Howto: Request an iLearn Account

Summary
This document describes how external users (from Religious Institute Schools, Approved Organisations, Contractors and external support staff for BCE schools) can request an iLearn Account.

Instructions
Note: If you already have a BCE login and simply need to request iLearn access, please contact the Service Desk directly on 07 3033 7777 or via email at help@bne.catholic.edu.au. If you do not have a BCE account please follow the instructions below.

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. Enter your details to request an iLearn Account.
Note: If your organisation is not on the approved list of organisations, you will need to complete an Organisation Request for approval. This can be completed from this page by clicking on the Organisation Request tab. A Learner account cannot be created until the Organisation Request has been approved and appears in the Organisation drop down list.

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

6. Please confirm your account 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 account.

You will be notified of your account details and how to access iLearn via email from the iLearn Administrator.

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