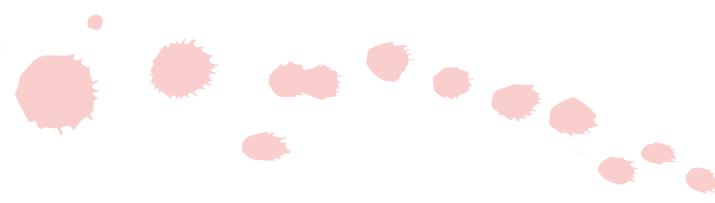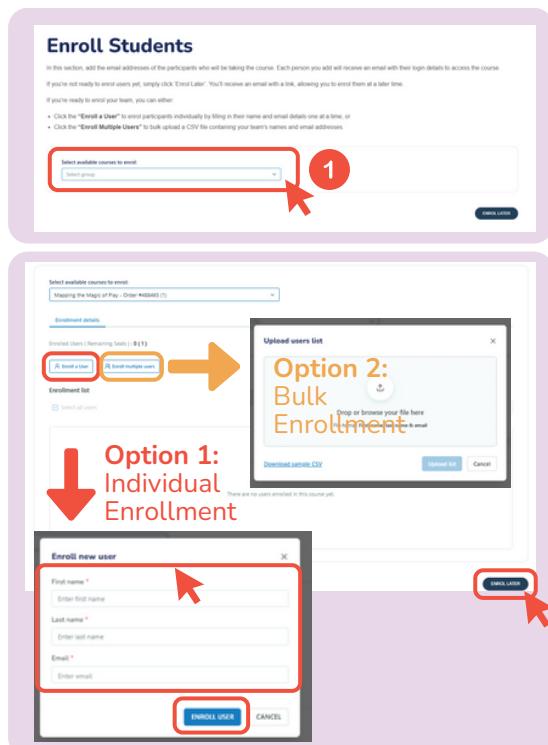# Purchasing for your team

What happens next after checkout?

👤 The Purchaser

As a purchaser, follow these steps to enroll the person(s) you are purchasing for, referred to as the "enrollee(s)", and give them access to their course.

Redirection Page

Enroll Students

Option 2: Bulk Enrollment

Option 1: Individual Enrollment

Enroll new user

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1 **Enroll the Person You're Purchasing For**

You will be redirected to the enrollment page to enroll your colleague.

If you're ready to enroll your team, you can:
- Select the course you want to enroll the enrollee(s).
- **Option 1:** Click the "Enroll a User" to enroll one participant individually by filling in their name and email details or
- **Option 2:** Click the "Enroll Multiple Users" to bulk upload a CSV file containing your team's names and email addresses.

Click here to download a sample bulk upload CSV template

If you're not yet ready to enroll users, click "Enroll Later". You'll receive an email with a link, allowing you to enroll them at a later time.
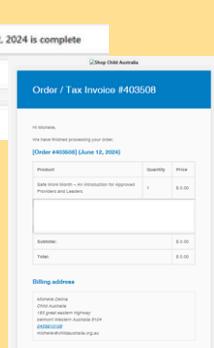
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2 **Check your Inbox**

You, as the purchaser, will receive 2 emails:

Purchaser Email

Email 1:

Team Purchase Confirmation & Enrolment Instructions

Have you enrolled your team yet?

Email 2: Tax Invoice

EXTERNAL: Your Shop Child Australia order from June 12, 2024 is complete

Order / Tax Invoice #403508

Important Note: Please **check your spam** folder if you don't see the emails in your inbox.

![Child Australia logo]

Purchasing for your team

What happens next after checkout?

The Enrollee

As the enrollee, follow these steps to access the course(s) you are enrolled in.

Enrollee Email

Email 1: Group Enrolment Confirmation

> **Access your course "Effective Transitions - Order #488461"**
>
> Hi Learning Legend **Michelle**,
> You have been successfully enrolled in:
> - Effective Transitions
>
> You can access your courses in your account under _My Courses_.
> *Please note, course access is valid for 12 months from your enrollment date.
> If you need help or have any questions, contact us at support@childaustralia.org.au
> Enjoy the learning adventure, The Child Australia Team
>
> Child Australia Online Shop

Email 2: New User Credentials

> **Your Online Learning Centre Account Login Details**
>
> Hi Child Australia,
> Welcome! Your Child Australia Online Learning Centre (OLC) Account is Ready! ☑
> - Your username is your **email address**
> - Your password has been automatically generated: **Mas8wb8yYTMM**
>
> **Please confirm your account and update your password:**
> - To confirm your email address, please click on the link and update your temporary password into your preferred password!
>
> (If you are unable to click on the link above, please copy and paste the entire link into your web browser's address bar.)
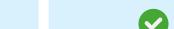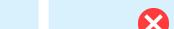> You can access your account here: _User Account_
>
> Child Australia Online Shop

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1 — Check your Inbox

	Course Access Confirmation	New User Credentials
Existing User	✅	❌
New User	✅	✅

Important Note:
Please **check your spam** folder if you don't see the emails in your inbox.

2 — Access your Course(s) Anytime

To view all your enrolled courses, go to: childaustralia.org.au, log in and simply click on "My Account" and go to "My Courses"

My Account Page

You will be redirected to the Online Learning Centre to start or resume the online course.