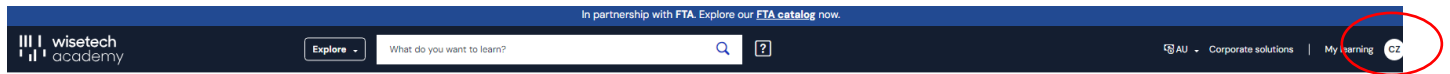


Once logged in, you will see your initials in the right-hand corner

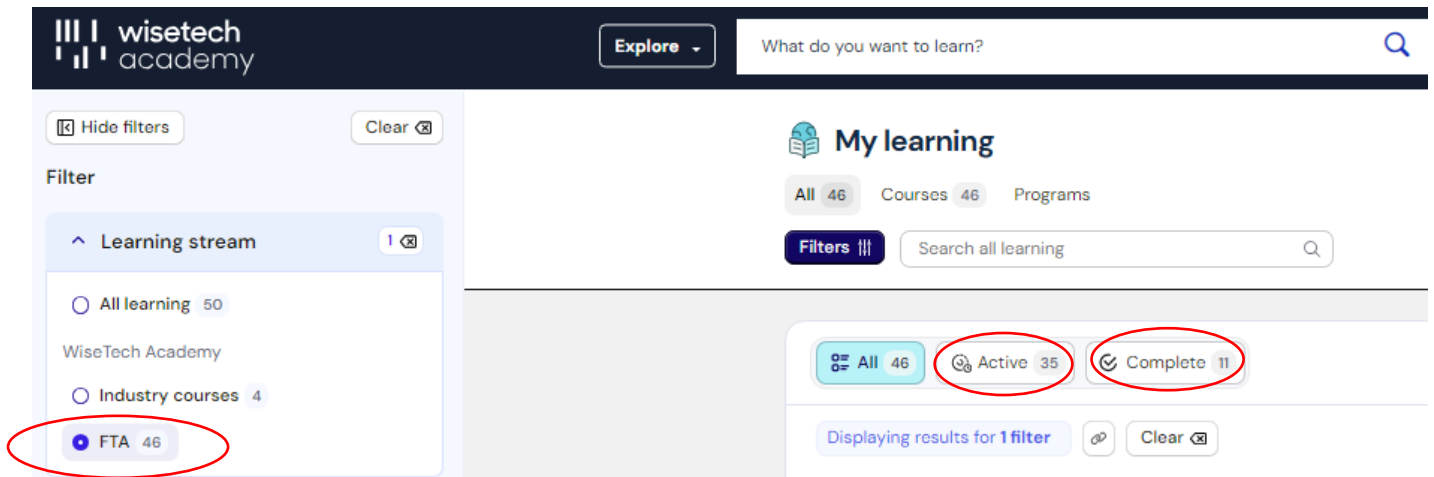


Step 1: Click on My learning

Filters allow you to display FTA training and / or other industry courses.

Select **FTA** to view courses you have been registered to complete for CPD and CBC purposes.

FTA will automatically populate CPD & CBC topics for completion into your profile library.

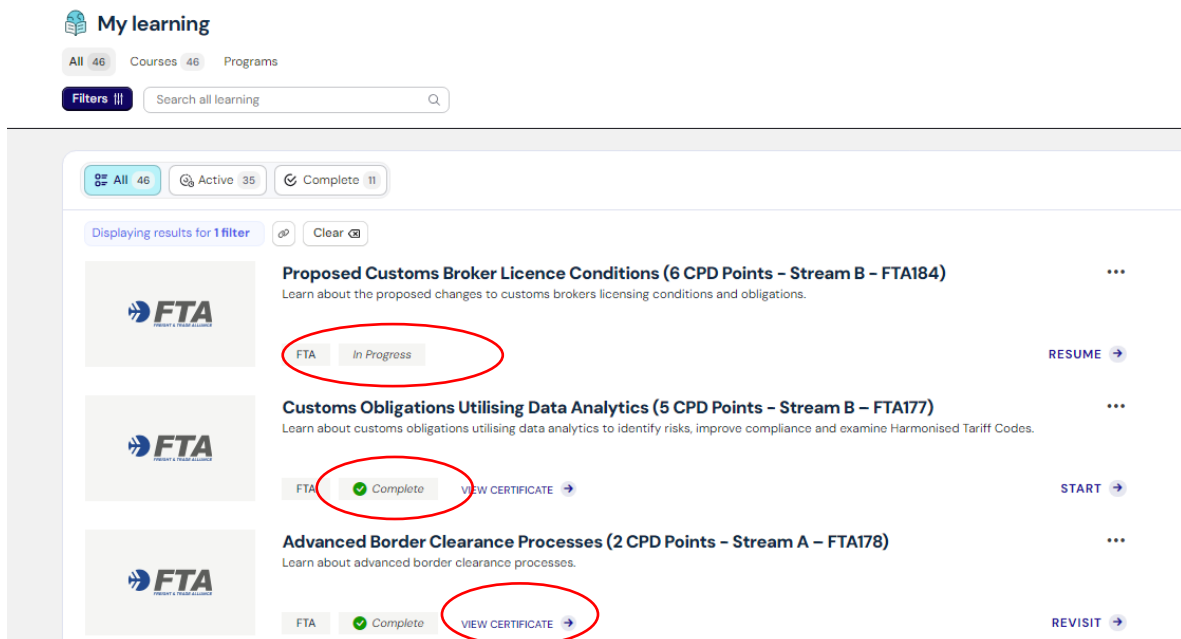


Step 2: Viewing Courses

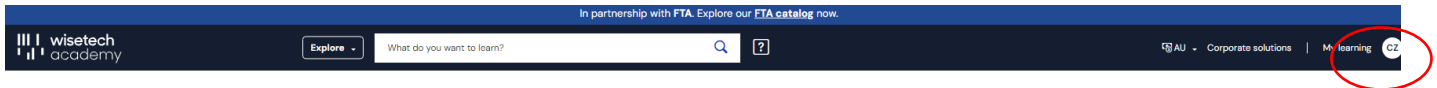
You also have the option to display **Active**, **Complete** or **All** courses against the selected **Filter**

Not started or **In Progress** are courses ready for you to complete in your library

Complete indicates that you have successfully completed this course either online or via attendance at a face-to-face FTA training session. You can view a **CERTIFICATE OF COMPLETION** per course.



Step 3: FTA CPD Attainment Statement



To view your Attainment Statement, hover your mouse over your initials at the top right-hand corner of your profile.

Go to **“Manage Account”** then click on **“CPD Points Statement”** and enter the customs broker licensing period required.

“Manage Account” can also be used to update your **Address or Change your Password**.

FTA Training Support: We recommend FTA members access support [HERE](#) or contact training@FTAlliance.com.au

Please **Log Out** at the conclusion of your training session.