

## Accessing the online training

*FCVic is using an online learning platform, EasyGenerator, to make professional development training available to financial counselling association members.*

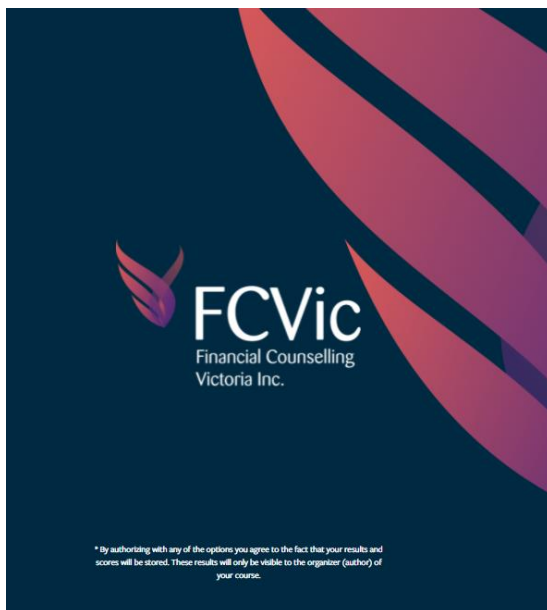
*When accessing an online course for the first time, it is important to follow the below instructions.*

[Click here to watch our tutorial video](#)

### Creating your account:

The first time you launch a CPD resource, such as an e-Learning module, you will see a login screen. Before you can login, you will need to create your learner account. This will enable you to exit the module and resume from where you left off the next time you login.

To create an account, click the 'Sign Up' heading near the top of the screen and enter your name, email address and a password of your choosing. Tick the EasyGenerator agreement and click the **Sign Up** button. You now have an account for accessing the e-Learning Series.

The image is a screenshot of the EasyGenerator user interface. At the top, there are two buttons: "Sign Up" and "Log In". The "Sign Up" button is highlighted with a red rectangular box. Below these buttons is the heading "Create Account". Underneath, a small text says "Please create account so you can continue your courses at anytime on any device:". There are three input fields: "Name", "Email", and "Password". Below the "Password" field is a checkbox labeled "I agree to Easygenerator's End User License Agreement (EULA)". At the bottom of the form is a dark blue button with the text "Sign Up \*". Below the button is a small icon of a padlock and the text "Easygenerator stores your data in the European Union".

### Loading times:

When accessing a module, it can take approximately 20 seconds for the resource to load. Please be patient while the module loads.

If you encounter any issues, please contact: [admin@fcvic.org.au](mailto:admin@fcvic.org.au).