

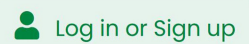
Create a DTA account

A guide for staff/learners

Your organisation has signed up to a Tailored Training Program (TTP) with Dementia Training Australia. To access your TTP, you must create a DTA account. Please follow these instructions to assist in this process.

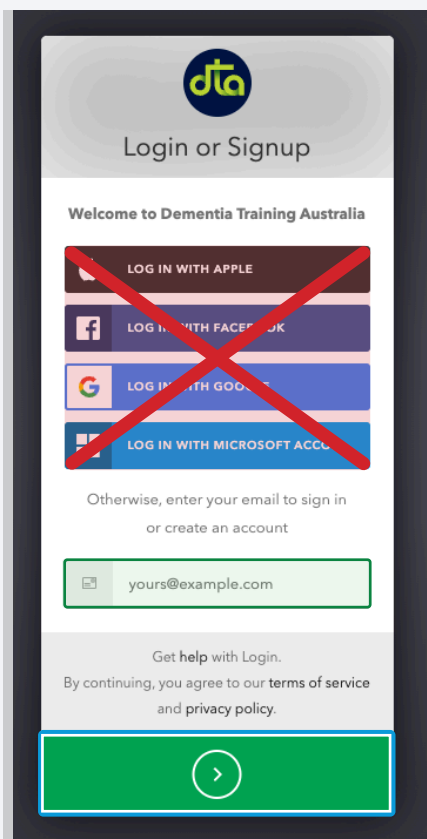
Step 1.

Visit the DTA website (dta.com.au) and click on the “**Log in or Sign up**” button on the top right-hand corner of the screen.



Step 2.

Enter your **work email address** in the field indicated below.



Don't have a work email address?

Please use your private email and ensure you identify your organisation when you complete your details.

Do not use:

This will create an account with your private email address.

Use:

Enter your **work email address** here.

Click here to **submit**.

Step 3.

Check your **inbox** for the **6-digit verification code**.

You will receive a “Welcome to Dementia Training Australia” email from support@dta.com.au. The code is valid for 30 minutes.



Haven't received your verification code?

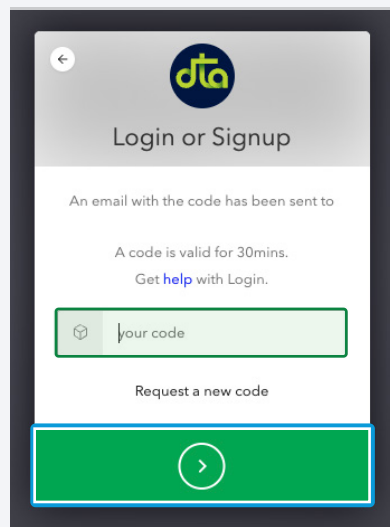
Please check your spam/junk folder. Please wait for the whole 30 minutes and check your email has been entered correctly in the window above.

Still nothing?

If you are using a work computer, your organisation's email filtering services might have blocked DTA's email. Please contact your IT department and request dta.com.au to be added to the approved sender list.

Step 4.

Enter your **6-digit code** in the field indicated below.



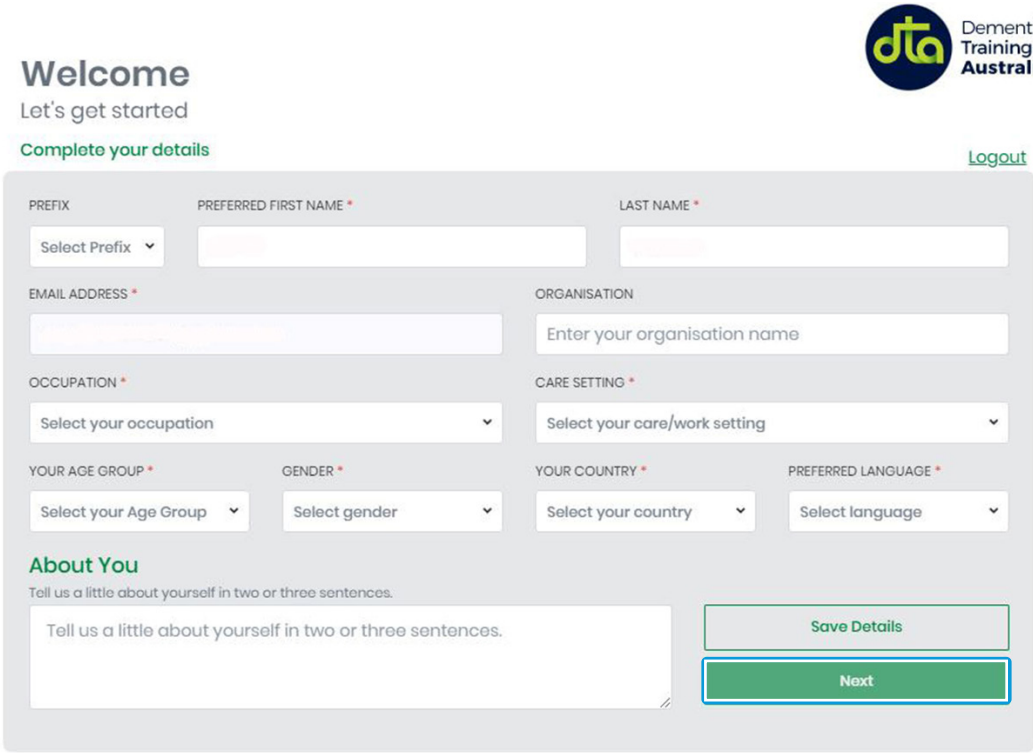
Enter your **verification code** here.

Click here to **submit**.

Step 5.

Complete your details. Your email address will be auto populated.

After completing your details please click on **Save Details** and then click **Next**.



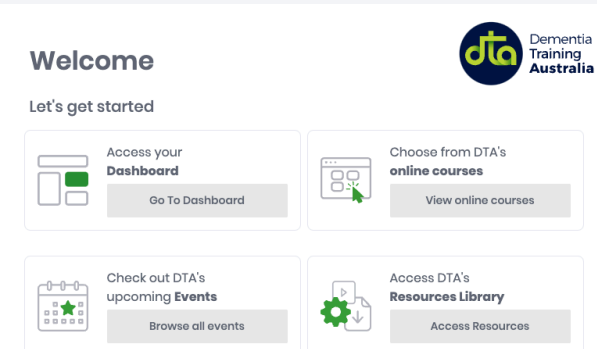
The screenshot shows a registration form titled "Welcome" with the subtitle "Let's get started". The Dementia Training Australia logo is in the top right. The form includes a "Complete your details" link and a "Logout" link. The form fields are: PREFIX (dropdown), PREFERRED FIRST NAME (text), LAST NAME (text), EMAIL ADDRESS (text, auto-populated), ORGANISATION (text), OCCUPATION (dropdown), CARE SETTING (dropdown), YOUR AGE GROUP (dropdown), GENDER (dropdown), YOUR COUNTRY (dropdown), and PREFERRED LANGUAGE (dropdown). Below the form is an "About You" section with a text area and two buttons: "Save Details" and "Next".

Step 6.

You have **successfully** created a DTA account.

A welcome page will open automatically.

To **continue** please proceed to: [Starter Guide 2: Enrol in your TTP](#)



The screenshot shows the "Welcome" page with the subtitle "Let's get started". The Dementia Training Australia logo is in the top right. The page features four main navigation options: "Access your Dashboard" (Go To Dashboard), "Choose from DTA's online courses" (View online courses), "Check out DTA's upcoming Events" (Browse all events), and "Access DTA's Resources Library" (Access Resources).

Are you having difficulties?

If you need further assistance, please contact DTA via the **Help button** on our website or alternatively, please call us on 1300 229 092.