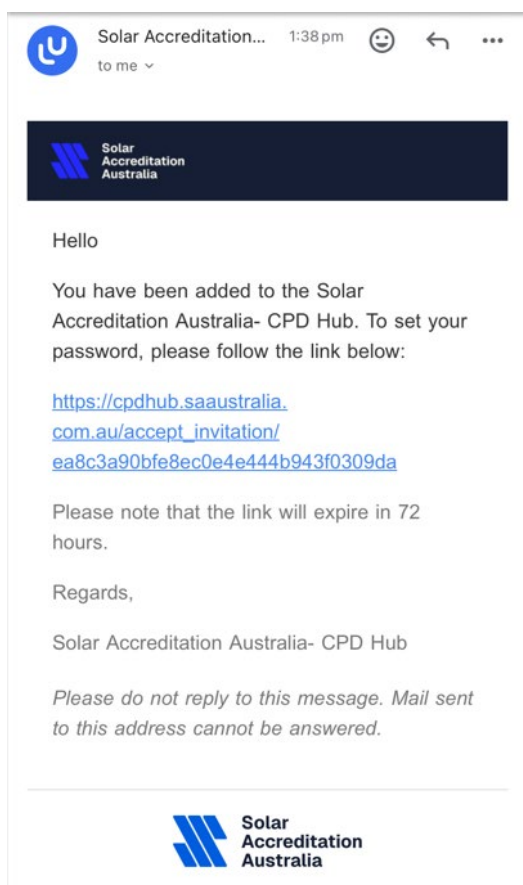


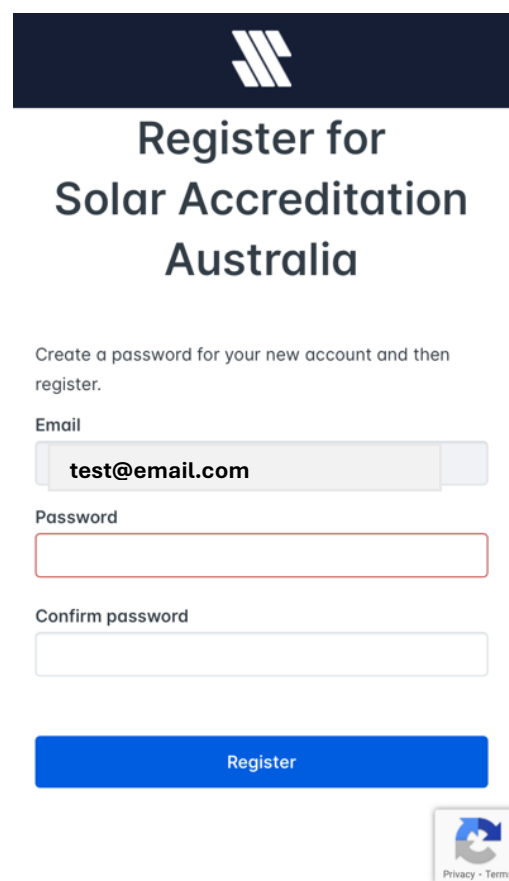
## Step by Step Guide

### 1. How to set up Password for the CPD Hub

**STEP 1.** Check your email for the link from Solar Accreditation Australia - CPD Hub sent on 30 June for a link to set your password.

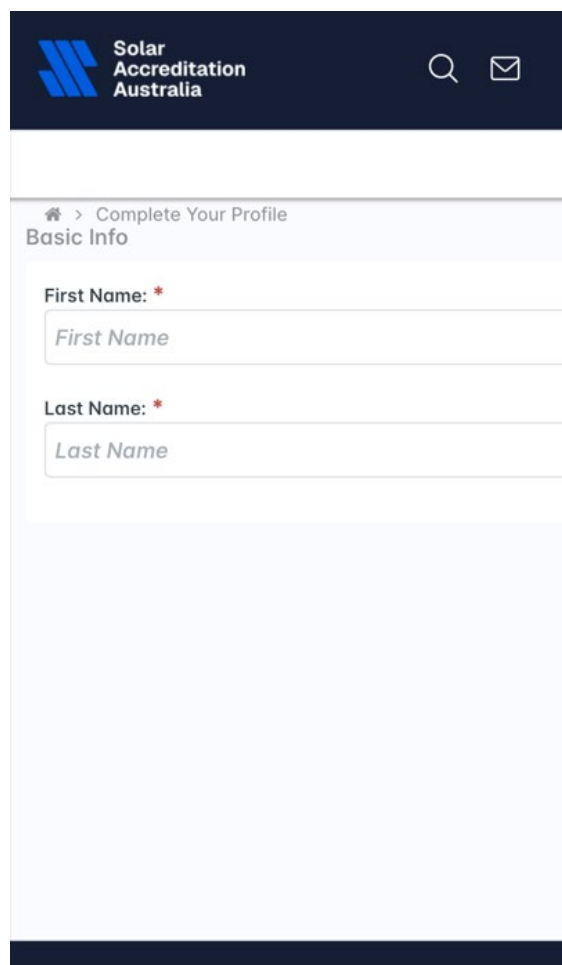


**STEP 2.** Click on the link in your email to access the Page to set your password. Your email address will be automatically pre-populated to ensure your CPD Hub profile links to your SAA accreditation.

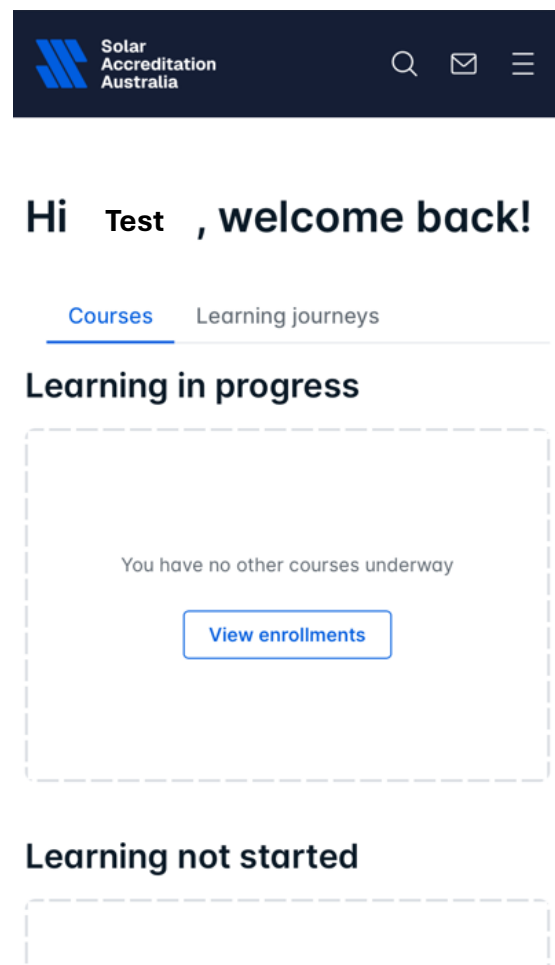


The screenshot shows a registration page for Solar Accreditation Australia. At the top, there is a dark blue banner with the Solar Accreditation Australia logo. Below the banner, the text 'Register for Solar Accreditation Australia' is displayed. Underneath, it says 'Create a password for your new account and then register.' The form has three input fields: 'Email' (pre-filled with 'test@email.com'), 'Password', and 'Confirm password'. A blue 'Register' button is at the bottom. In the bottom right corner, there is a small icon for 'Privacy - Terms'.

**STEP 3:** When prompted, fill in your first and last name to complete your profile set up. Press 'Confirm'.



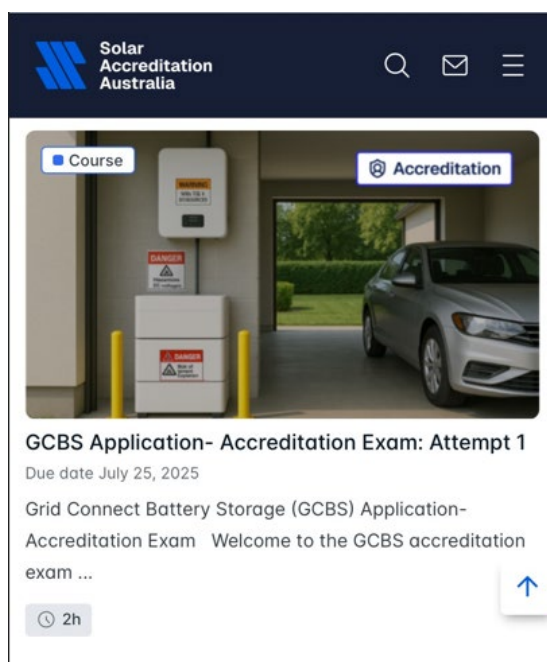
**STEP 4:** You will automatically be taken to the Home screen where you will see the Exam and any other mandatory training you need to sit.



## How to Access the Accreditation Exam

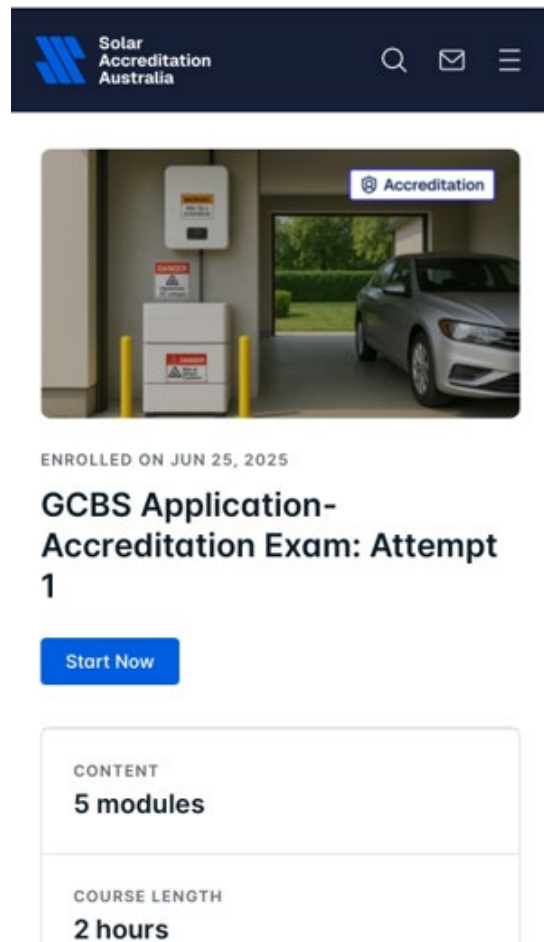
**STEP 5:** You will see the Exam you are enrolled in on the Home screen in the CPD Hub. For example:

### GCBS Accreditation Exam



The screenshot shows the app's home screen with a dark blue header containing the Solar Accreditation Australia logo and navigation icons. Below the header, there are two tabs: 'Course' and 'Accreditation'. The 'Accreditation' tab is selected, displaying a card for the 'GCBS Application- Accreditation Exam: Attempt 1'. The card features an image of a silver car parked in front of a building with solar panels. Below the image, the text reads 'GCBS Application- Accreditation Exam: Attempt 1', 'Due date July 25, 2025', and 'Grid Connect Battery Storage (GCBS) Application- Accreditation Exam Welcome to the GCBS accreditation exam ...'. A '2h' timer icon is visible at the bottom left of the card, and an upward arrow icon is at the bottom right.

**STEP 6:** Click on the exam icon to access the **Exam** and press **START**.



The screenshot shows the exam details page. The header is the same as the previous screenshot. Below the header, there is a large image of the same silver car. Below the image, the text reads 'ENROLLED ON JUN 25, 2025', 'GCBS Application- Accreditation Exam: Attempt 1', and a blue 'Start Now' button. Below the button, there is a section titled 'CONTENT' with '5 modules' and a section titled 'COURSE LENGTH' with '2 hours'.