

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.

Redirection Page

Enroll Students

In this section, add the email addresses of the participants who will be taking the course. If each person you add will receive an email with their login details to access the course. If you're not ready to enroll users yet, simply click "Enroll Later". You'll receive an email with a link, allowing you to enroll them at a later time. If you're ready to enroll your team, you can either:

- Click the “Enroll a User(s)” to enroll participants individually by filling in their name and email details one at a time, or
- Click the “Enroll Multiple Users” to bulk upload a CSV file containing your team's names and email addresses.

Select available courses to enroll

Select group



Select available courses to enroll

Enrollment details

Enrollment list

Enroll new user

Enroll new user

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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](#)

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.

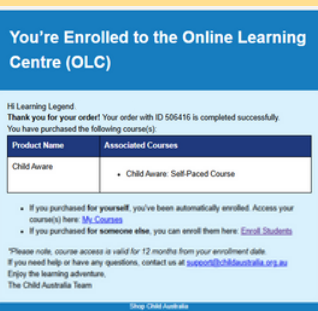
2

Check your Inbox

You, as the purchaser, will receive 2 emails:

Email 1:

Team Purchase Confirmation & Enrolment Instructions



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

Child Australia-support@childaustralia.org.au

To: @Melville Delta

Re: Invoice 403508.pdf

Attachment: This file contains sensitive information (7 pages) Expires: Wed 12/11/2025 9:48:00 AM

Invoice 403508.pdf

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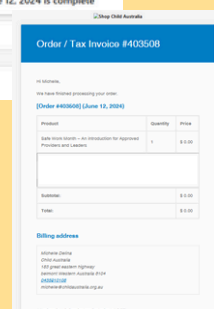
Child Australia-support@childaustralia.org.au

To: @Melville Delta

Re: Invoice 403508.pdf

Attachment: This file contains sensitive information (7 pages) Expires: Wed 12/11/2025 9:48:00 AM

Email 2:
Tax Invoice



Important Note:

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

Purchaser Email

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

Access your course "Effective Transitions - Order #488461"

Hi Learning Legend

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 enrolment 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: **MeshebyTYMM**

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

1

Check your Inbox



Existing User



New User



Course Access
Confirmation

New User
Credentials



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



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



SANDRIT
Child Australia
Cultural

100% Completed

View

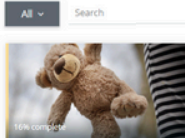


SELF PACED COURSE
Child Aware: Self-
Paced Course

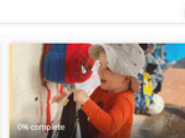
87% Completed

Resume

Course overview



Child Aware
Self Paced Course



Effective Transitions
Self Paced Course



Safe Work Month - An Introduction for
Approved ...
On-Demand Webcast 2025

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