

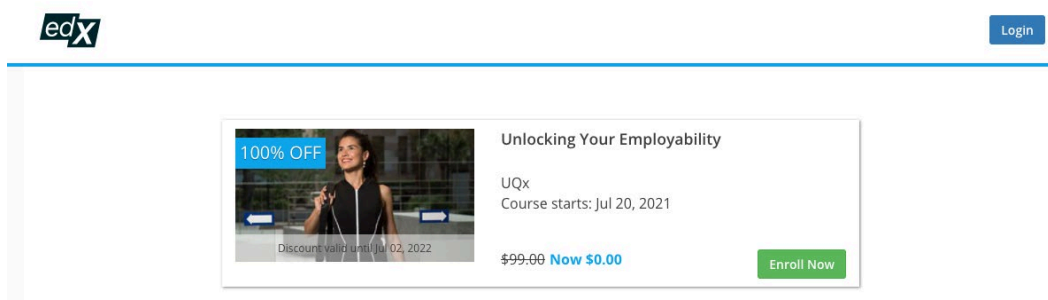
# Instructions for accessing EMPLOY101x

For free and full access to the **Massive Open Online Course EMPLOY101x** please follow the steps below:

*Please note: the course has been significantly updated as at July 2021. If you have previously accessed the 2020 version of the course your information has now been archived and you will need to complete the steps below to re-enrol.*

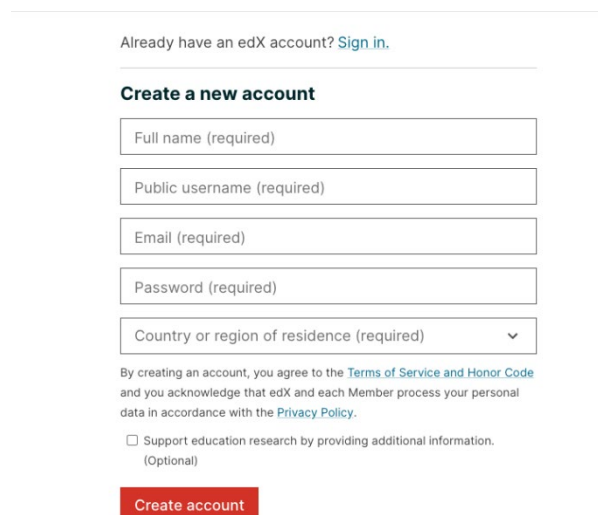
## 1. Enrol in EMPLOY101x with a verified certificate. (for first time users of the course only)

- Use the link [EMPLOY101x](#) to access free and full access for **UQ students only**.
- Click on the green 'Enrol Now' button



## 2. Register on the edX platform

- Next you will be prompted to create an account with edX. You **must use your UQ email address to register** – this will allow you free and full access to the course.
  - Your UQ student email address should take the format of [s4#####@uq.edu.au](#) (This should include the first 7 digits only of your student ID number).



The screenshot shows the 'Create a new account' form on the edX platform. It includes fields for 'Full name (required)', 'Public username (required)', 'Email (required)', 'Password (required)', and a dropdown for 'Country or region of residence (required)'. There is a link for 'Already have an edX account? Sign in.' and a checkbox for 'Support education research by providing additional information. (Optional)'. A red 'Create account' button is at the bottom.

- Once you have set up an account you will only need your email address and password to sign in each time.

**NB:** If you already have an edX account with your UQ student email address you will not be required to re-register – just use the 'Sign in' button. If you have an existing login with edX with a non-UQ email address please create a new account with your UQ details by signing out and clicking the link above again.

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- After registering, you will receive an activation email at the UQ student email address you entered during registration (your UQ Email inbox). Select the link in the email to activate your account.
- Once you've activated your account you'll be able to process your verified enrolment into EMPLOY101x using the discount code.  
(If manually required, the UQ learner discount code is *XMN7DMKPV3VWJU3R*)
- You will next be prompted to complete the photo verification requirements. This will allow you to receive a verified certificate on completion of the course. Visit the edX Learner Help Centre for more information on [verifying your identify](#).

### 3. Navigating EMPLOY101x

- To access the module, make sure you are on the 'Course' tab in the top right hand corner. You should see a welcome message and then a list of modules.
- Familiarise yourself with how to navigate through the course by working through the pre-module 'Welcome to the Course'
- Work through the each module by clicking 'next' either on the ribbon above the text or the 'next' tab at the bottom of each page.
- If you have any questions regarding the content of the course please raise these in the discussion forms. If you encounter technical issues please send a message to the [edX Help Centre](#).

### 4. Verifying completion

- If you complete 70% of activities across the entire course you will be eligible to receive your Certificate of Completion.

If you have any questions about access to the course, enrolling in the verified track or with downloading evidence of completion please contact [EMPLOY@uq.edu.au](mailto:EMPLOY@uq.edu.au)