

ISA RECIPROCAL MEMBERSHIP

FIRST TIME LOGIN

The first time you go to the ISA web page, you will need to set up a password to allow access as part of your reciprocal ISA / ASGA Membership. Once you complete this step, you can add your staff so they can also sign up for ISA courses.

STEP 1: DETERMINE IF YOU ARE THE BUNDLE COORDINATOR

Only the main ASGA contact can log in the first time. We call them the 'Bundle Coordinator'. Your staff are called 'Bundle Members'

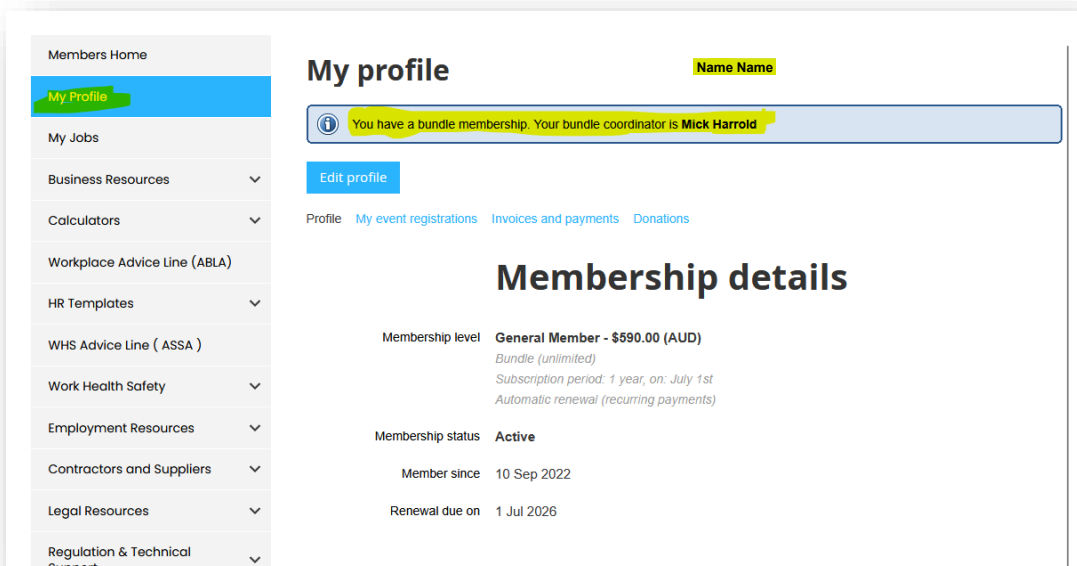
To determine who in your organisation is the Bundle Coordinator, follow these steps:

- Log in to the ASGA web page and navigate to 'My Profile' in the menu on the left-hand side (see below)
- You will see a message at the top (see highlights in the diagram below).
- If that message says: "You have a bundle Membership. Your bundle coordinator is "[Name]". That means you are **not** the Bundle Co-ordinator. You will need to contact the person named and ask them to complete the following procedure.
- If you do not see that, then **you are the Bundle Co-ordinator** so you can go to Step 2 (see next page...)

FUN FACT

Did you know you can add your staff and give them access to the Member Area on the ASGA website?

Look for the Add Member button on this profile page to add new staff members.



Members Home

My Profile

My Jobs

Business Resources

Calculators

Workplace Advice Line (ABLA)

HR Templates

WHS Advice Line (ASSA)

Work Health Safety

Employment Resources


Contractors and Suppliers

Legal Resources

Regulation & Technical Support

My profile

Name Name

 You have a bundle membership. Your bundle coordinator is Mick Harrold

[Edit profile](#)

[Profile](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

Membership details

Membership level **General Member - \$590.00 (AUD)**
Bundle (unlimited)
Subscription period: 1 year, on: July 1st
Automatic renewal (recurring payments)

Membership status **Active**

Member since 10 Sep 2022

Renewal due on 1 Jul 2026

STEP 2: SET A PASSWORD FOR YOUR ACCOUNT WITH ISA

ISA has already set up accounts for all eligible ASGA Members. You will need to set up a new password for your account the first time you log in. Follow the steps below to set your unique password.

- Go to [this link](#)
- Select 'Forgot/Reset Password'
- Enter the email that is associated with your ASGA Account (that's the one you use to log in to the Member Area at signs.org.au)
- Follow the instructions to set your new ISA Password.



REMEMBER...

Keep your new password in a safe place so you can log in again!

STEP 3: ACCESS THE ASGA SECTION OF THE ISA WEBSITE

ASGA members have a special landing page on the ISA website, so you can easily find links to the available resources.

- Go to [the ASGA landing page](#)
- From here you can access:
 - **ISA Short Courses**
 - **Add your staff to the portal so they can also do courses**
 - **View the range of other benefits**

READY TO GO?

Click below for instructions to:

- [Add Staff Members](#)
- [Access ISA Courses](#)