

Before purchasing a course, please read all this information.

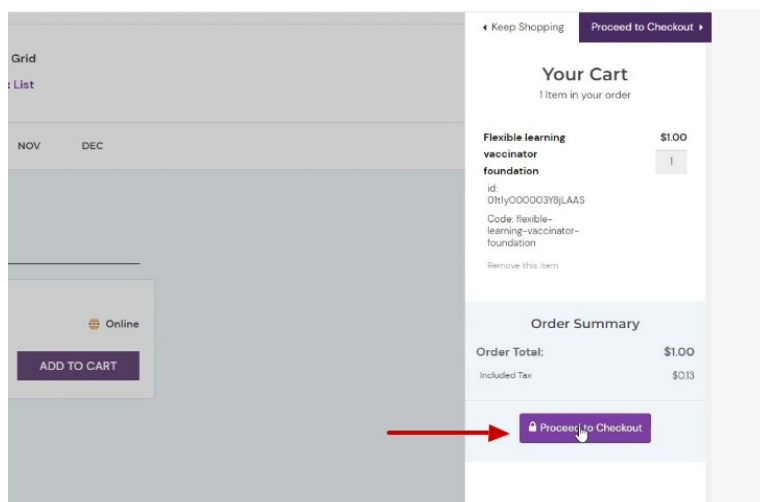
To access these courses you need to have an account, please note we are not transferring accounts across from the older LMS.

This registration happens during check out when you purchase your first course.

Clicking 'Add to Cart' opens the cart seen below.

Once you've checked it is the right course, click the 'proceed to checkout' button.

PLEASE NOTE - You cannot register another person using your user profile, they need to create their own user account and register themselves, they can then seek reimbursement.



This takes you to the Single Sign On (SSO) log in page.

If it is your first time - click the 'Create new account'

If you have registered for a course on the new LMS (i.e. in the last couple of months, use the 'Sign in' option.

For new accounts

Fill in the registration form...



Registration form fields:

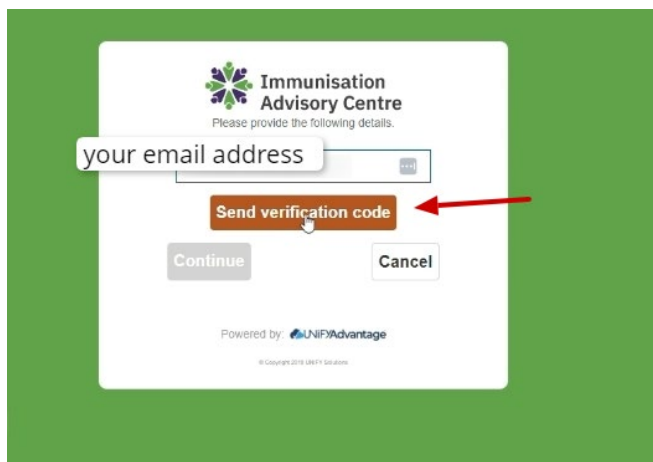
- Details (expanded)
- Salutation: --None--
- *First Name: [text input]
- *Last Name: [text input]
- Pronouns: --None--
- Gender: --None--
- *Email: [text input]

Complete all information with a red asterisk next to it.

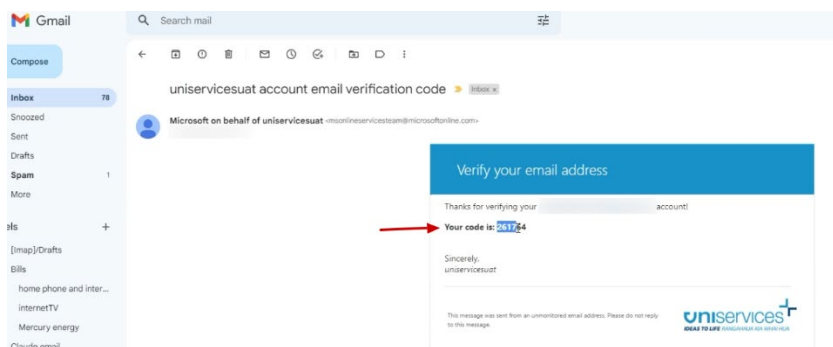
At the bottom of the form click 'Next'

After about 10 seconds, the 'Continue' button will appear.

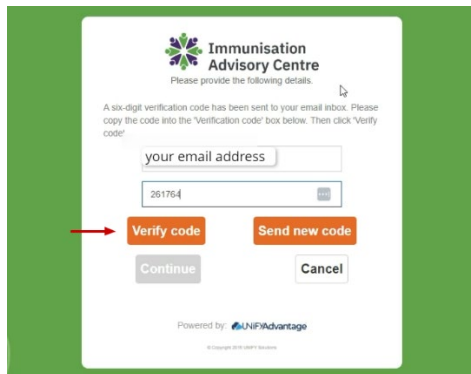
Click this and then click 'send verification code' (your email address will be in the field above the button)



Copy the code from the email



Paste into the window and click 'verify code'



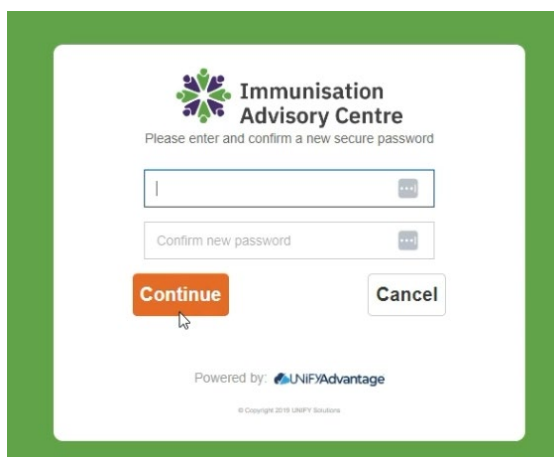
The screen displays the Immunisation Advisory Centre logo and the text "Please provide the following details." Below this, a message states: "A six-digit verification code has been sent to your email inbox. Please copy the code into the 'Verification code' box below. Then click 'Verify code'". There are two input fields: the first is labeled "your email address" and the second contains the code "261764". Below the code field is a red arrow pointing to the "Verify code" button. Other buttons include "Send new code", "Continue", and "Cancel". At the bottom, it says "Powered by: UNIFY Advantage" and "© Copyright 2019 UNIFY Solutions".

Click 'continue'



The screen displays the Immunisation Advisory Centre logo and the text "Please provide the following details." Below this, a message states: "The code has been verified. You can now continue." There is one input field labeled "your email". Below the field are two buttons: "Continue" and "Cancel". At the bottom, it says "Powered by: UNIFY Advantage" and "© Copyright 2019 UNIFY Solutions".

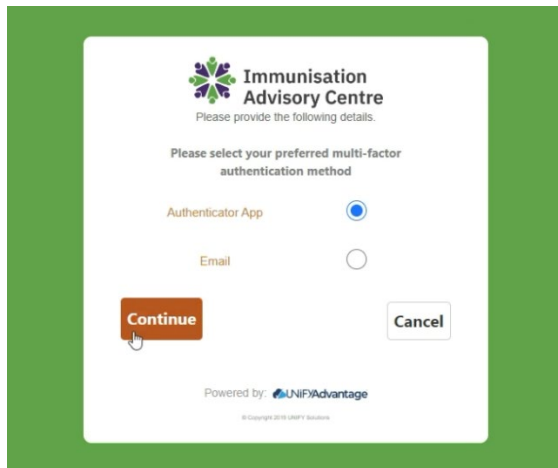
On the next screen enter and confirm a new password.



The screen displays the Immunisation Advisory Centre logo and the text "Please enter and confirm a new secure password". There are two password input fields, each with a "Show/Hide" icon (three dots). Below the fields are two buttons: "Continue" and "Cancel". At the bottom, it says "Powered by: UNIFY Advantage" and "© Copyright 2019 UNIFY Solutions".

You now need to choose a multi-factor authentication method.

Using an authenticator app like Authy is the easiest, but you may choose to receive a one time password by email instead.



The screenshot shows a white card with a green border. At the top is the Immunisation Advisory Centre logo and the text 'Please provide the following details.' Below this, it says 'Please select your preferred multi-factor authentication method'. There are two radio button options: 'Authenticator App' (which is selected) and 'Email'. At the bottom left is an orange 'Continue' button with a mouse cursor hovering over it, and at the bottom right is a white 'Cancel' button. At the very bottom, it says 'Powered by: UNiFi Advantage' and '© Copyright 2019 UNiFi Solutions'.

Having chosen app or email, click continue and enter the verification code then click 'verify'.

Once that is accepted, click 'Continue'

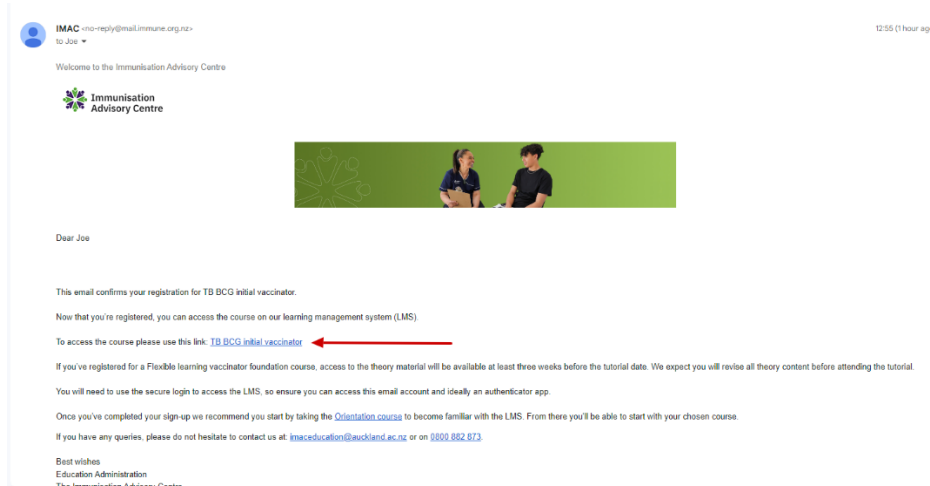


The screenshot shows a white card with a green border. At the top is the Immunisation Advisory Centre logo and the text 'Please provide the following details.' Below this, it says 'The code has been verified. You can now continue.' There is a text input field with the placeholder text 'your email'. At the bottom left is an orange 'Continue' button with a mouse cursor hovering over it, and at the bottom right is a white 'Cancel' button. At the very bottom, it says 'Powered by: UNiFi Advantage' and '© Copyright 2019 UNiFi Solutions'.

This takes you to the checkout where you pay for the course. Click submit order when you have filled in all details.

The screenshot displays a checkout interface with three main sections. The first section, 'Your Billing Address', contains form fields for Name (Joe Smith), Company (optional), Phone (optional), Address (25 Queen St, 1022, Point Chevalier, New Zealand), and Address 2 (optional). The second section, 'Payment Method', shows a credit card icon and a button to 'Pay with a New Credit Card'. The third section, 'Almost Done!', features a 'Submit Your Order' button. To the right, the 'Your Cart' section shows one item: 'Flexible learning vaccinator foundation' for \$1.00. Below this is an 'Order Summary' table with 'Order Total' at \$1.00 and 'Included Tax' at \$0.13.

You'll receive a receipt and a 'welcome to the course' email. This contains a link to take you to the LMS and start your new course! If you have any issues accessing the LMS through this link then please use Google Chrome as your internet browser and clear your browsing data if issues persist.



For courses with an in-person tutorial - closer to the course date, you will receive an email reminding you of your course details, refreshments and what to bring along on the day.