

# How to save your NDIS Readiness Plan: a step by step guide



# 1. Log in here: <u>https://amaze.litmos.com.au/account/Login</u>

Username*
Password*
Show Password  Remember me on this computer
Login I've forgotten my username/password



# 2. Under 'My training' click on 'In Progress.' All of your courses will appear.





## 3. Click on the 'NDIS Readiness Resource.'





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### 4. Click on 'Continue this course.'

#### maze NDIS Readiness Resource

Home Content Library Achievements Live Sessions Instructor

#### Content Library / NDIS Readiness Resource





# 5. Click on 'My checklists.' If this page does not appear, click on the Amaze logo. The Amaze logo will bring you to the welcome page.

NDIS Readiness Resource



The completion of this checklist does not guarantee you will be eligible for the NDIS or receive an NDIS individual funded package. To find out if you are eligible you will need to submit the Access Request Form and then undertake the "First Plan" planning meeting with the NDIA or an NDIA Partner (Local Area Coordinator or Early Childhood Early Intervention Access Partner).

You may like to look at the NDIS access checklist to see if you, or the person you care for, can access the NDIS and become a participant of the scheme.

Handy hint: save or bookmark this link https://amaze.litmos.com.au to login to the NDIS readiness resource using your username and password.

Click About this resource to read the introduction, case studies and information about goals again, or click My checklists to view or create a checklist.

About this resource → My checklists



× EXIT

6. Your checklists will be listed. Click 'View.'

You may have more than one checklist listed.

If this is the first time that you've used this resource, click on + New Checklist to continue. Your progress is saved automation of the saved checklist you have the following options:  Click on the + New checklist button to create a new checklist for an additional person. Click on the View button to view the priority areas in your saved checklist(s). Click on the Edit button to make changes to your saved checklist(s). Click on the Delete button to permanently erase a checklist.  New checklist Cupport My saved checklists	cally as you work through this resource.
<ul> <li>Click on the + New checklist button to create a new checklist or an additional person.</li> <li>Click on the View button to view the priority areas in your saved checklist(s).</li> <li>Click on the Edit button to make changes to your saved checklist(s).</li> <li>Click on the Delete button to permanently erase a checklist.</li> <li>Hew checklist</li> <li>Lupport</li> </ul>	
<ul> <li>Click on the View button to view the priority areas in your saved checklist(s).</li> <li>Click on the Edit button to make changes to your saved checklist(s).</li> <li>Click on the Delete button to permanently erase a checklist.</li> <li>How checklist</li> <li>Support</li> </ul> My saved checklists	
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### 7. Your checklist will appear. Click on 'Print.'





### 8. Click on 'Destination.'

# To save click on 'Save as PDF.'



### 9. Your checklist is now saved.



