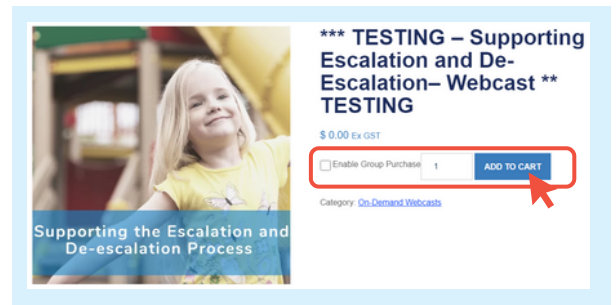


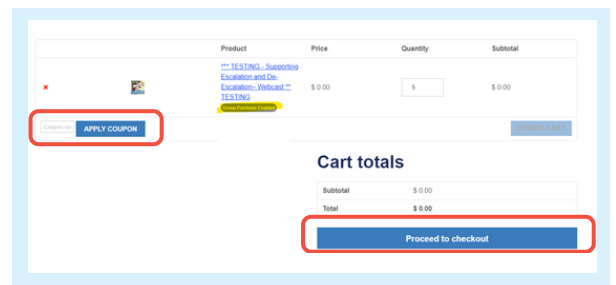
- 01** Select the Professional Development (PD) course you want to purchase.
Add to cart.

Important Note:

- Please **do not tick 'Enable Group Purchase'** and immediately add the product to cart.
- Enabling Group Purchase means you are ordering for a group consisting of 2 more people.



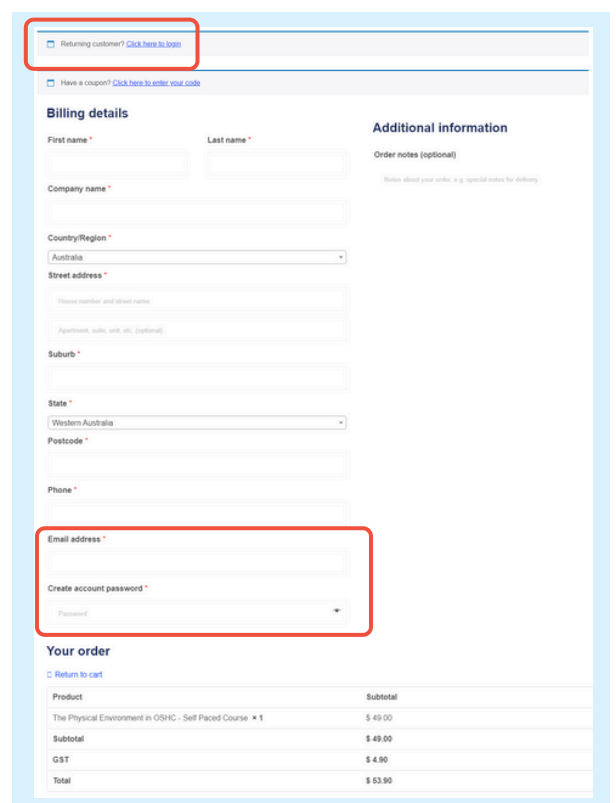
- 02** Finalise order, apply discount code (if available) and proceed to checkout.



- 03**
- If you are an **existing user but have not yet logged in**, sign in to your account to continue. The login option is available at the top of the page during checkout.
 - If you are a **new user**, the system will **automatically create you an account** upon checkout.

Fill up the billing details and any additional information.

Once finalised, place your order.



04 You will receive an e-mail with your order confirmation.

The image shows an email from Child Australia with the subject "EXTERNAL: Your Shop Child Australia order from June 12, 2024 is complete". The email includes a PDF attachment for "invoice-403508.pdf" (216 KB). To the right is a preview of the invoice for Order #403508, dated June 12, 2024. The invoice lists one item: "Safe Work Month - An Introduction for Approved Providers and Leaders" with a quantity of 1 and a price of \$ 0.00. The subtotal and total are both \$ 0.00. The billing address is for Michelle Delina at Child Australia, 183 Great Eastern Highway, Belmont Western Australia 6104.

Your invoice is attached to the order confirmation e-mail. →

05 • If you are **not yet logged in**, sign in to your account by clicking “Login / Register”.

The image shows the website's navigation bar with "Login / Register" highlighted. Below, the "My Account" section is shown with "Login" and "Register" options. The "Login" button is highlighted with a red box. An arrow points from the "Login / Register" link to the "Login" button, and another arrow points from the "Login" button to the "My Account" dashboard. A third arrow points from the "My Courses" section to the "Start" button. A red box highlights the "Start" button. A note on the right states: "You will be redirected to the Online Learning Centre to start / continue the online course."

• If you are **already logged in**, click “My Account” to access all enrolled courses.

The image shows the website's navigation bar with "My Account" highlighted. Below, the "My Account" dashboard is shown with a "My Courses" section. A red box highlights the "My Courses" section, and an arrow points from the "My Account" link to this section. Another arrow points from the "My Courses" section to the "Start" button. A red box highlights the "Start" button. A note on the right states: "You will be redirected to the Online Learning Centre to start / continue the online course."