

How To Guide

Step 1 Register a Trainer for the ESI worker Program

- Go to esiworker.com.au and click the *enrol* button at the top of the page
- Enter your ABN and click *request access*
- Enter your details and click *request access*
- The Trainer will receive an email with their login details

Step 2 Login to the Trainers Portal

- Go to esiworker.poweredbyonsite.com and login
 - Click the *Trainers Portal* tile or select it from the menu
- Note: you must use Chrome as your browser

Step 3 Create Your Class

- Click the *Create Class* button
- Enter the class name details and select the trainer

Step 4 Add Your Class Competencies

- Search for and select the competencies for your class
- If you have made an incorrect selection, click *remove*

Step 5 Add Your Attendees

- Scan the students ESI worker card; or
- Enter the student's name and ID number/date of birth
- Click the *attend* button
- If you have made an incorrect selection, click *remove*

Step 6 Result Your Class

- Click the *Attendance* button and select the first student
- If the student was in attendance, select *Attended Yes*
- If they were not, select *No* and choose a reason
- If the student is competent, select *Competent Yes*
- If they were not, select *No* and choose a reason
- If the student was not required to attend one of the sessions, within the *same class*, mark the worker as *Attended No* and enter the reason.
- Select *Save & View Summary* and review the results
- If you need to make a change, click on the *tick*, *cross* or *dash* that is incorrect, make the change and select *Save & View Summary*
- Once the results are confirmed select *Submit*

Step 7 Review Your Class

- To review a completed class, select *Completed*
- Search for your class name or scroll through the list
- Select it and click on the *View Summary* button

Frequently Asked Questions

[Why can't I see the Trainers Portal?](#)

You must use the Google Chrome internet browser.

[What do I do if there is no internet connection?](#)

Take a photo of the student's ESI cards and complete when connected.

[Can my training administrator complete classes on my behalf?](#)

No. Portal access will only be given to the trainer.

[Can I set my classes up in advance?](#)

Yes, the portal allows you to create classes in advance.

[How do I change companies in the ESI worker program if I train for multiple organisations?](#)

Log out and in again using your alternate user name and password.

[What do I do if the student has not brought their ESI worker card to training?](#)

You can search for the student using their name and date of birth.

[What do I do if the student is not in the ESI worker program?](#)

Business as usual processes apply.

[Can I share my user name and password?](#)

No. Trainers must have their own profile and user access.

[How do I know which competency to choose if they are listed twice?](#)

- If you are completing Initial Training, select both the competency with **and** without the national code.
- If you are completing Refresher Training, select the competency **without** the code.

[Will the portal generate Statements of Attainment on my behalf?](#)

No, the portal is only designed to issue certificates for Refresher Training.

[I am training apprentices in competencies for their qualification. Are these entered in the portal?](#)

No, these are not entered in the portal.

[I am training apprentices to meet the requirements of the VESI. Are these entered in the portal?](#)

Yes, apprentice VESI training is entered.

[Do I have to enter the results on the day of the training?](#)

Yes, to ensure the student is compliant.

[What do I do if I receive a "whoops" message while using the portal?](#)

Refer to the ESI worker Trainers Portal **Reporting an Issue** document and contact Pegasus support on 1300 208 498.