Online Individual Accreditation Guide

Program Access

Implementation Date: 30/10/2023
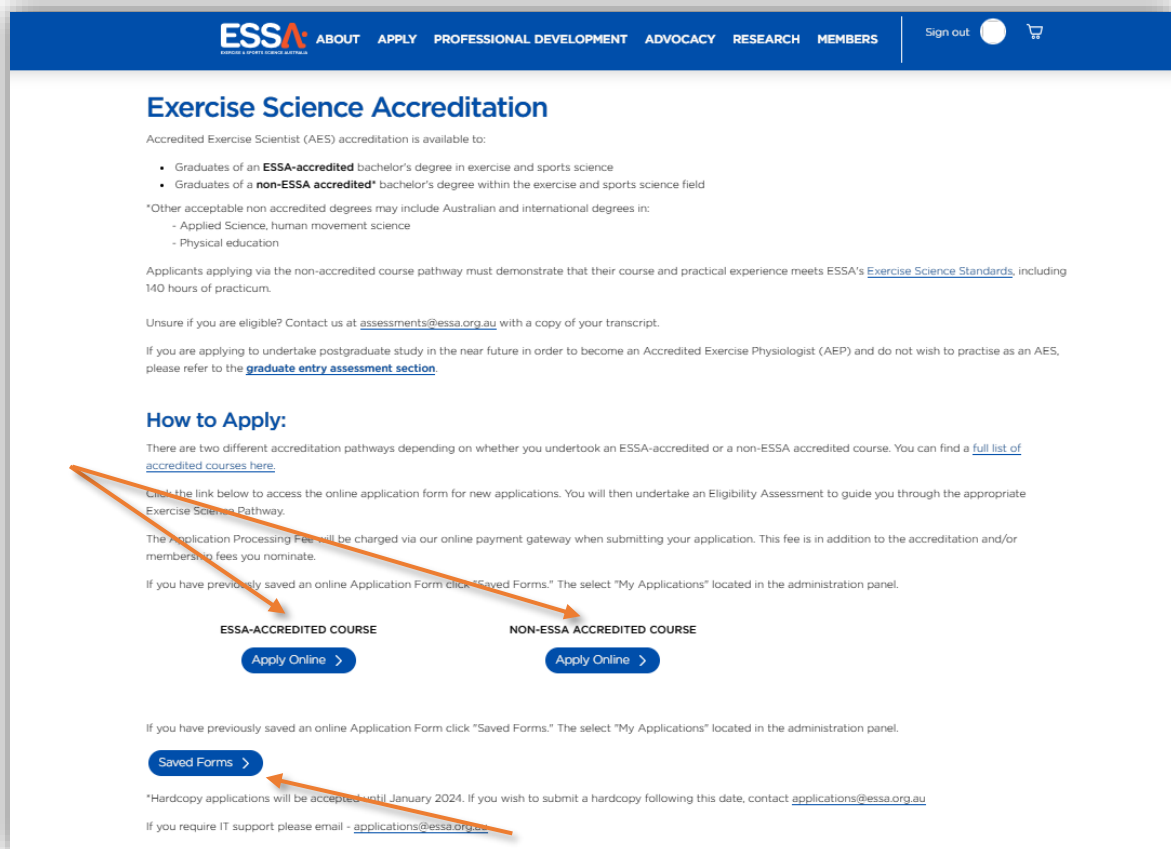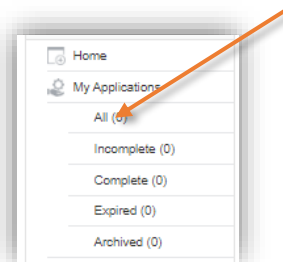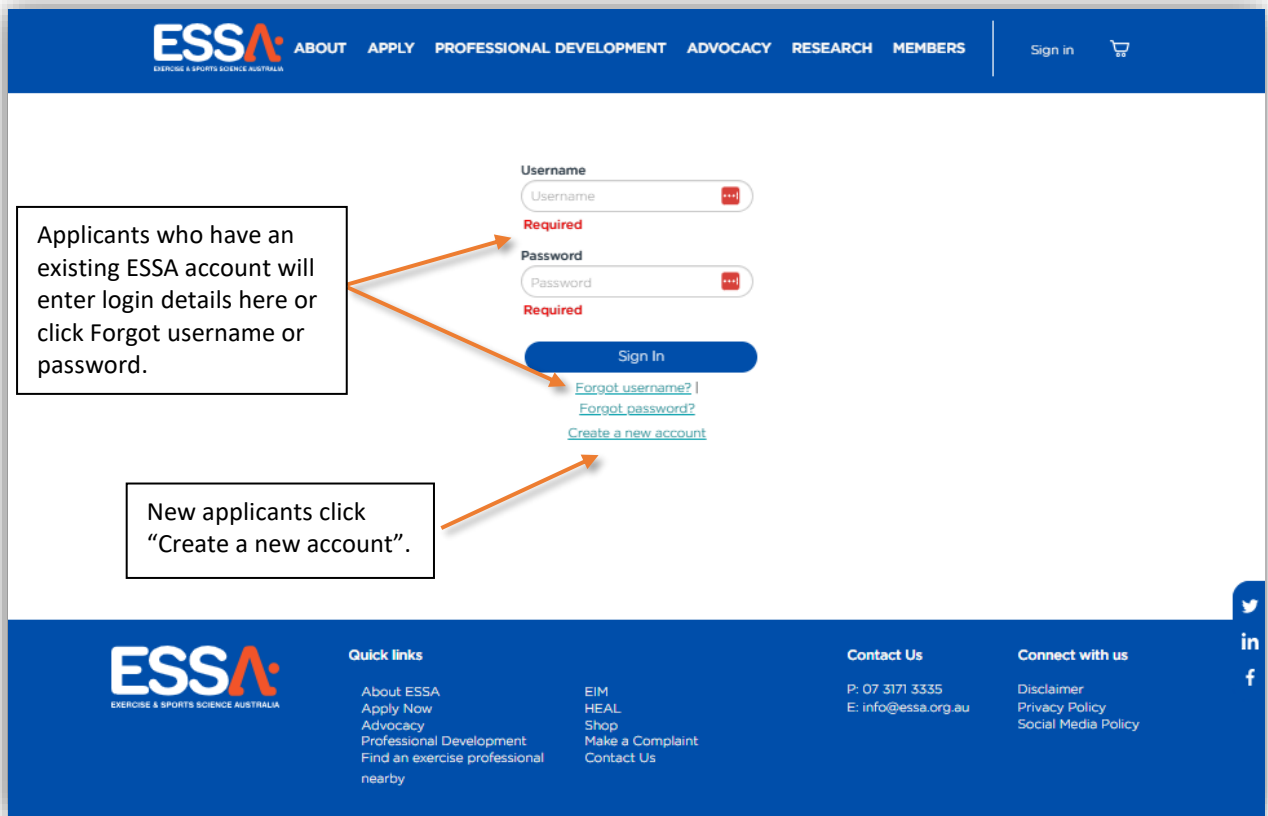
Login - Individual Accreditation:

- To access the online Accreditation Application program click on the Accreditation type on ESSA's website: Exercise & Sports Science Australia

- Within the How to Apply click on the 'Apply online' tab under the accreditation pathway appropriate for you (example below).
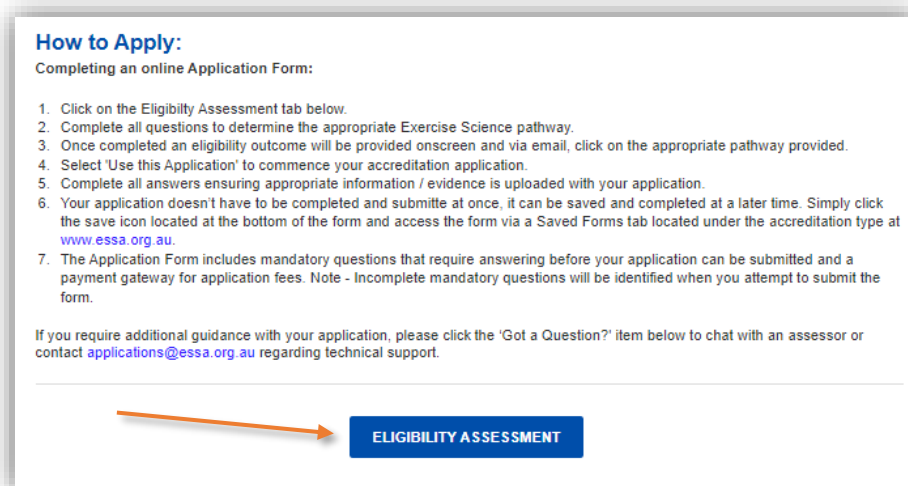

- If returning to a saved Application Form, click 'Saved Forms' then enter your login details. Select 'All' under 'My Applications' located in the administration panel to access your application/s. Open application as required.

- Once you have selected the accreditation and 'Apply Online'. You will be prompted to login.

Applicants who have an existing ESSA account will enter login details here or click Forgot username or password.
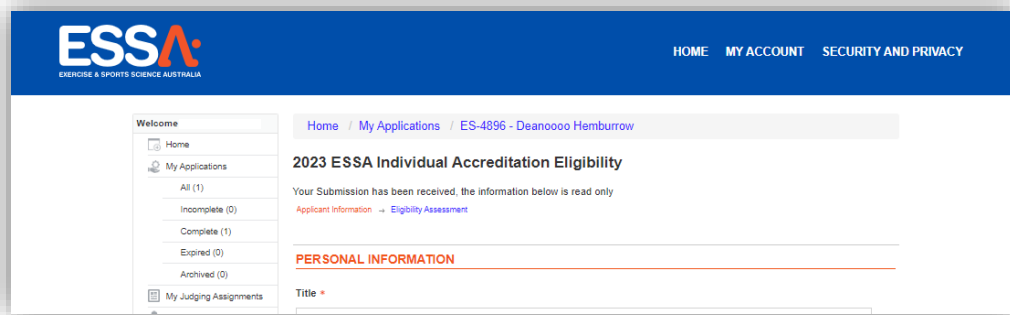
New applicants click "Create a new account".

- A new tab will open and include additional information on 'How to Apply'. To commence an application, click 'Eligibility Assessment' and complete assessment questions. This will determine the appropriate accreditation pathway.

How to Apply:

Completing an online Application Form:

1. Click on the Eligibilty Assessment tab below.
2. Complete all questions to determine the appropriate Exercise Science pathway.
3. Once completed an eligibility outcome will be provided onscreen and via email, click on the appropriate pathway provided.
4. Select 'Use this Application' to commence your accreditation application.
5. Complete all answers ensuring appropriate information / evidence is uploaded with your application.
6. Your application doesn't have to be completed and submitte at once, it can be saved and completed at a later time. Simply click the save icon located at the bottom of the form and access the form via a Saved Forms tab located under the accreditation type at www.essa.org.au.
7. The Application Form includes mandatory questions that require answering before your application can be submitted and a payment gateway for application fees. Note - Incomplete mandatory questions will be identified when you attempt to submit the form.

If you require additional guidance with your application, please click the 'Got a Question?' item below to chat with an assessor or contact applications@essa.org.au regarding technical support.
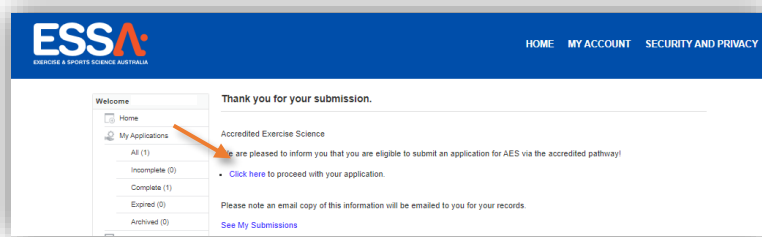
ELIGIBILITY ASSESSMENT

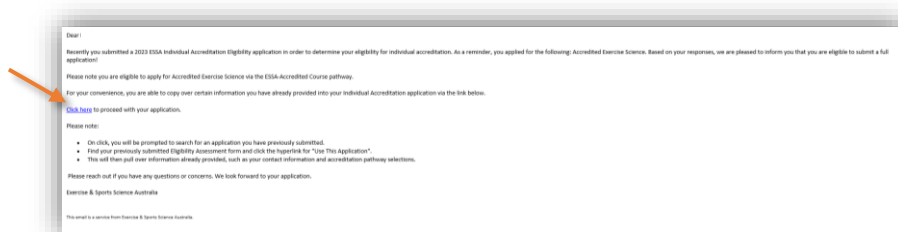## Submit – An Accreditation Eligibility Assessment:

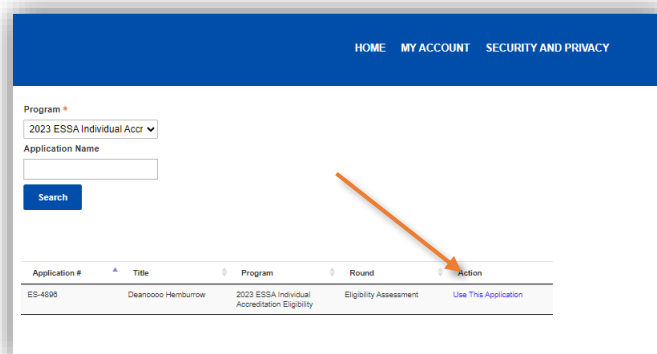- Complete all the questions within the Eligibility Assessment.

- Once completed, the outcome from your Eligibility Assessment will be displayed on screen. Follow the instructions on how to proceed with the accreditation application.

- Note: An email will also be sent.

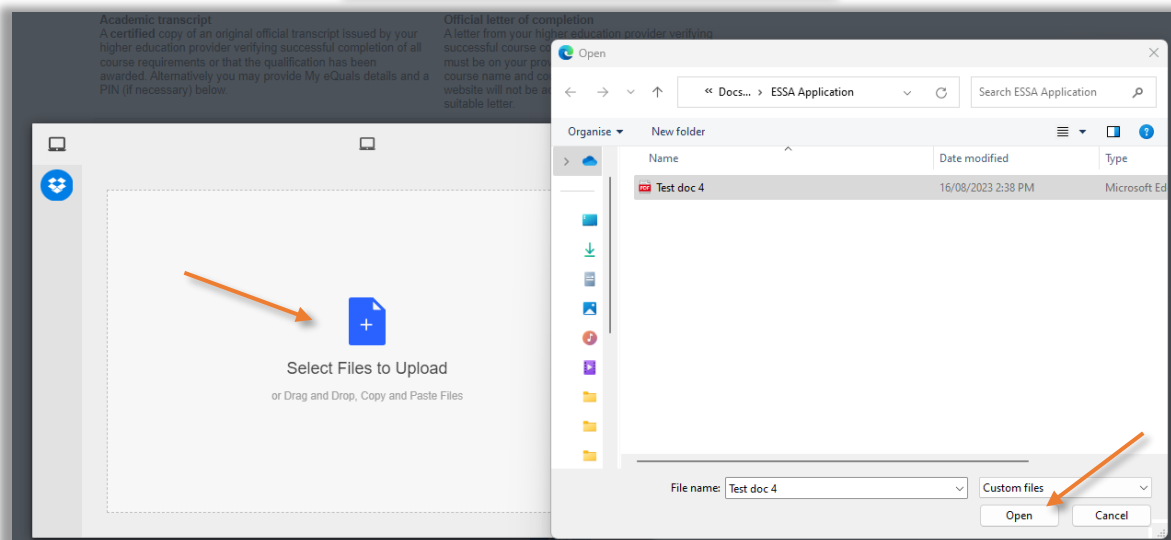- If you are eligible to continue with an accreditation application, the following screen will appear. Select 'Use this Application' to proceed to the application form.

Submit – An Individual Accreditation Application Form:

- This will direct you to the online application form, complete fields as required.
  - Note: Mandatory fields are identified by *
  - Click "Save and Next" to progress through application form OR "Save" to access the form later.

- To upload documents, click on "Choose File" and "Select Files to Upload".
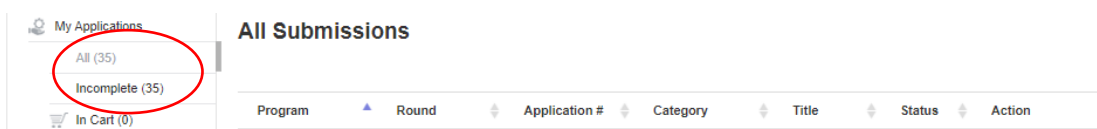 - Select the file you wish to upload and click "Open".

- If required to upload a zipped file, [click here](#) for more information.
- Once ready to submit, click "Add to Cart".
  - If any incomplete mandatory fields are present, you will be directed to finalise.
  - Otherwise, the form will be submitted to ESSA, and you will be instructed to pay the application fee.

- To access incomplete application forms or to view previously submitted forms - repeat "Login – Individual Accreditation" requirements.

  - Select "Incomplete" or "Complete" tab located in the administration panel.

- Then select "Edit" or "View" to access the application form.
  - This area also allows for the application to be "Removed", "Printed" or "Copied" to duplicate a submitted form.

If you require assistance or experience technical issues during your submission, email [applications@essa.org.au.](mailto:applications@essa.org.au)