



A User Guide to ATA Professional Learning

Welcome to ATA

This user guide is designed to provide you with key information for a successful professional learning experience with Australian Teacher Aide.

The user guide provides answers to the questions most commonly asked by new and existing members. If you require more detailed instructions, simply click on the title, or the image, for more information.

We recommend that you save this guide for future reference.

Warm regards

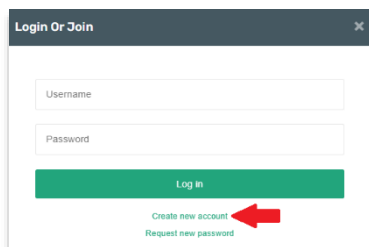
The ATA Team

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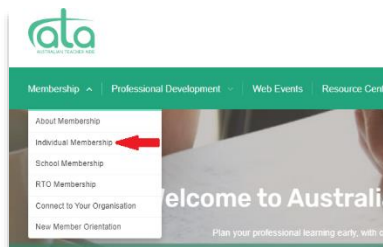
Becoming a member

Creating a free subscriber account



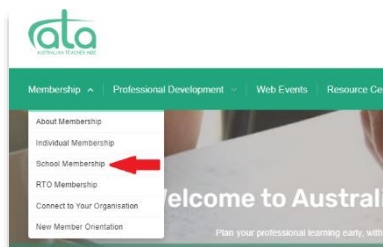
To subscribe, go to *Member Login*, and select *Create New Account*. Enter your personal details and select *Register*. Check your inbox for your Username and Password. Click on the link to create a new password. Enter your new password and confirm. Select *Change password* and Log in.

Creating an individual membership account



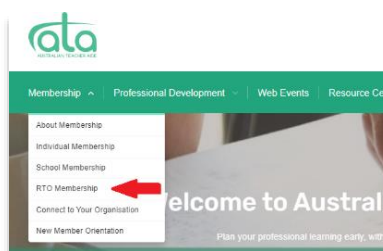
To create an individual membership account, first create a free ATA subscriber account (if you don't already have one). Log into the ATA website, go to the *Membership Tab*, and choose *Individual Membership*. Select the correct membership type, Add to cart, and select *Check out now*. Enter your billing details, and payment method. Select *Place order*, enter card details, and Pay now.

Creating a school membership account



To create a school membership, first create a free ATA subscriber account (if you don't already have one). Log in to the ATA website, go to the *Membership Tab*, choose *School Membership*, and select the correct membership plan. Enter the school's details, and select YES if you are the person managing the account. An invoice will be sent to your email. You can also complete a [School Membership Application](#) and we will create a membership account for you.

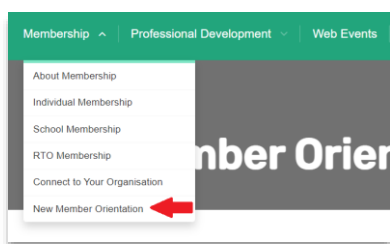
Creating a training organisation membership account



To create an RTO membership, first create a free ATA subscriber account (if you don't already have one). Login to the ATA website, go to the Membership Tab, choose RTO Membership, and complete the [RTO Membership Application form](#). Alternatively, [Contact Us](#), and we can assist you personally.

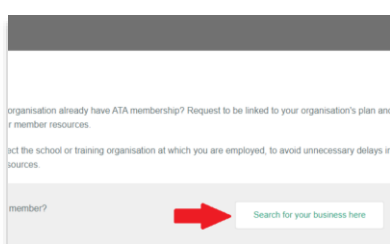
Getting Started

Finding your way around the ATA membership website and portal



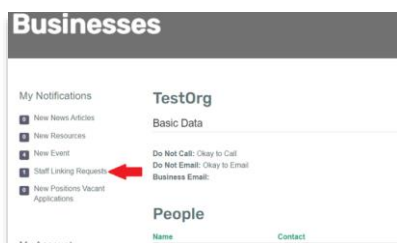
Watch the New Member Orientation video for an introduction to the ATA membership site. You will learn where to locate professional development resources, how to keep records in your CPD diary, and how to register for live web events.

Linking to your school or training organisation



To link to your school or training organisation, first create a free ATA subscriber account (if you don't already have one). Log in to the ATA website, go to the *Membership* tab, and select *Connect to your organisation*. Click *Search for your business here*. Enter the name your school or training organisation, and click *Search*. Request to link to your school or training organisation

Approving requests to link to your school or RTO membership



Business Administrators who manage their school or RTO membership, can approve requests by staff to link to their organisation. Log in to ATA, go to *MyPortal* and select *Staff Linking Requests*. *Approve* or *Reject* the linking request. Approved staff members will receive an email from ATA advising they have been linked to the school or RTO.

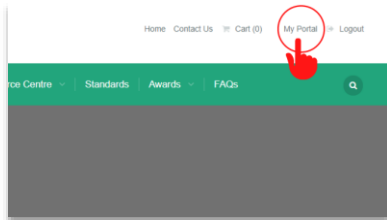
Staying in touch with ATA

We will send you weekly e-newsletters each Thursday to keep you abreast of upcoming events and new resources. When you contact us, we will always do our very best to respond to phone messages, emails and contact form submissions within one business day. If you are not receiving our weekly newsletter or responses to queries submitted via our Contact Us form or direct email, please do the following:

- 1) check your junk/spam email folder (if found there, mark our emails as 'not junk'), and
- 2) in My Portal, ensure your Communication Preferences are switched on, and that the email address registered in Personal Details is correct.

My Portal

My Portal



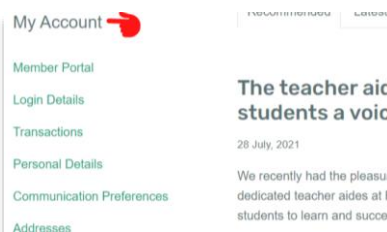
My Portal is your personal online space where you can view important messages about your membership, see new notifications, view and update personal details, and enter and view your professional learning records. Once logged in to your ATA account, you can access My Portal from the small menu above the green main menu.

My Notifications



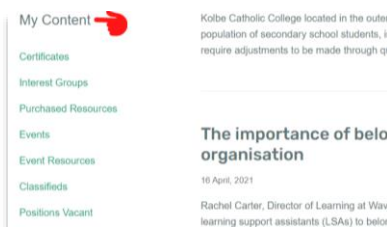
My Notifications keeps you up to date with what's new in the member portal. When you join any of the *Interest Groups*, you will receive an alert in *My Notifications* whenever we upload new Articles, Resources or Events that relate to your Interest Groups. Business Administrators can also process *Staff Linking Requests*.

My Account



My Account allows you to view and update your personal and membership information. Choose *Login Details* to change your password, choose *Transactions* to view and download your invoice, choose *Personal Details, Addresses* and *Additional Profile Information* to view and update personal details, tick *Communication Preferences* to receive weekly email updates, and choose *Businesses* (if applicable) to see which staff are linked to your membership account, and choose *Current Subscriptions* to view your ATA subscription details.

My Content



My Content is where your professional learning records are stored. When you attend live web events, a certificate will automatically be uploaded to the *Certificates* folder. Your membership certificate is here, too. Stay up to date with new content that is relevant to your needs by selecting *Interest Groups*. View *Events* to see which events you have registered for. Find your worksheet for an upcoming event in *Event Resources*. Use your *CPD Diary* to create and view records of PD completed, and generate reports.

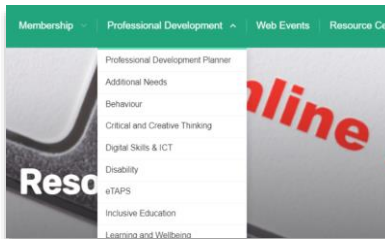
Professional Learning

Using the PD Planner



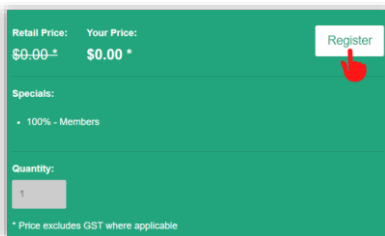
The *PD Planner* lists all of the resources in the ATA Professional Development library, and is updated monthly, as new resources are added. You can use the *hyperlink* in the title to go straight to the resource on our website. You can also read a description of each resource, view support materials, and use it to plan when and how you will do your professional learning.

Finding Resources in the Professional Development Library



The video resources in the *Professional Development library* are organised into *Interest Groups* that represent key support areas. Select an *Interest Group*, check that the tab at the top is set to *Related Resources*, and choose *View All* to expand the list. Click on the resource title to open it. Below each resource there are links to a writeable pdf *Worksheet*, and to *Request Certificate*.

Registering for Web Events



Registering for a live event is a quick 2 Step process. *Log in*, go to *Events* on the ATA website and select the event you want to attend. If you are registering for an event for the first time, watch the short video tutorial, or follow the step-by-step instructions in the *FAQ*. Event resources, such as worksheets, will be uploaded prior to the event to *My Portal – My Content – Event Resources*. Live events are recorded and uploaded to the Professional Development library.

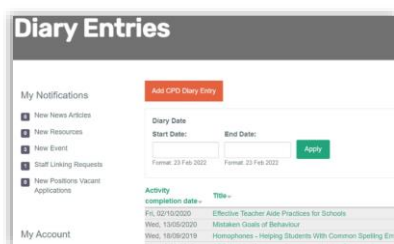
Record Keeping

Using writeable pdf worksheets



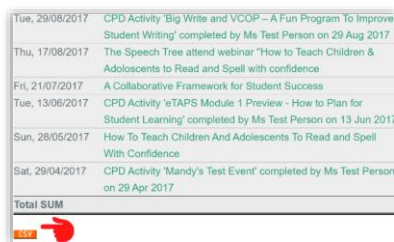
To use a writeable pdf worksheet you require a pdf reader app such *Adobe Acrobat Reader DC* installed on your computer. *Download* the worksheet or document. *Save it* to a folder in your computer files, then *close the browser tab with the online worksheet*. Go to your folder, open the document, start typing, and save your work, regularly.

Recording professional learning in your CPD Diary



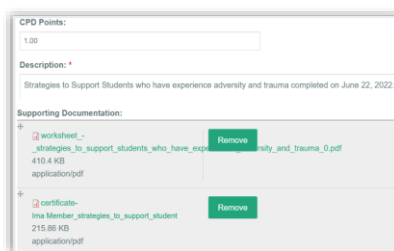
A CPD Diary is a Continuous Professional Development record where you can enter the details of the professional learning you have completed, and upload proof of completion such as a worksheet, notes, or photographs. It is used by many schools as a reporting tool, and as part of the performance and development process. To locate your CPD diary go to *My Portal - My Content - CPD Diary*.

Downloading a copy of your CPD diary entries



When you require a report of the professional learning you have completed, you can download it as a csv file, and export it as an excel file. On the *Diary Entries* page, select the small orange tab labelled *CSV*. To locate your CPD diary go to *My Portal - My Content - CPD Diary*.

Requesting Certificates



After you record your professional development in your CPD Diary, attach your evidence of completion, and once it has been verified, you will automatically be issued with a certificate. You will also receive one CPD point for each entry completed. Each CPD point equals one hour of professional development.