



Pegasus Workforce Management LMS Migration

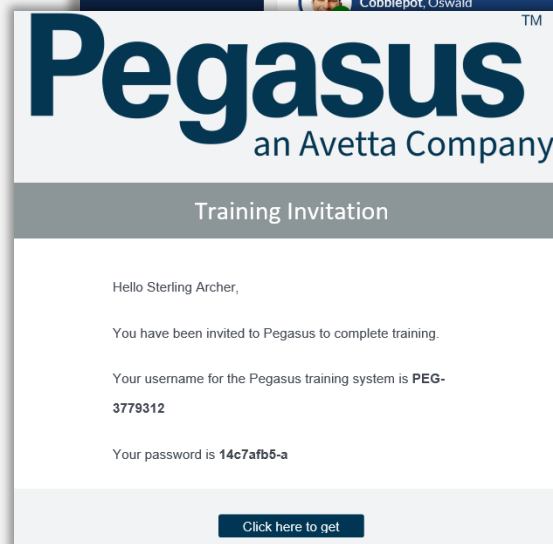
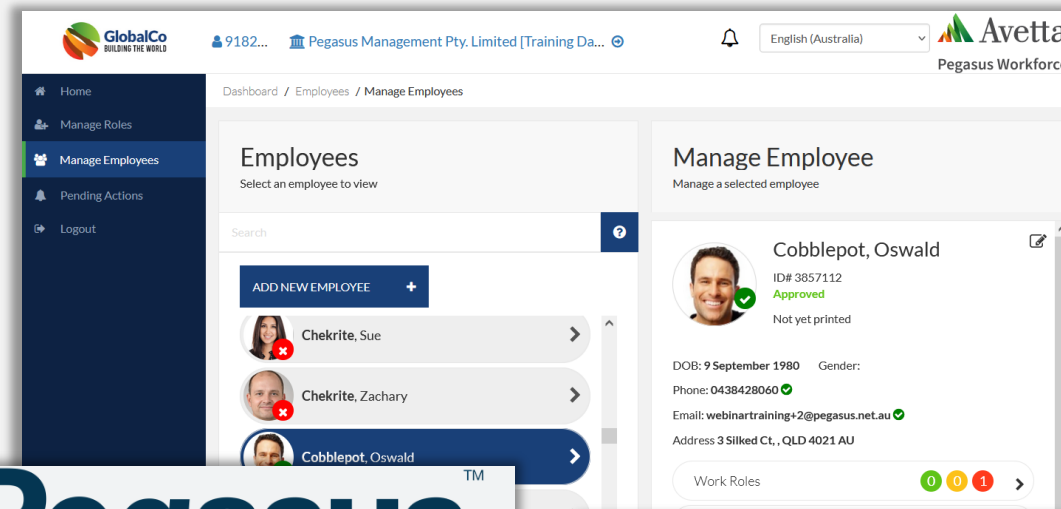


LMS Migration *Previous* Method

The current Learning Management System (Legacy LMS) that some Clients use for worker inductions and training is being migrated to a different version. This guide outlines what you need to know.

Workers are enrolled into training courses typically through our Supplier Portal. Supplier administrators add workers, then apply for site and roles the worker will perform at site. They will gather the required evidence and submit those roles to the Avetta pending data team to verify.

Once verified, in most of our Avetta Client configurations, the worker is then sent an initial login username to their email and follow up links are sent for any classroom or online Learning Management System courses that they need to complete prior to coming to site.





LMS Migration New Method

The new Learning Management System (LMS) that Clients and Worker are being migrated across to has a new login method and a slightly different look and feel once the worker has signed in. The new name for this LMS is the Pegasus LMS (PLMS). The old one will be called the Legacy LMS.

For the worker, they are still enrolled into training the same way from the supplier portal. Supplier administrators still follow the same steps in applying for sites and roles the worker will be associated to.

There will be a new round of logins and emails coming to the worker now in relation to their training enrolment in this new Pegasus Learning Management System (PLMS).*

The following pages will showcase this new method and show what the worker will need to do to setup their new access.

*You will see mention of Avetta throughout this article. Avetta is the parent company of the Pegasus Workforce product used in this guide.

The image displays three overlapping screenshots from the Pegasus Workforce system. The top screenshot shows the 'Manage Employees' page with a sidebar menu and a 'Manage Employee' profile for Oswald Cobblepot. The middle screenshot is the 'Join Pegasus Workforce' page, which includes a green 'Activate My Account' button and links to download the mobile app from the App Store and Google Play. The bottom screenshot is the 'Set Pegasus Workforce Password' page, showing password requirements and a 'Set Password' button.

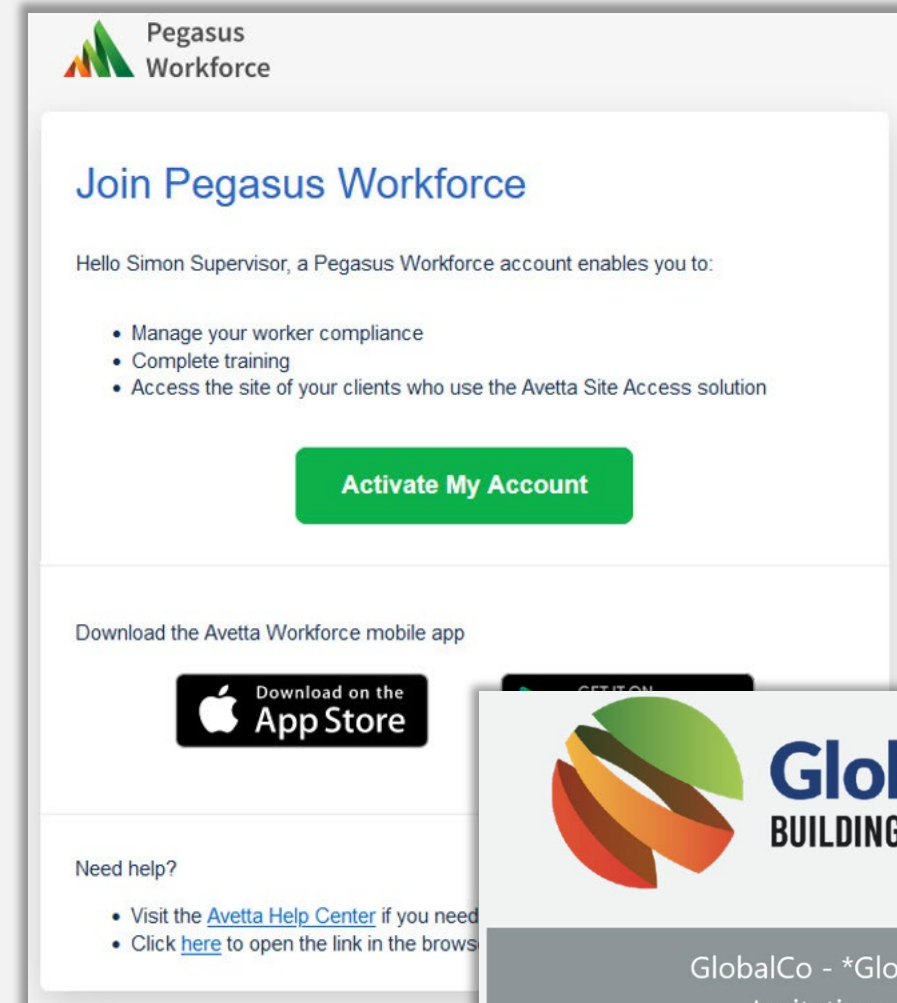


New Worker Training Enrolment and Access



Worker Journey

- Upon enrolment into a training course, the worker will receive 2 emails:
 1. An activation email for the Pegasus Workforce Account they will require (*also called single sign-on in some portal screens*).
 2. An Enrolment email in a training course and/or classroom courses they have been added to.
- For any future enrolments, the worker will only receive the training enrolment email, because their Pegasus Workforce Account has already been activated.
- Note at this point workers can ignore the “*Download the Avetta Workforce Mobile App*” section.



Pegasus Workforce

Join Pegasus Workforce

Hello Simon Supervisor, a Pegasus Workforce account enables you to:

- Manage your worker compliance
- Complete training
- Access the site of your clients who use the Avetta Site Access solution

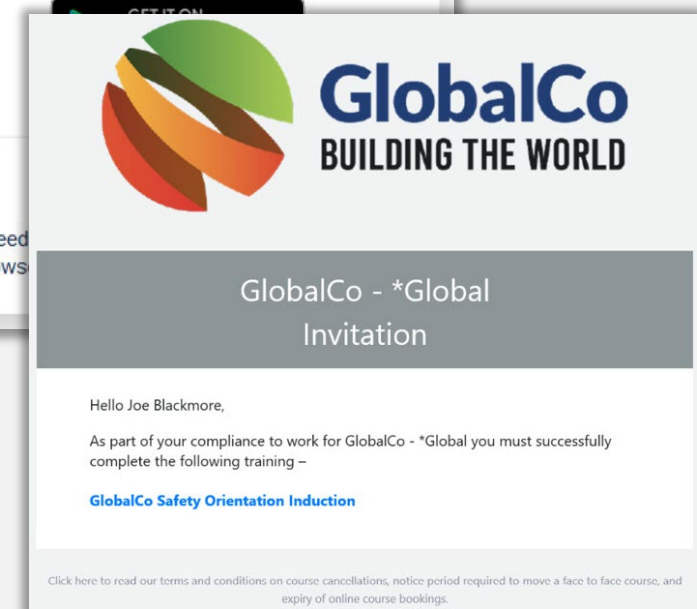
[Activate My Account](#)


Download the Avetta Workforce mobile app

[Download on the App Store](#)

Need help?

- Visit the [Avetta Help Center](#) if you need
- Click [here](#) to open the link in the brows



 **GlobalCo**
BUILDING THE WORLD

GlobalCo - *Global Invitation

Hello Joe Blackmore,

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

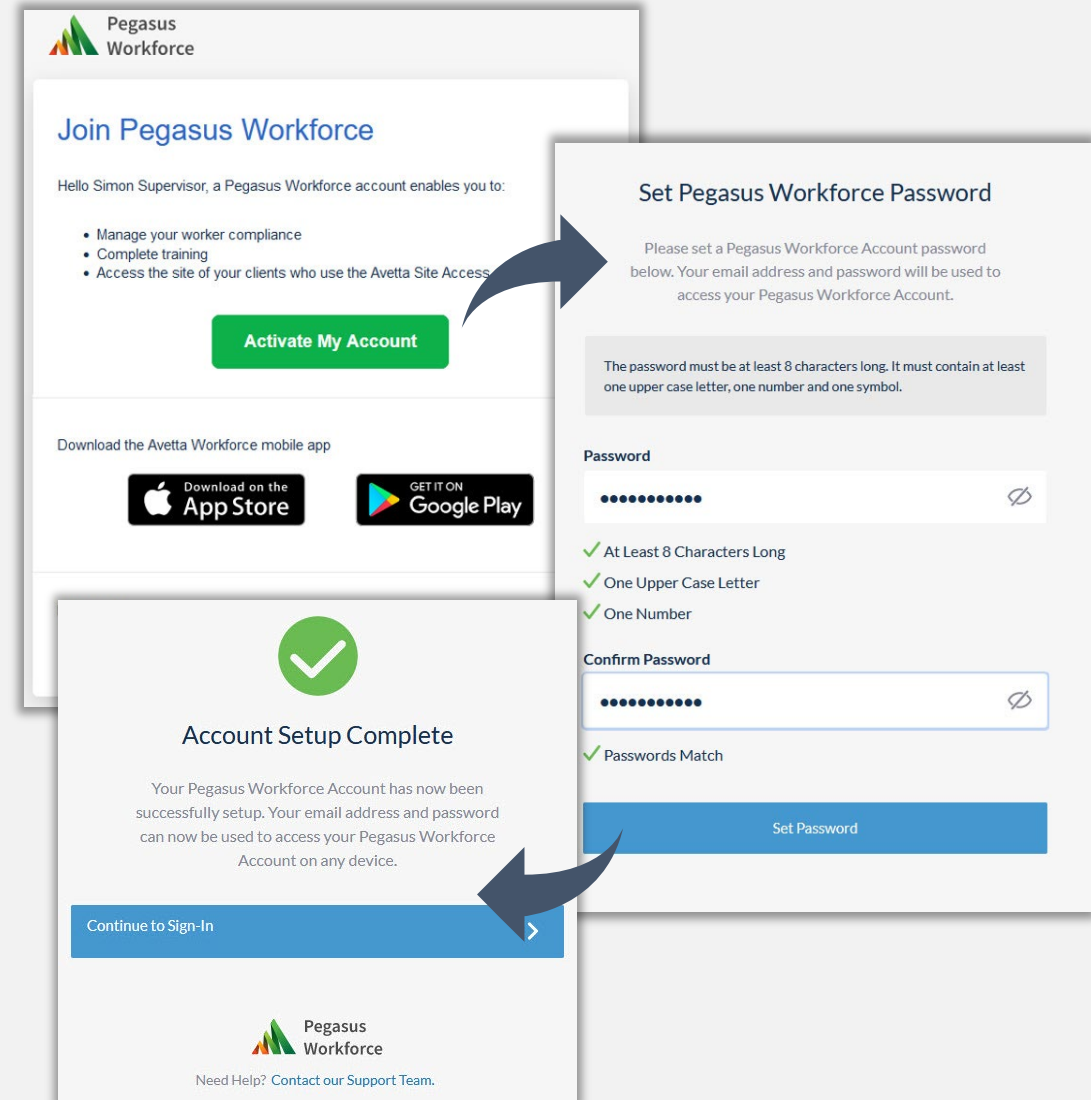
[GlobalCo Safety Orientation Induction](#)

Click here to read our terms and conditions on course cancellations, notice period required to move a face to face course, and expiry of online course bookings.



Activate Pegasus Workforce Account

- The worker should activate their Pegasus Workforce Account by selecting the *Activate My Account* button.
- This will take them to a webpage to create their password for the Pegasus Workforce Account.
- *Note that their login will be their email address for future access.*
- Create password and select *Set Password*
- An *Account Setup Complete* page will appear
- At this point, the worker should pause and NOT continue to sign-in.
- Access to training enrolments are accessed a slightly different way.



Join Pegasus Workforce

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Activate My Account

Download the Avetta Workforce mobile app

Download on the App Store | GET IT ON Google Play

Set Pegasus Workforce Password

Please set a Pegasus Workforce Account password below. Your email address and password will be used to access your Pegasus Workforce Account.

The password must be at least 8 characters long. It must contain at least one upper case letter, one number and one symbol.

Password: [input field]

- ✓ At Least 8 Characters Long
- ✓ One Upper Case Letter
- ✓ One Number

Confirm Password: [input field]

- ✓ Passwords Match

Set Password

Account Setup Complete

Your Pegasus Workforce Account has now been successfully setup. Your email address and password can now be used to access your Pegasus Workforce Account on any device.

Continue to Sign-In

Pegasus Workforce
Need Help? [Contact our Support Team.](#)

Access Pegasus LMS

- The worker should return to their enrolment email and instead, *select the link** from inside that email.
- This link is mapped to their Training Course page and portal login access.
- Selecting this will request the worker login via their *Pegasus Workforce Account*, so they will enter in their newly created password and email address.
- Once they select *Continue*, it will use this account to log them into their training portal correctly.

* Where the learner is enrolled into more than one course, all links to training will continue to be grouped into the same email.

The image displays a sequence of three screenshots illustrating the login process for the Pegasus LMS:

- Top Screenshot:** An email invitation from GlobalCo titled "GlobalCo - *Global Invitation" addressed to Joe Blackmore. It includes a link for "GlobalCo Safety Orientation Induction".
- Middle Screenshot:** A login form titled "Welcome to Avetta!" with a "Sign in to continue" prompt. It features an email input field (pre-filled with "name@company.com"), a "Continue" button, and a "Create New Account" button.
- Bottom Screenshot:** The LMS dashboard showing a list of courses. The courses listed are "GlobalCo Contractor In-Person Safety Orientation", "GlobalCo Employee Safety Orientation", and "GlobalCo Safety Orientation Induction". Each course has a "Not Started" status and an "Open Course" button.

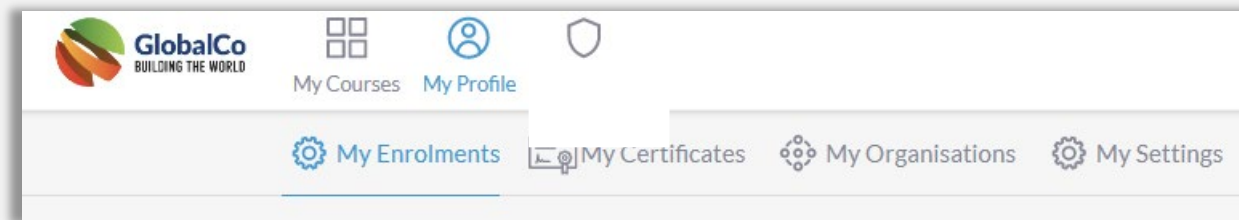
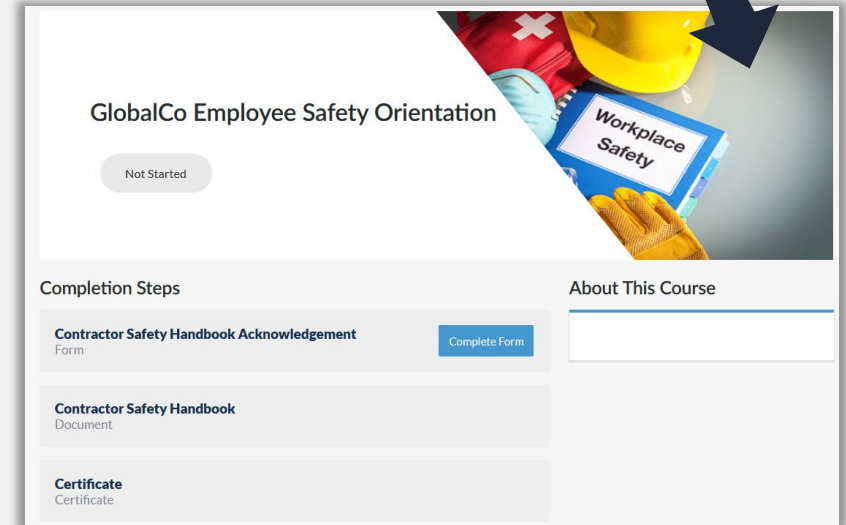
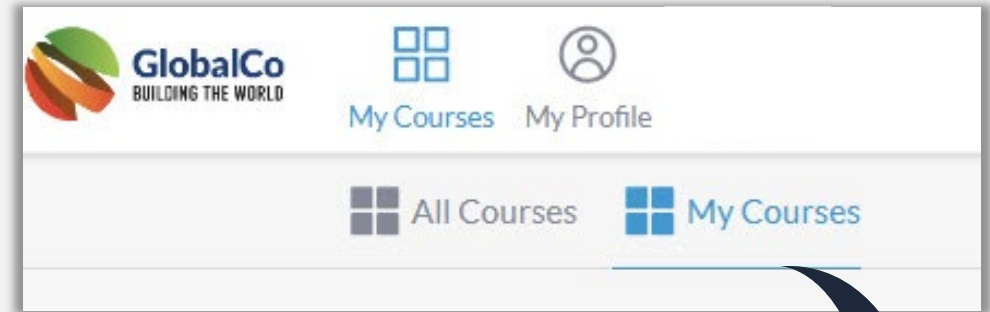


Managing Training in the Pegasus LMS



Inside Your Access

- The worker can now view what training they have been enrolled into in this portal under the My Courses section. The worker can see statuses of courses under My Courses. Statuses are: Yet to Start, In Progress, Complete.
- Typically worker will only see courses they are enrolled into.
- The worker can review their profile under My Profile for extra information such as:
 - My Enrolment – view all courses and status
 - My Certificates
 - My Organisations – Can switch between other Clients they are enrolled under
 - My Settings – Can view training email address





Troubleshooting



Troubleshooting

- I setup my Pegasus Workforce Account, pressed continue to sign in and I now see all these portals. When I click on particular clients tile, it gives me a 500 Internal SSO error! *This is because these portal links are for supplier administrators, that also use the same Pegasus Workforce Management type account as you, but their access allows them to manage workers inside these portal, where you do not. Its ok, use your training email link to correctly access your registered training courses, and not this portal.*
- I have forgotten my password and I can not login at the Pegasus Workforce Management Page! Not to worry, there is a “Forgot Login Details?” button that will allow you to reset your password. Alternatively press more option for our call centre to help.
- Looking for a more in-depth guide to the Pegasus Learning Management System? [This elearning course](#) will help. No login required! Scan the QR code for additional information regarding guides for learners on our Supplier Support Page.
- Want to contact us? 7am-7pm local time
Phone AU – 1300 441 433
Phone NZ – 0800 700 136
Email: generalenquiries@pegasus.net.au

