

Accessing the Small Business e-Learning modules

FCVic is using an e-Learning platform, EasyGenerator, to make the Foundations of Small Business Financial Counselling e-Learning Series available to learners.

When accessing a module in the Series for the first time, it is important to follow the below instructions.

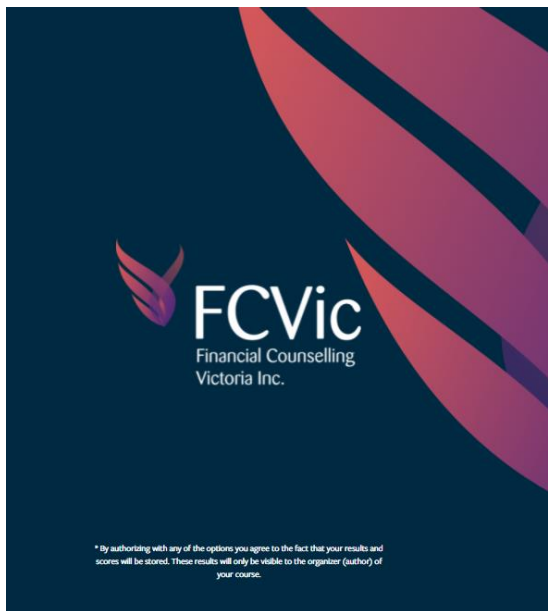
[Click here to watch our tutorial video](#)

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.

It is important when creating your account that you use the same email address to which your welcome email was sent. Only authorised email addresses have access to the Series.

A screenshot of the EasyGenerator 'Create Account' form. At the top, there are two buttons: 'Sign Up' (highlighted with a red box) and 'Log In'. Below these is the heading 'Create Account' and a note: 'Please create account so you can continue your courses at anytime on any device.' The form contains three input fields: 'Name', 'Email', and 'Password' (with an eye icon for visibility). Below the fields 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 labeled 'Sign Up *'. A small icon of a padlock is visible next to 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.