



**Australian Government**  
**Department of Agriculture  
and Water Resources**

# Guardian Online Training

---

**Approved Arrangements for Accredited Persons (Classes 1 to 8)  
New User Registration, Course Purchase and Online Payment**

# New User Registration, Course Purchase and Online Payment

## Introduction

Welcome to the Approved Arrangements for Accredited Persons (Classes 1 to 8) online training course.

Registration is the first step in the enrolment process; it involves giving us your details and receiving a username and password.

Once this is complete, you can pay for your course online via your credit card, or select to print out an invoice to pay offline.

After your payment has been processed you will receive your enrolment notice and access instructions via email.

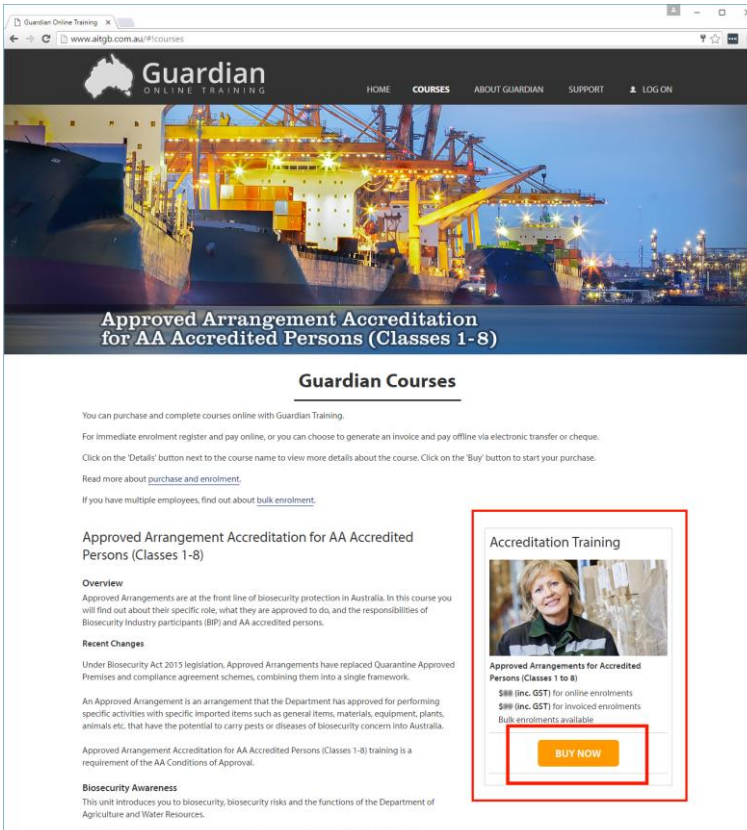
The following instructions will guide you through the online payment process.

Existing Guardian Account holders should log on to Guardian before selecting to purchase a course.

NOTE: If you are an Existing Guardian Account holder and have forgotten your Username or Password, click on the Forgotten Your Password? link in the Log On section. If your email address has changed then you will need to contact Guardian Support to retrieve your Guardian details.

## Step 1. Go to the Guardian Courses page

Course purchase is located at <http://www.aitgb.com.au/#!/courses>. Click on the 'Buy' button for the course you wish to purchase.



The screenshot shows the Guardian Online Training website. The browser address bar displays [www.aitgb.com.au/#!/courses](http://www.aitgb.com.au/#!/courses). The website header includes the Guardian logo and navigation links: HOME, COURSES, ABOUT GUARDIAN, SUPPORT, and LOG ON. The main banner features a night-time image of a port with the text "Approved Arrangement Accreditation for AA Accredited Persons (Classes 1-8)". Below the banner, the "Guardian Courses" section provides information on purchasing and enrolling. A course card for "Accreditation Training" is highlighted with a red box, showing a photo of a woman, the course title, and a "BUY NOW" button.

## New User Registration, Course Purchase and Online Payment

### Step 2. Log on or Register

New users should click on the 'Create account' button and complete all required details on the 'Register a new account' form. Existing Guardian account holders should enter their Guardian username and password and click 'Log on', if not logged on already and confirm their details are correct.

It is very important that you ensure that your email is correct.

### Existing account holder confirmation page

## New User Registration, Course Purchase and Online Payment

### Step 3. Select purchase method, online or invoice

**Pay online via credit card** - Select this option if you wish to pay online. These enrolments will be completed immediately the payment is made online (*go to Step 4*).

**Create an invoice** - Select this option if you wish to create an invoice and EFT or mail your payment. These enrolments will be completed when the payment is processed (*go to Step 8*).

My courses  
www.aitgb.com.au/student/course=42#purchase-confirm

**Guardian**  
ONLINE TRAINING

LOG OFF

### Confirm your purchase

You have selected:

**Approved Arrangements for Accredited Persons (Classes 1 to 8) (AA18-42-00)**  
Qualification

Approved Arrangements for Accredited Persons (Classes 1 to 8)

**Pricing**  
\$### (inc. GST) for online enrolments  
\$### (inc. GST) for invoiced enrolments

**Payment options**

You are now ready to select your payment method, either:

- Pay online using a credit card (MasterCard or Visa)
- Produce an invoice to print, and mail your payment

**Pay online via credit card**

I wish to pay \$### (inc. GST) by credit card.

Online payments are made through VeriSign Australia.

You will need your credit card number and expiry date.

A Tax Invoice will be sent to your email address.

To pay now using a credit card via our secure external provider, click on the 'Pay now' button below.

**PAY NOW**

**Create an invoice**

I wish to pay \$### (inc. GST) by mailing in my invoice with payment.

Use this method to produce a printed invoice to pay.

The fields below allow you to include specific information to appear on the Invoice for your own reference.

You can reprint and/or re-edit your invoice at any time.

When you have finished filling out these details, click the 'Invoice' button.

Invoice Name:

Purchase Order:

Supplier ID:

Site ID:

**INVOICE**

top

MY COURSES PURCHASE MY ACCOUNT HELP & SUPPORT LOG OFF

Legal Notices and Terms and Conditions | © Tarkenton Systems 2016

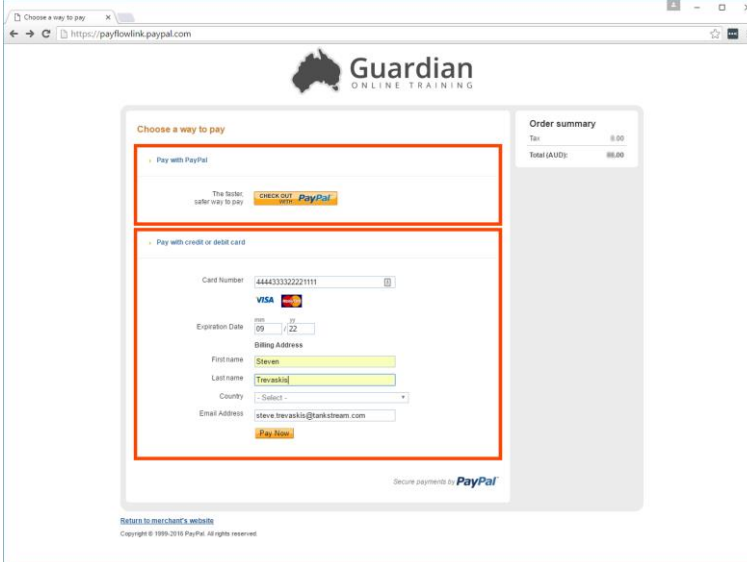
## New User Registration, Course Purchase and Online Payment

### Step 4. Select PayPal or credit card payment

Guardian offers 2 online payment methods.

**Pay by PayPal** – Click on the PayPal checkout button to use your PayPal account to process your payment (*go to Step 5*).

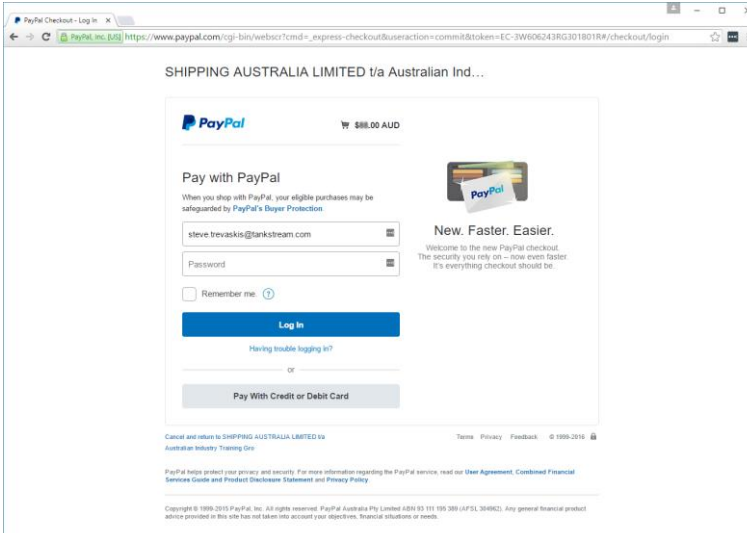
**Pay by credit card** – Enter your credit card details and click on the Pay Now button (*go to Step 6*).



The screenshot shows a web browser window with the URL <https://payflowlink-paypal.com>. The page features the Guardian Online Training logo at the top. Below the logo, there is a section titled "Choose a way to pay". This section contains two main options: "Pay with PayPal" and "Pay with credit or debit card". The "Pay with PayPal" option is highlighted with a red box and includes a "CHECK OUT WITH PayPal" button. The "Pay with credit or debit card" option is also highlighted with a red box and includes a form for entering card details (Card Number, Expiration Date, Billing Address, First name, Last name, Country, and Email Address) and a "Pay Now" button. To the right of the payment options, there is an "Order summary" box showing a total of \$88.00 AUD. At the bottom of the page, there is a "Return to merchant's website" link and a copyright notice for PayPal.

### Step 5. Pay by PayPal

Log in to your PayPal account and follow the pay by PayPal payment steps.



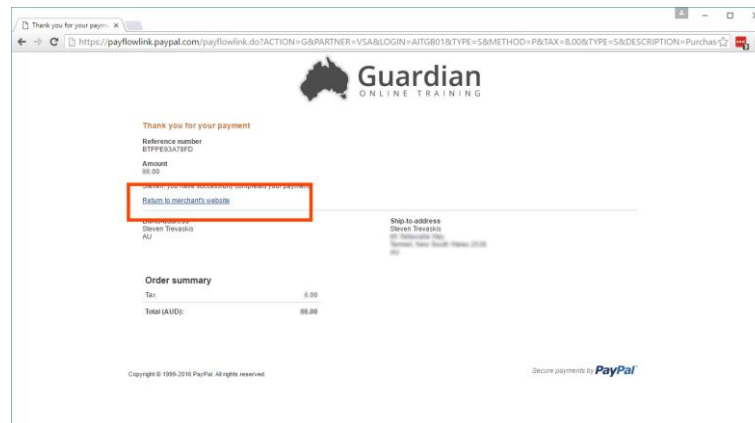
The screenshot shows a web browser window with the URL [https://www.paypal.com/cgi-bin/webscr?cmd=\\_express-checkout&useraction=commit&token=EC-3W60E243RG301801R9/checkout/login](https://www.paypal.com/cgi-bin/webscr?cmd=_express-checkout&useraction=commit&token=EC-3W60E243RG301801R9/checkout/login). The page is for SHIPPING AUSTRALIA LIMITED t/a Australian Ind... and shows a total of \$88.00 AUD. The main heading is "Pay with PayPal". Below this, there is a login form with fields for "Email Address" (steve.trevaskis@tankstream.com) and "Password". There is a "Remember me" checkbox and a "Log In" button. To the right of the login form, there is a "New. Faster. Easier." message and a "Pay With Credit or Debit Card" button. At the bottom of the page, there is a "Cancel and return to SHIPPING AUSTRALIA LIMITED t/a Australian Industry Training Co" link and a copyright notice for PayPal.

## New User Registration, Course Purchase and Online Payment

### Step 6. Guardian payment conformation

After completing a PayPal payment or paying by credit card you will be taken to the Guardian payment conformation page.

**IMPORTANT: To complete your enrolment you MUST click on the 'Return to merchant's website' link.**

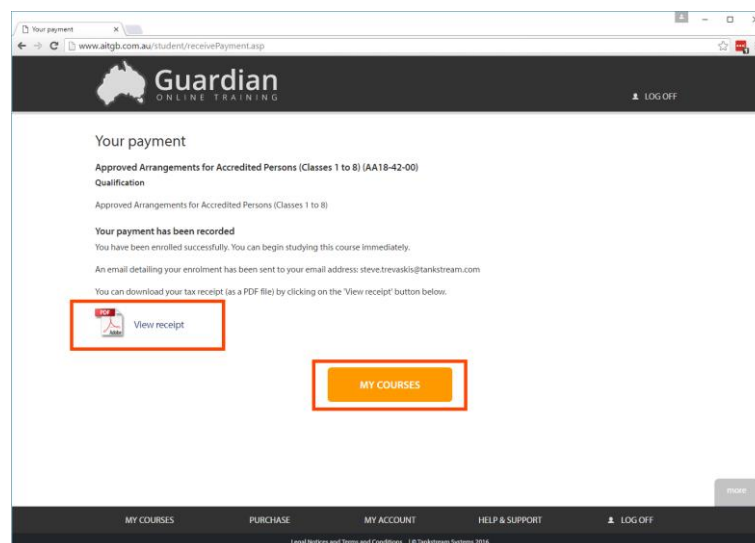


NOTE: Failure to click the merchant link will mean that your payment will be processed but your enrolment will not be completed. If you do not complete this step please contact [support@tankstream.com](mailto:support@tankstream.com).

### Step 7. Guardian payment receipt and course access

Clicking on the 'Return to merchant's website' button completes the enrolment process and provides you with a Guardian payment receipt.

Click on the 'View receipt' link to open your receipt in PDF format for printing or download. Click on the 'My courses' button to go directly to your training program.

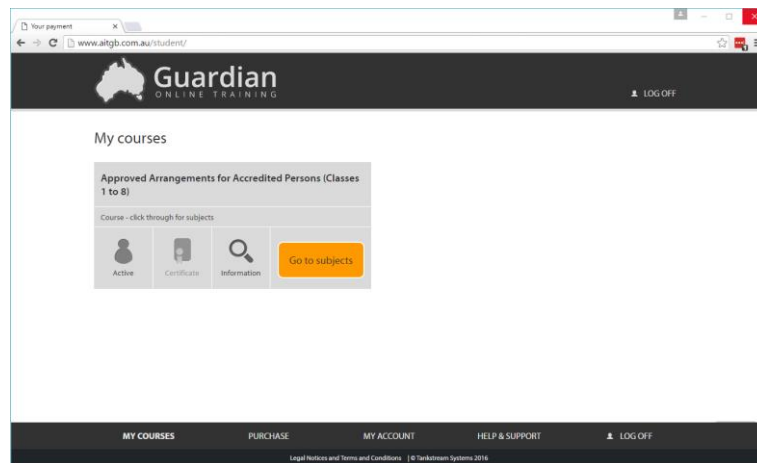


# New User Registration, Course Purchase and Online Payment

## View receipt page



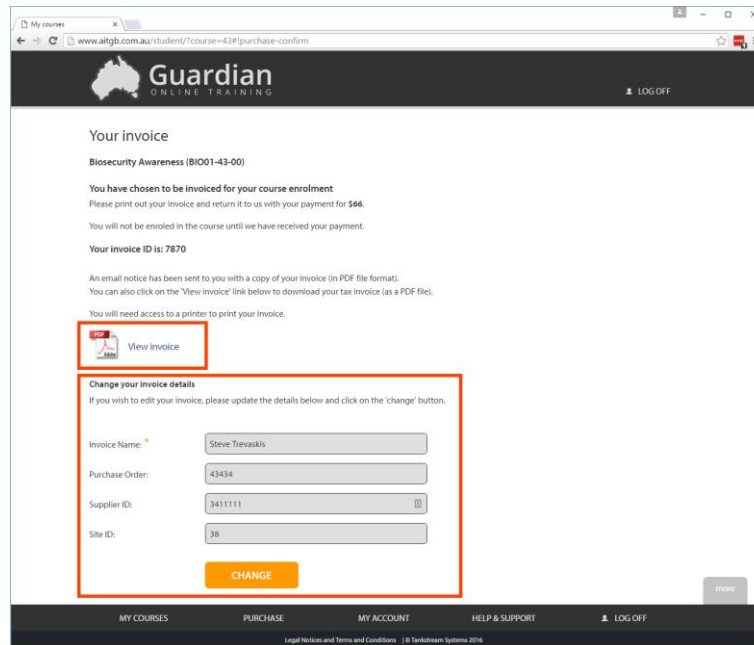
## My courses page



## New User Registration, Course Purchase and Online Payment

### Step 8. Guardian invoice

If you selected the Invoice method this page confirms that you wish to pay by EFT or cheque. Click on the 'View invoice' link to open your invoice in PDF format for printing or download. Click on the 'Change' button to change or add details to your invoice.



#### View invoice page

Print your invoice and EFT or mail your payment - remember to include the invoice number as a payment reference.

Your enrolment will be completed when the payment is processed. For urgent enrolments email or call the Support contacts on the invoice.

