

How to set your password for the UnitingLearning website

If you experience any issues with the following login procedure, please contact Meg James, during business hours, at: Support.Learn@uca.org.au for further assistance.

Please follow the steps below to set your password for the *UnitingLearning* website.

Link to login:

<https://learn.uca.org.au/>

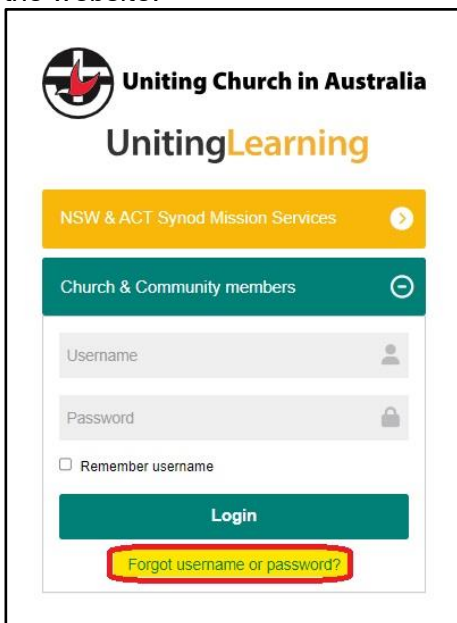
Your Username:

«Primary_Email»

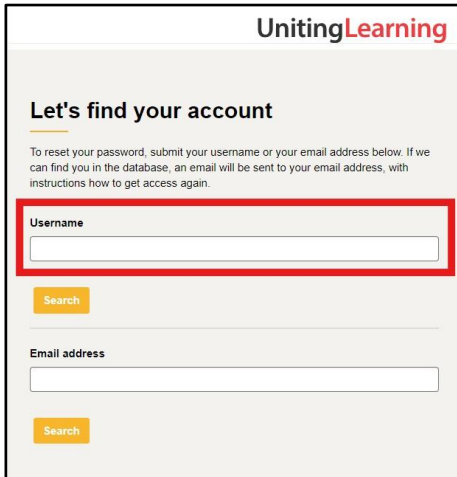
1. Click on the login link provided above, from the login screen select the second option 'Church & Community members' to begin.



2. Select the 'Forgot username or password?' option to begin setting your password for the website.



3. Enter your *Username* (provided above) into the Username search field only, then click on the 'Search' button to search the website database for your username:



UnitingLearning

Let's find your account

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Username

Search

Email address

Search

Then, click the '*Continue*' button to return to the UnitingLearning login screen:



 **Uniting Church in Australia**

UnitingLearning

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

Continue

4. Check your *email* inbox, or 'spam, 'junk' or 'other' emails for the system-generated email that will be delivered to you by:

noreply.learn@uca.org.au

and use the website link included therein to set the password for your account. See example of such an email, below:



5. Once you have used the link provided in the system-generated email, you will be directed to the page on the *UnitingLearning* website where you can set the password for your account. Please keep a note of the password you set for future reference:

The screenshot shows the 'Set password' form on the Uniting Learning website. The form includes the Uniting Church in Australia logo and the text 'Please enter your new password below, then save changes. There are required fields in this form marked *.' The form has a 'Username' field and two password fields: 'New password*' and 'New password (again)*'. Below the password fields is a 'Save changes' button and a 'Cancel' button. A note specifies: 'The password must have at least 12 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #'.

*Please note that your password must have at least 12 characters – i.e., at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), and at least 1 non-alphanumeric character(s) such as: *, -, or #*

6. After setting your password, you will be able to login to the website using your username and password:

Uniting Church in Australia
Uniting Learning

NSW & ACT Synod Mission Services

Church & Community members

Username

Password

Remember username

Login

[Forgot username or password?](#)

- 7a. When you first login, the *privacy policy* for Uniting Learning will appear:

Uniting Church
SYNOD OF NSW & ACT

Uniting Learning

Home My learning Help Caitlin Johnson

Home Profile Caitlin Johnson

1 of 1 policies

Privacy Collection Notice

English (en)

PRIVACY COLLECTION NOTICE
Learning Management System (LMS) and integrated educational technologies
Why we collect your personal information
We use a central Learning Management System (LMS) and integrated educational technologies to support the delivery of educational programs to staff, contractors, members of congregations and others who may be invited to use the LMS from time to time. This privacy notice applies to educational technologies centrally licensed and managed by The Uniting Church in Australia Property Trust (N.S.W.) ARBN 134 487 095 for The Uniting Church in Australia Synod of NSW & ACT ABN 82 492 408 686 and The Uniting Church in Australia Property Trust (Victoria) for The Uniting Church in Australia Synod of Victoria and Tasmania ABN 39 703 442 583 ("we", "us" or "our").
We collect your personal information using these technologies to:

- enable access and use of online teaching and learning tools;
- support the creation of flexible, interactive, and engaging online learning spaces among users of the LMS; and
- administer the delivery of online course content and activities, which may include teaching, marking, examinations, and assessments.

What personal information about you do we collect?
We collect personal information directly from you when you register to use the LMS and throughout your use of the LMS. For example:

7b. Please read through the policy, and scroll to the end of the page. Here, select 'Agree' and then click 'Submit':

Your personal information will not be transferred outside Australia.

Privacy Act and your rights

Our privacy obligations to you are governed by the *Privacy Act 1988* (Cth) (**the Privacy Act**), when collecting and managing your personal information. We are committed to protecting your privacy and processing your personal information fairly and lawfully in compliance with the Privacy Act.

We will only use your personal information for the above purposes or if we have some other lawful reason to do so, such as when it's our legal duty or when we have your consent.

You may request access to, or correction of, personal information we hold about you, or exercise other individual rights (if applicable), by logging into the LMS or by contacting our Victoria and Tasmania Synod Privacy Officer at privacyofficer@victas.uca.org.au or NSW/ACT Synod Privacy Officer at privacy@nswact.uca.org.au, as applicable.

Contact

For further information about the LMS and related educational technologies please contact Victoria and Tasmania Synod Privacy Officer at privacyofficer@victas.uca.org.au or NSW/ACT Synod Privacy Officer privacy@nswact.uca.org.au, as applicable.

For further information about how we manage your personal information, and for details of how to make an enquiry or complaint or to contact our Privacy Officer, please refer to our [Privacy Policy \(NSW and ACT\)](#) or [Privacy Policy \(VIC and TAS\)](#), as applicable.

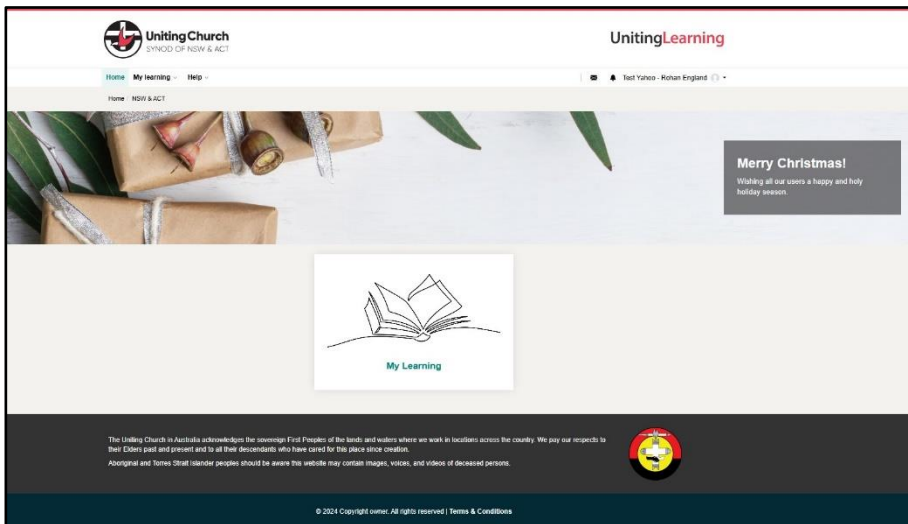
Provide your consent

Do you agree to these conditions? (Consent is required to access the site)*

Agree - continue to site.

Disagree - exit the site.

8. Once your login is complete, the UnitingLearning *homepage* should appear:



Simply click on 'My Learning' to be taken to a list of all courses you are enrolled in.