

# 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. Through 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

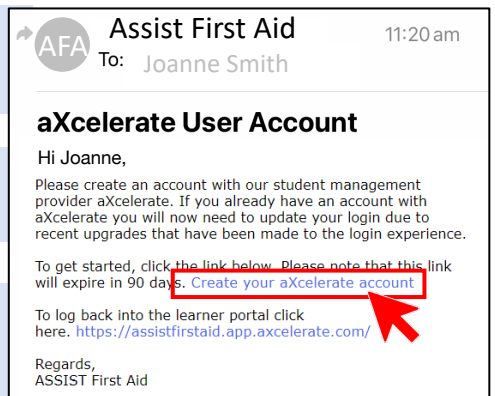
It is important that you set up your aXcelerate account as you will need to login to your aXcelerate account at the in-person part of your training. This guide steps you through creating your account.

# 1

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

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

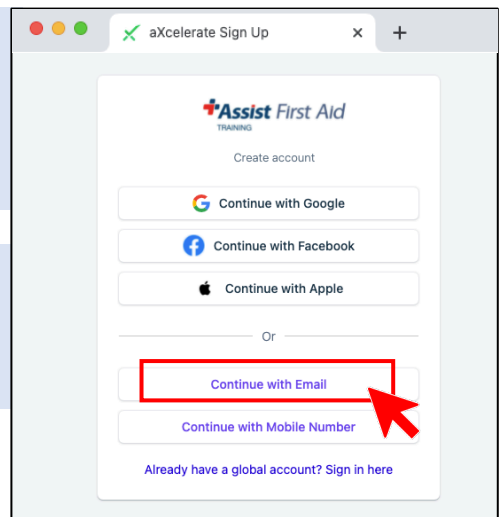
Note: your link is unique. Please do not share it, or use someone else's link.



# 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](http://www.assistfirstaid.com.au)

(07) 5444 4171

[admin@assistfirstaid.com.au](mailto: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.

**Assist First Aid**  
TRAINING

New account

Email  
joanne@email.com.au

Given Name  
[ ]

Family Name  
[ ]

Password  
[ ]

Verify Password  
[ ]

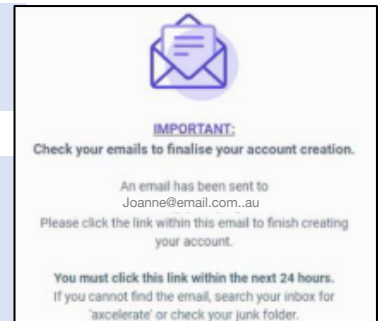
- Password must contain a lower case letter
- Password must contain an upper case letter
- Password must contain a number
- Password must contain a symbol
- Password must be at least 8 characters
- Passwords must match

Sign up

## 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.

**Assist First Aid**  
TRAINING

Confirm your account

**i** A code has been sent by email to  
j\*\*\*\*\*@\*\*\*\*\*.com.au

Please enter it below to confirm your account and sign in.

Verification Code  
[ ]

Confirm and Sign in

www.assistfirstaid.com.au

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admin@assistfirstaid.com.au