



## How to enrol in a MacICT course via MyPL@Edu

(for non-NSW state teachers)

Here are the steps to enrol:

1. Please go to <https://www.det.nsw.edu.au/docprs/welcome.do> and click on “Don’t have a username” to set up an account.
  - a. You will receive two emails. One will have a temporary password and one will be a link to activate your account.
  - b. Please click on the link in the second email to **activate your account**. You will be prompted to reset your auto generated password which you must do before you can login.
2. Click on the link provided on our website to go to the enrolment page for the event.
3. Scroll down to the bottom of the page and click on ‘Event Enrol’.
4. You will be prompted to log in. Use the username and password you have created.
5. Fill out the form and click ‘Submit Enrolment Application’.
  - a. In the address section please put the billing details of your school/organisation.
  - b. In the payment method section please select ‘Credit Card’ or ‘EFT’ (it doesn’t matter which at this stage).
  - c. In the authoriser section, please put the details of the person at your organisation authorising your participation in the workshop.