

Quick Reference Guide

1/6 5/11/2024 Ver: 5.0

Avetta Visitor and General Freight Delivery

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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 <u>Yara Pilbara Visitor LMS</u>
- 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

| A | Pegasus Workforce |
|---|---|
| Sign Already h | up as a visitor have an account? Log In |
| Select language | 2 |
| English (Australia |) ~ |
| Personal Det | ails |
| First Name* | |
| First Name | |
| Middle Name | |
| Middle Name | |
| Last Name* | |
| Last Name | |
| Date of Birth* | |
| DD/MM/YYYY | |
| Empil Address* | |
| mail@address.c | :om |
| Confirm Empil A | dalmaan * |
| mail@address.c | aaress " |
| | • |
| AU (+61) | Mobile Number |
| | meane manual |
| I have read a Service Agreeme | and agree to the End User ent. |
| I have read t Notice at Collect processing of pe therein | he Privacy Policy and the tion and agree to the ersonal data as set forth |

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



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5. Check your email for an email from <u>noreply@pegasus.net.au</u> with subject "Account Setup Complete". Please **select 'Activate My Account**" to set your password

| Join Pegasu | s Workfo | rce |
|---|--------------------------------------|---|
| Hello Kane monstage, a Pegasus Workforce account enables you to: | | |
| Manage your work Complete training Access the site of y | er compliance your clients who us | se the Avetta Site Access solution |
| | Activate M | y Account |
| Set Pegasus Workforce Pase | sword | |
| Please set a Pegasus Workforce Account pa below. Your email address and password will b access your Pegasus Workforce Accou | assword be used to int. | |
| The password must be at least 8 characters long. It mus least one upper case letter, one number and one symbo | it contain at I. | |
| Password | | |
| Please Enter a password | Ø | |
| ✓ At Least 8 Characters Long ✓ One Upper Case Letter ✓ One Number | | Account Setup Complete |
| Confirm Password | | Your Pegasus Workforce Account has now been |
| Please confirm your password | Ø | successfully setup. Your email address and password can now be used to access your Pegasus Workforce Account on any device. |
| ✓ Passwords Match | | |
| Set Password | | Continue to Sign-In |

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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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

| Search | Q. A to Z → Search |
|---|-------------------------|
| A la la | |
| | |
| Yara Pilbara - General Freight Delivery Driver Induction | Yara Visitors Induction |
| Course Details | Course Details |

8. You must then work through **all the completion steps**. Begin by Launching the course itself

| Completion Steps | |
|---|--------|
| Yara Visitors Induction - Introduction - Course Settings Interactive | Launch |
| Yara Visitors Induction Interactive | |
| Yara Visitors Site Access Request Form Document | |
| Yara Visitors Induction Acknowledgement Form | |
| Yara Visitors Induction Certificate Certificate | |

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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- 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

| - C 🗅 https://yarapilbaravisitor.ls.poweredbyonsite.com/#I/public/courses/6491f91e-73ca-4114-b0bb-aa10ad7ac52a | | | | | |
|--|------------------|--------------|--|-----------|----------------|
| rly Mott: Yara Pilbara - General Freight Delivery | Driver Induction | ⊖ 150% ⊕ < > | ф | | Save & Close x |
| Download Button Site Access Request Form For PDF Fillable Form Click Here | | | 1/1 HESQ-YP-FRM-092-01 Approved: 20/12/2023 Rev 6.0 | | |
| Section 1 – Personal Details | | | | | |
| | First Name: | Surname: | Date of Birth: | | |
| | Address: | Suburb: | State: | Postcode: | |
| | | | | | |

- 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"

| Yara Visitors Induction | |
|---|------------------|
| Passed Re-enrol | |
| | |
| About This Course | |
| Please be advised that as a Visitor to Yara Pilbara, prior to your visit to our site, you must: <u>1</u> : Complete this online induction. <u>2</u> : Send your completed Site Access Request Form and Certificate to your site contact for approval. <u>3</u> : Receive approval prior to accessing site. | |
| Completion Steps | |
| Yara Visitors Induction - Introduction - Course Settings Interactive | |
| Yara Visitors Induction Interactive | |
| Yara Visitors Site Access Request Form | View Document |
| Yara Visitors Induction Acknowledgement | View Form |
| Yara Visitors Induction Certificate | View Certificate |

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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 Should you need to renew either course, please go to and <u>Yara Pilbara Visitor LMS</u>, 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

| Yara Visitors Induction | |
|-------------------------|--|
| Passed Re-enrol | |



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Trouble Shooting

