



## Step 1: Create an account

To enrol in your preferred Introduction to Meteorology (I2M) Course, you first need to create an account. To create an account, head to [bmtc.moodle.com.au](https://bmtc.moodle.com.au) and complete the following steps:

### 1. Attempt to Login

On the top bar, click on the link to **Log in** to the system



### 2. Click on Create new account button

Near the bottom of this screen you will find a section titled "Need to create an account?" At the end of this section you will find a button labelled "Create new account". Click on this to load the online form for account creation.

## Need to create an account?

Do you need to create an account to access one of our courses? If so, click the 'Create new account' button below.

**Note for Airservices Australia, Defence, AAD and BoM staff**

Account creation and enrolments for the AWO training courses are managed by the Bureau of Meteorology Training Centre. Please use the login credentials provided by the Bureau or your organisation to access the AWO courseware.

[Create new account](#)

### 3. Complete the form

Enter your details in the form to create an account. Note that spelling and capitalisation entered here will be used on your Certificate of Completion and for all correspondence. Ensure all required fields are completed and you read and agree to the site policy.

### 4. Confirm account using email received

You will receive an email in the account you provided above. This email contains a link to confirm your account in the web browser.

You will now be logged in and can enrol in your preferred course.

## Step 2: Enrol in your preferred course

There are two ways to enrol in your preferred Introduction to Meteorology course:

### 1. Self-enrolment using credit card payment method

You can pay for the course online using our credit card payment portal. After clicking on your preferred course, you will be directed to a payment page as shown below. Enter your details in this secure Reserve Bank of Australia payment portal (Government EasyPay). Once payment is confirmed, you will be enrolled in the course and gain access to the online resources. Confirmation of registration and a tax invoice will be sent to the email account listed in your profile created above.

You are paying an amount of (Including GST) **\$555.00**

Consisting of a Course Fee of **\$555.00** , plus a Credit Card Surcharge of **\$0.00**

Cardholder Name

Card Number

  

Expiry Date

Security Code

### 2. Manual enrolment by Bureau of Meteorology staff

If you or your organisation make a group booking or pay for the course via a vendor invoice, you will be enrolled by Bureau of Meteorology staff and the direct link to the supporting course page will be emailed to you. You will need to login to the system (using your details created in the steps on Page 1 of this document) to access the course page.