

SCT Onboarding / CONTRACTING COMPANIES

ONE >	TWO >	THREE >	FOUR >	FIVE >	SIX >
Familiarise yourself with the SCT here .	Share any SCT communications from asset owners with your team to spread awareness.	Select your internal admin person/s for the SCT (the people who will register your company, add and manage users, load credentials).	Admin person to set up your organisation with this form to allow JNCTN to set up your organisation so your people can join it when registering.	Admin person to register themselves as a new user here .	Wait for JNCTN support team to confirm registration and next steps.
TWELVE	< ELEVEN	< TEN	< NINE	< EIGHT	< SEVEN*
Share feedback on any sites that are not checking or accepting the SCT via your asset owner contact.	Tell your people to be ready to present their SCT card/app at every site or job.	Encourage your people to pre-check the required credentials before departing to a site or job to ensure they meet the specified criteria.	Ask your people to load the JNCTN app on their phone (if they're unable to use their phone, a physical card will arrive by mail).	Add your people's credentials. If you have a large number of credentials to load talk to JNCTN about options for uploading.	Once you've heard from JNCTN, log in and register your people, or ask them to do it themselves. Read important log in information below.

Contact JNCTN for any SCT technical help:
support@jnctn.nz

Detailed onboarding instructions are [here](#).

***IMPORTANT:** Ensure the cardholder selects the 'Enable Sharing Permissions' checkbox. This allows asset owners to automatically transfer data, such as completed online inductions, directly to the individuals SCT, provided that they have set up automation.

Read the information on page two if you're not sure what user group to use.

SCT Onboarding / CONTRACTING COMPANIES

IMPORTANT FOR REGISTRATION

Whether you register your people or they do it themselves there are four very important items that need to be completed:

1. A user will need a **unique email address** to sign up.
2. An organisation must be selected (this is automatic if the admin sets them up).
3. **A photo** must be added to the profile. We strongly suggest that this is prepared prior to commencing the sign-up process.
4. The user needs to **select the organisations they work with**, to ensure that the asset owners can award inductions.

NOT SURE WHAT USER GROUP YOU ARE?

Have a look below to identify your user group:

Organisation Administrator: This role gives access to view and administer all staff in your organisation.

Verifier: This allows the user to check others against rulesets. This should be given to users who are giving access to site or auditing visitors.

Trainer: Can issue credentials on the spot that your organisation owns. These could be courses administered by a private training organisation or inductions for an asset owner.

Member: Has read and management over their own information only. This will be for all users that don't fall into the above roles.