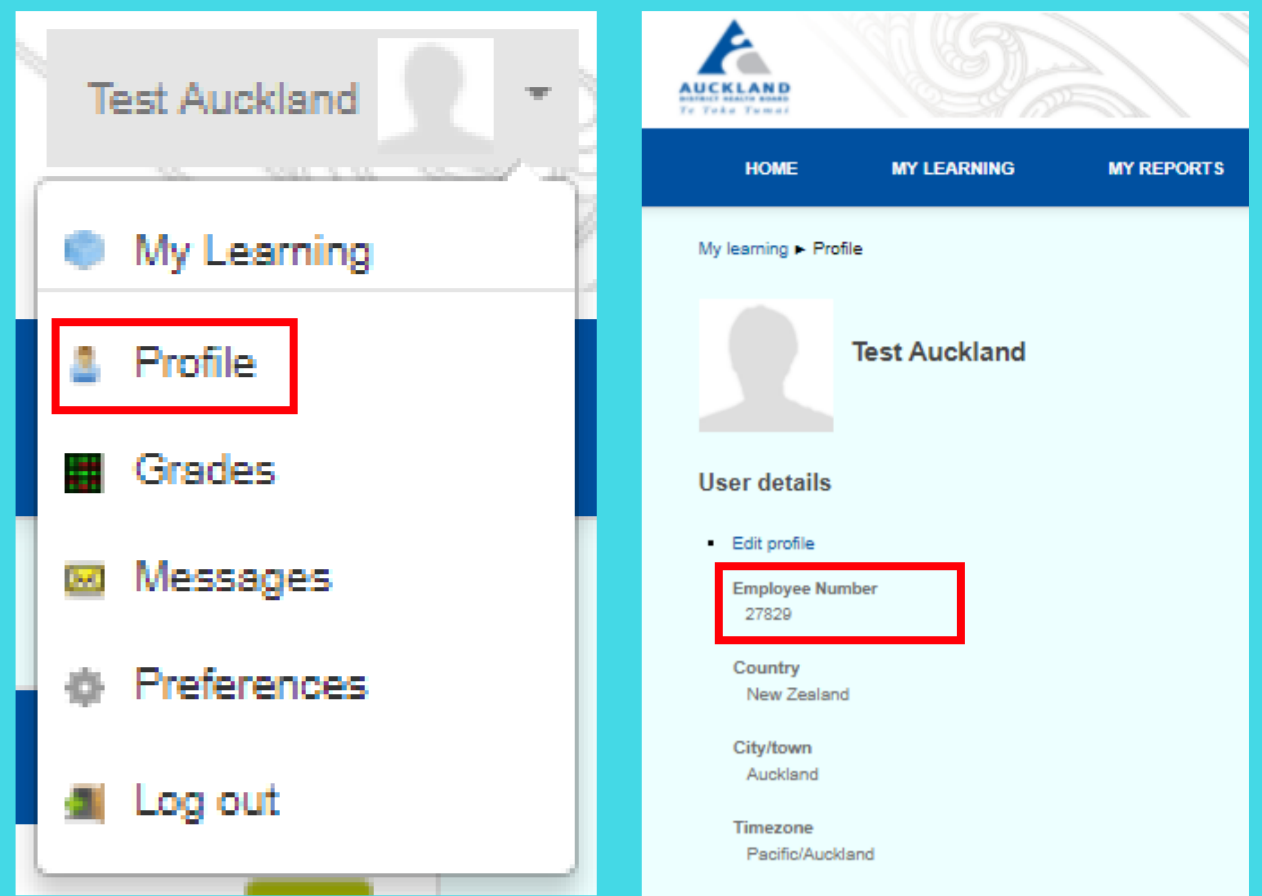


Checking Your Employee Number

Do you work for ADHB?

Then your employee number needs to be correct on your Ko Awatea LEARN profile for your learning to be recorded in Leader.

Step 01



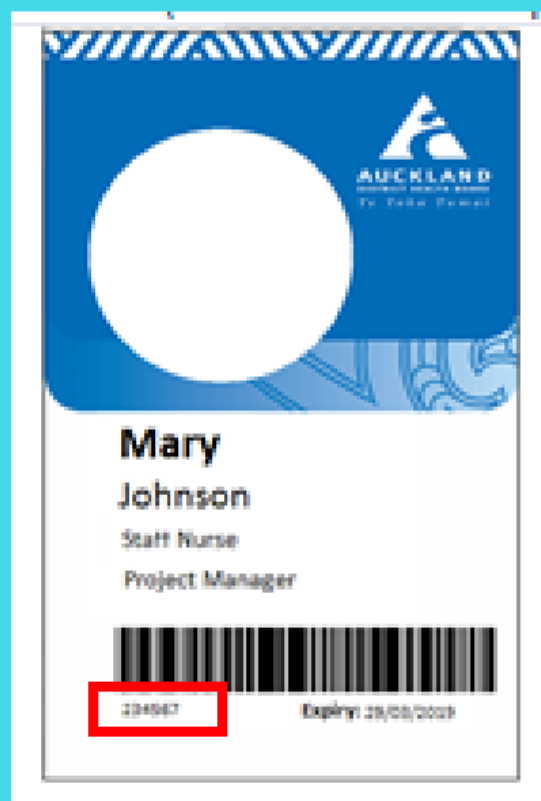
Step 02

How to check

When logged in, click your name in the top right and go to your profile. Your employee number should be there under 'User details'.

Don't know your employee number?

Your Auckland DHB employee number can be located at the bottom on your Security ID Card. If you are still unsure you can ask your manager or contact askHR.



Step 03



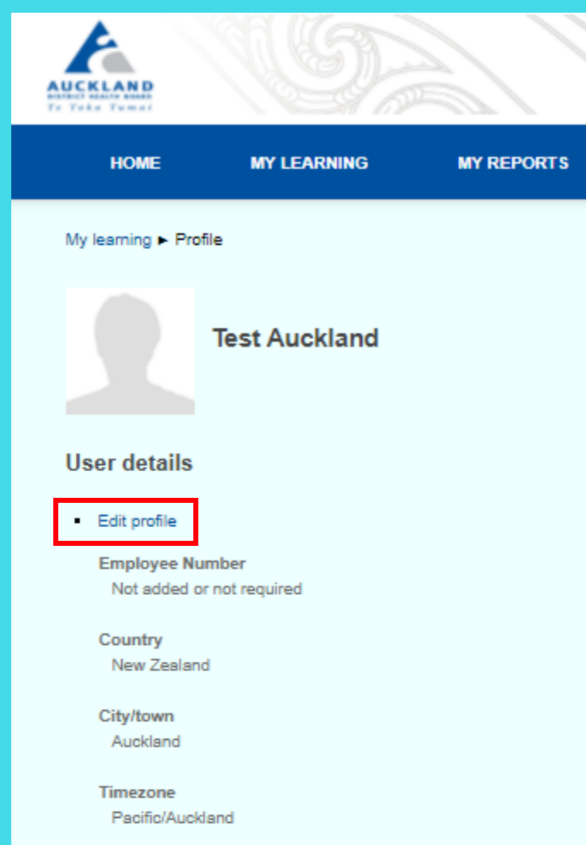
Step 04

What it is NOT

It is **NOT** a series of random numbers.
It is **NOT** your date of birth.
It is **NOT** your phone number.

Is it wrong or missing?

If it is wrong or missing you can change it your self by going to the same place to check your employee number.



Step 05

Click 'edit profile' and put in the correct numbers.