

1. Click "First Visit? Register now!"

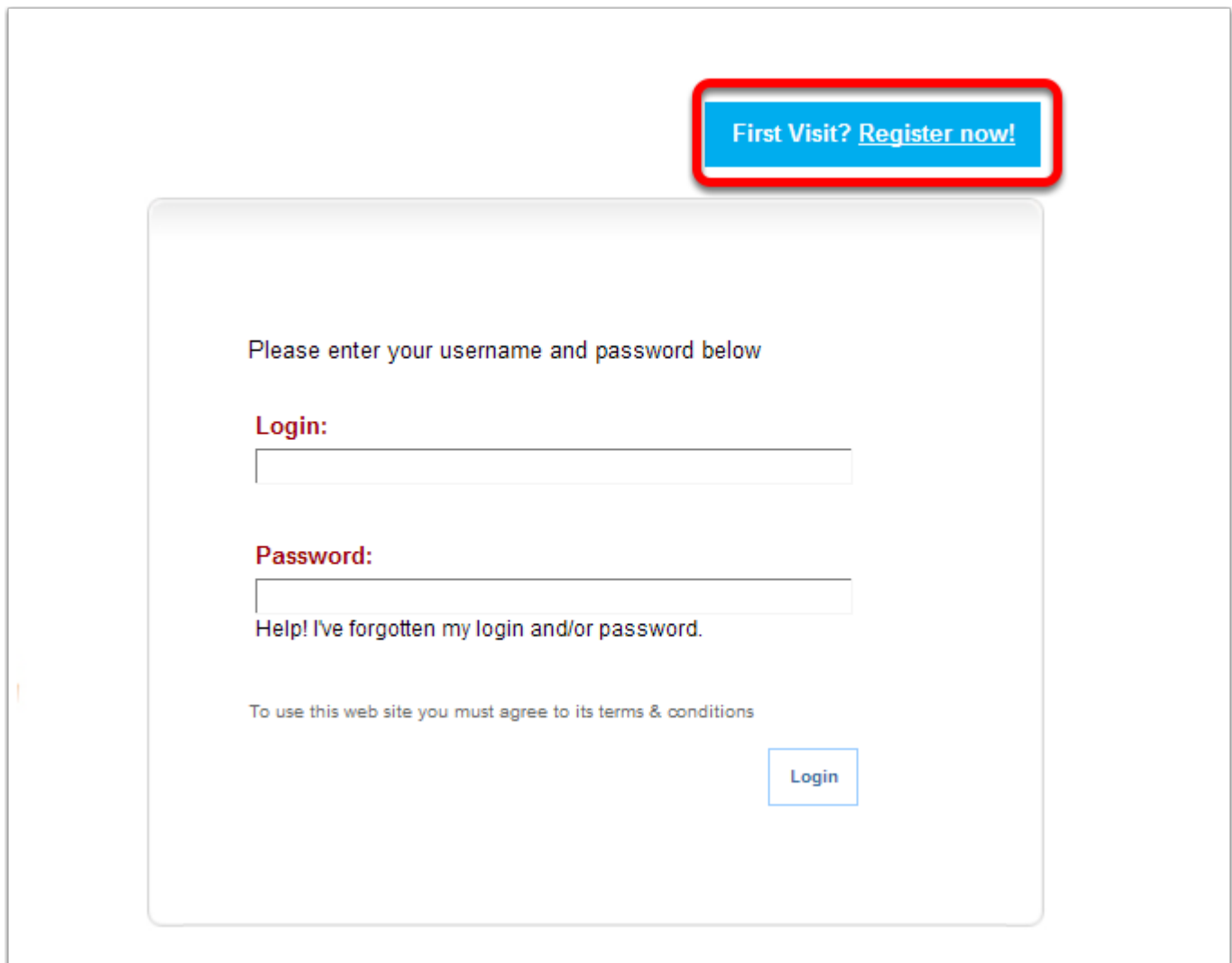
To begin the registration process, go to <http://aurivoinduction.com> - there you will find these PDF instructions and a video showing the registration process.

To begin the registration process, click the link indicated.

You only need to register ONE TIME for the system!

Registering multiple times causes confusion.

Login is always in the format of surname.number e.g. ryan.12345



First Visit? [Register now!](#)

Please enter your username and password below

Login:

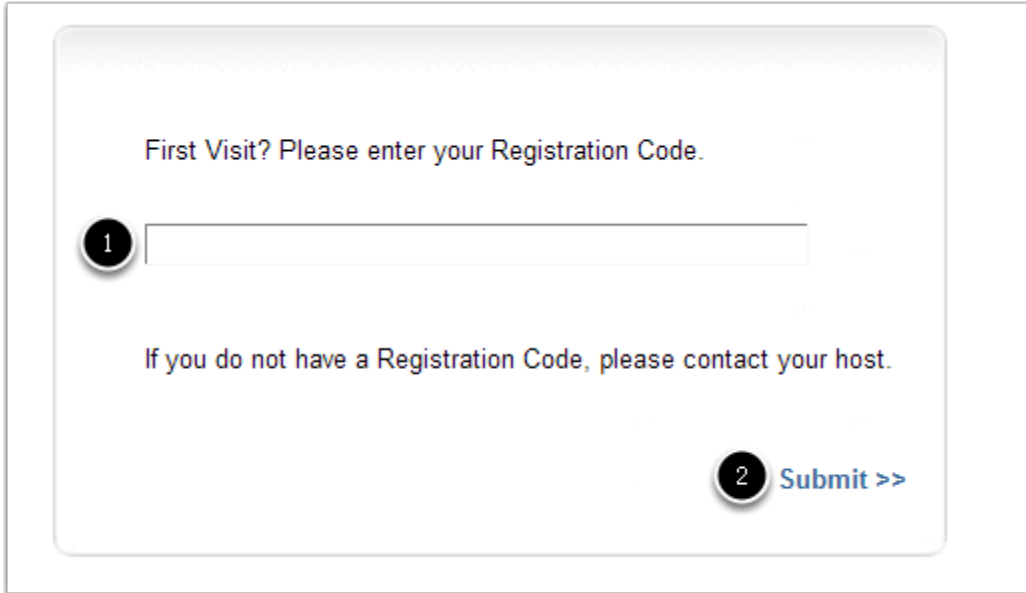
Password:

[Help! I've forgotten my login and/or password.](#)

To use this web site you must agree to its terms & conditions

2. Enter registration code

1. Enter the registration code supplied to you by your Aurivo contact.
2. Click 'Submit'



The screenshot shows a registration form with the following elements:

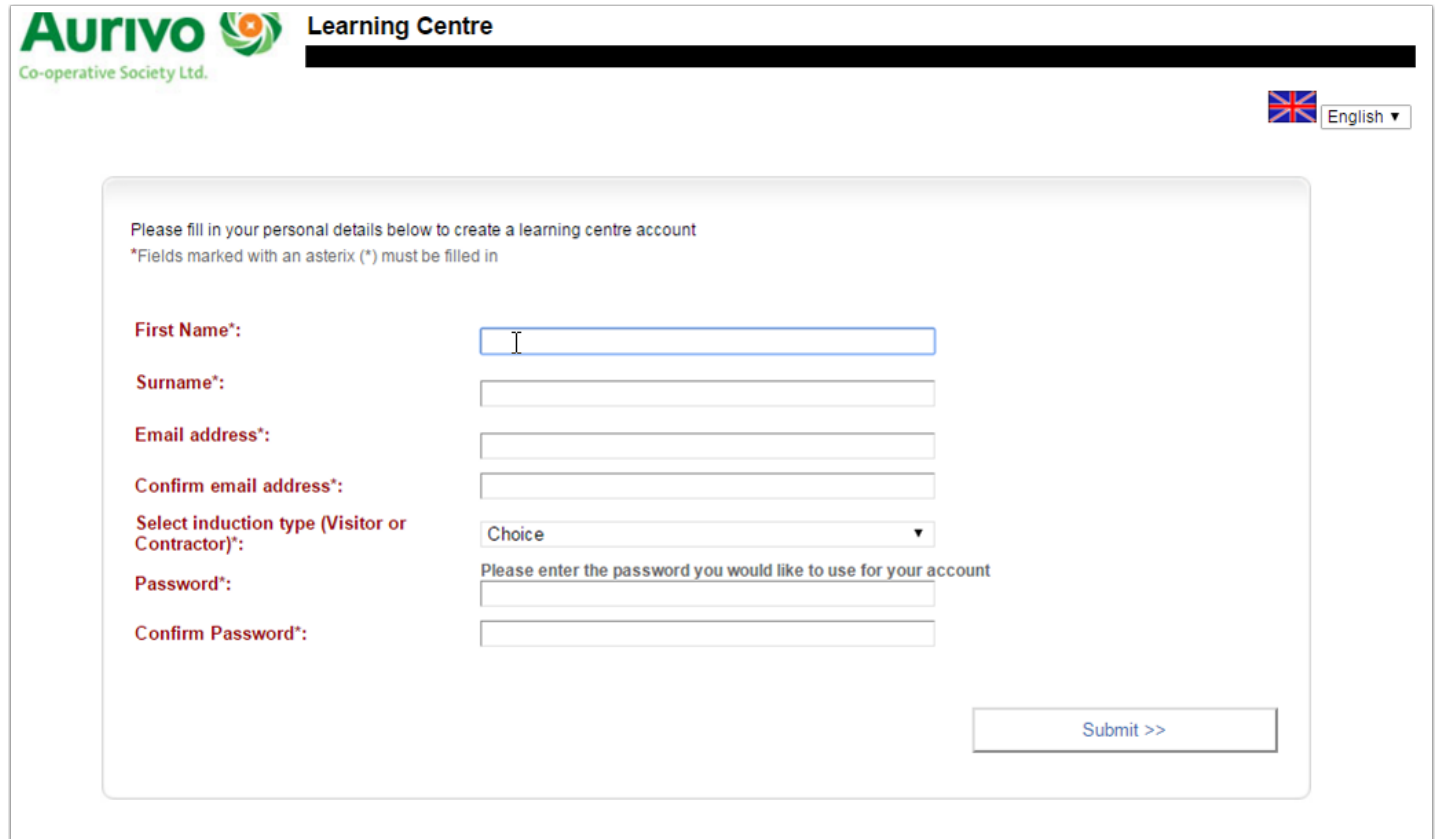
- Text: "First Visit? Please enter your Registration Code."
- Input field: A text box for entering the registration code, with a circled "1" next to it.
- Text: "If you do not have a Registration Code, please contact your host."
- Submit button: A button labeled "Submit >>" with a circled "2" next to it.

3. Fill in registration form

Enter your details on the registration form. **ALL FIELDS MUST BE FILLED IN.**

Please enter a valid, current email address. You will need this if you forget your login or password at a future date.

Click 'Submit' when you have finished entering your details.



The screenshot shows the Aurivo Learning Centre registration form. At the top left is the Aurivo logo with the text 'Co-operative Society Ltd.' and 'Learning Centre'. On the top right, there is a language selector showing a UK flag and 'English'. The main form area contains the following fields and instructions:

- Instruction: "Please fill in your personal details below to create a learning centre account"
- Note: "*Fields marked with an asterisk (*) must be filled in"
- Fields:
 - First Name*:** Text input field with a cursor.
 - Surname*:** Text input field.
 - Email address*:** Text input field.
 - Confirm email address*:** Text input field.
 - Select induction type (Visitor or Contractor)*:** Dropdown menu with 'Choice' selected.
 - Password*:** Text input field with the instruction "Please enter the password you would like to use for your account" above it.
 - Confirm Password*:** Text input field.
- Submit >>** Button at the bottom right.

4. Take note of details

Your login will be in the format surname.numbers

e.g. Jones.326241

****** Take note of this login.******

This login is to be used in future for refresher induction training.

Click 'Login' to continue

You have successfully created a Learning Centre account!

Your username is ***Jones.326241***

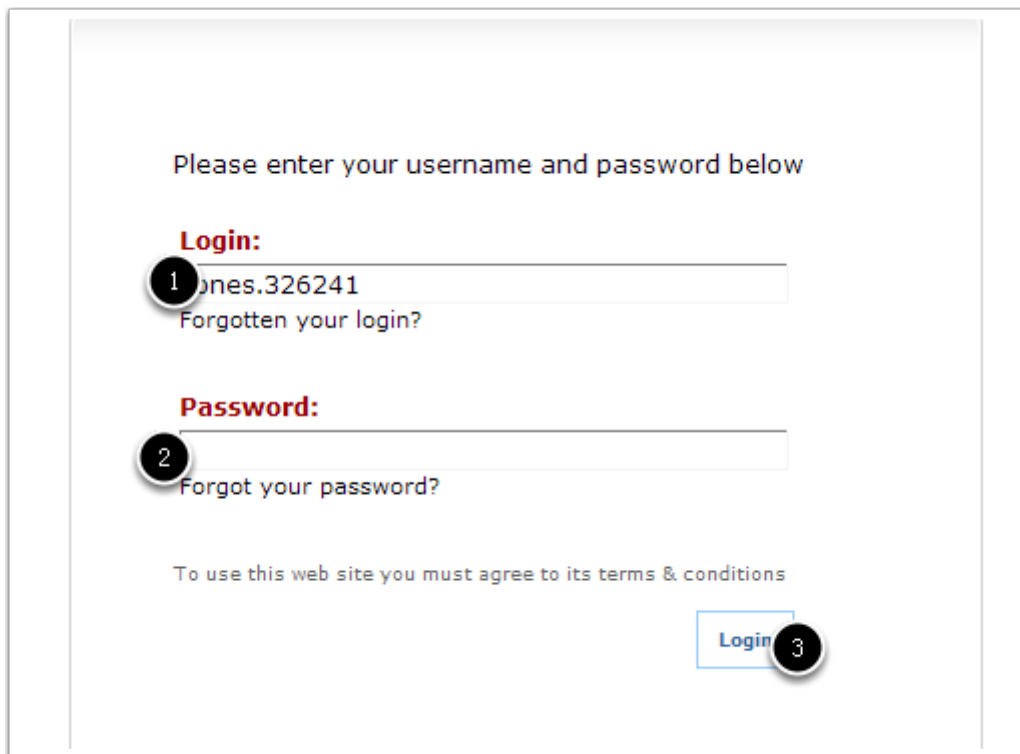
Please take note of this username and your password so you can login in future.

You can now login to the Learning Centre and begin your training.

Login

5. Login to take your training

1. Enter your login if the system has not automatically filled it in for you.
2. Enter your password
3. Click 'Login'



Please enter your username and password below

Login:
1
[Forgotten your login?](#)

Password:
2
[Forgot your password?](#)

To use this web site you must agree to its terms & conditions

3

6. Take your training

1. Click to begin your training

You may need to enable pop ups in your browser in order to view the course content.

For instructions on how to enable pop ups in Chrome - [click here](#)

For instructions on how to enable pop ups in Firefox - [click here](#)

For instructions on how to enable pop ups in Internet Explorer - [click here](#)



Complete the training and print certificate

Upon successful completion of the course and quiz at the end, you will be able to print your certificate of completion.

If you don't print the certificate immediately after completing the course, **you can log back in to the system at any time using your login and password.**

Click on "Course Progress" and then click "Completed Courses".

Your completed course will be shown on the screen along with a printer icon. Clicking on the printer icon will generate your certificate.

I forgot my login and/or password

Please use the links provided on the website to obtain a login or password reminder.

****Note : If you did not enter a valid email address during the registration process, you will need to contact the system administrator for assistance.****