



What exactly is an enrolment Key?

An enrolment key is a bespoke URL that links your employees directly into your company profile on Port Otago's Learning Management System. Because each company comes to our sites for different reasons and to visit different areas we want to be able to give you just the right mix of induction information to keep your people safe.

If all the employees at our company who need a Port Otago Induction have already completed one, do we need an enrolment key?

You will, if you need employees inducted to Port Otago sites after April 15th 2024 and if your current employees need to renew their Port Otago Inductions when they expire.

What will it cost to have a Port Otago enrolment Key?

There is no cost for your company.

Is there a maximum amount of users we can share our company Enrolment Key with?

There is no maximum, however, to protect your Enrolment Key from hacking or misuse we assign a set number of users to your Enrolment Key based on your company requirements. At regular intervals the Port Otago Learning team will review and increase / decrease that set number if required.

How do I manage an Enrolment Key in our business?

The person in your business who is responsible for coordinating your people and ensuring they have all the information they need to attend new worksites should oversee your Enrolment Key. There are a couple of ways they can distribute the Key to those who need it:

- If you have a work computer for your employees simply open the Enrolment Key link on the computer. The employee can then register their details on the Port Otago Learning site and jump straight into their inductions.
- If you prefer you can also email the Enrolment Key link to an employee and they can follow the link on their own device, register their details and complete their inductions.

Does my company need Port Otago Safety Prequalification before we can receive our Enrolment Key?

Yes, the issuing of Enrolment Keys takes place alongside the Safety Pre-Qualification process

What should our employees expect to see when using an Enrolment Key?

The first thing you will see is the link itself. Here as an example Enrolment Key for a company called Test LTD:

<https://portotagolms.myabsorb.com.au/?KeyName=Test%20LTD>

The Administrator from Test LTD emails this link to the team member who needs to come to Port Otago. When the team member clicks on the link, they will see a self-registration form. To complete this form they will need to supply their full legal name and the details of the photo identification they will be using when coming to site.



PORT OTAGO ENROLMENT KEYS FAQs

Sign Up

To use the Test LTD key, please sign up for a new account below or login to an existing one. Please note you MUST use your full legal name when you create your account.

First Name Required

Middle Name

Last Name Required

Email Required

Password Required

Re-enter Password Required

Role Assignment

Identification Type Required

Identification Number Required

Sign Up

[Back To Login](#)

Once the team member completes this form and clicks on “Sign Up” they will be given access to their new Port Otago Learning profile.

(N.B. If a team member already has a Port Otago Learning account, they can just go to inductions.portotago.co.nz and login.)

A Port Otago Learning Profile is pictured below. The team member will find any courses they need to complete by clicking on the “My Courses” tile. If there is documentation, such as policies or procedures, that the team member may need to access to for their work, these will be located within the “Resources” tile.

SueTest
stest@portotago.co.nz
Test Ltd

My Courses
Learning items you need to complete as part of your induction

Resources
Useful information for working on Port Otago sites