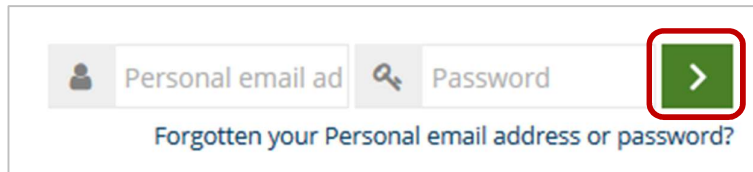


# How to register an account

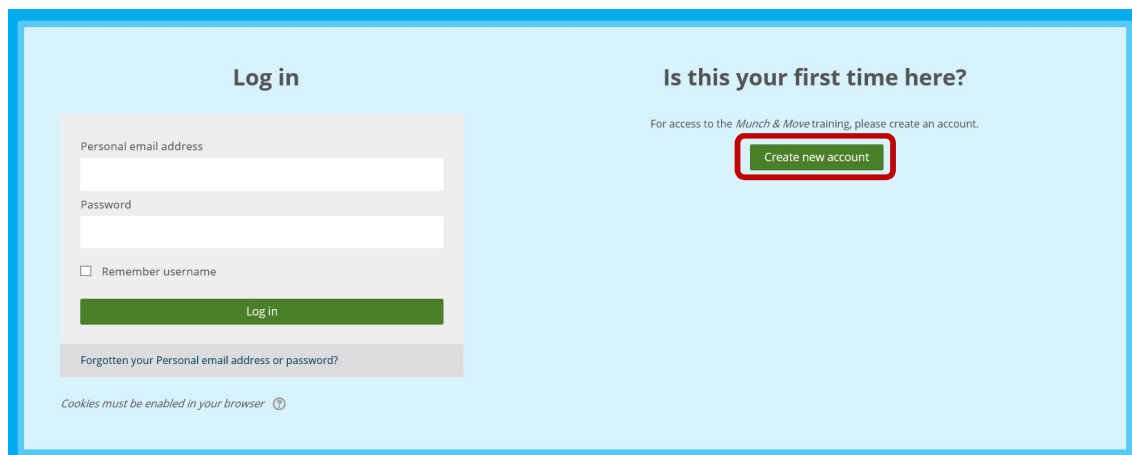
**Step 1.** Go to the *Home page*.

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



A snippet of a login form with two input fields: "Personal email ad" and "Password". A green button with a right-pointing chevron is highlighted with a red box. Below the fields is a link: "Forgotten your Personal email address or password?"

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



The full login and registration page. On the left, under "Log in", there are input fields for "Personal email address" and "Password", a "Remember username" checkbox, a "Log in" button, and a link "Forgotten your Personal email address or password?". On the right, under "Is this your first time here?", there is a message "For access to the *Munch & Move* training, please create an account." and a "Create new account" button highlighted with a red box. At the bottom left, there is a note: "Cookies must be enabled in your browser".

**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) \*  
jbloggs@gmail.com

Password \*  
••••••••

▼ Your details:

First name \*  
Joseph

Surname \*  
Bloggs

▼ Your details continued:

Position \*  
Educator ▼

If you selected 'other', please specify

NESA teacher accreditation number (note: training is endorsed for Proficient Teachers only)  
3216549

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 \* Black Stump Daycare

Service type \* Family day care

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 \* 31 Main Street


Suburb \* Central City

State \* ACT

Postcode \* 2100

Service email address \* info@blackstumpdaycare.com.au

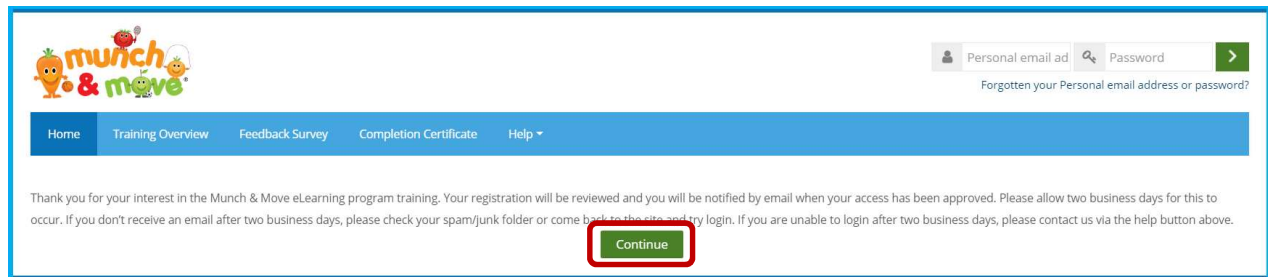
Service phone number \*

Security question ?  I'm not a robot  reCAPTCHA Privacy - Terms

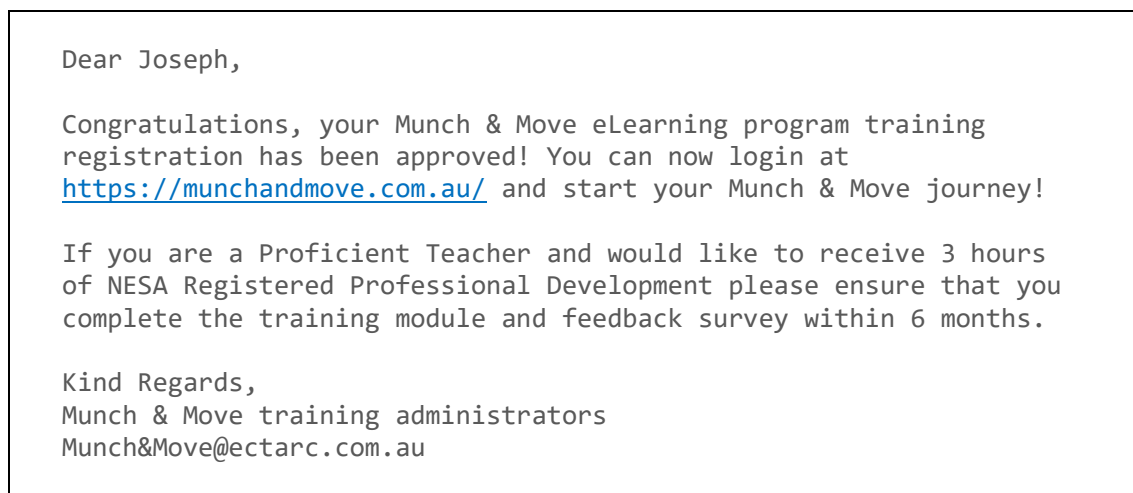
**Create my new account** Cancel

**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.



**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,

