

How Do I - Apply for Training if I don't work for the NT Government

Target Audience	External learners
Purpose	To help external users without an NTG LAN account to submit a training application form. NOTE: If you already have an existing account (NTG or NON NTG), from different agency please email AGSeLearning.DCDD@nt.gov.au requesting to merge your accounts before logging in using your new account.

<p>Step One</p> <p>Open the MyLearning site by typing mylearning.nt.gov.au into your website address (URL) bar and clicking the Enter key</p>	
<p>Step Two</p> <p>Go to Non NTG Staff on the main menu and click Application form for non-NT Government Employees.</p>	
<p>Step Three</p> <p>The first section of the form, Select Course, covers which course you will be choosing, the reason you will be attending, and how much it will cost (but not how you will be covering the cost).</p> <ul style="list-style-type: none"> ➤ Course Name: Click the drop down arrow to select a course. ➤ Course Date: Select the date that you wish to attend. (Note: For fully online courses, the date will always be 31 Dec but can be accessed at any time.) ➤ Brief description of why you are applying. ➤ Click Continue 	

Step Four

- A. If you are a **Non-NTG user** but already have a MyLearning account, please enter your MyLearning username and password and click **Begin Application**.
- B. If you are a **Non-NTG user** who does not have an existing MyLearning account, click **Request A Non-NTG Account**
- C. Enter your First Name, Last Name and Email Address, then click **Begin Application**
- D. Click **Continue**

Select Course | **Account** | Application | Applicant Details | EEO

Username

Password

4 - A BEGIN APPLICATION

4 - B REQUEST A NON-NTG ACCOUNT

RESET CANCEL

Select Course | **Account** | Application | Applicant Details | EEO

First Name*

Last Name*

Email Address

4 - C BEGIN APPLICATION

I ALREADY HAVE A MYLEARNING OR NTG PERSONAL EPASS ACCOUNT (NOT A GENERIC ACCOUNT).

RESET CANCEL

4 - D CONTINUE RESET

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Step Five

Complete the mandatory fields.

Click **Continue**

Select Course | Account | Application | Applicant Details | **EEO**

Date of Birth* 15 | October | 1900

Name of Department or Employer* Name of the Org | X

Job Title* System Support Officer

Mailing Street* Casuarina Plaza Second Floo

Suburb* Darwin

State* NT

Postcode* 0811

Phone* 0889227092

Work Street/PO Box* PO Box 123

Suburb* Darwin

State* NT

Postcode* 0811

Phone* 0889227092

5 CONTINUE RESET CANCEL

Step Six

The **EEO** tab is completely voluntary and does not need to be filled in. This has no effect on your course application.

Click **Submit**

Select Course | Account | Application | Applicant Details | **EEO**

Identification of your equal employment Opportunity (EEO) Target group status is confidential. Providing this information is voluntary.

Is English your first language? < Select >

Were you born in Australia? < Select >

Are you of Aboriginal or Torres Strait Islander Origin? < Select >

Do you have dietary requirements? < Select >

Do you have a disability? < Select >

6 SUBMIT RESET CANCEL

Step Seven

Once the application form has been submitted successfully you will see the message *Your application has been successfully submitted*

The course coordinator will then review your application and you will receive notification via email.

Note: Once your application has been approved. Use the [Forgotten your username or password?](#) Insert your email address (must be your personal work "not generic" email account) and then click Search. You will receive an email to your nominated email address with a link to set a new password.

The screenshot shows the MyLearning website interface. At the top left is the Northern Territory Government logo. The navigation menu includes Home, Essential Training, MyLearning Help & Training, Find Learning, and Non-NTG Staff. A search bar is present with the text 'search course'. A red box highlights a message box that says '7 Your application has been successfully submitted.' Below this message, there are two bullet points: 'A course coordinator will review your application to approve or not approve.' and 'Once the Course Coordinator has completed the review, you will receive an email notification outlining the outcome of your application.' At the bottom of the message box, it says 'Contact the Course Coordinator if you do not receive a review notification email within a couple of days.' and a '(Continue)' link.

End of Procedure