How to access Ko Awatea LEARN

1. **Go to: Ko Awatea Learn https://koawatealearn.co.nz/login/** via Internet (Explorer /Google Chrome/Firefox).

   MidCentral DHB: You are responsible for creating your own account using your default email address and employee number. Please ensure you have the correct details before you begin.

   Primary Organisations:
   All primary organisation accounts are managed through your organisation. Account login details will be provided to your organisation contact person. If you have not received your login details please talk to your organisations manager.

   ==PLEASE DO NOT create a new account without the login information provided.==

   For further help information about logging into or using Ko Awatea please access the FAQ document.
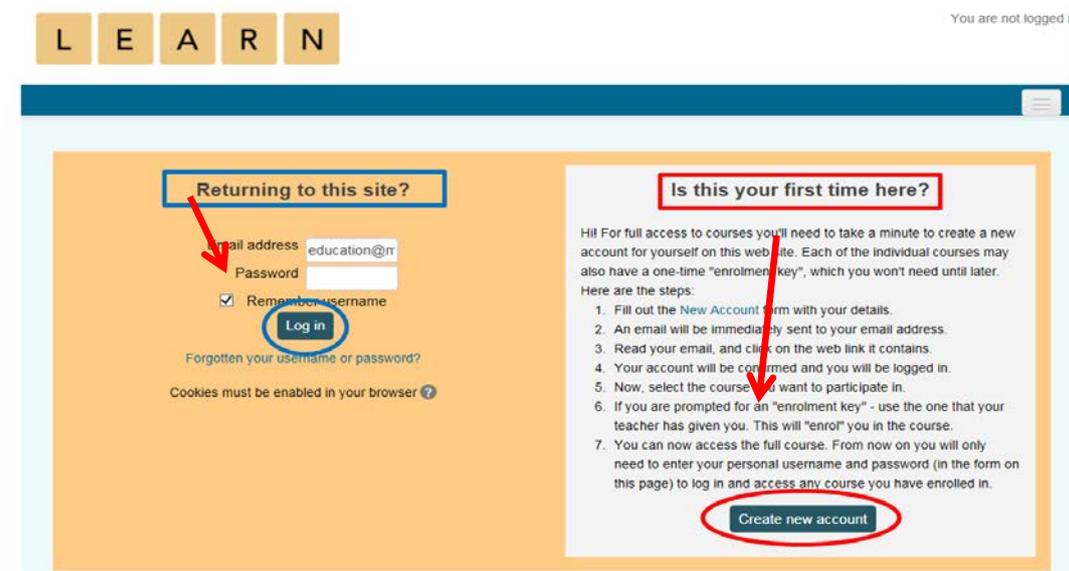

2. **MDHB EMPLOYEES**

   A. **"Create New Account"** using your default MCH email address e.g. joe.bloggs@midcentraldhb.govt.nz and your employee number. If these do not match the HRIS database, recording your course completion in Yourself will be delayed (once we begin this process).

      To find your default email address
      Your user login/email address must be your default MDHB email address. If we identify that you have set up your account with another email address we will change it to your default email and advise you of the change.

      You are given several email addresses but only one of them is your default. You can check what your default email address is in the MDHB email address book.
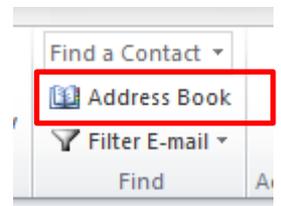
      a. **Click** on '**Address book**' in the ribbon from Outlook.
      b. **Search** for **your name** in the address book and **double click** on **your name**.
      c. **Click** on the '**Email Addresses**' tab.
      d. The email address beside the **SMTP** in capital letters should be your

   B. **Create a password and** enter **your details.** Note: The password must have at least 8 characters, at least 1 digit(s), and at least 1 upper case letter(s) e.g Joebloggs77.

C. Then select "Join Ko Awatea LEARN".

D. A confirmation **email** will be sent to your email address. Click on the link or cut and paste the link sent into the address bar. From there follow the instructions

2. **PRIMARY ORGANISATIONS**

A. If your account has been created for you. Please login using the MDHB login email address and password as provided e.g. firstname.surname.[organisation]@midcentraldhb.govt.nz

This email is your username and must not be changed. Note: This is not a real email address, it is for the purpose of creating an account username only.

When you first login you will need to use the password first provided. Then you will be prompted to change your password. Note: The password must have at least 8 characters, at least 1 digit(s), and at least 1 upper case letter(s) e.g Joebloggs77.

B. If you **have** been instructed to create a new account using the email username as advised by your organisation representative, please **click "Create New Account"** and follow the instructions B-D above.

If you do not know what this is please contact the [MDHB Ko Awatea Administrator](#)

3. **Fill in** your own details

4. **Please do not alter your username or Organisation,** other details such as Name, City and Role can be updated.

5. Once logged in you will see a page like this:
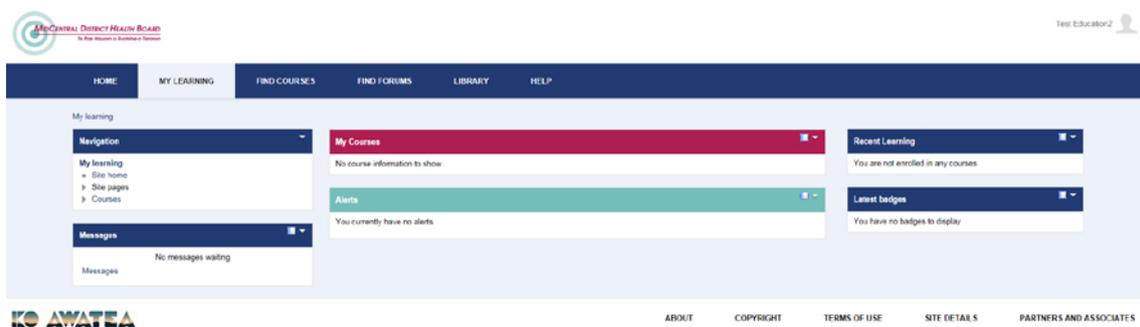
Which courses can I complete?

Programmes identified as being applicable to MDHB and MDHB Primary employees are available under the MidCentral DHB category. If you complete a course of the same or similar name under another DHB's category it might not reflect the MDHB or your Organisation policy and procedures.

Please contact your organisations manager or educator to identify the courses applicable to employees from your organisation.

Click **'Find Courses'** then select **'MidCentral DHB'.** Courses are in alphabetical order.
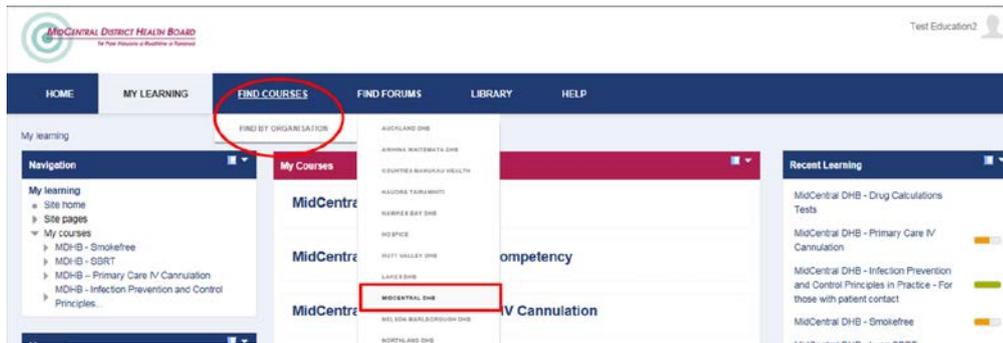
6. Select the **sub-category** eg. (A-G)

   Click the arrow beside the category to see all of the courses available in that category.
   You can also 'click 'Expand All' on the right to see a list of all MidCentral DHB courses.
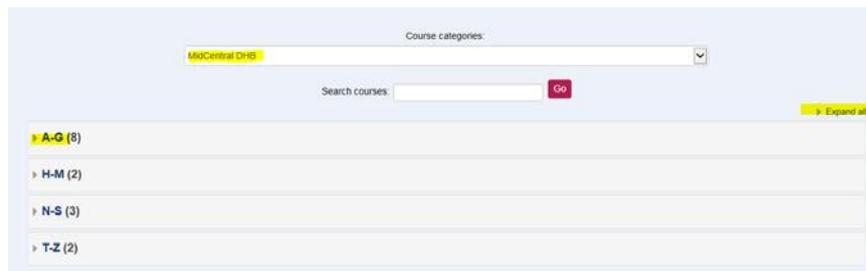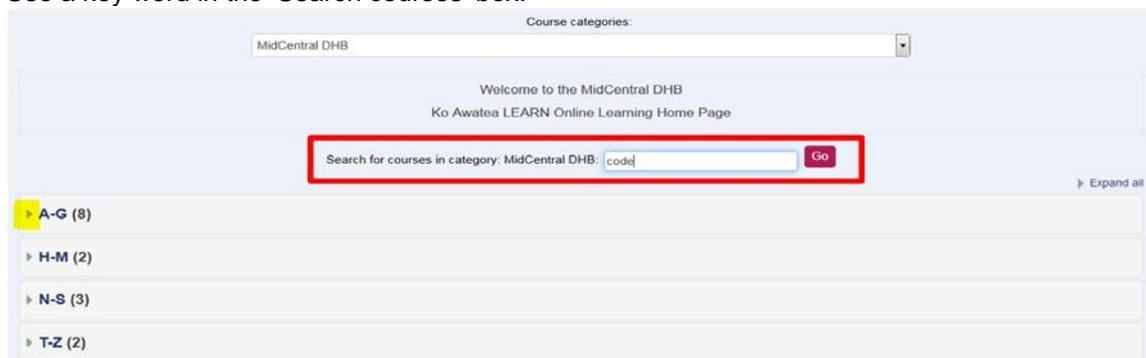

   To select your course, **click on the course name**. There is no longer a 'Get started' button.

   If this is your first time viewing this course you will be directed to a page where you will click 'Enrol me' otherwise if returning you will be directed straight to the course.

7. **Search for a MidCentral DHB course**

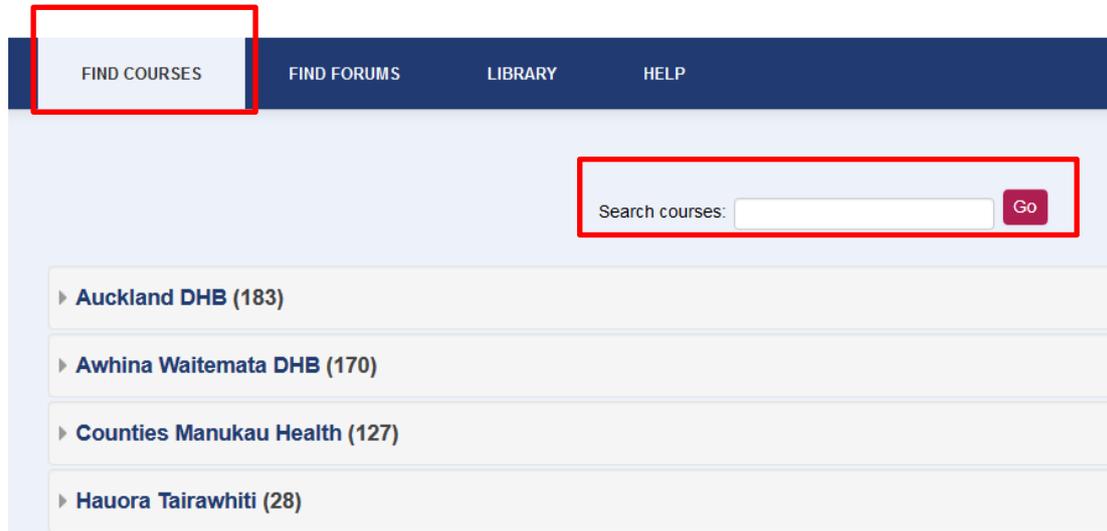   Use a key word in the 'Search courses' box.

8. Once you have **completed all sections** and you have passed the course you will be able to access and **print off your certificate**.

   Ko Awatea training records will be made available in the MDHB Yourself training record for MDHB employees in the future.

9. Search for another DHB's course

Click on 'Find courses' then enter a key word into the 'Search courses' box. All courses across all of the DHB's will be returned in the search. Note: not all courses will be available to anyone to enrol.

Remember to check with your organisation manager or educator that the course is applicable to you.