# Pegasus Workforce

# RTIO ELearning Library Role

Avetta®

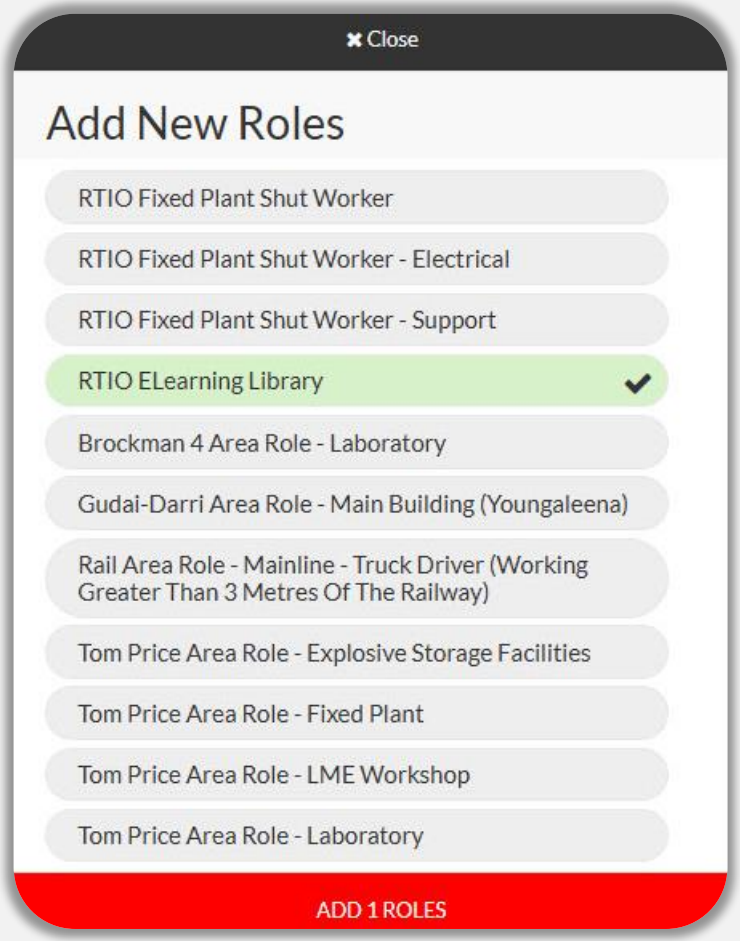
# New Role – RTIO ELearning Library

A new role has been made accessible for Supplier Administrators in the Rio Tinto Iron Ore Portal.

The benefits of this new role are to allow Supplier Administrators to:

- Add Optional Training courses to workers who have not previously completed them.
- Allow training emails to be re-sent to workers.
- Allow easier visibility of the full suite of Rio Tinto Iron Ore online courses.
- Allow workers to complete training under the role in the Workforce by Avetta Mobile App.

Supplier Administrators will still need to assign this role to their workers from the Iron Ore Supplier Portal.



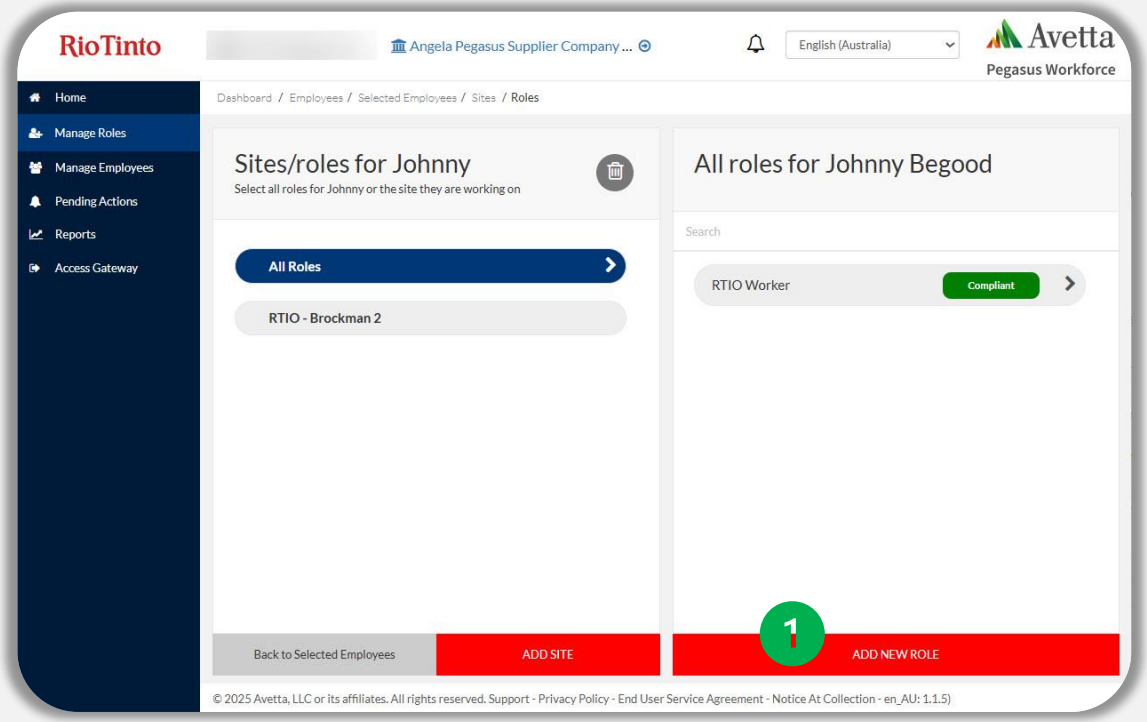
# Adding the new Role

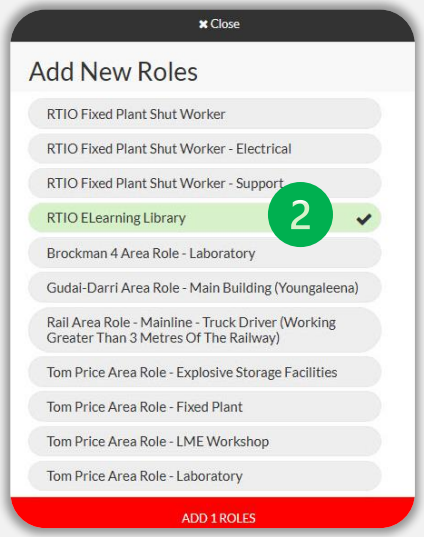
Added like any other RTIO Role. Simply select from the list available in the Supplier Portal.

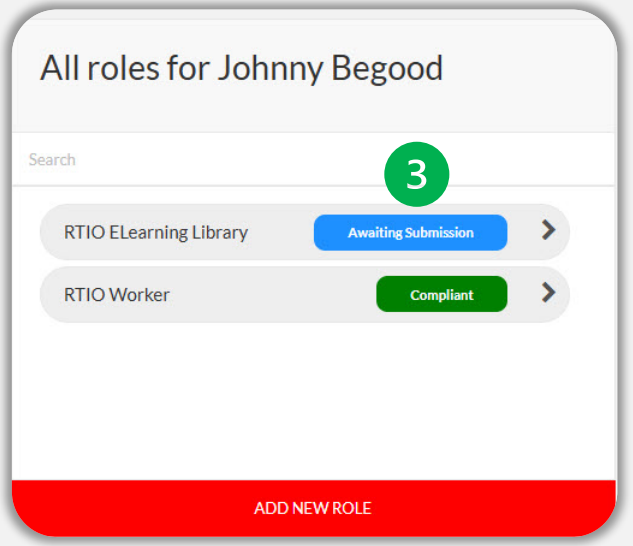
1. Select worker and then "*Add New Role*"
2. Select RTIO ELearning Library and "*Add Roles*"
3. View Status of Role

Note: If worker has compliant RTIO Worker Role, then RTIO Elearning Library role will be instantly in an Awaiting Submission state. This is due to the only mandatory requirement is met – proof of ID.

If worker is not compliant for RTIO Worker role for the Proof of ID, this will need to be uploaded to proceed.



# Role Details

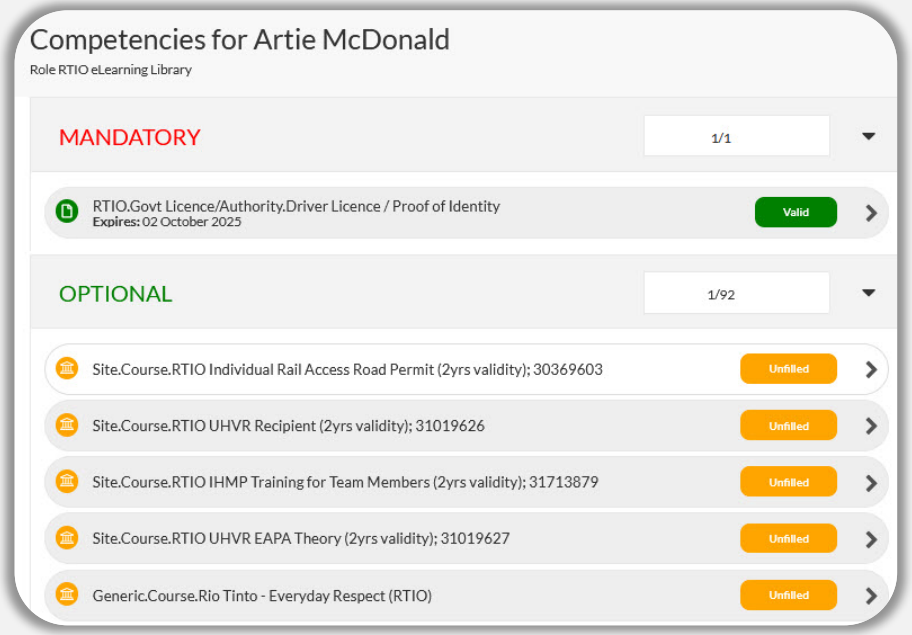
The role contains over 90+ online courses to select from.

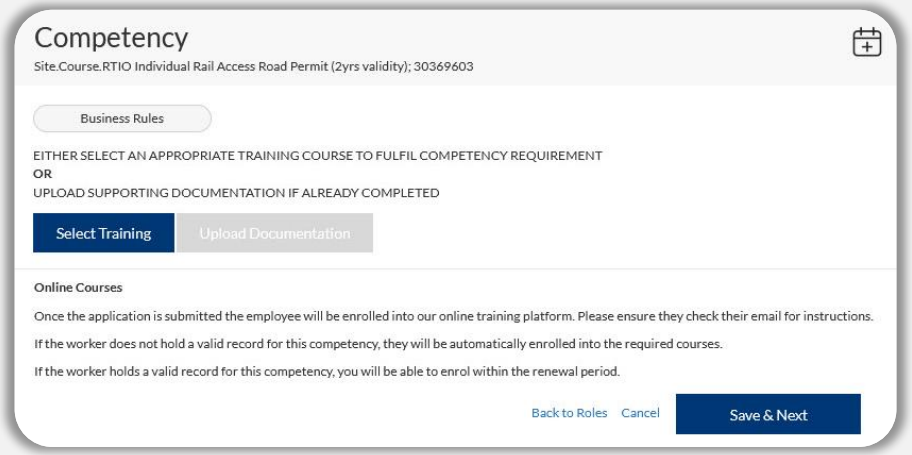
You do not need to select all these, only the ones you wish your worker to complete. Courses can be added at any time at a later date if required.

As each course is optional, you will need to manually select each required course and choose “Select Training”.

This will then prompt the “Save & Next” option to appear.

*If you do not choose the “Save & Next” and select a different competency, it will not store this training enrolment selection.*



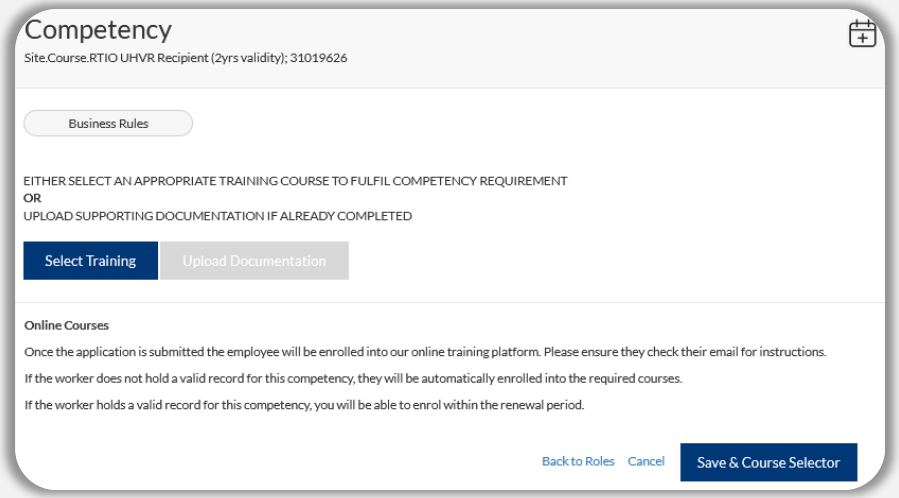



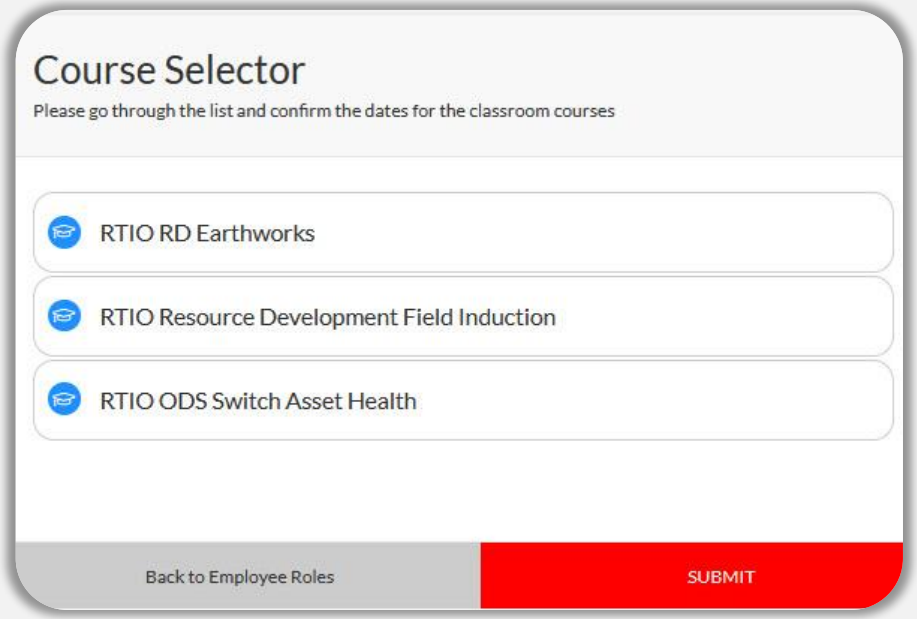
# Additional Courses

Each course you add, will prompt the “Save & Next” option. As you progress, the option will change to “Save & Course Selector”. This is how the portal operates with just that one mandatory item already being compliant.

The process to add more courses is either choose to continue into the course selector page and press “Back to Employee Roles” or hit the back button on your browser to continue to add the required courses to your workers profile.

When ready, hit “Submit” to trigger course enrolments to the worker.



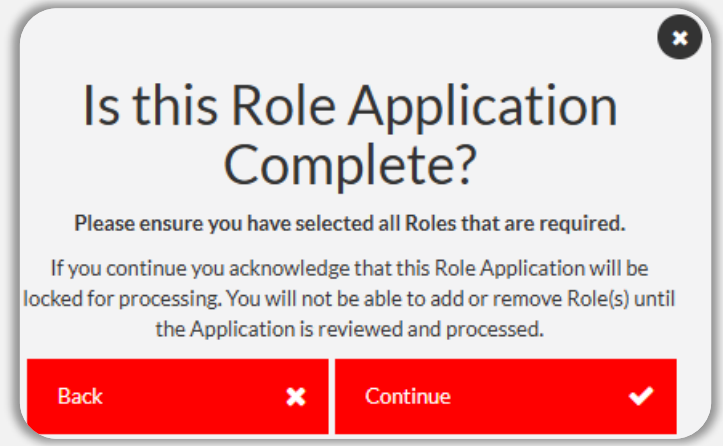



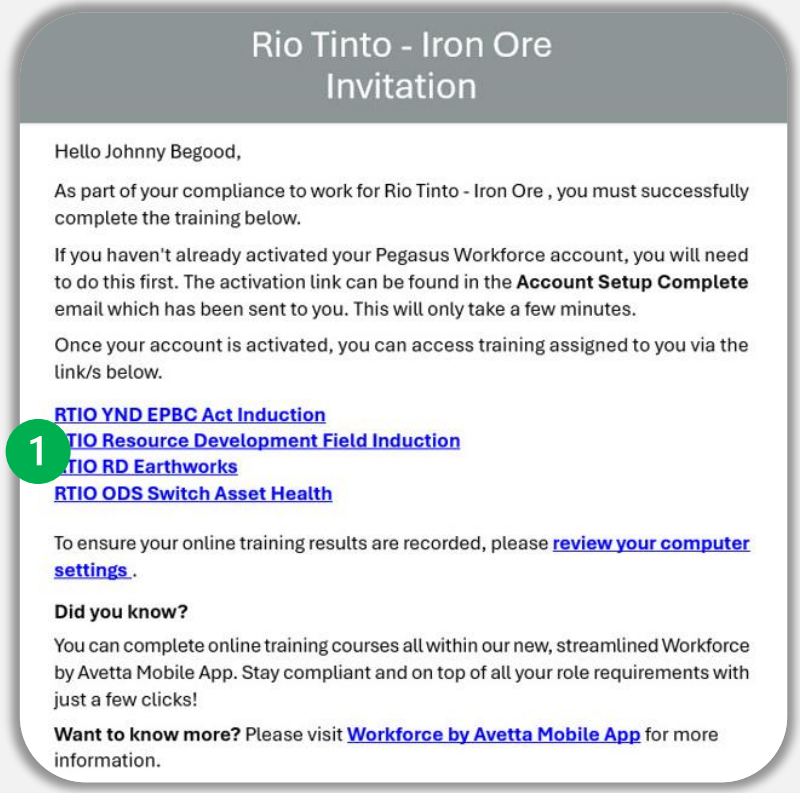
# Additional Courses

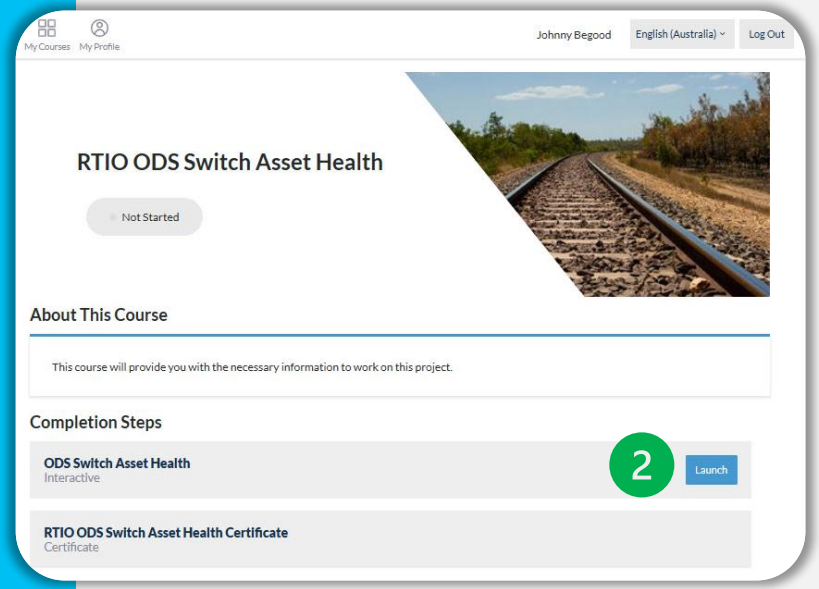
You will see the  familiar “Role Application” message once this is submitted.

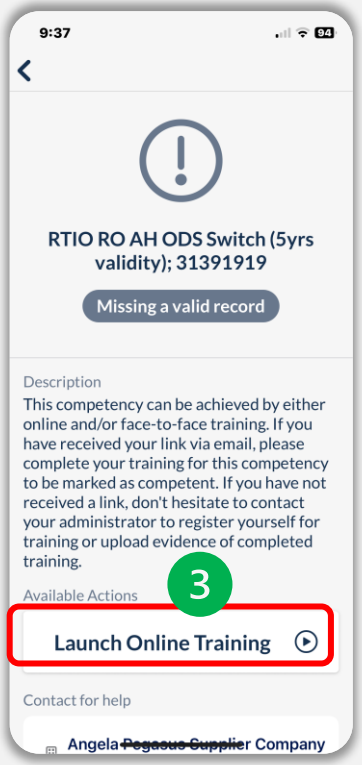
1. Follow up emails will be sent to the Worker and the Supplier Administrator with links to all training course enrolments.

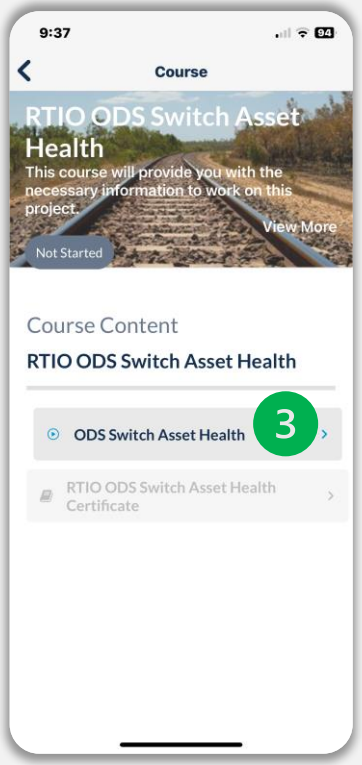
2. Worker can then either use Pegasus LMS webpage to complete Training courses or 3. Workforce Mobile app to launch courses.



# FAQ’s

**Can I add the courses one by one in bulk?**

- *Typically no. Only if the worker is new, and the mandatory item (proof of ID) has not been completed. Only then can you add optional items slightly easier than having to select the back button.*

**Can I remove training added to a worker?**

- *No. You can request this from the riotinto@avetta.com support team.*

**I cannot add completed training in this role. I don’t want to make my worker complete this again!**

- *If the worker has this competency, this will be shown as Green (compliant), Amber (expiring) or Blue (Enrolled/In Progress). If they have completed this in D&T Projects portal and you wish to upload the require evidence, you will need to do that under the role that requires that competency. It will be under those roles that have the option to upload evidence or select training.*

**My workers want to know more about how to complete training.**

- Additional resources are available on the support page in this guide.

# Support

- eLearning Course *(no login required)*:
  - Pegasus Workforce Overview for Supplier Admins – Guide for supplier administrators on all things Pegasus Workforce
- Webinar covering Onsite Track Easy for Supplier Administrators to learn more about their access and abilities.
- Pegasus Workforce Supplier Support Page

- Want to support your workers?
  - Learning Management System for Learners – details how workers can access the Pegasus LMS to complete enrolled courses, download certificates and view history.
  - Rio Tinto PLMS Course guide – cheat sheet for workers to complete training
  - Workforce by Avetta Mobile App – details the Worker focused support app