aXcelerate - Learner Portal – Creating Your Account

The learner portal is called aXcelerate. It is a one stop shop where you can access;

- Theory lessons for online courses
- Theory assessment for online courses
- Your personal / enrollment information

Once You Have Booked a Course

Once you have booked a course new learners will receive 2 emails from us. It is important you read and action each one (they are different). Both emails & the steps to take are shown below.

Email 1: Is to set up your aXcelerate, learner portal account. Only new learners receive this email. Email 2: Is where you provide the rest of the information to complete your enrollment. All learners receive this email.

Email 1 - Create an aXcerlerate Account

Click on this link to create your aXcerlerate learner portal account.

Your link is unique. Please do not share it, or use someone else's link. Only new learners receive this email, learners with an existing aXcelerate account will not.

2

Creating an aXcelerate Account

The link from step 1 opens a webpage where you create your aXcelerate account. Choose the log in option that suits you.

Note: every student must have their own aXcelerate account. You cannot use someone else's.

Assist First Aid 11:20 am To: Joan Smith	
aXcelerate User Account	
Please create an account with our student management provider aXcelerate. If you already have an account with aXcelerate you will now need to update your login due to recent upgrades that have been made to the login experience.	
To get started, click the link below. Please note that this link will expire in 90 days. Create your aXcelerate account	
To log back into the learner portal click here. https://assistfirstaid.app.axcelerate.com/	
Regards, ASSIST First Aid	

•••	🗙 aXcelerate Sign Up	×	+	
	*Assist First A	Aid		
	Create account			
	G Continue with God	ogle		
	(Continue with Face	book		
	Continue with Ap	ple		
	Or			
	Continue with Emai	I		
	Continue with Mobile Nu	imber		
	Already have a global account?	Sign in he	ere	

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- The status of your studies
 - Your Certificates of Completion
 - Invoices & receipts

aXcelerate - Learner Portal – Creating Your Account

Creating an Account Using	g an Email Address
5	● ● ● ✓ aXcelerate Sign Up × + ← → C ● app.axcelerate.com/management/secure/signup.cfm?stz
Every student MUST have a unique log in. If you log in with an email address each student must use a different email address.	Choose a different sign up method Choose a differ
Make sure to use your correct legal name not a shortened name or nickname (i.e. for Joan, don't put Jo or JJ)	Password Verify Password Password must contain a lower case letter Password must contain a number Password must contain a number Password must contain a symbol Password must be at least 8 characters Password
Account Confirmation	
4	
You will be emailed a verification code. Enter it here.	 A code has been sent by email to J***@j***.com.au Please enter it below to confirm your account and sign in.
Then click the button to go to your learner portal interface.	Verification Code Confirm and Sign in Cancel and sign up with a different me noo

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aXcelerate - Learner Portal – Logging in



Logging into your aXcelerate Learner Portal

There are 3 ways to log in to your aXcelerate learner portal once you have set up your account....

1. From your aXcerlate account creation email (only new learners receive this email)

2. Enter this URL into your browser: https://assistfirstaid.app.axcelerate.com/

Assist First Aid To: Joan Smith	11:20 am
aXcelerate User Accour Hi Joan	nt
Please create an account with our student m provider aXcelerate. If you already have an aXcelerate you will now need to update your recent upgrades that have been made to the	anagement account with login due to login experience.
To get started, click the link below. Please no will expire in 90 days. Create your aXcelerate	ote that this link te account
To log back into the learner portal click here. https://assistfirstaid.app.axcelerate.c Regards, ASSIST First Aid	:om/

3. From your Booking Confirmation email

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aXcelerate - Learner Portal – Completing Enrolment

Email 2 – Complete Your Enrolment

Once you have created your aXcelerate account click the link in the 2nd email to provide the rest of the information & complete your enrollment.

Note: your link is unique. Please do not share it with others or use someone else's link.

To: Joan Smitr	1
	Booking Confirmation
Dear Joan,	
Please click on	the link to add/update your details and complete enrolment into the course. LINK TO
All students complet for a USI number if	ing in the accredited courses must have a Unique Student Identifier (USI). Visit usi.gov.au to register you do very even eor do not know your USI number.
You will have receiv view course informa	tion, make payments, view invoices and download certificates. If you have previously created a student
You will have receive view course informa account you can log	sto a splanate sillan to tietis, per autori account account in our rest account postan room in the second postan tion, make payments, view invoices and download certificates. If you have previously created a student in here. STUDENT PORTAL LINK
You will have receiv view course informa account you can log Course Details:	et a separate entantio treat you and a second account of a second portal role and a second portal role and the second portal role and a student in here. STUDENT PORTAL LINK
You will have receiviview course informa account you can log Course Details: Course:	Attention, make payments, view invoices and download certificates. If you have previously created a student in here. STUDENT PORTAL LINK HLTAID014 Provide Advanced First Aid - Face to Face
You will have receiv view course informa account you can log Course Details: Course: Date(s):	et de peptete mission de la construction de la cons
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You will have receiv view course informa account you can log Course Details: Course: Date(s): Time(s): Location:	 make payments, view invoices and download certificates. If you have previously created a student in here. STUDENT PORTAL LINK HLTAID014 Provide Advanced First Ald - Face to Face 16 September 2021 9:00 AM -4:00 PM 12/21 Nicklin Way Buddina Various parking areas in the vicinity
You will have receiv view course informa account you can log Course: Course: Date(s): Time(s): Location: Additional Info:	atton, make payments, view invoices and download certificates. If you have previously created a student in here. STUDENT PORTAL LINK HLTAID014 Provide Advanced First Ald - Face to Face 16 September 2021 9:00 AM -4:00 PM 12/21 Nicklin Way Buddina Various parking areas in the vicinity
You will have receiv view course informa account you can log Course: Date(s): Date(s): Location: Additional Info: We hope you enjoy	 make payments, view invoices and download certificates. If you have previously created a student in here. STUDENT PORTAL LINK HLTAID014 Provide Advanced First Aid - Face to Face 16 September 2021 9:00 AM 4-500 PM 12/21 Nicklin Way Buddina Various parking areas in the vicinity the HLTAID014 Provide Advanced First Aid - Face to Face course.

Email 2 – Complete Your Enrolment Updating Contact Information Login with a different use Login with a different user Login The link from step 5 opens a G Continue with Google Continue with Apple webpage. Continue with Facebook Continue with aXcelerate Log in using the log in you create in steps 1 to 4. Check & fill in your information. Ensure your USI is in there (we cannot issue you a certificate without it).

Followed these steps and something not working? Take note of which step you are at including what is / is not happening and get in touch. If possible take a screen shot to help us see what you are seeing and understand the issue.

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