

## Guidelines for purchasing micro-credentials using the Shopping Cart



This guide provides instructions on how to purchase a micro-credential from either our online catalogue located on our Learning Management System, **Be Different**, or via the CQUniversity website. The guide will step you through how to:

1. Add a micro-credential to the shopping cart from the CQU website
2. Make a payment
3. Access your micro-credential via Be Different.

Anyone can access our micro-credentials. You do not have to be a CQUniversity student.

To access our micro-credential courses, you do need to set up an account with Be Different.

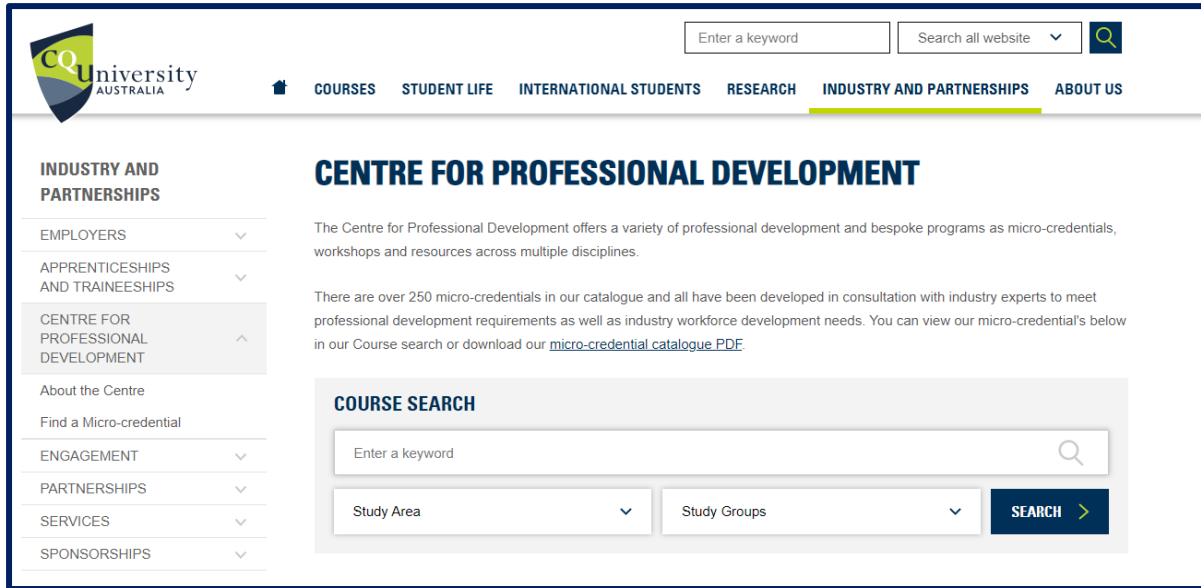
***Be Different offers a range of short courses and micro-credentials, many of which are free. All our short courses and micro-credentials have a unique “code” called PDC which stands for Professional Development Course.***

***A micro-credential is an online course with assessment. Students will be awarded a digital badge on successful completion of the course.***

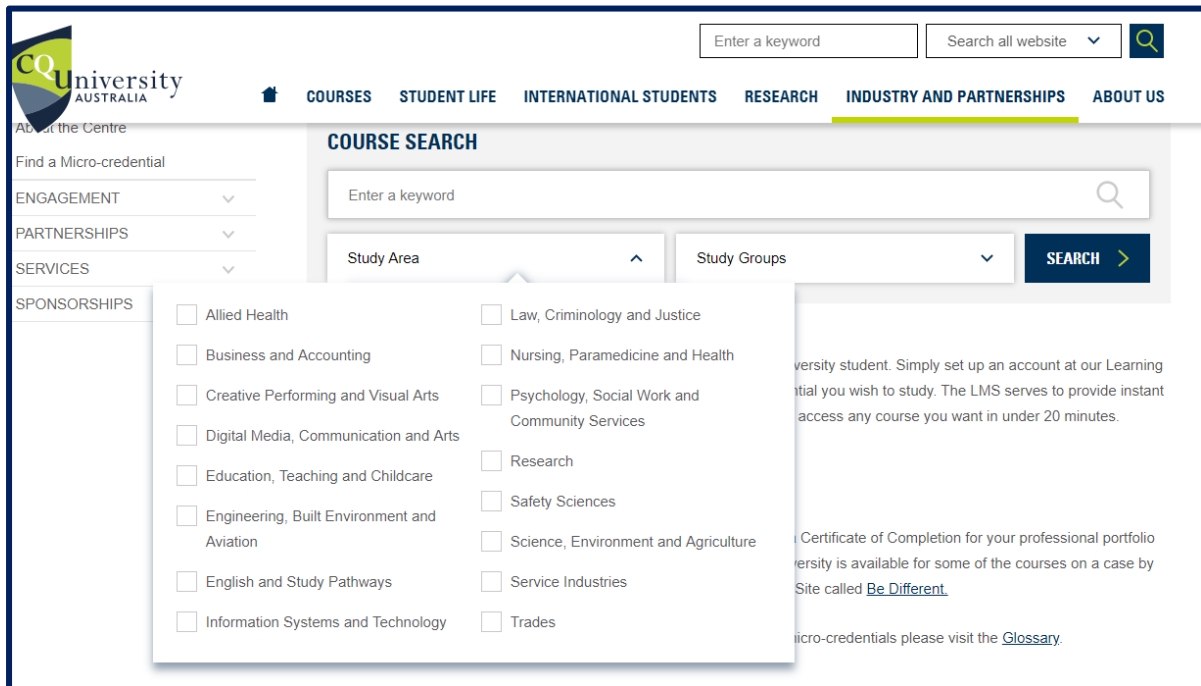
***Note: Not all courses are micro-credentials.***

## Adding micro-credentials to the shopping cart from the CQU website

**Step One:** Visit our web page on the CQUniversity corporate site: [Centre for Professional Development.](#)

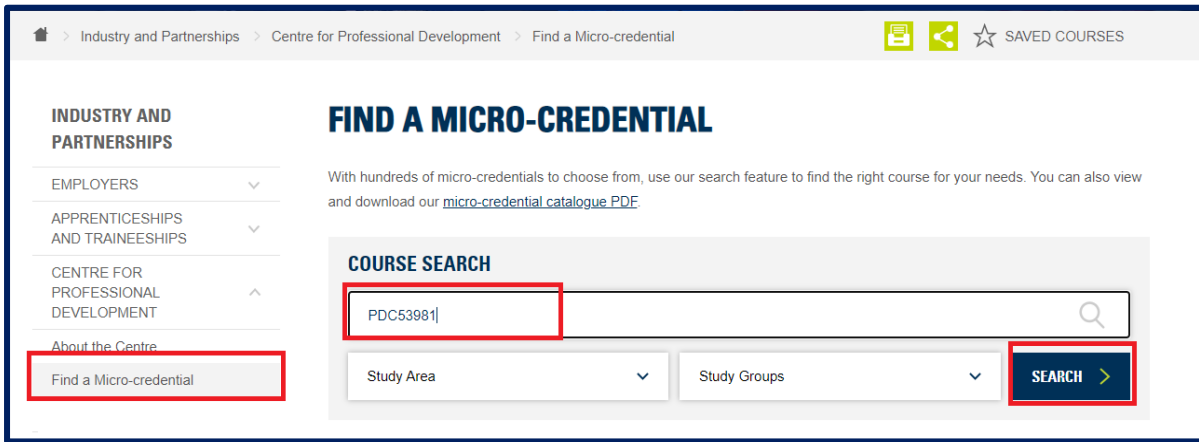


**Step Two:** Browse the range of micro-credentials using the search feature on the website [here](#) by selecting a STUDY AREA.



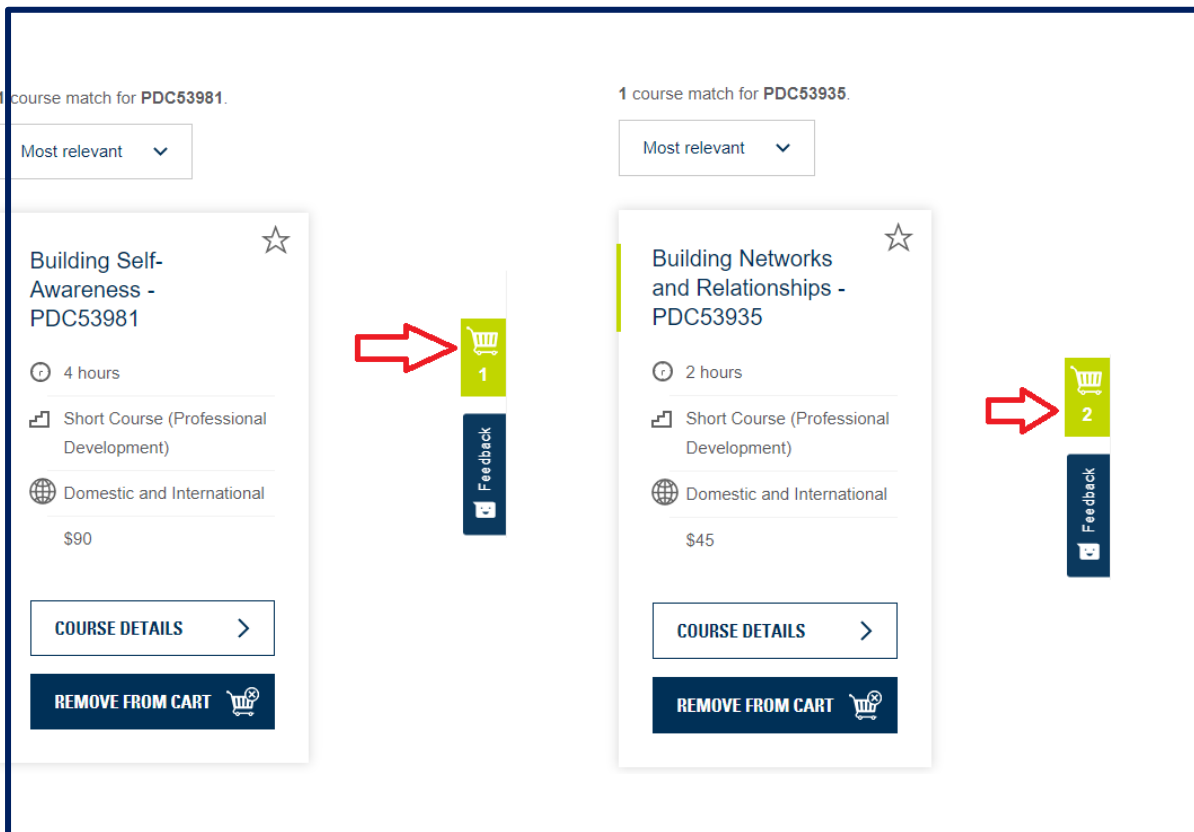
**Alternatively:**

Search for a micro-credential topic or name using the course search feature on our web page [here](#):

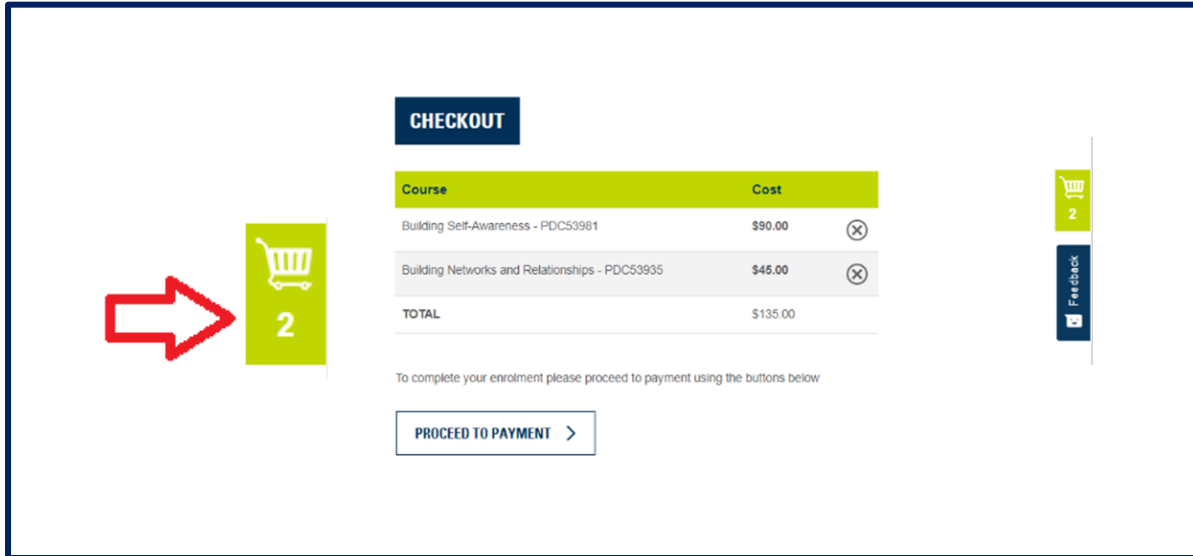


**Step Three:** Once you have selected your desired micro-credential, you can now add it to your **shopping cart**. Note, you can purchase more than one course in a single transaction.

*Many courses offer discounts when purchased together. You can find more information in the Course Details Section for each micro-credential.*

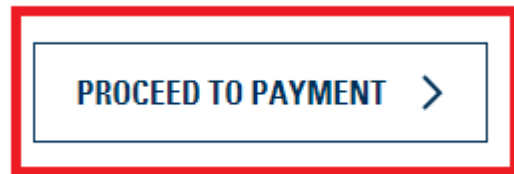


## Step Four: Check your cart.



## Making a payment

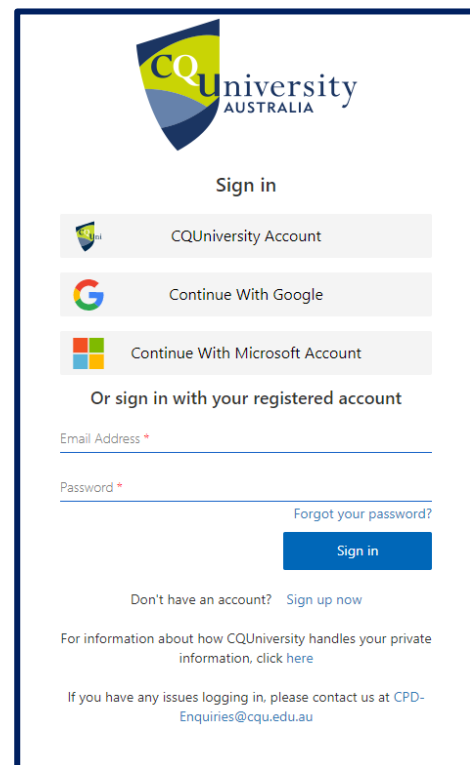
### Step Five: Proceed to Payment



### Step Six: Authentication

If you are an **existing CPD student**, please use the **Sign in** options – see right. *(This will be the same sign in credentials you have used to access CPD micro-credential courses in Be Different).*

If you are a **new student to CPD**, please select option “**Don’t have an account?**” Sign up now and follow the prompts to create a new account.



**Step Seven:** Add your card details and select **Pay Now**

After successful authentication, you will be directed to CQUniversity's secure payment gateway. Please add your card details:

Payment Card Details

Number CQUT

Amount \$135.00


Email

Card Number

Expiry Date Month  Year

Security Code (CVV) [What's this?](#)

Amount Payable \$135.00

Pay Now 

Click on **PAY NOW**

**Step Eight:** Your enrolment summary and payment receipt will be emailed to you shortly.

**ENROLMENT SUMMARY**

Thanks for your payment. Your transaction ID is WEB . Your course enrolment summary is below. You will receive an email shortly with more details.

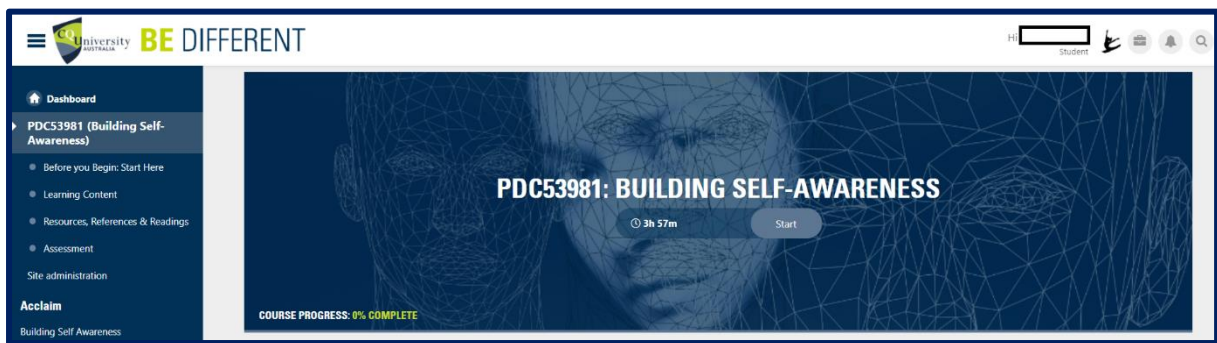
**ENROLMENT SUMMARY**

Course	Status	
Building Self-Awareness - PDC53981	Enrolled	<a href="#">VIEW COURSE &gt;</a>
Building Networks and Relationships - PDC53935	Enrolled	<a href="#">VIEW COURSE &gt;</a>

**Step Nine:** View your courses (micro-credentials).

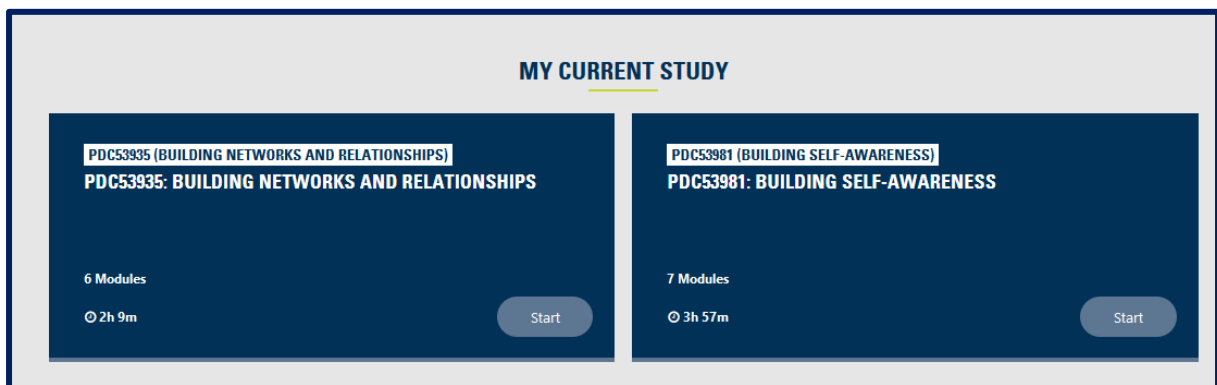
Course	Status	
Building Self-Awareness - PDC53981	Enrolled	<a href="#">VIEW COURSE &gt;</a>
Building Networks and Relationships - PDC53935	Enrolled	<a href="#">VIEW COURSE &gt;</a>

You will automatically be redirected to your course/s in Be Different Moodle.



**Note:** Please make sure you log in to Moodle the same way you completed the authentication process previously and remember to SAVE your details.

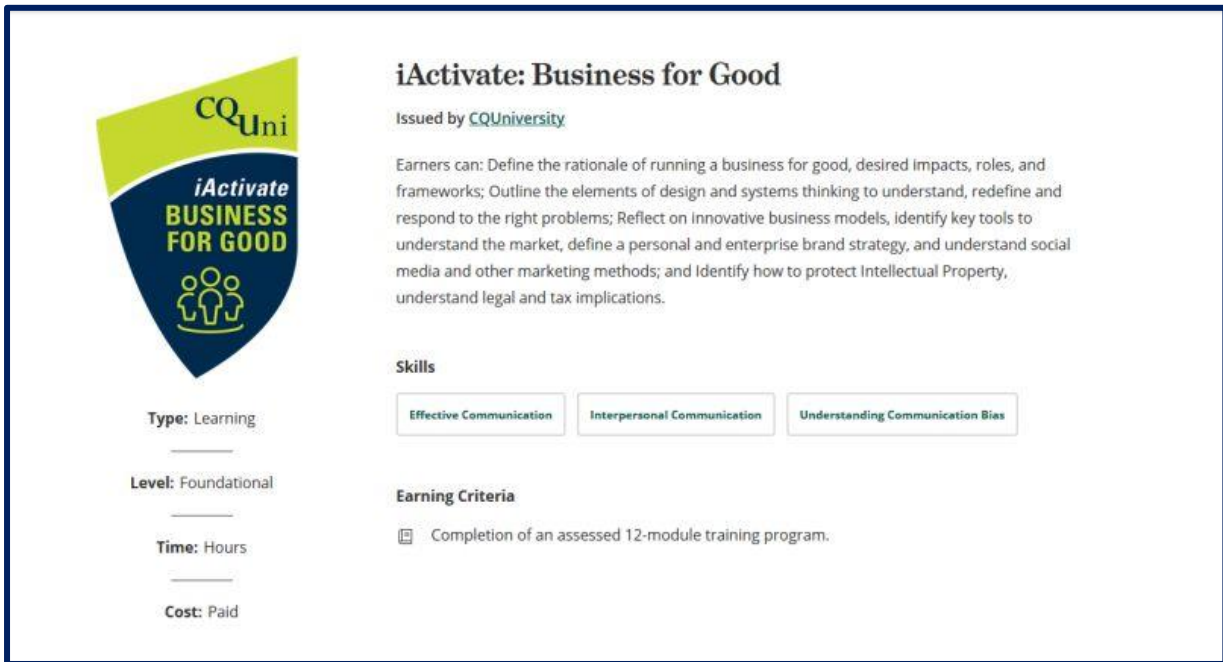
You will see your Moodle Dashboard which should include any micro-credentials you have purchased and are now enrolled in.



## Success!

On the successful completion of your PDC micro-credential, you will be awarded a Digital Badge and a Certificate of Completion for your professional portfolio as evidence of your learning.

Once you have completed the required assessment for your micro-credential, you will receive an email (using the email address you registered with) to establish your Credly account and view and verify your digital badge. Instructions on this process are included at the completion of each micro-credential and available at our webpage [here](#).



**iActivate: Business for Good**

Issued by [CQUniversity](#)

Earners can: Define the rationale of running a business for good, desired impacts, roles, and frameworks; Outline the elements of design and systems thinking to understand, redefine and respond to the right problems; Reflect on innovative business models, identify key tools to understand the market, define a personal and enterprise brand strategy, and understand social media and other marketing methods; and identify how to protect Intellectual Property, understand legal and tax implications.

**Skills**

- Effective Communication
- Interpersonal Communication
- Understanding Communication Bias

**Earning Criteria**

- Completion of an assessed 12-module training program.

Type: Learning

Level: Foundational

Time: Hours

Cost: Paid

Access our online catalogue at [Be Different](#) or download our Micro-credential Catalogue [here](#).

## Accessing the micro-credential via Be Different

Search the online catalogue at our LMS [Be Different](#) and select your micro-credential.

You will find links to the micro-credential payment page under the course title and at the fees information section.

This will take you to the CQUniversity webpage to commence your transaction by adding the course to the shopping cart as per **Step Three** of these instructions.

## Information, help or assistance

For more information or, if you have any issues accessing a micro-credential, please contact the CPD team at: [CPD-Enquiries@cqu.edu.au](mailto:CPD-Enquiries@cqu.edu.au)