

# AIS Scheme Training Modules

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**NEW AIS Scheme Members**

**User Guide**

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## Introduction

The Approved Inspection Station Scheme training consists of six (6) micro-credential modules:

- One (1) AIS Core Module and
- Five (5) Approved Examiner Inspection Modules

This training is mandatory for new applicants for an AIS or nominee approval holder and/or an approved examiner. Click [here](#) to find out more.

You can purchase individual modules OR a module package that allows you to select the AIS Core Module and individual inspection modules that you intend to apply for.

To complete your purchases you will need to create a Course Gateway Account.

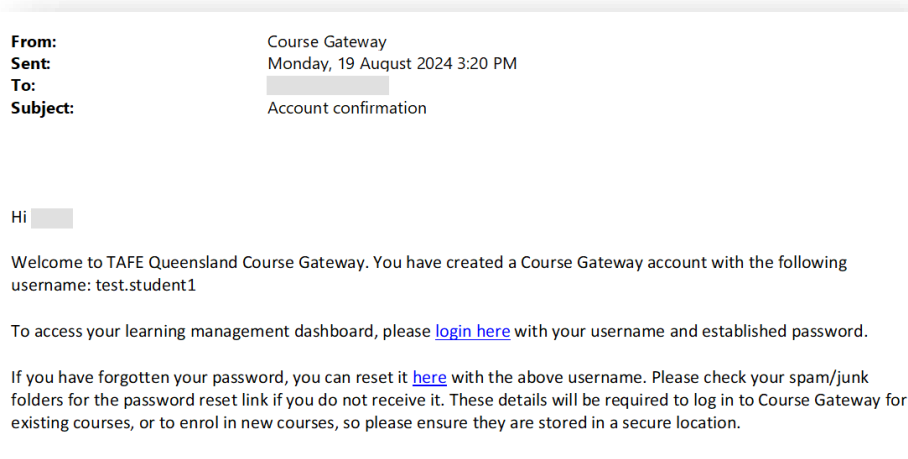
This user guide provides instructions on:

- Creating a Course Gateway Account
- Purchasing individual modules
- Purchasing a module package
- Logging in to Course Gateway
- Resetting your password

## Creating a Course Gateway Account

If you don't already have a Course Gateway Account, you will need to follow the below steps to create one before purchasing any modules

1. Navigate to the [Course Gateway website](#)
2. Click on “**Login**” toward the top-right corner of the page
3. Click the **Create Account** button under “Are you a new Learner?”
4. Fill out the required details in the registration form then click the **Create Account** button
5. You will then be directed back to the [Course Gateway home page](#) and be sent an Account confirmation email confirming your registered login credentials.



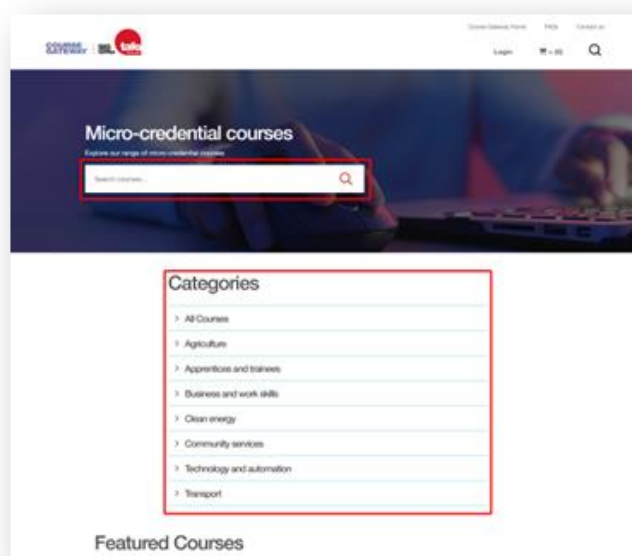
## Purchasing Individual Modules

You can follow the below steps to purchase an individual Course Gateway micro-credential:

1. Navigate to the [Course Gateway website](#)
2. Search for the course product you would like to purchase by using the search box or browsing the relevant Categories

NOTE – the following course products will be available under the Transport category:

- AIS Core Module
- Approved examiner light vehicle inspection module
- Approved examiner motorcycle inspection module
- Approved examiner light trailer inspection module
- Approved examiner heavy vehicle inspection module
- Approved examiner heavy trailer inspection module



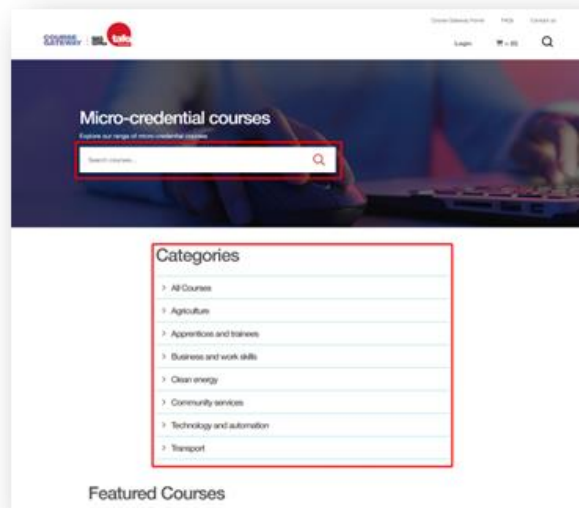
3. Click the **View Course** button on the desired course product tile
4. Click the **Enrol Now** button
5. Review your shopping cart and click the **Checkout** button when ready to proceed
6. Log in or create an account (as required)
7. Fill in all required details and click on **Proceed** to finish your purchase
8. Click the **Click here** button to access your training
9. You will be redirected to the [Course Gateway Training](#) dashboard where you can now access the training content

## Purchasing Module Packages

1. Navigate to the [Course Gateway website](#)
2. Search for the course product you would like to purchase by using the search box or browsing the relevant Categories

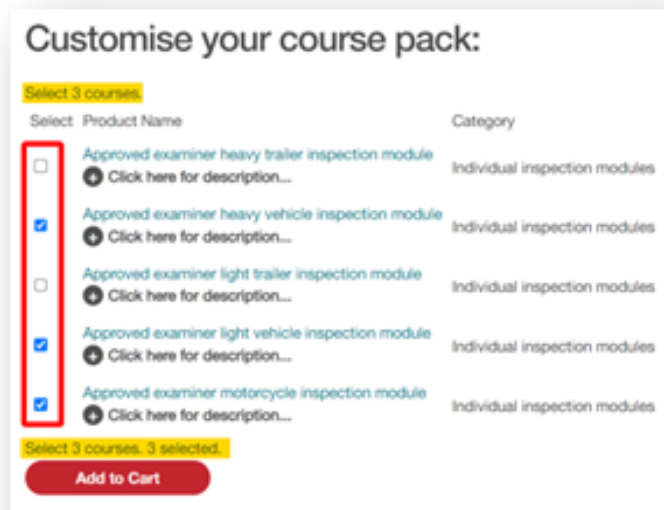
NOTE – the following course products will be available under the Transport category:

- AIS Core Module
- Approved examiner light vehicle inspection module
- Approved examiner motorcycle inspection module
- Approved examiner light trailer inspection module
- Approved examiner heavy vehicle inspection module
- Approved examiner heavy trailer inspection module



3. Click the **View Course** button on the desired course product tile
4. Select (✓) the desired courses under the “Customise your course pack” heading.

NOTE: You must select the same number of modules specified in the instructions to your cart. The AIS Core Module will be automatically included in each of the module package options.



5. Click the **Add to Cart** button
6. Review your shopping cart and click the **Checkout** button when ready to proceed
7. Log in or create an account (as required)
8. Fill in all required details and click on **Proceed** to finish your purchase
9. Click the **Click here** button to access your training
10. You will be redirected to the [Course Gateway Training](#) dashboard where you can now access the training content

## Logging in to Course Gateway

You can follow the below steps to log in to your Course Gateway account:

1. Navigate to the [Course Gateway website](#)
2. Click on “**Login**” toward the top-right corner of the page
3. Click the **Login** button under “Already Registered?”
4. Enter your Course Gateway login credentials (Username and Password) then click the **Login** button
5. You will then be directed back to the [Course Gateway home page](#).
6. To access training modules you have previously enrolled in, hover over “**My Account**” toward the top-right corner of the page and click on “**Your Courses**” to navigate to the [Course Gateway Training](#) dashboard.



## Resetting your password

You can follow the below steps to request a password reset link to be sent to the email address registered to your Course Gateway account:

1. Navigate to the [Course Gateway website](#)
2. Click on “**Login**” toward the top-right corner of the page
3. Click the **Login** button under “Already Registered?”
4. Click on the “[Forgot your password?](#)” link under the Log In button
5. Enter your Course Gateway **Username** then click the **Submit** button

*Note: If you do not know your username, please submit a [Contact us](#) form with your Full Name and registered Email Address and the Course Gateway Team can look this up for you.*

6. You will then be directed to the following confirmation screen advising that the password reset email has been sent to your registered email address, where you can then click on the “[Go to login page](#)” link to be directed back to the login screen

*Note: If you do not receive your password reset link, please check your Junk/Spam folders before [contacting](#) the Course Gateway Team.*

