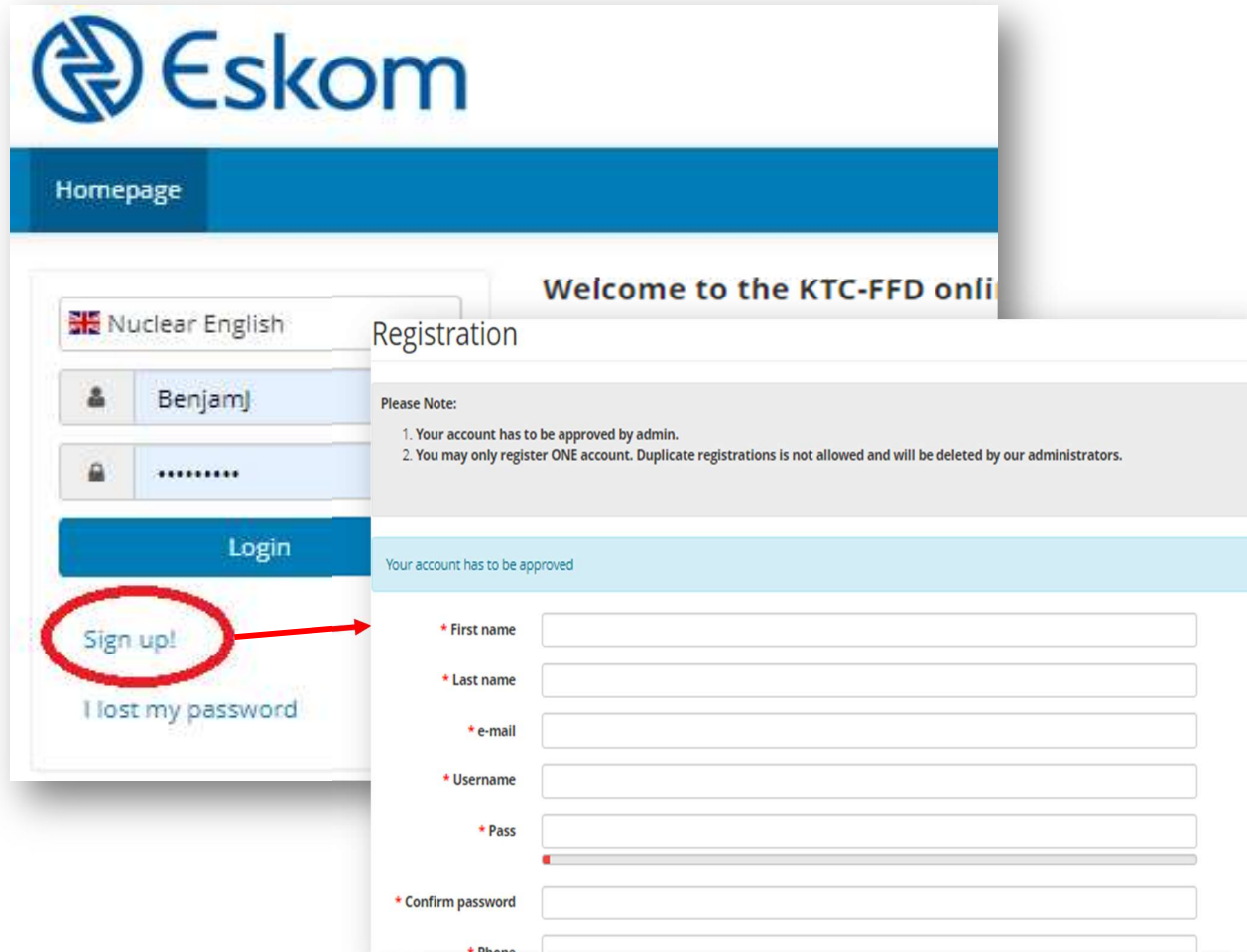


FFD LEARNER MANAGEMENT SYSTEMS (LMS) ONLINE TRAINING REGISTRATION GUIDE

1. Click on the “**Sign up**” link, just below the “Login” button. This link will take you to the registration page.



Eskom

Homepage

Welcome to the KTC-FFD online training system

Nuclear English

Benjamin

Login

Sign up!

I lost my password

Registration

Please Note:

1. Your account has to be approved by admin.
2. You may only register ONE account. Duplicate registrations is not allowed and will be deleted by our administrators.

Your account has to be approved

* First name

* Last name

* e-mail

* Username

* Pass

* Confirm password

* Phone

2. Capture the info on the registration page.

- Complete all fields marked with an asterisk(*).
- Do **NOT** use an **email** address as your “Username”.
- Your “**Username**” can contain a combination of **letters** (uppercase and/or lowercase), **numbers** (0 to 9) and only the following **special characters** “_” (**underscore**), “.”(**dot**) and “-”(**dash**).
- “**Profile Type**”:
 - If the Site Rep is registering the learner, select profile type “**Learner**”.
 - Site reps registering themselves on the LMS must select profile type “**Site Rep**”.
- “**Site Rep Name**”:
 - Add the Site Rep Name to this field of the Learner being registered.
 - or leave blank if you are registering yourself as a Site Rep.
- “**Your Company**”: Select your company from the dropdown list. If your company is not on the dropdown list, choose “**OTHER**” option.
- “**Company if OTHER**”: Enter the name of the company, if not in the dropdown option list.
- To complete the registration, enter the characters generated in the image, in the text box below.

The image shows a registration form with several fields and callouts. The form fields are: First name, Last name, e-mail, Username, Pass, Confirm password, Phone, Language (set to Nuclear English), Profile Type (radio buttons for Learner and Site Rep), Site Rep Name, Your Company (dropdown menu), Company if OTHER, Contract Type (If not an ESKOM employee), and a CAPTCHA image showing the word 'chalomea'. A 'Register' button is at the bottom.

Fields with an asterisk (*) are compulsory fields and is required to complete the registration form

Add the Site Rep's name for the Learner being registered

If the "Site Rep" is registering the learner, select profile type "Learner".
Site reps registering themselves on the LMS must select profile type "Site Rep".

Select your company from the dropdown list. If your company is not on the dropdown list, choose "OTHER" option

Enter your company name in this field if you have chosen "OTHER" option for the field above, named "* Your Company"

To complete the registration, enter the characters generated in the image, in the text box below.

Once registration is complete, you will not be able to log in immediately. **Your account needs to be approved/activated before you can login.**

Please email your student list/enquiries to KTCLMS@eskom.co.za after you have registered your student/s, to be enrolled for training.