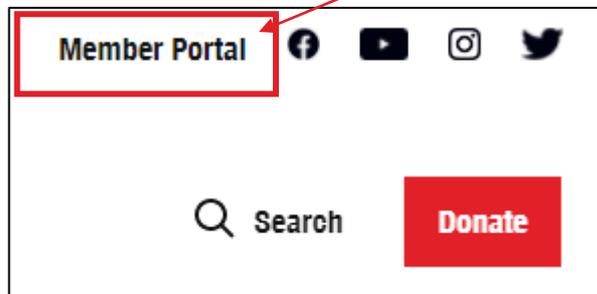
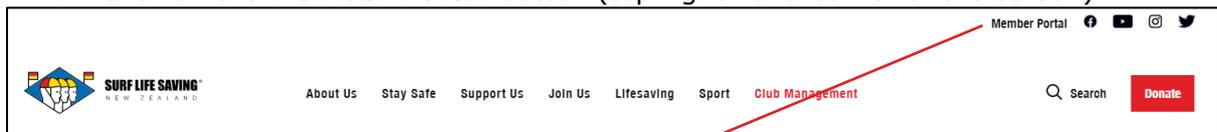


Online Learning Access User Guide for Club Members

If you have any questions, problems or feedback please contact your club administrator or member.education@surflifesaving.org.nz.

To access a course online (i.e. the SLA Refresher):

1. Go to the SLSNZ website: <https://www.surflifesaving.org.nz/>
2. Click on the **Member Portal** button (top right hand corner of the screen)

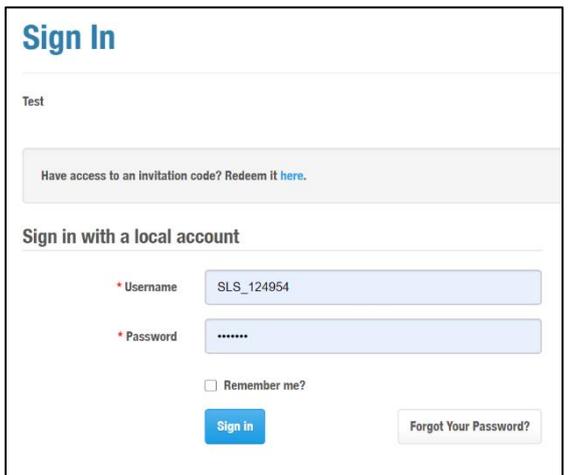


OR you can click directly on this link: <https://webportal.surflifesaving.org.nz/>

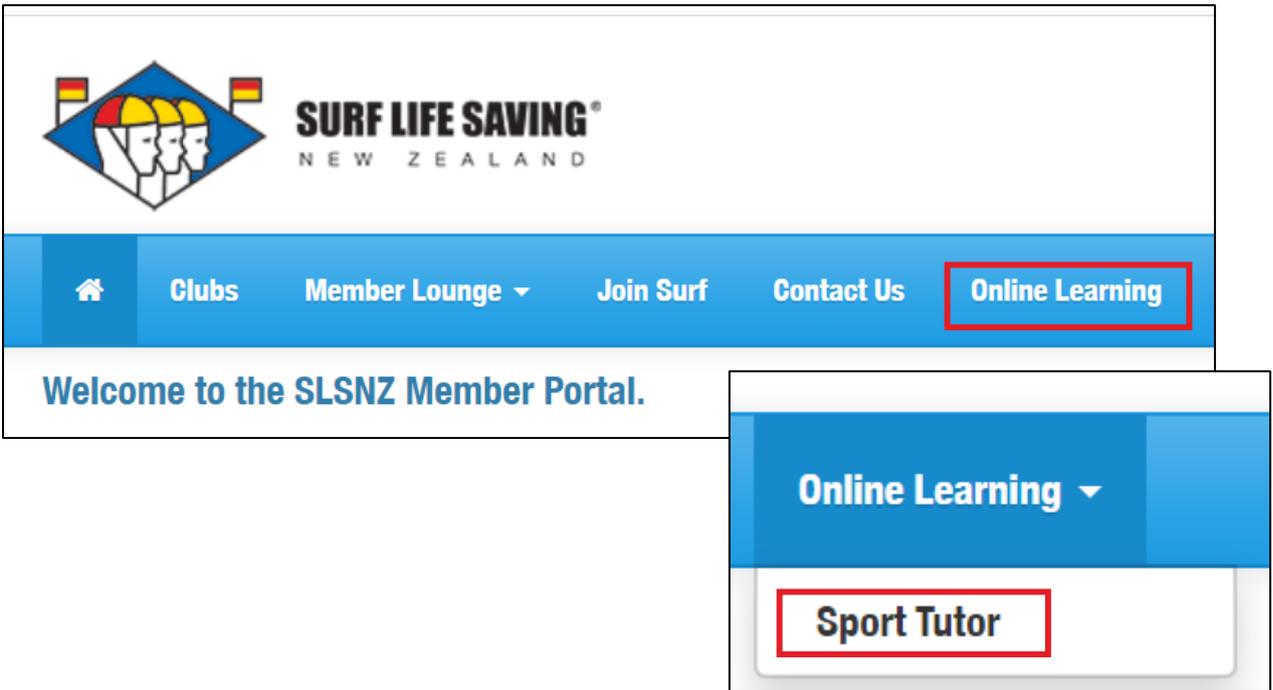
3. Click on the **"Sign In"** button



4. Type in your **Username** (The username format is the letters 'SLS' and your 'SLSNZ membership number', separated by an underscore, i.e. SLS_69233 - DO NOT add your email here)
5. Type in your Password (all passwords were reset last season to yourlastname20, i.e. bond20 – all in lower case; however if you changed your password after this, it will still be whatever you changed it to).
6. Click on the **"Sign In"** button



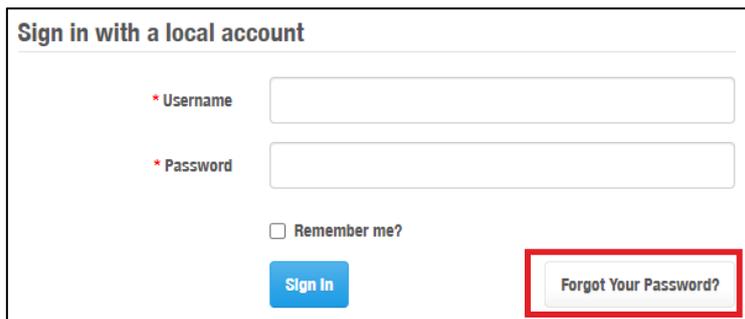
7. Once logged in,
 - a. click on the **Online Learning** button
 - b. click on the **Sport Tutor** dropdown
... to **access the online learning**



The screenshot shows the Surf Life Saving New Zealand Member Portal. The navigation bar includes: Home, Clubs, Member Lounge (dropdown), Join Surf, Contact Us, and Online Learning (highlighted with a red box). Below the navigation bar, a message reads "Welcome to the SLSNZ Member Portal." A dropdown menu for "Online Learning" is shown, with "Sport Tutor" highlighted by a red box.

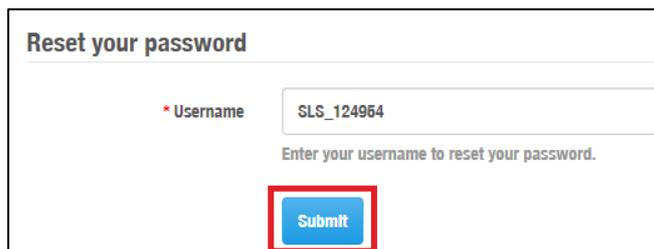
If you do not know your username or password, you can:

- a. Contact your club admin who can **tell you your username** and **reset your password, OR**
- b. Email database@surflifesaving.org.nz and the database administrator can tell you your username and reset your password, **OR**
- c. You can change it yourself through these steps:
 - i. Click on the "**Forgot Your Password?**" button



The screenshot shows the "Sign in with a local account" form. It includes fields for Username and Password, a "Remember me?" checkbox, a "Sign In" button, and a "Forgot Your Password?" button (highlighted with a red box).

- ii. Add in your **Username** (the same as step 4 above) and click the submit button



The screenshot shows the "Reset your password" form. It includes a Username field with the value "SLS_124964" and a "Submit" button (highlighted with a red box). Below the form, it says "Enter your username to reset your password."

iii. Here it will ask you a security question. **Type in the answer** to the question and click 'Submit'

iv. Now **check your email** for a temporary password (*Note: this can take up to 1 hour to come through if online traffic is high*)

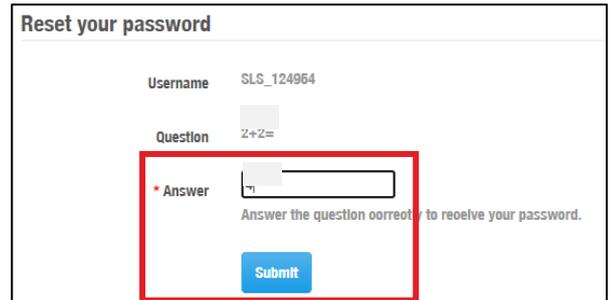
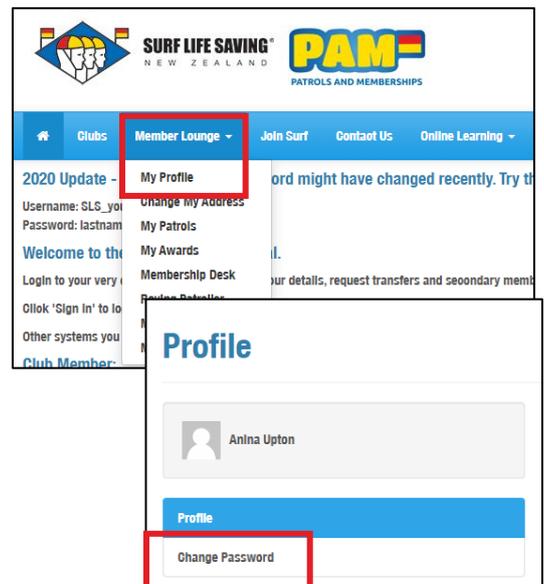
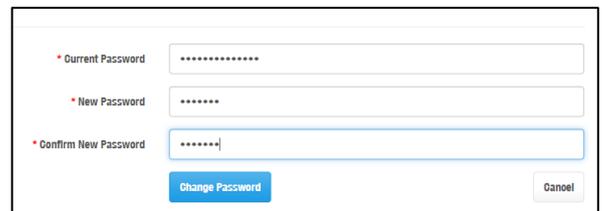
v. **Repeat steps 1-6** above with the temporary password provided (this password is difficult to remember, so we recommend these next steps):

vi. Click on Member Lounge and Select "My Profile"

vii. Select "Change Password"

viii. Type in the current "temporary" password, choose a new password (that you will remember) and type it in twice. Click "Change Password"

ix. Continue with **step 7** to access your online learning

Terms of Use: By logging in, you are attesting that you are logging in with **YOUR** password and login and no one else's.

8. Once participants are in the portal: Go to the **"My Learning"** tab



VERY IMPORTANT: Once you have completed your online learning, **ALWAYS CLICK** the **'SIGN OUT'** button and close the window it lands on.

