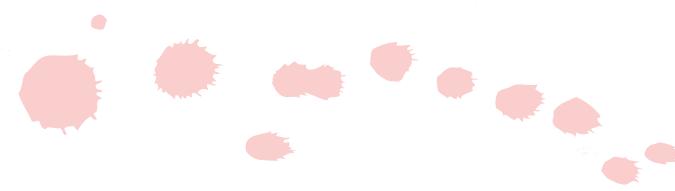


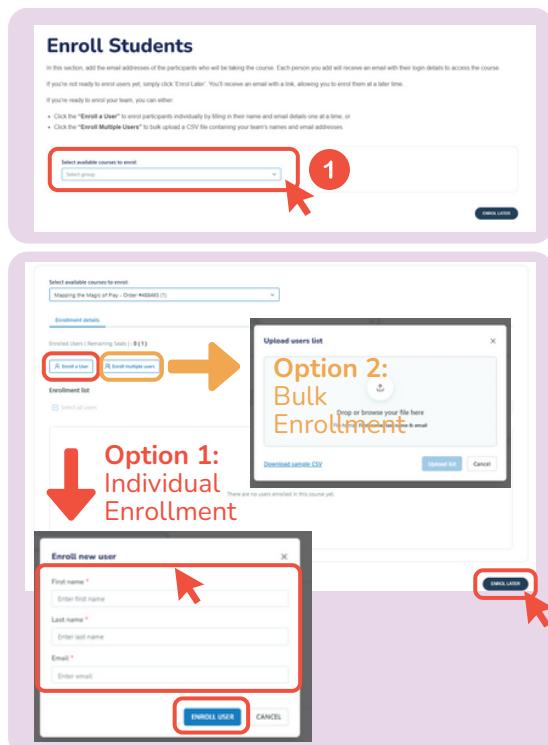
Purchasing for someone else

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.



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(s)” to enroll one participant individually by filling in their name and email details or
- **Option 2:** Click the “Bulk Enroll 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](#)

2

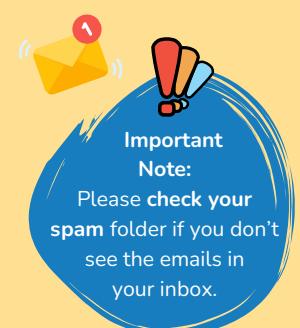
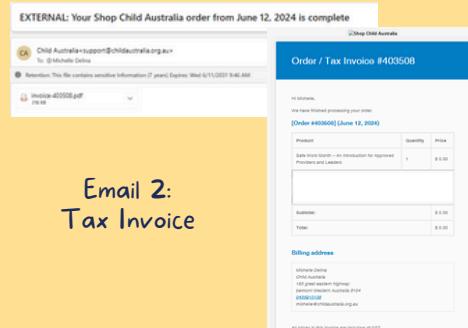
Check your Inbox

You, as the purchaser, will receive 2 emails:

Email 1:
Team Purchase Confirmation & Enrolment Instructions



Email 2:
Tax Invoice



Purchasing for someone else

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

1

Check your Inbox



Course Access Confirmation		New User Credentials
Existing User		
New User		

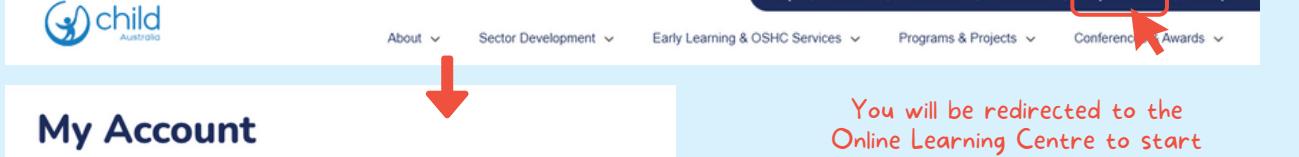


2

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



child Australia

About | Sector Development | Early Learning & OSHC Services | Programs & Projects | Conferences & Awards | My Account | Shop

My Account

Dashboard

Orders

My Courses

Event Tickets

Address

Payment methods

Account details

Log out

My Courses

COMPLETED Child Australia Training Cultural Responsiveness

SANDPIT Child Australia Cultural

SELF PAGED COURSE Child Aware: Self-Paced Course

100% Completed

View >

17% Completed

Resume >

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

Course overview

All | Search | Sort by course name | Card

16% complete

0% complete

100% complete

Child Aware

Effective Transitions

Safe Work Month – An Introduction for Approved ...

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