

## Instructions on how to enrol into your Z.A.C (Zealifi Academy Centre) course

1. After you purchase your online course ZAC will send you an email with your login, password and link to log into your course.
2. The email will look like this:

You have been added to <https://academy.zealifi.com.au> Inbox x



**Nicholas Black** Nick@zealifi.com.au via [acatszealifi.onmicrosoft.com](mailto:acatszealifi.onmicrosoft.com)  
to me ▾

Hi Andrew,

You have been added to <https://academy.zealifi.com.au>.

Your login credentials are:

Login:

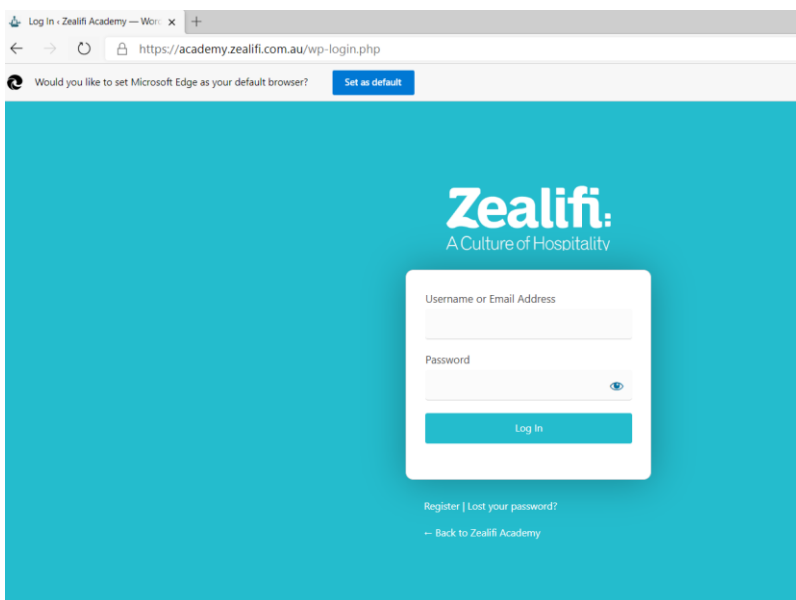
Password:

To log in, click the link below:

<https://academy.zealifi.com.au/wp-login.php>

Thanks!

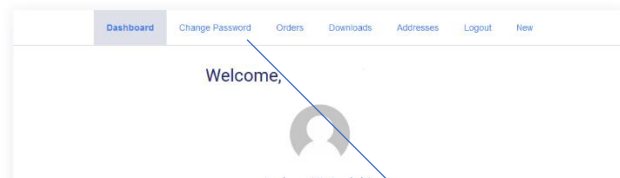
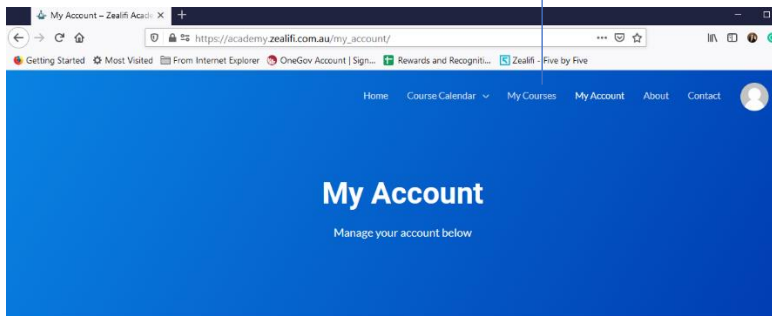
3. Click on the log in link and it will take you to ZAC login page



4. Type in your log in details – email address and the generated password from the email you have received.

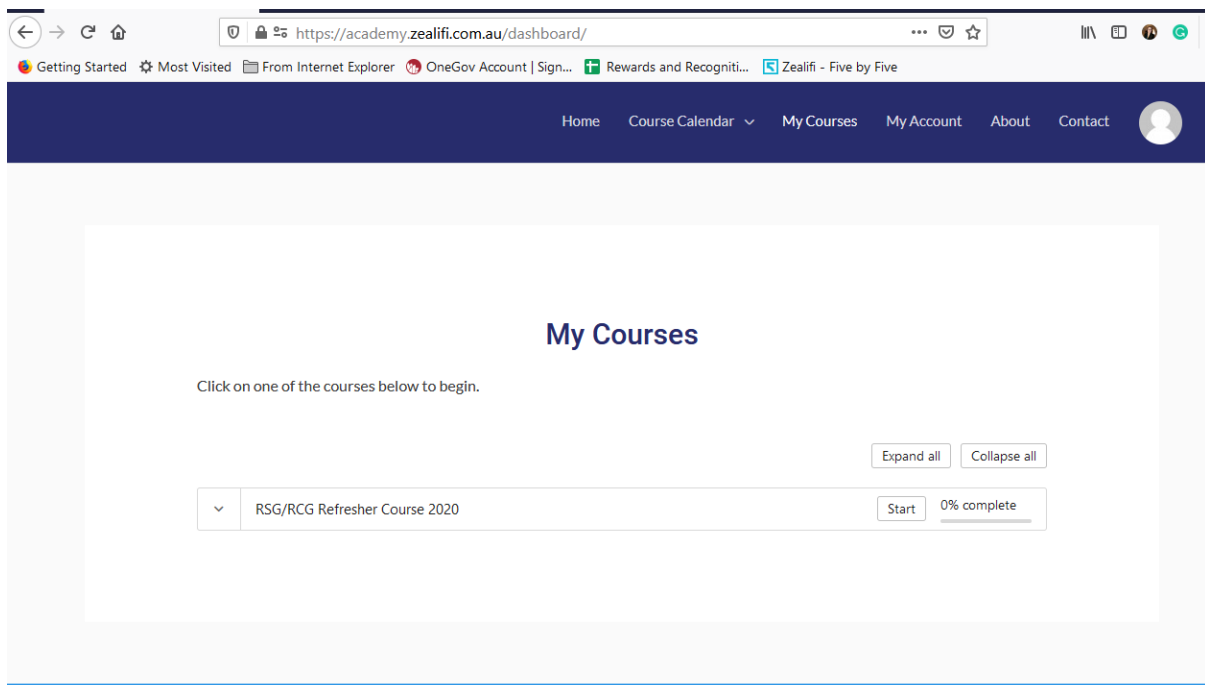
Click on My Courses, to see the courses you are enrolled into.

5. When you log in it will take you to your Dashboard.



If you want to change your password, you can click here to do so.

6. When you click on My Courses you will see the list of the courses you are enrolled into:



7. When ready click on Start and you are ready to go. As you progress through the course you will see the percentage change.

8. All courses require you to complete our online enrolment form, this form will appear when you click on Start. Once the enrolment form is completed you will then have access to your online course.
9. After you have successfully completed the last assessment or quiz in course the ZAC certificate will appear. This will allow you to print or save the certificate.
10. Please note if you are completing any of our accredited online courses i.e. SITHFAB002 Provide responsible service of alcohol course you will be issued out separately your statement of attainment by Zealifi.
11. If you need any support or you have any questions please call us on 1300 122 287 or email [hello@zealifi.com.au](mailto:hello@zealifi.com.au), we are always here to help and provide assistance.