UPDATE MY LEARNING

Members are required to complete a minimum of 120 hours of Training and Development over the course of each triennium, or 3 year period.

If you wish to record your Training and Development activity directly onto your membership record via the Institute website, please complete the following steps:

Step 1
At the Institute website home page, select “My Account” located at the top of the screen.

Step 2
You will be asked to complete your login details. Unless you registered yourself via the website, all login details have been defaulted to:

Username – membership number
Password – date of birth in ddmmyyy format (so if your birthday is 5 Jan 2001, your password is 05012001)

If you experience any difficulties with logging in, contact our Service Centre on 1300 137 322 or email service@charteredaccountants.com.au. You can also use the Login screen to request your login details.
Step 3

From the “My Account” tab located at the left of the screen, select “myLearning” from the navigation options.

You can then choose “Education summary” from the dropdown options.
Step 4
From this page, you can click on "Add education record" to include new training details. Institute events that you attend are automatically updated.