Guidelines on how to access your course materials and other services available on our website
NEW USERS
www.ataonline.edu.au

This is the front page of the ATA website.
To be able to access the Student Centre, you need to login with a Login ID and Password issued to you.
This guideline will explain how to Login to our Student Centre and how to utilise the services available in the Student Centre.

**Suggestion:** Try opening up the internet and going to the ATA website as you go along with this guideline.
The address for the ATA website is [www.ataonline.edu.au](http://www.ataonline.edu.au).
Try following this document and going along step by step on the web.

Front page of the ATA website
How to LOGIN to ATA STUDENT CENTRE

Go to ATA Website at http://www.ataonline.edu.au. You will see the Student Login area on the left-hand side of our website (see image below).

On the Student Login, type your Login ID and Password then click OK.
Once you have logged-in your page should look like the image below.

a. At the top right hand corner of the screen it now says, “Welcome (your name)”. The example screen shows “Welcome John Smith”.

b. You can also see the Student Centre menu on the left hand-side.

The website page after you logged-in

Now that you have logged-in, we will show you how to use the services available on Student Centre.
1. ONLINE COURSE

If you are looking at accessing your course online, it is presumed that you have read the previous pages and that you have Login ID and Password for the ATA website, and that you are able to Login on ATA website.

To access your course click on 'Online Course' button as shown below.
On Online Course page, you can see a list of unit(s) that you are enrolled to. Click on the link to download the course materials. You need Adobe Acrobat Reader to be able to open and read these files. To download a FREE Adobe Reader http://www.adobe.com/products/acrobat/readstep2.html

a. Student Handbook
   The handbook provides essential information on the course. It is advised that you read it before you commence your study.

b. Foundation course manual and assessment workbook
   This is the core subject of the course.
   The course manual and assessment workbook are in PDF files. Click on the link to download the file. See section 1.1. for details on downloading the course materials.

c. Elective manual and assessment workbook
   You can find your chosen elective(s) materials here. The electives manual and assessment workbook are in PDF files. Click on the link to download the file.
   If you have not chosen any elective, you can activate it here. See section 1.2 for details on how to activate your electives.
Download course materials

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Each course comes in two separate files, the resource manual and the assessment workbook. To download the file, do one of the following:

- Click on the link and wait for a while for the file to download. Once the file is loaded, remember to save the file by clicking "Save" button.
- Or you can right-click on the link and choose “Save Target As...”. Then click “Save”.

![Diagram showing the process of saving a link](image-url)
To be able to open the files you need Acrobat Reader installed on your computer. To download a Free Adobe Reader, go to:
http://www.adobe.com/products/acrobat/readstep2.html
Activate your electives

If you have not chosen any elective or still have remaining electives, you can activate them online on Elective Section, as shown below.

To activate your electives, simply click on the box [Select Elective Here].
There is no limitation on how many electives you can choose at a time. You are allowed to choose one elective or all electives at a time.

Once you finish choosing, click “Activate My Electives” and please wait for a while for the website to update your electives. Once activated you can see your chosen elective(s) and start downloading the elective course materials.
2. **JOB BOARD**

To access ATA Job Board, you need to login. ATA Job Board provides an updated list of teaching vacancies around the world.

Click on **Job Board** button to bring up the page.

Click on any of the **Job Title** to access further information.

GetESLJobs.com [www.getesljobs.com](http://www.getesljobs.com) is working closely with ATA TESOL College to supply you with up to date Job Posting.

Posting your RESUME on GetESLJobs.com is a great way to get schools to contact you straight away!
3. GRADUATE NETWORK

To access ATA Graduate Network, you need to login. It is a forum page for ATA graduates to keep in-touch and share their stories.

Click on Graduate Network button to bring up the page.

In ATA Graduate Network you can read and respond to other forums, or, you can start your own forum feed. To start a feed click on the button at the bottom of the page that says ‘Write’. Once you have finished posting click Ok and your Forum will be posted.

Keep Forums clean. Do not use bad language or use it in a way that may offend others. If you do so, your account will be suspended.

If there are any problems with your account please contact multimedia@ataonline.edu.au
4. **UPDATE YOUR DETAILS – (Change Password)**

Once you login, you can change your details, including changing your password.

To change your password, type the new password on **Password** and **Confirm Password** box then click **OK**.