

Quick Reference Guide: How to set up Your Career access for the first time

Students

Students need to create an account on the Your Career portal to apply for the Commonwealth Prac Payment (CPP) in Vocational Education and Training (VET). This guide shows students how to set up their access to the Your Career portal.

1. Navigate to the Your Career website.
2. Click **Create an account**.
3. Log in using your myGov sign in details or myID.

NOTE: To link Your Career to your myGov account, you will need to have already linked either Centrelink or Medicare to your myGov account.

RESULT: You will see a new page called 'Your Career account set up' which includes the eligibility criteria CPP (VET).

4. Select **I'd like to set up a new account** in the Your Career account section.

NOTE: If you've previously created a Your Career account, do not select this option. If you already have a Your Career account and select this option, you will create a duplicate profile. This may impact your CPP (VET) claims.

*If you already have a Your Career account, select **I'd like to relink my account using my Your Career ID** and enter your Your Career ID.*

5. Click **Next**.
6. Read and agree to the Terms and Conditions of using Your Career.

NOTE: If you do not agree to the Terms and conditions, you will not be able to create a Your Career account.

7. Complete your Profile information including your Profile details, Gender and citizenship details, Contact details and Unique Student Identifier (USI) details.
8. Click **Submit**.

RESULT: You have now created a Your Career account. Click **CPP (VET)** to navigate to the CPP (VET) section of the Your Career portal. From here, you can start a new initial grant application.

Support

For assistance with creating a Your Career account, please visit the Your Career support page.