1.   What 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.

2.   Is there a maximum number of users we can share our company's 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).

3.   What does an enrolment key look like?

Once your company's Port Otago Enrolment key has been created, you will receive an email that includes the name of your key and a link to your key. For example:

ENROLMENT KEY NAME: *Test LTD*

ENROLMENT KEY LINK: https://portotagolms.myabsorb.com.au/?KeyName=Test%0LTD

4.   How does a company use a Port Otago Enrolment Key?

The person at your company who is responsible for coordinating your team members to attend new worksites should oversee your Port Otago Enrolment Key. There are a few ways they can distribute the Key to those who need it:

- The easiest method is to direct your team members to the Port Otago Website, where, under "Contractor Information" they can open the induction portal and enter the **NAME** of your company Enrolment Key (must be written exactly as provided by Port Otago) to self-register and gain access to their induction.
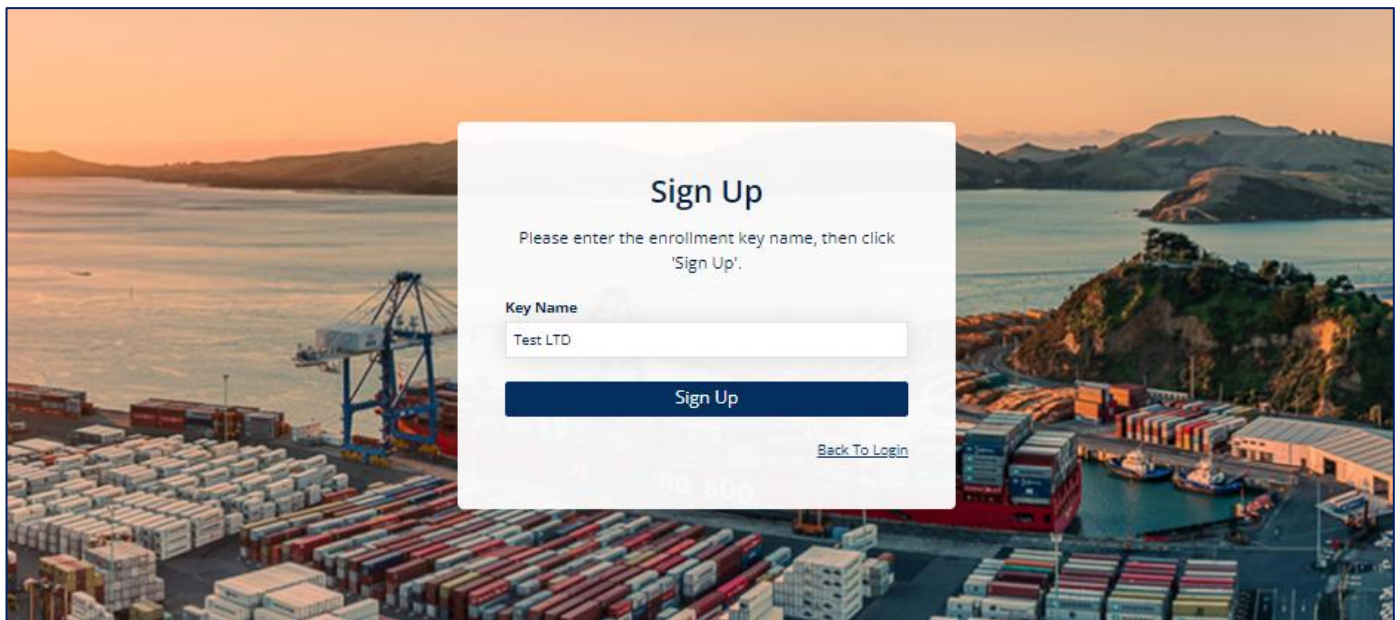
- Alternatively, If you have a work computer for your team simply open the **ENROLMENT KEY LINK** on the computer. The employee can then register their details on the Port Otago Learning site and jump straight into their inductions.
- If you prefer you can also email the **ENROLMENT KEY LINK** to a team member and they can follow the link on their own device, register their details and complete their inductions.

5. Self-Registration Form

Once your team member has correctly entered your Company Enrolment Key they will be directed to the self-registration form.

To complete this form, they will need to provide their full legal name and the details of the photo identification they will be using when coming to site.

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 go directly to induction.portotago.co.nz and login.)

A Port Otago Learning Profile is pictured below. The participant will find the inductions 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 for their work at Port Otago, these will be located within the "Resources" tile.
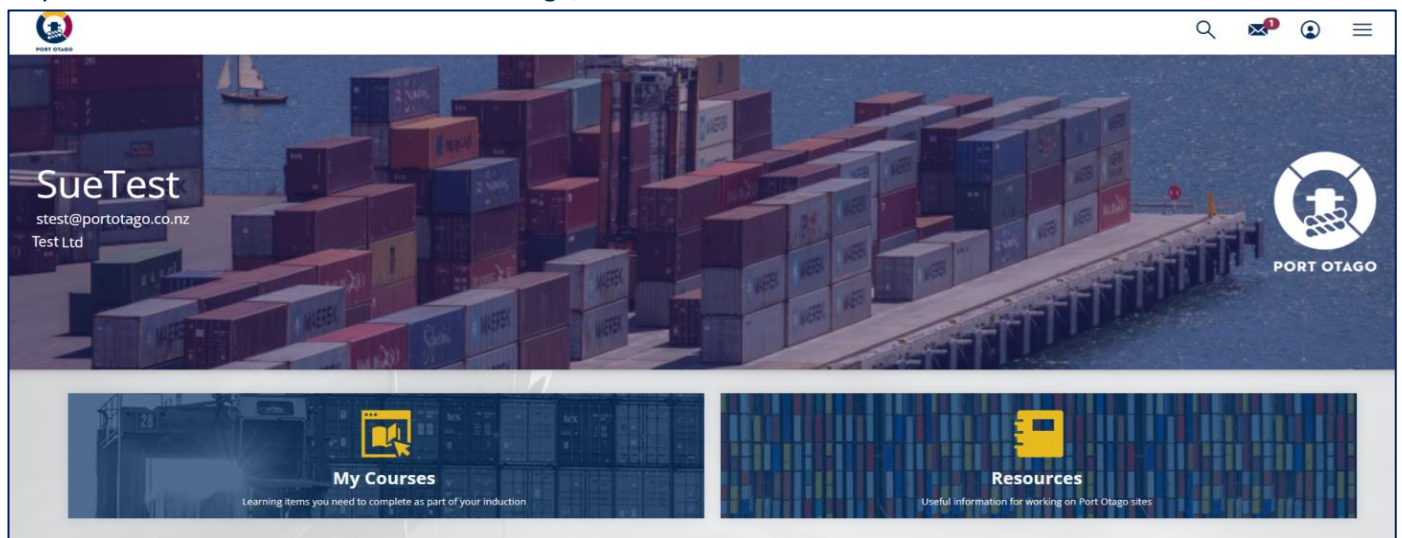
If you have any questions about this process, please direct them to: learning@portotago.co.nz