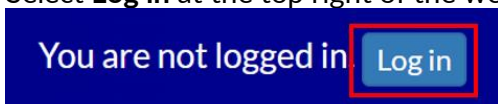


Update your MyLearning user profile – for non-government users

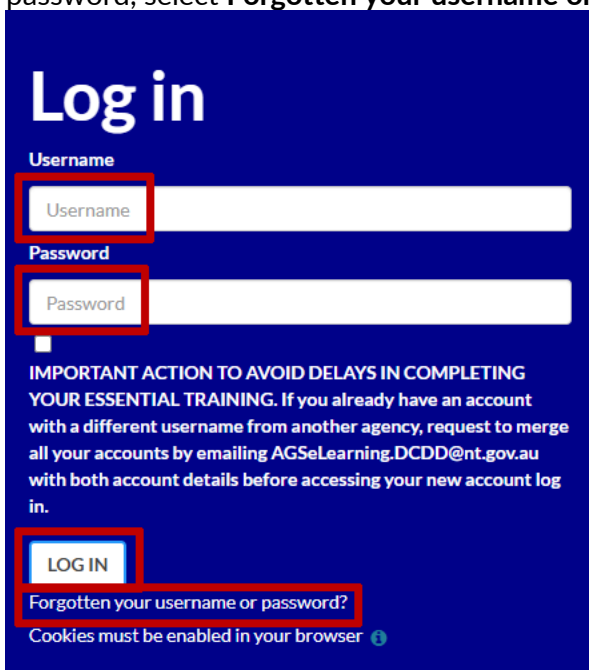
| | |
|-----------------|--|
| Document title | Update your MyLearning user profile – for non-government users |
| Contact details | DCDD AGS eLearning Team AGSeLearning.DCDD@nt.gov.au 08 892 27022 |
| Document review | Annually |
| Target audience | Non-Northern Territory Government (NTG) users of the MyLearning site |
| Purpose | All users must complete their profile when logging into MyLearning for the first time. Keeping your profile up-to-date ensures that you can be easily contacted by the course owner if required. |

Steps

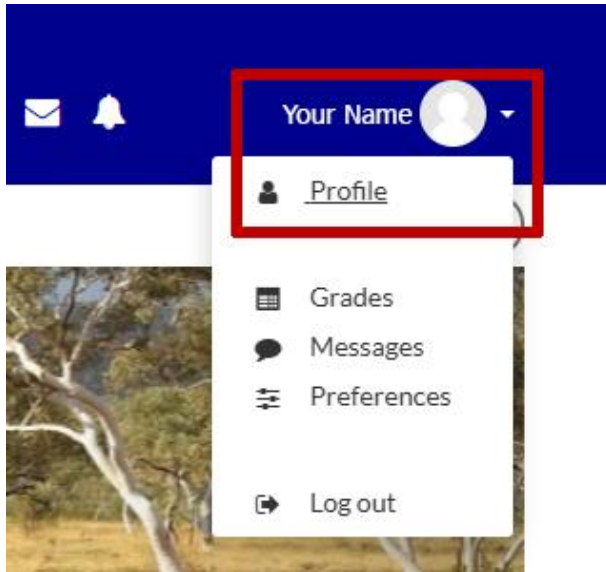
1. Open mylearning.nt.gov.au in your web browser.
2. Select **Log in** at the top right of the website.



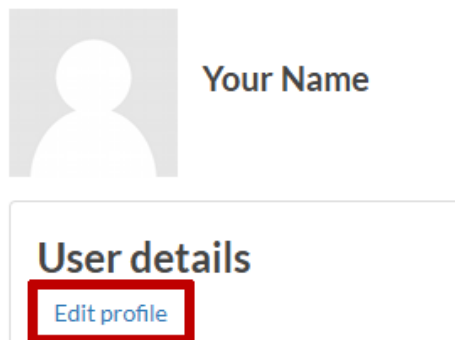
3. Type your **Username** and **Password** and select **LOG IN**. If you do not know your username or password, select **Forgotten your username or password?** link and follow the steps.

A screenshot of the MyLearning login page. The page has a dark blue background with white text. At the top, it says 'Log in' in a large font. Below this, there are two input fields: 'Username' and 'Password'. Both fields have a red rectangular box around them. Below the password field, there is a small square icon. Further down, there is a paragraph of text: 'IMPORTANT ACTION TO AVOID DELAYS IN COMPLETING YOUR ESSENTIAL TRAINING. If you already have an account with a different username from another agency, request to merge all your accounts by emailing AGSeLearning.DCDD@nt.gov.au with both account details before accessing your new account log in.' Below this text is a blue 'LOG IN' button with white text, which is highlighted with a red rectangular box. At the bottom, there is a link that says 'Forgotten your username or password?' and a small note at the very bottom: 'Cookies must be enabled in your browser' with a small icon.

4. If this is **not** your first time logging into MyLearning:
 - a. Select your name in the top right of the page.
 - b. Select **Profile**.



- c. Select **Edit profile**



5. The first section, **Personal Details**, contains your name and date of birth. Some of these details will be the information you entered when you completed the [Application form for non-NT Government users](#). Your name is displayed publicly, whilst your birth date is hidden from other MyLearning users.

6. In the **Employment/Contact Details**, section, complete any missing information in the following fields:

▼ Employment/Contact Details

Job Title*

a

Tour Guide

Agency

b

Non-NT Government Organisation

If non NT Government please specify

c

Your employer's name

Section/Unit

Classification

Please choose from drop down list

Work Location

APPN Number

Please choose from drop down

AGS Number (Must enter if NTG employee)

11111111

Address

City/town*

d

Watarrka

Select a country*

e

Australia

Email address*

your.email@tourguidecompany.com

Phone

f

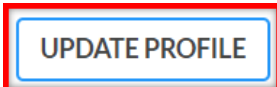
0412345678

- a. Type your job title.

- If you are enrolling in MyLearning course/s as a requirement of your job, type your Job title here. For example, **tour guide**, or **dentist**.
- If you are enrolling in a course as an interested member of the public, type “**Member of the public**”.

- b. Select **Non-NT Government Organisation** from the list.
- c. In the **If non NT Government please specify** field:
 - i. If you are enrolling in MyLearning course/s as a requirement of your job, type your Employer's name.
 - ii. If you are enrolling in a course as an interested member of the public, type "**Member of the public**".
- d. Type the city/town you are normally located in.
- e. Select the country you are normally located in.
- f. Optional: Add a phone number. This ensures you can easily contacted by the course owner.

7. Select **UPDATE PROFILE**.



If you have successfully updated your profile, you will be able to browse other areas of MyLearning. If you see an error, review this help guide and ensure you have completed all of the fields mentioned. If you are still experiencing difficulty, refer to the contact details on the first page of this guide.

8. To find any courses you are already enrolled in, select **Record of Learning** in the top left of the MyLearning site.

