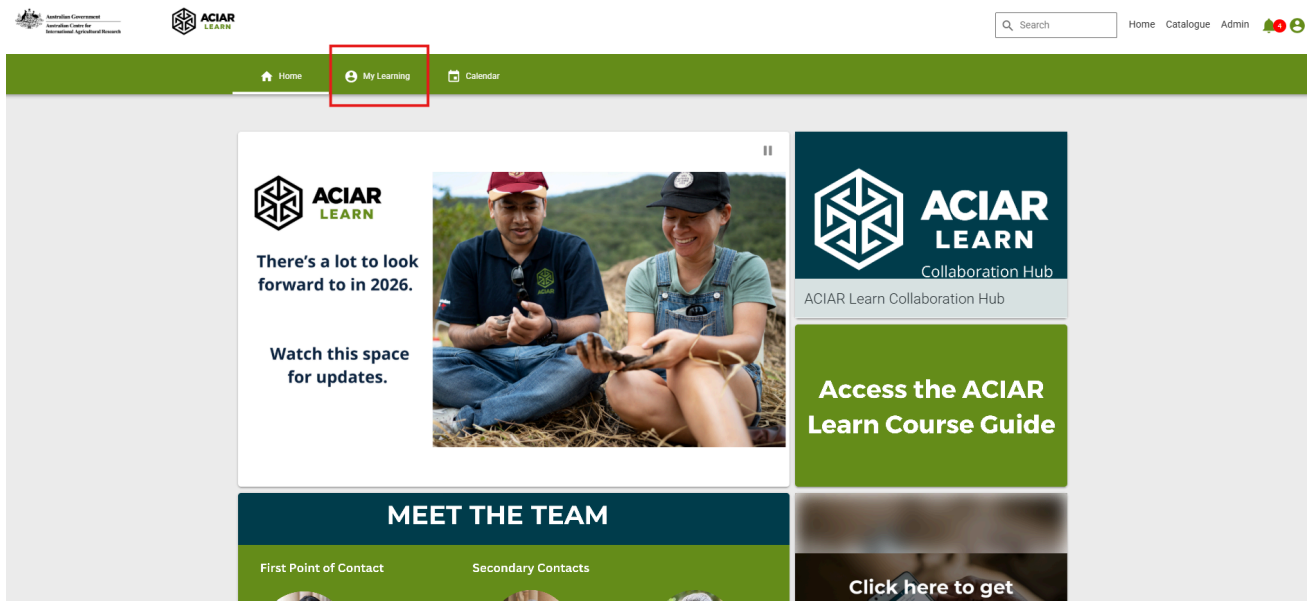


Adding Personal Details

This brief guide explains how to add personal details on the ACIAR Learn platform. If you have any questions, please don't hesitate to contact us at aciarlearn@uq.edu.au, and we will assist you with the process.

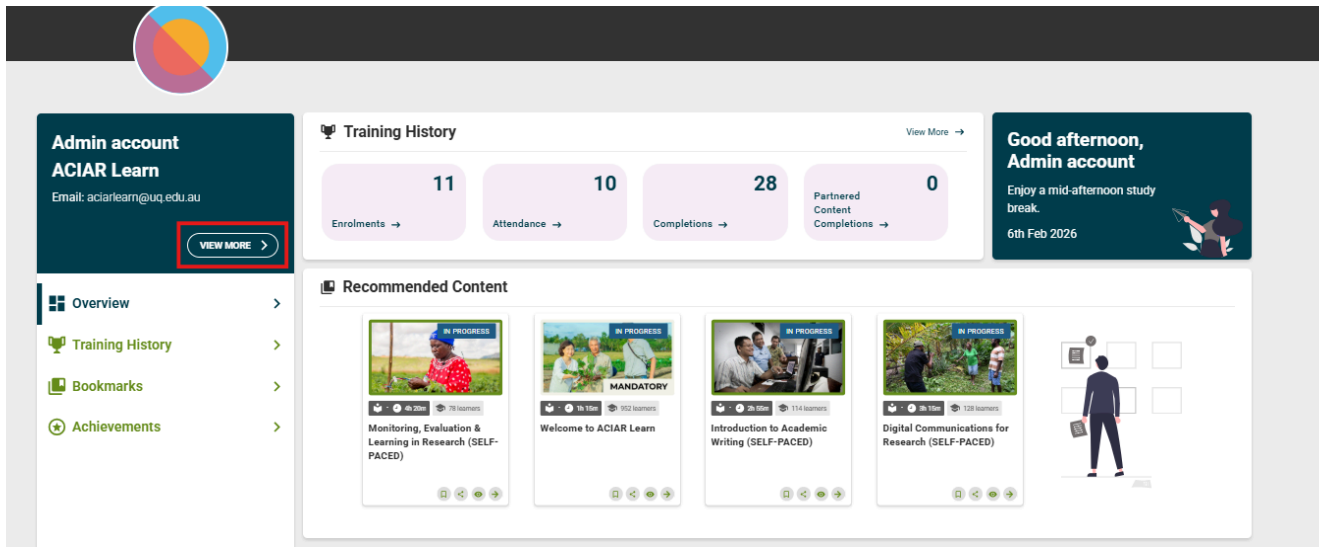
Step 1: Log in to the ACIAR Learn platform. After logging in, you will arrive on the homepage.

Click on the My Learning tab.

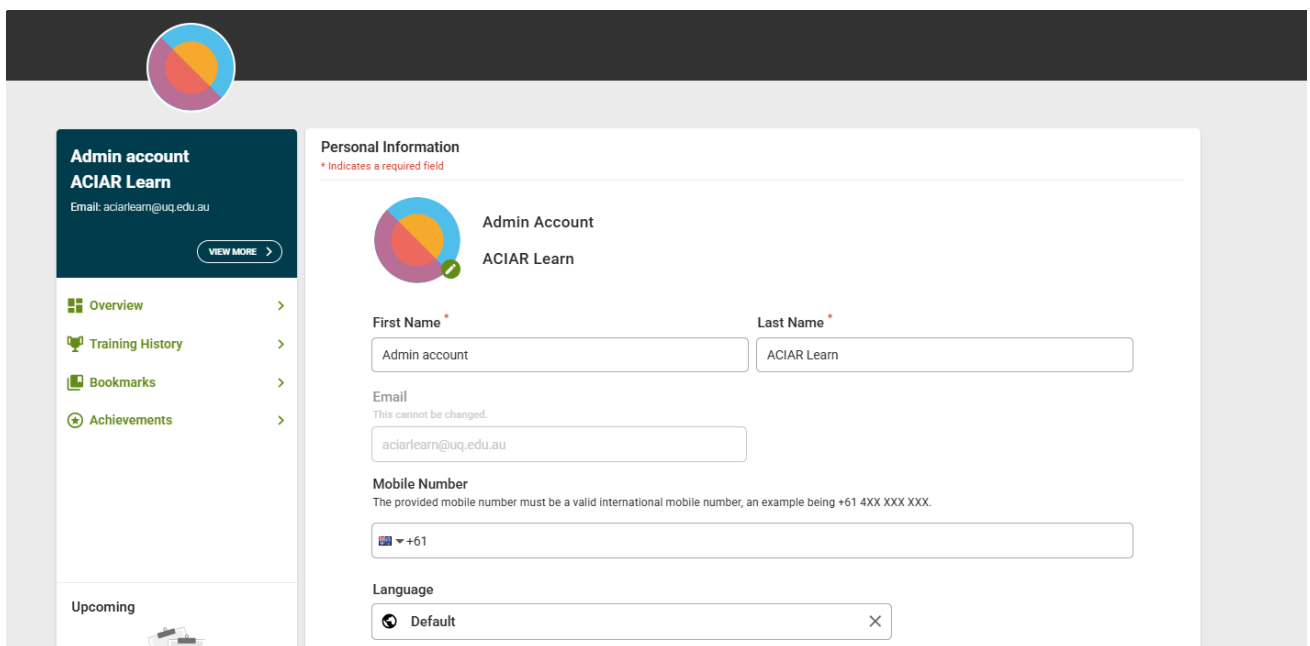


Step 2: My Learning tab will open a new page.

Click on the 'View More' button.



Step 3: The personal information page will open. Please answer all the questions to obtain your certificate.



Step 4: Please begin completing the questions listed.

Please ensure you answer all questions, especially:

“How would you like your name to appear on your Certificate of Completion?”


This field is important as it determines how your name will appear on your course completion certificate.

Admin account
ACIAR Learn
Email: aciarn@uq.edu.au

[VIEW MORE >](#)

- Overview >
- Training History >
- Bookmarks >
- Achievements >

Upcoming




You have no upcoming events!

[CALENDAR](#)

Personal Information

* Indicates a required field



Admin Account
ACIAR Learn

First Name * **Last Name ***

Admin account ACIAR Learn

Email
This cannot be changed.

aciarn@uq.edu.au

Mobile Number
The provided mobile number must be a valid international mobile number, an example being +61 4XX XXX XXX.

+61

Language

Default

ELIGIBILITY: Are you currently working OR have you previously worked* in a partner country on an ACIAR funded project or small research activity (Click on the i in a circle to the right of this question for more information)? *

*This applies to anyone currently working or who has worked on an ACIAR project or small research activity that has completed in the last 24 months, whether employed directly through the project or activity, or involved through a partner or affiliated organization.

No

ELIGIBILITY: Have you completed OR are you a current scholar in (i.e., are currently undertaking) one or more ACIAR capacity building programs? (Click on the i in a circle to the right of this question for more information) *

ACIAR capacity building programs include: ACIAR funded scholarship or fellowships, Master Classes delivered

ELIGIBILITY: Have you completed OR are you a current scholar in (i.e., are currently undertaking) one or more ACIAR capacity building programs? (Click on the i in a circle to the right of this question for more information) *

ACIAR capacity building programs include: ACIAR funded scholarship or fellowships, Master Classes delivered via the Crawford Fund, Alumni Research Support Facility (ARSF), Pacific Biosecurity Partnership, ACIAR Learn courses. Please email us at aciarlearn@uq.edu.au if you have any questions.

Which of the following ACIAR capacity building programs have you completed or are currently undertaking? Select all that apply. *

What is your title? *

What is your preferred name?

This is the name you would like us to call you. For example, if your name is Joanne, your preferred name might be Jo.

How would you like your name to appear on your Certificate of Completion? *

What is your date of birth? *

Step 5: Don't forget to click on the save changes button as shown below.

organisation name and type

please select only one)

work location

Save Changes