

# Purchasing Micro- Credentials

Be Different User Guide

# 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.

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.

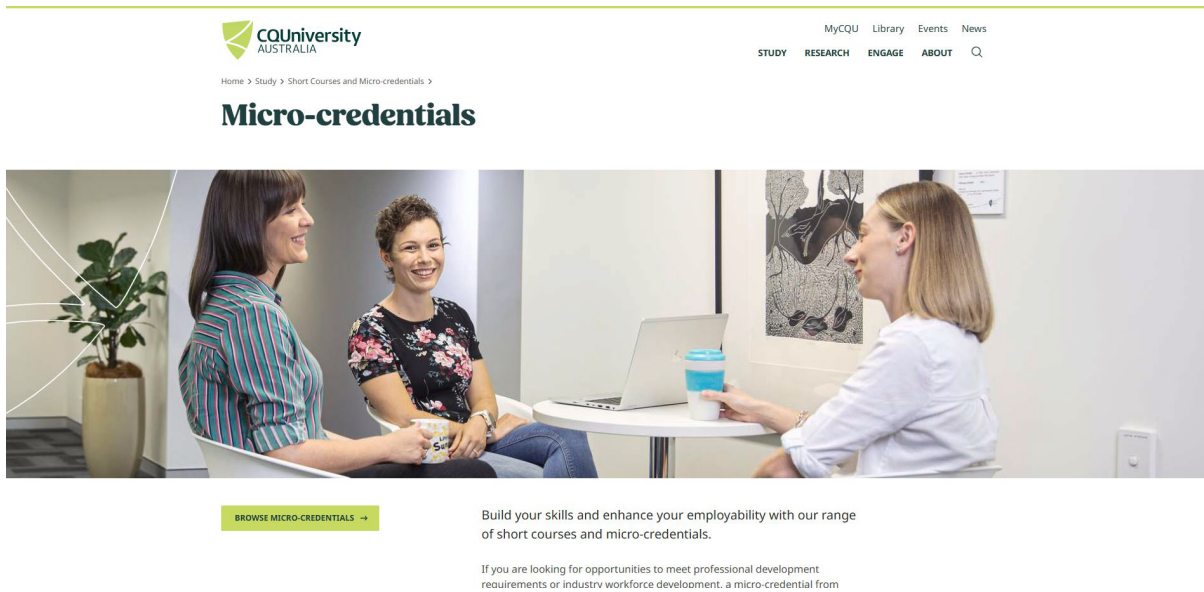
A micro-credential is an online course with assessment. Students will be awarded a digital badge on successful completion of the course.

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

# Adding Micro-Credentials to the Shopping Cart from the CQUniversity Website

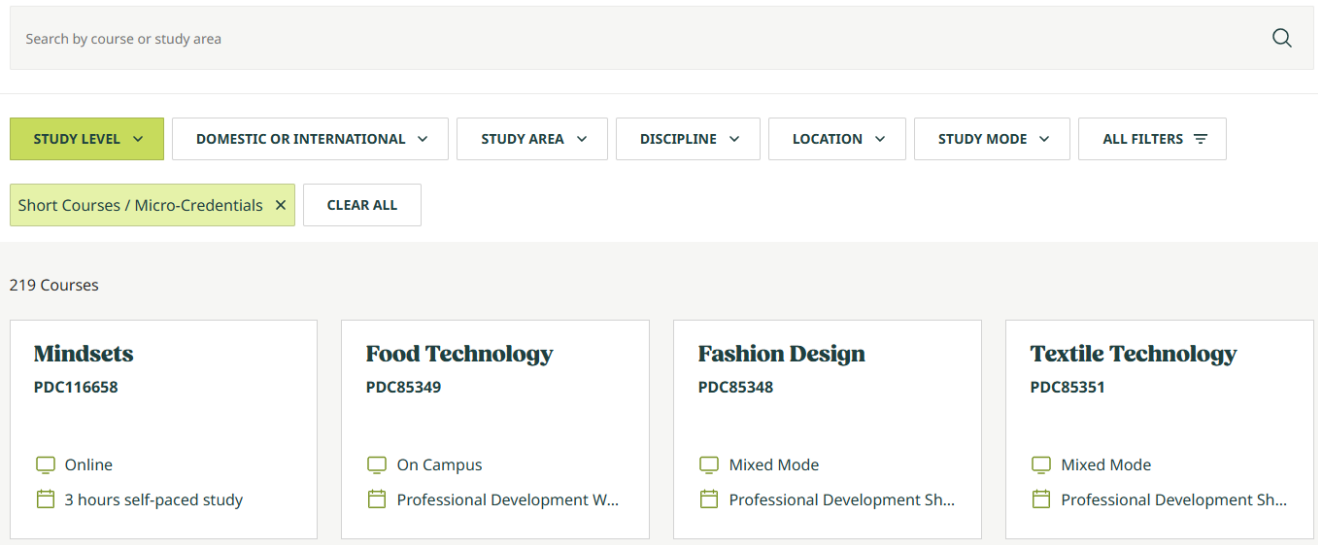
## Step One:

Visit the Micro-Credential page on CQU corporate site Centre for Professional Development

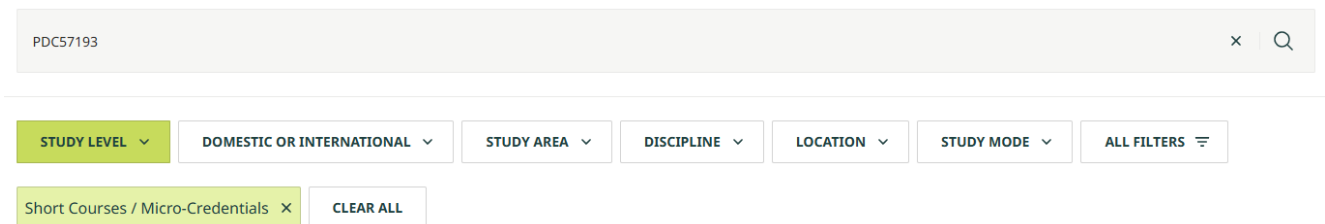


## Step Two:

You can search for Micro-credential course using BROWSE MICRO-CREDENTIALS button OR use STUDY search top menu.



Search for a micro-credential topic or name using the course search feature on our web page.



### 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.

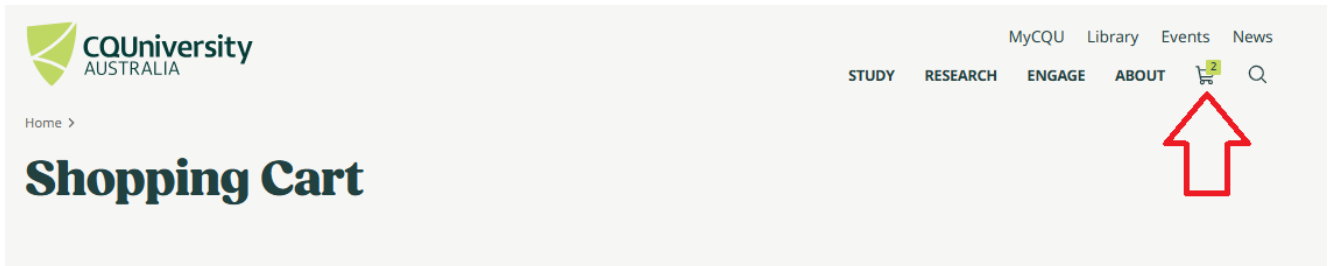
The screenshot shows the CQUniversity Australia website interface. At the top left is the logo. The top right navigation bar includes links for MyCQU, Library, Events, and News, along with a search icon. Below this is a secondary navigation bar with links for STUDY, RESEARCH, ENGAGE, and ABOUT. The main content area features the course title "PDC57233 - Email Etiquette" in large bold text. To the left of the title is a "Domestic" dropdown menu and a green "ADD TO CART" button with a shopping cart icon. To the right of the title is a white box containing course details: Duration (1 hour online self-paced learning), Study mode (Online), Course code (PDC57233), and Fee (\$25 (Full)).

The screenshot shows the "Find a Course" section of the website. It features a green header with the text "Find a Course" and a sub-header "Explore our range of TAFE, University and Research Higher Degree options to find the perfect course for you." Below this is a search bar containing the course code "PDC20081". Underneath the search bar is a row of filter buttons: STUDY LEVEL, DOMESTIC OR INTERNATIONAL, STUDY AREA, DISCIPLINE, LOCATION, STUDY MODE, and ALL FILTERS. Below the filters, a single course result is displayed in a white box: "Enteral Nutrition - Assisting with PEG Feeding" (PDC20081), with details for "Online" and "2 hours online self-paced learning".

The screenshot shows the CQUniversity Australia website interface for the course "PDC20081 - Enteral Nutrition - Assisting with PEG Feeding". The top navigation and secondary navigation are identical to the previous screenshot. The main content area features the course title in large bold text. To the left of the title is a "Domestic" dropdown menu and a green "VIEW CART" button. To the right of the title is a white box containing course details: Duration (2 hours online self-paced learning), Study mode (Online), Course code (PDC20081), and Fee (\$45 (Full)). A red arrow points to the shopping cart icon in the top right navigation bar, which has a "2" next to it. Another red arrow points to the "VIEW CART" button.

## Step Four:

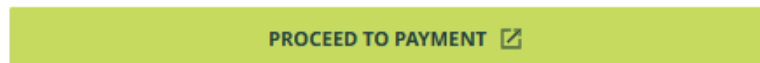
Check your cart and proceed to payment.



<u>Enteral Nutrition - Assisting with PEG Feeding - PDC20081</u>	A\$45
<a href="#">Remove</a>	
<u>Email Etiquette - PDC57233</u>	A\$25
<a href="#">Remove</a>	
<b>Total:</b>	<b>A\$70</b>

## Step Five:

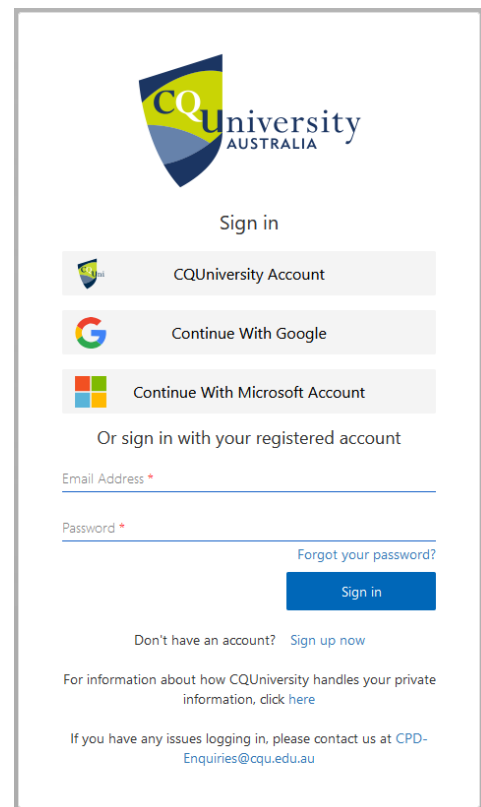
Proceed to Payment. Click PROCEED TO PAYMENT button.



## Step Six: Authentication

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

If you are a new student to micro-credentials, 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	CQU
Amount	\$70.00
Email	

Card Number	<input type="text" value="Card Number"/>
Expiry Date	Month <input type="text" value="MM"/> Year <input type="text" value="YY"/>
Security Code (CVV)	<input type="text" value="CCV"/> <a href="#">What's this?</a>

Amount Payable \$70.00

**Pay Now** 

### Step Eight:

Your enrolment summary and payment receipt will be emailed to you shortly.



### Enrolment Successful

You will receive an email shortly with a detailed summary of your enrolment.

Transaction ID:

WEB

Enrolment summary:

**Enteral Nutrition - Assisting with PEG feeding - PDC20081** Enrolled

[Log in to Be Different](#)

**Email Etiquette - PDC57233** Enrolled

[Log in to Be Different](#)

## 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.

The screenshot shows the Moodle interface for the course 'PDC53981: BUILDING SELF-AWARENESS'. The top navigation bar includes the CQUniversity Australia logo and the 'BE DIFFERENT' branding. A user is logged in as 'Student'. The left sidebar contains a menu with options like 'Dashboard', 'PDC53981 (Building Self-Awareness)', 'Before you Begin: Start Here', 'Learning Content', 'Resources, References & Readings', 'Assessment', 'Site administration', and 'Acclaim'. The main content area features a large banner with the course title 'PDC53981: BUILDING SELF-AWARENESS', a duration of '3h 57m', and a 'Start' button. Below the banner, it indicates 'COURSE PROGRESS: 0% COMPLETE'.

**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.

The screenshot displays the 'MY CURRENT STUDY' section of the Moodle dashboard. It features two course cards side-by-side. The left card is for 'PDC53935: BUILDING NETWORKS AND RELATIONSHIPS', which has 6 Modules and a duration of 2h 9m. The right card is for 'PDC53981: BUILDING SELF-AWARENESS', which has 7 Modules and a duration of 3h 57m. Both cards include a 'Start' button.

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.



Type: Learning

Level: Foundational

Time: Hours

Cost: Paid

## 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.

## 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)