

AAMC
TRAINING GROUP

IMPROVING LIVES
THROUGH EDUCATION

How to access CPD course content and complete online assessment

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How to access and upload the course and assessment content

This 'how to' booklet will guide you through the process to access your online CPD course materials and online assessments.

Detailed below is the content or assessments you will expect to see within your Members' Area.

- Online students – Online material, online assessments

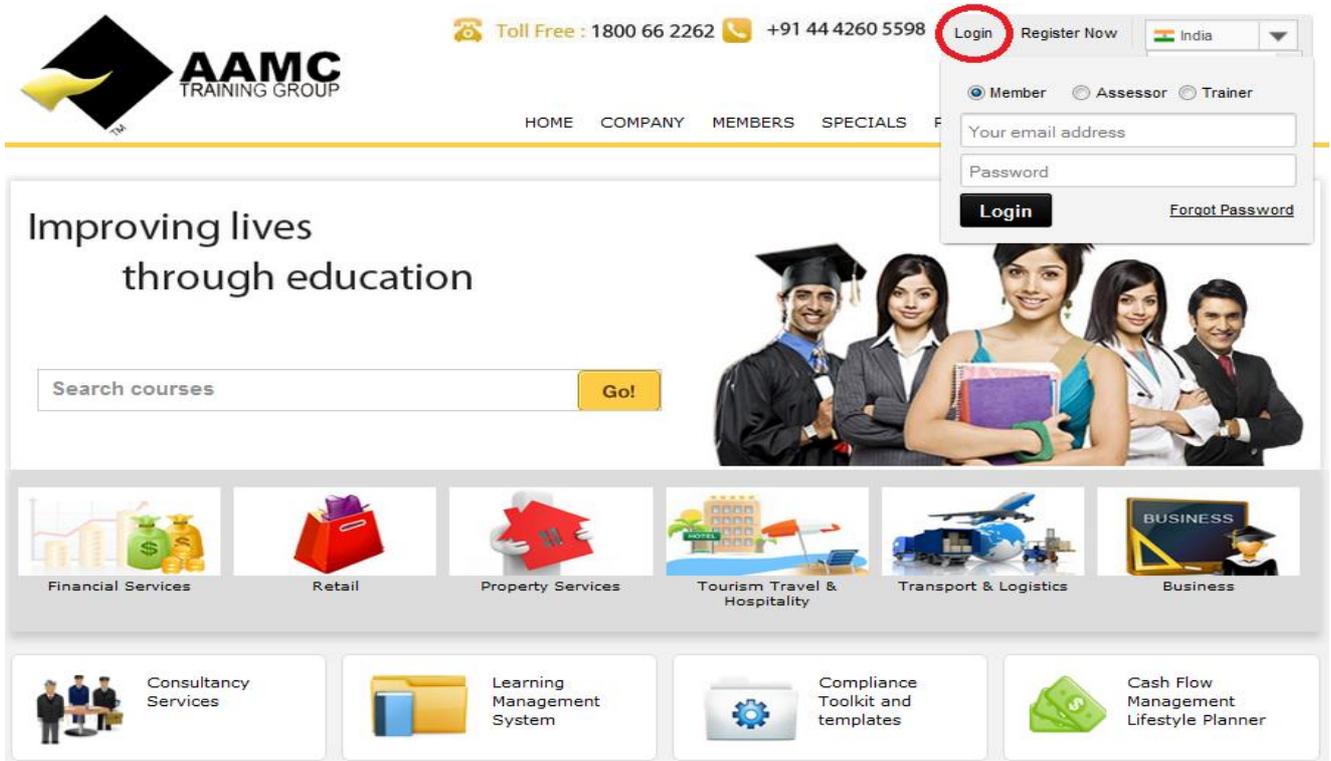
Should you experience problems with accessing your course:

- ensure that you allow pop-ups for our website.
- our correct web address must be used to gain access to your members area: ***www.aamctraining.edu.au***

Please follow the step by step instructions to access your material or assessments accordingly. Should you have any queries during this process, please do not hesitate to contact us.

Step by Step Instructions

1. Please access the AAMC website www.aamctraining.edu.au and sign into the **AAMC Members' Area**. Select country. Click **Login**. Click **Member**. Enter your email address and password.

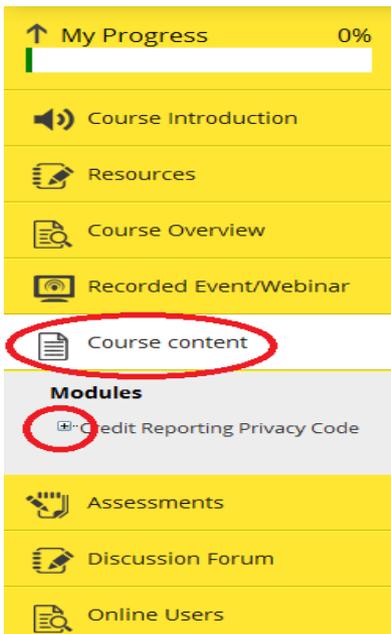


2. You can access the online course content and assessments by selecting '**Course-LMS**' -> '**Course Content and Assessments**'.
3. Now select the course name under the 'Online CPD Courses' heading. This will allow you

to view the Course content along with the online assessments. (Try holding down the CTRL key when clicking on your course if it does not respond by simply selecting it.)

ONLINE CPD COURSES							
Course Start Date	Course Expiry Date	Course Name	Course Content	Available Points	Accrued Points	Certification Date	Renew Course
20/10/2014	20/10/2015	Credit Reporting Privacy Code		3	0		
20/10/2014	20/10/2015	Anti-Money Laundering and Counter-Terrorism Financing - CPD Course		1	0		
4.00							

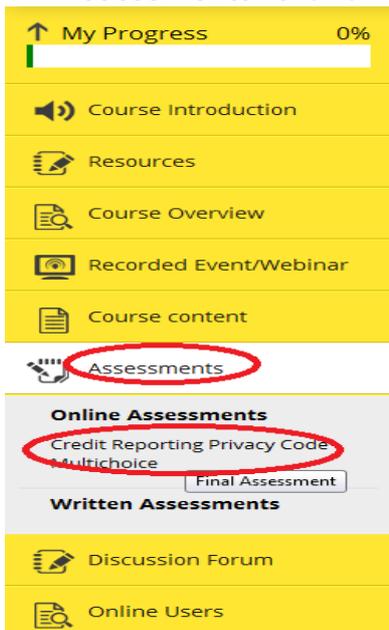
- Click **Course Content**. Click on the + box to expand the course content under **Modules** on the left hand side to view each module accordingly. Click on the relevant module to view the content.



↑ My Progress 0%

- Course Introduction
- Resources
- Course Overview
- Recorded Event/Webinar
- Course content**
- Modules**
 - Credit Reporting Privacy Code**
- Assessments
- Discussion Forum
- Online Users

- After you had gone through the content, you would like to take the assessment. Click **Assessments**. Click on the relevant assessment to take the assessment.



↑ My Progress 0%

- Course Introduction
- Resources
- Course Overview
- Recorded Event/Webinar
- Course content
- Assessments**
- Online Assessments**
 - Credit Reporting Privacy Code**
 - Multichoice
 - Final Assessment
- Written Assessments**
- Discussion Forum
- Online Users

- Click on **Start Test** button to start the assessment. Otherwise, click **Back to Content & Assessment** to go back to **Online Content and Assessment** page.

WELCOME TO MULTI-CHOICE ASSESSMENT



- You will have **60 Minutes** to complete this Multi-choice Assessment.
- You need to get **All** answers correct to pass.
- You have **5** attempts in which to complete this assessment.

- Please select "Start Test" below when you are ready to commence your assessment.
- If you are not ready now to complete your assessment then please select "Back to Content & Assessments".

Start Test

Back to Content & Assessment

7. You have the first question on your screen. Attempt the question and click **Next** to proceed to next until you are on the last question.