HOWTO: Request a New Organisation

SUMMARY

This document describes how external users (from Religious Institute Schools, Approved Organisations, Contractors and external support staff for BCE schools) can request a new Organisation to be added to the approved list.

INSTRUCTIONS

1. Click on the following link to access the BCE Public Website http://www.bne.catholic.edu.au/Pages/default.aspx.


3. From the iLearn image, click Request Login.

4. Click Organisation Request.
5. Enter your organisation’s details to request approval.

6. Once you click Submit, you should receive an email from the BCE Service Desk asking you to confirm your iLearn account request.

7. Please confirm your organisation request using the link within the email. Once you have confirmed your request it will take approximately one (1) business day to finalise the creation of your organisation.

MORE INFORMATION

If you require any further assistance, please do not hesitate in contacting the Service Desk on 07 3033 7777 or via email at help@bne.catholic.edu.au

REFERENCES

External Users
Help Desk Staff