## How to register and access the AHPA *Introduction to the National Disability Insurance Scheme (NDIS) for Allied Health Professions* course

To access the AHPA NDIS Course the first time, you'll need to register and then add the course to your profile. There are a few steps involved but you'll only need to do this once. Please see below for details.

- 1. To begin, please click the following link: <u>http://pief.learnupon.com/users/sign\_in</u>.
- 2. You will then see the following login screen:

Sign in for Educational courses and training with PIEF

Email	
Password	
Password	
Sign in	
Don't have an account? Sign up now »	forgot password?

- 3. Please click the option to <u>Sign up now</u> where you'll be prompted to choose a password and will need to click a confirmation email link.
- 4. You'll then see the following screen. Please enter your details. It's important that you choose 'Allied Health Practitioner' as your student type.

0				
Info				
You need to complete your profile before going any further!				
Basic Info				
First Name: *	Last Name: *			
Philipp	Herrmann			
Student Type: *				
Student Type.				
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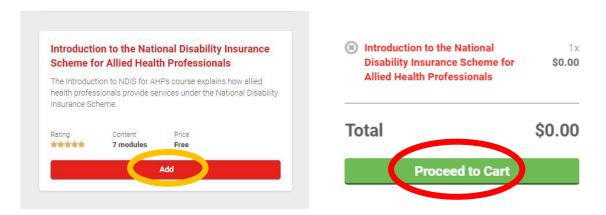
5. You'll also be prompted to enter additional information. Please ignore all fields except the Role/Discipline field

Date of Birth:		
Date of Birth		
AHP Approval Number/Pr	rovider Number (allied health providers only):	
	Provider Number (allied health providers only)	
Employer:		
Employer		

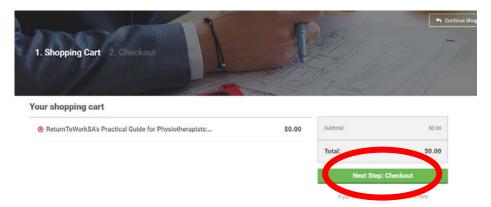
6. You'll then arrive at your home screen where you'll notice that you don't have any enrolled courses. To add the AHPA NDIS course, please click the <u>browse the store</u> link.

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Currently you have not been enrolled in any courses, say not <b>browse the store</b> or by the <b>to to to to to to to to</b>		-	
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7. You'll then need to choose the NDIS course by scrolling down and clicking <u>Add</u> and then choosing <u>Proceed to Cart.</u>



8. Once on the next page, simply choose <u>Checkout</u>.



9. Then select Country 'Australia' and then hit <u>Go to dashboard.</u> Your course will be available and you'll simply need to hit <u>Start</u> to begin the course.

