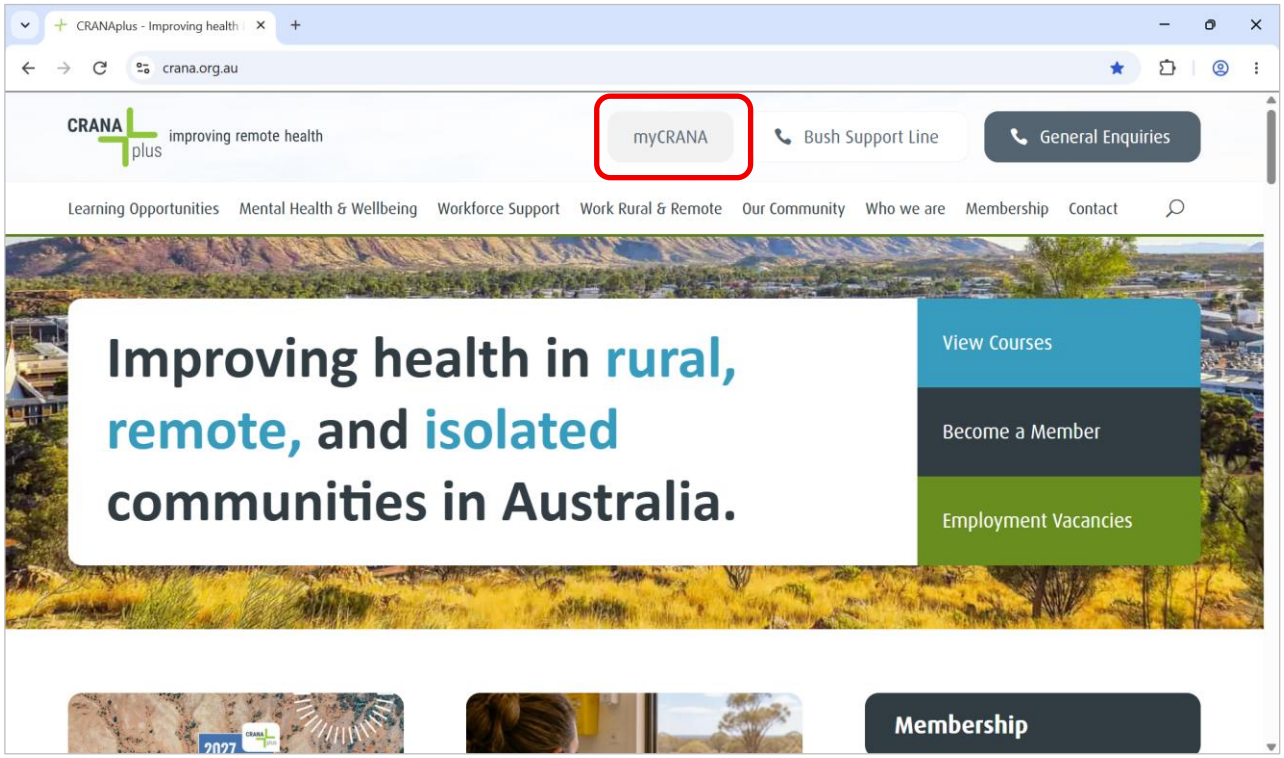
How to guide:
Creating and using a myCRANA ID

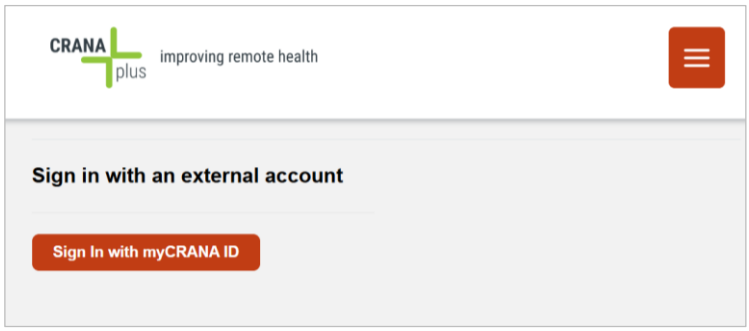
myCRANA is the central hub for the information and tools you need to engage with CRANAplus. To access the myCRANA portal, you need a **myCRANA ID**.

If you're new, you'll need to create a myCRANA ID. If you already have one, simply sign in.

1. To get started, with or without a myCRANA ID, open a browser and go to www.crana.org.au. Click the **myCRANA button** at the top of the window.

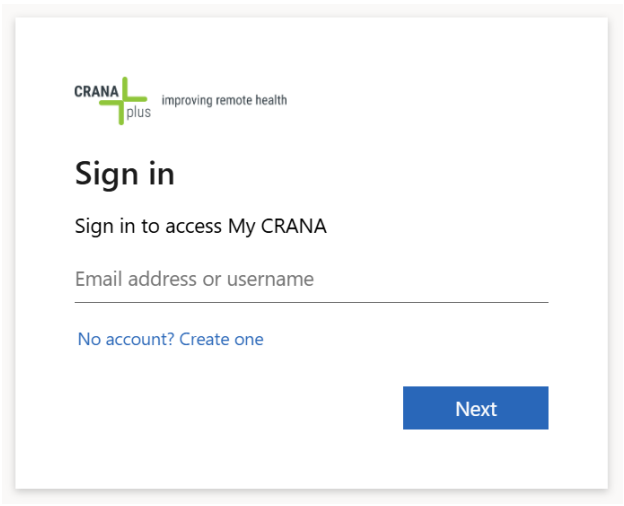


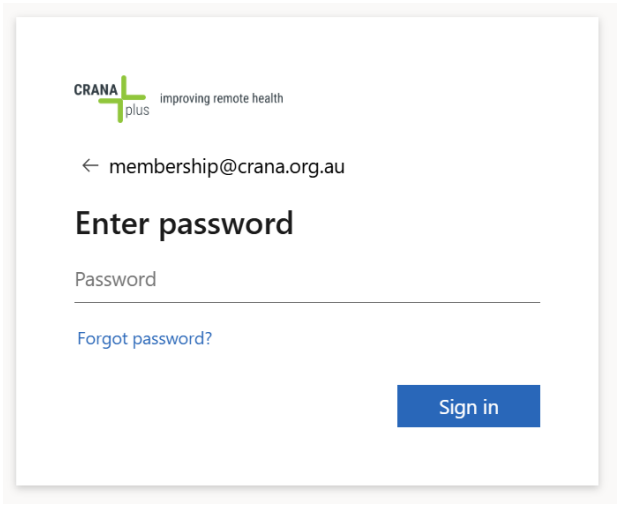
2. If you **have** a myCRANA ID, select the **Sign in with myCRANA ID** button.



3. Enter your email address and select **Next**. Enter your password, select **Sign in**. Proceed to step 10.

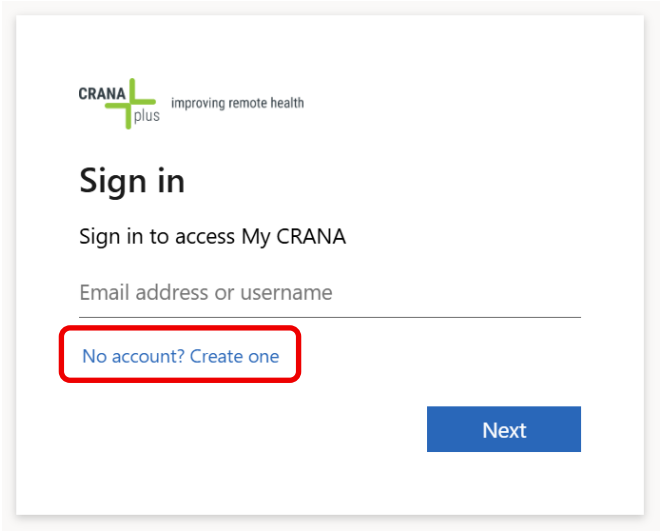
If you *don't have* a myCRANA ID, see step 4.



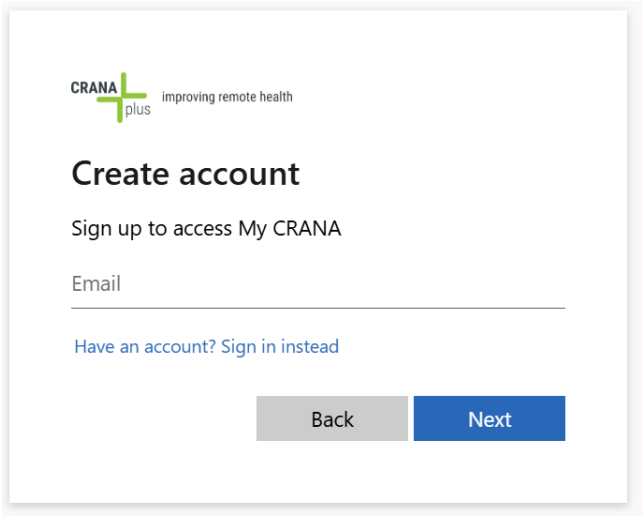


To reset your password, select **Forgot password** and be prompted to verify your identity by selecting 'Email code to your email address' and following the instructions.

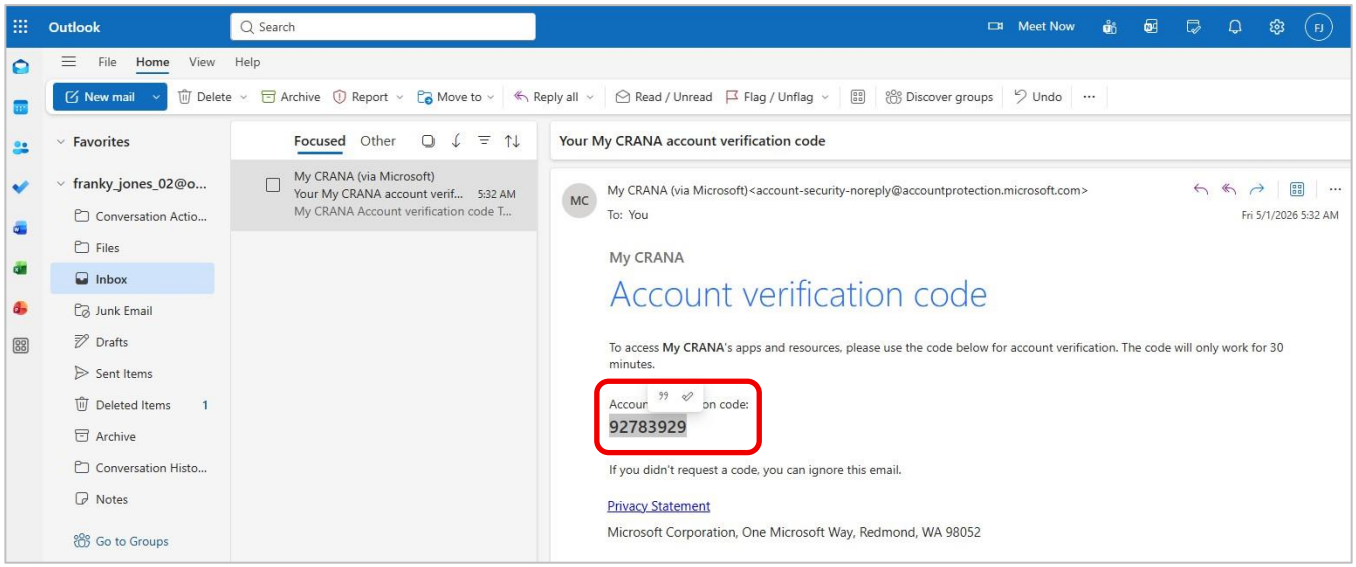
4. If you don't have a myCRANA ID, you can create now by selecting **No account? Create One**.

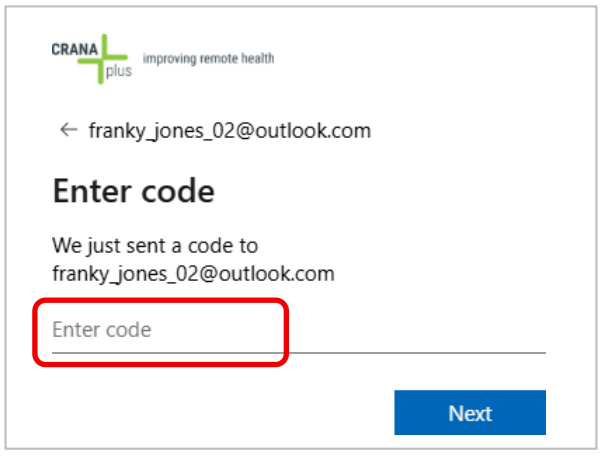


5. Enter your email address (personal email address is preferred) and click **Next.**

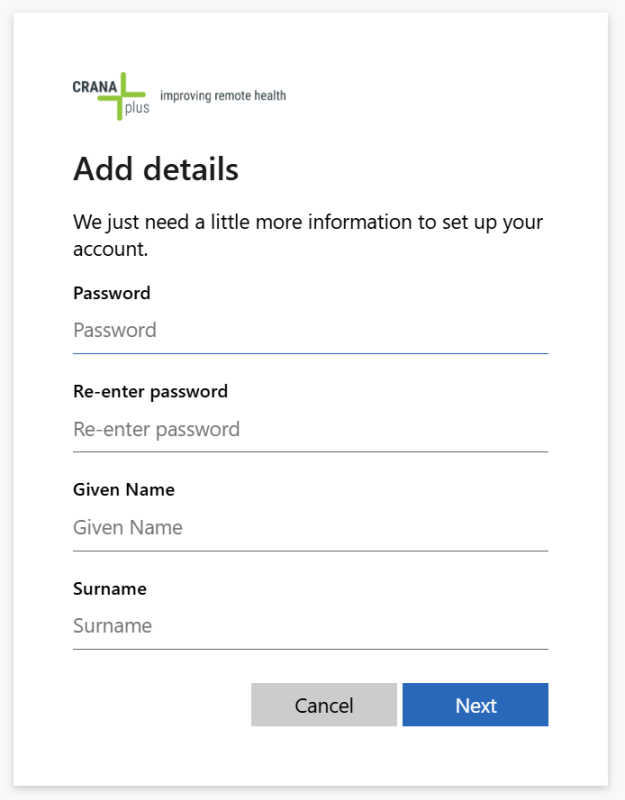


6. Verify your email account. Check your email and enter the Account Verification Code where prompted and select **Next**. If you did not receive a code, check your junk or spam folders.



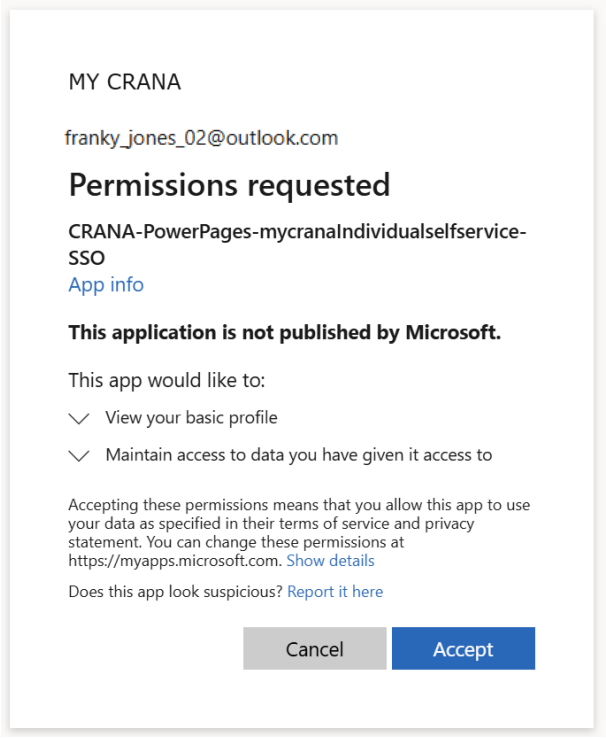


7. Add details – Create a secure password and add your first name (given name) and last name (surname). Select **Next**.



The password must: have a minimum of 8 characters; contain characters from at least 3 out of: lowercase characters, uppercase characters, numbers, symbols; and not be weak or commonly used.

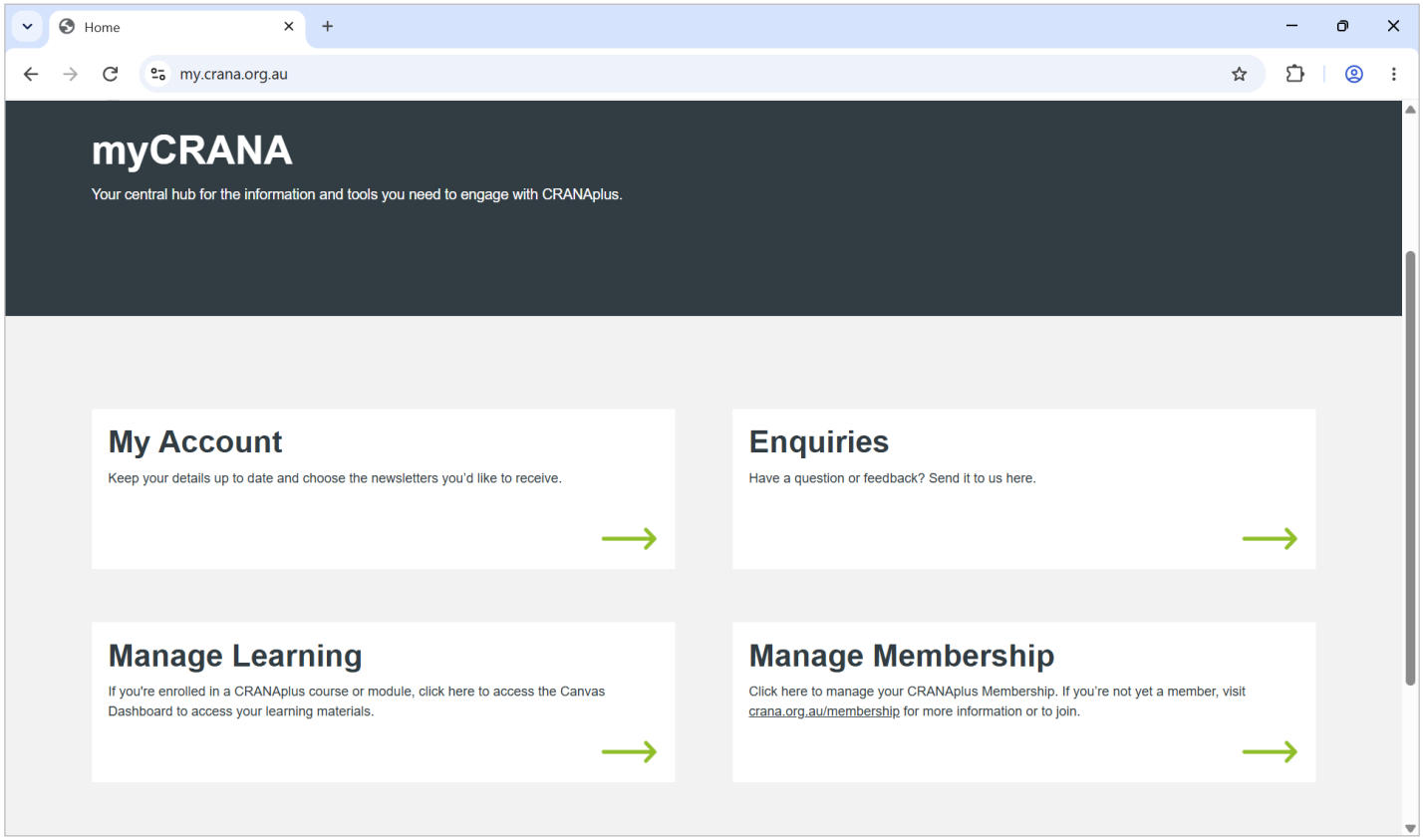
8. You will be prompted to accept the Microsoft permissions request. This allows the myCRANA system to securely verify your identity and link your login details. Select **Accept** or contact eremote@crana.org.au if you have any questions or concerns.



9. Congratulations! You have been issued a unique myCRANA ID (a combination of 7 letters and numbers) that has been sent to your email inbox. You can now login to your myCRANA portal.

10. You have arrived at your myCRANA portal where you can:

    - update your personal details
    - manage courses you are enrolled in
    - submit questions or feedback to the CRANAplus team
    - update or change your Membership subscription



To manage learning, continue on to the following steps:

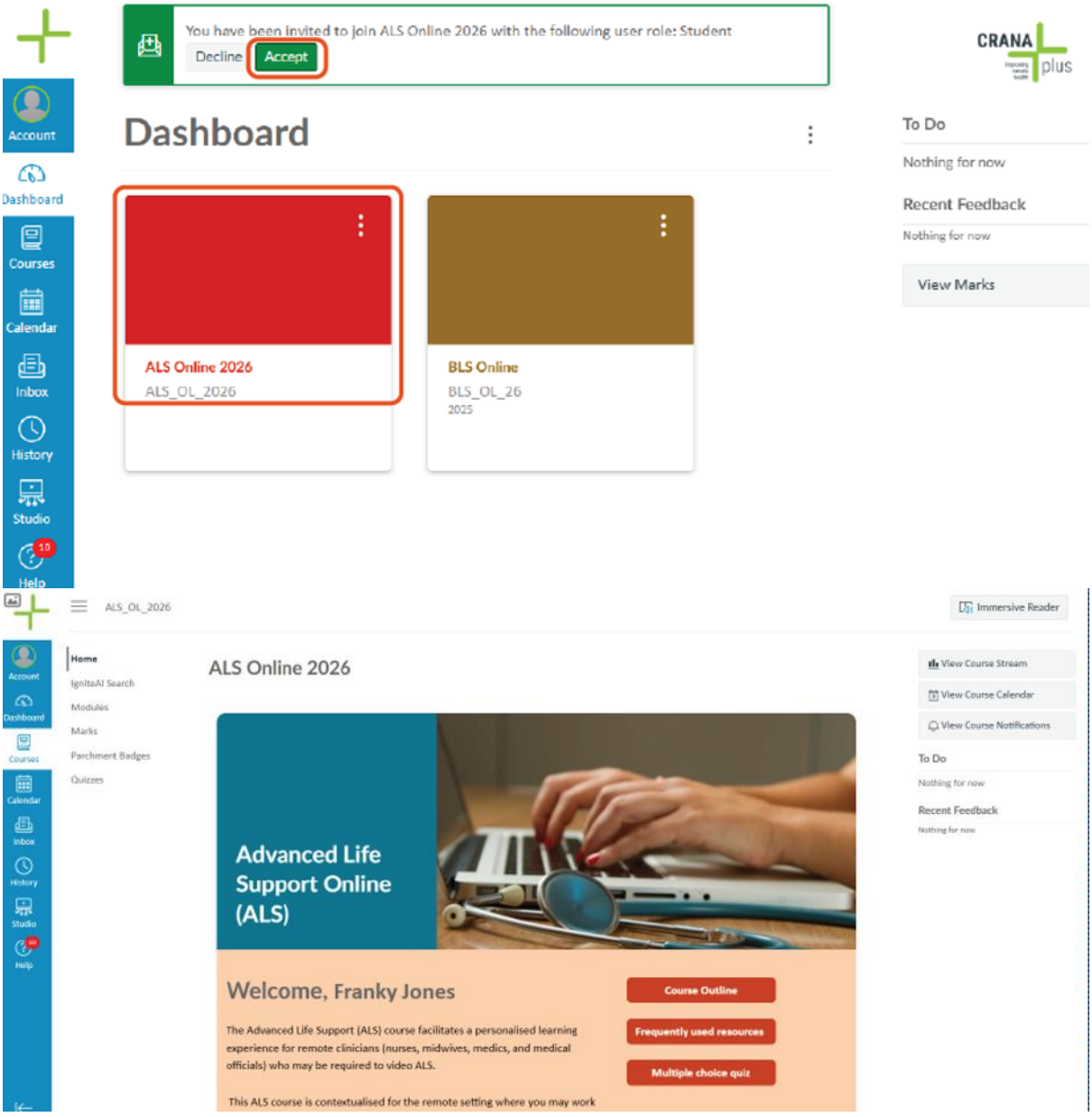
11. a) If you have booked your course through the website go to step 12.
    b) If your workplace has booked you on to a course, please make sure you email your myCRANA ID to: eremote@crana.org.au so that we can link your myCRANA ID to your learning portal.

12. Click the green arrow under **Manage Learning** (as shown above).

13. You will now arrive at the Canvas dashboard screen. This is your learning portal where you will find your courses. If you have a new enrolment, you will see an invitation at the top of the screen. Select **Accept** to complete the enrolment process.

    Note: Your course will appear on your dashboard once access has been released:
    - Online courses are available immediately after enrolment/payment confirmation.
    - Most scheduled courses become available 8 weeks prior.
    - AREC + ALS courses become available 12 weeks prior.

14. Click the course time (as indicated below) to access the course and begin your online theory.



Thank you!

Thank you for supporting CRANAplus. Learn more about Membership benefits and learning opportunities, and feel free to contact us if you have any questions or concerns.

Contact Membership
membership@crana.org.au

Contact Education
education.admin@crana.org.au