

## COVID-19 Swabbing - step by step guide

### Learners – with existing account

1. Receive course link & enrolment key (password) from Employer
2. Read course summary
3. Select **log in**
4. Enter log in credentials
5. Enter enrolment key (password)
6. Select **enrol me**
7. Participate in course
8. Receive evidence of participation

### Learners – without account

1. Receive course link & enrolment key (password) from Employer
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)
10. Select **enrol me**
11. Participate in course
12. Receive evidence of participation

For more assistance please email [lmssupport@catalyst.net.nz](mailto:lmssupport@catalyst.net.nz)