

## BCA Tool download instructions

**Step 1** – On the BCA Tool page on the WSCA Knowledge Platform, click **DOWNLOAD THE BCA TOOL**.

This will take you to Shop.Monash.

**Step 2** – Login or register for a Shop.Monash account.

If you are registering for an account, follow the registration instructions. You will receive a confirmation email from Shop.Monash. Please check your Junk/Spam folder if the email does not appear in your inbox.

**Step 3** – Return to the BCA Tool page on the Shop.Monash site. Enter your details (name, organisation, email address, postal address and phone number) and accept the terms and conditions.

**Step 4** – Click **ADD TO CART** and then **CHECKOUT NOW**.

**Step 5** – Complete the purchase process (even though the product is free) and click **PROCESS PAYMENT**.

**Step 6** – Once you have completed your order, you will receive another email titled *Your Monash University Online Store order confirmation*.

Within the email, find **BCA Tool Zipped file download** (download).

Click on the download hyperlink. That will download the zipped Excel file.

**Step 7** – You will find supporting documentation on the BCA Tool page on the WSCA Knowledge Platform (i.e. the page where you started.)