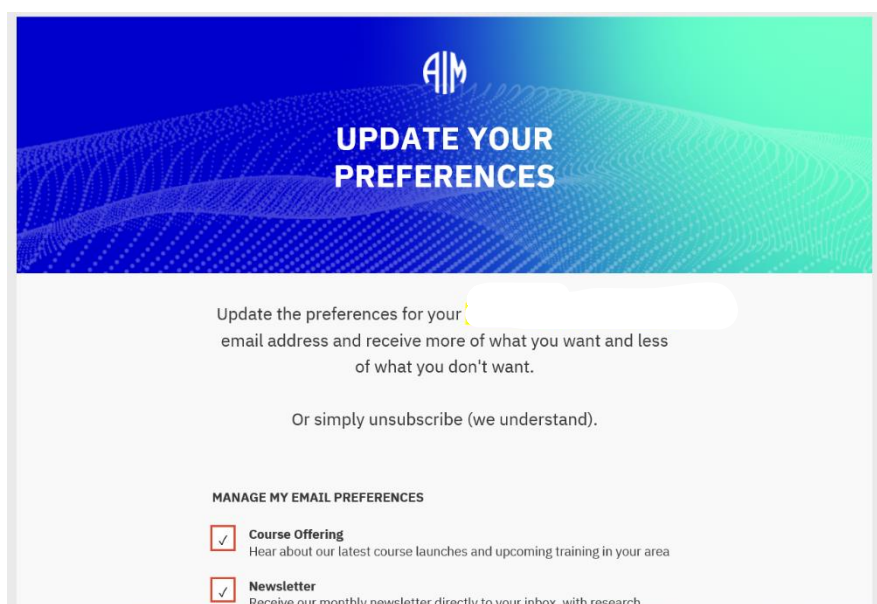# AIM Access Online Booking Guide and Tips

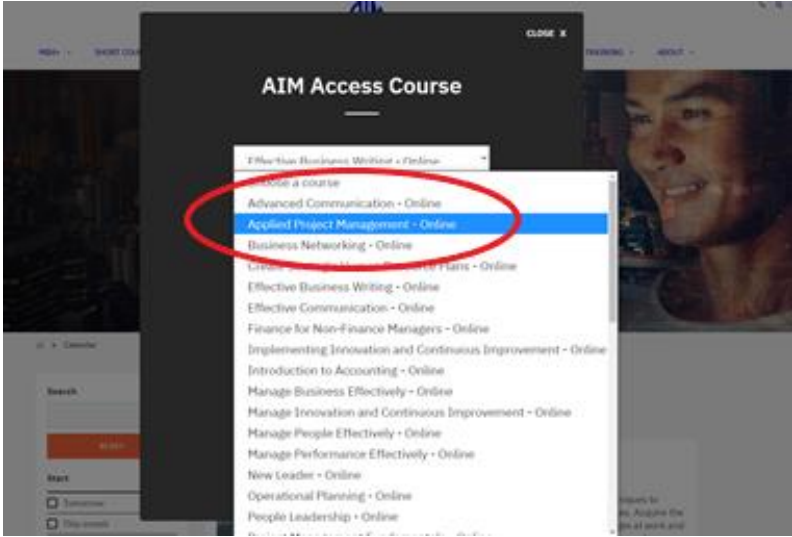## Terms and Conditions for the use of AIM's Access Online Courses

The below list is a set of GCPHN terms, conditions and some tips and tricks to accessing AIM's Access Online Courses.

- Access to the online courses conclude when GCPHN's subscription ends on the 30 June 2021 (despite what the access time may tell you once you have enrolled).
- The AIM Access Online Program **does not include** access to AIM's Courses available on campus or AIM's Virtual Courses. **TIP**: Any course with a scheduled date/time associated with it, is **not included** as part of our subscription.
- Please take care to only book the **online** (self-paced) learning courses as GCPHN will not endorse any additional expenditure.
- Please note, when you click 'book now' and enter required details (see below on step 4), you will be required to add the "Company Name" field in as "GCPHN" and the "Department" field as the organisation you work for, as this links to our subscription.
- It is important to ensure you do not attempt to enrol for courses via your MyAIM profile (the portal you use to access your training material) or the normal AIM website as you will be prompted to pay for the course which will create and send an invoice to you as the participant.
- If would like a completion certificate, please email studentsupport@aim.com.au with your USI number. If you do not have a USI number, please create one here.
- To ensure you have the best experience with these online learning courses, AIM recommends using one of the following browsers: MS Explorer, MS Edge or Firefox.
- Please be aware some of the emails you receive from AIM may go into your Junk Mail or into your "Quarantine".
- If you are having problems accessing the courses or have any questions please contact AIM Access Support on 1300 887 185 or email access@aim.com.au. For basic queries you can also contact the Primary Health Care Helpdesk on 07 5612 5408, practicesupport@gcphn.com.au.
- If you start to receive too many marketing emails from AIM, you can simply scroll down to the bottom of the emails you receive and click unsubscribe and be prompted to update your preferences as indicated in the snip below

AIM Access Online Booking Guide

The below table provides a guide on how to enrol for Online courses with AIM Access (alternatively, you can email access@aim.com.au directly with your booking requests):

How to book an Online Short Course:	
Step 1:	View the AIM Access Calendar
Step 2:	In the top heading select 'Book an Online Short Course'.
Step 3:	Identify the course you wish to enrol into – Noting any courses with (Virtual) listed in the course name is not available under your subscription (choose online courses that are "online").
Step 4:	Click 'book now' and enter required details Please note: You will need to add "GCPHN" into the company name field (instead of your business name) to avoid incurring a cost to yourself or your business. See image below

Step 5:	Once you have submitted the Course booking you will be taken to this screen.

Step 6:	After submitting your booking request, you will receive confirmation within 1 business day along with a link to create your myAIM login to view and access your course materials.
	We recommend enrolling into no more than 3 courses at a time. Please contact access@aim.com.au for any assistance required or alternatively call 1300 887 185.
	You should receive three emails. Please note some of these may go into your Junk Mail or into "quarantine", depending on your email security settings.
	1) Booking email 2) Course Registration Confirmation 3) Welcome to AIM email Thank you for your AIM Access Online Short Course Booking AC AIM Customer Service <donotreply@aim.com.au> To ⓘ If there are problems with how this message is displayed, click here to view it in a web browser. Development on demand AIM ACCESS Hi Thank you for registering your interest in an AIM Access Online Short Course with the Australian Institute of Management. Within the next 24 hours, we will confirm your subscription and send you a confirmation of attendance. If you are registering for multiple attendees, or we require more information about you or your organisation, we will be in touch by phone prior to confirming your place. If you have any questions regarding your booking, please do not hesitate to contact the AIM Access team at access@aim.com.au or 1300 658 337. Kind regards,

Manage Performance Effectively (Online) - Course Registration Confirmation

AI   Australian Institute of Management <studentsupport@aim.com.au> (Australian Institute of Management via 0l7j63ns2bn6.28-19qk9eai.ap7.bnc.salesforce.com)
To

(i) Follow up. Completed on Friday, 18 September 2020.
If there are problems with how this message is displayed, click here to view it in a web browser.
The actual sender of this message is different than the normal sender. Click here to learn more.

You have registered for Manage Performance Effectively (Online)

Hello

This email acts as confirmation of your registration for the following course with the Australian Institute of Management (AIM).

Course: Manage Performance Effectively (Online)

Mode: Online

Completing your course online grants you instant access to your course material. To get started, simply click on the name of your course via the myCOURSE tab.

CLICK HERE TO LOG IN TO myAIM

Or paste this link into your browser: my.aim.com.au

A few important things to note:

Welcome to AIM

?   No Reply <noreply@scentia.com.au> (No Reply via 7o8eyczlh4m0.28-19qk9eai.ap7.bnc.salesforce.com)
To

(i) If there are problems with how this message is displayed, click here to view it in a web browser.
We could not verify the identity of the sender. Click here to learn more.
The actual sender of this message is different than the normal sender. Click here to learn more.

Hello

You have been registered to attend a course with Australian Institute of Management (AIM)

Your username is

To gain access to AIM's learning portal myAIM, please click on the button below to set