

MYOB

# Partner Program certification

Walkthrough guide

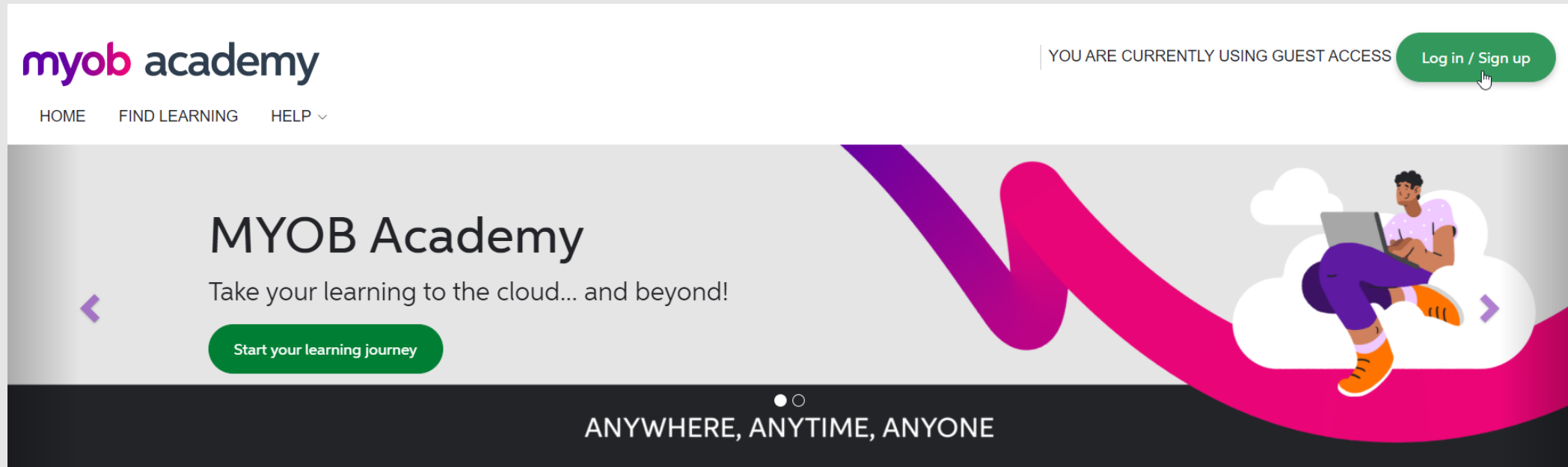
March 2022



Welcome to the walkthrough guide for the Partner Program learning on MYOB Academy – we're here to help you get started on your learning journey.

First up, head to [MYOB Academy](#).

Log in by clicking the green **Login/sign up** button in the top right.



The screenshot shows the top portion of the MYOB Academy website. In the top left corner is the 'myob academy' logo. To its right, the text 'YOU ARE CURRENTLY USING GUEST ACCESS' is displayed next to a green button labeled 'Log in / Sign up'. Below the logo are navigation links for 'HOME', 'FIND LEARNING', and 'HELP'. The main hero section features the text 'MYOB Academy' and 'Take your learning to the cloud... and beyond!' with a green button that says 'Start your learning journey'. An illustration of a person sitting on a cloud with a laptop is positioned on the right side of the hero section. At the bottom of the hero section, the tagline 'ANYWHERE, ANYTIME, ANYONE' is centered.

**myob academy**

HOME FIND LEARNING HELP ▾

YOU ARE CURRENTLY USING GUEST ACCESS [Log in / Sign up](#)

# MYOB Academy

Take your learning to the cloud... and beyond!

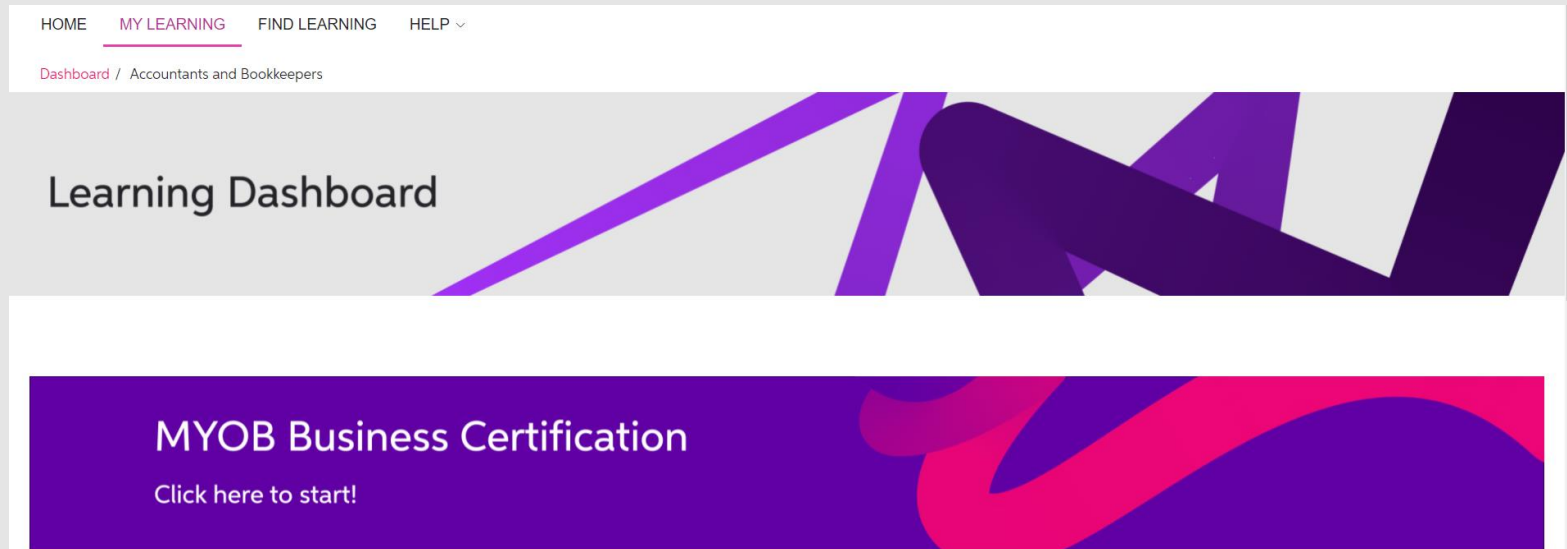
[Start your learning journey](#)

● ○  
ANYWHERE, ANYTIME, ANYONE

Once you're logged in, you'll see your learning dashboard.

At the top of the dashboard you'll see banners for any exclusive Partner Program certifications you aren't yet enrolled in.

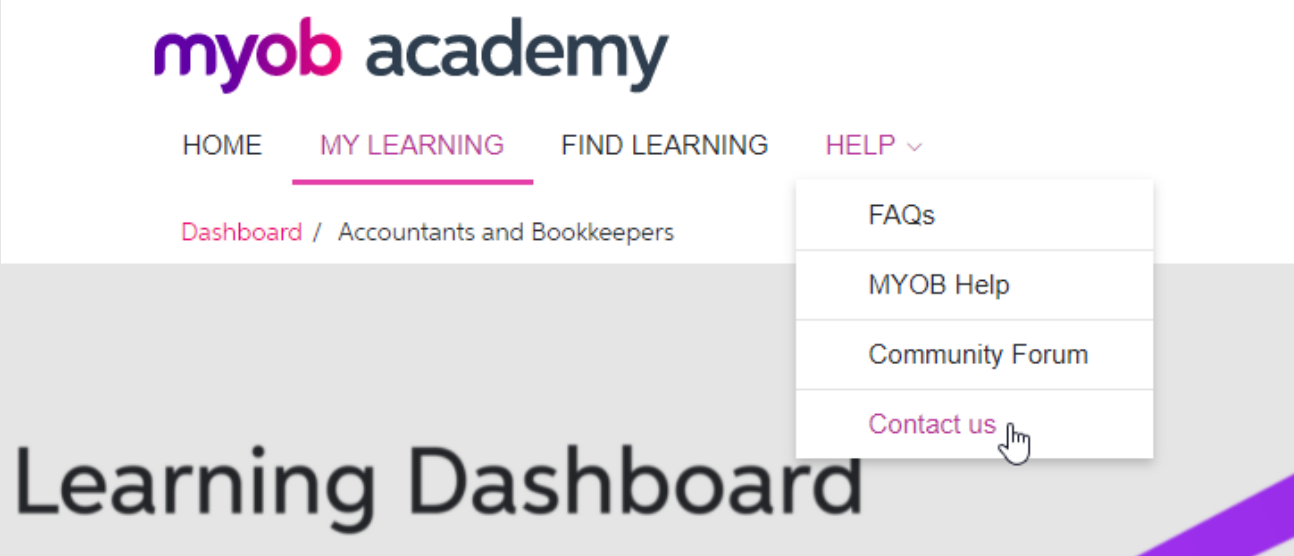
Note: You'll only see these banners when you're **not yet enrolled** a the certification. Once enrolled, the banner associated with that certification will no longer display and you will access the certification under Current learning



Click the banner for the certification you want to start.

# Need help?

If anything looks wrong or missing or you just need a hand, get in touch with us via the Contact us form under the Help menu



The screenshot shows the top navigation bar of the myob academy Learning Dashboard. The logo "myob academy" is at the top left. The navigation menu includes "HOME", "MY LEARNING" (which is underlined), "FIND LEARNING", and "HELP" with a dropdown arrow. Below the navigation bar, the breadcrumb "Dashboard / Accountants and Bookkeepers" is visible. The "HELP" dropdown menu is open, showing four options: "FAQs", "MYOB Help", "Community Forum", and "Contact us". A mouse cursor is hovering over the "Contact us" option. The text "Learning Dashboard" is displayed in large font below the navigation bar. A purple decorative shape is in the bottom right corner.

myob academy

HOME MY LEARNING FIND LEARNING HELP ▾

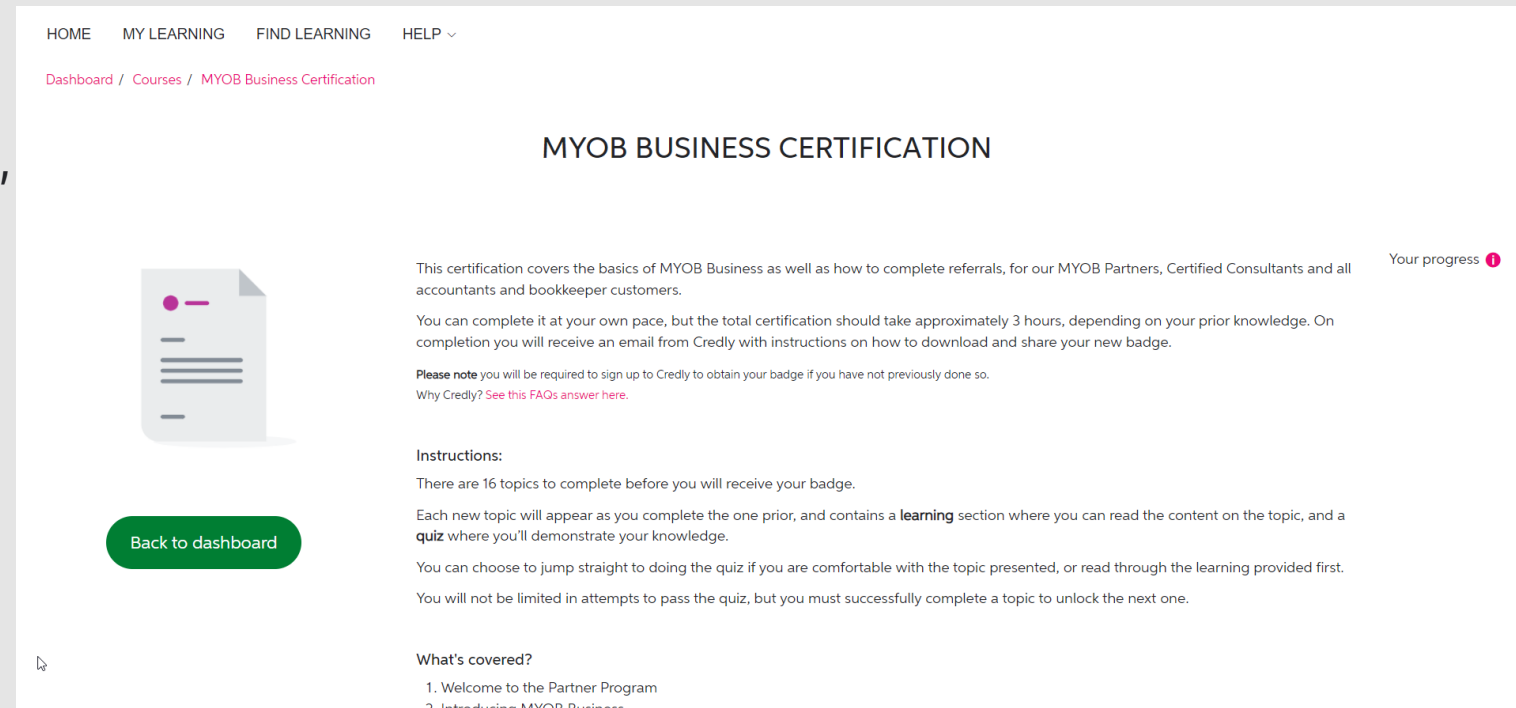
Dashboard / Accountants and Bookkeepers

- FAQs
- MYOB Help
- Community Forum
- Contact us

Learning Dashboard

When you click a certification banner on your Learning dashboard, you'll be taken to the certification page.

Read through the provided instructions so you know what's required to complete the course and receive your certification, then get learning!



HOME MY LEARNING FIND LEARNING HELP ▾

Dashboard / Courses / MYOB Business Certification

## MYOB BUSINESS CERTIFICATION

Your progress 1

This certification covers the basics of MYOB Business as well as how to complete referrals, for our MYOB Partners, Certified Consultants and all accountants and bookkeeper customers.

You can complete it at your own pace, but the total certification should take approximately 3 hours, depending on your prior knowledge. On completion you will receive an email from Credly with instructions on how to download and share your new badge.

**Please note** you will be required to sign up to Credly to obtain your badge if you have not previously done so.  
Why Credly? [See this FAQs answer here.](#)

**Instructions:**  
There are 16 topics to complete before you will receive your badge.

Each new topic will appear as you complete the one prior, and contains a **learning** section where you can read the content on the topic, and a **quiz** where you'll demonstrate your knowledge.

You can choose to jump straight to doing the quiz if you are comfortable with the topic presented, or read through the learning provided first. You will not be limited in attempts to pass the quiz, but you must successfully complete a topic to unlock the next one.

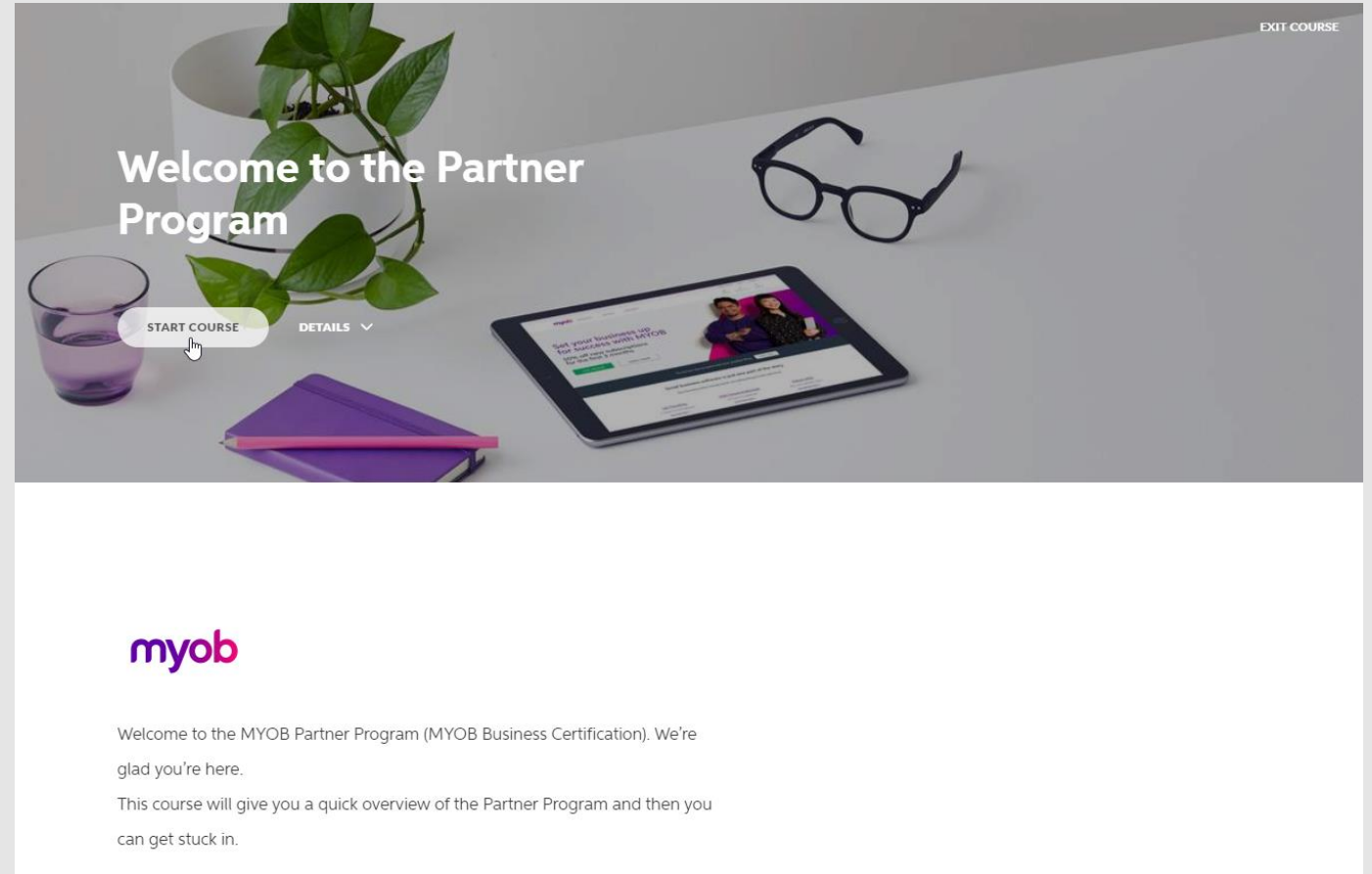
**What's covered?**

1. Welcome to the Partner Program
2. Introducing MYOB Business

Note: all 'learning' will open in a new browser tab. This requires popups to be enabled for the MYOB Academy site. If you'd like more information on how to enable popups, please [click here](#).

This is an example of the first page you might see when you open the learning.

Click **Start Course** to get learning.




EXIT COURSE

# Welcome to the Partner Program

START COURSE

DETAILS ▾

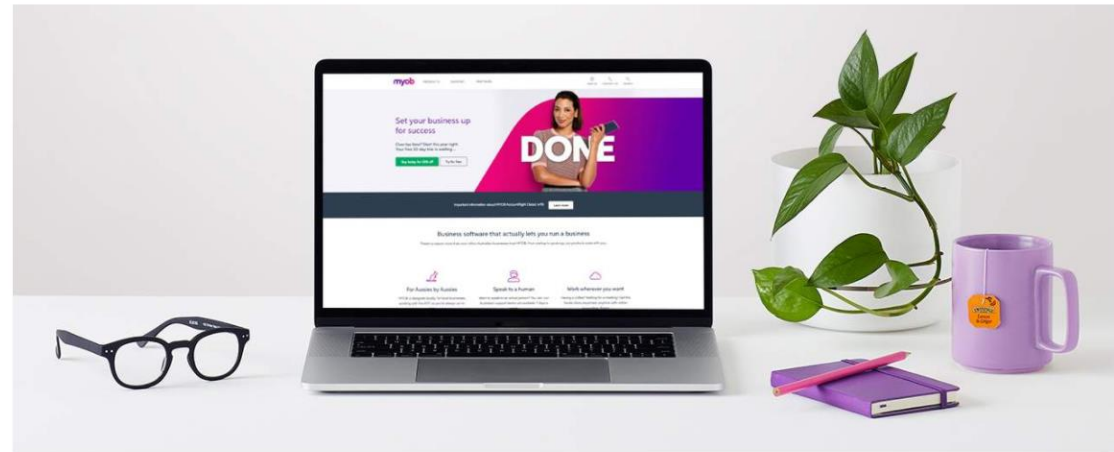


Welcome to the MYOB Partner Program (MYOB Business Certification). We're glad you're here.

This course will give you a quick overview of the Partner Program and then you can get stuck in.

When you've finished a topic, exit the learning by clicking **Exit course** in the top right corner of the page, or closing the browser tab.

Your progress will be saved, and you'll be returned to the certification page.



EXIT COURSE

**Congratulations. You're all done.**

You can close the course using the **Exit button** in the top-right corner.



Once you complete the learning and pass the required assessment/s, the next topic will appear.

Note: some certifications will have the assessment/s embedded within the learning, while others will have a separate quiz on the certification page. Follow the instructions on the certification to know what you need to do!

## ^ Part 1 - Welcome to the Partner Program

**Synopsis:** Start here! This is where you'll learn about the benefits of being an MYOB Partner.

**Instructions:** Read through the learning provided below before completing the quiz.  
Already know this topic? Take the quiz any time! Once completed, return to this page to continue with the next topic in the certification.

**Time to complete:** approximately 10 minutes

### Part 1 - Welcome to the Partner Program learning

Popups will need to be enabled/allowed on this site to load the learning content.

### Part 1 - Welcome to the Partner Program quiz

Receive a score of 80% or higher to pass this topic.  
You will not be limited in attempts to complete this quiz.

**You have now completed this topic.**

Continue with the next topic in the certification below.

## ^ Part 2 - Introducing MYOB Business

**Synopsis:** From October 2021, MYOB launched MYOB Business, starting with subscriptions for new, Australian small to medium businesses. Learn about MYOB



If you don't have time to complete the whole certification in one go, you can return to the certification from your Learning dashboard at any time.

Click the certification name under **Current learning** to pick up where you left off.

## Learning Dashboard

### Announcements

Got some questions about our Partner Program? [Check out this FAQs page to start.](#)

[Click here](#) for a short instructional video on navigating around the Learning dashboard & how to work through the MYOB Business certification.

Represent more than one MYOB Partner business? Make sure that you link your accounts together!

Click the **Link/unlink my accounts** option under the Quick Links section below to make sure that your future-earned points go to your

### Current learning

View your list of current learning below.

Title	Status	Date
<a href="#">MYOB Business Payroll Certification - AU</a>	not started	No due date set
Adjustment notes	not started	
Add your bank feeds	completed	Completed 9 Oct 2020

Already know the answers?

Our certifications allow you to skip straight to the assessment of a topic without reading through the learning - just follow the instructions to see how!

Tip: We recommend you **DO** review the learning, even if you feel comfortable with a topic, as the assessments are based on the learning provided and may trip you up!

## ^ Part 2 - Introducing MYOB Business

**Synopsis:** From October 2021, MYOB launched MYOB Business, starting with subscriptions for new, Australian small to medium businesses. Learn about MYOB Business, available subscriptions, features and services, rollout dates and pricing.

**Instructions:** Read through the learning provided below before completing the quiz.

Already know this topic? Take the quiz any time! Once completed, return to this page to continue with the next topic in the certification.

**Time to complete:** approximately 15 minutes

### Part 2 - Introducing MYOB Business learning

Popups will need to be enabled/allowed on this site to load the learning content.

### Part 2 - Introducing MYOB Business quiz

Receive a score of 80% or higher to pass this topic.

You will not be limited in attempts to complete this quiz.

Click **SKIP TO ASSESSMENT** to begin the assessment at any time.

If you return to this Learning section then you'll need to restart the assessment.


**SKIP TO ASSESSMENT**

Once you've completed all topics for the certification, you'll see a message of congratulations  
Your Credly badge will be in your email inbox soon!

**Congratulations! You have completed the MYOB Business Payroll certification.**  
Your badge will be emailed to you separately via Credly.


When your badge is ready, you'll receive an email from us via Credly, with a link to accept it.

Click the **Accept your badge** button to be taken to the Credly site.



**You've earned a new certification badge from MYOB**


Display your badge proudly on your social media sites, email signature and elsewhere by clicking the button below. You'll be prompted to sign up, if you haven't already, before accessing your badge.



MYOB Business Certified  
Issuer: MYOB

**Accept your badge**

or accept your badge by clicking:  
<https://www.credly.com/go/KmdOQj4M15SUg9npdiD9pQ>



You've worked hard to earn this achievement. Share the good news with your professional network, friends and family by accepting your badge.

New to badging? [Learn more now.](#)

Here, you'll need to create a Credly account and claim your badge.

If you already have a Credly account, just click **I have an account** to be taken to the login page.

Note: MYOB have partnered with Credly as it is a globally recognised badging system and allows your customers to verify the legitimacy of your badge from us.



## Make the most of your achievement from MYOB

Credly is the world's largest network of individuals and organizations using verified achievements to unlock opportunities. Join millions of professionals in sharing your achievements online.

Create a Credly account to accept your badge.



MYOB Business Certified

Issued by [MYOB](#)

First Name \*

Last Name \*

Email

m...t@gmail.com

Country/Territory \*

Select Country/Territory

Password \*

Send me occasional news and updates on professional growth opportunities.

I agree to the [Terms of Service](#) and [Privacy Policy](#)

Create Account

[I have an account](#)

Once you've logged in, you'll be able to accept your badge.

Once accepted, you can share it, add it to your email signature, or embed a link to your badge on your website or social media pages.



This badge was issued to [Certification User](#) on 22 October 2021.

Expires on 22 October 2022

Accepting a badge adds it to your profile. You can edit your privacy settings after accepting.

Accept Badge



Type: Certification

Level: Foundational

Time: Hours

Cost: Free

## MYOB Business Certified

Issued by [MYOB](#)

Earners of the MYOB Business Certified Badge have a fundamental understanding of the MYOB Business product and its application for Small Businesses. MYOB Partners who achieve this certification are able to support their clients to use MYOB Business to streamline, simplify and automate processes.

### Skills

Bank Feeds

Bank Reconciliation

Bank Transactions

Create Users

Import Data

Managing The Chart Of Accounts

MYOB Business

Partner Program

Payables

Receivables

Report Activity Statements

Report GST Returns (NZ)

Set Up Invoices

### Earning Criteria

- Complete MYOB Business Certified online training (approx 3 hours) and score a passing mark of 80% on the associated online assessments.

### Recommended

← Back

### Share your badge.

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



MYOB Business Certified

Issued by [MYOB](#)

#### Promote

Share your achievement on social media.

[in](#) LinkedIn

[t](#) Twitter

[f](#) Facebook

[S](#) Seek

#### Publish

Send your badge or take it offline.

[✉](#) Email

[↓](#) Download Badge Image

[🔗](#) Public Link

[📄](#) Download Certificate

[</>](#) Embed Code

## Verification

- ✓ Issued on 22 October 2021
- ✓ Issued by MYOB
- ✓ Issued using Credly
- ✓ Issued to Certification User
- ✓ Accepted on 27 October 2021
- ✓ Last updated 27 October 2021
- ✓ VERIFIED

myob

Now it's over to you!  
Get learning and get certified!

