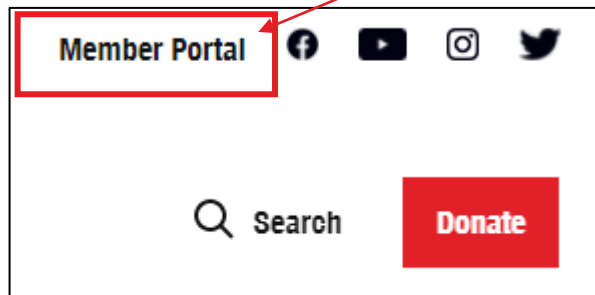


# Online Learning Access User Guide for Club Members

If you have any questions, problems or feedback please contact your club administrator or [member.education@surflifesaving.org.nz](mailto: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)

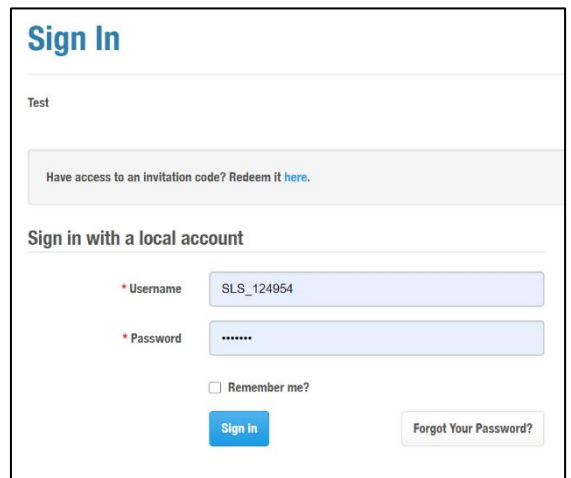


**OR** you can click directly on this link: <https://webportal.surflifesaving.org.nz/>

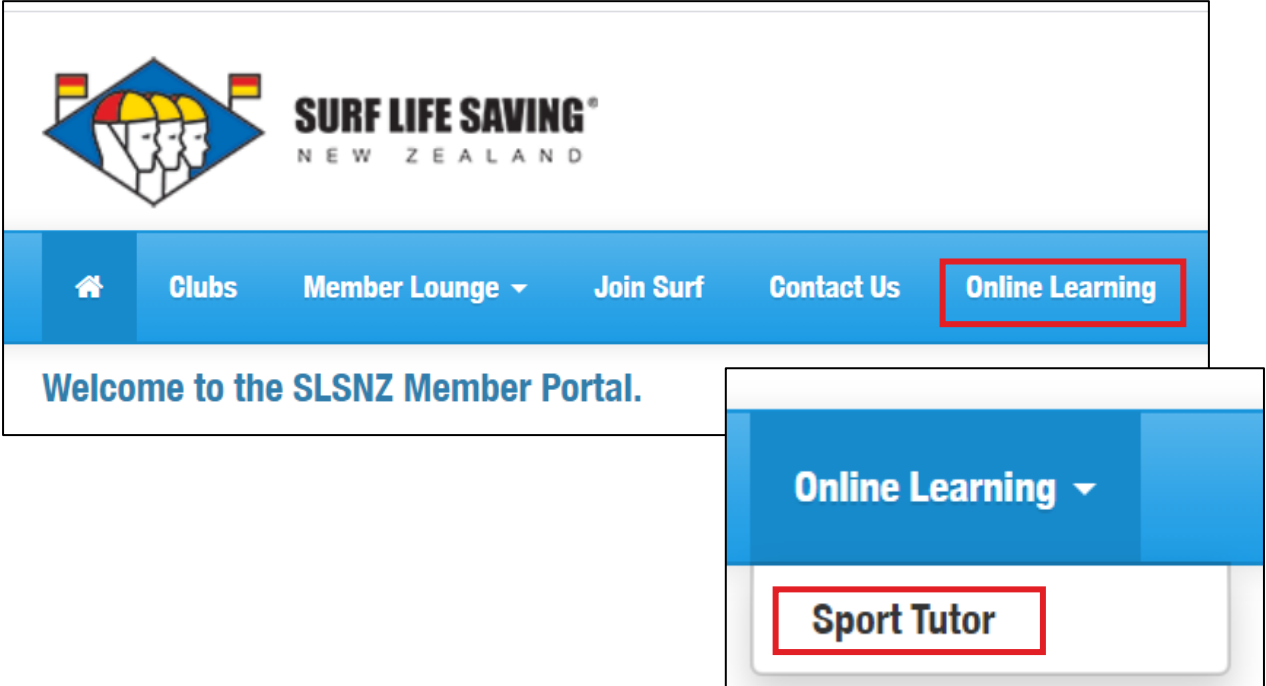
3. Click on the **"Sign In"** button



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



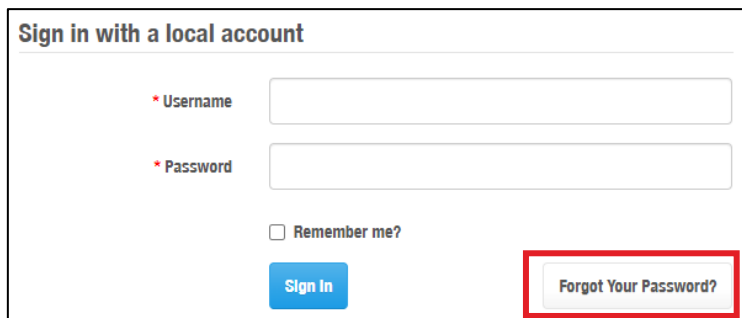
7. Once logged in,
  - a. click on the **Online Learning** button
  - b. click on the **Sport Tutor** dropdown  
... to **access the online learning**



The screenshot shows the Surf Life Saving New Zealand Member Portal. The navigation bar includes links for Home, Clubs, Member Lounge, Join Surf, Contact Us, and Online Learning. The Online Learning link is highlighted with a red box. Below the navigation bar, a dropdown menu for Online Learning is shown, with the Sport Tutor option highlighted with a red box.

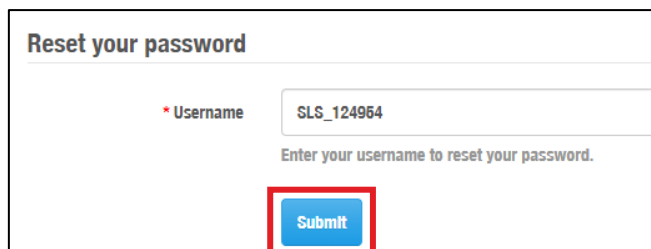
If you do not know your username or password, you can:

- a. Contact your club admin who can **tell you your username** and **reset your password, OR**
- b. Email [database@surflifesaving.org.nz](mailto: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



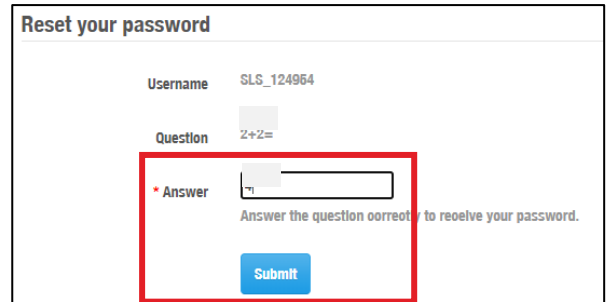
The screenshot shows the 'Sign in with a local account' form. It includes fields for Username and Password, a 'Remember me?' checkbox, and buttons for 'Sign In' and 'Forgot Your Password?'. The 'Forgot Your Password?' button is highlighted with a red box.

- 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. Below the form, the text 'Enter your username to reset your password.' is displayed. The 'Submit' button is highlighted with a red box.

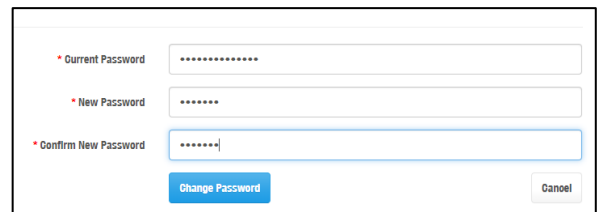
- iii. Here it will ask you a security question. **Type in the answer** to the question and click 'Submit'
- iv. Now **check your email** for a temporary password (*Note: this can take up to 1 hour to come through if online traffic is high*)
- v. **Repeat steps 1-6** above with the temporary password 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"



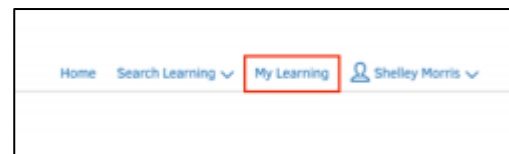
- viii. Type in the current "temporary" password, choose a new password (that you will remember) and type it in twice. Click "Change Password"



- 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.

