

The basic steps for logging onto Ecolect and viewing/utilising the Courses, Modules, and Resources are as follows:

- 1) Go to [www.ecollect.com.au](http://www.ecollect.com.au) via your web browser (e.g. Explorer, Firefox, etc.)
- 2) Select the 'eLearning Course Catalogue' from the Main Menu on the left hand, top of the webpage
- 3) Select the eLearning Module/Course you wish to enrol in from the list provided (e.g. Delivering Green Buildings Made Easy). Or, browse the Course Categories using the selection tool at the start of the Course Menu and select your desired course/module.
- 4) Select subscribe when asked 'Do you want to enrol into this course?'
- 5) If you do not have an existing account with Ecolect, select the 'Please Register' option towards the bottom of the page. Please enter your registration details as indicated and select the 'Register' button. If you have already registered, enter your login details.
- 6) If the course is a 'free' course, you can continue through to Step 8). If the course is a 'Paid' course, you will be redirected to the secure payment gateway where you will be able to select a payment option (i.e. credit card, bank transfer, or cheque). NOTE: Credit card payments will allow immediate access to the paid course. Bank transfer/cheque payments will require payment to be received by the Ecolect Administrator prior to course access being granted.
- 7) When you have registered successfully, you will be automatically directed to the 'Course Details' page.
- 8) Please follow the instructions on this page which will guide you to your selected document and/or through your selected eLearning module/course.