Workforce Management
Quick Reference Guide
Visitor Registration and Induction

Knowledge grows

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 our online visitor induction (approx. 20mins); 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 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 *(Previously visited the Yara Pilbara Site? Click Log in to use your existing details then go to Step7)*

Pegasus Workforce

Sign up as a visitor

Already have an account? Log In

Select language

English (Australia)

Personal Details

First Name*

First Name

Middle Name

Middle Name

Last Name*

Last Name

Date of Birth*

DD/MM/YYYY

Email Address*

mail@address.com

Confirm Email Address*

mail@address.com

Mobile Number*

AU (+61)   Mobile Number

☐ I have read and agree to the End User Service Agreement.

☐ I have read the Privacy Policy and the Notice at Collection and agree to the processing of personal data as set forth therein.

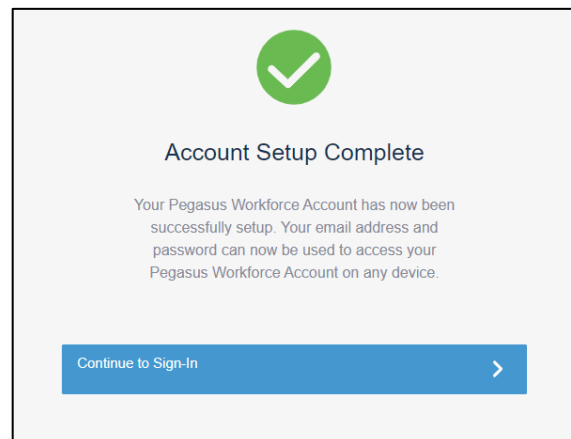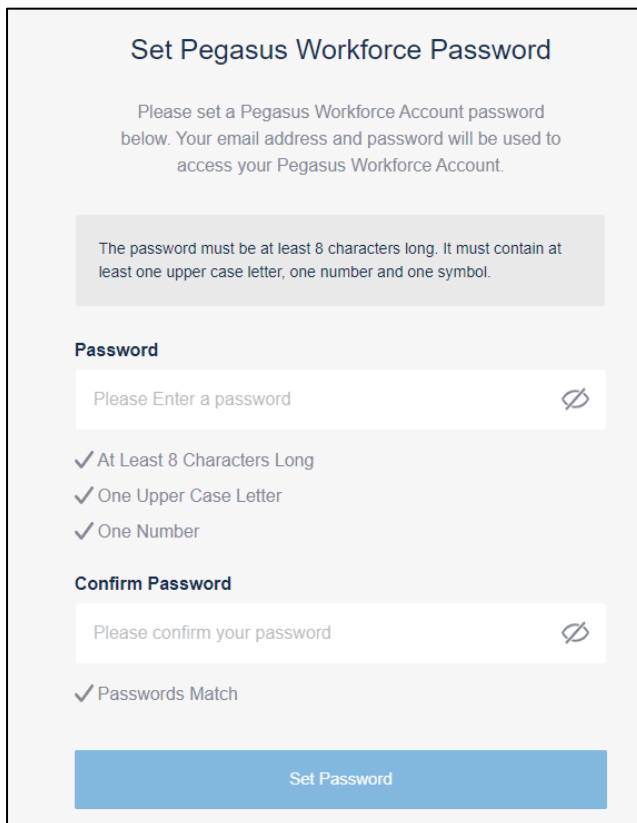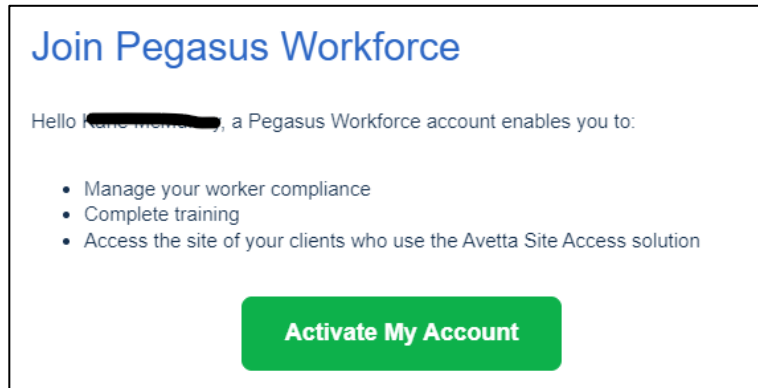4. Upon successful registration you will receive a notification and email.

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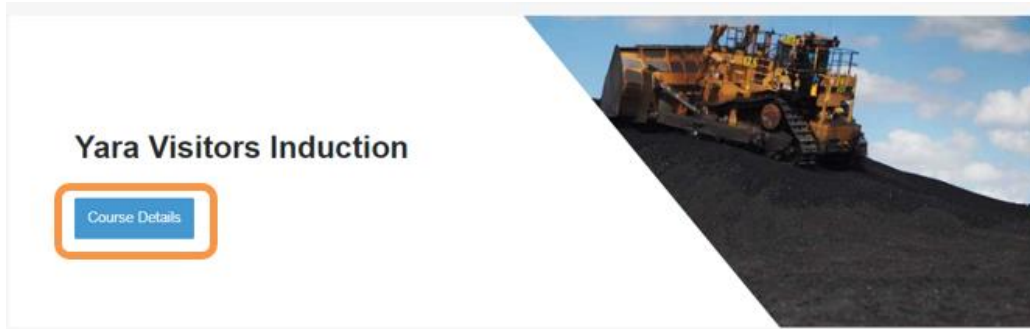
5.   Check your email for an email from noreply@pegasus.net.au with subject "Account Setup Complete".
Please **select 'Activate My Account"** to set your password.

6.   **Select Continue Sign In** and sign in with the credentials you have just set to be taken to Yara Pilbara's
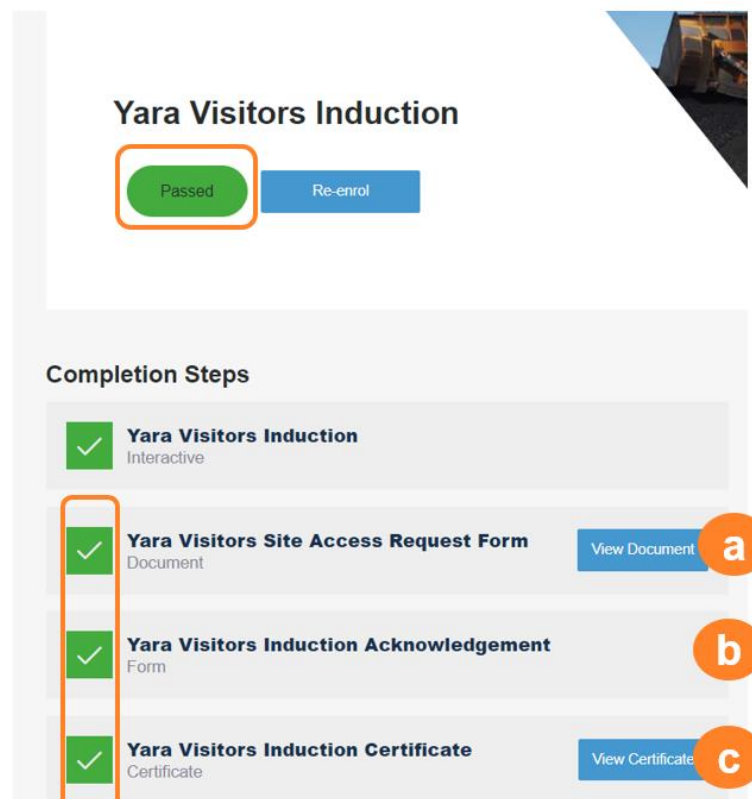Visitor Learning Management System

7.   Select the Visitor Induction "**course details**" then select **Enrol** to launch the training
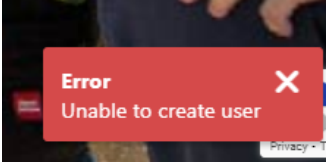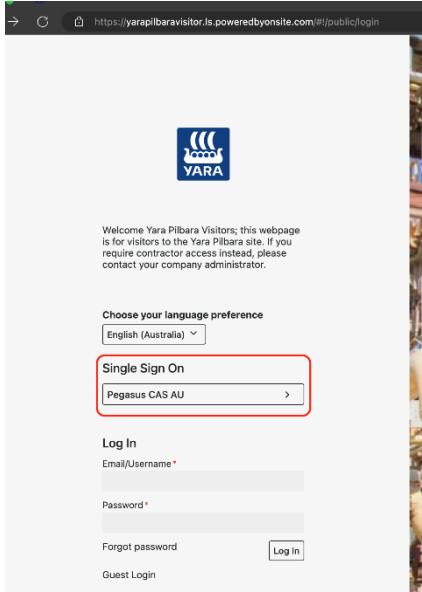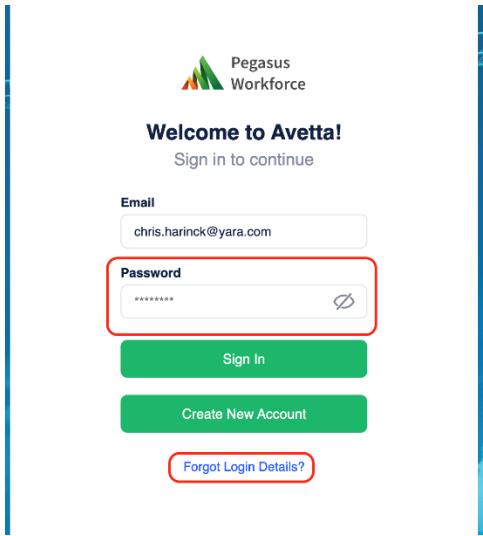

8.   Once completed you will need to
    a.   Download the Site Access Request Form by selecting the 'View Document' button
    b.   Select and complete the Visitors acknowledgement; and finally
    c.   View / download your induction certificate (proof of completion) by selecting the View Certificate Button

Upon completion of each step there will appear the big green tick (see below) and once all completed the induction course status will change to 'Passed'.

9.   Email these completed documents to your Yara Responsible Person at least 48 hours prior to site access.

Yara Pibara

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[Approved]

Trouble Shooting

Issue	Fix
Unable to create Guest Account. Error message "unable to create user"	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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