

Apply for training if I do not work for the NT Government

Non-NTG application form

Target Audience	People who do not have a Northern Territory Government (NTG) User ID. This includes people who have previously worked for the NTG, but do not currently work for the NTG, or do not have an active NTG User ID.
Purpose	<p>Explain how non-NTG training participants can request access to one or more courses on MyLearning.nt.gov.au.</p> <p>This document explains how learners without an NTG User account can request access to one or more courses on MyLearning.nt.gov.au.</p> <p>If the request is approved by the course owner, an NTG MyLearning account will be created, allowing you to enrol (not book) into one or more courses on MyLearning. In some courses, your account will also be booked into a specific training date.</p>
Notes	If you have previously worked for the NT Government, email AGSeLearning.DCDD@nt.gov.au and ask for your NTG merge your accounts before logging in using your new account.

If you have an NTG user ID, **do not follow this procedure**. Instead, log into mylearning.nt.gov.au with your NTG user ID.

Step One

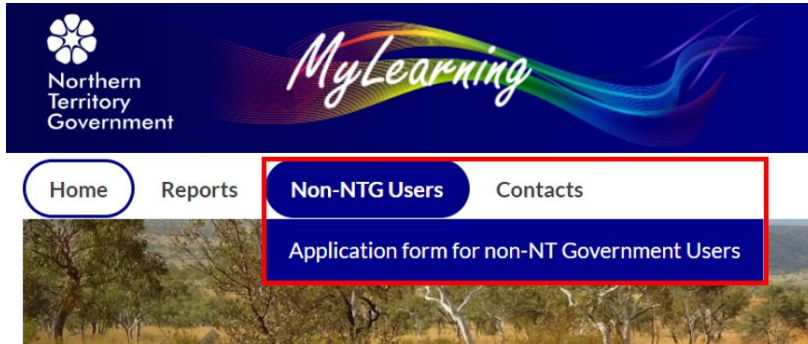
Open the MyLearning website by typing mylearning.nt.gov.au into your web browser's address bar. Press Enter.



Step Two

Select, or hover your mouse over the “Non-NTG Users” heading.

Then, select “Application form for non-NT Government Users”.



Step Three

Complete the following information. Refer to the screenshot on the next page of this procedure.

1. **Course Name:** Select the name of course you have been instructed/recommended to enrol in. Please note:
 - a. This list is in alphabetical order. The name of the course you need to enrol in may begin with an initialism, e.g. PCIS training. Check with the person who has instructed/recommended you enrol in this course if you are unsure of its exact name.
 - b. If you are certain that the course you are looking for is not in this list, it may mean that the course owner has not made their course available to non-NTG training participants.
2. **Course Date:** Select the training date that best suits your schedule. If there is only one date in this list, and the date is very far into the future, e.g. **31 December 2030**, it means:
 - a. This is a fully online course and is accessible 24/7. You should select the date shown.
or
 - b. The schedule of training dates will be accessible after your request to enrol has been approved by the owner of the course you have selected. You should select the date shown.
3. **Description** – explain why you are requesting access to this course. For example, *“I am a dentist and am required to complete Titanium training before I commence work with a RAHC team in the NT.”*
4. **Cost:** This is for informational purposes only. You are not required to pay now, using this form. If there is a cost for this training, the course information will contain instructions on how to pay. You will be able to access these instructions after your request to enrol has been approved by the owner of the course you have selected.
5. Select **Continue**.

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Select Course | Account | Application | Applicant Details | EEO

Course Name: Titanium Clinical Online (10332-1521)

Course Start Date: 31 December 2030, 11:45 PM

Course Finish Date: Tuesday, 31 December 2030, 11:50 PM

Course Venue: PLEASE NOTE: The date above is for MyLearning account creation ONLY - This is an ONLINE COURSE.

Course Provider: For information regarding the course, please contact the NTG Service Centre and request to be transferred

Achieved	Pre-requisites	Competency
		No prerequisites

Provide a brief description (maximum of 240 characters) of the reason for applying to attend this course.

I am a dentist and am required to complete Titanium training before I commence work with a RAHC team in the NT.

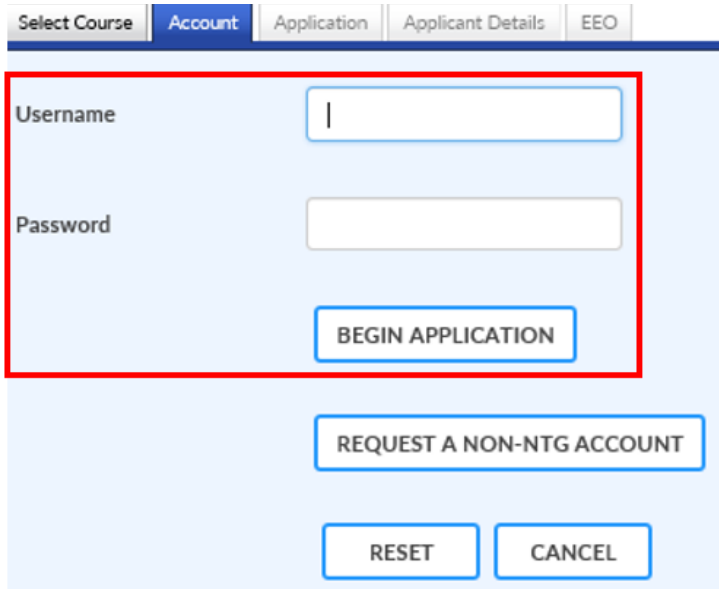
111/255

Course Cost: \$0

CONTINUE | RESET | CANCEL

Step Four

- a) If you already have a MyLearning account, type your MyLearning username and password. Then, select **BEGIN APPLICATION** and follow the on-screen steps.

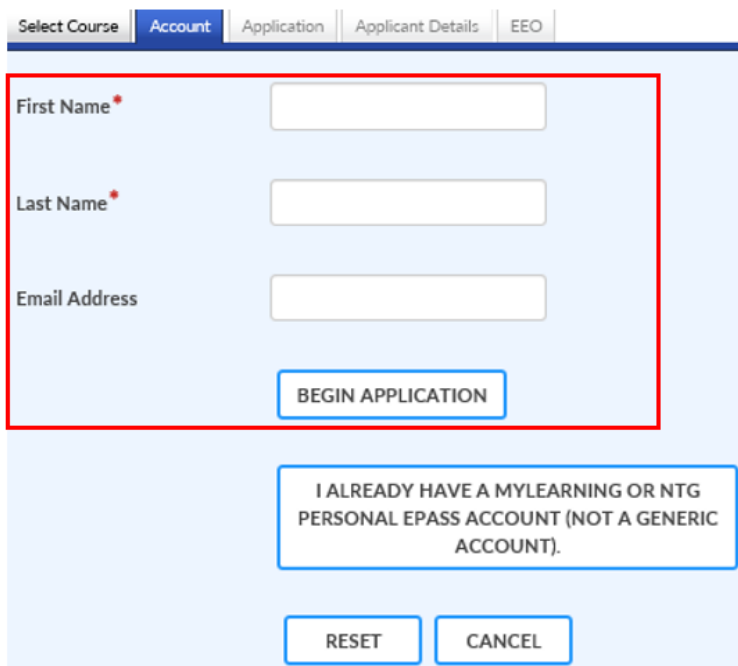


The screenshot shows a web form with a navigation bar at the top containing tabs for 'Select Course', 'Account', 'Application', 'Applicant Details', and 'EEO'. The 'Account' tab is selected. The form contains two input fields: 'Username' and 'Password'. Below these fields is a 'BEGIN APPLICATION' button. Further down, there is a 'REQUEST A NON-NTG ACCOUNT' button, and at the bottom, there are 'RESET' and 'CANCEL' buttons. A red rectangular box highlights the 'Username' and 'Password' input fields and the 'BEGIN APPLICATION' button.

- b) If you do not have an existing MyLearning account, select **REQUEST A NON-NTG ACCOUNT**.

Type your first name, last name and work email address, then select **BEGIN APPLICATION**. Do not use a generic or shared email address. If you do not have a work email address, use your personal email address.

Note: If your enrolment request is approved by the course owner, these details will be used to create your MyLearning account. If you make any errors or typos, especially in your email address, you will not be able to log into your account. Check these details for errors before proceeding to the next step.



The screenshot shows a web form with a navigation bar at the top containing tabs for 'Select Course', 'Account', 'Application', 'Applicant Details', and 'EEO'. The 'Account' tab is selected. The form contains three input fields: 'First Name', 'Last Name', and 'Email Address'. Below these fields is a 'BEGIN APPLICATION' button. Further down, there is a button with the text 'I ALREADY HAVE A MYLEARNING OR NTG PERSONAL EPASS ACCOUNT (NOT A GENERIC ACCOUNT)'. At the bottom, there are 'RESET' and 'CANCEL' buttons. A red rectangular box highlights the 'First Name', 'Last Name', and 'Email Address' input fields and the 'BEGIN APPLICATION' button.

Step Five

Complete the mandatory fields, identified by a red asterisk*

Select **CONTINUE**.

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

Date of Birth* 15 ▼ October ▼ 1900 ▼ 📅

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

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

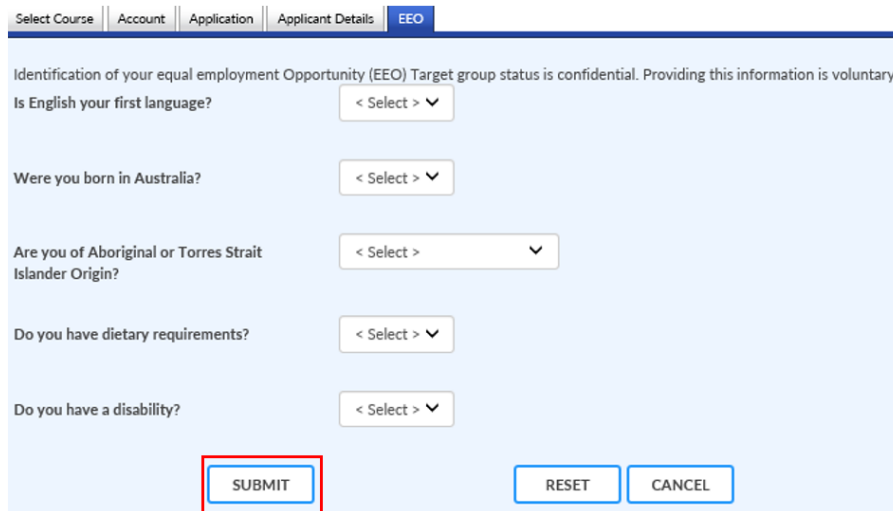
Phone* 0889227092

CONTINUE RESET CANCEL

Step Six

The **EEO** section is optional. This information is only used to allow the course owner to accommodate your training needs and has no impact on your course enrolment request.

Select **Submit**.



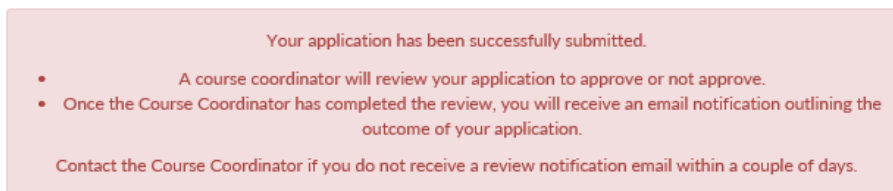
The screenshot shows the 'EEO' section of the application form. It includes a navigation bar with tabs for 'Select Course', 'Account', 'Application', 'Applicant Details', and 'EEO'. Below the navigation bar, there is a heading: 'Identification of your equal employment Opportunity (EEO) Target group status is confidential. Providing this information is voluntary.' The form contains five questions, each with a dropdown menu:

- 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 >

At the bottom of the form, there are three buttons: 'SUBMIT' (highlighted with a red box), 'RESET', and 'CANCEL'.

Step Seven

If your request has been submitted successfully, you will see the below message and receive an automated email containing the course owner's contact details. You will receive an email notification when the course owner has approved or rejected your enrolment request. If you need to follow up the status of your request, contact the course owner.



Step Eight

If your request gets approved by the course owner, you will need to:

1. If you have previously worked for the NT Government, email AGSeLearning.DCDD@nt.gov.au before logging into your new account. Provide your old NT Government user ID and your new account details, so your learning/training records can be merged.
2. Set your MyLearning account password.
 - a. Go to the mylearning.nt.gov.au homepage
 - b. Select **Forgotten your username or password?**
 - c. Type your email address, then select **Search**.
You will receive an email with a link to set a new password.