UQ student verified enrolment into EMPLOY101x

EMPLOY101x is hosted on the edX platform. By using the link below, you'll be brought to the enrolment page of the course where your enrolment will automatically have the UQ learner discount code applied. This code provides you a 100% discount off a verified enrolment status upgrade. **Verified enrolment** will provide you:
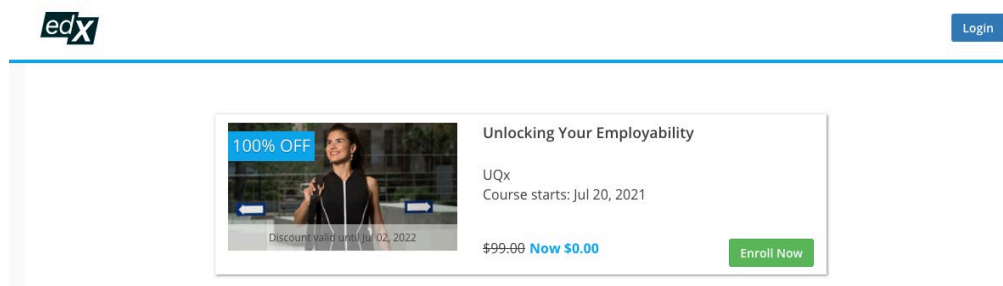
- Full access to the course materials
- Full access to all graded assessment
- Access to the course past the course end date, and
- A *Verified Certificate* upon successful completion of 70% of the course graded assessment.

To earn the verified certificate, you'll need to 'verify your ID' on your edX profile for academic integrity purposes. If you choose not to do this, you can still partake in the whole course, without obtaining the Verified Certificate. If you'd like to know more about what a verified certificate is, click here.

Please note: the course has been significantly updated as at July 2021. If you have previously accessed the 2020 version of the course your information has now been archived and you will need to complete the steps below to re-enrol.

1. **EMPLOY101x verified enrolment**

   - Use the link EMPLOY101x to access free verified enrolment for **UQ students only**.
   - Click on the green 'Enrol Now' button

2. **Register on the edX platform**

   - Next you will be prompted to create an account with edX. You **must use your UQ email address to register** – this will allow you free and full access to the course.
     - Your UQ student email address should take the format of s(student number)@student.uq.edu.au (for example: s4590606@student.uq.edu.au).
   - Once you have set up an account you will only need your email address and password to sign in each time.

     NB: If you already have an edX account with your UQ student email address you will not be required to re-register – just use the 'Sign in' button. If you have an existing login with edX with a non-UQ email address please create a new account with your UQ details by signing out and clicking the link above again.

- After registering, you will receive an activation email at the UQ student email address you entered during registration (your UQ Email inbox). Select the link in the email to activate your account.
- Once you've activated your account, you'll be able to process your verified enrolment into EMPLOY101x using the discount code.

  (If manually required, the UQ learner discount code is *XMN7DMKPV3VWJU3R)*
- You will next be prompted to complete the photo verification requirements. This will allow you to receive a verified certificate on completion of the course. <u>You can choose to not verifiy your identity</u> if you do not wish to receive the Verified Certificate. Visit the edX Learner Help Centre for more information on <u>verifiying your identify</u>.

3.   Navigating EMPLOY101x

- To access the module, make sure you are on the 'Course' tab in the top right hand corner. You should see a welcome message and then a list of modules.
- Familiarise yourself with how to navigate through the course by working through the pre-module 'Welcome to the Course'
- Work through the each module by clicking 'next' either on the ribbon above the text or the 'next' tab at the bottom of each page.
- If you have any questions regarding the content of the course please raise these in the discussion forms. If you encounter technical issues please send a message to the <u>edX Help Centre.</u>

If you have any questions about access to the course, enrolling in the verified track or with downloading evidence of completion please contact <u>EMPLOY@uq.edu.au</u>