



SCA Education Platform Guideline for Users

Welcome to Professional
Development with
Strata Community Association
(SCA)

The SCA Education Platform
is one of many avenues made
available by SCA for setting
best practices across education,
training, and professional
development throughout
Australia and New Zealand.

We Thank Our National Education Sponsor

KELLY+
PARTNERS
CHARTERED ACCOUNTANTS

SCA helps strata professionals
advance throughout their careers,
develops workforce competencies
and provides educational
opportunities for strata
communities, strata committees
and all stakeholders within the
industry.



Level 1, 845 Pacific Highway
Chatswood NSW 2126
www.stratacommunity.org.au
education@strata.community

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SCA Education Platform Link

<https://www.stratacommunity.education/sca/welcome>

Help Details

The following is a Step-by-Step User Guide to access and navigate through the Education Platform.

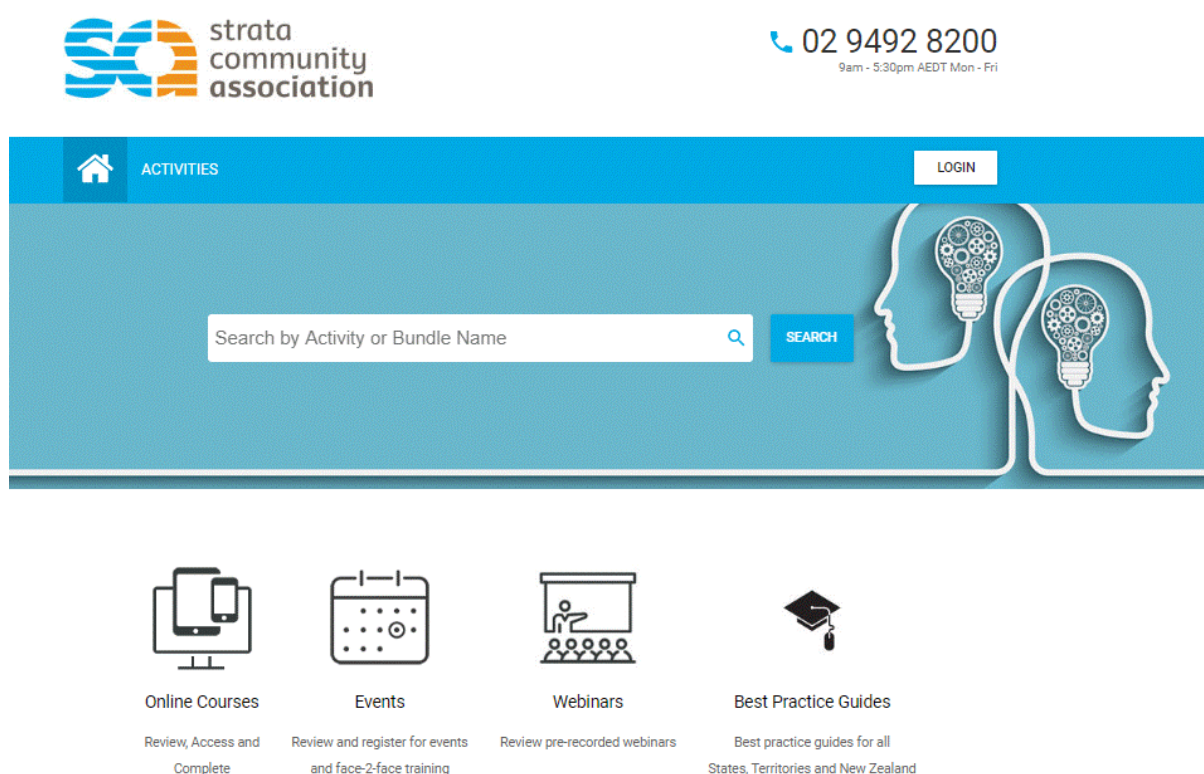
Contact Taner Bozkurt, SCA National Education Manager via email on education@strata.community

You can use the **Ask a Question** tab located on the bottom of the SCA Education Platform.

Purchasing an Educational Product

Step 1 – Welcome Page

You can access the SCA Education Platform through the SCA website under 'Education and Events' or through this URL <https://www.stratacommunity.education>



Welcome to Professional Development with Strata Community Association

Strata Community Association (SCA) is the peak industry body for setting best practices across education, training and professional development throughout Australia and New Zealand. SCA helps strata professionals advance throughout their careers, develops workforce competencies and provides educational opportunities for strata communities, strata committees and all stakeholders within the industry.

Please click on the Online Course, Events or Webinars tab to access our library.

image 1.

Step 2 – Login to Member Area

Access your Member Area through the **Login** tab located on the top right-hand corner of the welcome page. (image 1)

- **PASSWORDS are case sensitive**

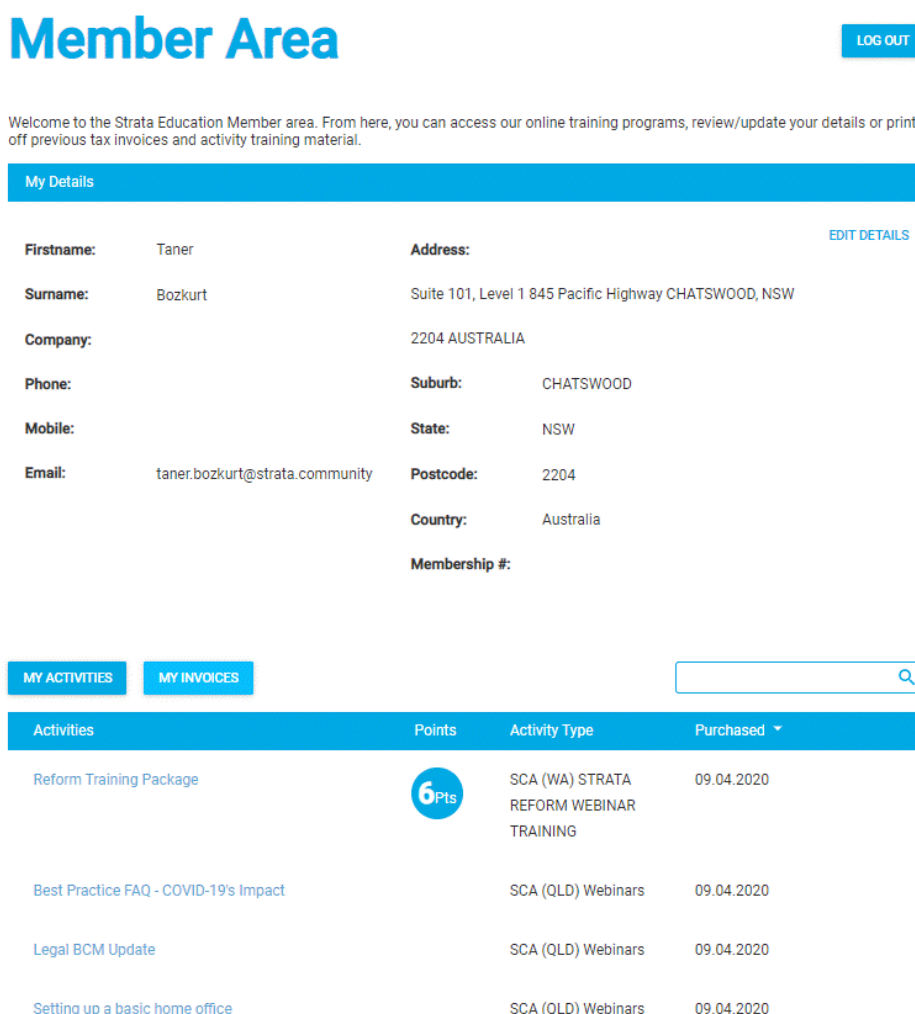
You must login to see the discounted or free education and events available to you as a member. Otherwise you will see the non-member price displayed. **If you need to reset your password**, you must go to the SCA Member Centre - <https://members.strata.community/>. Please see page 11 to see instructions.

You would have received a personalised email with your user ID and password. If you haven't received this information, contact Taner on education@strata.community.

After completing training, our system will sync and automatically transfer any CPD Points earned on the education platform to your SCA Member Profile.

The Member Area contains;

- My Details (details drawn from your SCA Member Profile)
- My Activities (also maintains certificates associated with a completed course)
- My Invoices



Member Area LOG OUT

Welcome to the Strata Education Member area. From here, you can access our online training programs, review/update your details or print off previous tax invoices and activity training material.

My Details EDIT DETAILS

Firstname:	Taner	Address:	Suite 101, Level 1 845 Pacific Highway CHATSWOOD, NSW
Surname:	Bozkurt		2204 AUSTRALIA
Company:		Suburb:	CHATSWOOD
Phone:		State:	NSW
Mobile:		Postcode:	2204
Email:	taner.bozkurt@strata.community	Country:	Australia
		Membership #:	

MY ACTIVITIES **MY INVOICES**

Activities	Points	Activity Type	Purchased ▾
Reform Training Package	6Pts	SCA (WA) STRATA REFORM WEBINAR TRAINING	09.04.2020
Best Practice FAQ - COVID-19's Impact		SCA (QLD) Webinars	09.04.2020
Legal BCM Update		SCA (QLD) Webinars	09.04.2020
Setting up a basic home office		SCA (QLD) Webinars	09.04.2020

image 2.

Step 3 – Purchasing Activities

You can navigate to Online Courses, Events, Webinars, Best Practice Guides by;

- Click on the **home** icon to take you back to the welcome page where you will find the Online Courses, Events, Webinars and Best Practice Guides tabs. (image 1 - on page 3)
- Clicking on the **Activities** tab located in the top left-hand side of the page will create a dropdown list with Online Courses, Events, Webinars and Best Practice Guide tabs. (image 3)
 - **Online Courses** are courses which have been developed with a PowerPoint slide content with voiceover or our interactive learning.
 - **Webinars** are sessions which have been previously held or pre-recorded for future education
 - **Events** are face-to-face education sessions (currently unavailable)
 - **Best Practice Guides** is a new feature coming which will contain all the material prepared across the states

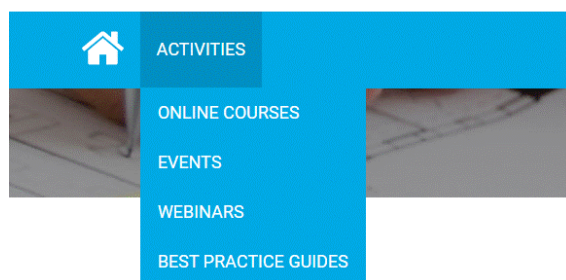


image 3.

- You can type the course name in the **search** field located in the top right-hand side of the page and it will create a dropdown list of all relevant courses to your search. (image 4)

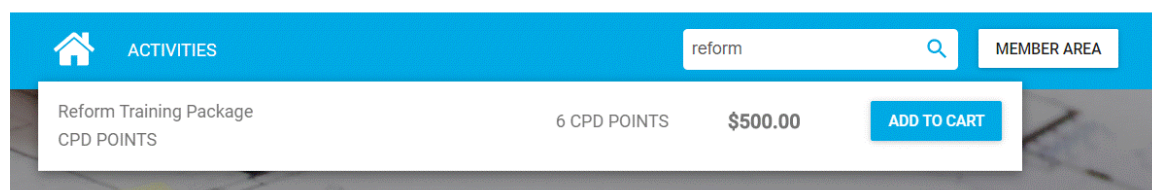
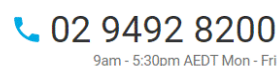


image 4.

Step 4 – Select Education Type & Review

Example: From either the home/welcome page or **Activities** dropdown list select **Webinars**

- Select the blue drop down tab to open a category (image 5).

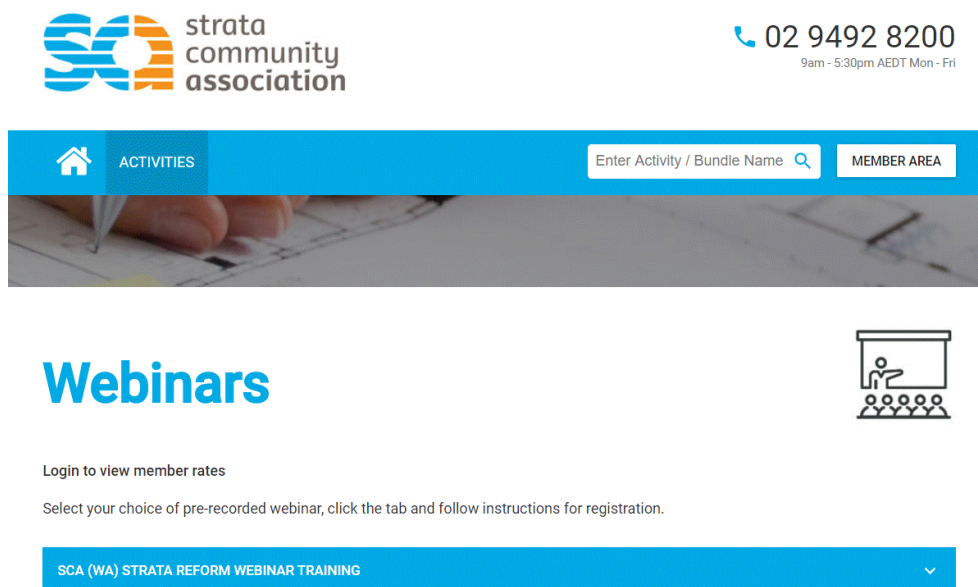


image 5.

- This tab will open the training package. (image 6)

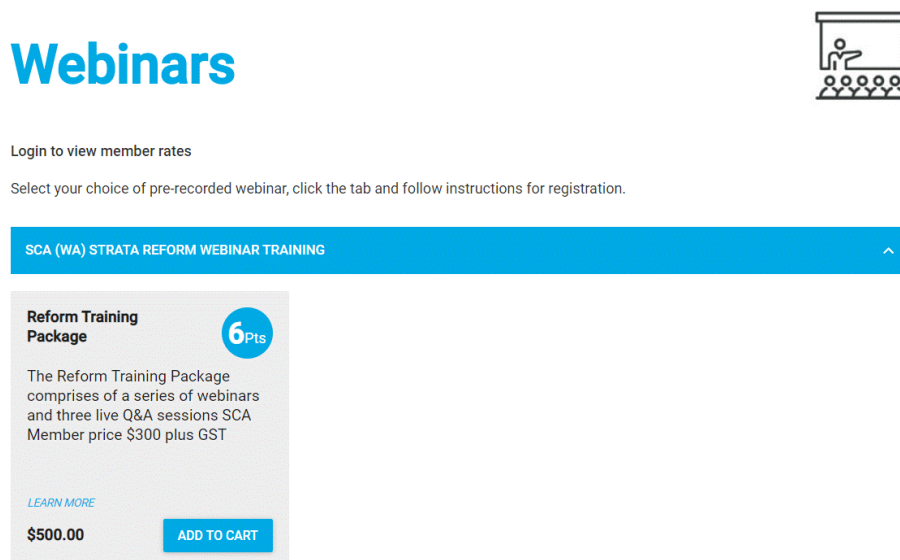


image 6.

Each course tab provides the following information.

- Topic name
- Brief description
- CPD per hour (if applicable)
- Member price. If you do not login, you will only see the Non-Member price.
- Learn More** tab which provides further details and any flyer or brochure which may be available for the topic
- Add to Cart** tab

Step 5 – Purchase Activity

- To purchase your selected education course, click **Add to Cart** (image 6)
- You can **continue shopping** to purchase more education courses to pay in one transaction.
- Select **Checkout** (image 7)

Shopping Cart

You have already purchased the following course. Are you sure you wish to purchase it again?

- Reform Training Package

Strata Education activities ordered		Price in AU\$
Reform Training Package	REMOVE	\$500.00

Summary: **6 Pts**

Discount Code **APPLY**

Order Total: **\$500.00**

CONTINUE SHOPPING

CHECKOUT

image 7.

- The checkout has two sections
 - Your Details
 - Payment details (image 8)

Payment Details

Amount: **\$500.00**

Payment Type
Credit Card

Card Holder's Name

Card Number

Expiry month Expiry year CVN/CVV

PURCHASE

CREDIT CARD

MasterCard VISA AMERICAN EXPRESS JCB

Your credit card details are secured by the EWAY payment gateway.

NOTES

Enter your credit card number in the "Card Number" field.

Please enter only your credit card number (no spaces or hyphens).

Mastercard, Visa and JCB card numbers are 16 digits long in groups of 4 numbers, and can be found on the front of your card.

The 3 digit CVN/CVV is located on the back of your card.

Amex card numbers are 15 digits long and can be found on the front of your card.

The 4 digit CVN/CVV is located on the front of your card.






Image 8

- Complete payment details. (image 9)
- There are two options – credit card or tax invoice.

Payment Details

Amount: **\$500.00**

Credit Card

Invoice





Card Holder's Name

Card Number

Expiry month ▼ Expiry year ▼ CVN/CVV

PURCHASE

CREDIT CARD

Your credit card details are secured by the EWAY payment gateway.

NOTES

Enter your credit card number in the "Card Number" field.

Please enter only your credit card number (no spaces or hyphens).

Mastercard, Visa and JCB card numbers are 16 digits long in groups of 4 numbers, and can be found on the front of your card.

The 3 digit CVN/CVV is located on the back of your card.






image 9

- Credit Card is the default payment type.
- Click on **Payment Type** (located under 'Amount') (image 8). You can select **invoice** from the dropdown box. (image 9)
- An invoice will be automatically generated and sent to your email address.
 - If you pay via invoice, your course will not be activated until the course is paid and a remittance is provided to SCA National Accounts on accounts@strata.community

Step 6 – Course Activation Email

- Upon completion of payment for an activity, you will receive a course activation email (image 10)



61 102 957 951

Dear Taner Bozkurt,

Your Reform Training Package online course has now been activated. Please [click here](#) to login to your member area and click on the course name to proceed with your course.

You have been assigned the following assessor and tutor:

Tutors

Name: Taner Bozkurt

Email: taner.bozkurt@strata.community

Assessor

Name: Taner Bozkurt

Email: taner.bozkurt@strata.community

Should you require any further information, please email education@strata.community, and include your student ID (46693) in the subject line.

Kind Regards,
SCA National Education Team
Telephone: 02 9492 8200
Email: education@strata.community
<https://hes32-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=www.strata.community&umid=9bb13972-ac7c-4f65-9563-eb6b8a0ccb8d&auth=b03822e6a4513c10419fc822fb2ad7e96c243484-0f1291e249d3d9cfd5b955e7002d2e718395527a>

Image 10

- The activity will automatically be made available under **My Activities** located in your Members Area. (image 11)

MY ACTIVITIES		MY INVOICES			
Activities	Points	Activity Type	Purchased		
Reform Training Package	6Pts	SCA (WA) STRATA REFORM WEBINAR TRAINING	09.04.2020		

image 11

Note: You can use the link on the activation email (image 10) to access the Members Area Login

Step 7 – Completion of Course

Upon completion of the course or webinar, you will receive confirmation of completion via email. (image 12)

COURSE COMPLETION

Dear Taner Bozkurt,

Congratulations!

You have completed Reform Training Package.

Should you require any further information, please feel free to contact the Pointsbuild Team on
or 1300 892 829.

Kind Regards,
SCA National Education Team
Telephone: 02 9492 8200
Email:

Image 12

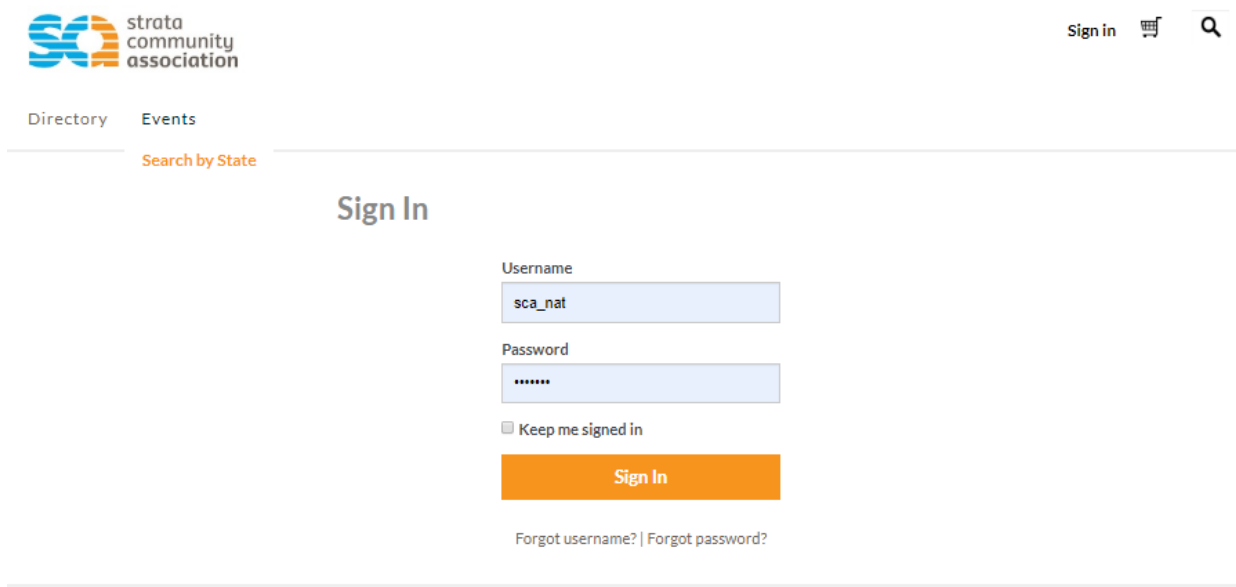
If there is a certificate associated with the activity you have completed, the certificate will be generated and sent automatically to your email.

Password Settings

Reset my Password

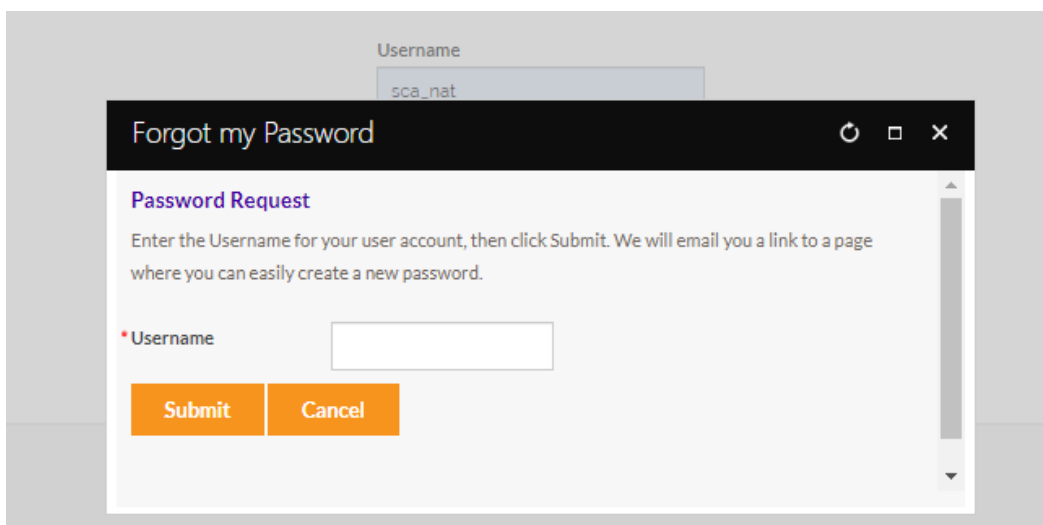
Go to <https://members.strata.comcommunity/>

Under the **Sign In** orange button, select **Forgot Password?** (image 13)



(image 13)

- Type in your **Username** and select **submit** (image 14)



(image 14)

- An email will be provided to you to so you can reset your password

Change my Password

Go to <https://members.strata.community/> and **sign in**

Under the Sign In orange button, select **Forgot Password?** (image 13)

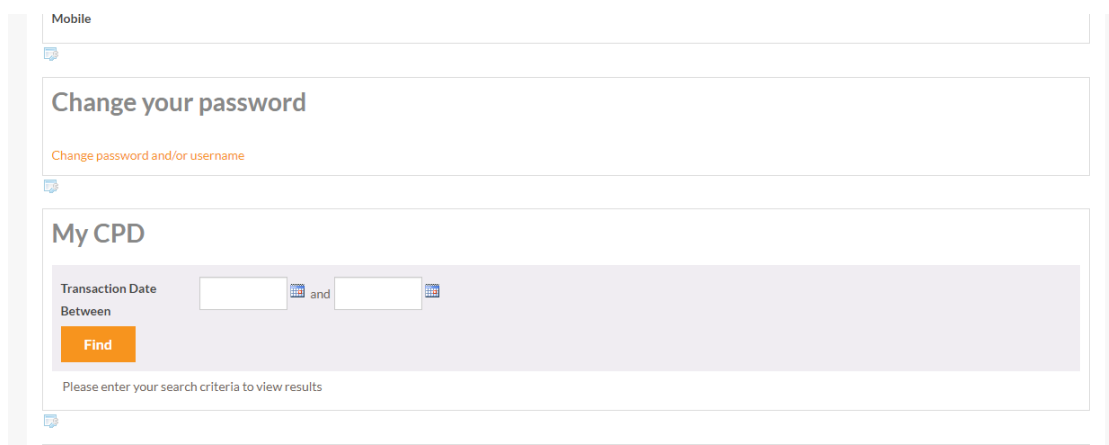
Select **MY ACCOUNT** in top toolbar (image 15)



(image 15)

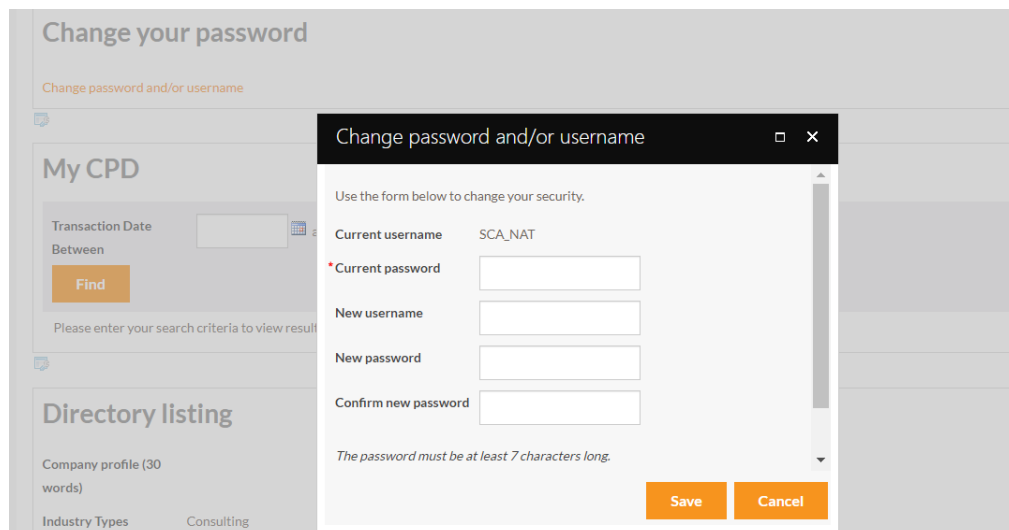
Scroll down to ***Change your password***

- Select **CHANGE PASSWORD AND/OR USERNAME** (image 16)
- **Please do not change your Username as this is unique to your SCA Membership**



(image 16)

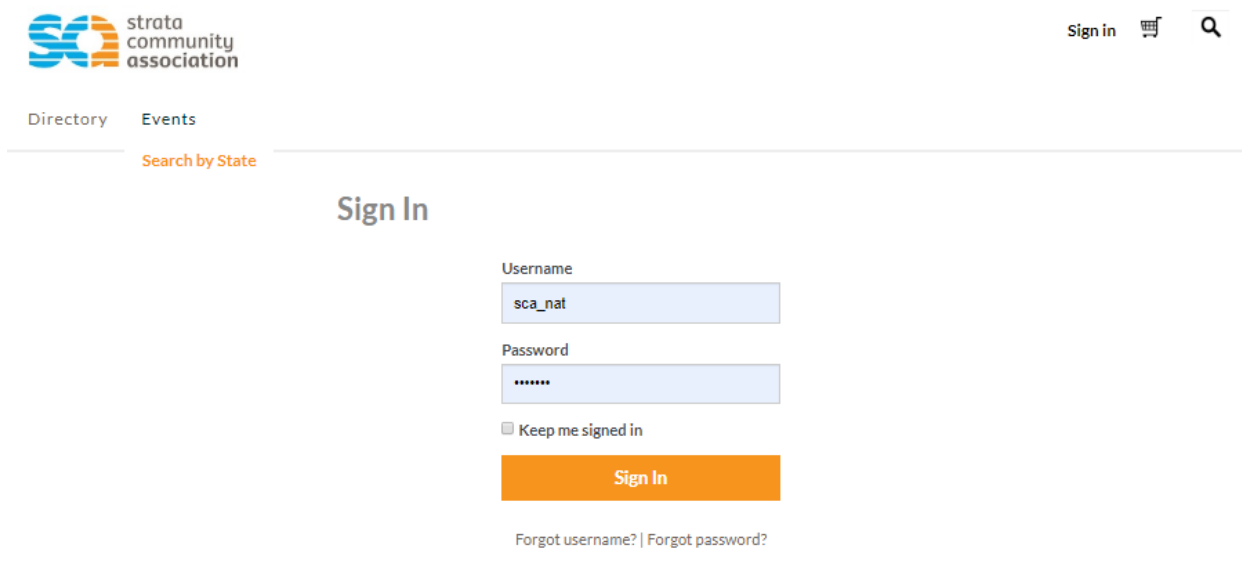
- Type in your **current password** and only your **new password -not the username** (image 17)



(image 17)

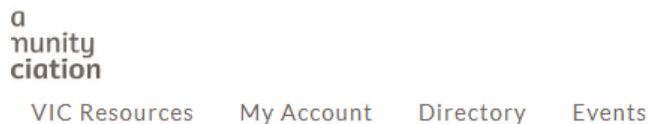
View My CPD

Go to <https://members.strata.comcommunity/> and **sign in**



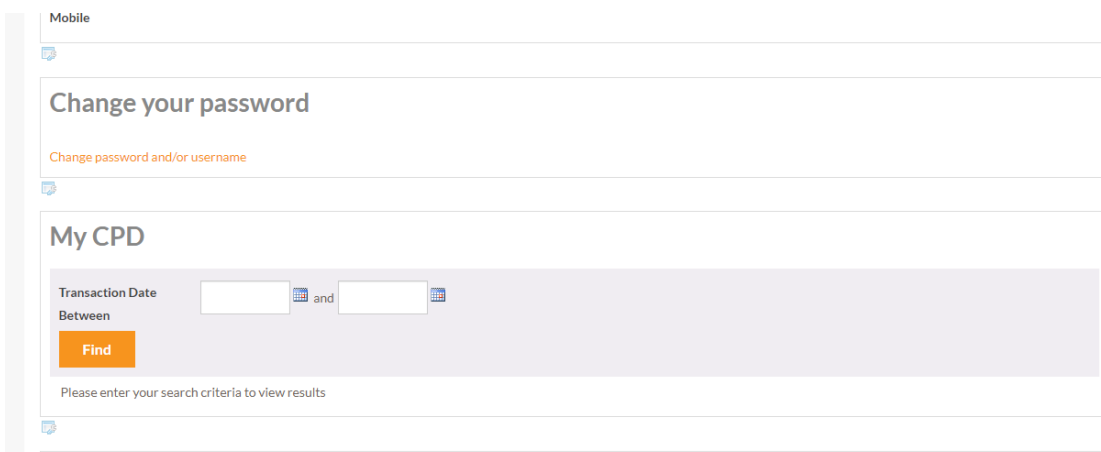
The image shows the Strata Community Association sign-in page. At the top left is the logo. To the right are links for 'Sign in', a shopping cart icon, and a search icon. Below the logo are links for 'Directory' and 'Events', with a 'Search by State' link below 'Events'. The main heading is 'Sign In'. Below it are two input fields: 'Username' with the text 'sca_nat' and 'Password' with masked characters. There is a checkbox for 'Keep me signed in' and an orange 'Sign In' button. At the bottom are links for 'Forgot username?' and 'Forgot password?'.

Select **MY ACCOUNT** in top toolbar (image 18)



(image 18)

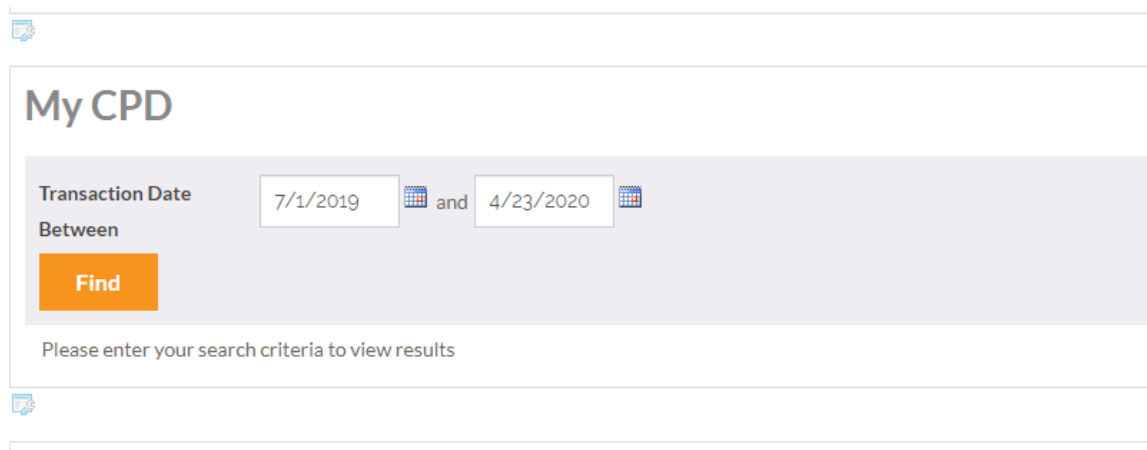
Scroll down to **My CPD** (image 19)



The image shows the 'My CPD' section of the Strata Community Association website. It features a 'Change your password' section with a link to 'Change password and/or username'. Below this is the 'My CPD' section, which includes a search form. The search form has a 'Transaction Date' field with a calendar icon, followed by 'Between' and another 'Transaction Date' field with a calendar icon. There is an orange 'Find' button. Below the search form is a message: 'Please enter your search criteria to view results'.

(image 19)

- Enter the **TRANSACTION DATE** from 1 July to the current date, then select **FIND** (image 20)



My CPD

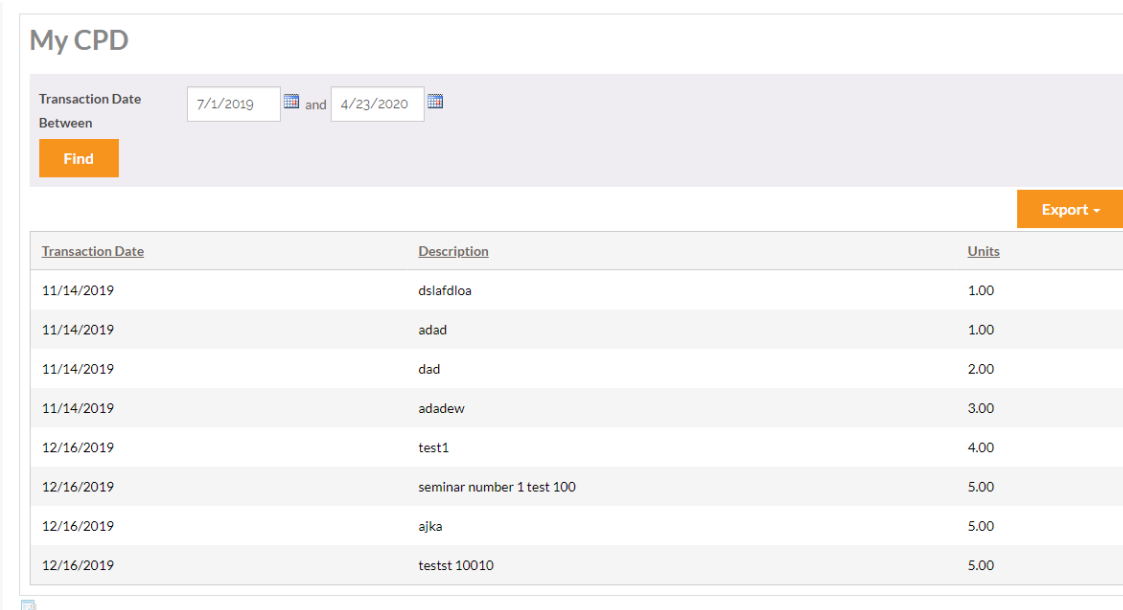
Transaction Date Between 7/1/2019 and 4/23/2020

Find

Please enter your search criteria to view results

(image 20)

- This will pull a list of your CPD (image 21)
- You can export the list by selecting the orange **EXPORT** button on the right of the screen, then select **EXCEL**



My CPD

Transaction Date Between 7/1/2019 and 4/23/2020

Find

Export

Transaction Date	Description	Units
11/14/2019	dsiafdloa	1.00
11/14/2019	adad	1.00
11/14/2019	dad	2.00
11/14/2019	adadew	3.00
12/16/2019	test1	4.00
12/16/2019	seminar number 1 test 100	5.00
12/16/2019	ajka	5.00
12/16/2019	testst 10010	5.00

(image 21)

Setting up a Corporate CPD Account – Companies

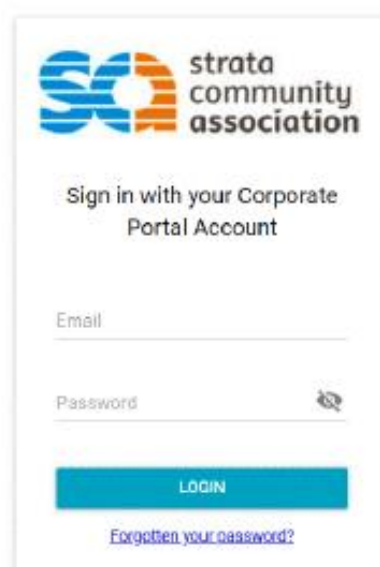
Step 1 – URL / Sign in Details <http://sca.corporatecpd.com.au/>

To access the Corporate CPD platform, provide the following information to education@strata.community.

- Company name
- ABN/ACN
- Company address
- CONTACT first name
- CONTACT last name
- CONTACT email
- CONTACT phone

The Contact person will receive a link to the sign in page and details for the company.

- Username
- Password (case sensitive)

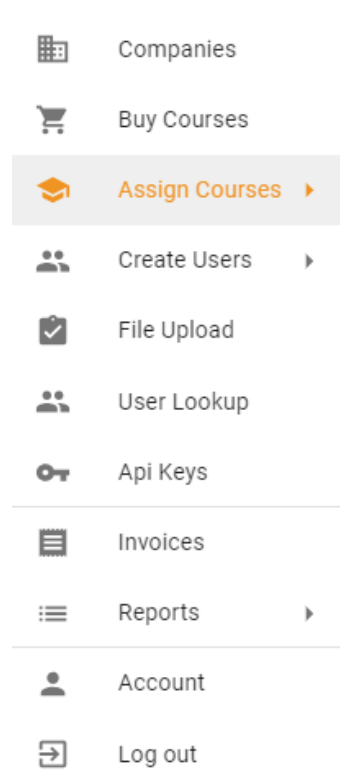


(image 22)

Navigation Tree

The Navigation Tree structure is set up in order as you would use the portal to select, purchase and assign courses.

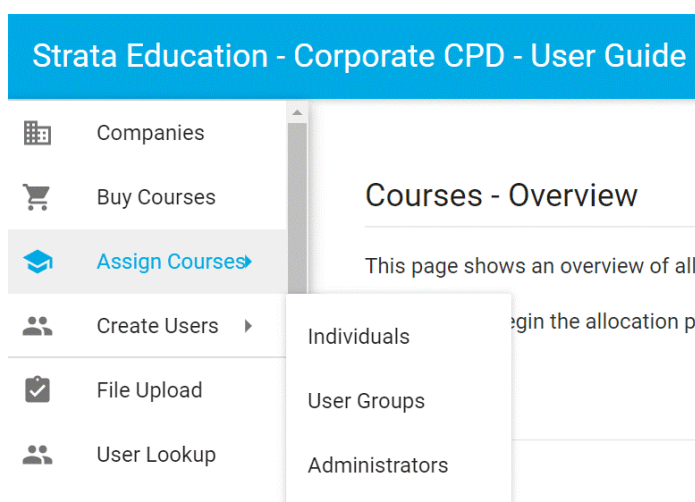
- Select **Assign Courses**



(image 23)

Step 2 - Create Users (Employees)

- Select **Create Users** from the navigation tree. A dropdown box will open. (image 24)
- Select **individuals** from the dropdown box



(image 24)


- Add a new user by clicking the blue + button located in the bottom left hand corner. (image 25)

Create Users

From here you can:

- see the list of existing users & edit details
- add a new user
- import a group of users via csv
 - Import users via a CSV file. The first line of the CSV file is the header and requires a title of FirstName, LastName, Email, Note.
 - [Download a CSV template file](/Files/GetImportPeopleTemplate)
- activate or deactivate users via the edit function
- view inactive users
- view pending users. These are users who have not yet approved the [request to join].

Search

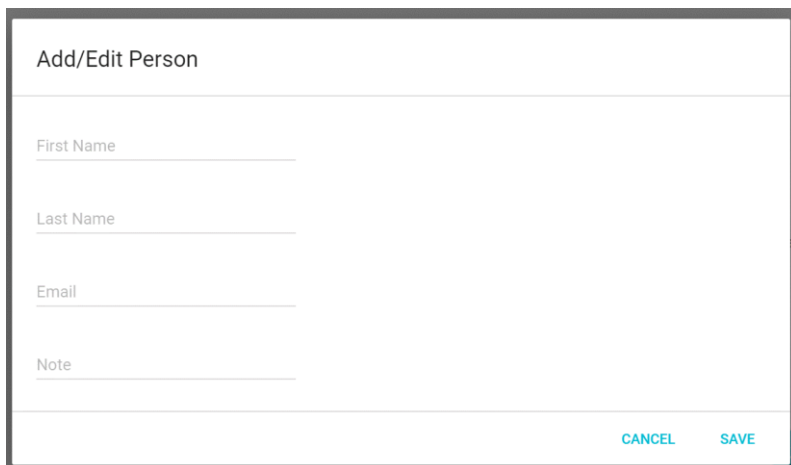
Name	Email	Note
		

(image 25)

Note: From here you can also;

- *Activate or deactivate users via the edit function.*
- *View inactive users*
- *View pending users. These are users who have not yet actioned the request to join.*
- *View list of existing users and edit their details.*
- *Make sure to click the save button after each new entry or edit.*
- **Import Records** can only be done by SCA National Education.

- Enter user (employee) details (image 26)
- Click the **Save** button after each new entry or edit.
- **The email entered must be the same as the email in the members SCA Member profile** (also provided in the spreadsheet sent by SCA)
- There is no need fill in the notes section.

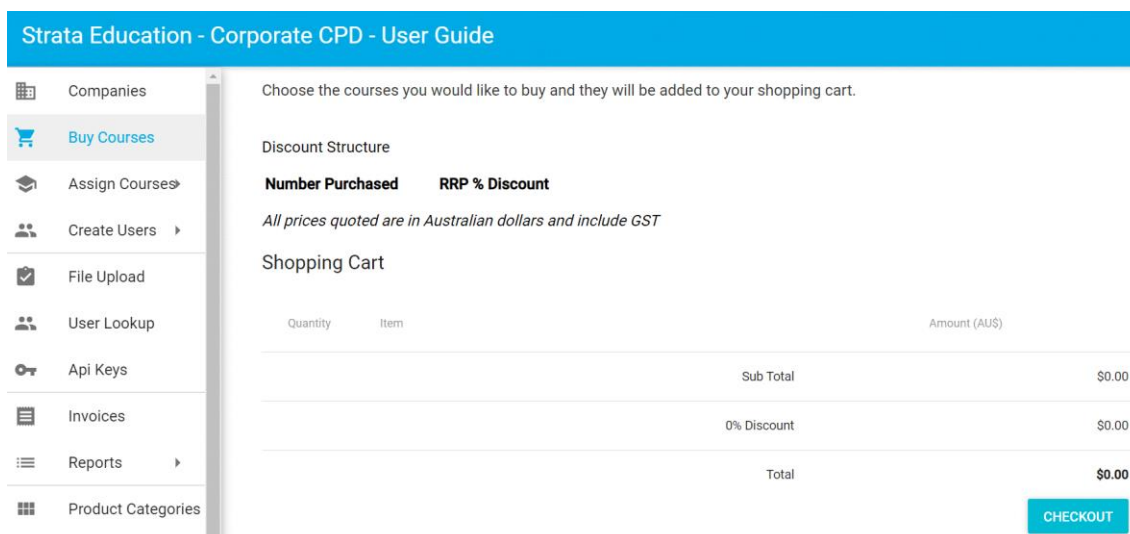


(image 26)

- After saving the entry, request the user to login and out of the SCA Education Platform using the username and password provided by SCA. This will allow you to assign the course.

Step 3 - Buy Courses

- Select **Buy courses** from the navigation tree
- The first half of the screen that opens is the Shopping Cart. (image 27)



Stрата Education - Corporate CPD - User Guide

Choose the courses you would like to buy and they will be added to your shopping cart.

Discount Structure

Number Purchased	RRP % Discount
All prices quoted are in Australian dollars and include GST	

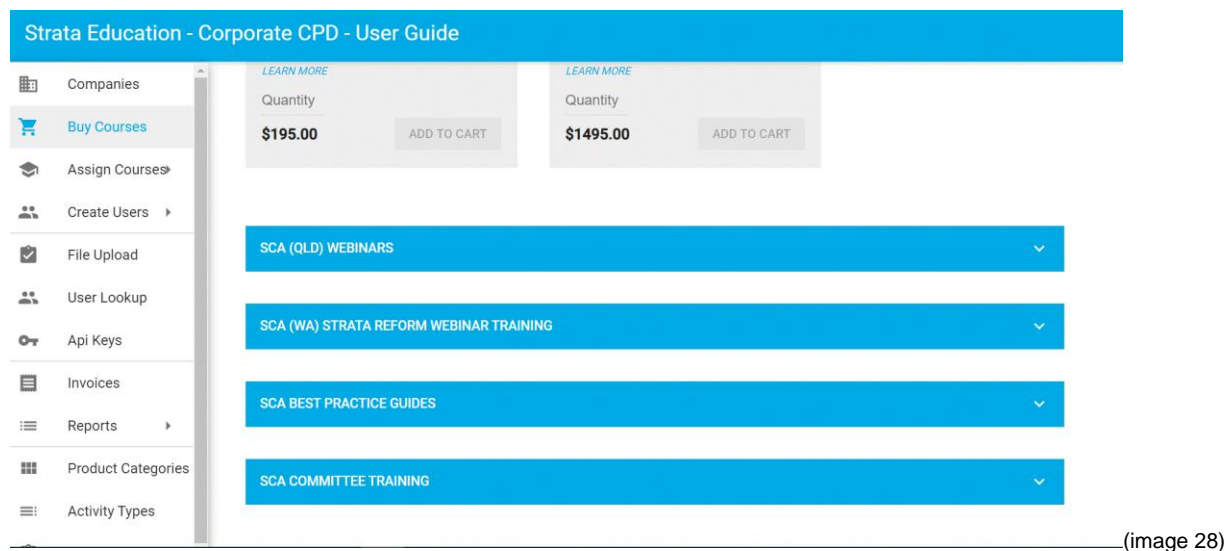
Shopping Cart

Quantity	Item	Amount (AU\$)
	Sub Total	\$0.00
	0% Discount	\$0.00
	Total	\$0.00

CHECKOUT

(image 27)

- Scroll down to the list of courses and select the tab of the course you want to purchase for your employees. (image 28)



(image 28)

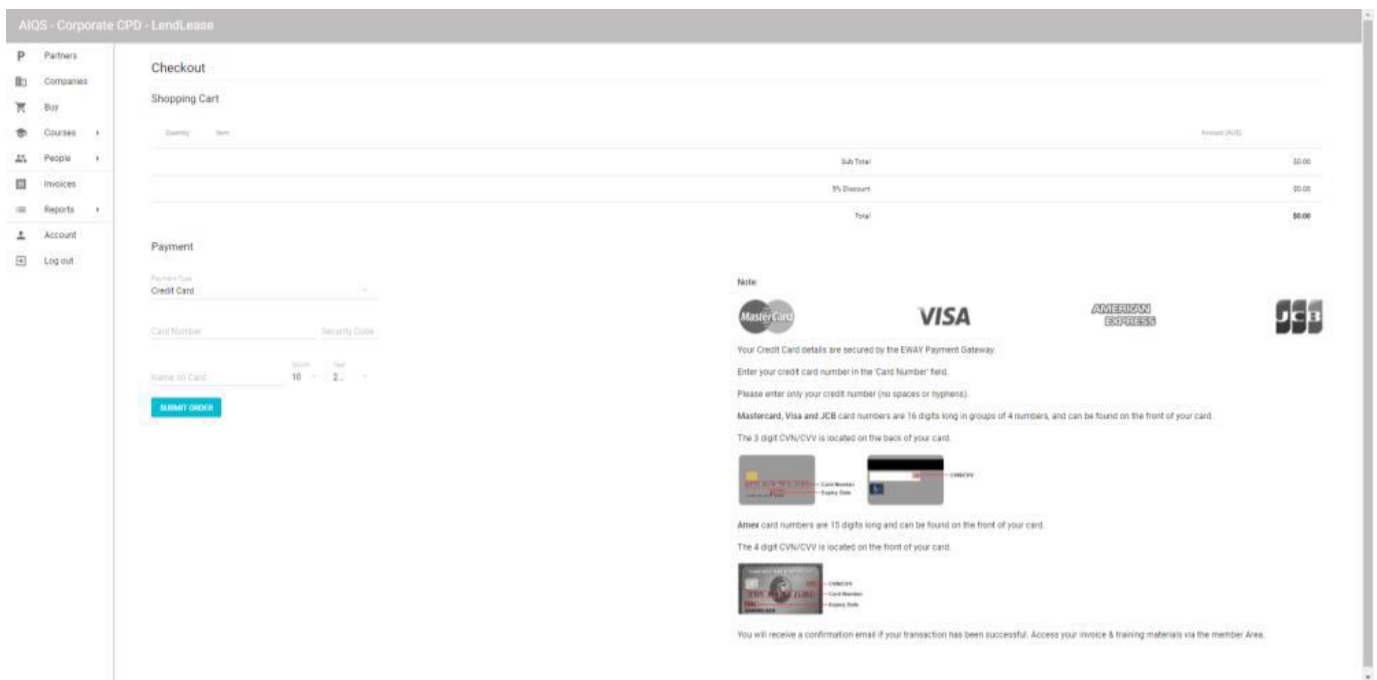
- Enter the **quantity** of the number of courses required (tab located under the **Learn More** tab) and click **Add to cart** button. (image 29)



(image 29)

Check Out (image 30)

- Your shopping cart will be displayed at the top of the page.
- You can make payment by Credit Card (Mastercard, Visa, American Express or JCB) or by Tax Invoice. Select the preferred option in the **Payment Section**
- If paying by credit card enter in required details and click **Submit Order**
 - If you select Credit Card you will be able to go straight through to the Assign Courses tab
- If paying by Tax Invoice, select Invoice option and click **Submit Order**
 - If you select Tax Invoice you won't be able to go to the next step until you pay the invoice and provide a copy of the Transaction Remittance to accounts@strata.community and education@strata.community. When they receive your remittance, they will apply the payment for you to go to the **Assign Courses** tab.



AIQS - Corporate CPD - LendLease

Partners
Companies
Buy
Courses
People
Invoices
Reports
Account
Log out

Checkout

Shopping Cart

Quantity	Item	Amount (AUD)
	Sub Total	\$0.00
	Tax Discount	\$0.00
	Total	\$0.00

Payment

Payment Type
Credit Card

Card Number Security Code

Name on Card 10 2

Submit Order

Note:

MasterCard VISA AMERICAN EXPRESS JCB

Your Credit Card details are secured by the EWAY Payment Gateway.

Enter your credit card number in the 'Card Number' field.

Please enter only your credit number (no spaces or hyphens).

Mastercard, Visa and JCB card numbers are 16 digits long in groups of 4 numbers, and can be found on the front of your card.

The 3 digit CVN/CVV is located on the back of your card.

Amex card numbers are 15 digits long and can be found on the front of your card.

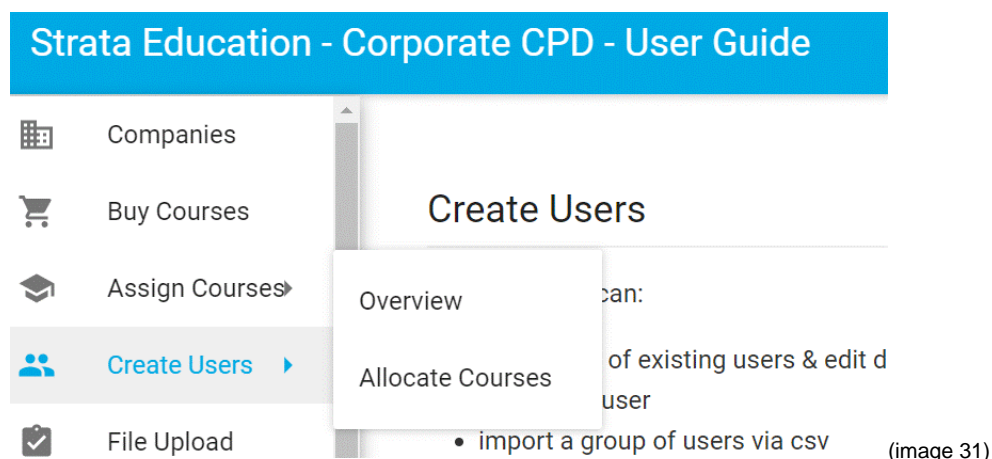
The 4 digit CVN/CVV is located on the front of your card.

You will receive a confirmation email if your transaction has been successful. Access your invoice & training materials via the member Area.

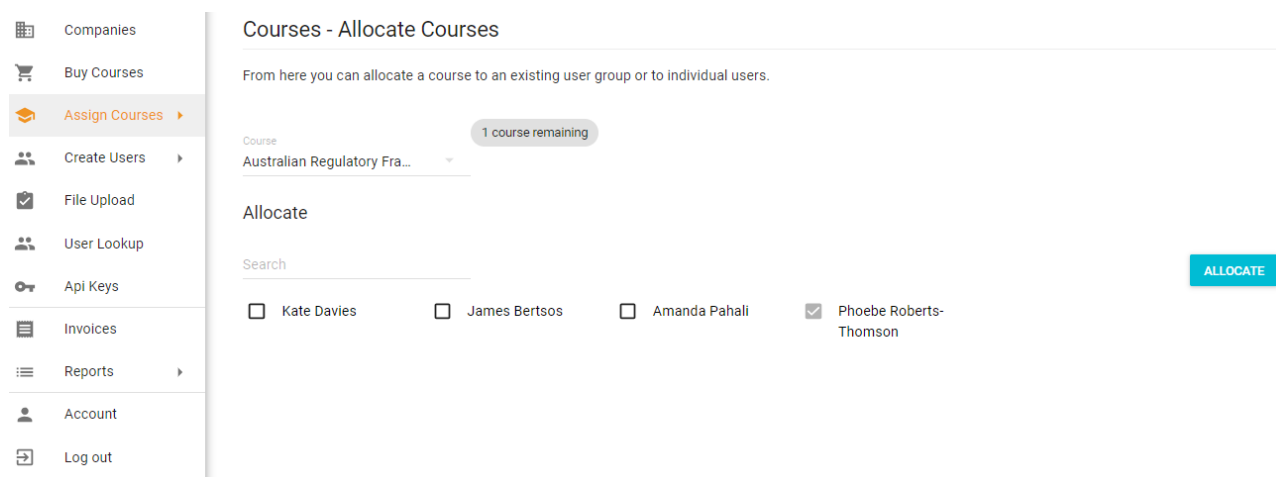
(image 30)

Step 4 - Assign Courses

- Select **Create Users** in Navigation Tree
- **Assign Courses** from the navigation tree
- Select **Allocate Courses** from the dropdown box



- From here you can allocate a course to an existing user.
- In the course dropdown, select the course you wish to allocate. (image 32)
- There is a search function available to find the relevant person if required.
- Click the square box next to the person that requires that course (ensure there is a tick in the box), then click the blue **Allocate** button.



(image 32)

This will then send the user a course activation email

Dear XXXX XXXX,

Your Reform Training Package online course has now been activated. Please to login to
your member area and click on the course name to proceed with your course.

You have been assigned the following assessor and tutor:

Tutors

Name: Taner Bozkurt

Email:

Assessor

Name: Taner Bozkurt

Email:

Should you require any further information, please email , and
include your student ID (46822) in the subject line.

The course will be located in the users **Member Area** under **Activities**.

- Your employee will now be able to select the **Click Here** in the email to login using their unique User ID and User Password to participate in the course.
 - *They must use the details provided and must not try to change the password here.*
 - *Details on how to change their password and view their total of CPD points from ongoing training will SCA are included in this guideline.*

Education Platform Guideline

April 2020