

COVID-19 Swabbing - step by step guide for Employers

Employers – with existing account

1. Navigate to LearnOnline
2. Search/find course from the LearnOnline course catalogue “COVID-19 Swabbing Resource- for Employers”
3. Select on course
4. Select on **go to course**
5. Enter in enrolment key (password found in bottom of this document)
6. Select **enrol me**
7. Read resources

Employers– without account

1. Navigate to the Ministry of Health website [here](#) and click into the “COVID-19 Swabbing Resource- for Employers”
2. Select **log in** from top left
3. Select **create new account**
4. Enter required details
5. Select **create my new account**
6. Select **continue** & complete registration from your email
7. Select link from email
8. Select **continue**
9. Enter enrolment key (password found in bottom of this document)
10. Select **enrol me**
11. Read resources

Employers– sending the course to Learners

1. Send email to Learner with a link to the Ministry website and their learner enrolment key (found at bottom of this document)
2. Ask learner to follow the step by step learner instructions on the Ministry website

For more assistance please email lmssupport@catalyst.net.nz

Enrolment Keys

For employer access: COVID-19SwabEA

For learner access: COVID-19SwabLA

Link to the Ministry of Health website: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-resources-and-tools/learning-modules-support-your-family-and-whanau-during-covid-19>