Quick Reference Guide
Avetta Visitor and General Freight Delivery Driver Registration and Induction

In preparation for your upcoming site visit we request that you please complete the following at least 48 hours prior to attending site:

- Register for and complete the relevant online induction (approx. 20-30mins); and
- Complete (sections 1,2,3,4 & 6) and return our Site Access Request Form [HESQ-YP-FRM-092-01] to your Yara responsible person

1. Open the Yara Pilbara Site Visitor & General Freight Delivery Driver Form
2. Upon completion you should receive an email from "yaravisitor@pegasus.net.au" with a link and instructions to access the Yara Pilbara Visitor LMS
3. Enter your details to create your Visitor account
   If you have previously visited the Yara Pilbara Site? Click Log in to use your existing credentials then go to Step7

4. Upon successful registration you will receive a notification and email.

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5. Check your email for an email from noreply@pegasus.net.au with subject "Account Setup Complete". Please **select 'Activate My Account"** to set your password
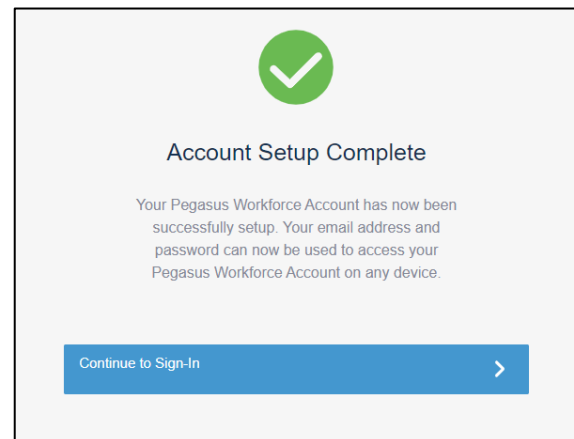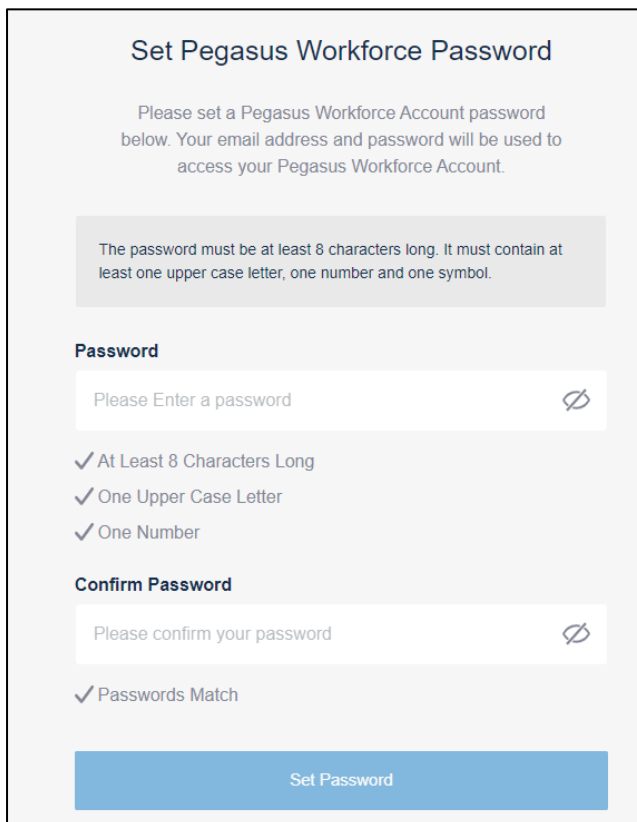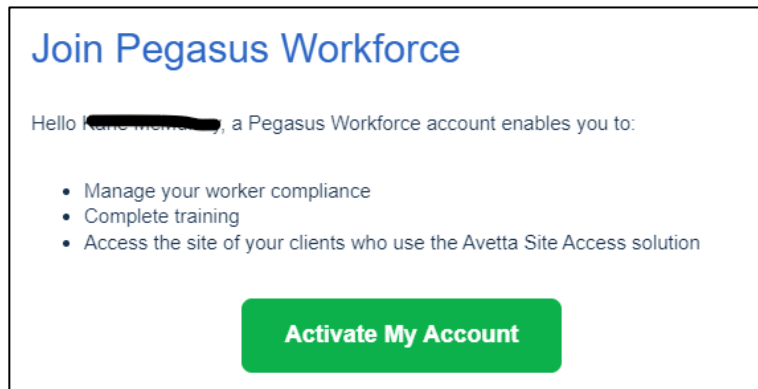
6. **Select Continue Sign In** and sign in with the credentials you have just set to be taken to Yara Pilbara's Visitor Learning Management System
   Alternatively go to directly to and Yara Pilbara Visitor LMS and select 'Log In'

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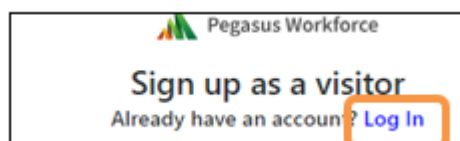**Driver Registration and Induction**

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7.   Select "course details" on either the Visitor Induction or the General Freight Delivery Driver Induction then select Enrol. Please ensure you select the correct induction to suit your access type as they are not interchangeable.
   Note: whilst the following screenshots show the visitor induction example steps the same completion process applies to the General Freight Delivery Driver induction
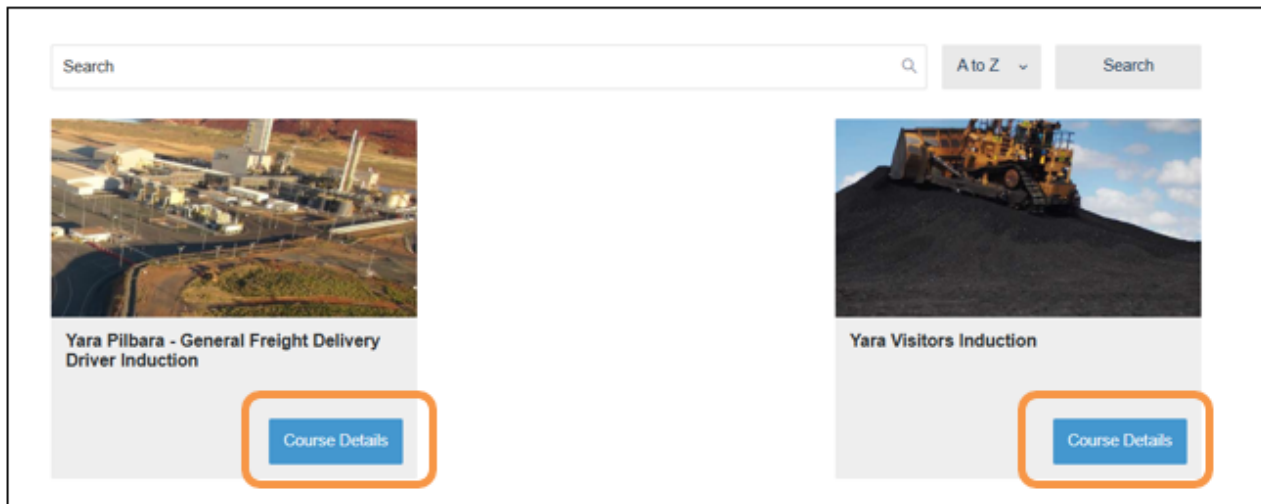
8.   You must then work through **all the completion steps**. Begin by Launching the course itself
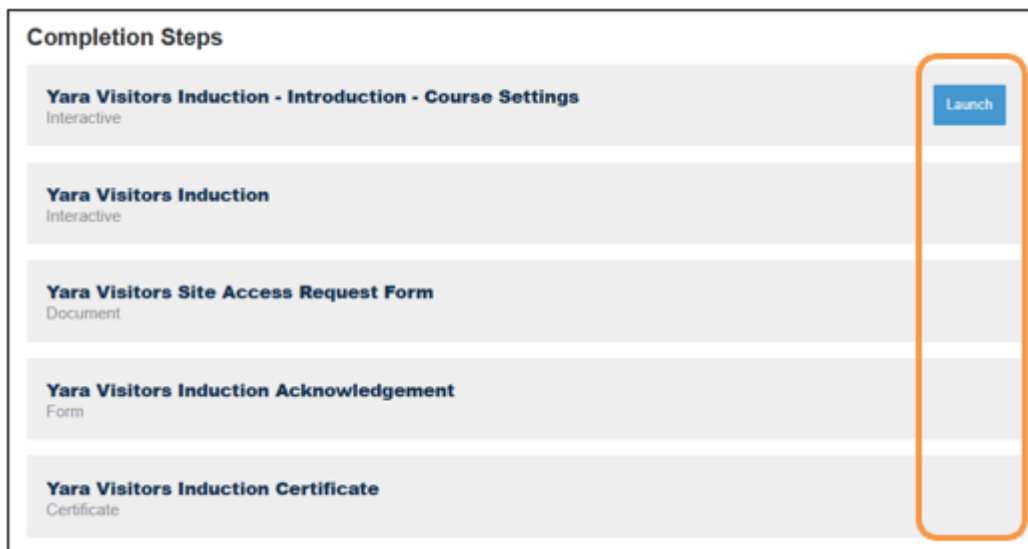
9.   A green tick will indicate you have successfully completed a step you will then be able to select the blue action button on the subsequent completion step
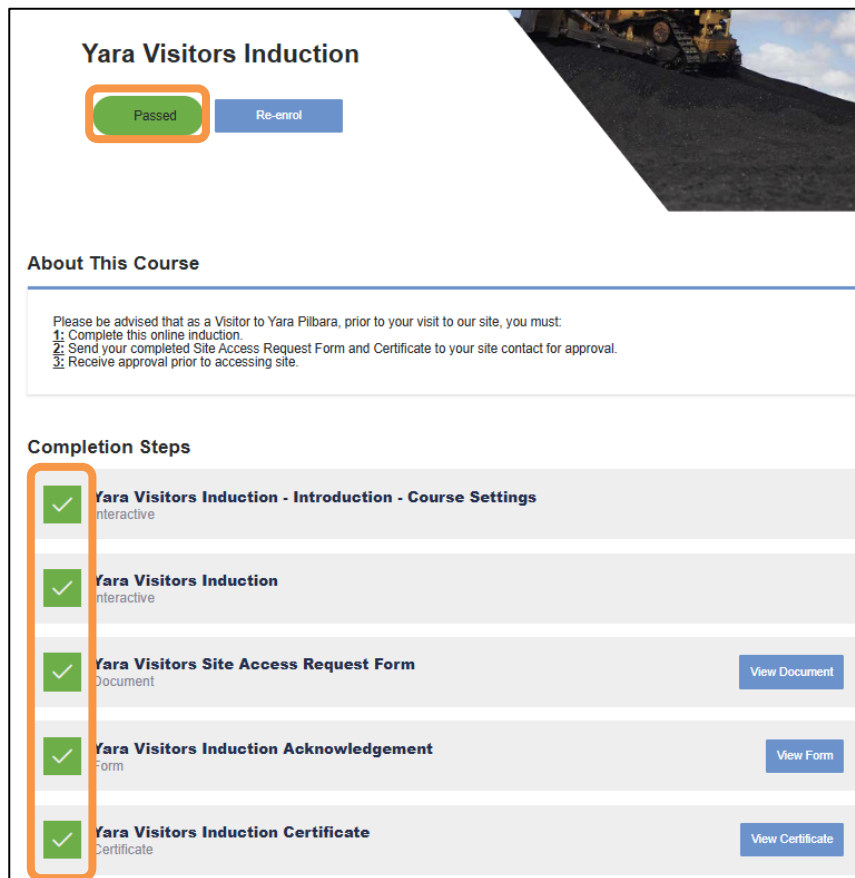
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Knowledge grows
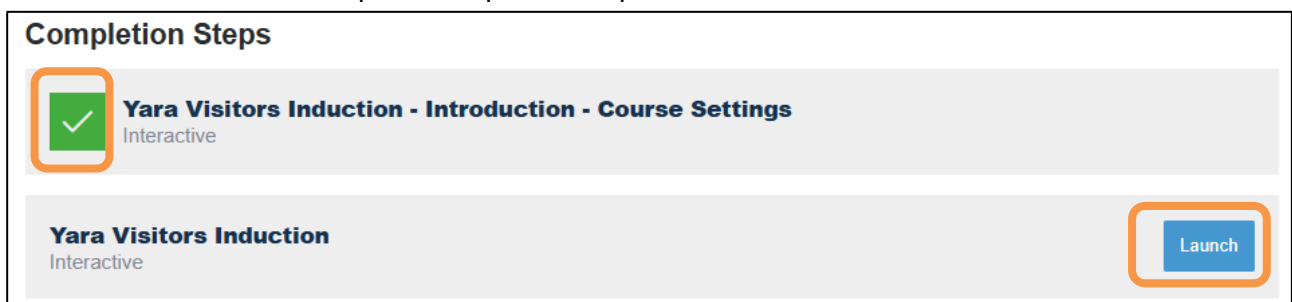
10. Once the interactive course has been completed you still need to finish **all the completion steps**
     a. Download the Site Access Request Form by selecting the **'View Document'** button
        Select the 'Download' the form to complete before Saving and closing

     b. Select and complete any acknowledgements; and finally
     c. View / download your induction certificate (proof of completion) by selecting the View Certificate Button

Once all the completion steps are finished the course status will change to 'Passed"

11. Email your completed Site Access Request Form and a copy of your induction certificate to your Yara Responsible Person at least 48 hours prior to site access.
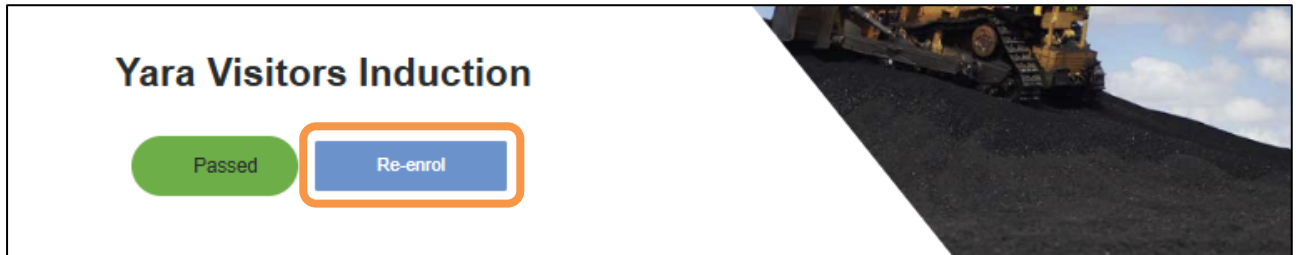
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12. Should you need to **renew** either course, please go to and [Yara Pilbara Visitor LMS](), select 'Log In'
and log in with your existing credentials.
Select the relevant course you want to renew and then select **'Re-enrol'**
Then Follow steps 8-11
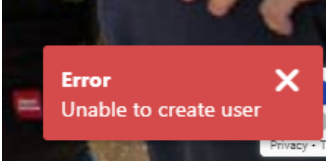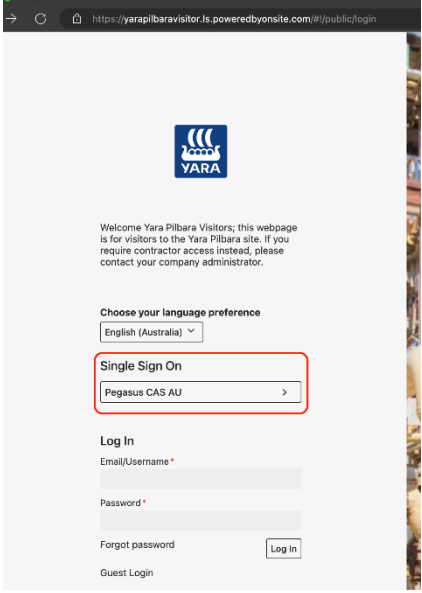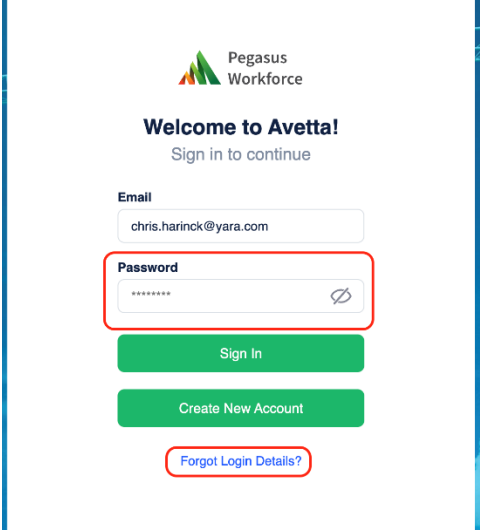
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Trouble Shooting

Issue	Fix
Unable to create Guest Account. Error message "unable to create user" Error Unable to create user Privacy • T	Accounts are on an individual basis (i.e 1 x account per email). User will already have an Avetta registered account. 1. go straight to https://yarapilbaravisitor.ls.poweredbyonsite.com 2. Click on Single Sign On 3. Enter your email and select continue 4. Enter your password OR if unknown select Forgot Login Details to reset it

Avetta / Pegasus Helpline:

1300 175 307

yarapilbara@pegasus.net.au

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