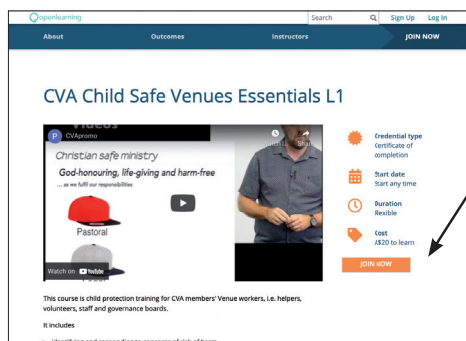


## Signing in to Openlearning.com

**Step 1:** Click on the following address:

<https://www.openlearning.com/courses/cva-child-safe-venues-essentials-l1/homepage/?cl=1>

**Step 2:** Click **Join Now**



**Step 3:** Sign into Open Learning.

If you have never used Open Learning previously, you will need to sign up as a student. Enter your full name. The profile name is automatically created by the system. Then enter your email address and a password (make it simple and record it somewhere).

If you are already a member on Open Learning, then log in using your email address and the password that you used to sign in originally.

\* You can only have one log in name per email so each person needs to have their own email. If you need a new one you might like to create one with hotmail or gmail.

**Step 4:** To process the enrolment fee,

**Enter** Credit Card or PayPal details

Click **Purchase**

Click **Start your course**

A screenshot of the 'Complete Your Purchase' form on the Open Learning website. The form displays the course title 'CVA Child Safe Venues Essentials L1' and the total amount of \$320.00. It includes fields for Name on card, Card Number, Expiration Date, CVV, and Country. A 'Purchase' button is visible at the bottom right of the form.

## Before you begin

Once enrolled, the system will ask you to enter some additional information. This information is important for SMR's communication with CVA. Once you have filled in all fields click **Save Changes**.

## Automatic saving & tracking of progress

You are able to exit Open Learning at any time. When you sign back in, your progress will be saved so that you can continue from where you previously ended.

If you are having trouble accessing or completing the course, please contact SMR 1800 070 511 or [eTraining@safercommunities.net.au](mailto:eTraining@safercommunities.net.au)