

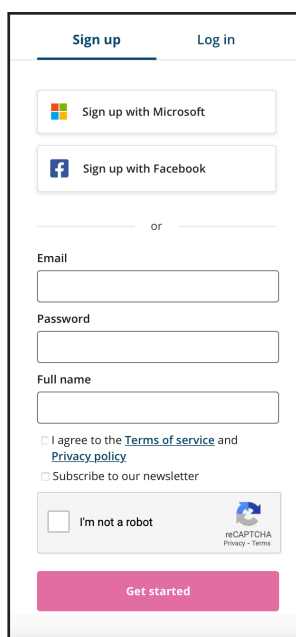
To access the course click on the URL (below), or type the address into your browser:

<https://www.openlearning.com/courses/acc-volunteers-essentials-2022>

Signing up to OpenLearning.com

Once you enter the course URL into your browser you will be directed to the JOIN NOW page.

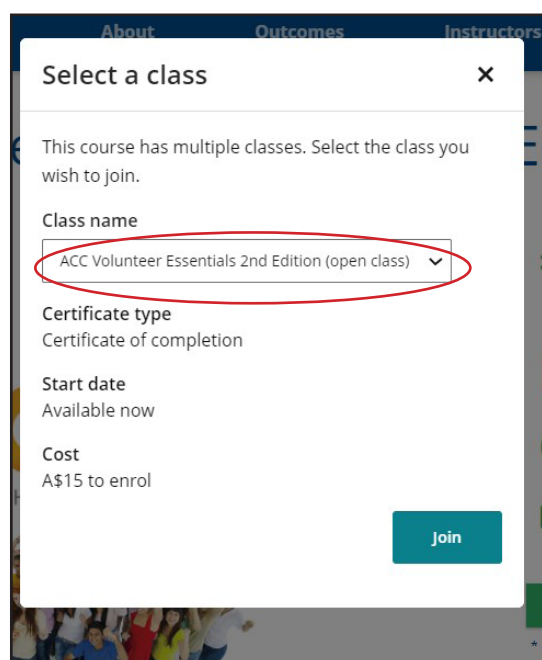
1. Click the JOIN NOW button.

2. Sign up as a learner with Openlearning.com
(Remember to record your password somewhere!)
Click '**Get started**'

3. Select your class.
It is the '**open class**'.

4. Click Join.



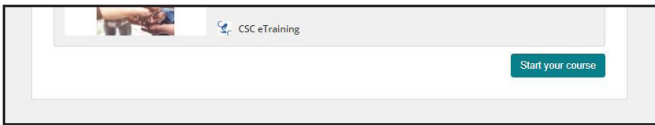
Paying for each course

(Repeat, this step for each course)

Once you have joined the class, you will be directed to the **Complete Your Purchase** page. Complete the form on the purchase page.

The system will email you a receipt and take you to the screen below.

Click **'Start your course'**.

A screenshot of a 'Billing information' form. It includes fields for 'Your name' (Name on invoice), 'Company name' (Company name on invoice), 'Billing address' (Country, State / Province, Address line, City / District, Post code), and 'Credit Card' (Name on card). There are also logos for VISA and Mastercard.

Complete the Enrolment Information

The system will now ask you to enter some additional enrolment information.

This information is important for communication with the Diocese.

A screenshot of an 'Enrolment Information' form. It includes fields for 'Church Name *', 'Suburb of church *', and two text boxes for group facilitator information. The text boxes are labeled: 'For group facilitated sessions, provide name and email address of group facilitator.' and 'For group facilitated sessions, list the names of the people present in the group facilitated session.'

Once you have filled in all fields, click the 'Join' button.

A screenshot of the bottom part of the enrolment form. It includes a note: '* Indicates a required field'. Below that is a 'Permission request*' section with a checkbox and text: 'By checking this box, you agree to share your email address with Creating Safer Communities. Why is this needed?'. At the bottom is a green button with white text: 'Join ACC Volunteers Essentials 2nd Edition »'.

Navigating the Course

1. Homepage



The menu tabs on the left side allow you to switch between the sections of the course.

The 'Listen' function allows you to listen to the text on each screen.

The 'Your Progress' bar tracks your progress through the course. When 100% complete, you can download your certificate.

The screenshot shows the ACC logo and 'SAFER CHURCHES' branding. The main content area includes a 'Play' button for an audio file '1. Homepage.mp3' and a 'Welcome' message. A 'Your Progress' indicator is visible in the top right corner.

2. Automatic saving & tracking of progress

You are able to exit the course, and re-enter as many times as you like, using your email address and password. When you exit, your progress will be saved, so that you can pick up where you left off.

3. Modules and Activities

Now you are ready to begin.

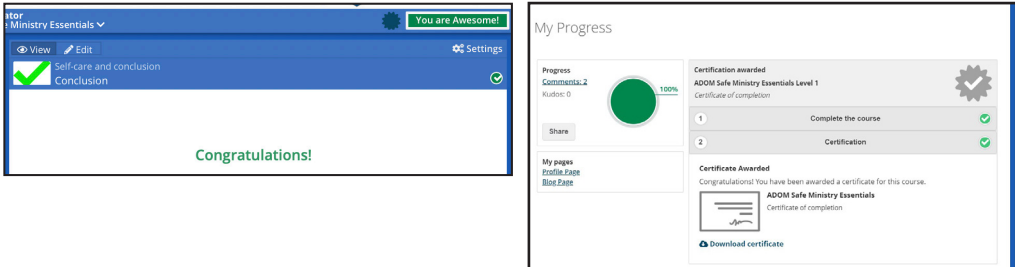
Use the 'Modules and Activities' tab on the left hand side of the screen to navigate your way through the course. To complete the course, please watch all the videos and complete all the activities.



4. Completion

Once completed, double click on 'You are Awesome!' in the progress bar to open your progress page.

Click on 'download' to get your certificate. The certificate is also emailed to you.



The left screenshot shows a 'You are Awesome!' notification with a green checkmark and the text 'Congratulations!'. The right screenshot shows the 'My Progress' page with a 100% progress indicator, a 'Certification awarded' message for 'ADOM Safe Ministry Essentials Level 1', and a 'Download certificate' button.

If you require any assistance email etraining@safercommunities.net.au