

# Getting started with ACIAR Learn

This is a guide on how to register for the new ACIAR Learn platform, and begin studying your first course. It will show you the process step by step, so that you know what you can expect to see at each stage of the process. If what you see as you try to register differs from the below screenshots, please contact us at [aciarlearn@uq.edu.au](mailto:aciarlearn@uq.edu.au) and we will assist you with the process.



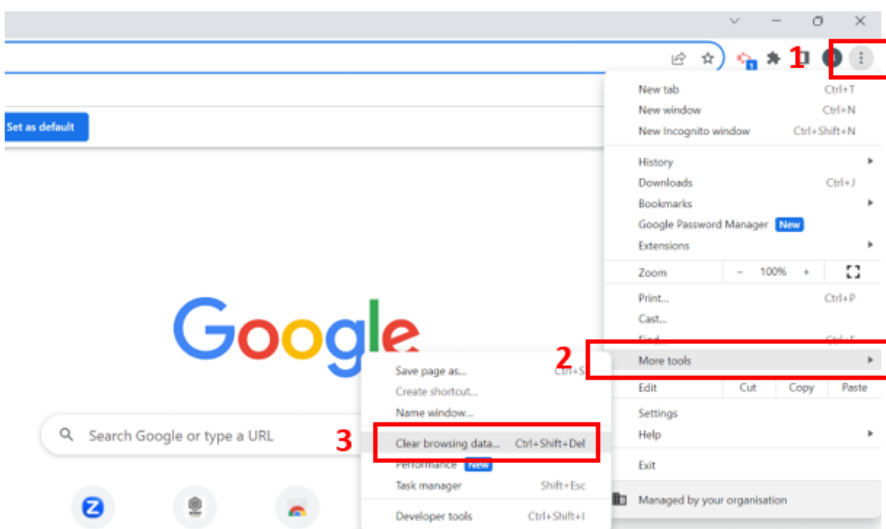
## STEP 1: Clear your browser cache

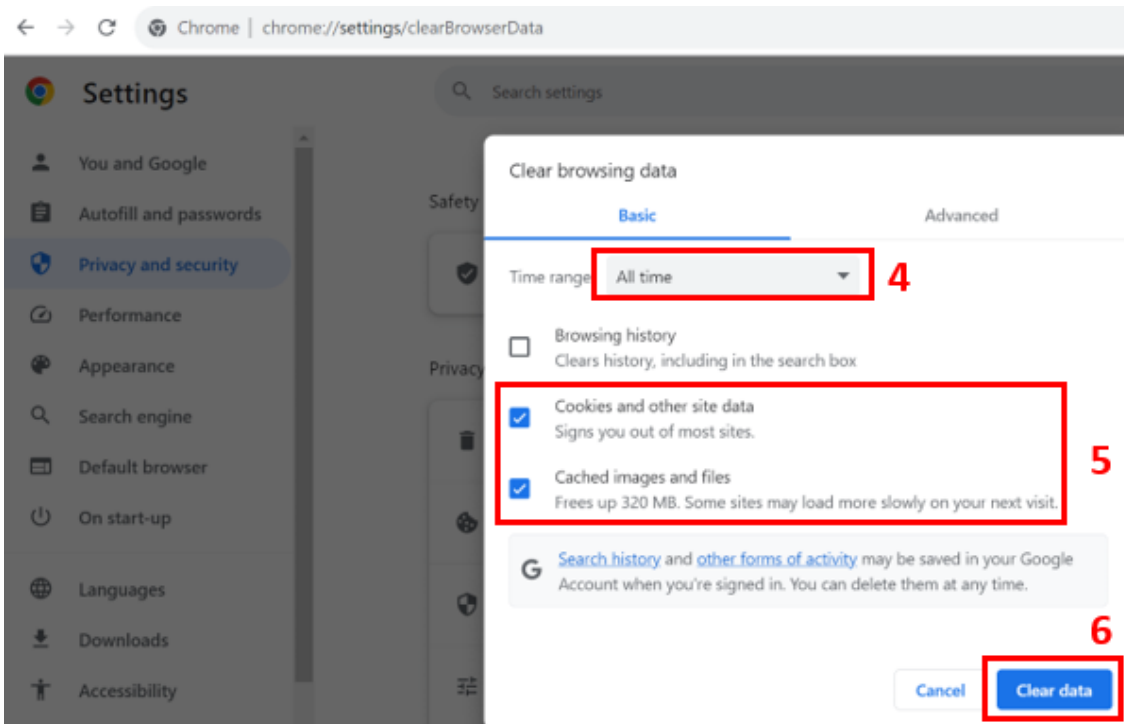
If you have previously enrolled in an ACIAR Learn course, you will first need to clear your browser cache by following the below instructions according to the browser that you use.

**If you do not clear your browser cache** before going to <https://aciarlearn.com>, you will be taken to the old ACIAR Learn website, not the new ACIAR Learn website (as the web address remains the same) and, as a result, **you will be unable to register**.

### Google Chrome:

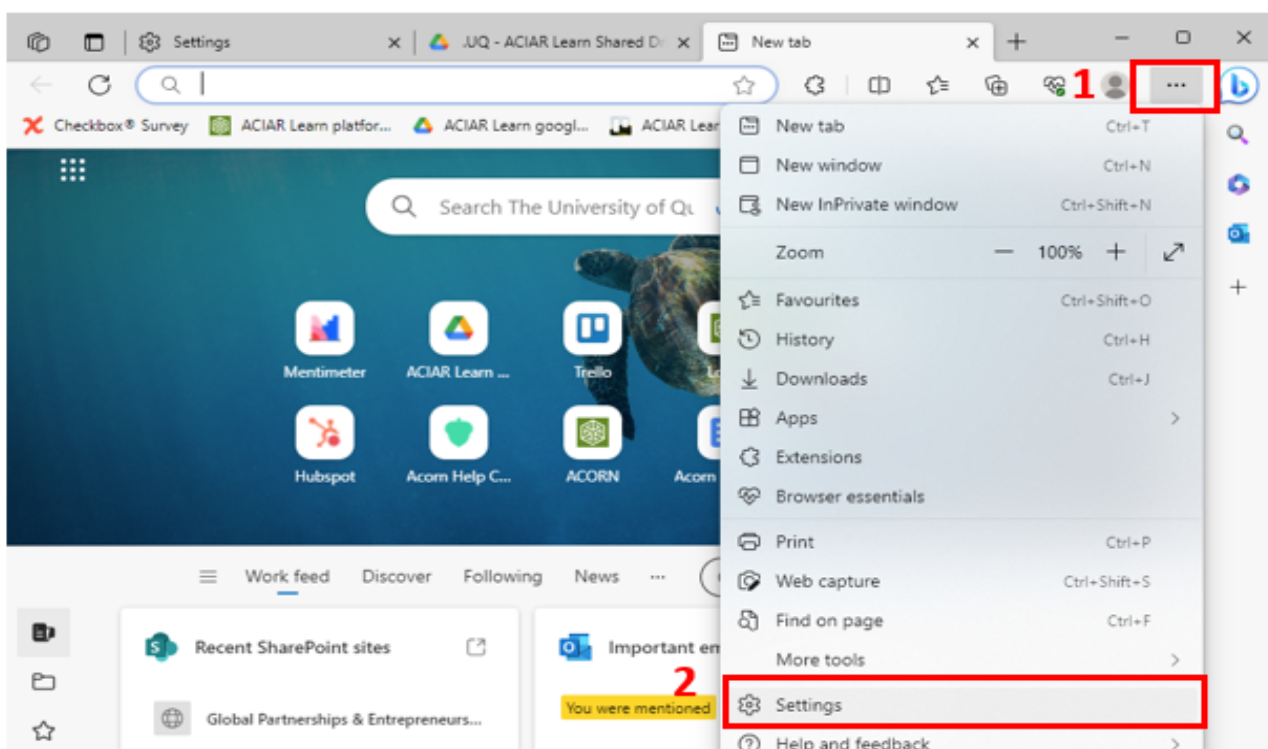
1. On your computer, open Chrome.
2. At the top right, click **More** (the 3 vertical dots icon in the top right hand corner)
3. Click **More tools** and then **Clear browsing data**.
4. At the top, choose a time range. To delete everything, select **All time**.
5. Next to "**Cookies and other site data**" and "**Cached images and files**" check the boxes.
6. Click **Clear data**.

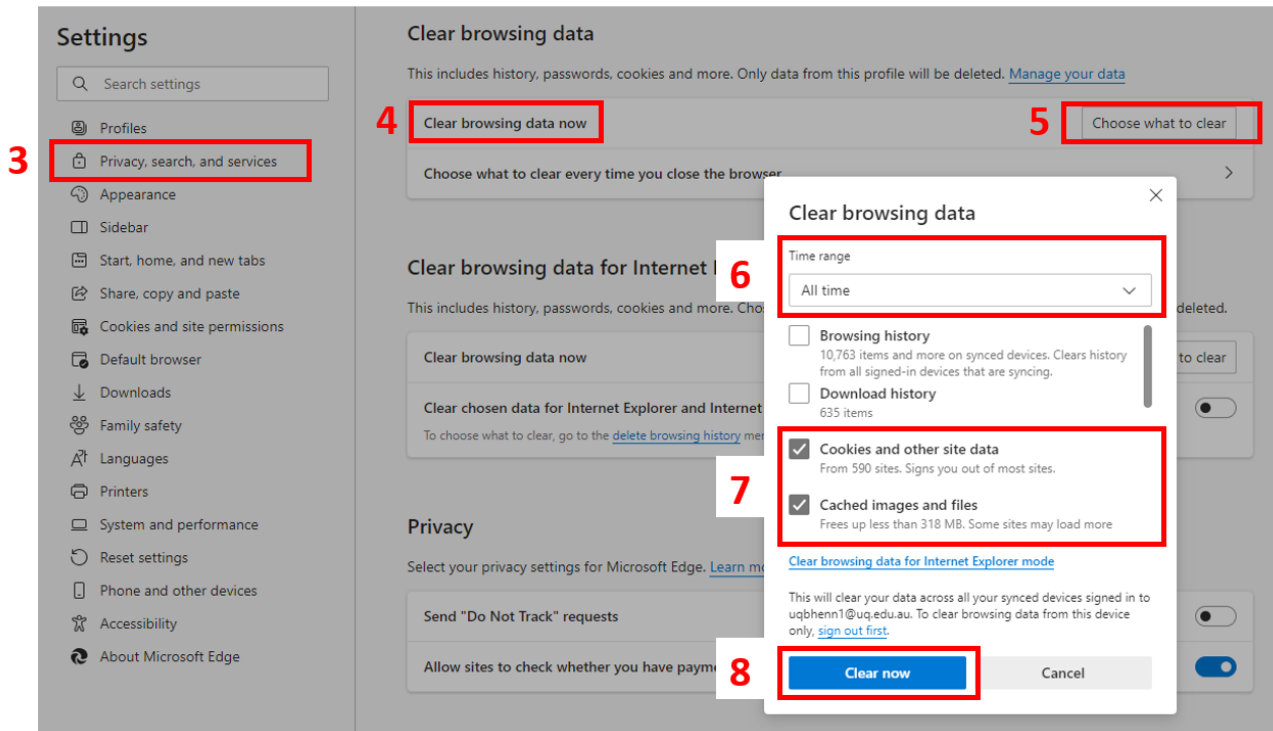




### Microsoft Edge:

1. Open Microsoft Edge, select **Menu** (the 3 horizontal dots icon on top right hand corner of the browser) > **Settings** > **Privacy & services**.
2. Under **Clear browsing data**, select **Choose what to clear**.
3. At the top, under **Time Range**, select **"All time"** from the drop down menu, and then select the **"Cached images and files"** and **"Cookies and other site data"** check boxes and then select **Clear**.





**3** Privacy, search, and services

**4** Clear browsing data now

**5** Choose what to clear

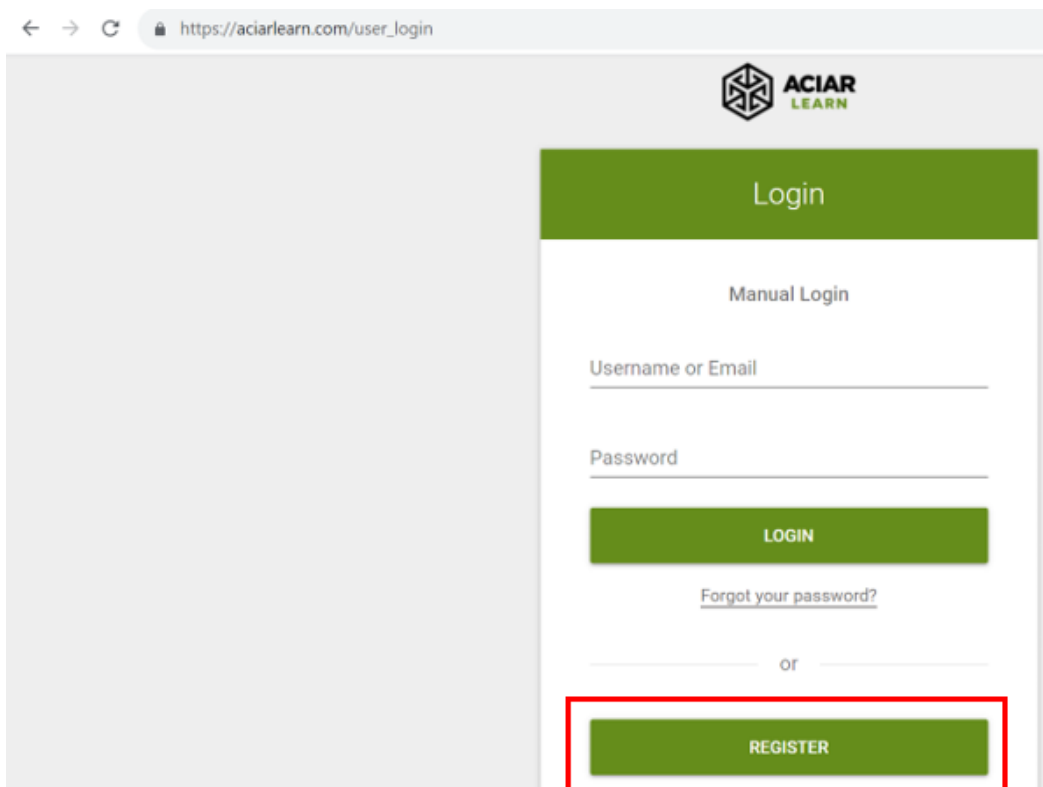
**6** Time range: All time

**7** Cookies and other site data (checked), Cached images and files (checked)

**8** Clear now

## STEP 2: Register on the ACIAR Learn platform

1. Go to <https://aciarlearn.com> and click on the green **'Register'** button.



https://aciarlearn.com/user\_login

**ACIAR LEARN**

Login

Manual Login

Username or Email

Password

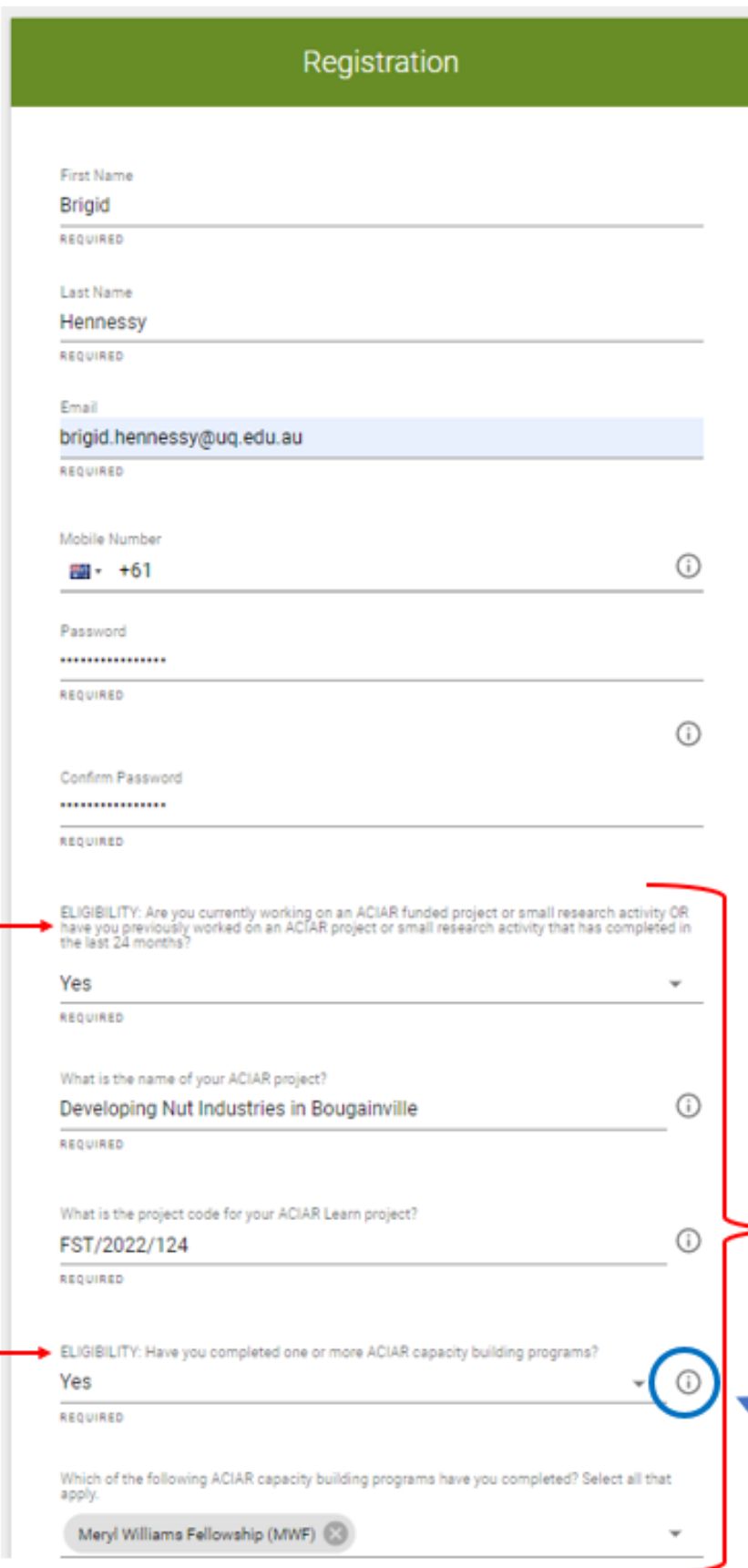
LOGIN

[Forgot your password?](#)

or

**REGISTER**

2. The registration form should look like this:



The screenshot shows a registration form titled "Registration" with a green header. The form contains several fields, each with a "REQUIRED" label below it. The fields are: First Name (filled with "Brigid"), Last Name (filled with "Hennessy"), Email (filled with "brigid.hennessy@uq.edu.au"), Mobile Number (with a dropdown for country code set to "+61"), Password (masked with dots), and Confirm Password (masked with dots). Below these are two eligibility questions, each with a dropdown menu set to "Yes". The first eligibility question asks if the user is currently or has recently worked on an ACIAR project, with the answer "Developing Nut Industries in Bougainville". The second eligibility question asks if the user has completed an ACIAR capacity building program, with the answer "Meryl Williams Fellowship (MWF)". Information icons (circles with an 'i') are present next to the mobile number, password, confirm password, project name, project code, and the second eligibility question. Red arrows point to the first and second eligibility questions. A red bracket on the right side of the form groups the two eligibility questions and the project name and code fields. A blue circle highlights the information icon for the second eligibility question, with a blue arrow pointing to it.

Registration

First Name  
**Brigid**  
REQUIRED

Last Name  
**Hennessy**  
REQUIRED

Email  
**brigid.hennessy@uq.edu.au**  
REQUIRED

Mobile Number  
**+61** ⓘ

Password  
.....  
REQUIRED ⓘ

Confirm Password  
.....  
REQUIRED

ELIGIBILITY: Are you currently working on an ACIAR funded project or small research activity OR have you previously worked on an ACIAR project or small research activity that has completed in the last 24 months?  
**Yes** ⓘ  
REQUIRED

What is the name of your ACIAR project?  
**Developing Nut Industries in Bougainville** ⓘ  
REQUIRED

What is the project code for your ACIAR Learn project?  
**FST/2022/124** ⓘ  
REQUIRED

ELIGIBILITY: Have you completed one or more ACIAR capacity building programs?  
**Yes** ⓘ  
REQUIRED

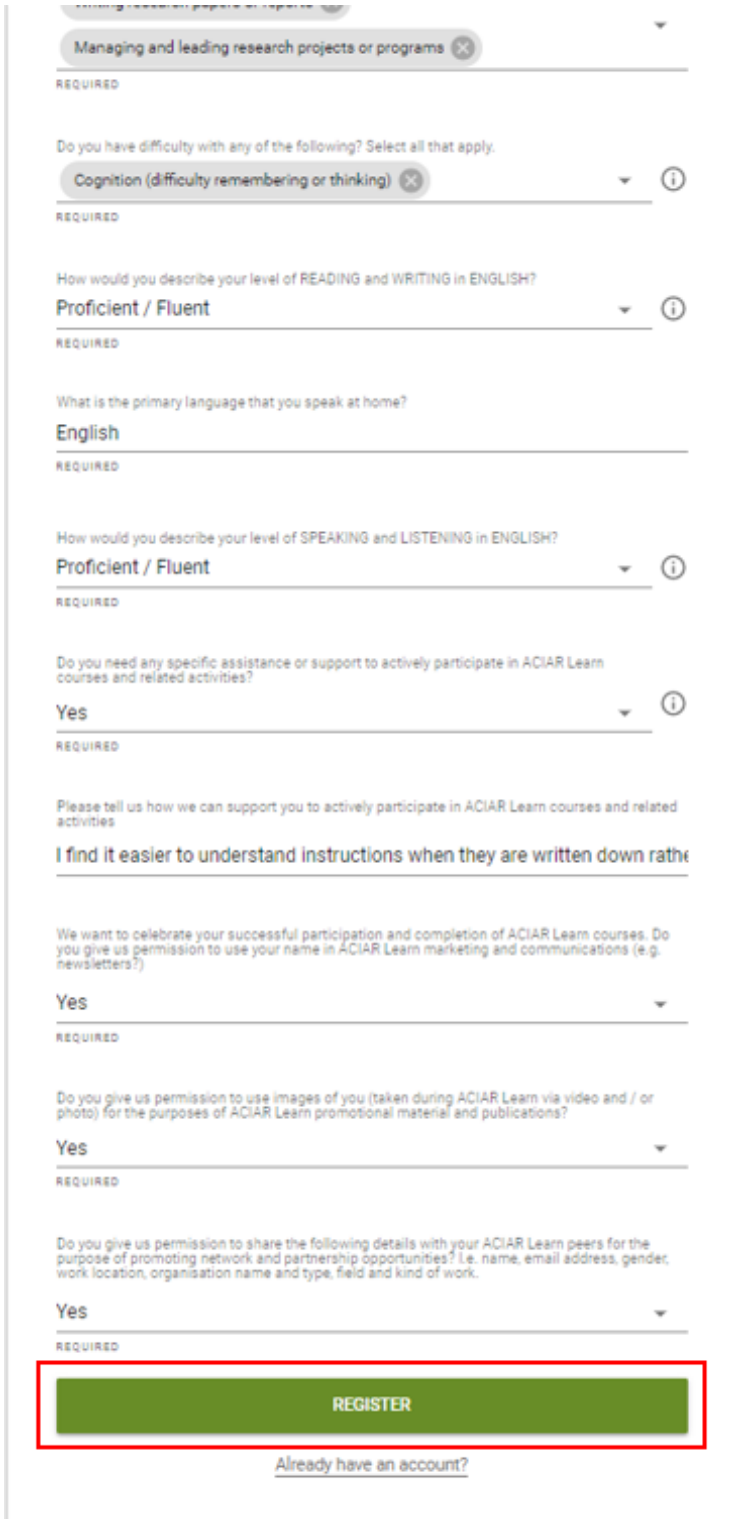
Which of the following ACIAR capacity building programs have you completed? Select all that apply.  
**Meryl Williams Fellowship (MWF)** ⓘ

To be eligible, you must be able to select 'Yes' to at least one of the ELIGIBILITY questions.

If you meet the first eligibility requirement and are not sure what your project name or code is, you can find it here: [www.aciar.gov.au/project](http://www.aciar.gov.au/project)

Click on the 'i' in the circle to find out more information about what is classed as an ACIAR capacity building program

- Once you have confirmed your eligibility by selecting 'Yes' to one or more of the eligibility questions, a list of additional questions will appear that you will need to answer to complete the registration process. When you get to the bottom of the list of questions, click the green **'Register'** button.



Managing and leading research projects or programs

REQUIRED

Do you have difficulty with any of the following? Select all that apply.

Cognition (difficulty remembering or thinking)

REQUIRED

How would you describe your level of READING and WRITING in ENGLISH?

Proficient / Fluent

REQUIRED

What is the primary language that you speak at home?

English

REQUIRED

How would you describe your level of SPEAKING and LISTENING in ENGLISH?

Proficient / Fluent

REQUIRED

Do you need any specific assistance or support to actively participate in ACIAR Learn courses and related activities?

Yes

REQUIRED

Please tell us how we can support you to actively participate in ACIAR Learn courses and related activities

I find it easier to understand instructions when they are written down rather than spoken

We want to celebrate your successful participation and completion of ACIAR Learn courses. Do you give us permission to use your name in ACIAR Learn marketing and communications (e.g. newsletters)?

Yes

REQUIRED

Do you give us permission to use images of you (taken during ACIAR Learn via video and / or photo) for the purposes of ACIAR Learn promotional material and publications?

Yes

REQUIRED

Do you give us permission to share the following details with your ACIAR Learn peers for the purpose of promoting network and partnership opportunities? (i.e. name, email address, gender, work location, organisation name and type, field and kind of work.

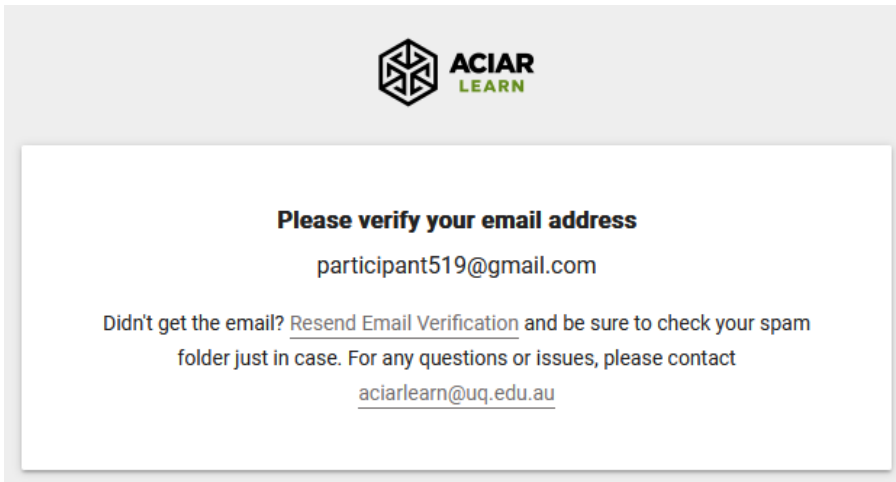
Yes

REQUIRED

**REGISTER**

[Already have an account?](#)

4. After this, you will see the following screen:

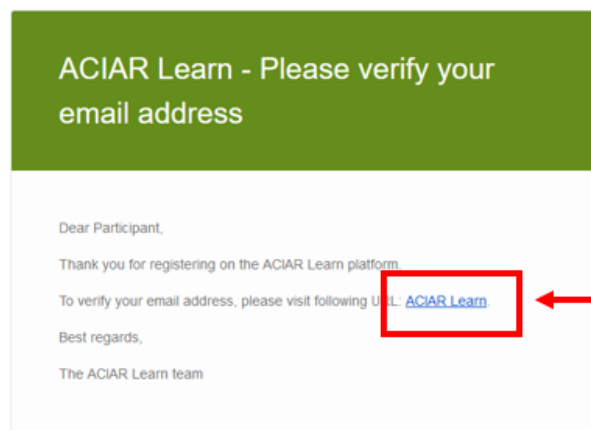
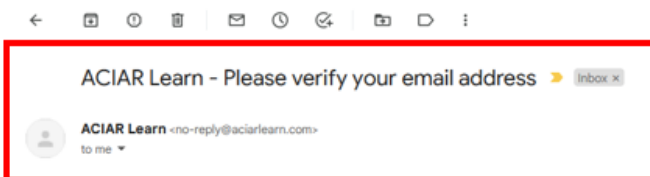


5. Check your email account to verify your email address. The email you receive should look like the below example. Click on the hyperlink to verify your email address.

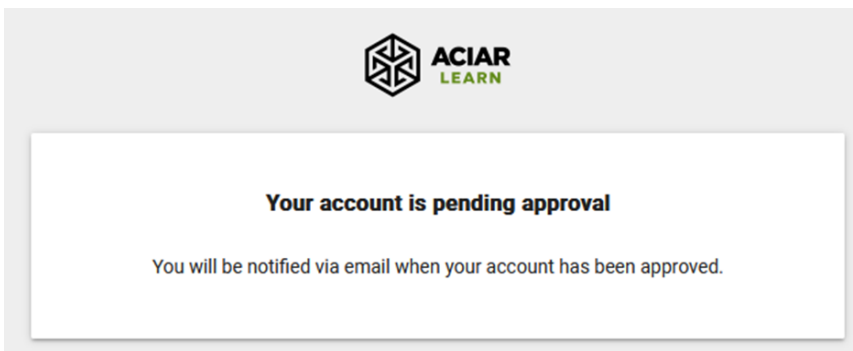
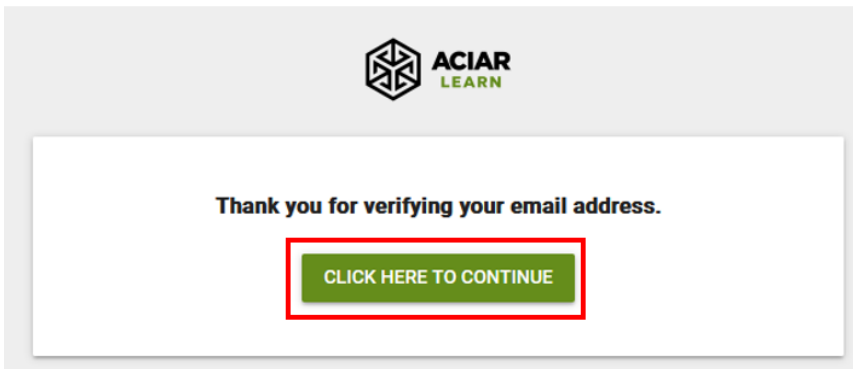
If you did not receive the email, click on the **'Resend Email Verification'** hyperlink as in the above screenshot to try re-sending the verification email.

If you still have not received the verification email, you can try the following actions:

- a. Check your junk mail / spam folder
- b. If your email address is from an institution, you may need to contact your IT (Information Technology) department and request them to whitelist this email address: [no-reply@aciarlearn.com](mailto:no-reply@aciarlearn.com)



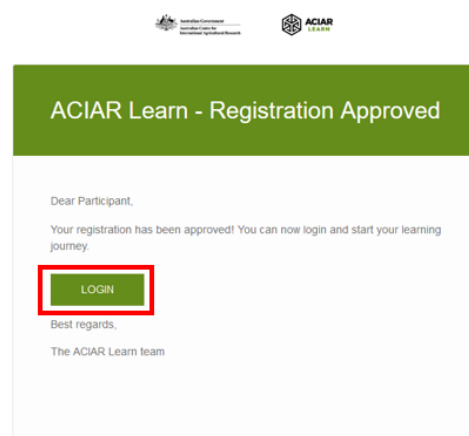
6. Proceed to click through the following screens that will then appear:



7. Once you have reached this stage, you have successfully submitted your registration form for approval.
8. Approvals will be granted by the ACIAR Learn team from the 14<sup>th</sup> of August onwards. If approved, you will receive the below email. Click on the **'Login'** button to log into the platform. **When you go to the login page, use your email address as your username.**

ACIAR Learn - Registration Approved ↳ [Inbox x](#)

ACIAR Learn <no-reply@aciarlearn.com>  
to me ▼

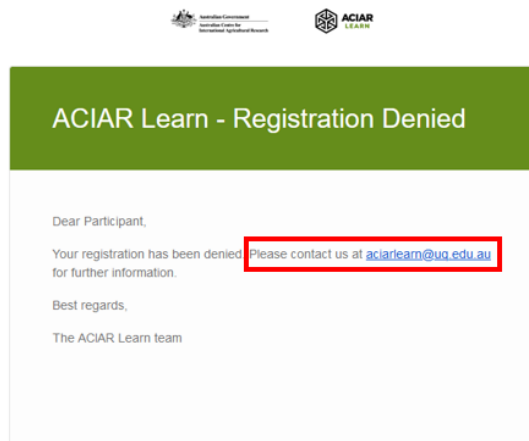


9. If your registration is denied, you will receive the below email. We encourage you to email us at [aciarlearn@uq.edu.au](mailto:aciarlearn@uq.edu.au) to discuss the reason for your registration being

denied. There may be a solution that we can find to enable you to be eligible for approval.

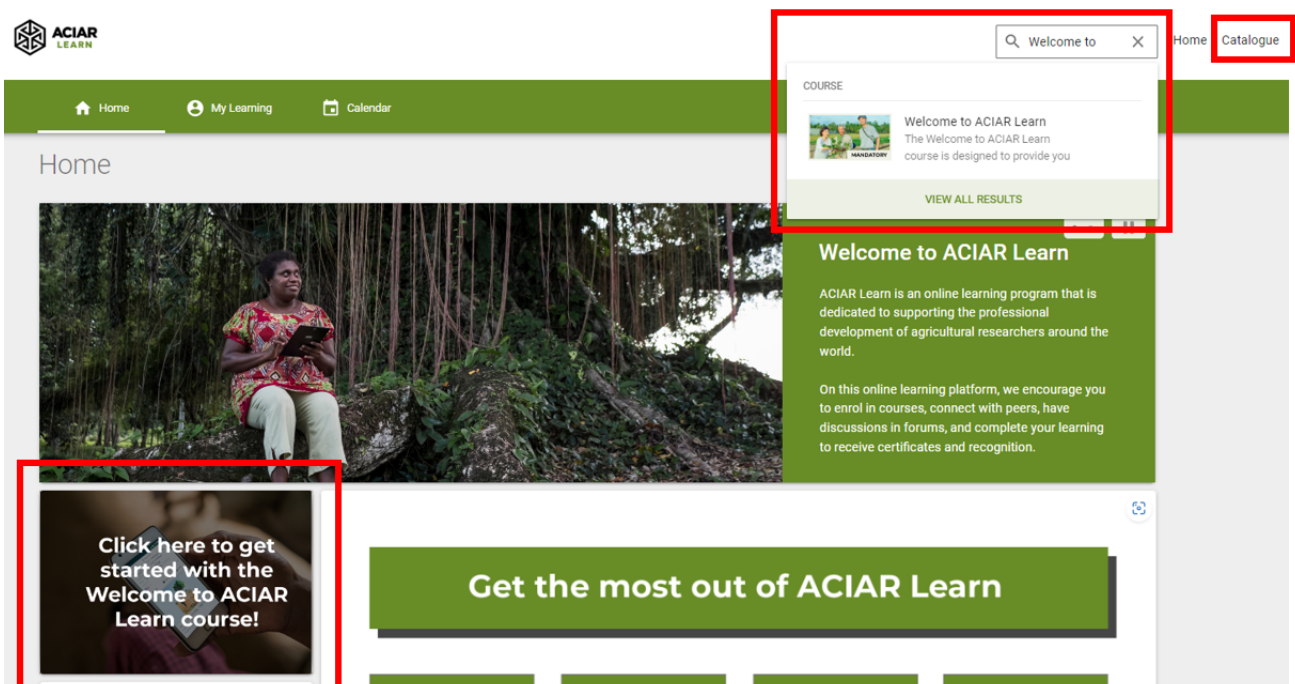
However, do not respond directly to the email below, as no replies will be received. Please begin a new email using our address as specified above.

ACIAR Learn <no-reply@aciarlearn.com>  
to me ▾



### STEP 3: Enrol in and complete the 'Welcome to ACIAR Learn' course

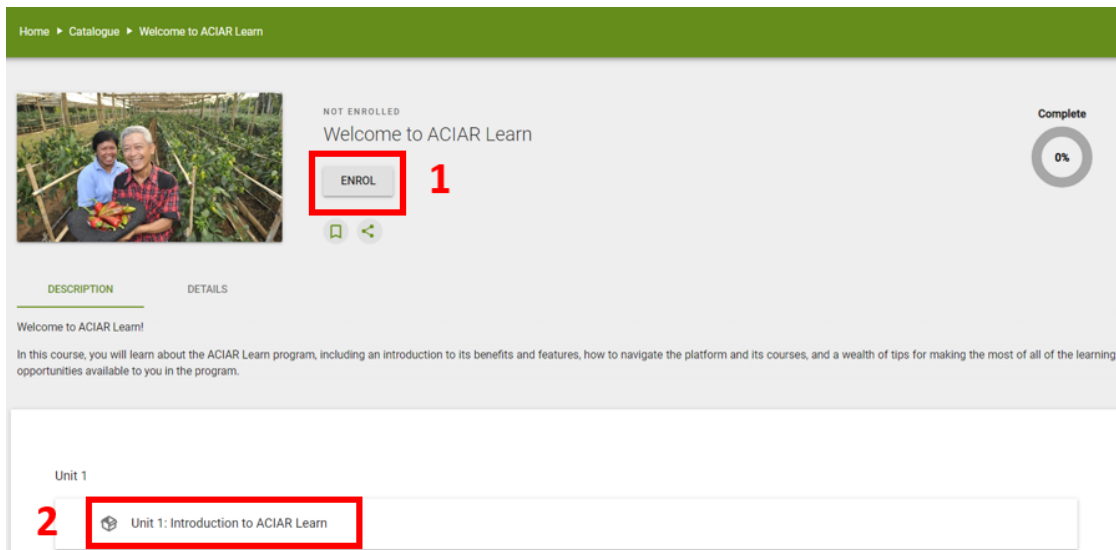
1. Once you have logged into the platform, search for the 'Welcome to ACIAR Learn' course via the search box, the [Catalogue](#) or by clicking on the direct link to the course on the home page.





2. Click on the **'Enrol'** button to enrol in the course and then click on **'Unit 1: Introduction to ACIAR Learn'** to start the course.

You must complete the 'Welcome to ACIAR Learn' course before you can enrol in other ACIAR Learn courses of interest.



The screenshot shows the course page for 'Welcome to ACIAR Learn'. At the top, there is a green navigation bar with 'Home > Catalogue > Welcome to ACIAR Learn'. Below this, there is a header section with a photo of two people in a field, the text 'NOT ENROLLED Welcome to ACIAR Learn', and a 'Complete' progress indicator showing '0%'. A red box highlights the 'ENROL' button, with a red '1' next to it. Below the header, there are tabs for 'DESCRIPTION' and 'DETAILS'. The 'DESCRIPTION' tab is active, showing the text 'Welcome to ACIAR Learn! In this course, you will learn about the ACIAR Learn program, including an introduction to its benefits and features, how to navigate the platform and its courses, and a wealth of tips for making the most of all of the learning opportunities available to you in the program.' Below the description, there is a section for 'Unit 1' with a red '2' next to it, and a red box highlights the 'Unit 1: Introduction to ACIAR Learn' link.

## STEP 4: Enrol in and start a course

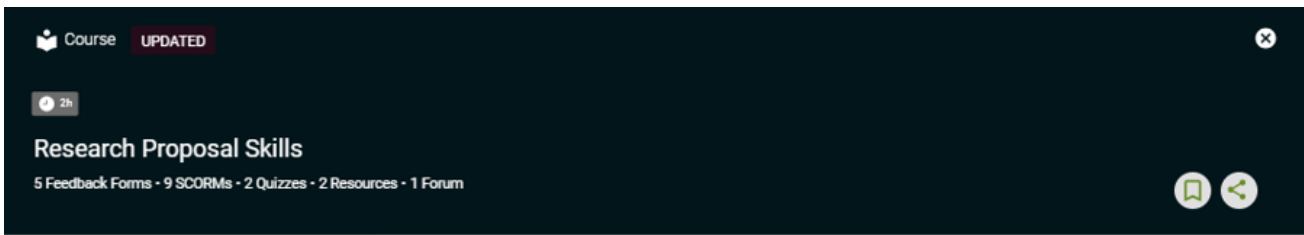
1. Search for courses of interest via the search box on the home page or the [Catalogue](#).

Please note the catalogue includes all ACIAR Learn courses planned for both 2023 and 2024 - this includes courses that have a confirmed start date, and courses for which the start date is yet to be confirmed.

For courses that do not yet have confirmed dates, we still strongly encourage you to enrol in these so that you can receive updates from the ACIAR Learn team once the course start date and other important course details are confirmed. You will always have the option to unenrol from the course based on your availability.

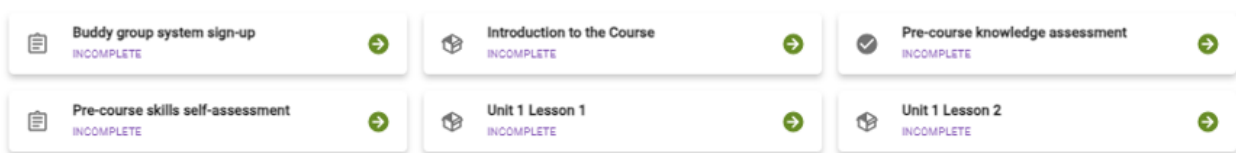
2. First, click 'Go' on the course you want to enrol in

### 3. Second, click 'Go to course'



ACIAR and other international agricultural research organisations commission research from collaborators. Being able to develop a research proposal is therefore highly relevant to achieving collaboration on research projects. In this course, participants will understand and apply strategies to: formulate project ideas and locate funding opportunities; identify specific grant requirements, assemble a project team, and define broad project aims and activities; and structure and write a proposal document for maximum clarity and impact.

#### Activities



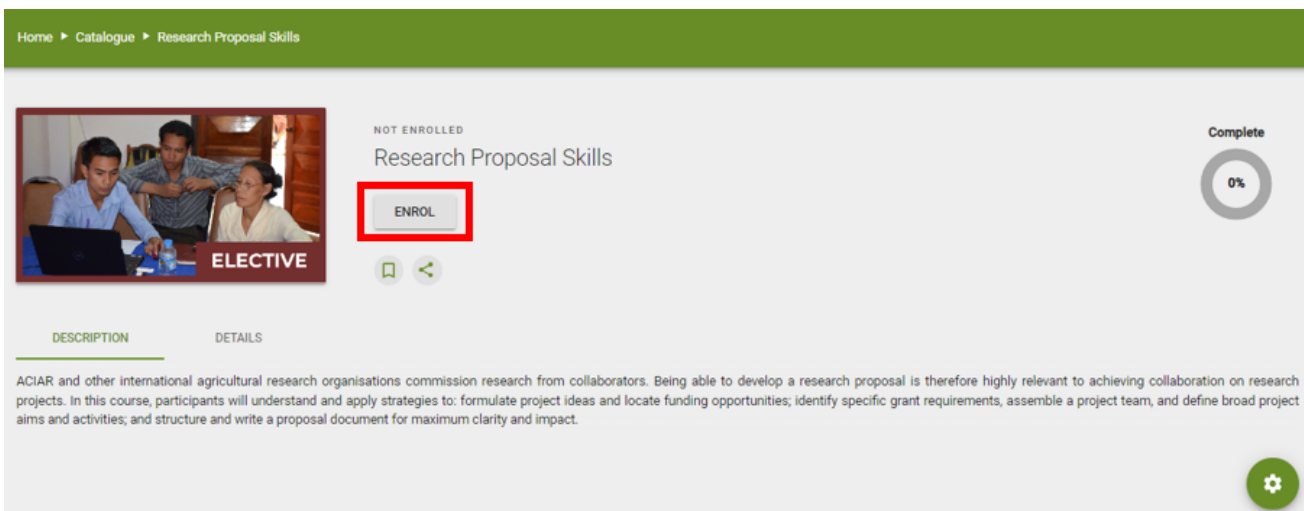
[VIEW ALL ACTIVITIES](#)

#### More Details

Category: Elective Course

[GO TO COURSE](#)

### 4. Third, click on 'Enrol'



### 5. Congratulations, you are now enrolled! You can begin your first course.

If you have any questions or difficulties with the process outlined in this guide, please do not hesitate to contact us at [aciarlearn@uq.edu.au](mailto:aciarlearn@uq.edu.au).