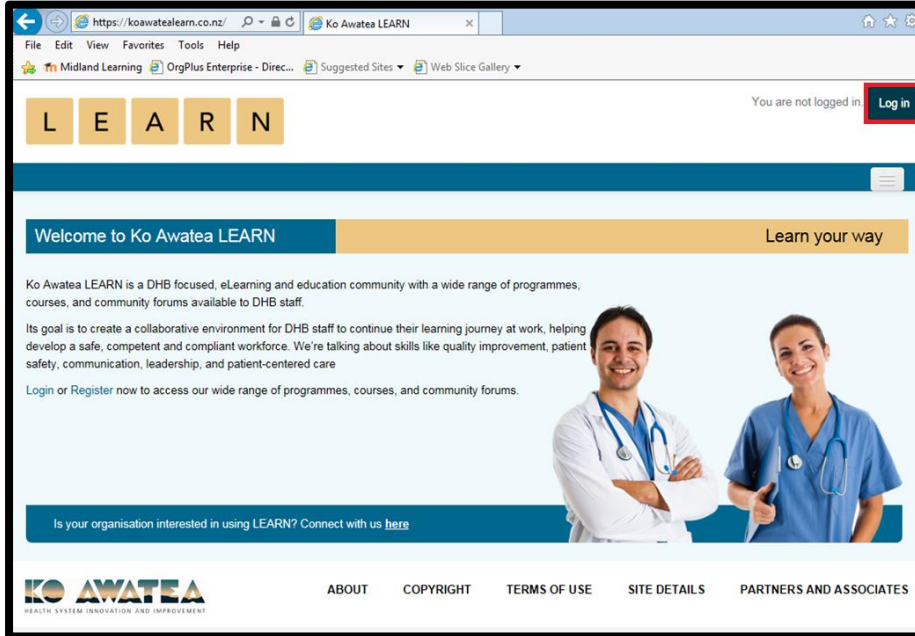


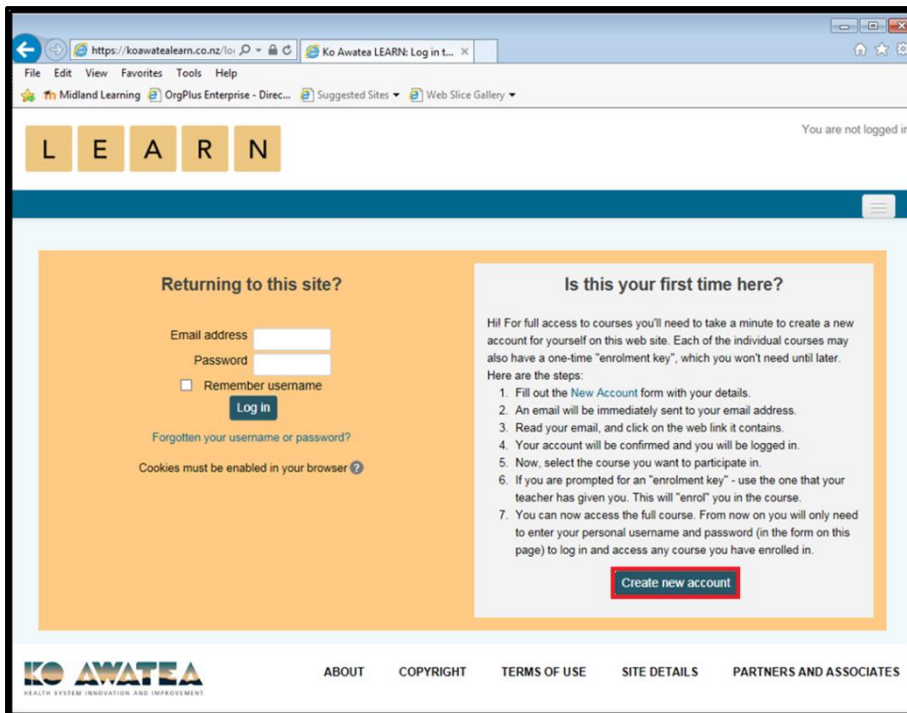
Creating your new account in Ko Awatea Learn

Click on the URL for the web site: <https://koawatealearn.co.nz/>

Then click on the **Log in** button at the top right of the screen.



Now click on the **Create new account** button

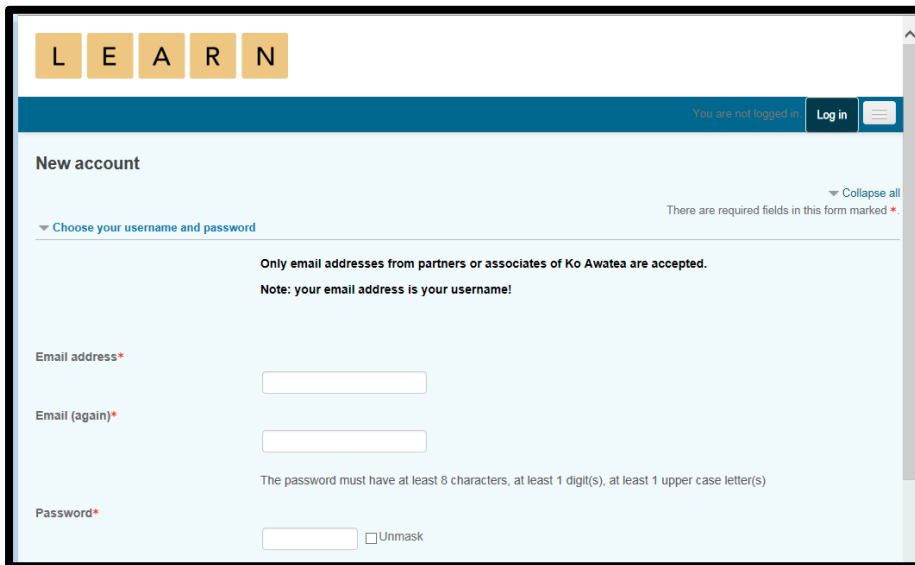


For Waikato DHB users, your email address is now your username.

e.g. joe.bloggs@waikatodhb.health.nz is Joe's email address and username.

Enter "**Email address**" (twice) and choose a "**password**".

Note: Click on "**Unmask**" to check that your password is correct.



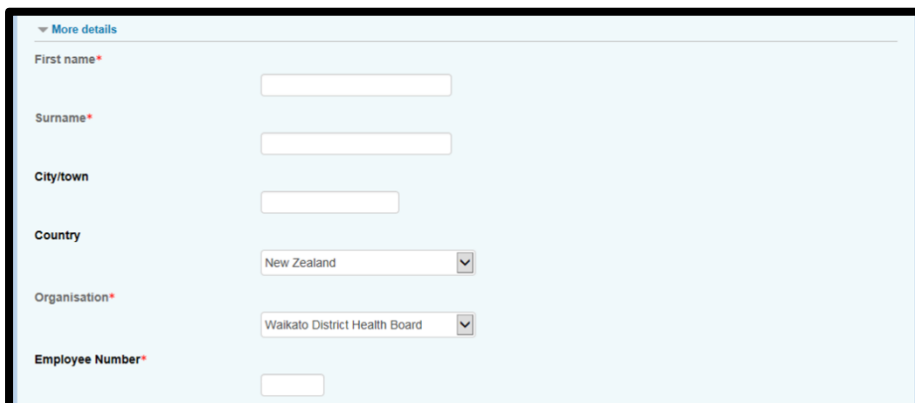
The screenshot shows a web form for creating a new account. At the top, there are five yellow boxes containing the letters 'L', 'E', 'A', 'R', 'N'. Below this is a dark blue header with the text 'You are not logged in' and a 'Log in' button. The main content area is titled 'New account' and has a 'Collapse all' link. A section titled 'Choose your username and password' contains the following text: 'Only email addresses from partners or associates of Ko Awhatea are accepted. Note: your email address is your username!'. There are three input fields: 'Email address*', 'Email (again)*', and 'Password*'. The password field has a 'Unmask' checkbox next to it. A note below the password field states: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 upper case letter(s)'. There is also a 'There are required fields in this form marked *' message.

Enter your "**First name**", "**Surname**" and "**City/Town**"

"**Country**" is selected for you – **New Zealand**

Choose **Waikato District Health Board** as your "**Organisation**" from the list.

Then enter in your "**Employee Number**"



The screenshot shows a web form for providing more details. It is titled 'More details' and has a 'More details' link at the top left. The form contains the following fields: 'First name*', 'Surname*', 'City/town', 'Country' (a dropdown menu with 'New Zealand' selected), 'Organisation*' (a dropdown menu with 'Waikato District Health Board' selected), and 'Employee Number*'. There are also empty input fields for 'First name*', 'Surname*', 'City/town', and 'Employee Number*'. There is also a 'More details' link at the top left.

Choose your **"Primary Role"** from the list on the right.

If it is not there, Choose **Other...** and enter your role in the **"Other Role"** field.

- Choose...
- Administration
- Allied Health
- Childbirth Educator
- Community Worker
- Doctor in Community Setting
- Doctor in Hospital Setting
- Enrolled Nurse/Nurse Assistant
- Healthcare Assistant
- Health Promoter
- Mental Health
- Midwife
- Nurse Practitioner
- Pharmacist
- Registered Nurse
- Social worker
- Student
- Other...

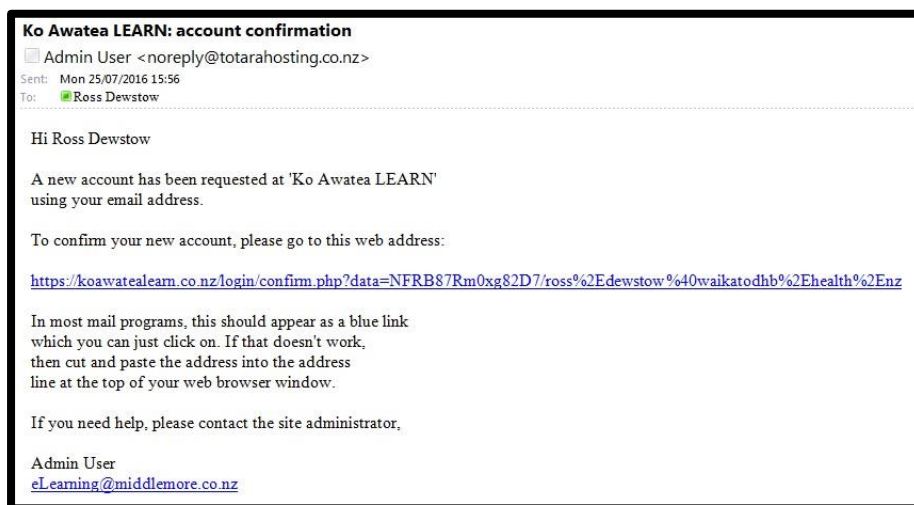
The screenshot shows the 'Other fields' section of a registration form. It includes a 'Primary Role*' dropdown menu and an 'Other Role' text input field. Below these fields is a disclaimer: 'By clicking Join Ko Awatea LEARN, you agree to our Terms of Use, Copyright and that you have read our Site Details including our information on Cookies.' At the bottom of the form are two buttons: 'Join Ko Awatea LEARN' and 'Cancel'. The footer of the page contains the 'KO AWATEA' logo and navigation links for 'ABOUT', 'COPYRIGHT', 'TERMS OF USE', 'SITE DETAILS', and 'PARTNERS AND ASSOCIATES'.

then click on the **Join Ko Awatea LEARN** button.

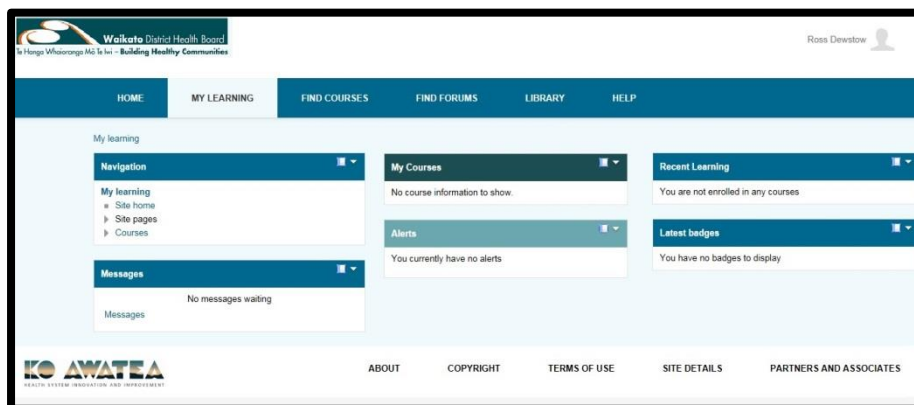
You will then get a confirmation that your account has been created.

The screenshot shows a web browser window displaying the 'Confirm your account' page. The browser's address bar shows 'https://koawatealearn.co.nz/lor/'. The page features the 'LEARN' logo at the top. Below the logo, it says 'You are not logged in' and has a 'Log in' button. The main content area contains the following text: 'An email should have been sent to your address at joe.bloggs@waikatodhb.health.nz. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.' A 'Continue' button is located at the bottom of this text block. The footer of the page is identical to the previous screenshot, showing the 'KO AWATEA' logo and navigation links.

The email sent to you will look something like:



When you click on the link you will be taken to Ko Awatea Learn and see:



Fantastic. You now have an account on Ko Awatea Learn.

What now?

Click on <https://koawatealearn.co.nz/course/index.php?categoryid=117> then click on the link "**Click HERE for a PDF on how to find and enrol in Waikato DHB Courses**" so you can add all your courses into your "My Learning" tab.