

## How to sign up to your learning hub

You can follow this written manual or watch the walk-through video.

### Before you begin, you will need to have two things.

1. You should have received a discount code via email from your learning hub sponsor.

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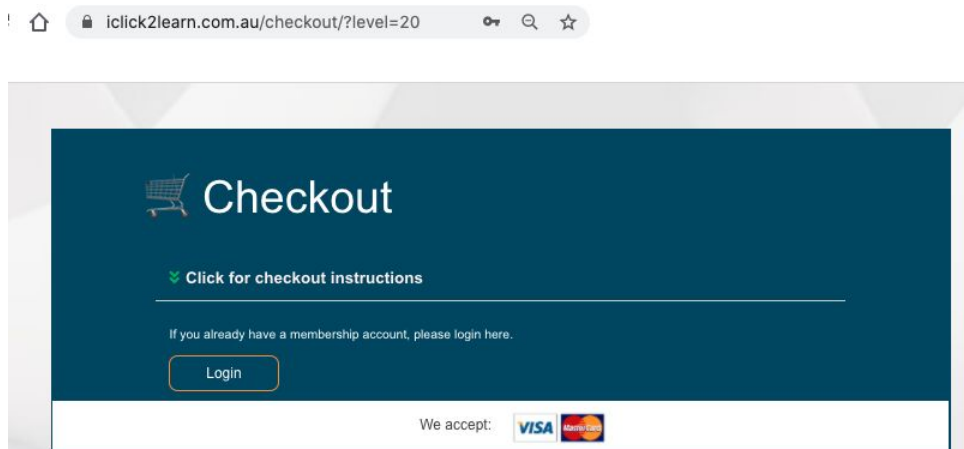
It could be a combination of numbers or letters or both.

2. You should have been given a link. The link will look something like this.

<https://iclick2learn.com.au/checkout/?level=20>

### Now you have these you can begin.

3. Click the link, or copy and paste the link into your preferred web browser. This will bring up a checkout page.



4. Find the 'Discount Code' box. This is the first blank text box on your screen.

Membership Level [change](#)

You are purchasing the , *Name of your learning hub*

There will be no cost when using the discount code

The total price is \$49.00 today.

Membership expires on 19/04/2021.

**Discount Code**

Apply



Copy and paste the code that you were given into this box and click on 'Apply'.

A message should appear saying 'Your discount has been applied'

*If you haven't done this, you will see credit card payment fields further down in the form, so make sure you do this first so that your discount is applied.*

5. You'll now need to complete your details.

These are all required fields and are necessary to set up your membership so that you can log in later.

The fields 'First Name' and 'Last Name' are also used on course certificates so you may wish to use the name you are known by as well as your legal name.

For example. If your legal name is Glen and you are known by Mark. You would then enter Mark (Glen) in the first name field.

This might only be necessary where you need to provide your certificate as evidence of having completed a course.

Account Information [Already have an account? Log in here](#)

**Username**

**Organisation Name**

**Postcode**

**Password**

**Confirm Password**

**First Name**

**Last Name**

**Email Address**

**Confirm Email Address**

6. If you notice payment information when you scroll down then this means your discount coupon was not applied successfully. Go back to step 4 and complete this step before continuing.

7. You will need to agree to the Terms and Conditions.

These are provided to you to read. You can click in the box and scroll to read these.

When ready, tick the box to agree to these and click on the submit and checkout button

#### Terms and Conditions

**If you have questions or concerns regarding this statement, you should first contact us on 02 6884 4654.**

**Orders;** If you purchase a product or service from us, we may request certain personally identifiable information from you. You may be required to provide contact information (such as name, Email, and postal address) and financial information (such as credit card number, expiration date).

I agree to the Terms and Conditions

Submit and Check Out »

8. You'll be redirected to your learning dashboard where you can start learning right away!

9. You will also receive an email with your username and login link.

You should store your password securely so you can access your learning hub later.

If you don't see your email, check your junk mail and flag iClick2Learn as a safe sender. This will ensure you'll receive information on all your upcoming member events.