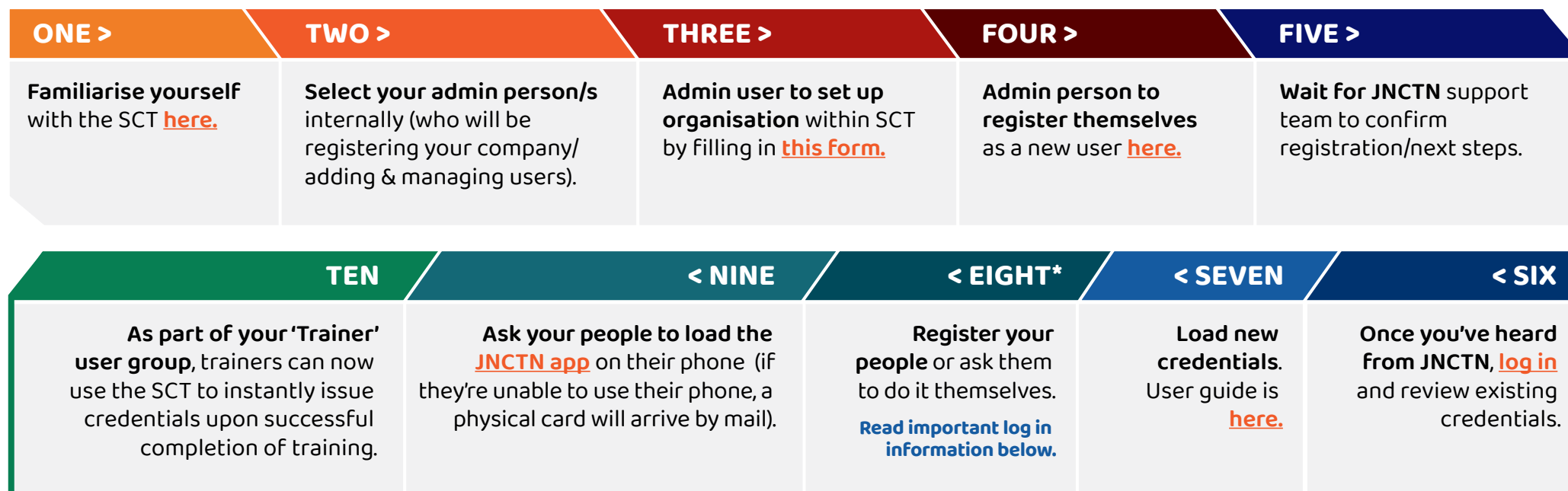


SCT Onboarding / TRAINING COMPANIES



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 / TRAINING 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.

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 info only. This will be for all users that don't fall into the above roles.