

Pegasus Workforce Account & Pegasus Learning Management System



RioTinto



Overview of Pegasus Workforce Account

Rio Tinto have engaged Avetta to use the Pegasus Workforce Learning Management System (*PLMS*) to deliver online training. This is the new system to replace Scodle.

This PLMS system is accessed by:

- Using your Pegasus Workforce Account to login and access your assigned training, or
- Using your Rio Tinto Email Address and system password*

This guide gives an overview of the two methods you may use to review and complete your assigned training in the PLMS platform. Once enrolled into training, you can complete courses by:

- Using a Desktop Computer or Tablet through a web browser (*Google Chrome recommended*)
- Using the Workforce by Avetta Mobile App (*Worker must be invited first*)

Note: An Active Pegasus Workforce Account is required to complete online training, and this guide details how workers are granted this account.

** For Rio Tinto Employees that have this configured.*

Pegasus Workforce Account

Invitations



RioTinto

Pegasus Workforce Account

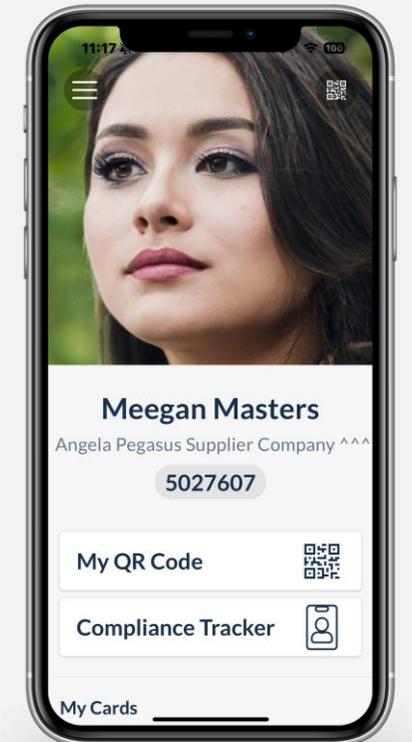
This account is your one login needed for:

- The Pegasus Learning Management System, to complete online training on a Desktop Computer/Tablet.
- The Workforce by Avetta Mobile app – the tool for Workers to view their compliance and complete online training.

This account is based on your personal email address, in most cases.

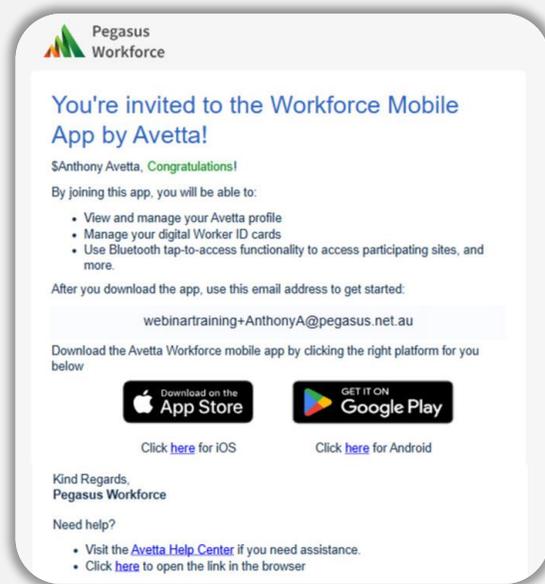
Your company administrator manages your Pegasus ID Profile in a dedicated portal which is used by them to assign you Rio Tinto Roles and where applicable, also assign you any required online training.

Note, you can not access this dedicated portal that they use to manage your Pegasus ID Profile, instead you can use your Pegasus Workforce Account to review you assigned roles, competencies and training, in the dedicated Workforce by Avetta Mobile App.



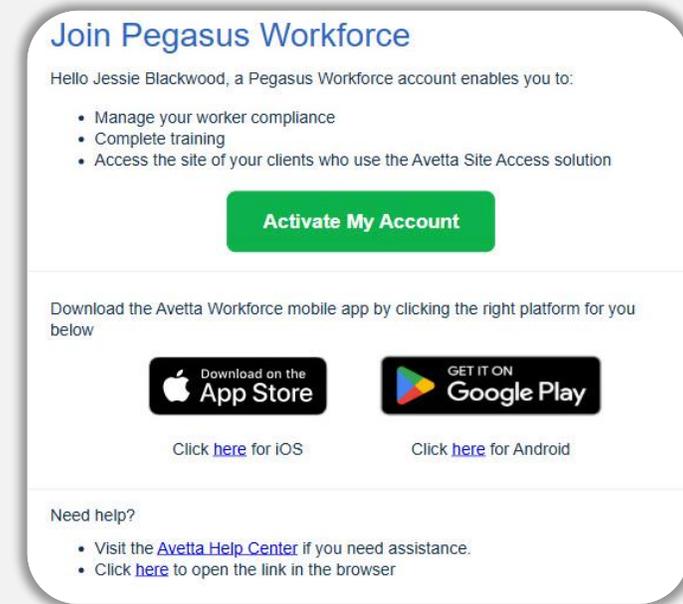
Pegasus Workforce Account

This account is triggered for a new or existing worker one of two ways. You should familiarize yourself with the below information to ensure you are aware of which account activation method you, as a worker, has been enabled to access your account.



Automatic Invite Email.

This email is triggered if you had a new profile created by your Company Administrator, or they manually invited you to the Workforce by Avetta Mobile App.



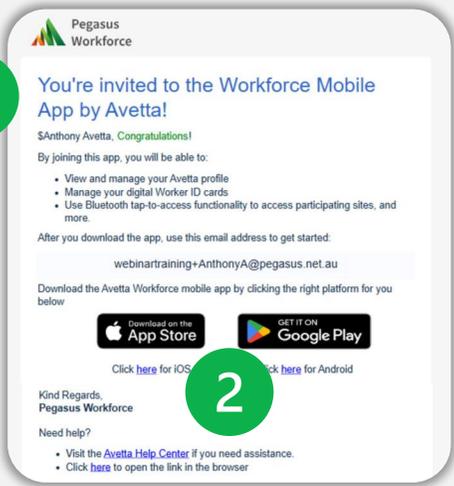
Training Invite Email.

This email is triggered if your Company Administrator enrolled you into online training as part of a new role for you in Rio Tinto. *Note the Workforce by Avetta Mobile App is an optional download.*



Automatic Invite Email – Part 1

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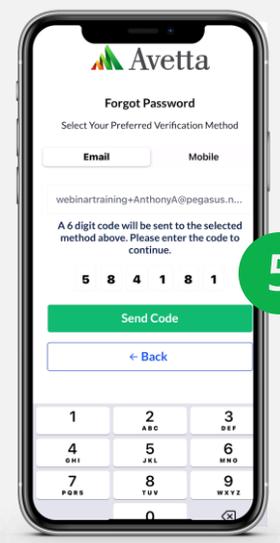
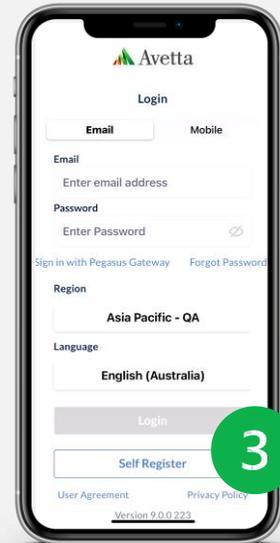
If you have this email, (1) you have a few additional steps to access your Pegasus Workforce Account and set it up. This email means that your Pegasus Workforce Account is currently NOT activated. To begin activation:

- (2) Download the app from your relevant app store using the links in the email
- (3) Once downloaded, open and select 'Self Register'.
- (4) Ensure all details match. If unsure discuss with your Company Administrator.

Name, mobile number and email must match your profile exactly. Setup your preferred Password. Press 'Next' when done.

- (5) Press 'Send Code' to receive code by email/mobile*.
- Enter this and press 'Next' to log in.
- Your Pegasus Workforce Account is now activated!
- Your email address and your preferred password is your **Pegasus Workforce Account!**

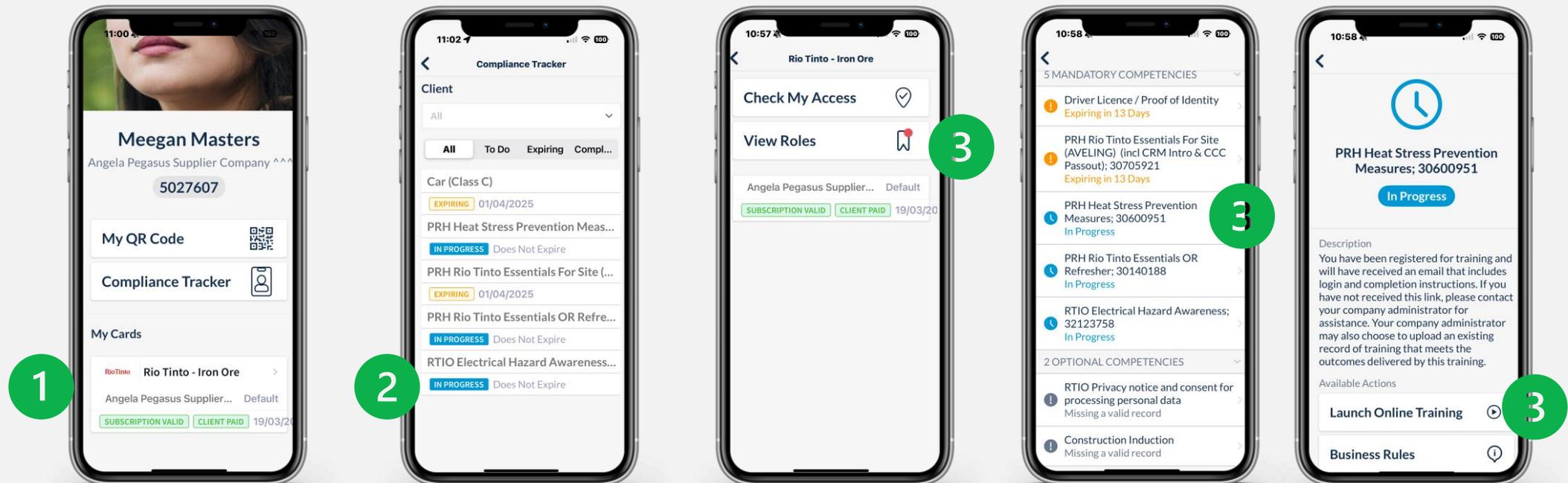
*No code sent? You MUST have been invited for this to trigger. Downloading and running the app before being invited will NOT trigger any activation.



Automatic Invite Email – Part 2

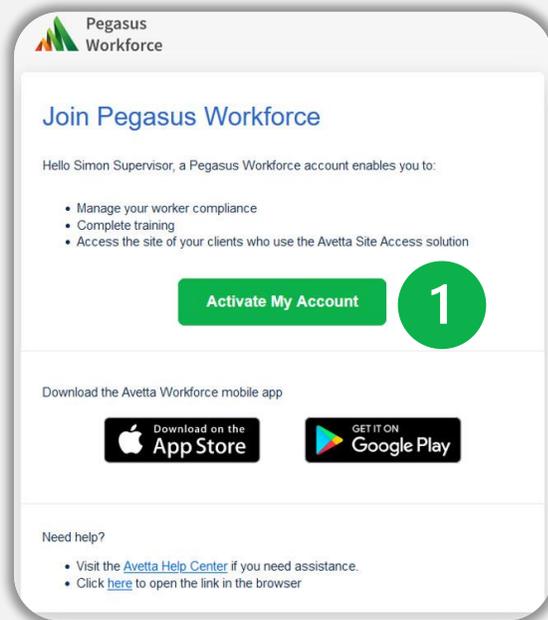
With your Pegasus Workforce Account Activated and you are logged into the Workforce by Avetta Mobile App, you can for example:

- (1) Review your profile under the My Cards section to see your client Subscriptions
- (2) Use the Compliance Tracker to review your current progress on all requirements
- (3) Click on a Card, Select View Roles, Review Competencies and Launch any Online Training in the App.

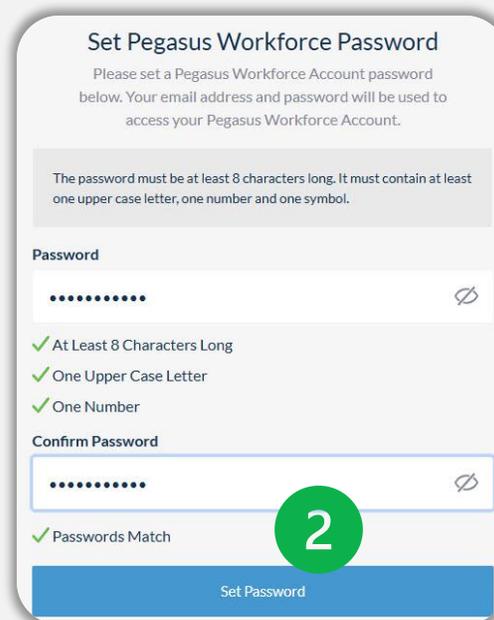


Training Invitation Email – Part 1

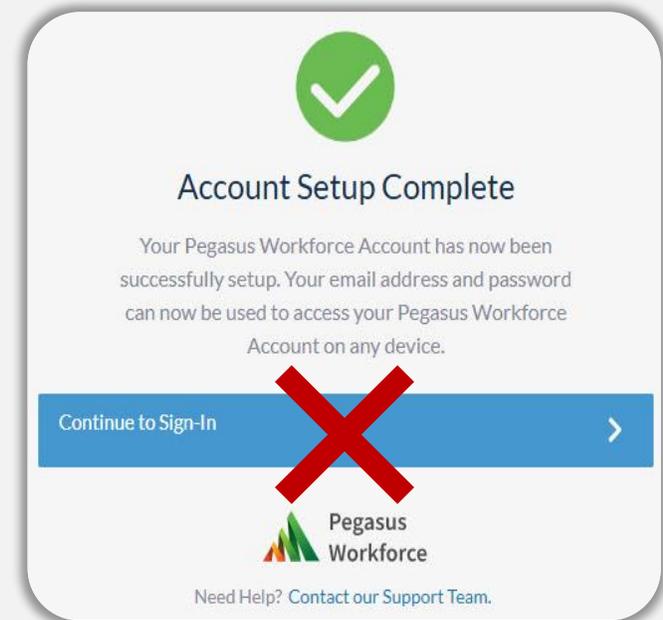
If you have this email (1) you have been recently been enrolled into online training as part of a Role, or by a Client Administrator as part of a bulk training enrolment. You will receive this 'Activate My Account' first and shortly after receive the Training Invitation email listing your course enrolments. Follow these steps to setup your Pegasus Workforce Account.



Select 'Activate My Account' from your email.



Set your preferred password and press 'Set Password' when done.



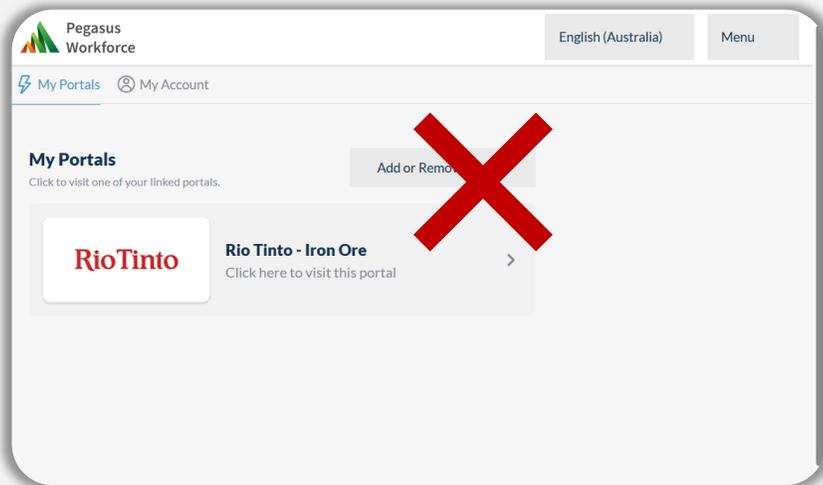
Once your password is set, your Account is now setup. You DO NOT need to continue to sign in at this point, from this page.

Training Invitation Email – Wrong Portal

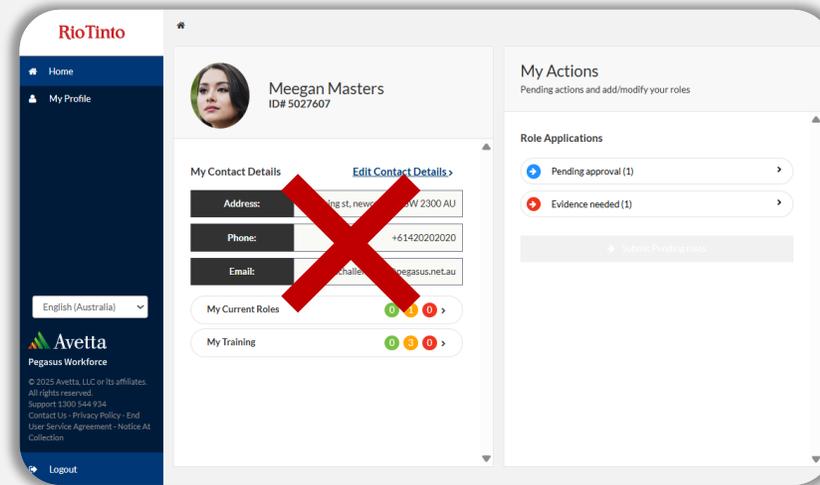
If you made the mistake of continuing from that last page, you will see the below.

This is NOT the portal for your training.

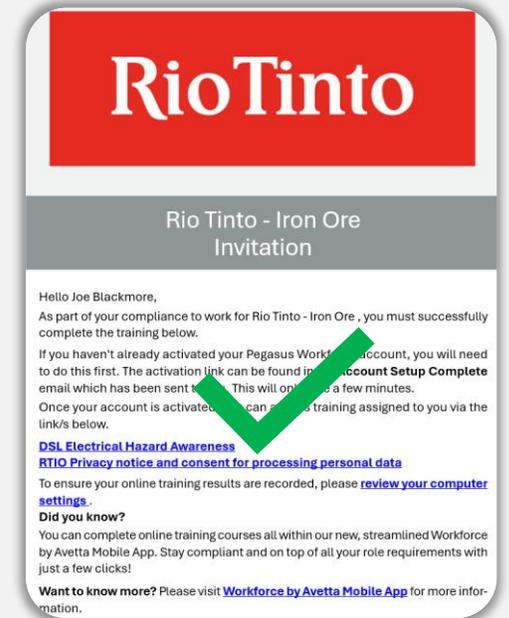
Please continue to the next page for the correct access to the worker training portal.



Do not connect to this portal. This is for Supplier Administrators, not for workers.



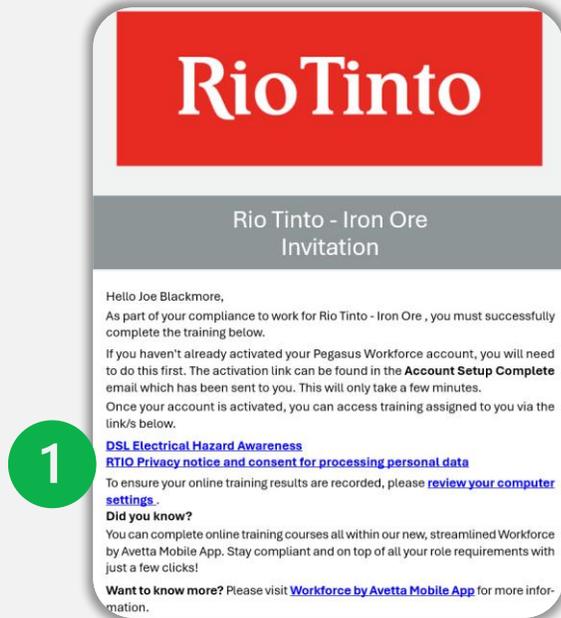
Do not connect to this portal. This is an older portal that is not linked to your training.



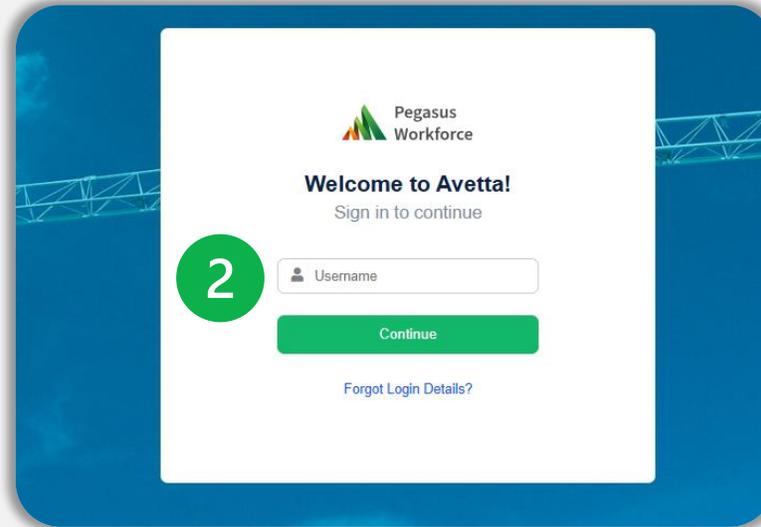
Return to your training email and launch the correct access from you training links.

Training Invitation Email – Part 2

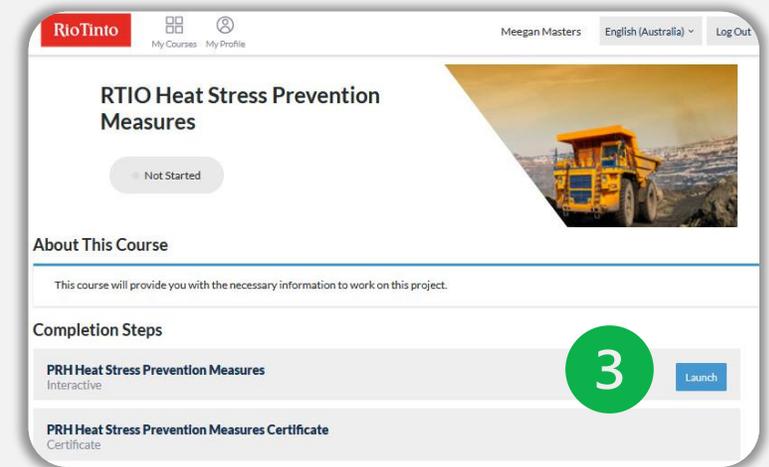
With your Pegasus Workforce Account Activated, this will prompt you to login. However, for workers, this is NOT the location to login to continue towards your Online training. Follow the below steps to access the PLMS for training.



Return to your email and select one of the training course highlighted links to launch the PLMS training portal for the relevant Rio Tinto environment.



This will launch a request for you to login with your configured Pegasus Workforce Account. Use your Email Address and selected Password here and continue.



After agreeing to the terms and conditions, you will now see a 'Launch' button to start your assigned course. Congratulations you are up and running with your Online Learning!

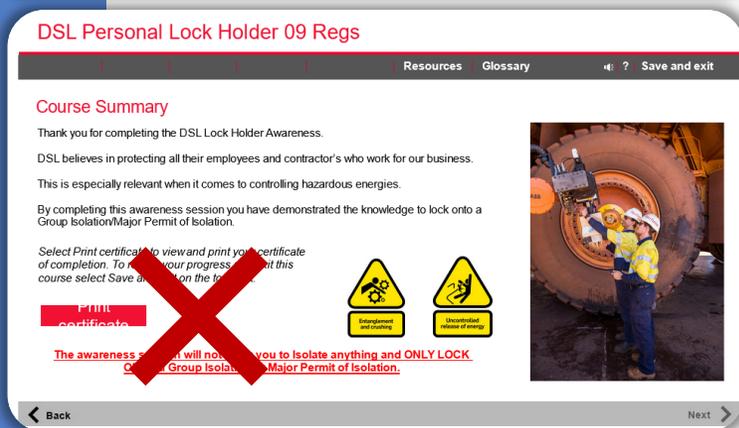
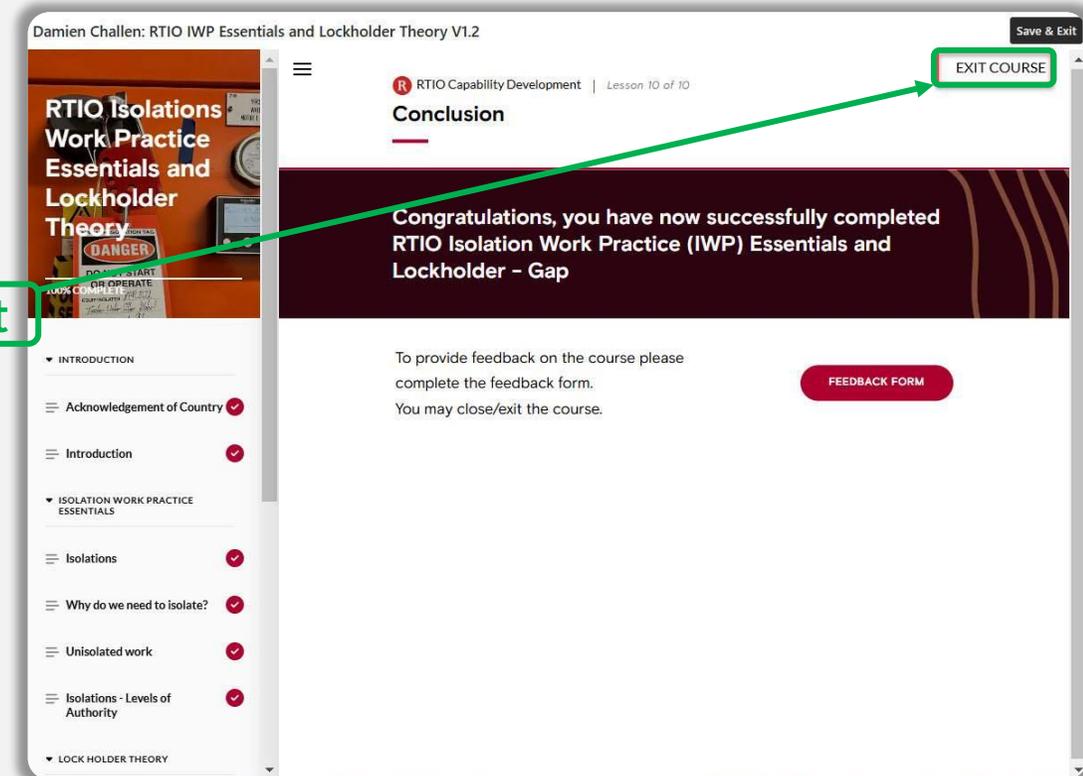
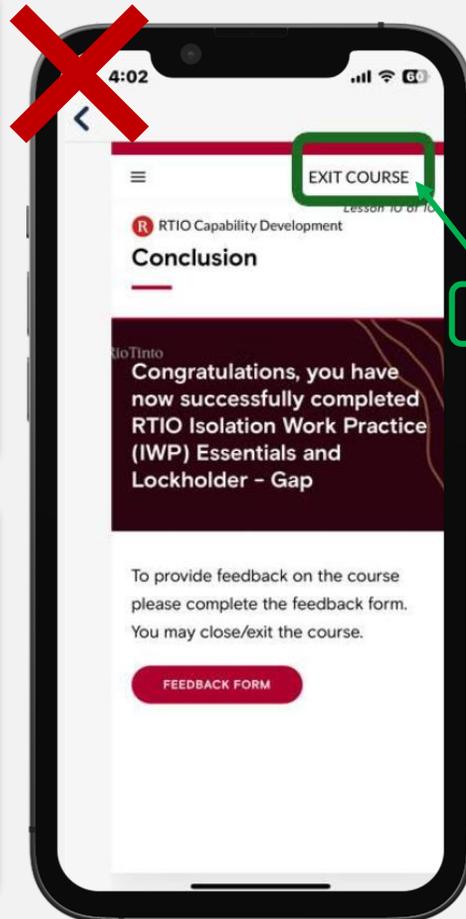
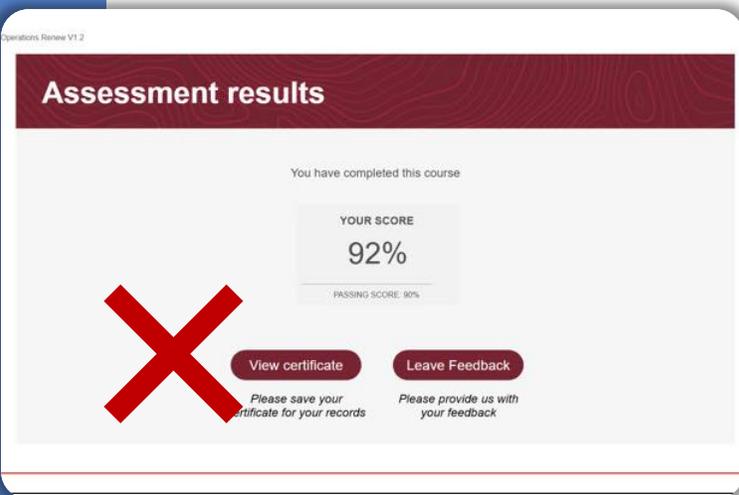
Completing Training Courses



RioTinto

Completing Training Courses

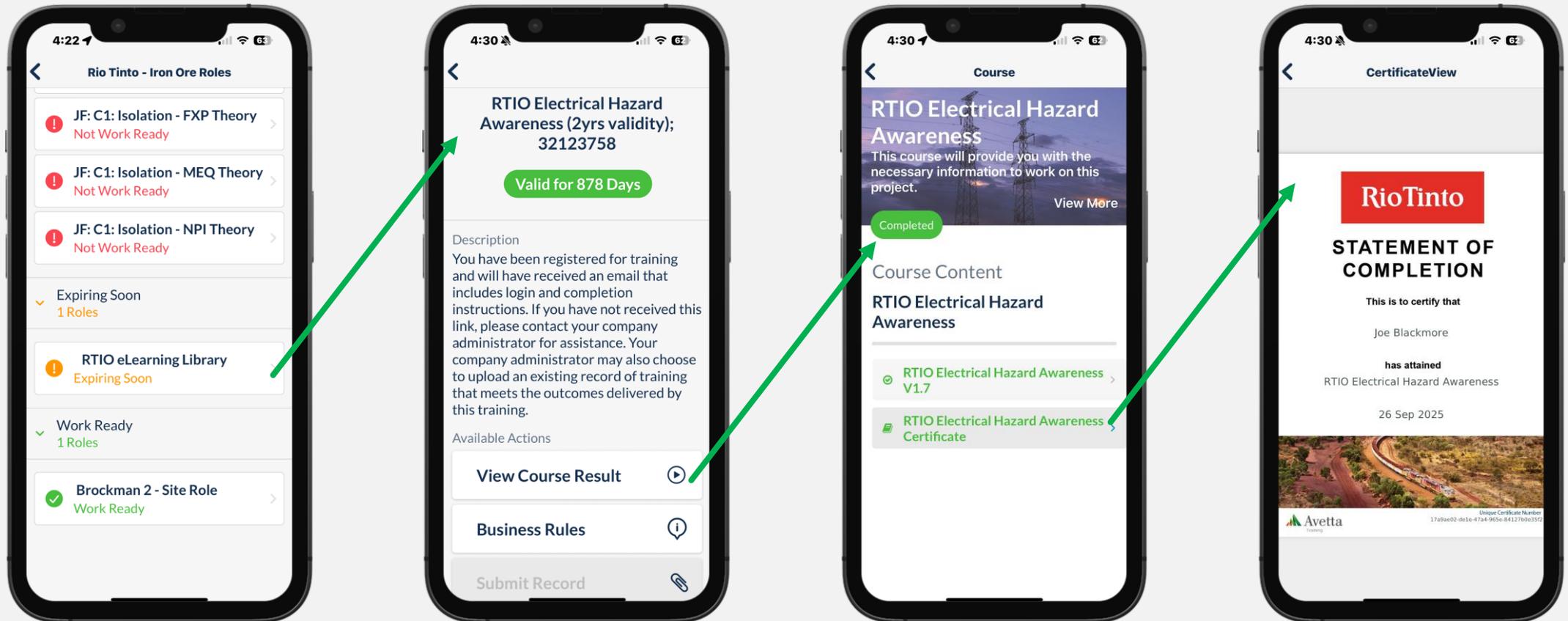
Depending upon which platform you decide to launch your training in, you will need to complete courses a particular way to ensure you correctly gain a certificate. Some older courses within the Rio Tinto courses have “Print Certificate” button. **DO NOT** select that, instead select ‘Exit Course’. Also avoid pressing the BACK button on the Mobile App.



■ How to correctly complete courses in PLMS

Completing Training Courses

If completing on a Mobile Phone, to check and review the Correct Certificate, this will be a separate item under the list of Course Content once the course is completed. Open Role, Select the course inside the Role, Complete the course, View the Certificate Content. This is the correct course certificate.



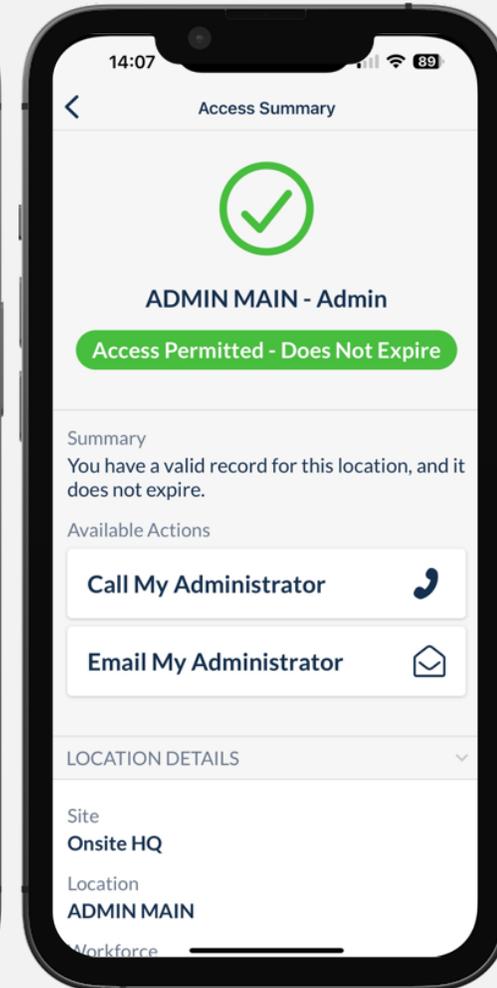
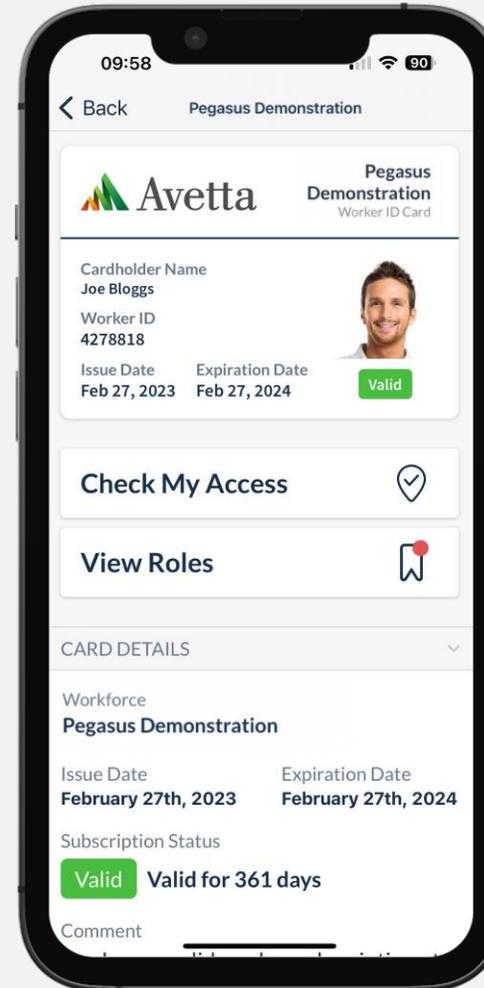
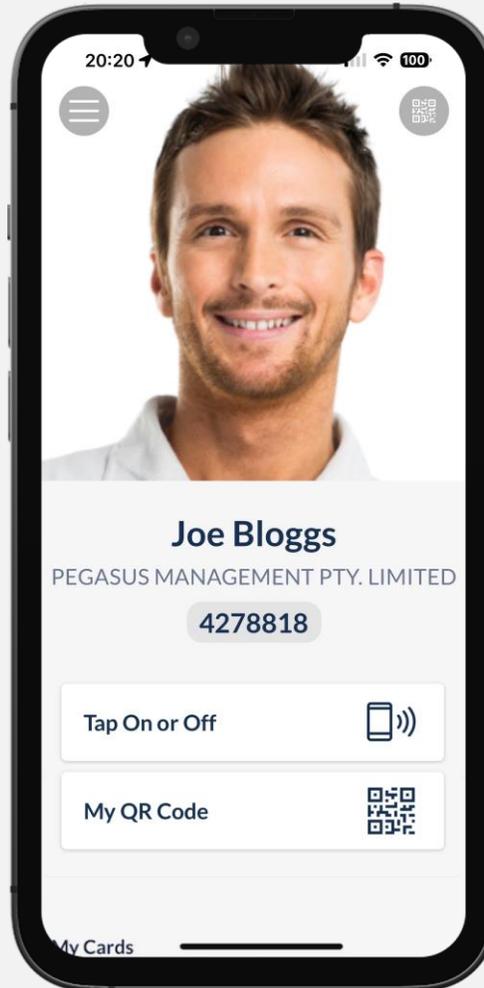
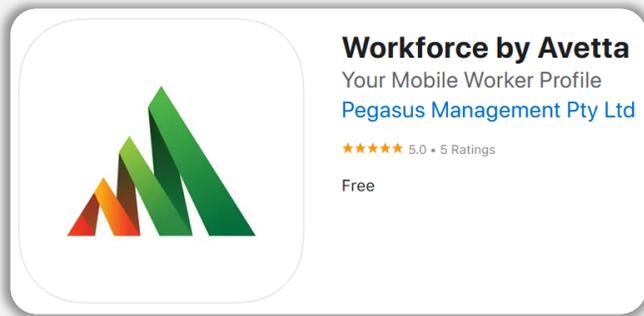
Workforce By Avetta Mobile App



RioTinto

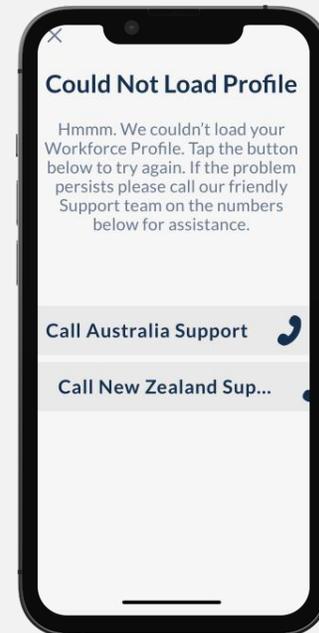
Workforce By Avetta

- Tool for Workers
- Managed by Supplier Admins
- Check Site Access/Compliance/Roles
- Invite from Supplier Portal
- For iOS and Android



Workforce By Avetta

- Company Administrators can Invite Workers
- Status of registration shows (Not Invited, Invited, Joined)
- Company Administrators can re-send invite if required or email lost.
- If worker can not load profile, they may not have been invited first! Only invited workers can launch the app with their Pegasus Workforce Account.
- [Support page available](#)



Manage Employee

Manage a selected employee



dodger, artful
ID# 4630488 Approved
Card: Not yet printed

DOB: 1 January 1921 Gender:

Phone: +61420 202 020 🇺🇦 Email: webinartraining+artful@pegasus.net.au ✓

Address , , AU

Subscription Valid until 13 February 2025 >

Work Roles 0 1 0 >

Invite to Workforce Mobile App Not Invited

Resend Training Enrolment Notification

End Employment

Invite Worker to Workforce

Inviting a worker to Workforce will allow the worker to download the Workforce mobile app, view their own Worker ID cards, Roles and Competencies, and use Bluetooth Tap to Access (if enabled at the site location), take certain online training modules, and check their Site Access requirements (if enabled). The worker will be sent an invitation by Email with instructions to download the mobile app and setup a password. [Learn more about the Workforce Mobile App.](#)

Worker Email Address webinartraining+artful@pegasus.net.au

Back to Manage Employees Send Invitation

Support



Additional Support

- Supplier Administrator Course (no login required)
 - [Workforce Management Overview for Supplier Admins](#)
- Learner eLearning Course (no login required)
 - [Pegasus Learning Management System for Learners](#) – Recommended for All Learners to review
 - [How to correctly complete courses in PLMS](#) – Ensuring the right end screen option is selected!
 - [Web Browser Troubleshooting Tips](#) – For troubleshooting course errors
- Workforce By Avetta Mobile App Support
 - [Support page available](#)
- Additional resources for Supplier Administrators on Pegasus Workforce Management
 - [Supplier Support Page](#)