New User Guide

Course Gateway

https://coursegateway.tafeqld.edu.au/

Version 1.0 –
Tuesday, 10 October 2023

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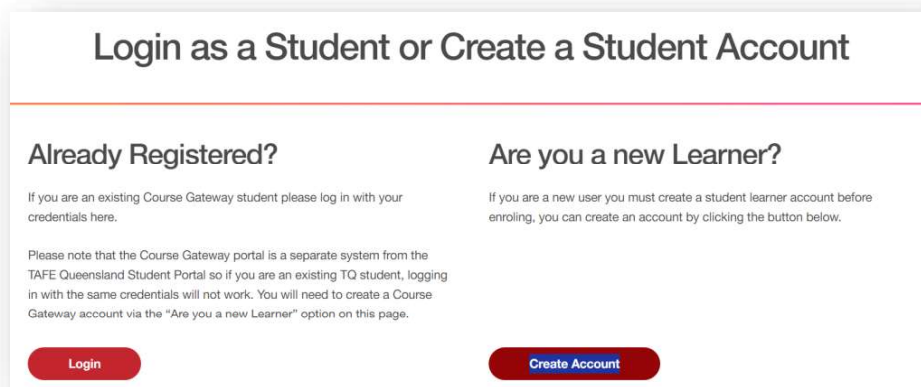## CREATE COURSE GATEWAY ACCOUNT

You can follow the below steps to create a Course Gateway account:

1. Navigate to the Course Gateway website;

2. Click on "Login" toward the top right corner of the page;
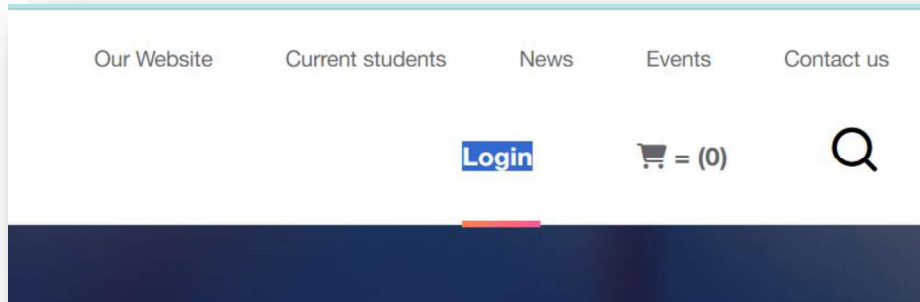
3. Click the [Create Account] button under "Are you a new Learner?";

4. *Fill out the required details in the registration form then click on the* [Create Account] *button;*
   ** APTC students should…
   a. **Select** *the "Country" you currently live from the drop-down list;*
   b. *Enter* ***n/a*** *in the "State/Territory" field; and*
   c. *Enter* ***n/a*** *in the "Post Code" field.*

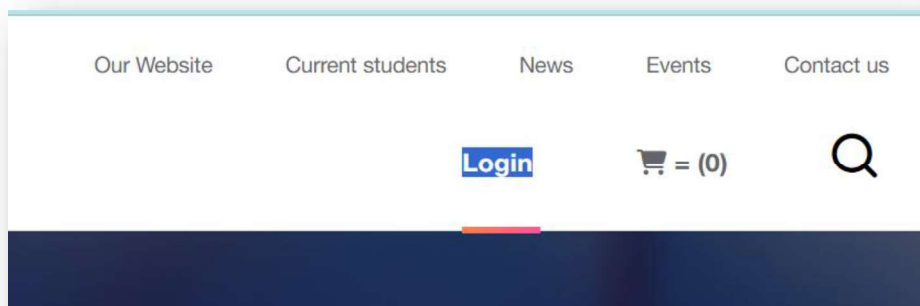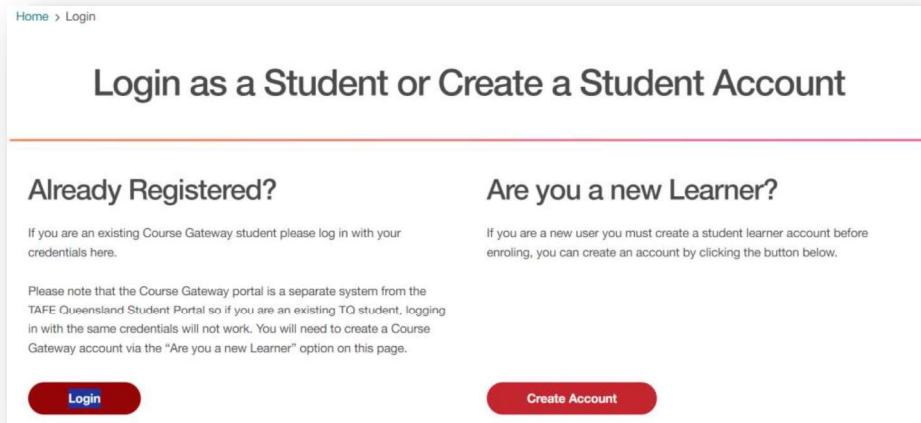5. You will then be directed back to the Course Gateway home page;

LOG IN TO COURSE GATEWAY

You can follow the below steps to log in to your Course Gateway account:

1. Navigate to the Course Gateway website;

2. Click on "Login" toward the top right corner of the page;

3. Click the **Login** button under "Already Registered";

Login as a Student or Create a Student Account

Already Registered?

If you are an existing Course Gateway student please log in with your credentials here.

Please note that the Course Gateway portal is a separate system from the TAFE Queensland Student Portal so if you are an existing TQ student, logging in with the same credentials will not work. You will need to create a Course Gateway account via the "Are you a new Learner" option on this page.
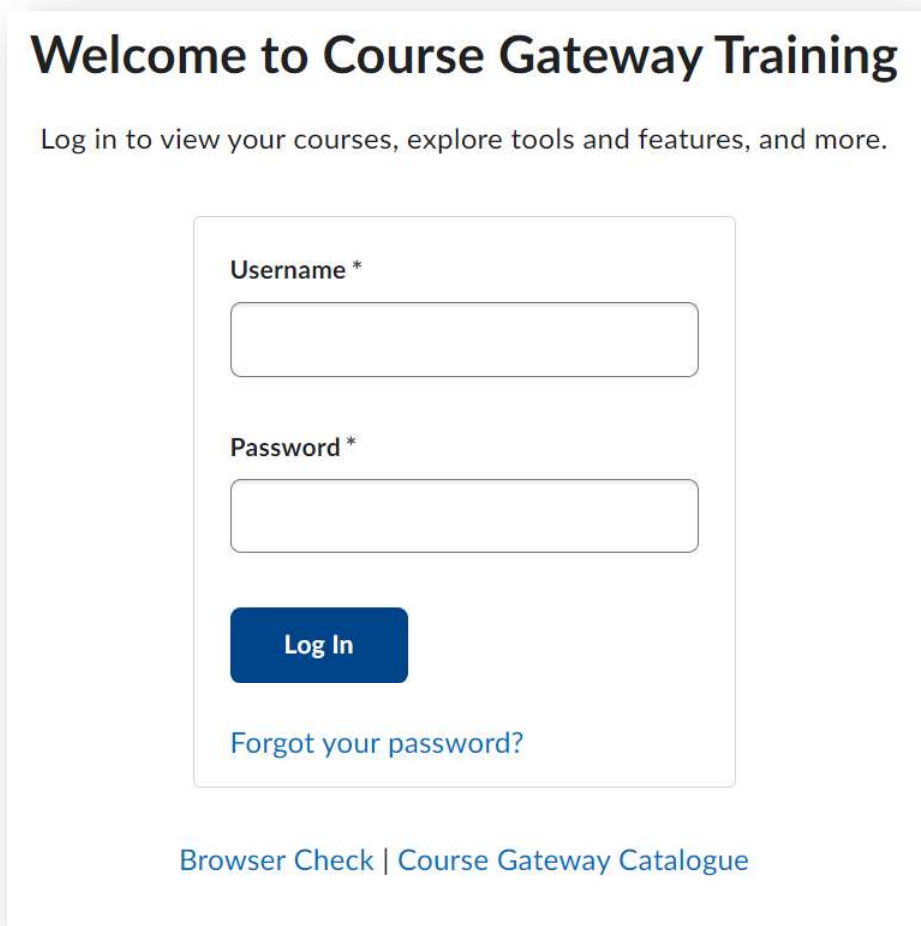
Login

Are you a new Learner?

If you are a new user you must create a student learner account before enrolling, you can create an account by clicking the button below.

Create Account

4. Enter your Course Gateway login credentials (Username and Password) then click on the **Log In** button;

Welcome to Course Gateway Training

Log in to view your courses, explore tools and features, and more.

Username *

Password *

Log In

Forgot your password?

Browser Check | Course Gateway Catalogue

5. You will then be directed back to the Course Gateway home page or your Learner Dashboard;

FORGOT COURSE GATEWAY PASSWORD

You can follow the below steps to log in to your Course Gateway account:

1. Navigate to the Course Gateway website;

2. Click on "Login" toward the top right corner of the page;

3. Click the **Login** button under "Already Registered";

4. Click on the "Forgot your password?" link under the Login button;

Welcome to Course Gateway Training

Log in to view your courses, explore tools and features, and more.

Username *

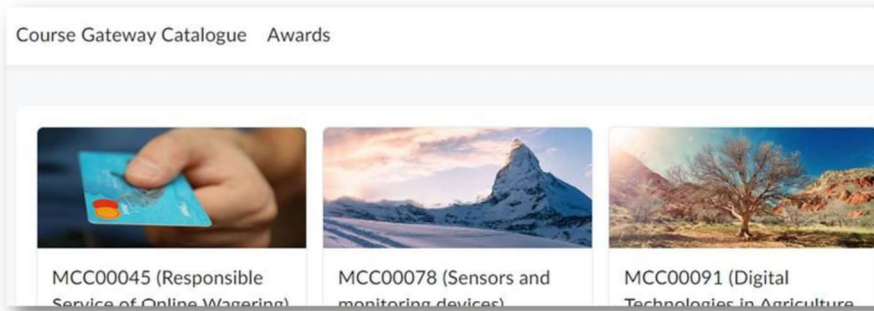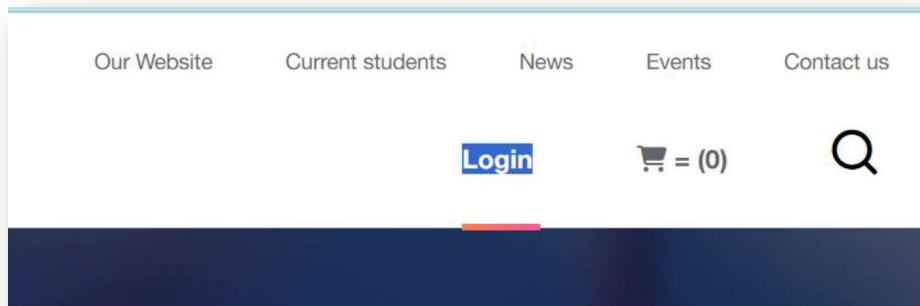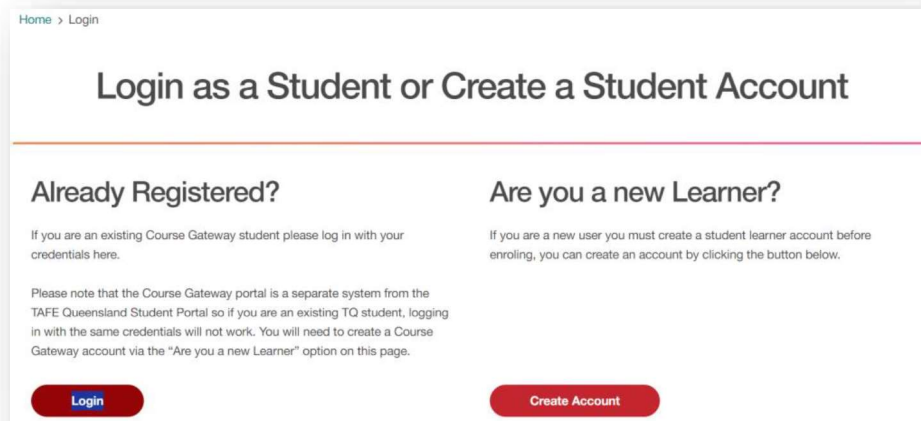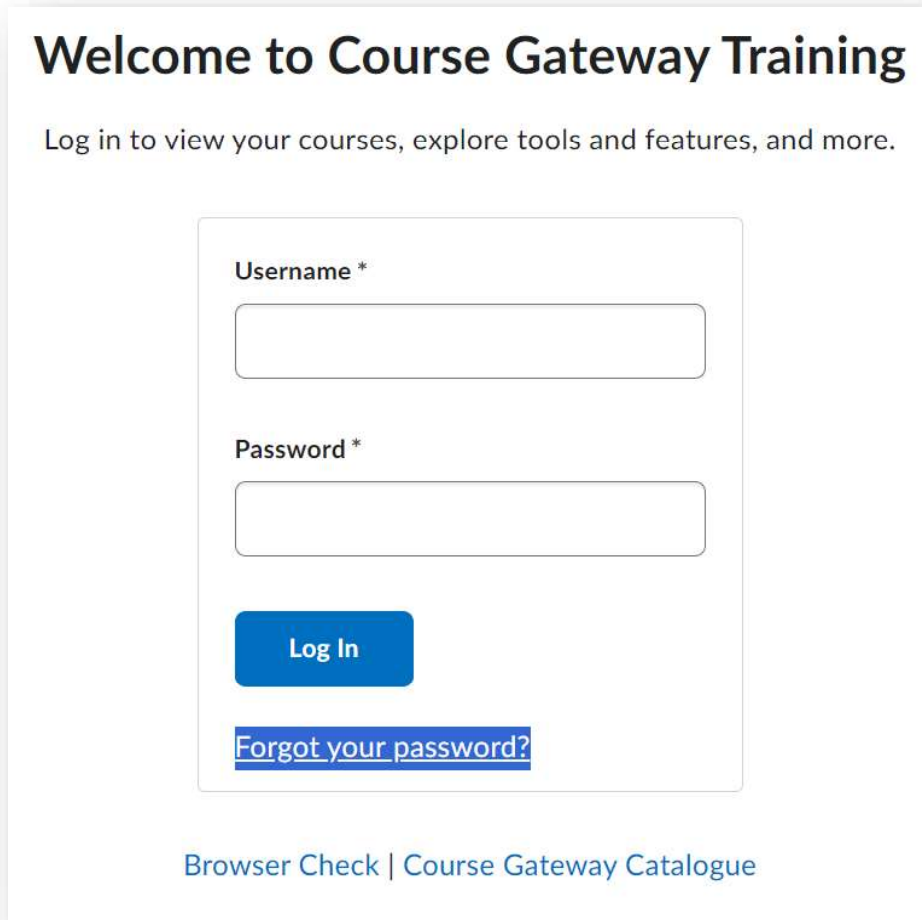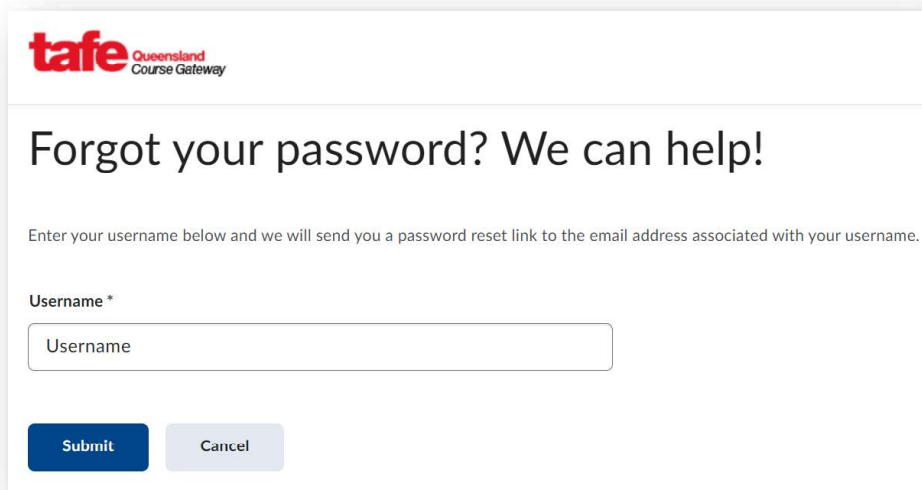**Password ***

Log In

Forgot your password?

Browser Check | Course Gateway Catalogue

5. Enter your username then click the **Submit** button;
   *** If you do not know your username, please contact the Course Gateway team at <TQCourseGateway@tafeqld.edu.au> with your Full Name and Email Address and we can look this up for you.*

Forgot your password? We can help!

Enter your username below and we will send you a password reset link to the email address associated with your username.

Username *

Username

Submit   Cancel

6. You will then be directed to the following confirmation screen advising that the password reset email has been sent to your registered email address, where you can then click on the "Go to login page" link to be directed back to the login screen;

*** If you do not receive your password reset link, please check your Junk/Spam folders before reaching out to the Course Gateway team at <TQCourseGateway@tafeqld.edu.au>.*

Password Reset Email Sent

Confirmation

We received your request for a password reset link. You should receive the email soon.

Note: If you do not receive the email in a few minutes, this could be because:

- You mistyped your username
- Your account's external email address is not set or is incorrect
- This request is too soon after your last request
- The email was delayed or routed to your junk email folder

Go to login page

MICRO-CREDENTIAL ENROLMENT
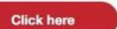
You can follow the below steps to log in to your Course Gateway account:

1. Navigate to the Course Gateway website;

2. Search for the Course you would like to purchase/enrol in using the search box (i.e., *Data Analysis Essentials*);
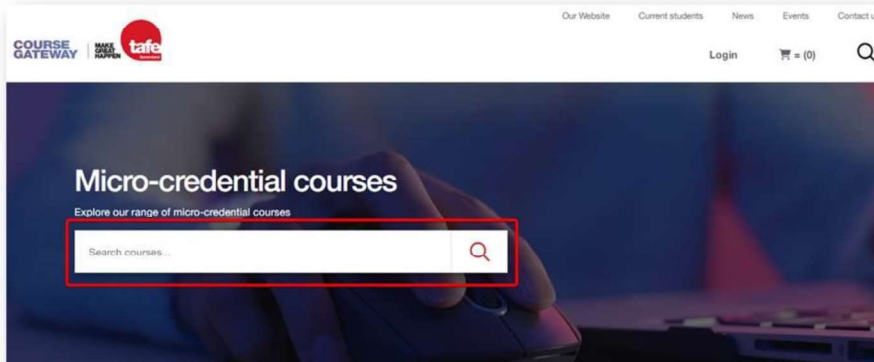
3. Click the **View Course** button;

4. Click the **Enrol** button;

5. Select the **Click here** button to access your training;

Training Access Details:

Click here to access your training now.

(If the above link does not work please copy and paste it into your web browser's address bar https://coursegatewaytraining.tafeqld.edu.au/)

6. You will be redirected to our Learning Management System where you should now see the course on your Learner Dashboard;
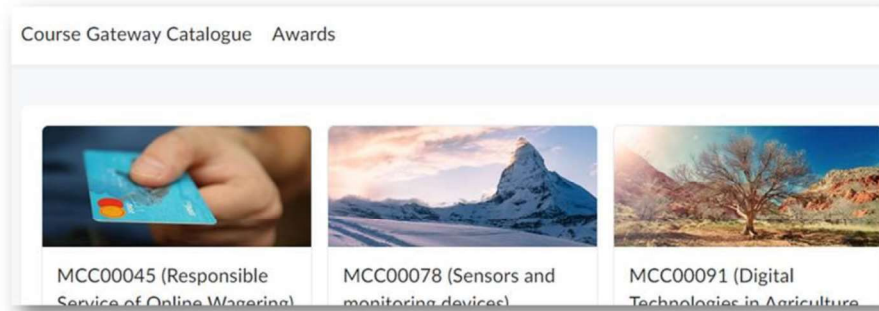
ADDITIONAL INFORMATION

A few additional points to note:

- Course Gateway is a separate system from the TAFE Queensland Student Portal meaning existing student will not be able to log in with their TAFE Queensland credentials, a Course Gateway-specific account will need to be created;

- Registration for courses is by participant meaning each individual will be required to have their own Course Gateway account to enrol, establish or reset passwords and obtain digital badges;

- Digital badges will be issued via our badging platform Canvas Credentials and can be viewed upon successful completion of the course;

    o Existing Canvas Credentials users registered with the same email address as their Course Gateway account should be able to see their badges upon logging in;

    o New users will need to create an account, preferably with the same email address registered to their Course Gateway account;

- Password reset links would be sent from TAFE Queensland Course Gateway <donotreply@tafeqld.edu.au>;

- Course Gateway system and support emails will be sent from Course Gateway <TQCourseGateway@tafeqld.edu.au>.

Course Gateway support
<TQCourseGateway@tafeqld.edu.au

v.1.0