ASTC Online Guide

NSW CPD Courses

https://astconline.edu.au

AUSTRALIAN SALESMASTERS TRAINING CO
RTO#46854

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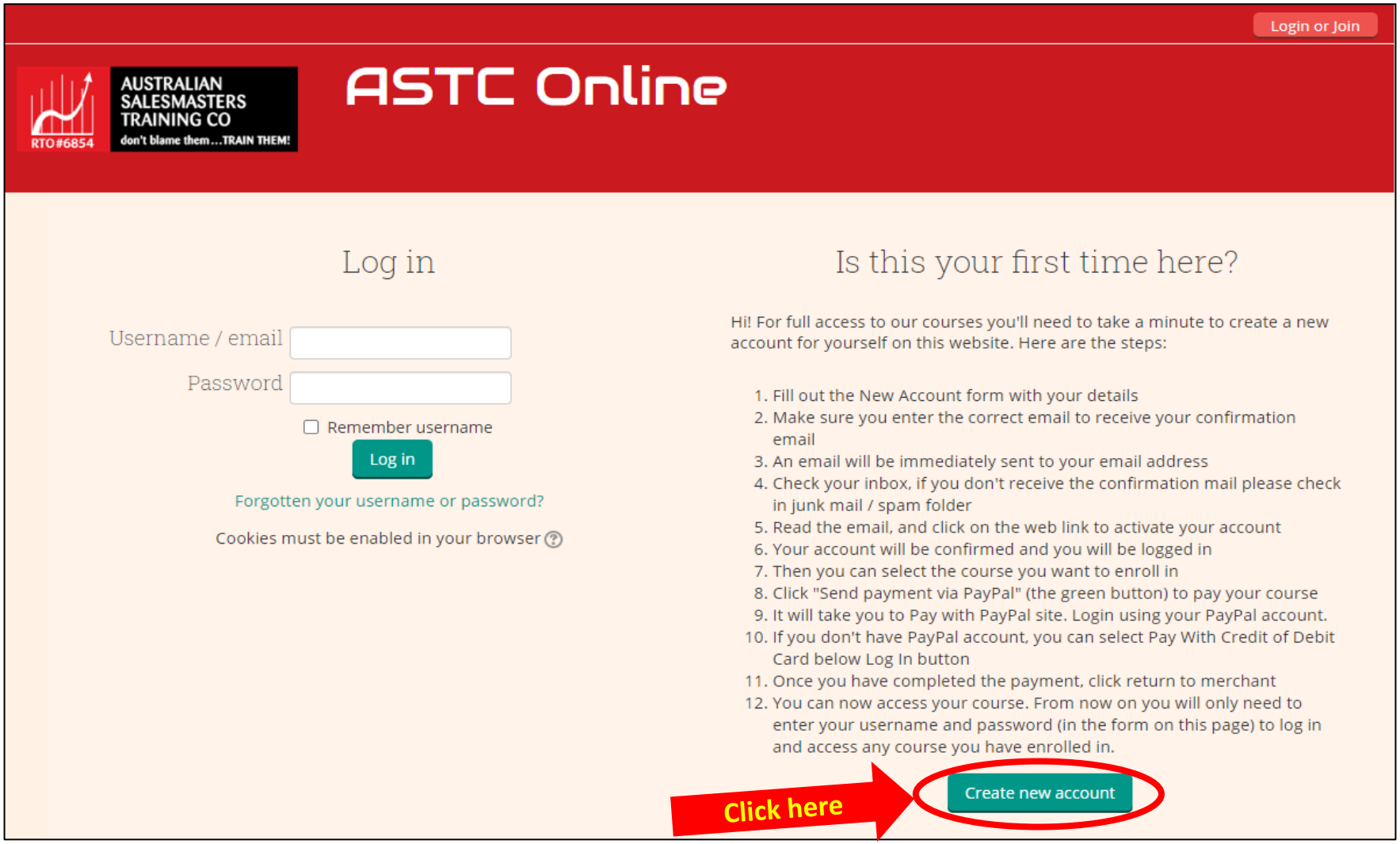
1. Create an account

- **Click the “Login or join” button**

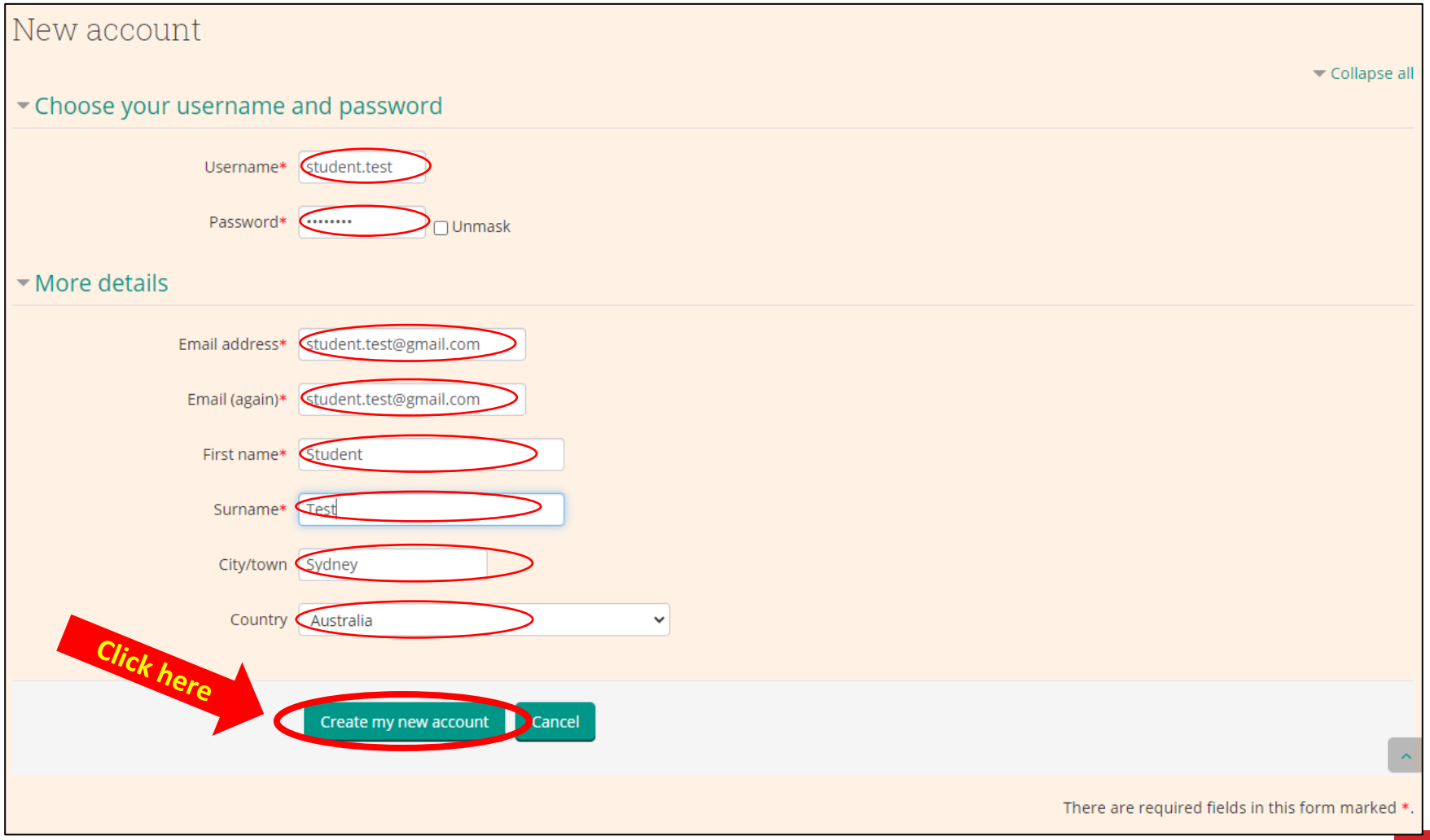
1. Create an account (cont.)

- **Click the “Create new account” button**



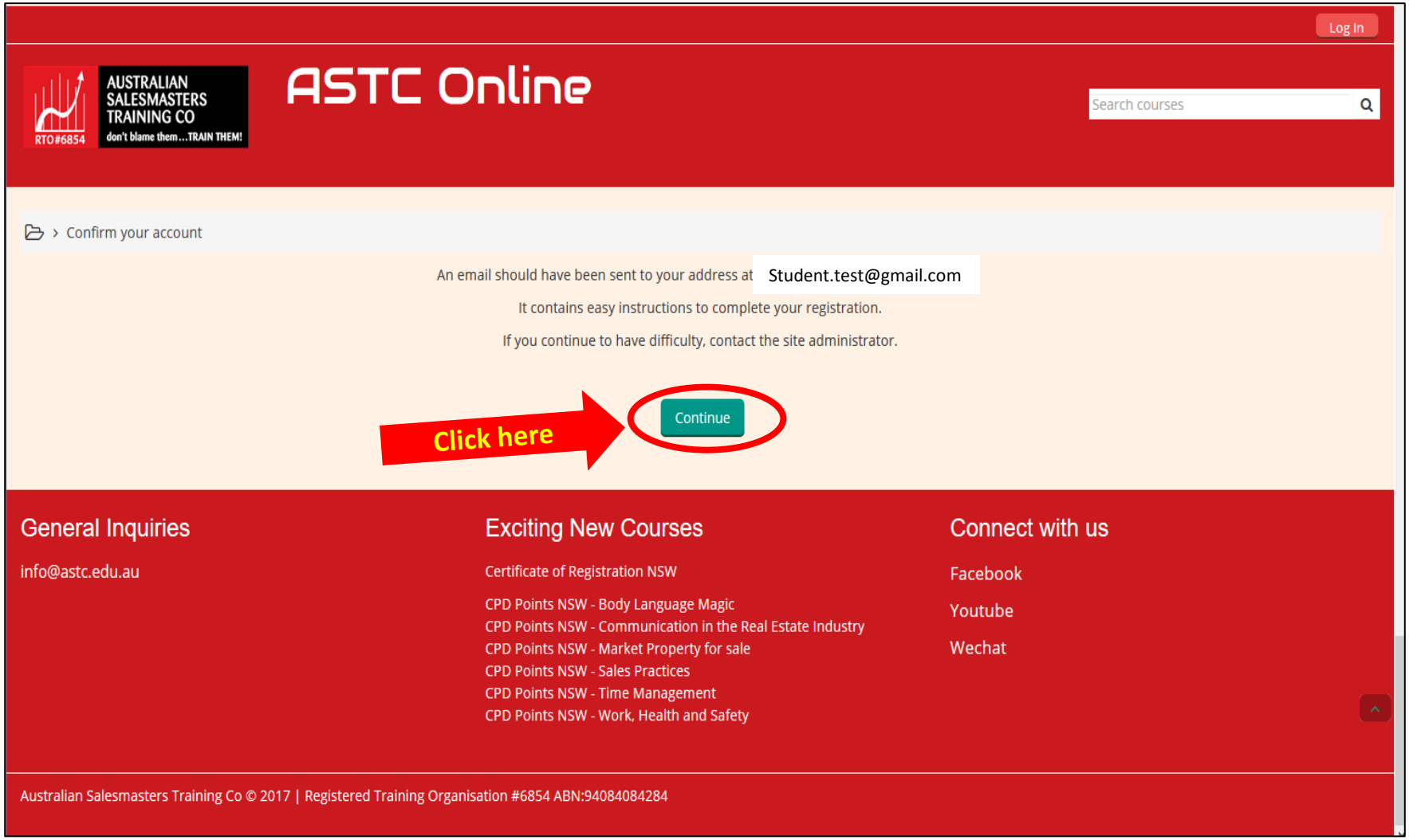
1. Create an account (cont.)

- **Fill in all required fields**
- **Click the “Create my new account” button**



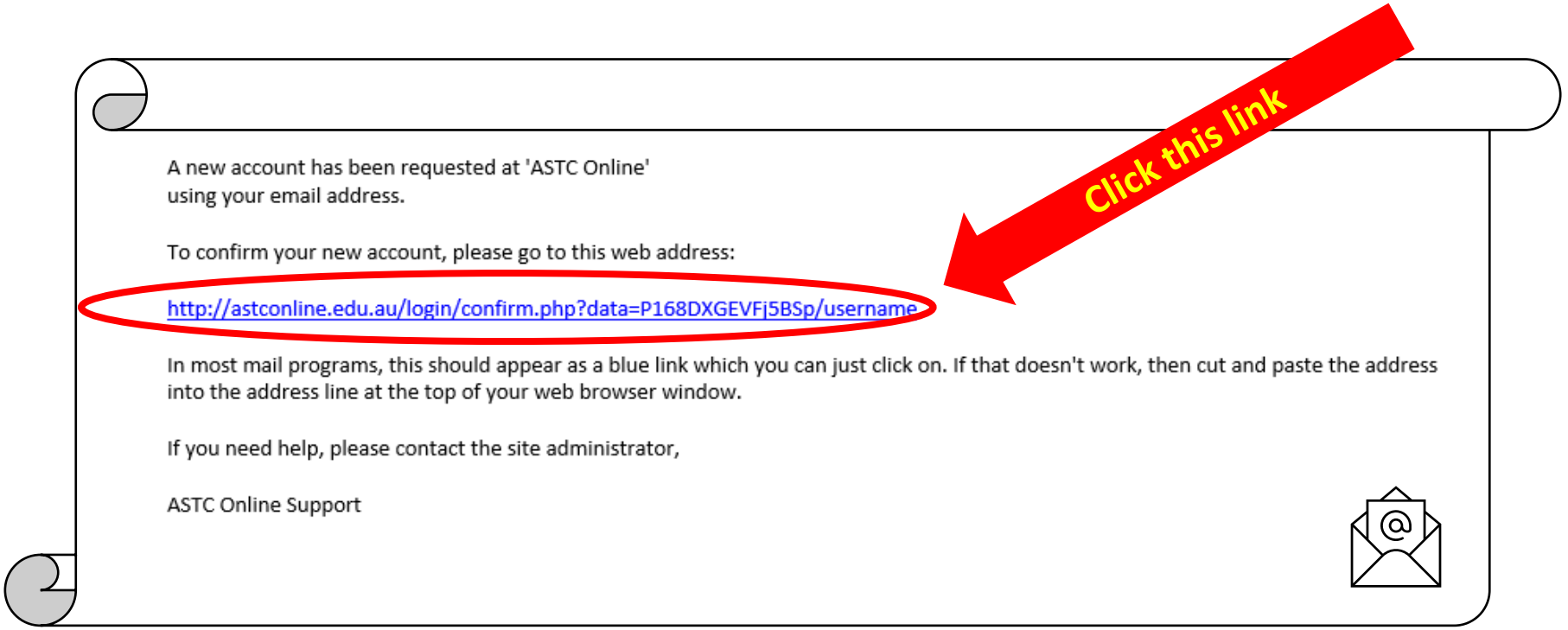
1. Create an account (cont.)

- **Click the “Continue” button**



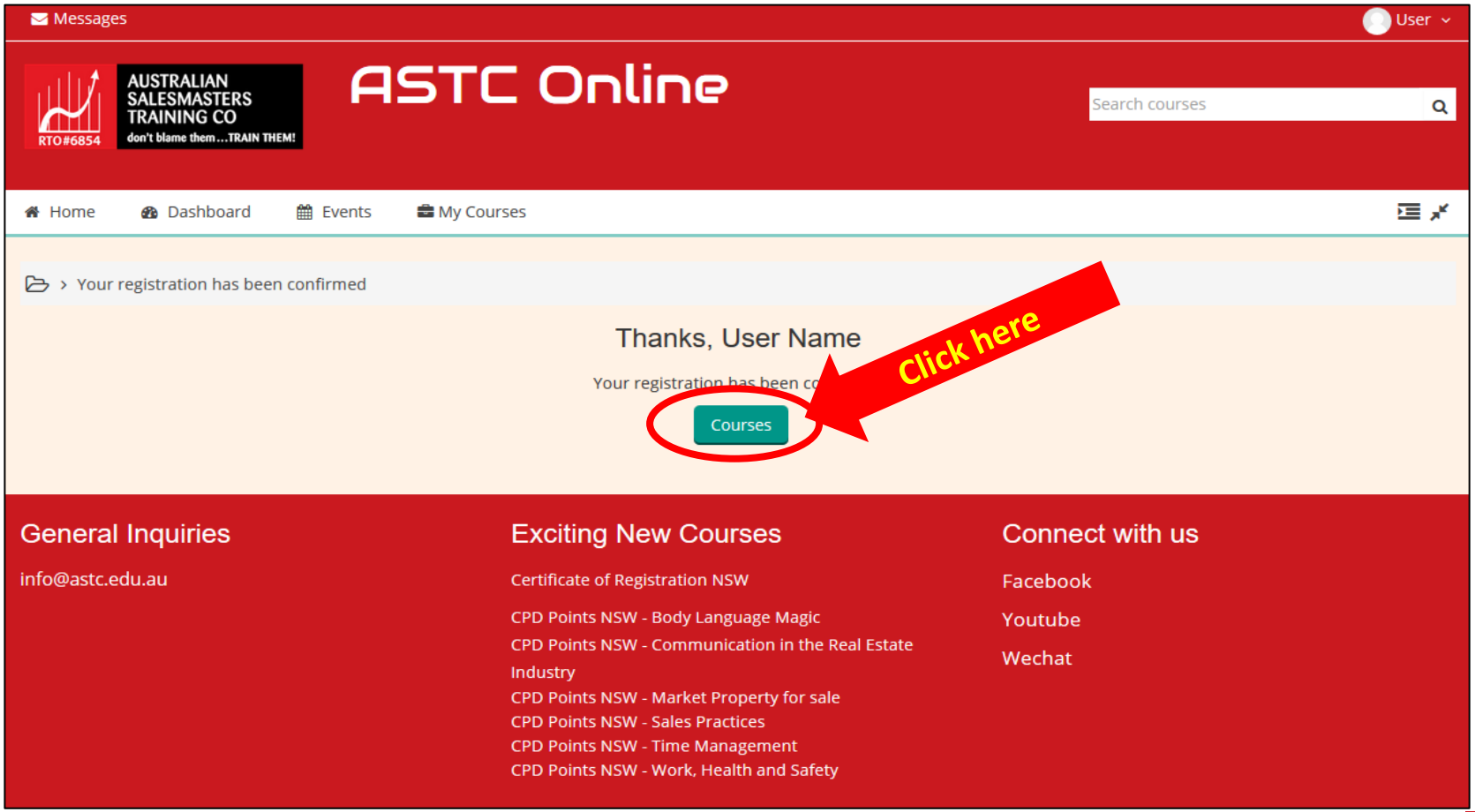
1. Create an account (cont.)

- **You will receive an email to confirm your new account. If it's not in your inbox, check in spam or junk mail**
- **Click the link provided to confirm your new account**



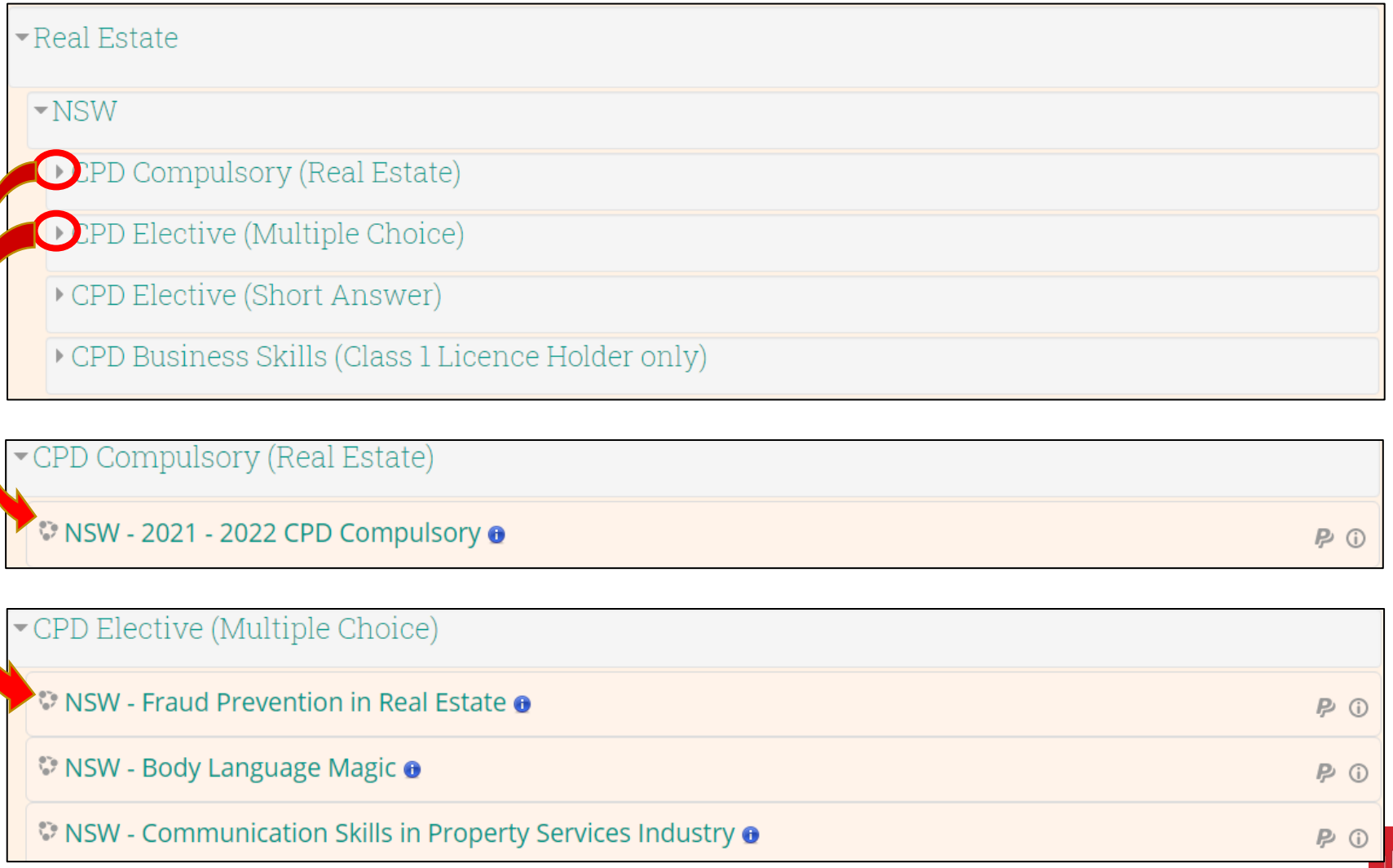
1. Create an account (cont.)

- **Once you confirm, you will be taken back to the online portal**
- **Click the "Courses" button to see the CPD course list**



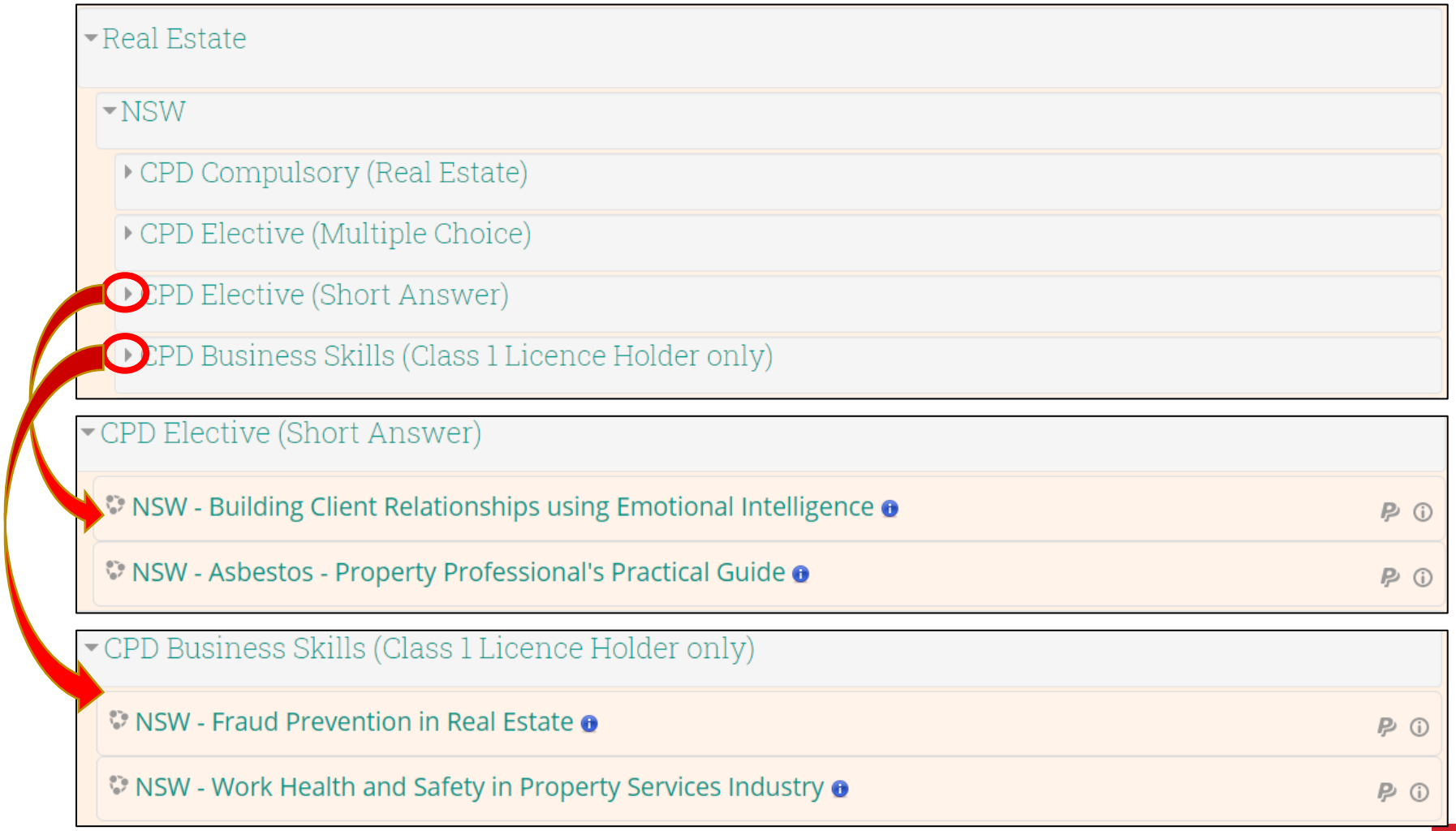
2. Enrol in CPD Compulsory / Elective

- **On the course list, click the arrow ” ▸ ” next to “CPD Compulsory” or “CPD Elective (Multiple Choice)” to expand the list, then select the course you want to enrol in.**



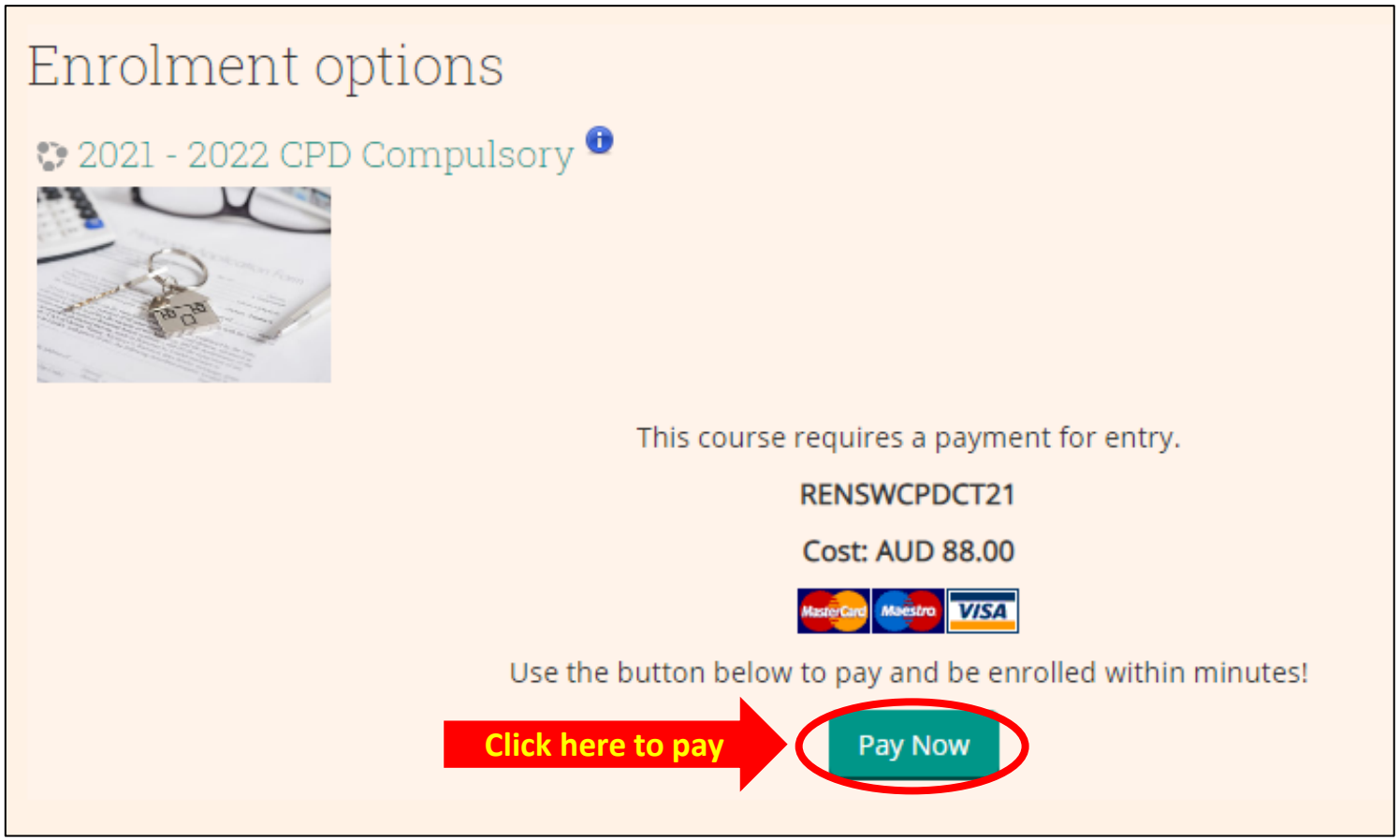
2. Enrol in CPD Compulsory / Elective (cont.)

- **Click the arrow " ▸ " next to "CPD Elective (Short Answer)" or CPD Business Skills (Class 1 Licence holders only) to expand the list, then select the course you want to enrol in.**



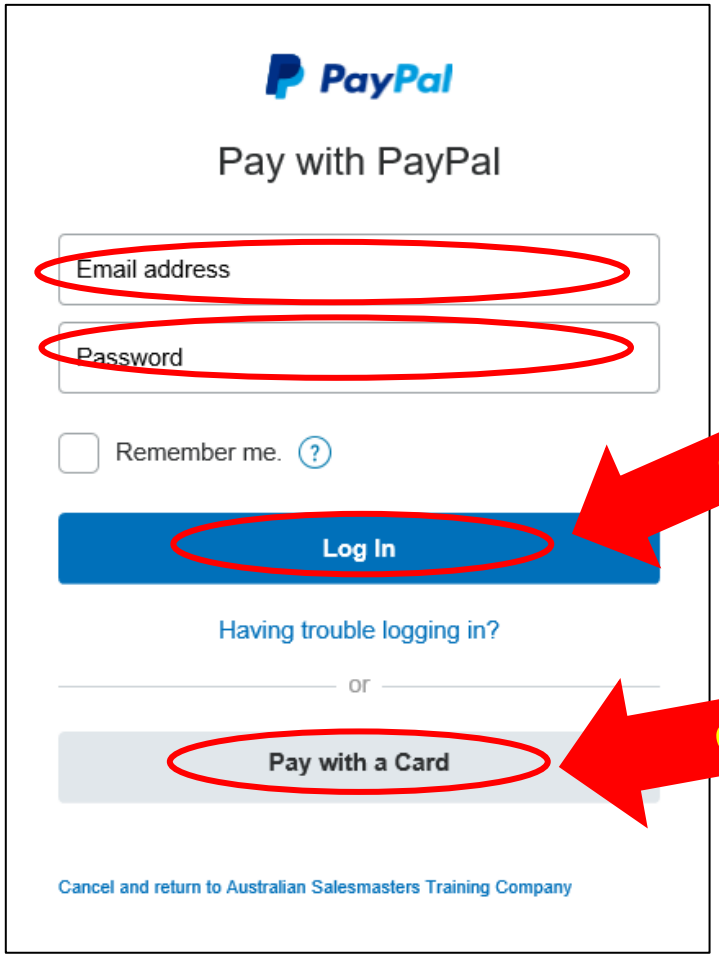
2. Enrol in CPD Compulsory / Elective (cont.)

- **Select the course you want to enrol in**
- **Click the "Pay Now" button to pay. You can pay using PayPal or Credit Card (MasterCard/Visa/AMEX)**



2. Enrol in CPD Compulsory / Elective (cont.)

- On the PayPal login page, you can login if you want to pay using PayPal.
- If you don't have a PayPal account, click the "Pay with a Card" button below the "Log In" button to pay with a Credit Card (MasterCard/Visa/AMEX)

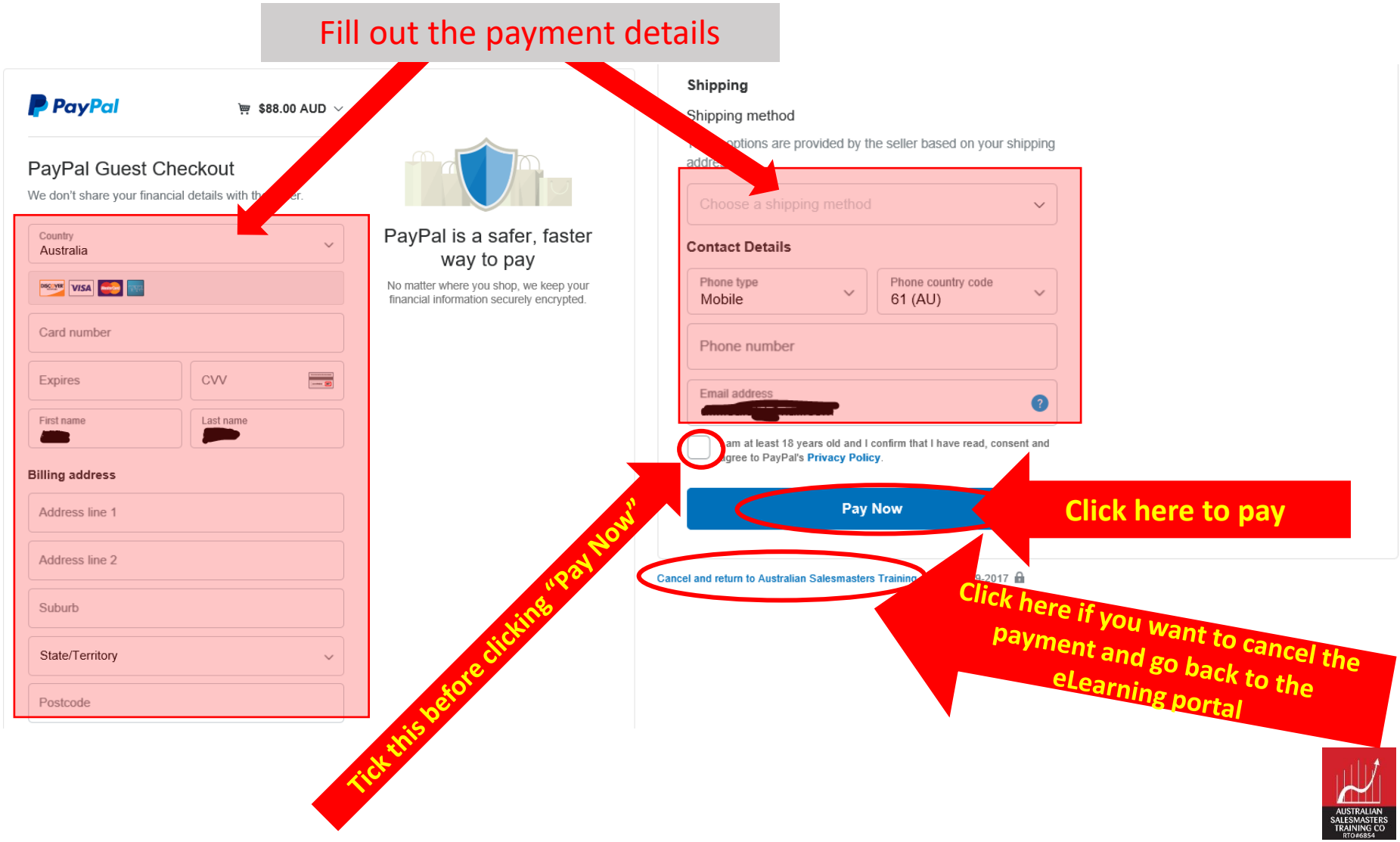


Click here to login to PayPal

Click here if you want to pay with Credit Card

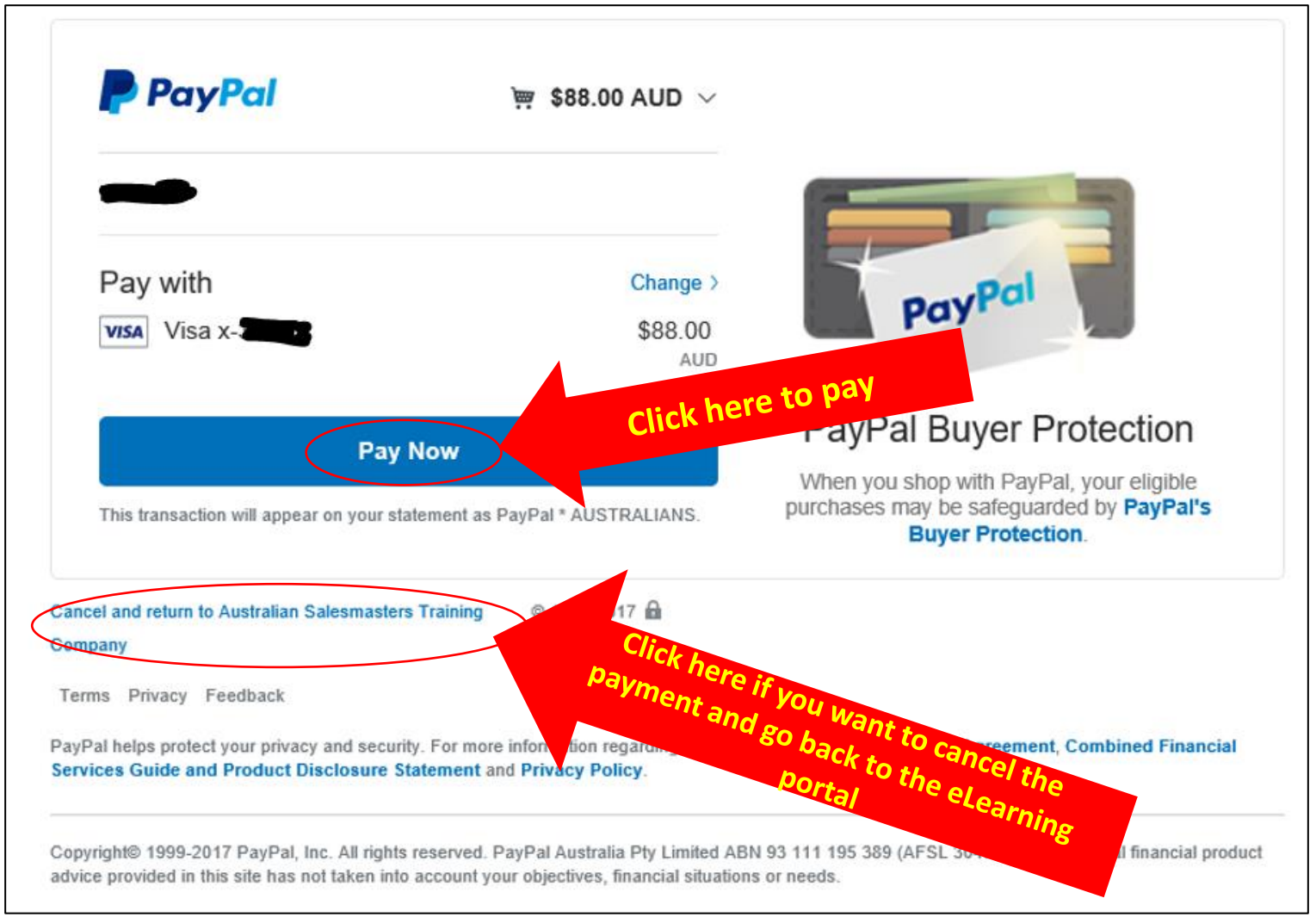
2. Enrol in CPD Compulsory / Elective (cont.)

- **Enter your Credit Card details and click “Pay Now” to process the payment**



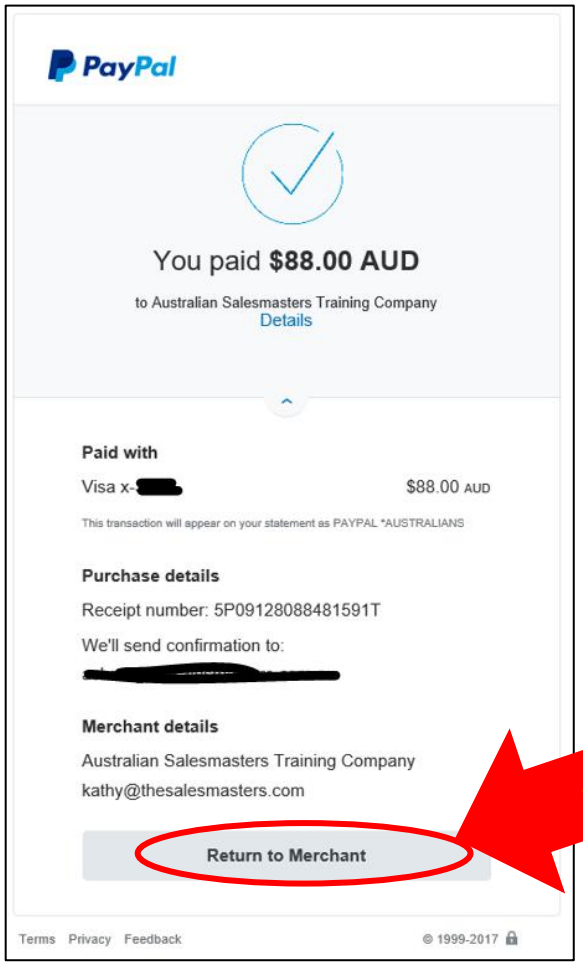
2. Enrol in CPD Compulsory / Elective (cont.)

- **Please confirm the amount and the last 4 digits of your credit card before processing the payment**
- **If the information is correct, click “Pay Now” to process the payment**



2. Enrol in CPD Compulsory / Elective (cont.)

- If the payment is successful, you will see the page below and you will receive two emails (a Receipt from PayPal & an Invoice from Australian Salesmasters Training)
- Click “Return to Merchant” to return to the eLearning portal

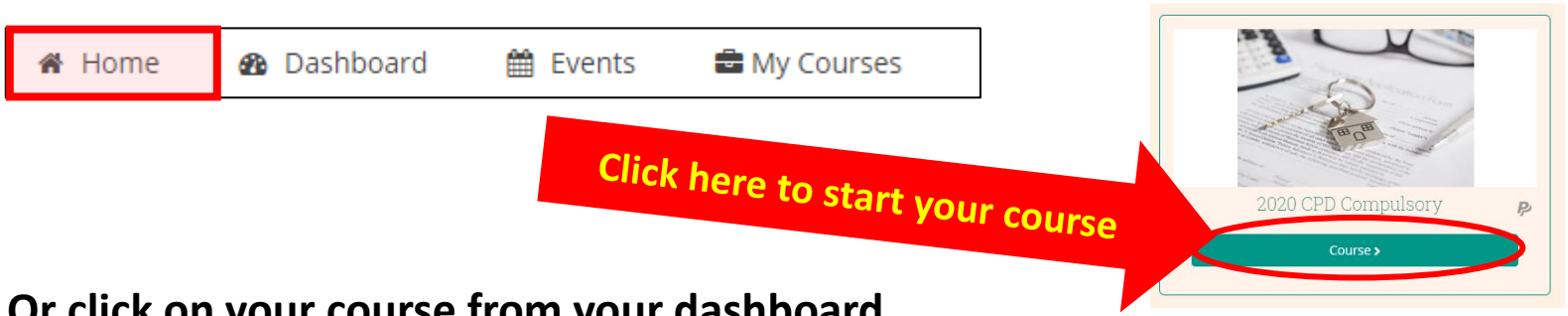


Click here to return to the eLearning portal

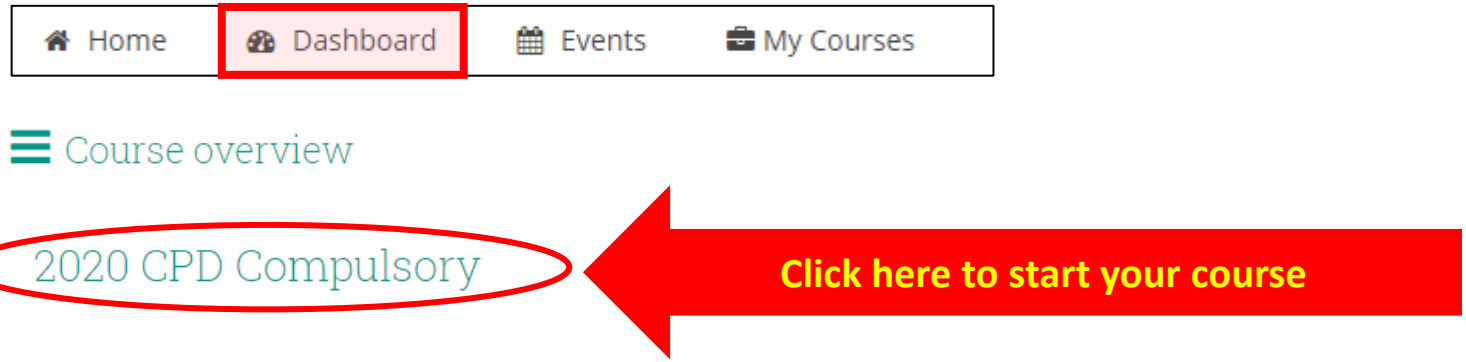
3. Start Your CPD Course

- **On your Dashboard, select your course from “My Courses” drop-down menu**

- **Or click on your course from your home page**



- **Or click on your course from your dashboard**



4. Completing Online Registration Form

- **On the course page, you will see a welcome message and some important information**
- **Before you can access the resources, you have to complete a "Registration Form"**
- **Please read the information below before completing the Registration Form!**

Welcome to 2021 - 2022 CPD Compulsory Course!

This course was specially designed for Class 1 and Class 2 Licences holders to give them the opportunity to meet all requirements needed to maintain their work in the Real Estate industry as well as to keep them up to date with COVID-Safe Business in Real Estate industry along with the Disclosure of Material Facts and Short-term Rental Accommodation.

To start the course please complete the registration form below.

Important:

1. You need to submit the registration form to access the course materials.
2. If you already enrolled in any of our 2020 CPD topics you don't need to resubmit another registration form and you will automatically have access to this course materials, unless if you want to update your information details.
3. Be informed that either after submitting the registration form or directly accessing the course you **will not** be able access all three topics simultaneously, which means that you will need to complete one topic at a time.
4. You will first be provided with a Presentation to assist you in understanding the topic and then you will be able to access the assessment along with the PDF that will help you solve the questions.
5. All assessments are in the form of MCQs and True/False.
6. To access the next topic, you need to score a 100%.
7. For every topic you will have **only three (3) attempts** to successfully complete the assessment.
8. **Once the assessment is satisfactory completed, you will not be able to reattempt or access the quiz.**
9. If you fail to complete the assessment within 3 attempts, please contact us during our working hours **(Monday - Friday from 9 am till 5 pm)** to discuss this matter.
10. You can contact us through phone **02 9700 9333** Or send us an email at **info@astc.edu.au.**
11. After successfully completing all 3 topics you will receive your electronic certificate within 24 hours. If you don't receive the certificate within the time frame mentioned please contact us.

Registration Form

Click here to fill out the online registration form

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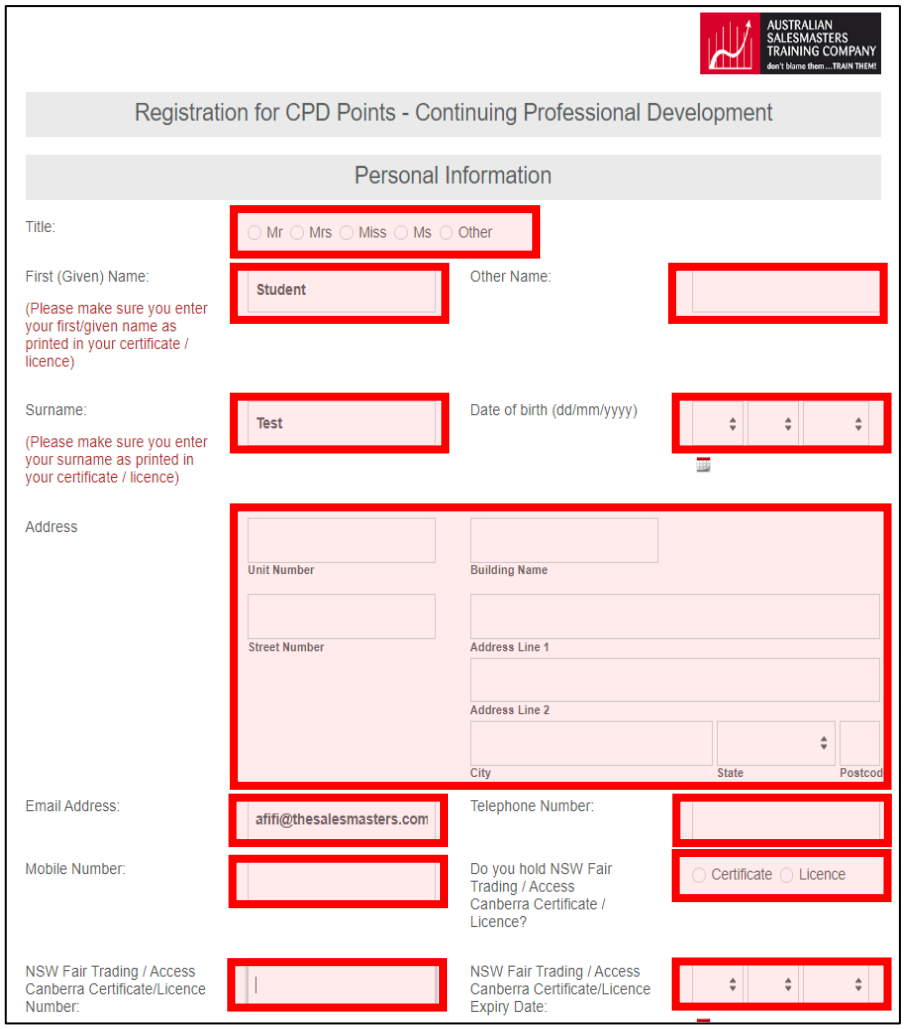
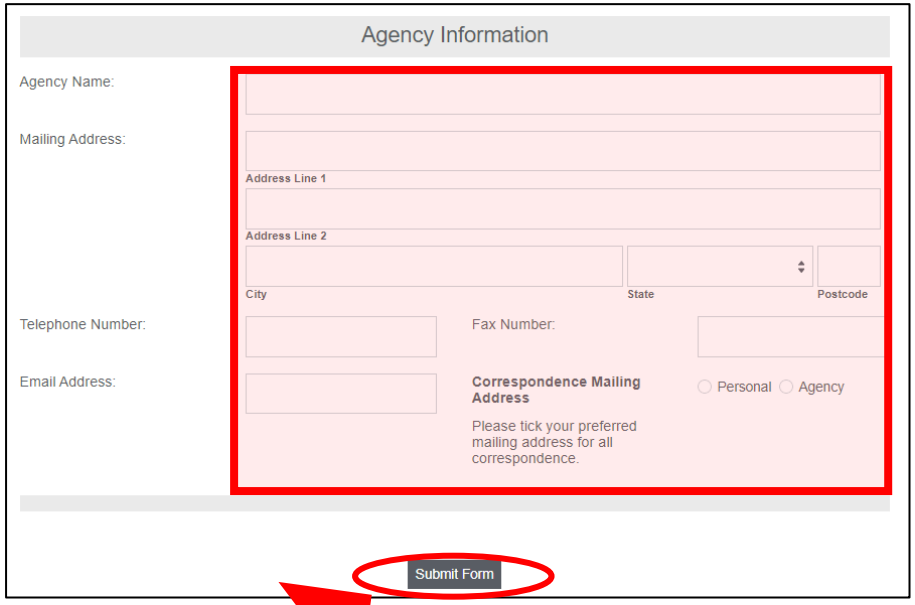
4. Completing Online Registration Form (cont.)

- **Complete all the required fields**
- **Click “Submit Form”**





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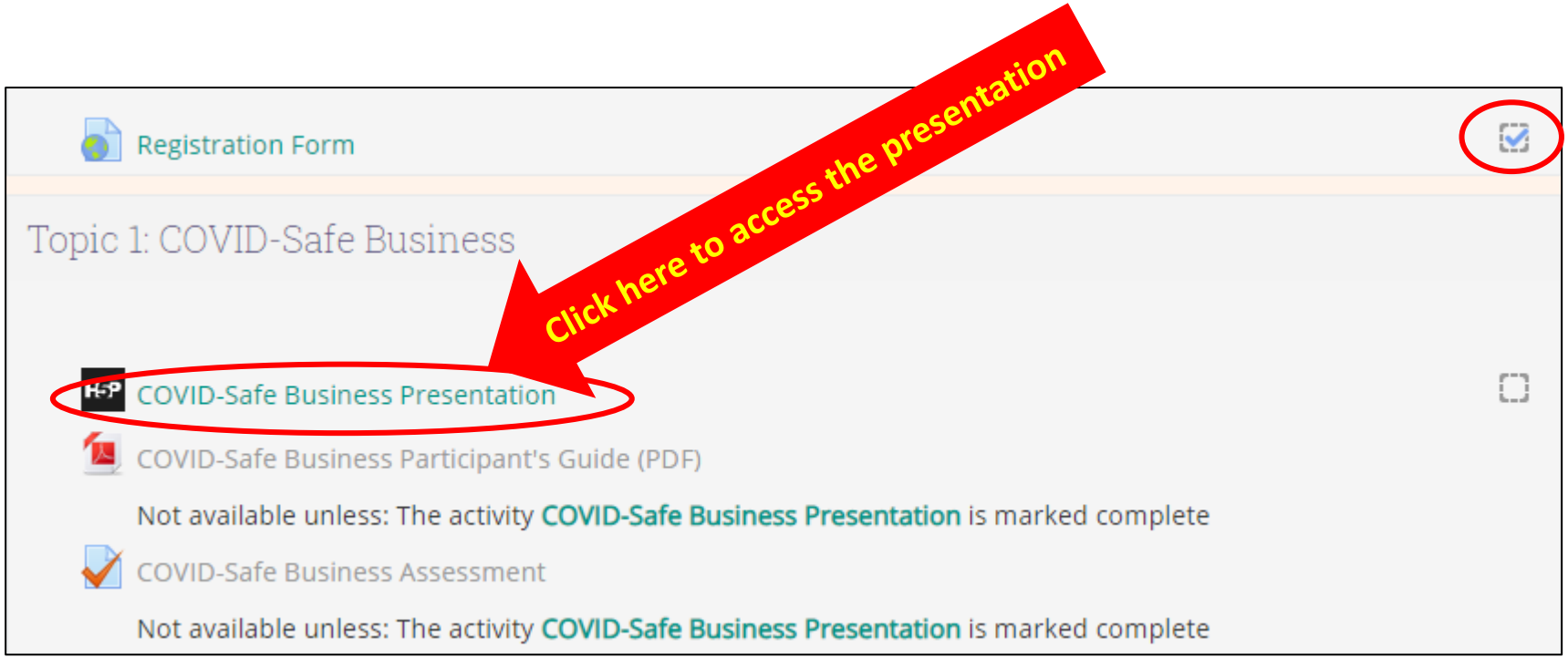
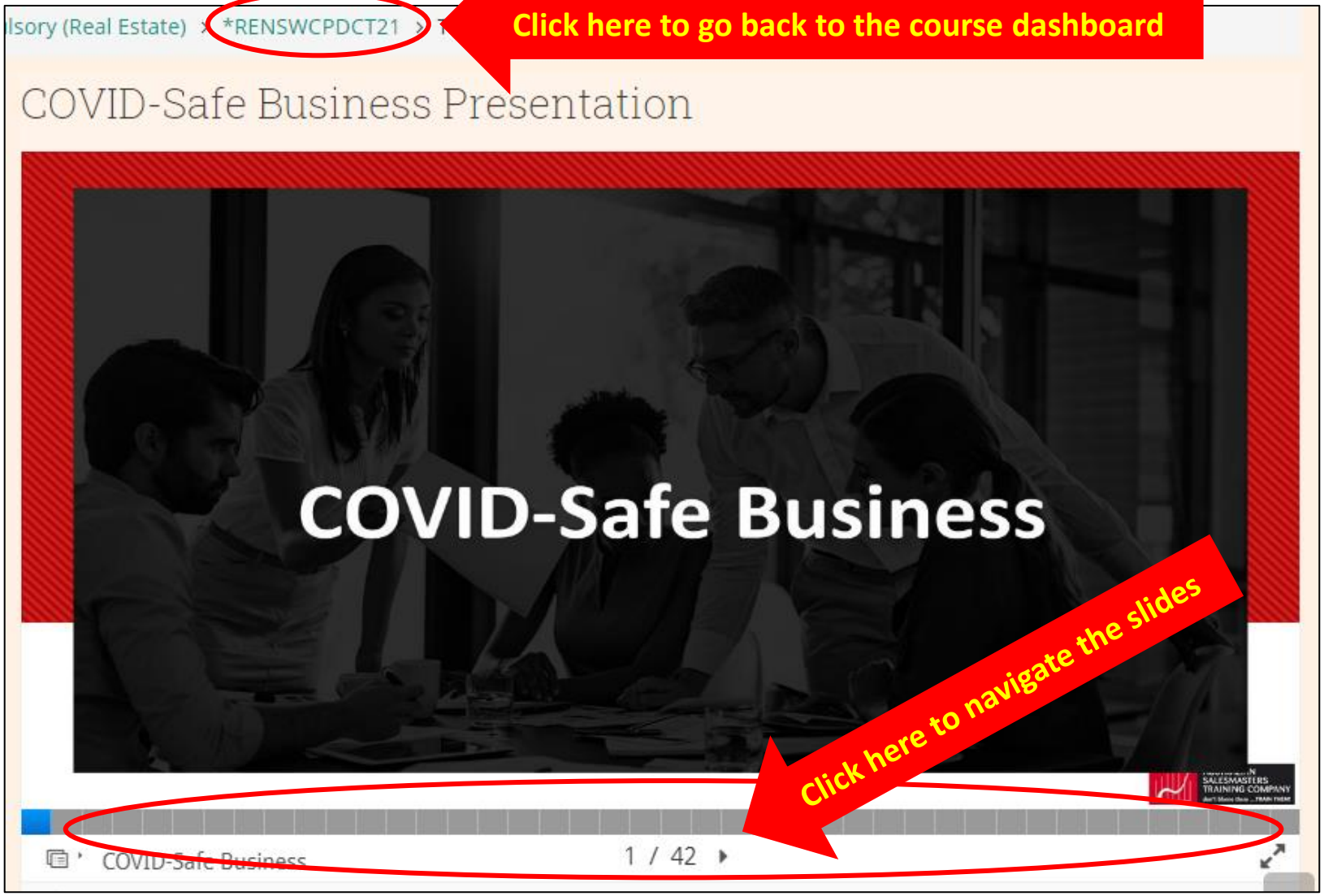
5. Accessing Online Presentation

- **Once you have successfully completed the online Registration Form, the box on the right hand-side of the Registration Form link should be ticked.**
- **Now you can access the Presentation/Participant's Guide.**



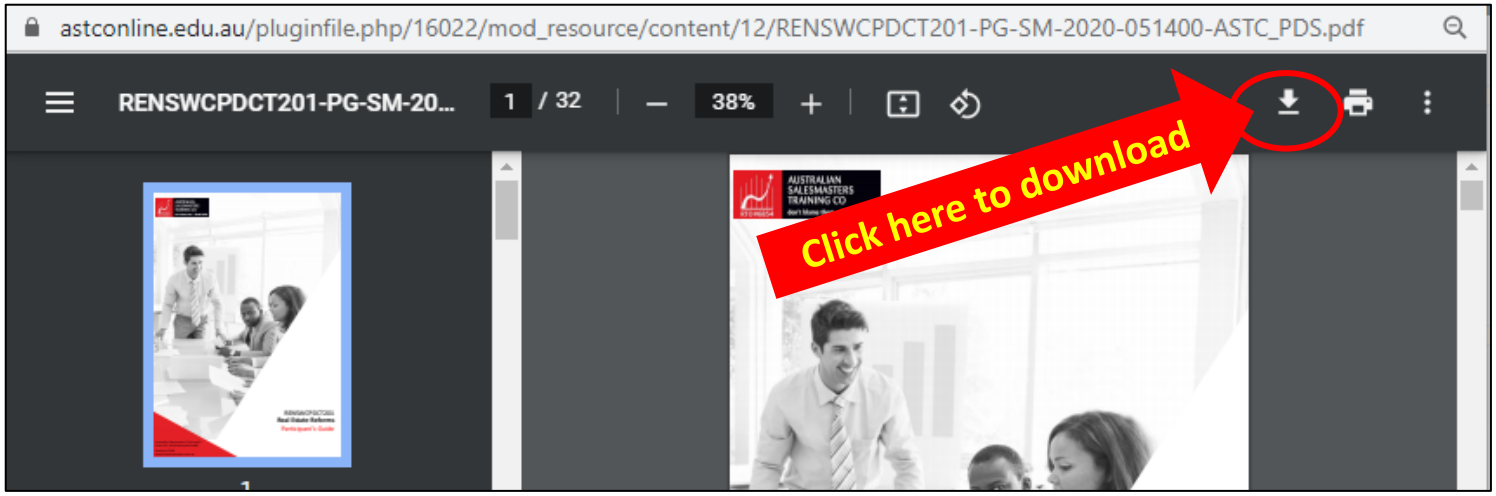
5. Accessing Online Presentation (cont.)

- You can navigate the slides by clicking the right or left arrow or the grey boxes.
- Click on the course code if you want to go back to the course dashboard



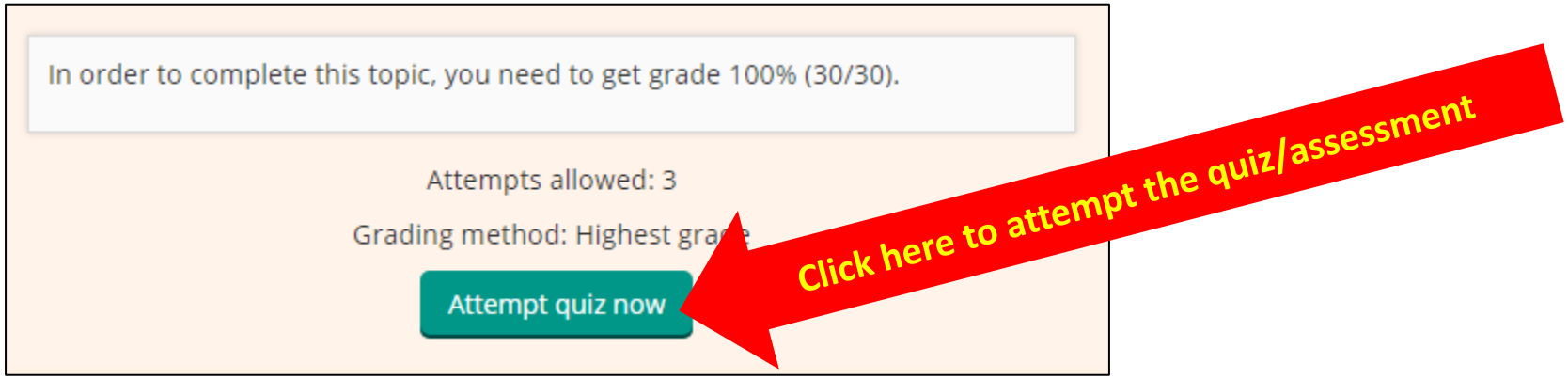
6. Downloading the Participant's Guide

- **Once you have completed accessing the presentation and went back to the course dashboard, the box on the right hand-side of the Presentation link should be ticked**
- **Now you can download the PDF version of the Participant's Guide & start/attempt the assessment/quiz.**



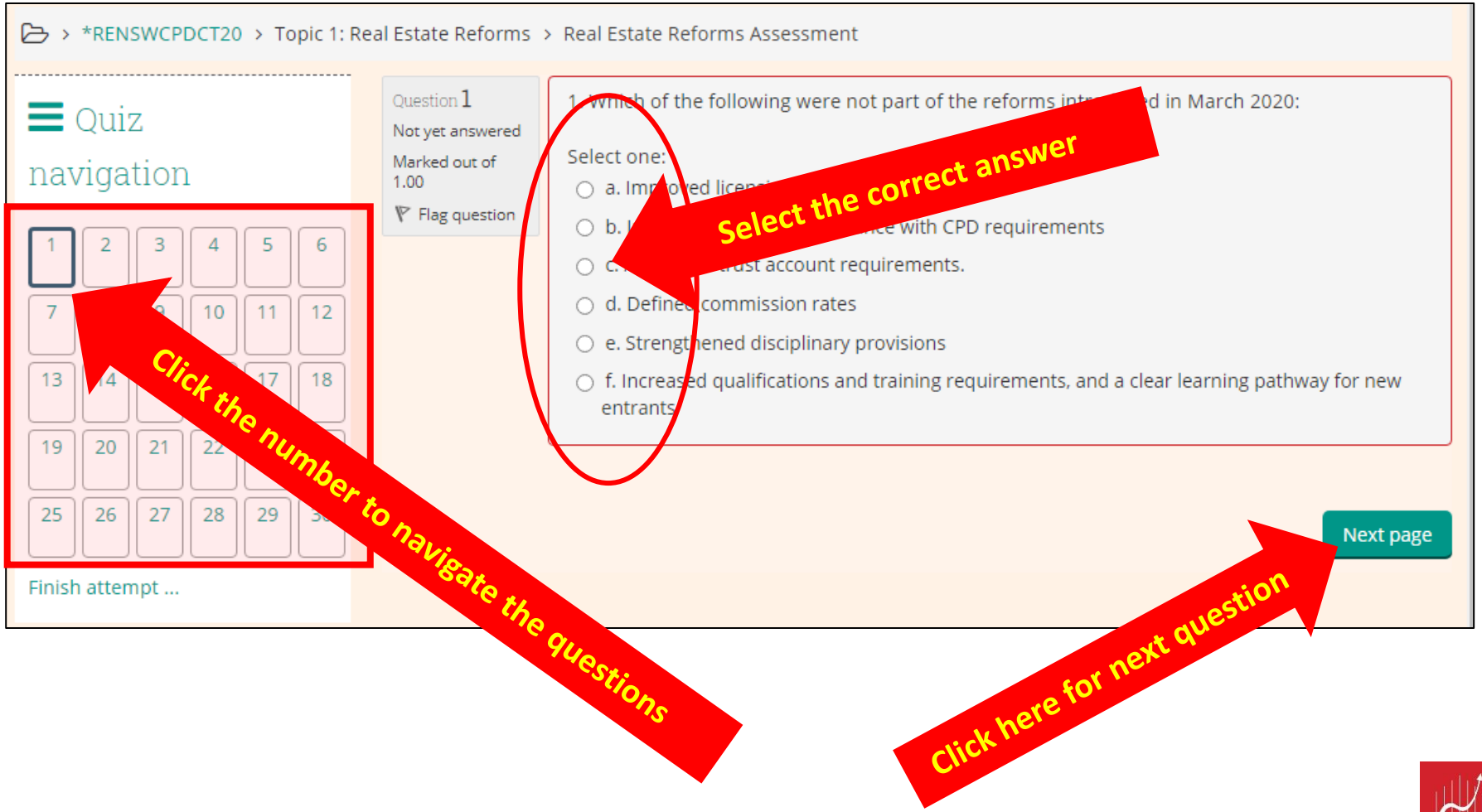
7. Starting a quiz/assessment

- **To start/attempt a quiz/assessment, click the Assessment link.**
- **Click "Attempt quiz now" to start your attempt.**



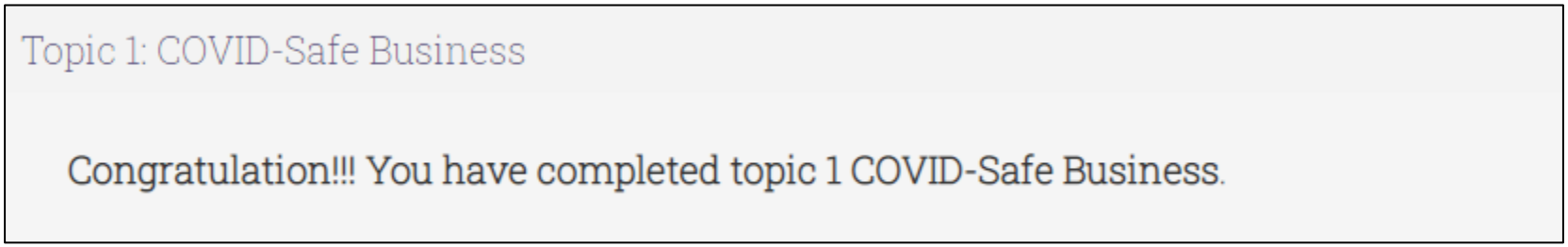
7. Starting a quiz/assessment (cont.)

- **Read the questions attentively and select the correct answer.**
- **Click the "Next page" button or click the number on the quiz navigation pane on the left to navigate the questions.**



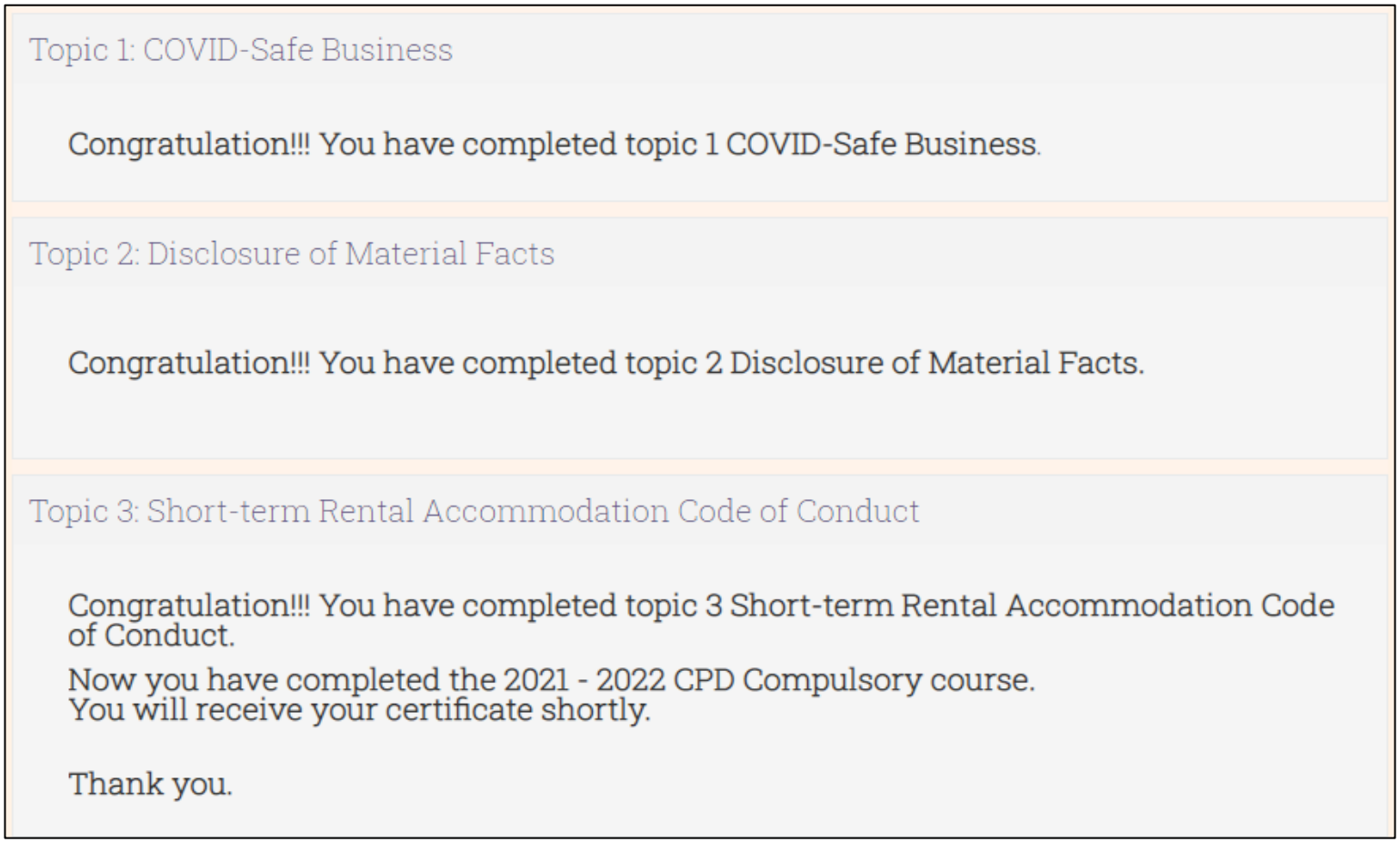
7. Starting a quiz/assessment (cont.)

- **For every topic you will have only three (3) attempts to successfully complete the assessment.**
- **Once the assessment is satisfactorily completed, the topic will disappear from your course and you will not be able to reattempt or access the quiz.**



8. Completing the course

- **You can start topic 2 & 3 by following the same process as topic 1.**
- **Once you have satisfactorily completed all three topics, the system will automatically issue your certificate and send it to your email.**



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Thank You!

If you need help in accessing ASTC Online, please contact ✆ 9700 9333 ext:119

or email to ✉ elearning@astc.edu.au

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