items listed.

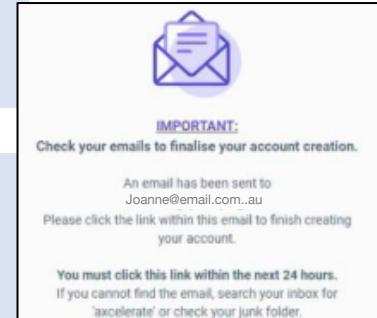
Click **Sign Up**
You will be advised to check your emails.

The screenshot shows a sign-up form for 'Assist First Aid TRAINING'. The 'Email' field contains 'joanne@email.com.au'. Below it are fields for 'Given Name' and 'Family Name', both of which are highlighted with a red box and an arrow pointing to them from the left. To the right of these fields is a 'Password' section with a dropdown menu containing several items, also highlighted with a red box and an arrow. At the bottom right is a blue 'Sign up' button, which is also highlighted with a red box and an arrow pointing to it from the left.

4

You will be emailed a verification code. Check your email account.

Check your junk / spam folder if the verification email is not in your inbox.
This code is only active for 24 hours.



5

Enter the verification code you were emailed.

Then click **Confirm and Sign In**

Your aXcelerate account is now created.

The screenshot shows a 'Confirm your account' page for 'Assist First Aid TRAINING'. It displays a message: 'A code has been sent by email to J*****@*****.com.au. Please enter it below to confirm your account and sign in.' Below this is a 'Verification Code' input field, which is highlighted with a red box and an arrow. At the bottom right is a blue 'Confirm and Sign In' button, also highlighted with a red box and an arrow.

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