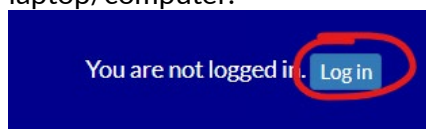


# Merit selection face-to-face training for SAO2/ECO1 (and above)

Please note: There will be a fee of \$75 per person for this training.

## Instructions on how to book in

1. Go to [mylearning.nt.gov.au](https://mylearning.nt.gov.au)
2. In the top right corner, log in with your NTG user ID – the same one you use to log onto your NTG laptop/computer.

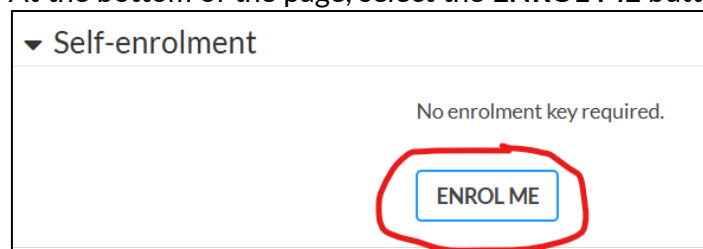


3. In the list of “Featured courses” on the right, select “LEARN MORE” below the **Merit Selection Training - Face to Face** course.

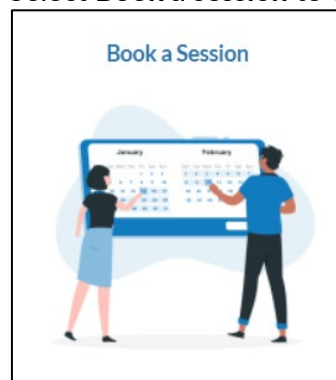
Alternatively, this link will take you directly to the course:

<https://mylearning.nt.gov.au/course/view.php?id=3635>

4. At the bottom of the page, select the **ENROL ME** button.



5. Select **Book a session** to view the list of available training sessions.



*Instructions continued next page.*

## Merit selection face-to-face training for SAO2/ECO1 (and above)

6. Scroll down to view the training dates. Look at the events labelled **"FOR SAO2/ECO1 (and above)"** only. Do not book into any other training sessions not labelled **"FOR SAO2/ECO1 (and above)"**.

[Merit Selection - Training Dates](#)

Date	Time and Time Zone	Room
07/10/2025	10:00 AM - 12:00 PM	Darwin – Level 10 Meeting Room E (Charles Darwin Centre) Charles Darwin Centre (Room details)
07/10/2025	12:00 PM - 1:00 PM	<b>FOR SAO2/ECO1 (and above)</b> - Meeting Room E, Level 10 Charles Darwin Centre Charles Darwin Centre (Room details)
07/10/2025	1:00 PM - 2:00 PM	<b>FOR SAO2/ECO1 (and above)</b> - Meeting Room E, Level 10 Charles Darwin Centre Charles Darwin Centre (Room details)
07/10/2025	2:00 PM - 3:00 PM	<b>FOR SAO2/ECO1 (and above)</b> - Meeting Room E, Level 10 Charles Darwin Centre Charles Darwin Centre (Room details)
07/10/2025	3:00 PM - 4:00 PM	Darwin – Level 10 Meeting Room E (Charles Darwin Centre) Charles Darwin Centre (Room details)

Note: You may see a fee of \$195 mentioned on this page. The fee for SAO2/ECO1 (and above) training is \$75 per person.

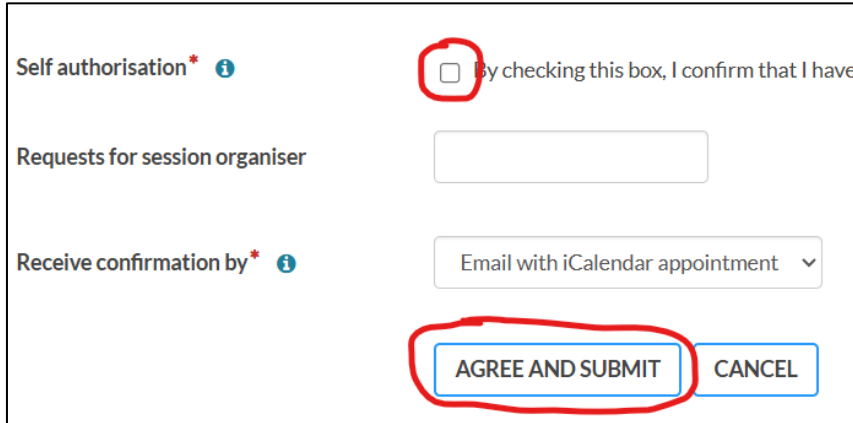
7. On the right, select the blue **"Sign-up"** link for the training even that best suits your schedule and availability.

FOR SAO2/ECO1 (and above) - Meeting Room E, Level 10 Charles Darwin Centre Charles Darwin Centre (Room details)	4	Booking open	<a href="#">Sign-up</a>
FOR SAO2/ECO1 (and above) - Meeting Room E, Level 10 Charles Darwin Centre Charles Darwin Centre (Room details)	11	Booking open	<a href="#">Sign-up</a>
FOR SAO2/ECO1 (and above) - Meeting Room E, Level 10 Charles Darwin Centre Charles Darwin Centre (Room details)	19	Booking open	<a href="#">Sign-up</a>
Darwin – Level 10 Meeting Room E (Charles Darwin Centre) Charles Darwin Centre (Room details)	0	Booking full	<a href="#">Join waitlist</a>
FOR SAO2/ECO1 (and above) - Meeting Room E, Level 10 Charles Darwin Centre Charles Darwin Centre (Room details)	27	Booking open	<a href="#">Sign-up</a>

If none of the scheduled sessions suit your schedule or all suitable sessions are booked out, contact the training provider **Public Sector Appeals and Grievance Reviews** on (08) 8999 4129 or [psagr@nt.gov.au](mailto:psagr@nt.gov.au)

8. Complete your training booking:
  - a. Read the training event information in full.
  - b. Click the link to download a copy of the Merit selection training manual  
*Instructions continued next page.*

- c. Tick the “self-authorisation” box and select **AGREE AND SUBMIT**.



The screenshot shows a form with the following elements:

- Self authorisation\*** with an information icon. To its right is a checkbox with the text "By checking this box, I confirm that I have". The checkbox is circled in red.
- Requests for session organiser** with an empty text input field.
- Receive confirmation by\*** with an information icon and a dropdown menu currently showing "Email with iCalendar appointment".
- At the bottom, there are two buttons: **AGREE AND SUBMIT** and **CANCEL**. The **AGREE AND SUBMIT** button is circled in red.

- d. You will receive an Outlook calendar invitation for this training event. If you need to cancel or reschedule, *please do so as soon as possible via the MyLearning site*. If you decline the Outlook calendar invitation, the training provider **will not be notified**. To cancel, repeat steps 1-6 above, then on the right, click the **Cancel booking** link for the training event you are booked into.

**Note:** if you do not see a “Cancel booking” link, it could be because the training is commencing soon or has already commenced, and the course owner/trainer has prevented participants from cancelling within a defined timeframe.