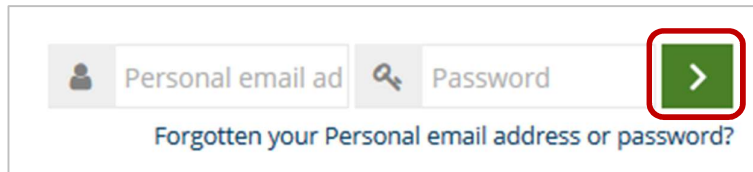# How to register an account
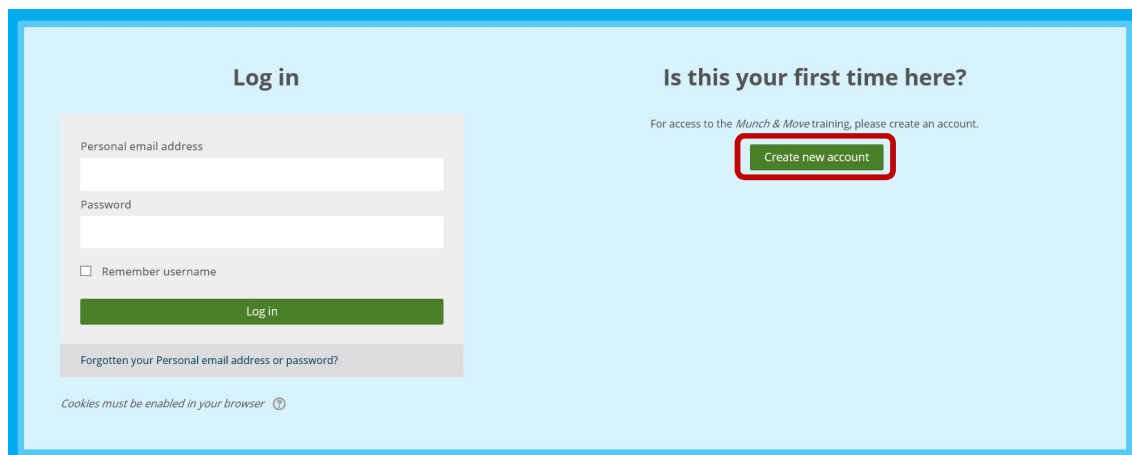
Step 1.   Go to the *Home page*.

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

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

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)

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)
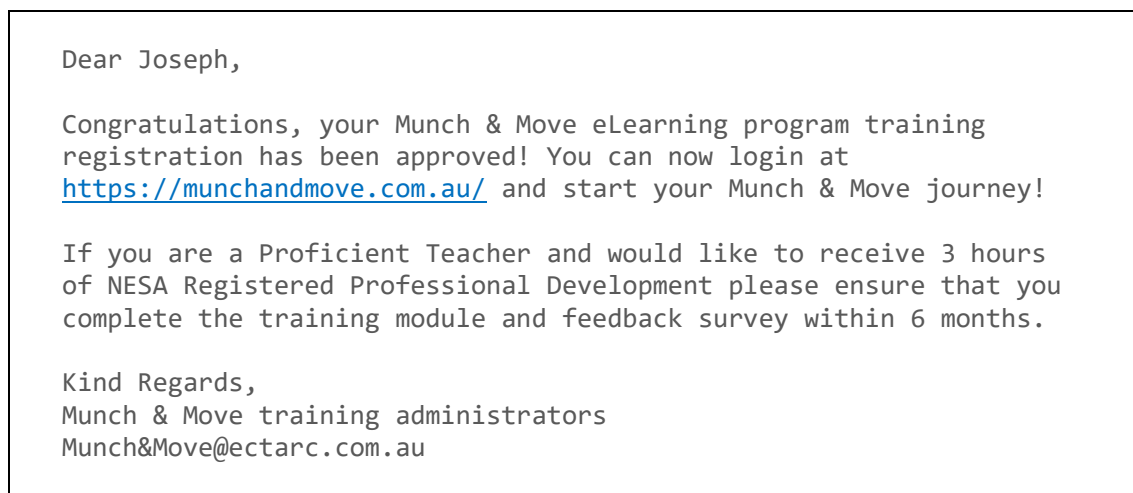

Step 6.   Click the **Create my new account** button.

Step 7. The following confirmation screen will be displayed, click the **Continue** button.
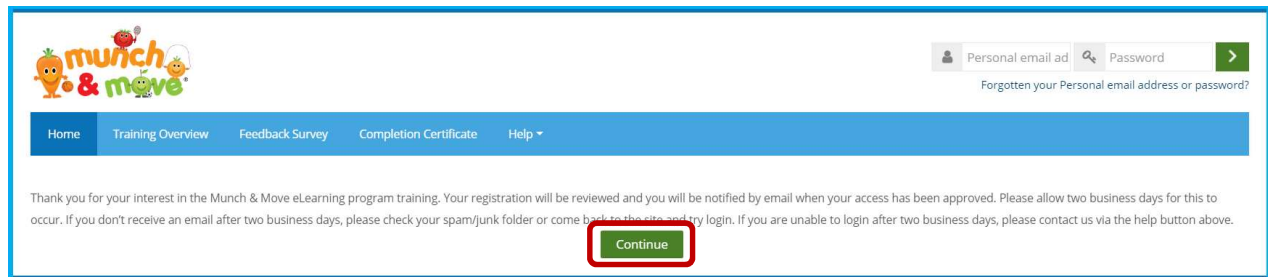
Step 8. If your request for an account is successful you will be informed by email. Please allow one to two business days for your account to be approved.

Dear Joseph,

Congratulations, your Munch & Move eLearning program training registration has been approved! You can now login at https://munchandmove.com.au/ and start your Munch & Move journey!

If you are a Proficient Teacher and would like to receive 3 hours of NESA Registered Professional Development please ensure that you complete the training module and feedback survey within 6 months.

Kind Regards,
Munch & Move training administrators
Munch&Move@ectarc.com.au

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,

Welcome to the *Munch & Move* eLearning program training