



# HOW TO NAVIGATE MY VILLAGE





# Logging in to My Village:

**Open the Internet and go to this site:**

**<https://myvillage.aptc.edu.au/>**

## Welcome to My Village - the online learning platform for APTC

We wish you every success with your ongoing studies and completion of your course.

The links below will provide you with general information that will support your study with APTC.




### Student Resources, Rules and Policies

APTC is committed to providing the highest quality of service to its students. In accordance with this, the Student Resources, Rules and Policies page p and responsibilities as a student. They also include information about our administrative process, key time frames and useful forms.





**‘Log In’ using your User Name (your first name.last name) and Password:**

	<input type="text" value="Username"/>		<input type="password" value="....."/>	
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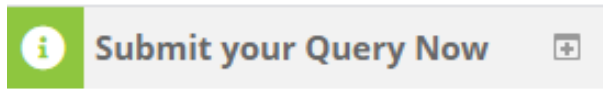
[Forgotten your username or password?](#)

**You will be taken to the My Village ‘Home Page’.**

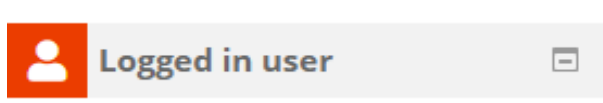




- **At the top Left Hand side you will see 3 bars:**
- **Click on the bars to display how to ask for help if you are experiencing difficulties with accessing your study.**



- **Click on the ‘+’ to display the email address – [Elearning.Support@aptc.edu.au](mailto:Elearning.Support@aptc.edu.au)**



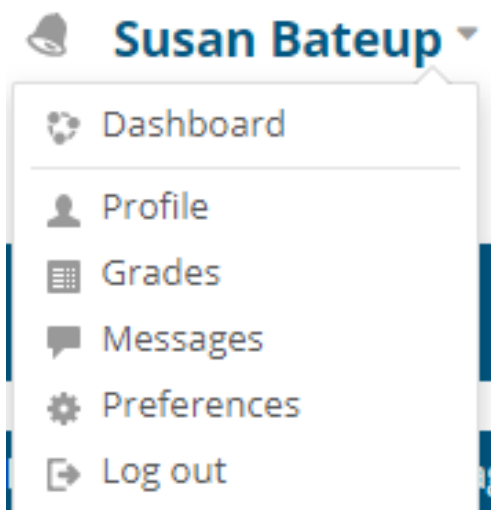
- **This displays information about you in ‘Your Profile’.**
- **Clicking on the 3 bars again will ‘hide’ the information and make your display screen bigger.**





**On the right hand side of this Home Page you will see your name with a small arrow beside it.**

- **Click on the small arrow and a drop down box will appear.**





**On the left hand side of this Home Page you will see:**



- **‘Home’**: this will always take you back to the **My Village Home Page**
- **‘My Dashboard’**: here you will find details of your progress and upcoming deadlines.
- **‘My Courses’**: this shows the online courses you are enrolled into.





## **To enter your course:**

- **Click 'My Courses' on your Home Page**
- **Click on your Course eg. International Skills Training (IST). This will take you to your Study Information.**
- **Here you will see a series of Headings that you need to work through following the directions as you go.**





**So now you are ready to get started.**

**From everyone here at APTC, we wish you all the best for a successful and enjoyable study time.**

- **Remember.... if you need help logging in or finding information, send an email to the eLearning Support team from the 'Submit your Query' tab.**

**GOOD LUCK EVERYONE.**

