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.

Step One	
Open the MyLearning site by typing mylearning.nt.gov.au Into your website address (URL) bar and clicking the Enter key	

Step Two	
Go to **Non NTG Staff** on the main menu and click **Application form for non-NT Government Employees.**	

Step Three	
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). ➢ **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 - A

4 - B   REQUEST A NON-NTG ACCOUNT

RESET   CANCEL

Select Course | Account | Application | Applicant Details | EEO

First Name*

Last Name*

4 - C

Email Address

BEGIN APPLICATION

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

RESET   CANCEL

4- D   CONTINUE   RESET

Step Five	
Complete the mandatory fields. Click **Continue**	
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**	

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 <u>Forgotten your username or password?</u> 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. | |

End of Procedure