

UWA⁺ Portal – Guide for New Learners

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1 Create a Learner Account

How to create your own Learner account using the self-service Create Account feature.

Register your Information

On the UWA Plus Portal Sign in page, click the **Create Account** button to load the Registration form.

Registration

Already have an account
- or -
New to the UWA Plus portal? Create your account below.

First Name* <input type="text"/>	Last Name* <input type="text"/>
Email* <input type="text"/>	Affiliation* <input type="text" value="Select Affiliation..."/>
Phone* <input type="text"/>	Date of Birth*: US Format (mm/dd/yyyy) <input type="text"/>
Current Occupation <input type="text"/>	Current Employer <input type="text"/>
Where did you find out about UWA+ micro-credentials?* <input type="text" value="Select..."/>	Reason for enrolling?* <input type="text" value="Select..."/>

By clicking on register, you agree with our [Usage Terms](#)

Fill in the form with your details.

Fields marked with an asterisk * are required.

Please note, the Date of Birth field is in the US format, with the month first and day second.

Once you are finished, Click the **Register** button. You will get a confirmation message at the bottom of the form.

Your account has been created.
Please check your email for additional login instructions.
If you do not get an email, [click here](#) and follow the reset your password steps.

Close this browser tab.

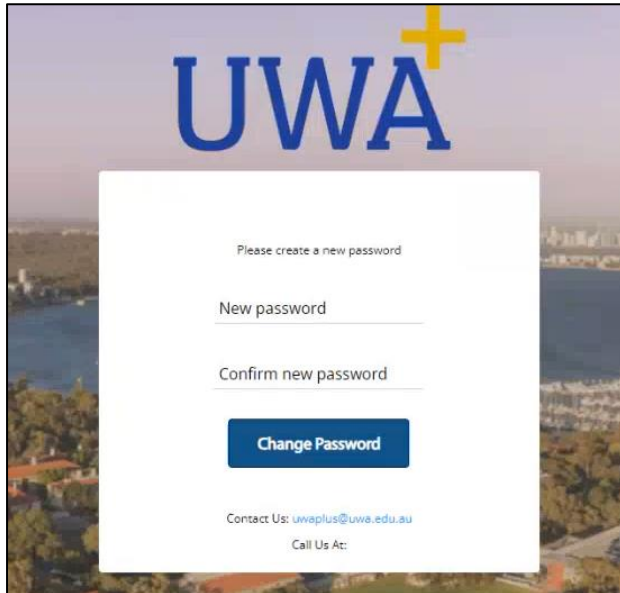
You will receive an email with your username and temporary password. If it does not appear in your inbox within 5 minutes, please check your junk mail or SPAM folders.

First Login: New Password

The first time you login, you will be asked to change your password.

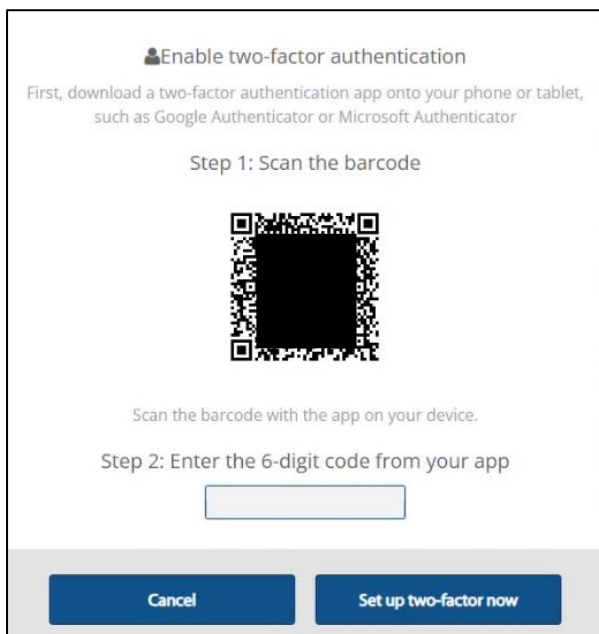
Follow the directions in your New User email to access the login page.

You will be asked to enter a new password.



2 Set up Multi Factor Authentication

You will need to set up an App on your phone that will be used as an additional check for login. This is called Multi Factor Authentication, or MFA.



DO NOT scan this QR code with your Phone's camera, you need to scan this code in an Authenticator app on your phone.

If you have not already done so, download either the **Microsoft Authenticator** app or the **Google Authenticator** app from your device's app store.

For help on the using the individual Authenticator apps, see the help articles below.

Microsoft: <https://support.microsoft.com/en-au/account-billing/how-to-add-your-accounts-to-microsoft-authenticator-92544b53-7706-4581-a142-30344a2a2a57>

Google:

<https://support.google.com/accounts/answer/1066447?hl=en&co=GENIE.Platform%3DAndroid>

Use the Authenticator app to scan the QR code to add a new account on your Authenticator app. If successful, you will see a new item listed with something like:

UWA Plus

Your Name

A changing 6-digit code

To login, you will use your email as your username and if prompted for a 6-digit code, you will open up the Authenticator app and type in the 6 digits that are listed under your UWA Plus account.

Log in Using Multi Factor Authentication

The UWA Plus Portal used Multi Factor Authentication, or MFA, to secure your account.

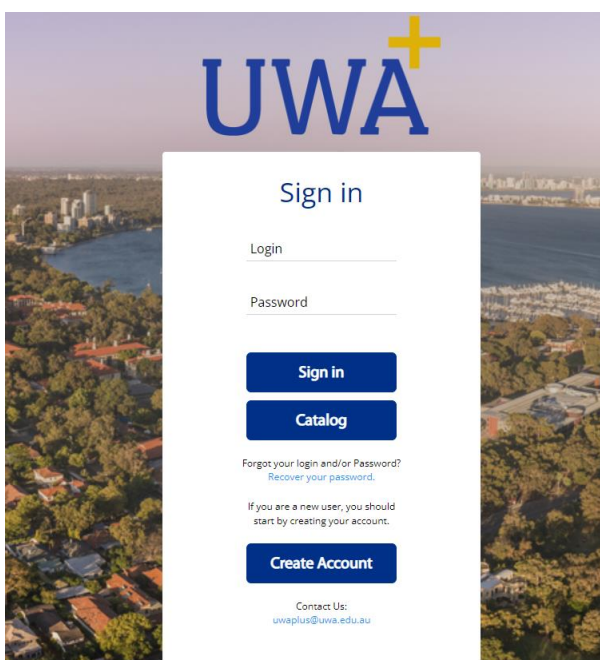
This means that you use a combination of a username and password and a 6-digit unique code to login.

Follow the steps above to set up the MFA on an Authenticator app on your phone.

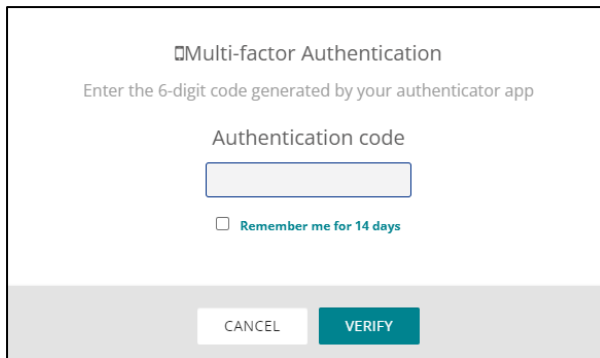
How to log in with MFA

Go to the login page of the UWA Plus Portal.

Enter your username and password and click the **Sign In** button.

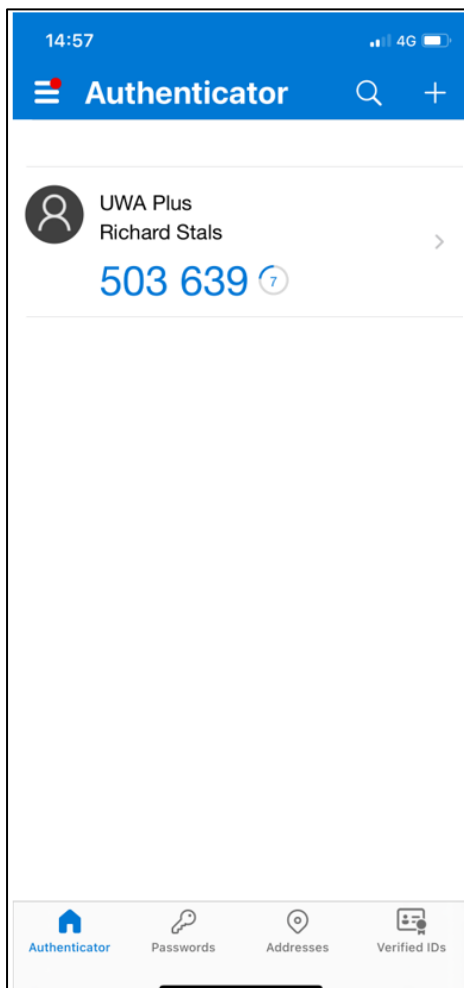


You will be prompted to enter your UWA Plus 6-digit authenticator code.



A screenshot of a web-based Multi-factor Authentication screen. At the top, it says "Multi-factor Authentication" with a checkmark icon. Below that, it says "Enter the 6-digit code generated by your authenticator app". There is a text input field labeled "Authentication code". Below the input field is a checkbox labeled "Remember me for 14 days". At the bottom, there are two buttons: "CANCEL" and "VERIFY".

Open up the authenticator app on your phone.



Find the UWA Plus account and type in the 6-digit code listed there. This code changes every 30 seconds.

Also, select **Remember me for 14 days**.

Click the **VERIFY** button.

Multi-factor Authentication

Enter the 6-digit code generated by your authenticator app

Authentication code

503639

Remember me for 14 days

CANCEL VERIFY

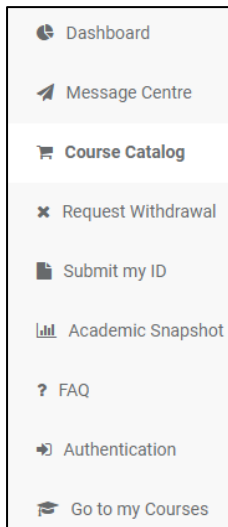
Although you will need to use your username and password every time you login, you will only have to enter a new code every 14 days.

3 [Purchase a Course](#)

How to purchase a course in the UWA Plus Portal.

[Browse and Search the Course Catalog](#)

In your Dashboard, click on the **Course Catalog** menu item.



The course catalogue loads.

Browse and search the catalogue for a course you want to purchase.

Click on the **Info** button of a course to get more information.

[Purchase a Course](#)

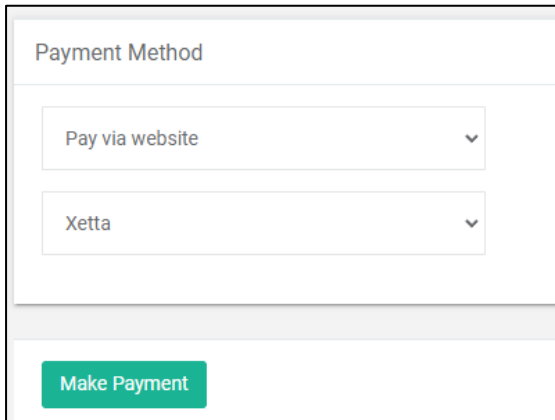
When you are ready to purchase a course, click the **Register** button on the course to add it to your shopping basket. The button will now display **Added to Cart**.

Click on the **Checkout** button at the top-right of the page.

The course you selected will display, along with the total price you will be charged.

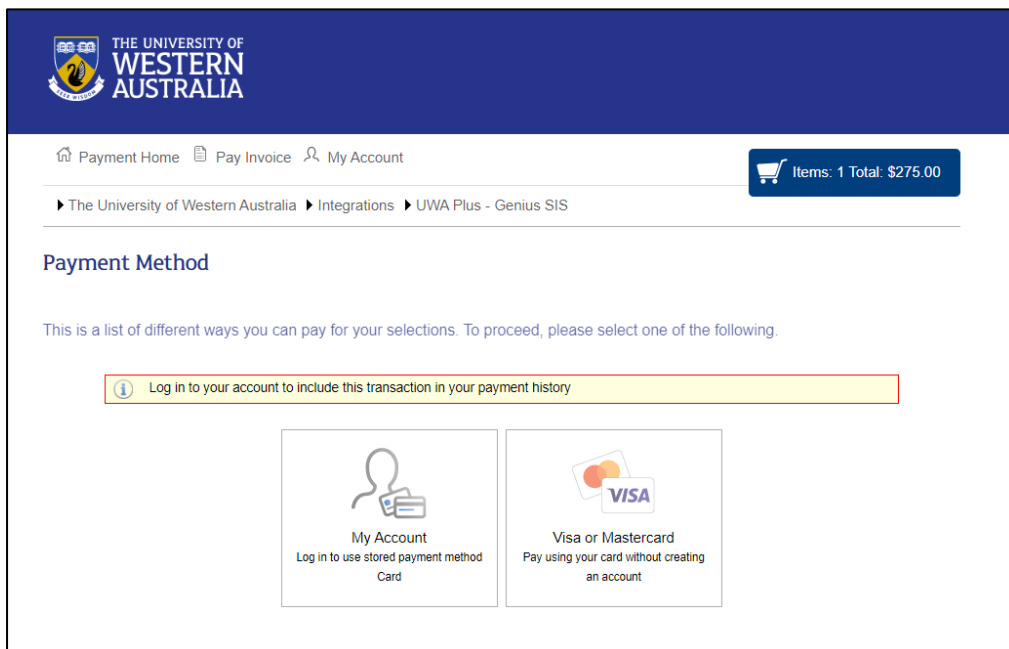
To pay for the course:

1. Select a Payment Method of **Pay via website**, then select **Xetta**.



The screenshot shows a 'Payment Method' form with two dropdown menus. The first dropdown is set to 'Pay via website' and the second is set to 'Xetta'. Below the dropdowns is a green 'Make Payment' button.

2. Now click the **Make Payment** button to launch our secure payment gateway.



The screenshot shows the University of Western Australia payment gateway. The header includes the university logo and name. Below the header, there are navigation links: 'Payment Home', 'Pay Invoice', and 'My Account'. A shopping cart icon shows 'Items: 1 Total: \$275.00'. The main content area is titled 'Payment Method' and contains the text: 'This is a list of different ways you can pay for your selections. To proceed, please select one of the following.' Below this text is a red-bordered box with an information icon and the text: 'Log in to your account to include this transaction in your payment history'. There are two payment options: 'My Account' (Log in to use stored payment method Card) and 'Visa or Mastercard' (Pay using your card without creating an account).

Click on the **Visa or Mastercard** option.

Enter your card details and click the **Pay Now** button.

Payment Card Details

To proceed with this payment, enter your card details and click Pay Now or select a different payment method. We only accept payments by Visa or Mastercard.


Number	INVP10897935
Amount	\$275.00
Email	richard@stals.com.au

Card Number

Expiry Date Month Year

Security Code (CVV) [What's this?](#)

Amount Payable \$275.00

Pay Now 

Select a different payment method

Er a successful payment you will receive a thank you message. Click the **Go to Dashboard** button to return to the UWA Plus Portal.



Your New Course

You will receive a number of emails from our systems including:

1. A receipt of your payment.
2. Emails confirming your enrolments

You will also see your course appear on your Dashboard.

4 Upload Your Photo ID

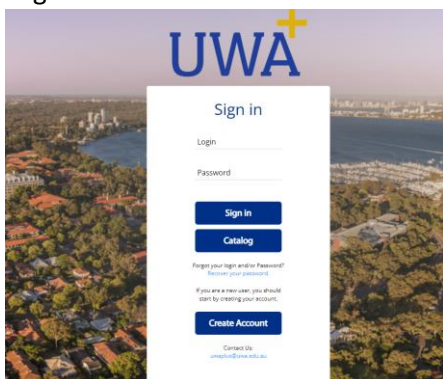
How to upload your Photo ID in the UWA Plus Portal.

Submit Your Photo ID

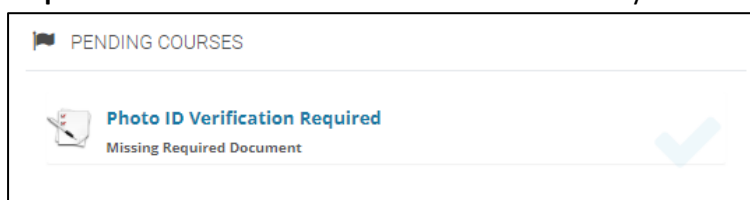
Although you can access your course immediately, you will not be able to download a certificate of completion or achievement until after you have had your Photo ID Verified by our staff.

You only need to do this once. Any subsequent courses will remember that you have already had you Photo ID verified.

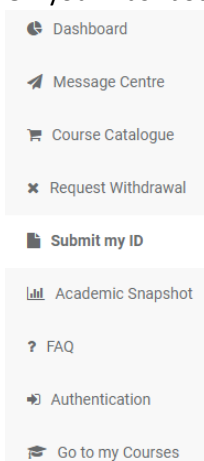
1. Log in to the UWA Plus Portal



2. You can tell if you have not had your Photo ID verified if you have **Photo ID Verification Required** listed in the **PENDING COURSES** section of your Dashboard.

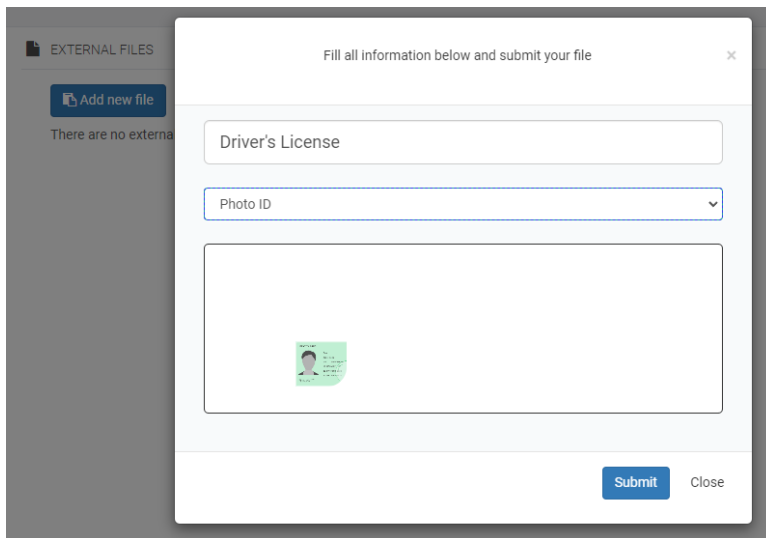


3. On your Dashboard, click on the **Submit my ID** menu option.

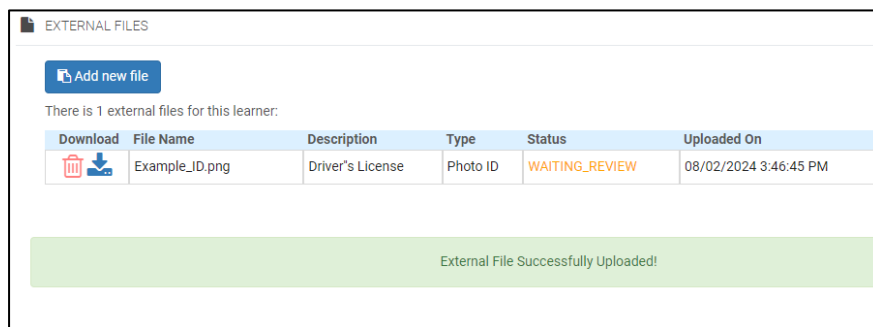


4. Click the **Add new file** button.
In the pop-up that displays:
 - a. Enter a *Description* of the type of ID you are uploading.
 - b. Select **Photo ID**.
 - c. Either drag and drop a picture of your Photo ID into the box or click anywhere inside the box to browse your computer for the picture.

Click the **Save** button.



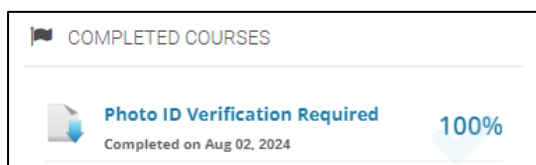
5. Your Photo ID will be listed as **WAITING_REVIEW**



A staff member will review your Photo ID and verify it in the system. Once verified, the copy of your Photo ID will be deleted from our system

After Photo ID Verification

Once your Photo ID has been verified, you will see that **Photo ID Verification Required** is now listed in the **COMPLETED COURSES** section of your Dashboard.



Once you complete your course, you will be able to download your certificate under the **LEARNING PATHS** section of your Dashboard.