

Esitrain aXcelerate User Manual for Online Training

June 2024



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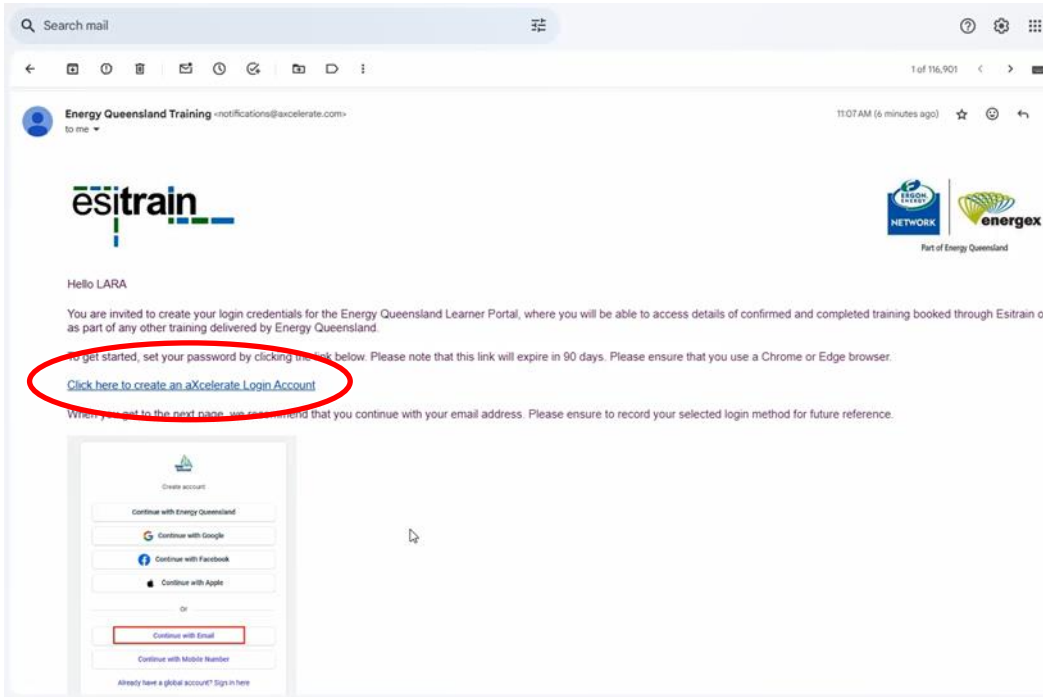
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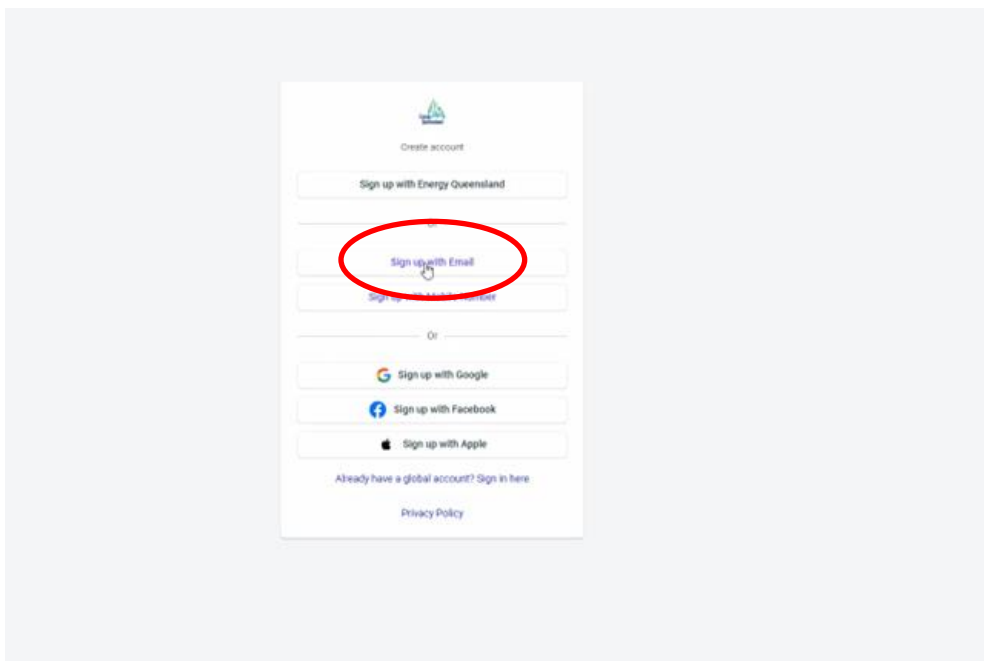
Setting up your aXcelerate account.

You will receive an email titled “Your Esitrain & Energy Queensland Learner Portal Account”

Select the blue Hyperlink “Click here to create an aXcelerate Login Account”




Select the option “Sign up with Email”



Enter your email address, name & password that meets the 6 criteria.

← Choose a different sign up method


New account

Email

Given Name

Family Name

Password

Verify Password

- Password must contain a lower case letter
- Password must contain an upper case letter
- Password must contain a number
- Password must contain a symbol
- Password must be at least 8 characters
- Passwords must match

Already have a global account? Sign in here

Once you have signed up you will be directed to the below screen. If courses have been purchased, you will see them on this home screen.

Search Activities, Units, Activities and Resources

Current Activities ▼ Past Activities ▲

- Generic Contractor Worker Induction Online**
1083 - 23 May, 2024 - 23 Jul, 2024
[Sessions](#) [Resources](#) [Learnings](#) [Assessments](#)
- Fire Ant Management Online**
1018 - 23 May, 2024 - 23 Jul, 2024
[Sessions](#) [Resources](#) [Learnings](#) [Assessments](#)
- Biosecurity Awareness Online**
1003 - 23 May, 2024 - 23 Jul, 2024
[Sessions](#) [Resources](#) [Learnings](#) [Assessments](#)

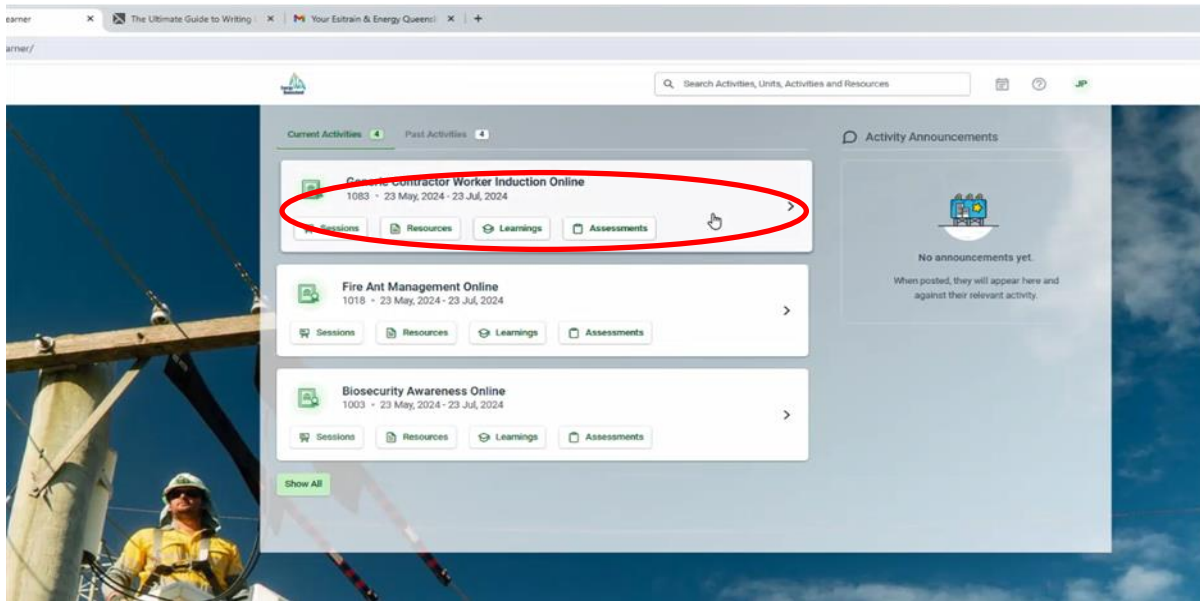
Show All

Activity Announcements

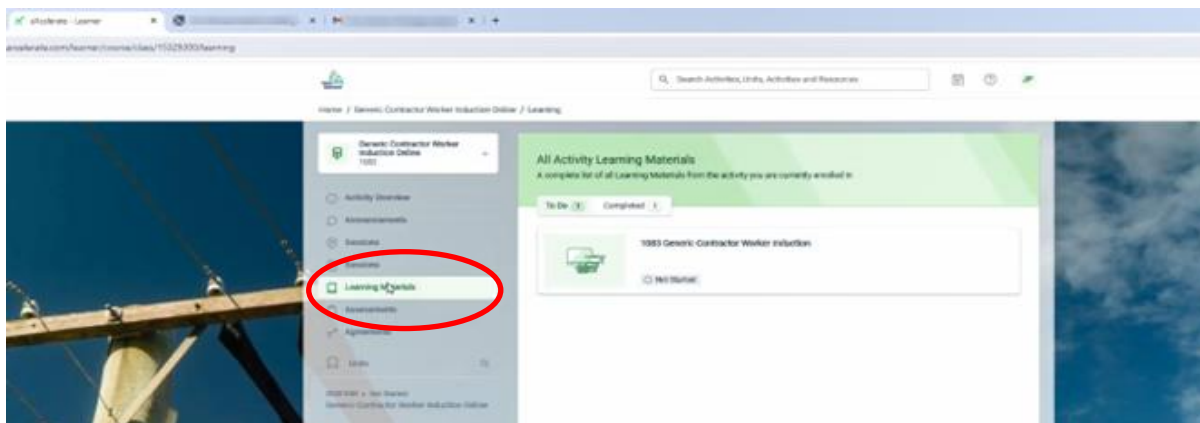
No announcements yet.
When posted, they will appear here and against their relevant activity.

How to start a course

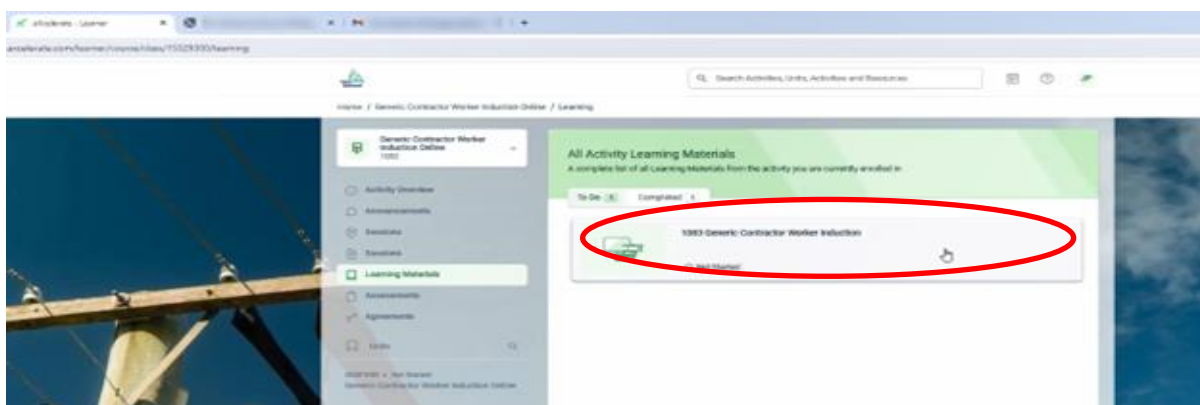
Select the course you wish you start but clicking anywhere in the course window



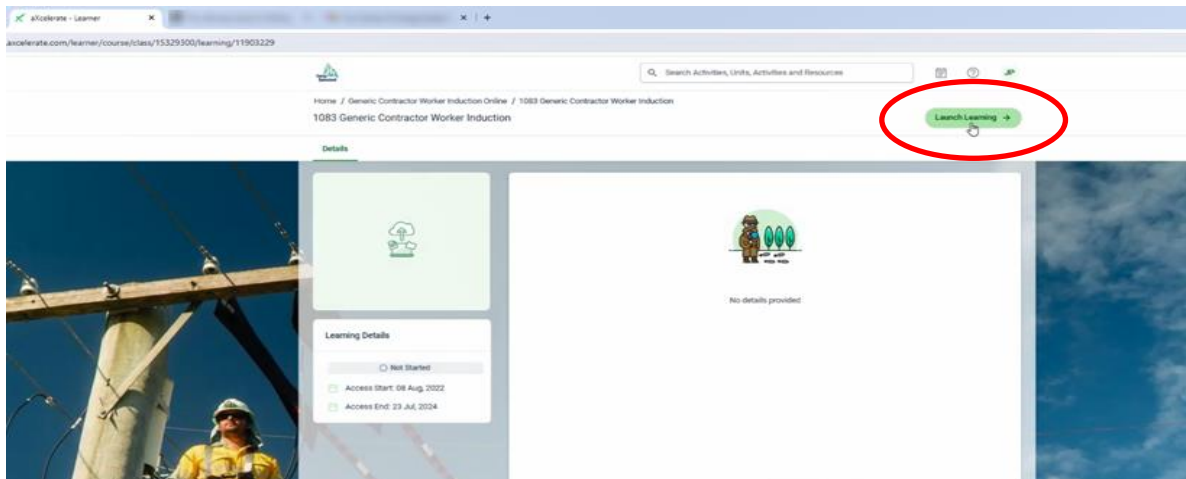
Along the left hand side panel, select **Learning Materials**. Some courses may have learning materials and some may not. Please note, these need to be completed in order to complete your online course in full.



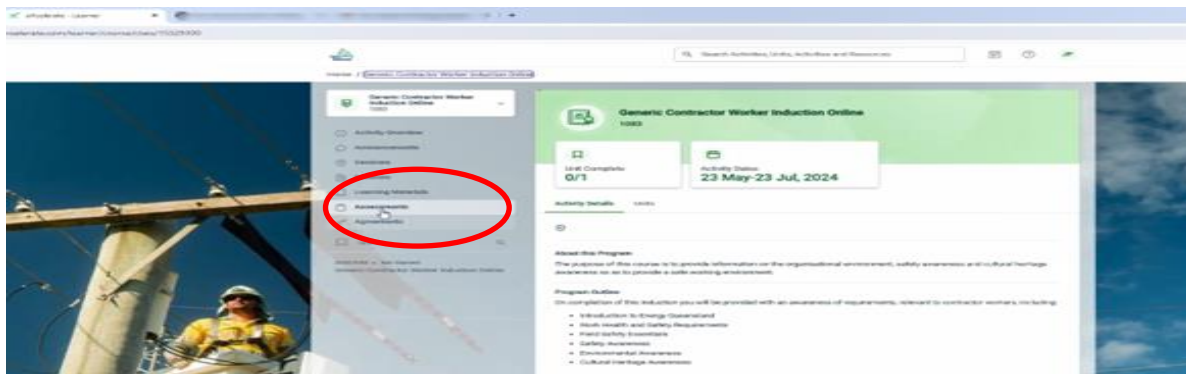
Click on the course learning material box



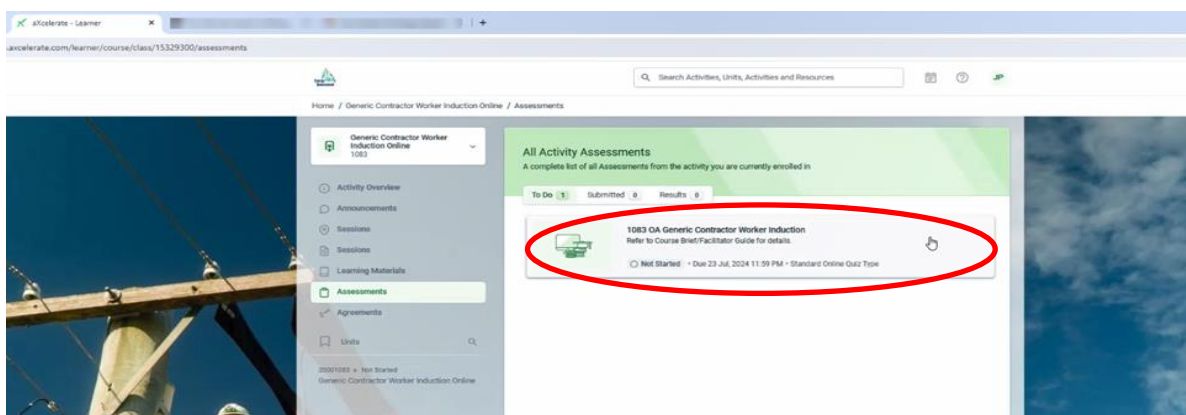
In the top right hand corner, select “Launch Learning”



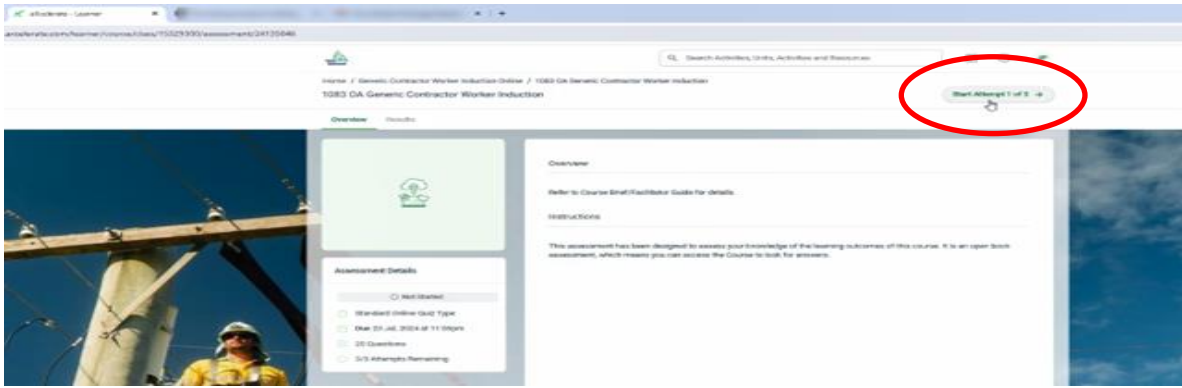
Once completed, select assessments in the course.



Select the assessment pertaining to that course

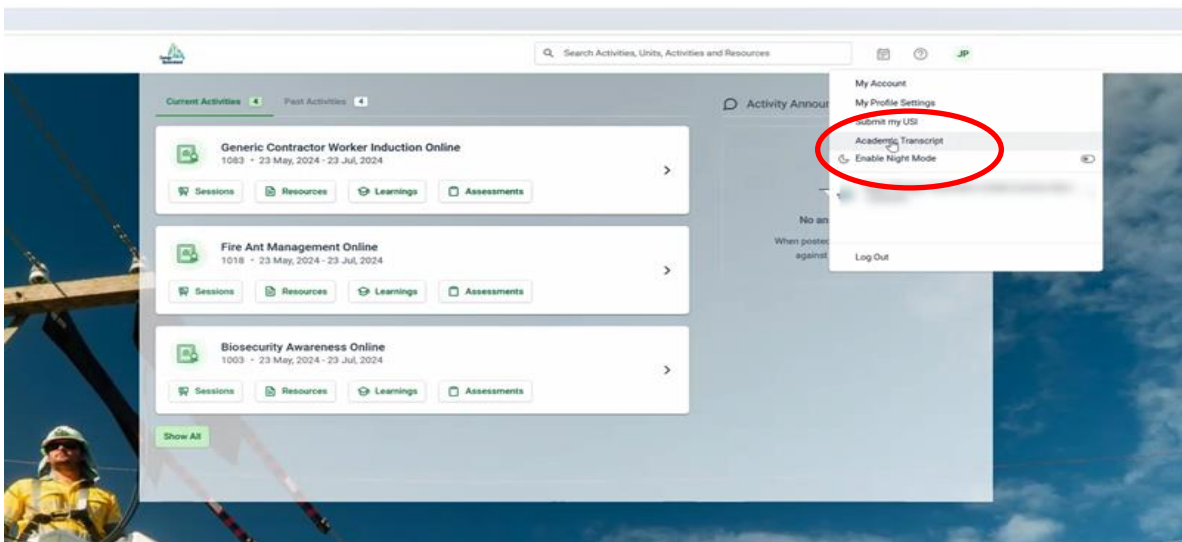


Select **“Start Attempt 1 of 3”** at either the top or bottom of screen on the righthand side.



Locating Certificates

In the top right hand corner, hover the mouse over your initials and drop down box will appear. Select **“Academic Transcript”**



Any available certificates for completed courses will be available to download. Select **“Download Certificate”**

