

UWA+ Portal – Quick Guide – Getting started

1. Go to <https://uwa.geniussis.com/> and create your **UWA Plus account**.
2. Check email and use link and temporary password to log in and **set up your own password**.
3. You will be asked to **set up two-factor authentication**, as a check that it is you logging in:
 - a) On your phone, download *Microsoft Authenticator* or *Google Authenticator* from your phone's app store.
 - b) Add account in the Authenticator app and opt to scan a QR code.
 - c) This will create a new Authenticator account called UWA Plus, clicking on this will give you a 6-digit code to enter in the UWA Plus page and set up your authentication.
 - d) If prompted for a code when logging in to UWA Plus, you should retrieve a code from the Authenticator app.
4. **Register and pay for a course:**
 - a) Browse courses by clicking on *Course Catalog*, then *Register* for the desired course.
 - b) Click on *Checkout*, add a Coupon code if you have one.
 - c) For Payment Method, select *Pay via website* and *Xetta*, and click *Make Payment* to pay via our secure payment gateway
 - d) If payment is successful, you will receive a receipt and confirmation of your enrolment via email. You will also see your course appear on your dashboard.
5. To **access the course** materials, you can click on the name of your course from your dashboard.

The next time you wish to register for a course, you can skip straight to step 4 after logging in to the UWA Plus Portal.

If you experience any difficulty with any stage of the above, please email us at uwaplus@uwa.edu.au so that we are able to assist you.

If you would like detailed step-by-step instructions with screenshots, please click on *UWA Plus Portal – New Learner Guide* from <https://www.uwa.edu.au/study/courses-and-careers/short-courses/uwa-plus/uwa-plus-faq>