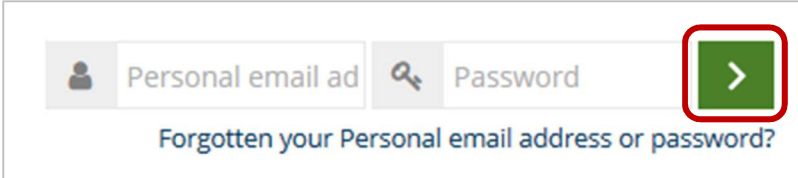


How to register an account

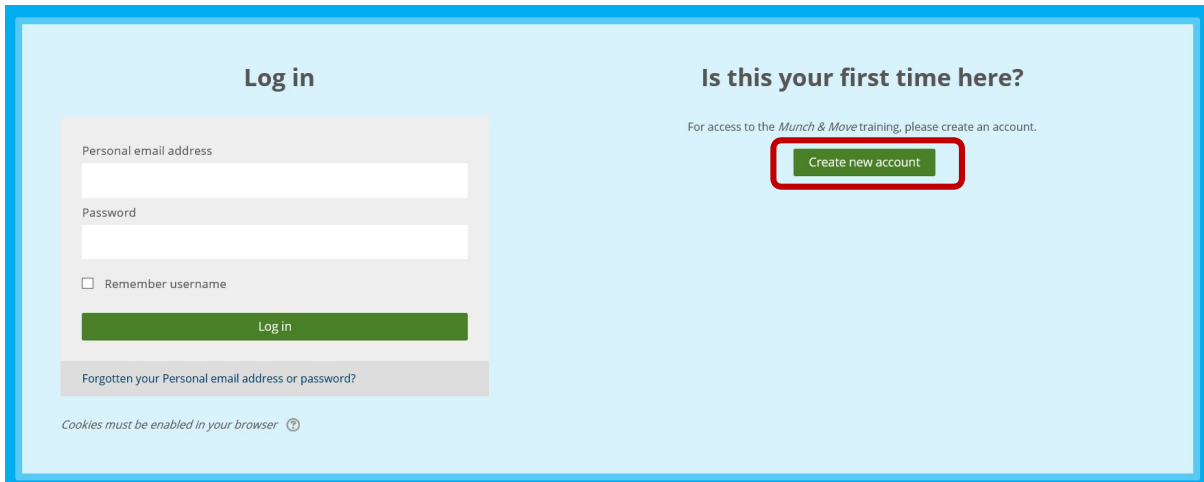
Step 1. Go to the *Home page*.

Step 2. Click on the **Login** button  in the top right corner of the screen.



A snippet of a login form. It features two input fields: 'Personal email ad' with a person icon and 'Password' with a key icon. To the right of these fields is a green button with a white right-pointing chevron, which is highlighted with a red square. Below the input fields is a link that reads 'Forgotten your Personal email address or password?'.

Step 3. Click the **Create new account** button.



A screenshot of a login and registration page. On the left, under the heading 'Log in', there is a form with two input fields for 'Personal email address' and 'Password', a checkbox for 'Remember username', a green 'Log in' button, and a link for 'Forgotten your Personal email address or password?'. On the right, under the heading 'Is this your first time here?', there is a message: 'For access to the *Munch & Move* training, please create an account.' Below this message is a green 'Create new account' button, which is highlighted with a red square. At the bottom left, there is a small note: 'Cookies must be enabled in your browser' with a circular icon.

Step 4. Enter your personal details in the fields provided to request an account.

The following fields are required (mandatory)

- Personal email address
- Password
- First name
- Surname
- Position (select from the list provided)

New account

▼ Collapse all

▼ Create your username and password:

Personal email address
(you will use this to login) *

Password *

▼ Your details:

First name *

Surname *

▼ Your details continued:

Position * ▼

If you selected 'other', please specify

NESA teacher accreditation number
(note: training is endorsed for Proficient Teachers only)

If you are a Proficient Teacher, please ensure you provide your NESA teacher accreditation number to receive 3 hours of NESA Registered Professional Development.

Step 5. Enter your service's details in the fields provided.

The following fields are required (mandatory)

- Service name
- Service type (select from the list provided)
- Service address
- Service suburb
- Service state
- Service postcode
- Service email address
- Service phone number and
- Security question (tick the box)

▼ Service details:

Service name *

Service type *

If you selected 'other', please specify

If you are a family day care service, please provide the name of your service provider/scheme

Service address *


Suburb *

State *

Postcode *

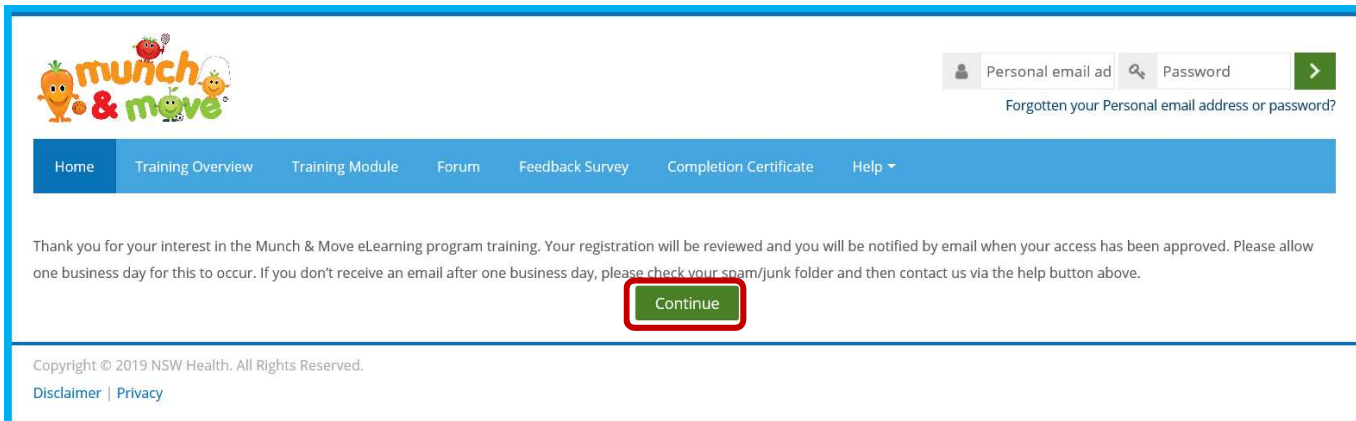
Service email address *

Service phone number *

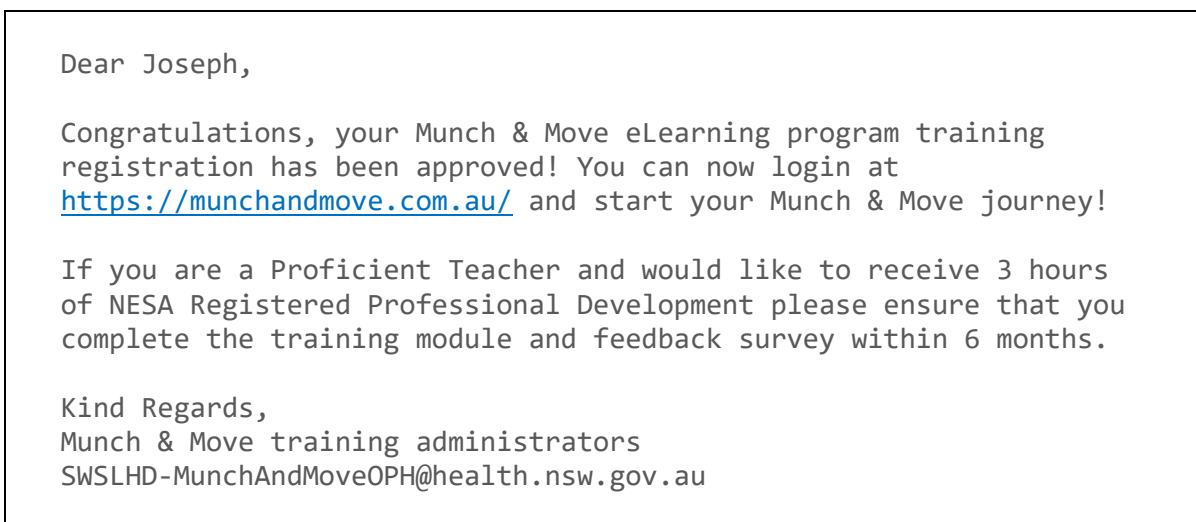
Security question ? I'm not a robot  [Privacy - Terms](#)

Step 6. Click the **Create my new account** button.

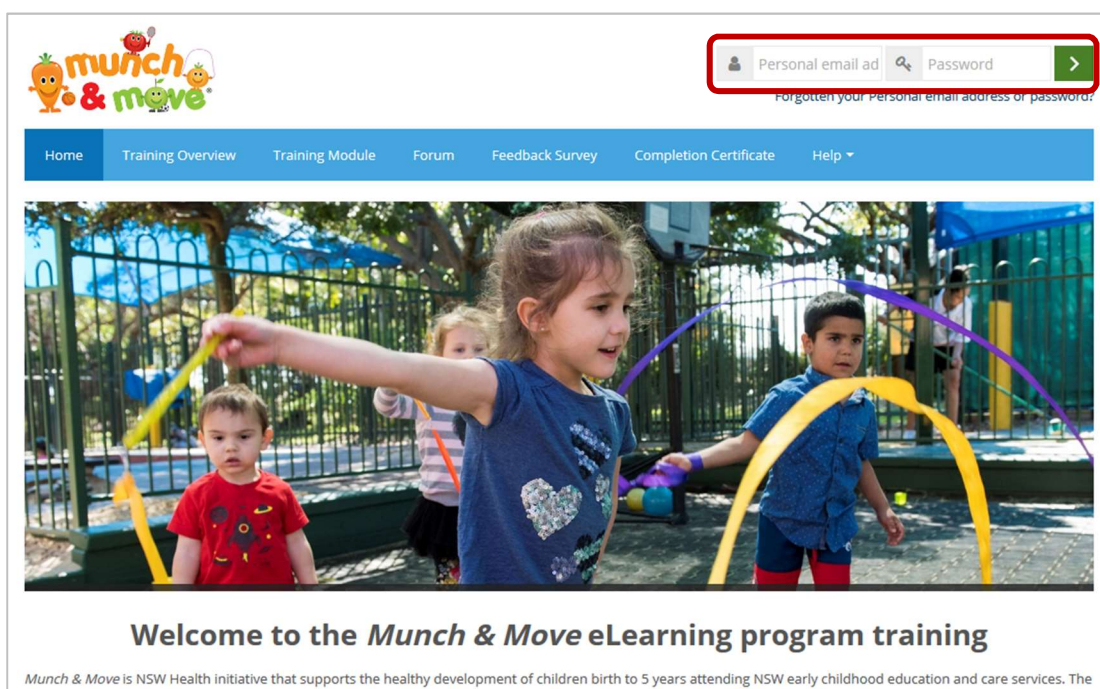
Step 7. The following confirmation screen will be displayed, click the **Continue** button.



Step 8. If your request for an account is successful you will be informed by email. Please allow one business day for your account to be approved.



Step 9. Click on the link in the email to visit the *Munch & Move* eLearning program training site. Login by entering your **personal email address** and **password** (on the top right corner of the screen) and clicking the **> login** button,



For assistance, contact the *Munch & Move* training administrators SWSLHD-MunchAndMoveOPH@health.nsw.gov.au