AAMC
TRAINING GROUP

IMPROVING LIVES
THROUGH EDUCATION

How to access and complete CPD Courses

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How to access the course content and assessments for CPD Course

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

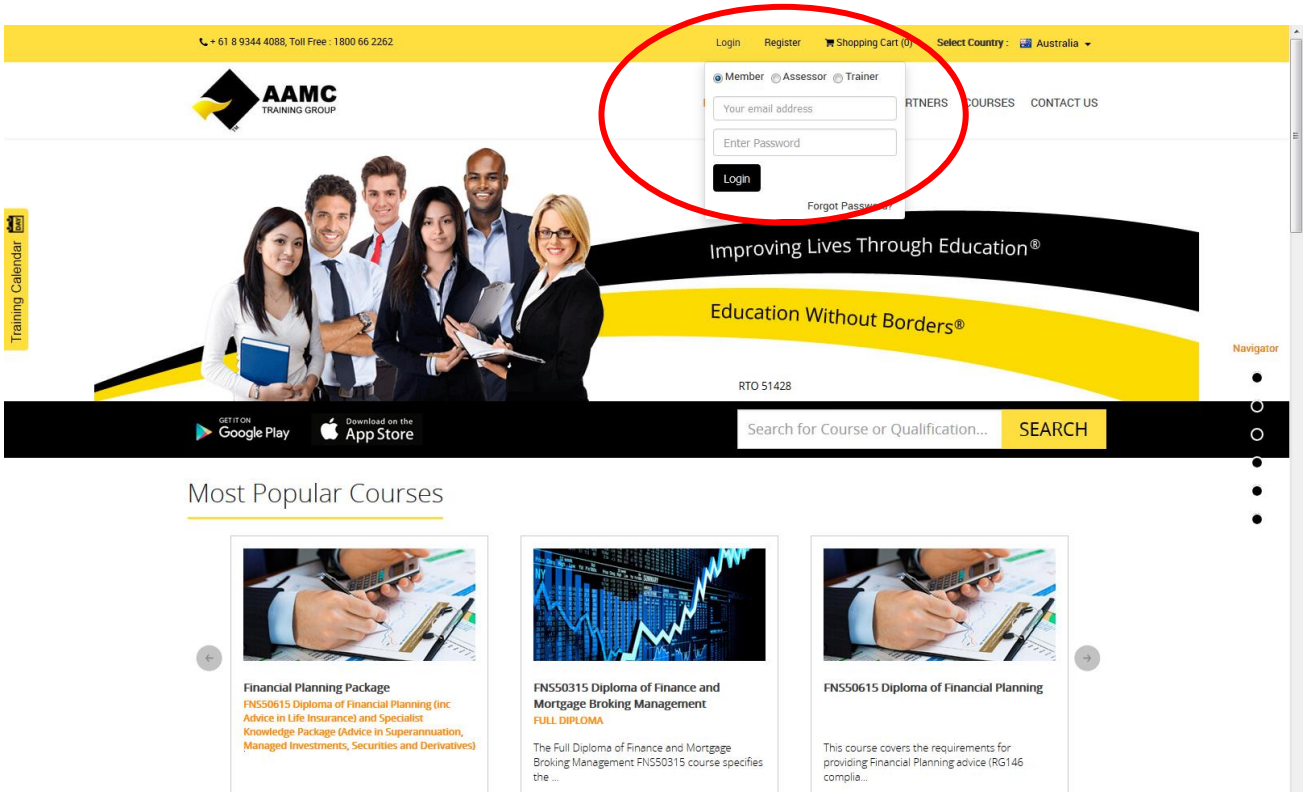
Should you experience problems with accessing your course:

- **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***

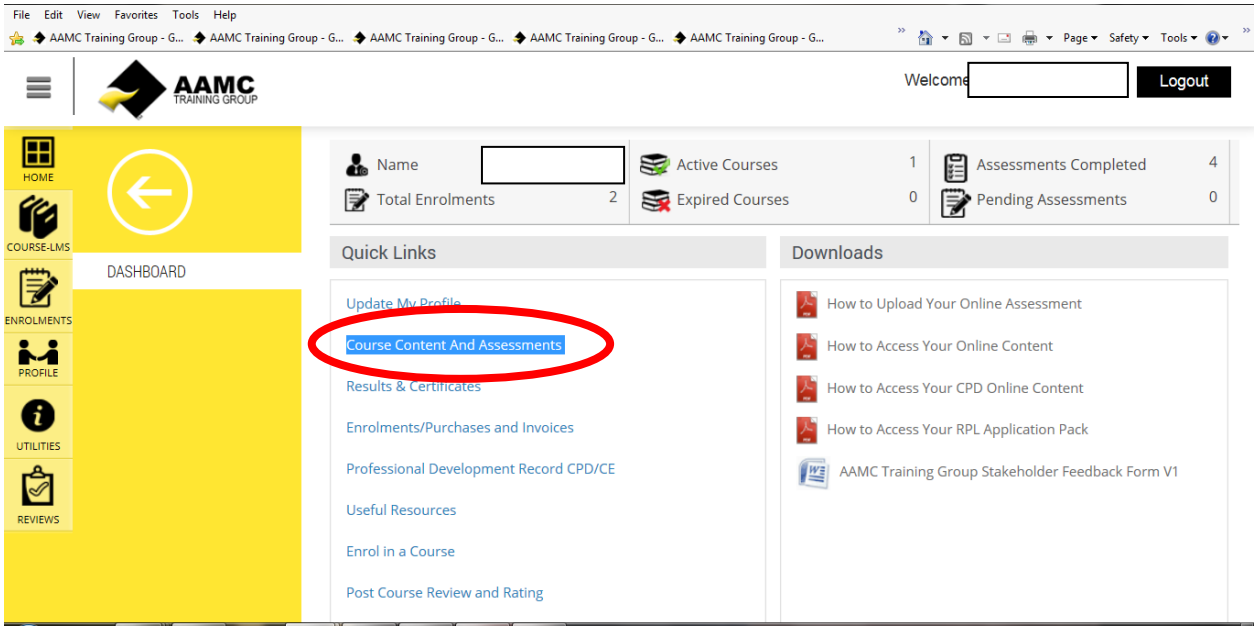
Please follow the step by step instructions to access your material or assessments accordingly. Should you have any queries during this process, please do not hesitate to contact us.

Step by Step Instructions

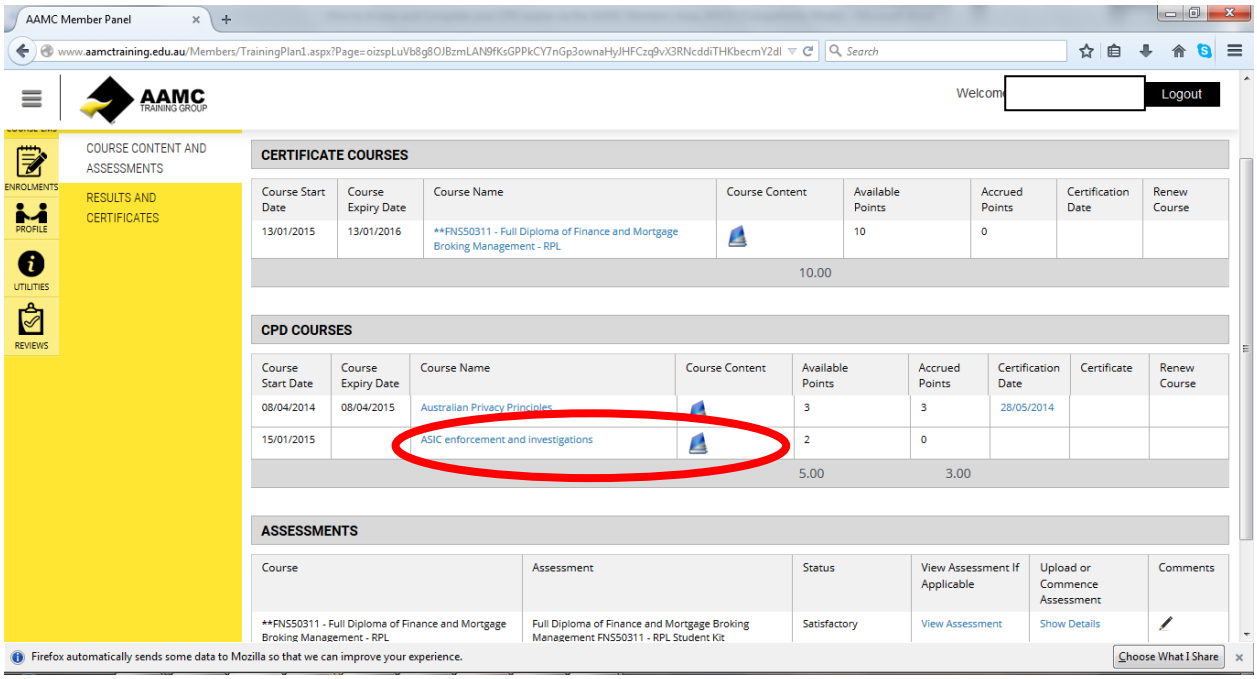
1. Please access the AAMC website www.aamctraining.edu.au and sign into the **AAMC Members' Area.** Enter your username and password which was issued to you upon enrolment for your CPD Course.



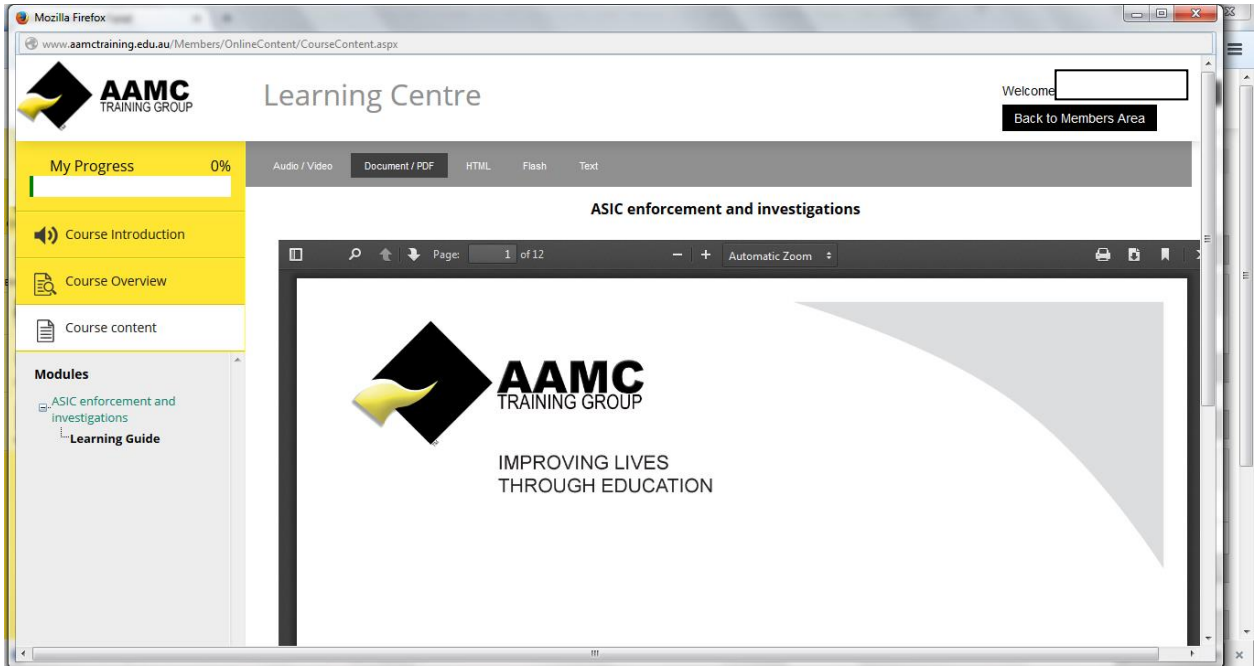
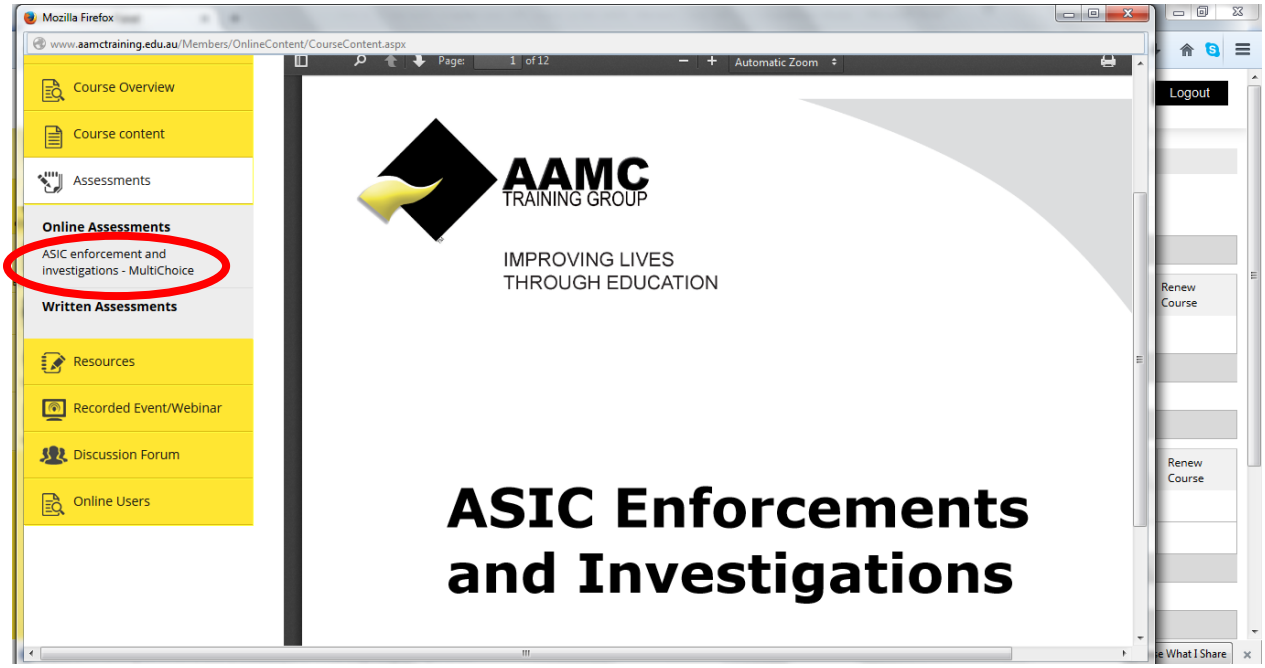
2. You can access the course content and assessments by selecting **'Course Content and Assessments'**. This will also show you details of any other certificate/CPD courses you are also enrolled in.



3. Now select the course name (or Course Content icon) under the **'CPD Courses'** heading. This will then open up a new page - the **Learning Centre.** Here you will be able to view the course content along with the assessments.



4. Click on the **+** to expand the course content on the left hand side to view each module accordingly. Once you have read through your course content you can commence the relevant assessments.



5. When you are ready to complete your assessments, select the appropriate assessment in the Learning Centre. Once you have selected your chosen assessment to complete you will be guided through this process with on screen instructions.