## Steps to Access NDIS Worker Orientation Training Module

1. Open link <https://www.ndiscommission.gov.au/workers/training-course>

2. Click on button 'Access Module'

3. Click on 'NDIS Worker Orientation Module' under available courses

4. this will take you to the where you have to create a new account. It will ask you for a username and a password, and from memory I had to keep fiddling with mine to ensure I had included all that is required before they were accepted. (Please make a note of what your username and password are in case you need to stop the training and go back to it later.

5. Then you need to put in your email address as requested: **PLEASE USE YOUR PERSONAL EMAIL**; and then click on 'Create my new account'.

6. A confirmation email will be sent to your **PERSONAL EMAIL** (***please note you will not receive this if you have used your CCT email as for security purposes that will not receive any emails that do not originate from CCT*** ( I have only just found that out!!!) The confirmation email will have a link to click on. Hopefully the confirmation email will be generated quickly and you receive it within 5 minutes or so. However, in one instance it took 24 hours to be received.

7. Once you receive the link in the confirmation email and have clicked on it, it will take you to the training module, which is in 4 sections so you can complete them in stages or all together.