

Mode 2 Worker Registration

 **Arrow Energy**
Click here to visit this portal

 **Arrow Energy Mode 2**
Click here to visit this portal

Once logged in via <https://login.poweredbyonsite.com/>
Select the Arrow Energy Mode 2 tile

arrowenergy richardson@pegasus.net.au PEGASUS MANAGEMENT PTY. LIMITED English (Australia) Avetta Pegasus Workforce

- Home
- Manage Roles
- Manage Employees
- Pending Actions
- Reports
- Access Gateway

Manage Roles

Manage Employees

Pending Actions

Select Manage Roles
From here you will be able to add your workers and or roles

Home Dashboard / Employees

- Manage Roles
- Manage Employees
- Pending Actions
- Reports
- Access Gateway

Employees Available

Select employees to add to action list

Search

ADD NEW EMPLOYEE +

	Affam, Augustine	No Subscription
	Agustin, Jazzie	No Subscription

Employees Selected

These are the employees you will action

Search

Please select employees from the employees

From manage roles you will be able to see a list of all employees. If your employee is new you will need to add their details by selecting **Add New Employee**.

When adding a new worker you will need to provide the following mandatory details marked with *.

- Photo of worker
- First/Last name
- DOB
- Phone
- Unique email

Also accept the T's & C's

Home Dashboard / Employees / New Employee

- Manage Roles
- Manage Employees
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Employees Available

Select employees to add to action list

Barbra

ADD NEW EMPLOYEE +

Personal Details

Create a new employee

Person

Photo Upload *

Please supply a recent and genuine profile image of the worker.

Note: Image must be a JPEG or PNG no more than 5MB in size.

Business Rules

Upload

First Name *	First Name
Middle Name	Middle Name
Last Name *	Last Name

Back to List Employees **SAVE & CLOSE**

- Manage Roles
- Manage Employees
- Pending Actions
- Reports
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Sites/roles for Cindy

Select all roles for Cindy or the site they are working on

1

All Roles

Arrow Energy Mode 2

All roles for Cindy Cavickas

Search

Once you have entered or selected your worker continue to add roles.

1. Select All Roles
2. Add New role
3. Select relevant role/s
4. Add roles

Add New Roles

Search

- Driver
- Visitor North
- Visitor South ✓
- Worker

3

ADD SITE

2

ADD NEW ROLE

4

ADD 1 ROLES

- Manage Roles
- Manage Employees
- Pending Actions
- Reports
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Sites/roles for Cindy

Select all roles for Cindy or the site they are working on

- All Roles
- Arrow Energy Mode 2

All roles for Cindy Cavickas

Search

- Visitor South Not Compliant

The role will show as non compliant
1.click the role
2.Click on each competency
3.Select Training

Role Visitor South

Search

Expand All | Collapse All

MANDATORY 0/1

- Site.Induction.Visitor Induction South Unfilled

ADD NEW ROLE

Competencies for Cindy Cavickas

Role Visitor South

Search

Expand All | Collapse All

MANDATORY 0/1

- Site.Induction.Visitor Induction South Unfilled

Competency

Site.Induction.Visitor Induction South

Business Rules

EITHER SELECT AN APPROPRIATE TRAINING COURSE TO FULFIL COMPETENCY REQUIREMENTS OR UPLOAD SUPPORTING DOCUMENTATION IF ALREADY COMPLETED

- Select Training
- Upload Documentation

Competency

Site.Induction.Visitor Induction South

Business Rules

EITHER SELECT AN APPROPRIATE TRAINING COURSE TO FULFIL COMPETENCY REQUIREMENT
OR
UPLOAD SUPPORTING DOCUMENTATION IF ALREADY COMPLETED

Select Training

Upload Documentation

Online Courses

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

If the worker does not hold a valid record for this competency, they will be automatically enrolled into the required courses.

If the worker holds a valid record for this competency, you will be able to enrol within the renewal period.

[Back to Roles](#) [Cancel](#)

Save & Course Selector

1



crichardson@pegasus.net.au

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English (Australia)

Home

Dashboard / Employees / Selected Employees / Roles / Book Training

Manage Roles

Manage Employees

Pending Actions

Reports

Access Gateway

Course Selector

Please go through the list and confirm the dates for the classroom courses



Arrow Energy South Visitor Induction

How to Book Courses

For Online Training:

Once the application is submitted the employee will be enrolled into. Please ensure they check their email for instructions.

For Classroom Training:

Classroom training must be completed to meet the requirements for

After you submit or checkout and pay, you will be presented with a B

Click that button to be taken to the Book Training page, where you ca your worker's classroom course/s, and complete their booking.

2

SUBMIT

Is this Role Application Complete?

Please ensure you have selected all Roles that are required.

If you continue you acknowledge that this Role Application will be locked for processing. You will not be able to add or remove Role(s) until the Application is reviewed and processed.

Back

Continue

3

Once you have selected training
1. Continue the enrolment by selecting Save and Course Selector
2. Training will present select Submit
3. Application is complete select Continue

[EXT] Pegasus Training - Course Enrolment

 support@poweredbyonsite.com
To  Cindy Cavickas

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Your worker will receive an email from support@poweredbyonsite.com
They can access training via the link in the email or the Workforce mobile app.



Arrow Energy Mode 2

Invitation

Hello Cindy Cavickas,

As part of your compliance to work for Arrow Energy Mode 2, you must successfully complete the training below.

If you haven't already activated your Pegasus Workforce account, you will need to do this first. The activation link can be found in the **Account Setup Complete** email which has been sent to you. This will only take a few minutes.

Once your account is activated, you can access training assigned to you via the link/s below.

[Arrow Energy South Visitor Induction](#)

To ensure your online training results are recorded, please [review your computer settings](#).

Did you know?

You can complete online training courses all within our new, streamlined Workforce by Avetta Mobile App. Stay compliant and on top of all your role requirements with just a few clicks!

Want to know more? Please visit [Workforce by Avetta Mobile App](#) for more information.

FAQ's

When adding a worker if you receive the below message the worker may already have a Pegasus profile please call Pegasus Workforce to have the worker added.



This email already exists, please use another

When selecting more than 1 role all roles must be fulfilled before the system will enroll into any training.

Contact Details

If you have any issues with any of the shown steps please contact Pegasus Workforce.

Phone: 1300 208 498

Email: energy@avetta.com