



Getting Started Guide

Registering as an ESITO Web Portal User

1. Accessing the ESITO Web Portal

To access the ESITO Web Portal you need a computer with an internet connection (a Broadband connection is best) and a unique email address. If we didn't have a unique email address for you in our training management system we created an ESITO email address for you.

If you have been given an ESITO email address it will be stated in the letter you received with this guide.

2. Registering as a Web Portal User

Before you can access the web portal you must register as a web portal user. To do this, go to www.esito.org.nz and click on the **Login** tab as shown below.

The screenshot shows the ESITO website homepage. At the top left is the ESITO logo with the tagline 'LEARNING POWER'. To the right is the text 'Electricity Supply Industry Training Organisation'. Below this is a navigation bar with tabs: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login (which is circled in red). A search box is located to the right of the navigation bar. The main content area is divided into three columns. The left column features a large image of workers on a power line, followed by the text 'An overview of the Electricity Supply Industry' and a video player showing a scenic view of a lake and mountains. The middle column is titled 'News' and lists several articles with dates, including 'ESITO Update June 2011', 'CEO's Hotwire March 2011', 'CEO's Hotwire December 2010', 'WattsCurrent? December 2010', and 'ESITO Update November 2010'. Below the news is a section for 'Annual Connection' with a logo and the text 'Click for results and photos'. The right column is titled 'Career Centre' and features a large image of a person working with machinery, with the text 'GET YOUR CAREER STARTED NOW'. Below this are several dropdown menus for 'Career Options', 'Getting into the Industry', 'Career Advisors Information', and 'Career Pathways'. At the bottom of the Career Centre are three buttons: 'Looking for staff', 'Looking for a job', and 'Tell us what you think'. At the very bottom of the page is a footer with copyright information on the left and the slogan 'Empowering the people who power New Zealand' on the right.

When the page shown below appears click on the [register here](#) hyper-link.



Home | About Industry Training | Qualifications | Leadership | Assessment & Moderation | About Us | Login

Login | [Forgot Password?](#)

ESITO | Training | Contact Us

Assessment Materials

Trainees and supervisors can access assessment packs without a login by simply going to the Training tab above and selecting Assessment Materials.

If you require any other information previously accessible on the web portal please contact your local Customer Service Manager (CSM) or call the ESITO head office in Hamilton. If you participated in the web pilot you can continue to login to the new site.

Customer Service Managers

- Arthur Wyatt (North Island North) - 027 2988602
- Kim Smith (North Island North) - 027 2065139
- Murray Samson (North Island Central) - 027 4840105
- Natalie Simmons (North Island Central) - 027 2886848
- Ian Jennings (North Island South) - 027 4811015
- Mike Webster (South Island North) - 027 446 3744
- Roger Bennett (South Island South) - 027 5404960

ESITO head office 0800 4 ESITO or 07 834 3038



Please enter your username and password. If you don't have an account you can [register here](#) [Forgot Password](#) if you don't remember your password.

User Login

Username:

Password:

Keep me logged in

The next step is to create your account. To do this you need to enter your email address (this will become your **username**).

It's important you use the email address stated in the email or letter you received with this guide. If you have another email address you would prefer to use you can change it after you have registered as a web portal user. To find out how to do this, see Section 4 of the **ESITO Web Portal Guide**.

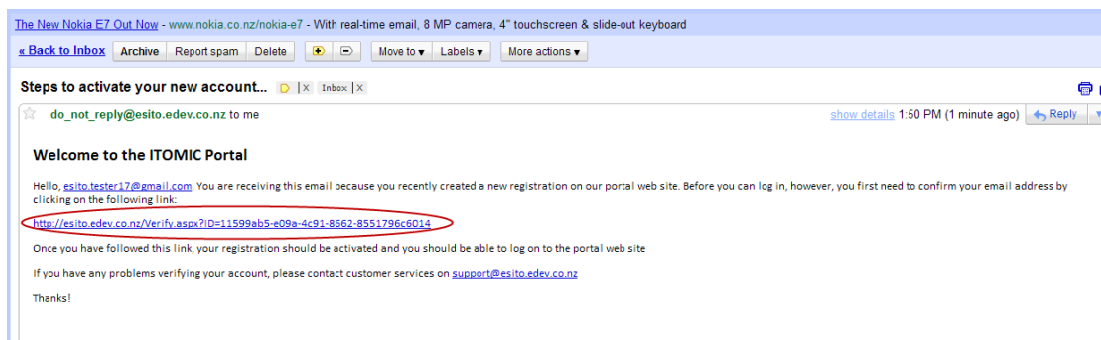
You also need to enter a password of your choice and confirm it. Your password must have a minimum of six characters. Passwords are case sensitive and can include letters, numbers and symbols.

The screenshot shows the ESITO website's 'Create a New Account' page. At the top left is the ESITO logo with the tagline 'Learning Power'. To the right is the text 'Electricity Supply Industry Training Organisation'. Below this is a navigation bar with links: Home, About Industry Training, Qualifications, Leadership, Assessment & Moderation, About Us, and Login. The main heading is 'Create a New Account' with links for 'Login' and 'Forgot Password?'. Below the heading are links for 'ESITO', 'Training', and 'Contact Us'. The form instructions state: 'Use the form below to create a new account. Passwords are required to be a minimum of 6 characters in length.' The form fields include 'Email:' (filled with 'esito.tester17@gmail.com'), 'Password:' (filled with seven dots), and 'Confirm Password:' (filled with seven dots). A 'Create User' button is highlighted with a red circle. At the bottom, there is a copyright notice and a footer with the slogan 'Empowering the people who power New Zealand' and links to 'Privacy Policy', 'Disclaimer', 'Sitemap', and 'Complaints & Appeals Policy'.

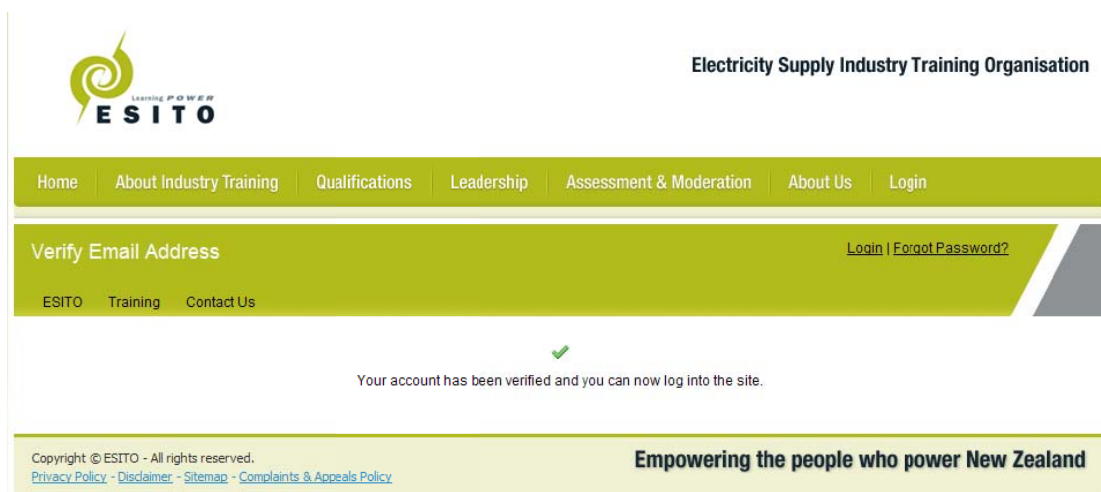
When you receive a confirmation message, like the one below, go to your email Inbox.

The screenshot shows the ESITO website's confirmation message. It features the same header and navigation as the previous screenshot. The main heading is 'Create a New Account' with 'Login' and 'Forgot Password?' links. Below the heading are links for 'ESITO', 'Training', and 'Contact Us'. A green checkmark icon is centered above the message text: 'Your account has been created, but before you can login you must first verify your email address. A message has been sent to the email address you specified. Please check your email inbox and follow the instructions in that email to verify your account.' A 'Continue' button is located below the message. The footer contains the same copyright notice and slogan as the previous screenshot.

In your email Inbox you should have a message from noreply@esito.org.nz with the subject “Steps to activate your new account...”. Open this message and click on the **hyper-link**.



When you receive the message shown below, you can go back to www.esito.org.nz and click on the **Login** tab.



Once on the Login page go to the **User Login** box at the bottom of the page (see screenshot on page 3 of this guide). Enter your username (that’s your email address) and the password you set.

3. Help

What to do if you don’t receive the email message “Steps to activate your new account...” in your Inbox.

- If **your username is a company email address** look your **Junk E-mail** box. If the message isn’t there contact your IT department and ask them to unblock email from noreply@esito.org.nz for you and any other staff using the ESITO Web Portal.
- If **your username is a personal email address** look in your **Junk E-mail** box.

If you followed the relevant step above and didn’t find the “Steps to activate your new account...” email, go back to page 1 of this guide and start again.

If you still have problems, or need assistance with another problem you encountered, email webportal@esito.org.nz.