

Our Learning Management System (LMS) is a comprehensive platform for delivering online course content and enrolling learners into classroom based sessions. It handles user account creation, enrolments, course status and classroom management for our clients.

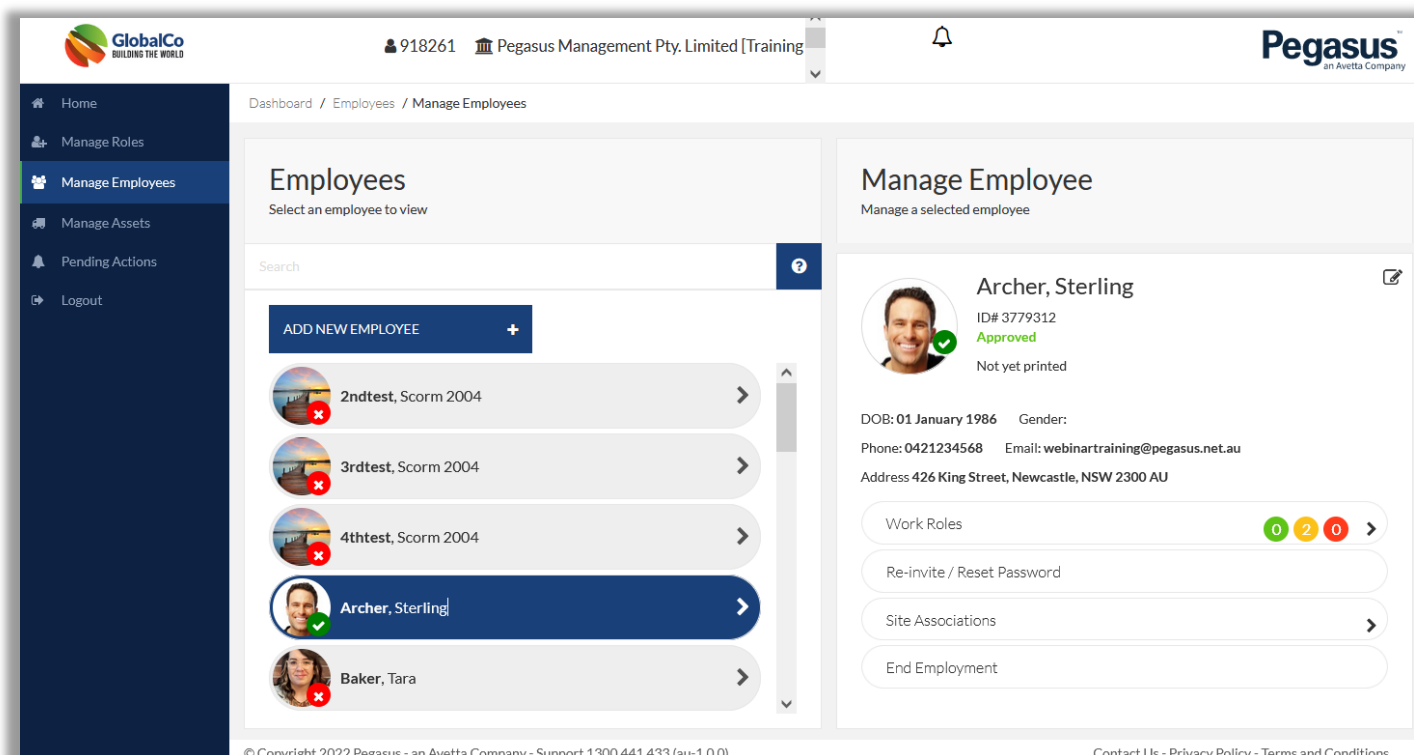
For workers, they can login, see their courses they are required to complete, view their overall course status, view classroom session details and view, download or print any awarded certificate from completed training.

Let's start by reviewing the welcome emails a worker will receive.

1. Initial enrolment

Company Administrators (either client or supplier/contractor company) will typically enrol their workers into courses from a Worker Portal.

Worker Portal information can be found [here](#)



GlobalCo Worker Portal Interface

From here the worker will apply for a Site or Trade role. If any online or classroom courses are required, the worker will be sent an email notification to their listed email address informing them of their login ID credentials and subsequent emails for any enrolments (online or classroom).



GlobalCo
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Training Invitation

Hello Sterling Archer,

You have been invited to [GlobalCo](#) to complete training

Your username for the Pegasus training system is PEG-
3779312

Your password is 1

[Click here to get](#)

Initial Worker Training Portal Login



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GlobalCo Invitation

Hello Sterling Archer,

As part of your compliance to work for GlobalCo you must successfully complete the following training -

[GlobalCo Safety Orientation Induction](#)

Sample enrolment email from Worker Portal Site induction

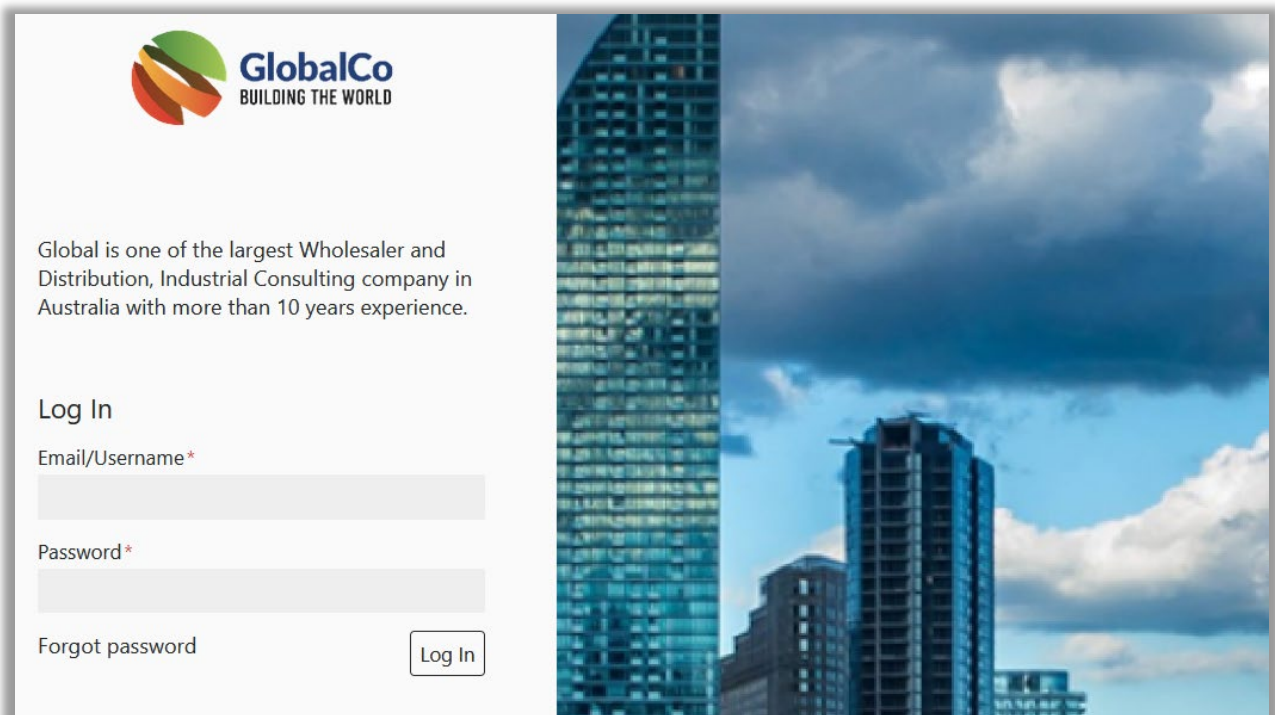


Sample Classroom Enrolment email

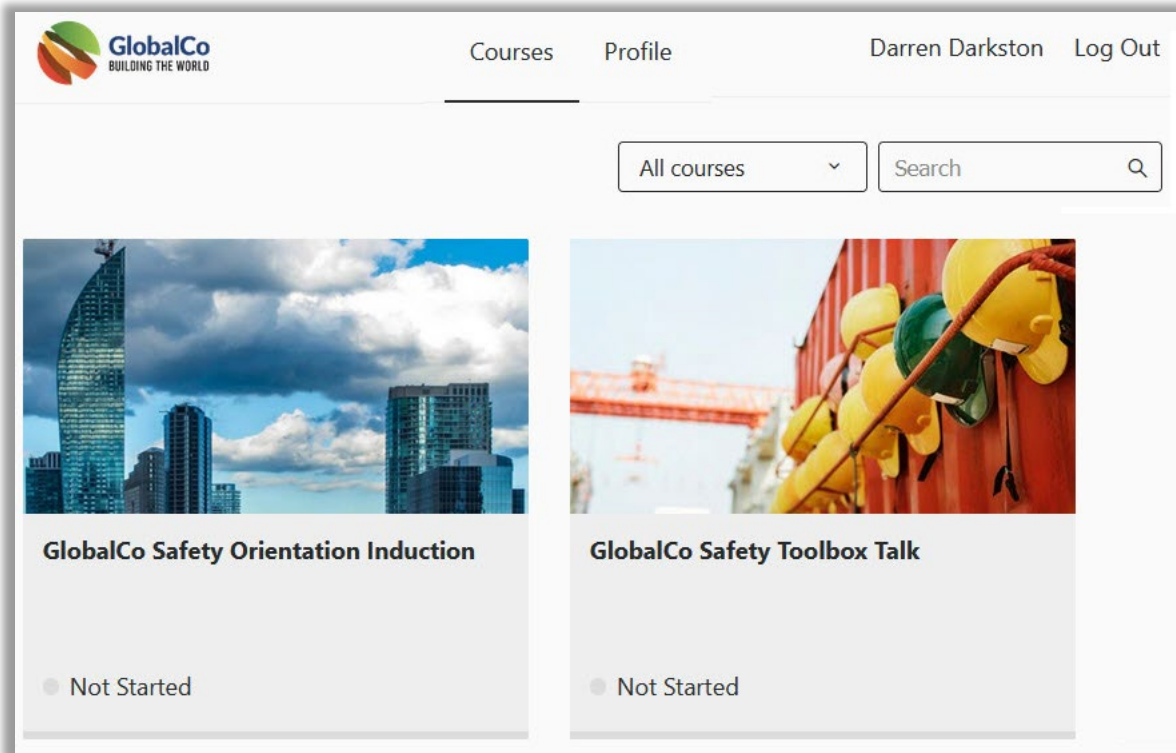
2. Accessing the Learning Management System

Using the email link within the course invitation, the worker be taken to the LMS login page.

Example LMS login looks like this:



Once logged in the worker will see all assigned courses and their course status.



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Courses Profile Darren Darkston Log Out

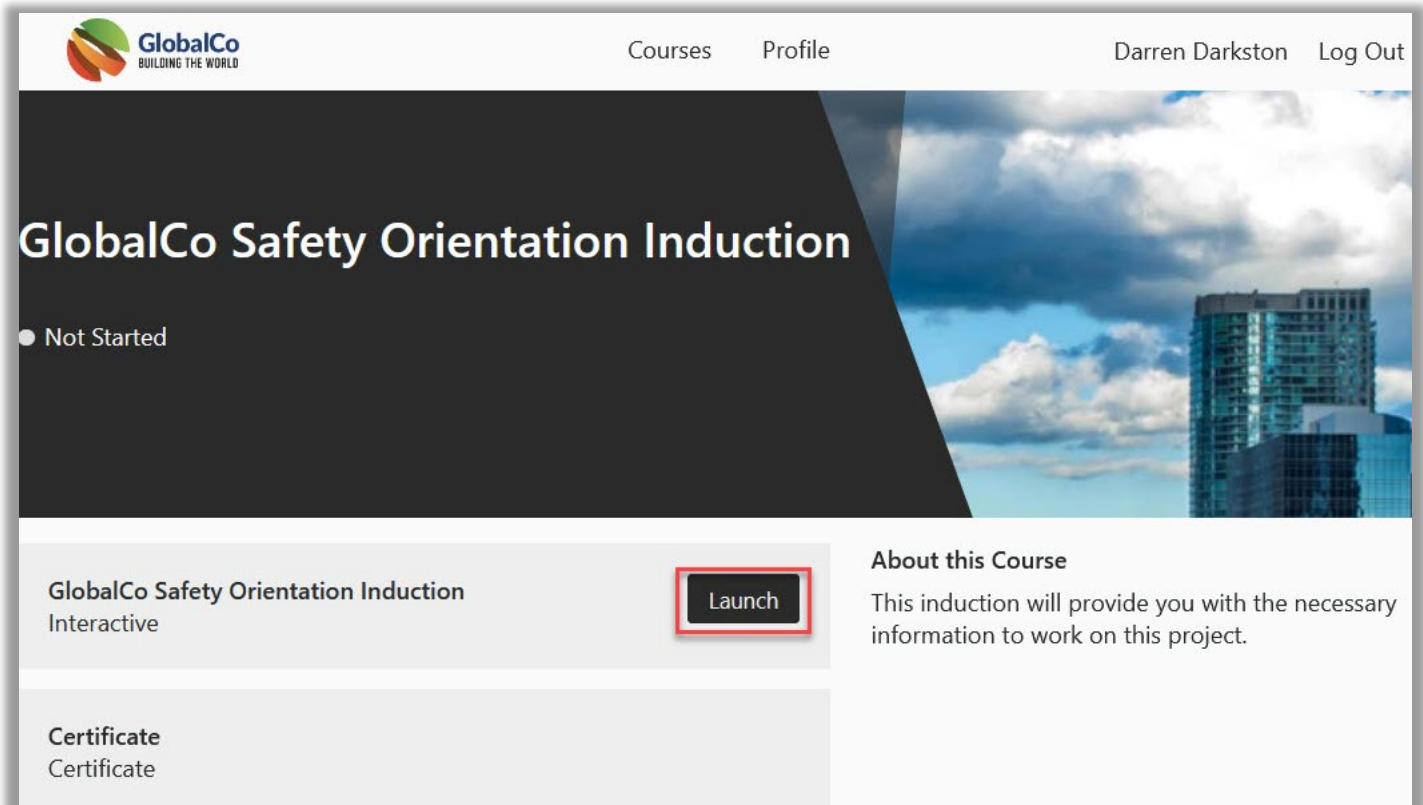
All courses Search

GlobalCo Safety Orientation Induction Not Started

GlobalCo Safety Toolbox Talk Not Started

Home page of LMS for a Worker

Learner can click on any course to view its requirements and launch the required content.



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Courses Profile Darren Darkston Log Out

GlobalCo Safety Orientation Induction

● Not Started

GlobalCo Safety Orientation Induction Interactive **Launch**

Certificate
Certificate

About this Course
This induction will provide you with the necessary information to work on this project.

3. Worker Profile

Under the Profile tab, the worker can view all enrolled courses and the course result/status. The possible results are: Not Started, In Progress or Passed.



The screenshot shows the 'Profile' page of a worker. At the top, there is a navigation bar with 'Courses' and 'Profile' tabs, and the user's name 'Darren Darkston' and a 'Log Out' link. Below the navigation bar, the 'Profile' title is displayed, followed by sub-tabs: 'Course Enrolments', 'Certificates', 'Organisations', and 'Settings'. The 'Course Enrolments' tab is selected. Below the sub-tabs, there is a table with three columns: 'COURSE', 'ORGANISATION', and 'RESULT'. The table contains two rows of data.

COURSE	ORGANISATION	RESULT
GlobalCo Safety Toolbox Talk	GlobalCo	● Not Started
GlobalCo Safety Orientation Induction	GlobalCo	● Not Started

Profile View Screen

Any completed course certificates will appear under the Certificate tab. The Worker can save, print, or download their certificates.

Under the Organisations tab, the Worker can switch between clients that they have assigned training. Allowing for smooth navigate between client LMS environments.

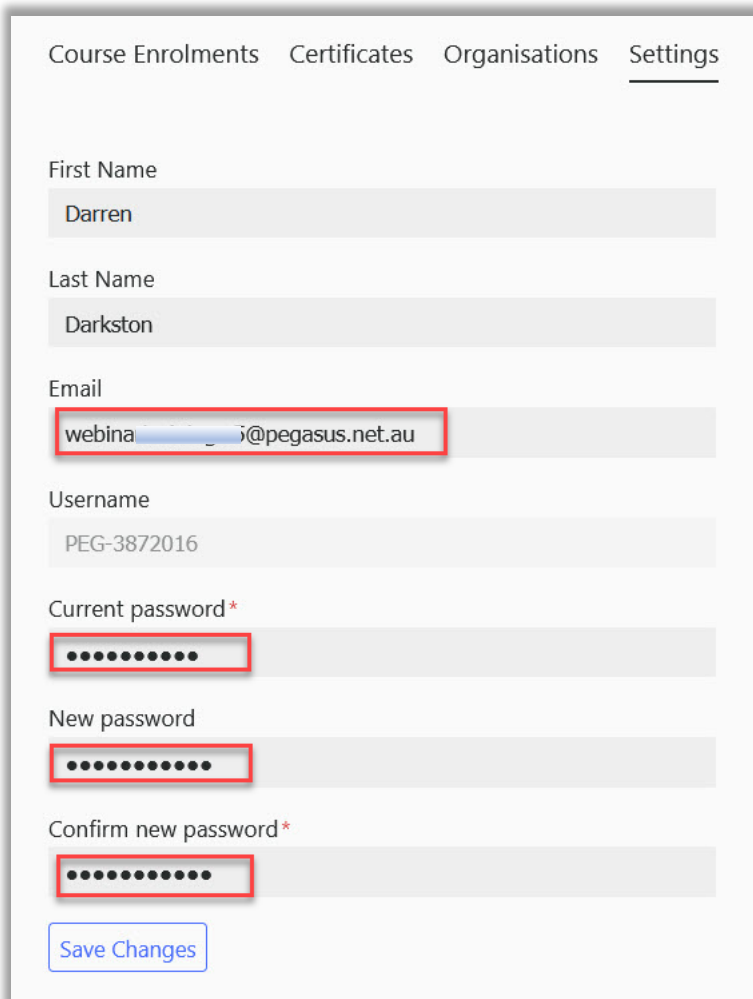
The screenshot shows the 'Profile' page with the 'Organisations' tab selected. The sub-tabs are 'Course Enrolments', 'Certificates', 'Organisations', and 'Settings'. Below the sub-tabs, there is a table with three columns: 'ORGANISATION', 'ACCESS LEVEL', and 'ACTIONS'. The table contains two rows of data. The 'Log In' button in the 'ACTIONS' column for the 'Pegasus Demonstration' row is highlighted with a red box.

ORGANISATION	ACCESS LEVEL	ACTIONS
Pegasus Demonstration	User	Log In
GlobalCo	User	

Organisation Tab

4. Managing Profile Settings

Under Settings, the Worker can add and/or edit their email address and edit their password.



The screenshot shows a user settings page with the following fields and values:

- Course Enrolments
- Certificates
- Organisations
- Settings
- First Name: Darren
- Last Name: Darkston
- Email: webina...@pegasus.net.au (highlighted with a red box)
- Username: PEG-3872016
- Current password*: [Redacted] (highlighted with a red box)
- New password: [Redacted] (highlighted with a red box)
- Confirm new password*: [Redacted] (highlighted with a red box)
- Save Changes button

5. Troubleshooting

Please refer to this guide for any troubleshooting questions: Click [here](#)