



## SCT Onboarding / TRAINING COMPANIES

ONE >	TWO >		THREE >		FOUR >		FIVI	E >
Familiarise yourself with the SCT here.	internally registerin	our admin person/s (who will be ng your company/ managing users).	Admin user to set up organisation within SCT by filling in this form.		Admin person to register themselves as a new user here.		Wait for JNCTN support team to confirm registration/next steps.	
	TEN		< NINE		< EIGHT*	< SEV	EN /	< SIX
As part of you user group, trainers use the SCT to insta credentials upon s completion o	s can now ntly issue uccessful	Ask your peop JNCTN app on t they're unable to use physical card will a	heir phone (if their phone, a	people of to do it th	r ask them nemselves. ortant log in ation below.	<b>Load n</b> <b>credent</b> User guid <u>h</u>	als.	Once you've heard from JNCTN, log in and review existing credentials.

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.





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## **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 <u>select the organisations they work with</u>, 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.

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

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