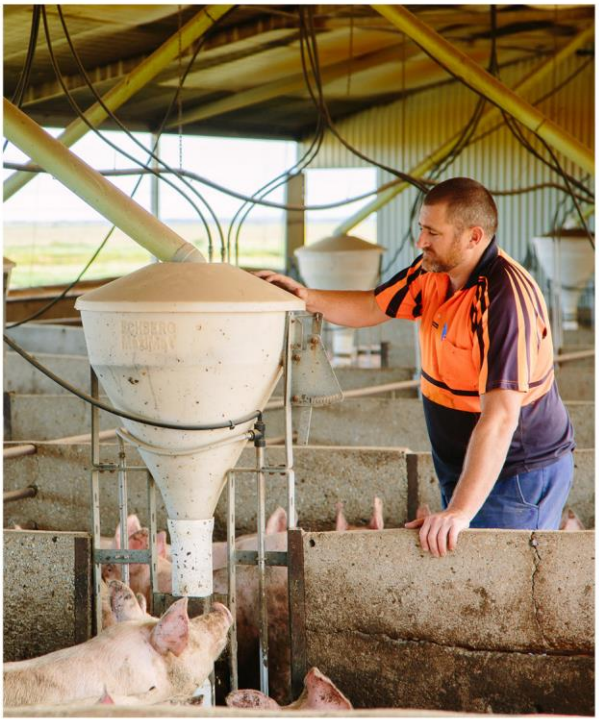
Australian Pork Limited

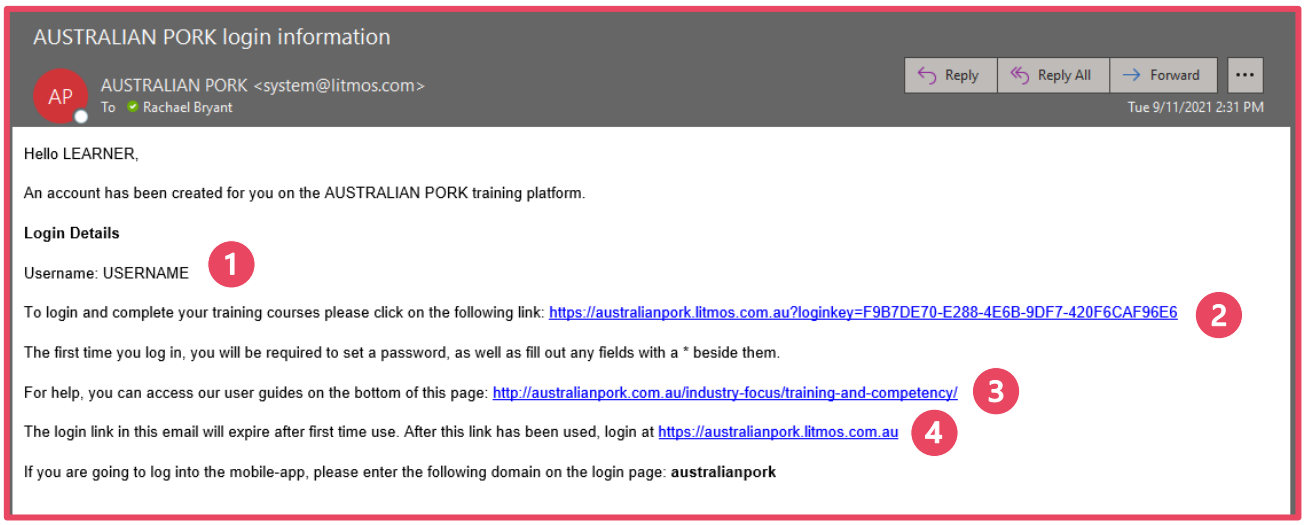
2021

Litmos LMS Platform User Guide – GETTING STARTED



1. Login email

Once your account has been created, you will receive an email inviting you to log in:



AUSTRALIAN PORK login information

AP AUSTRALIAN PORK <system@litmos.com>
To Rachael Bryant

Reply | Reply All | Forward | ...
Tue 9/11/2021 2:31 PM

Hello LEARNER,

An account has been created for you on the AUSTRALIAN PORK training platform.

Login Details

Username: USERNAME 1

To login and complete your training courses please click on the following link: https://australianpork.litmos.com.au?loginkey=F9B7DE70-E288-4E6B-9DF7-420F6CAF96E6 2

The first time you log in, you will be required to set a password, as well as fill out any fields with a * beside them.

For help, you can access our user guides on the bottom of this page: http://australianpork.com.au/industry-focus/training-and-competency/ 3

The login link in this email will expire after first time use. After this link has been used, login at https://australianpork.litmos.com.au 4

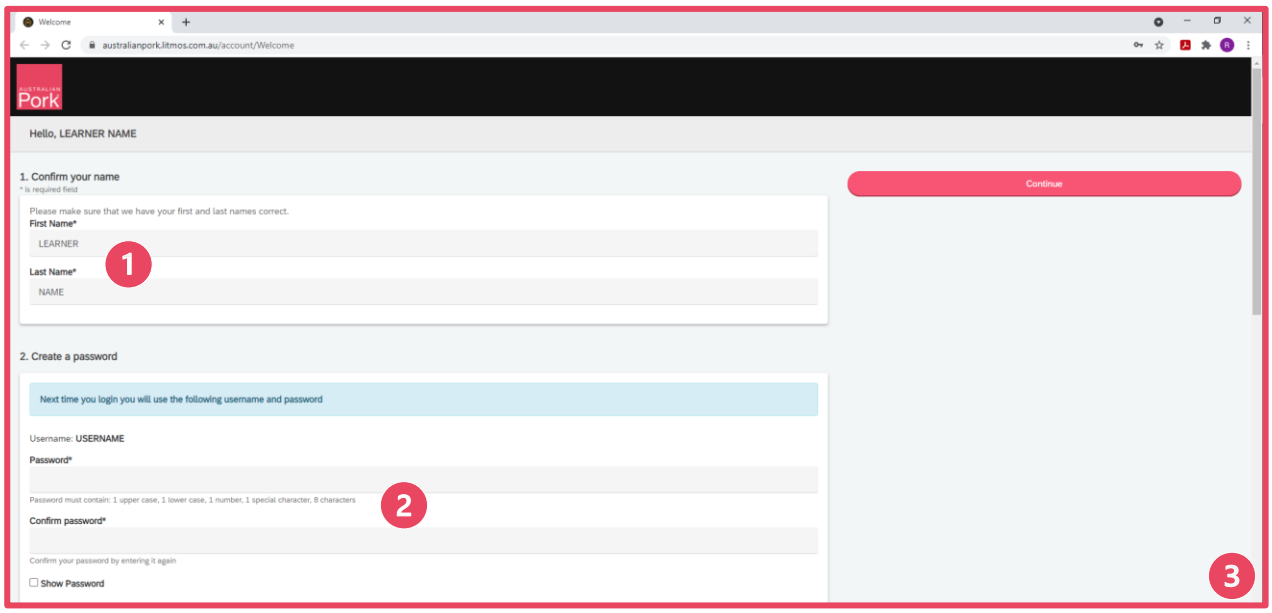
If you are going to log into the mobile-app, please enter the following domain on the login page: **australianpork**

This email will contain:

1. Your username
2. A one-time link for your first log in. You will not need a password to use this link
3. A link to user guides on the APL website
4. A log in link for all uses after the first one: https://australianpork.litmos.com.au/account/login/? Logging in via this link will require both a username and password

2. Account set up

When you log in for the first time you will be taken to this screen:



Here, you will need to:

1. Check your first and last name are correct

2. Create a password. This password MUST be at least 8 characters and contain at least:

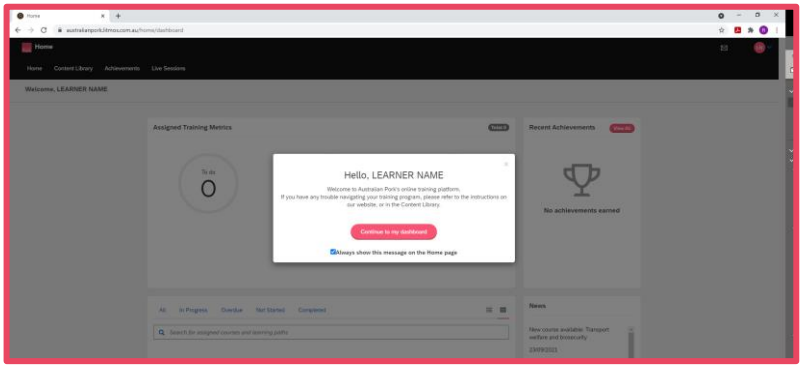
   - One UPPERCASE character
   - One lowercase character
   - One number (1 2 3 4 5 6 7 8 9 0)
   - One special character (! @ # $ % ^ & * ?)

   Example passwords:

   Apl1234! Apl12345? Pig0101@ Pig2468% Farm123? Vet3579!

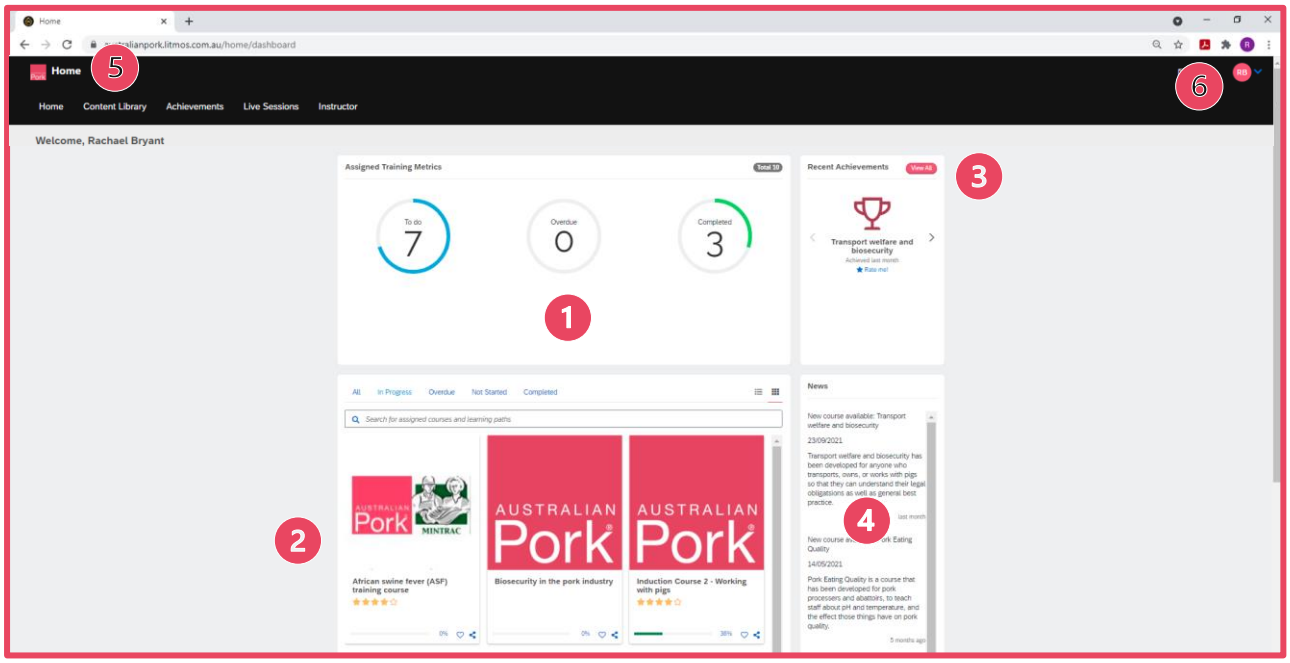
3. Further down the page are some additional detail fields. Fields with * beside them must be filled out.

You will know your account has been set up successfully when you are taken to your user dashboard.



3. Learner dashboard

Once you've logged in, you will be taken to your dashboard.



Features of your learner dashboard:

1. Overall progress of courses that have been assigned to you. You can see how many courses you have "To Do", how many are "Overdue", and how many you have "Completed".
2. Courses that have been assigned to you to complete, as well as courses that you have started. You can click on a course to open it.
3. Achievements for courses you have completed. By clicking View All, you can access all of your course completion certificates.
4. News about new courses that are available or other platform updates.
5. The Content Library, which contains all available courses, as well as help guides for using the platform.
6. Your profile and settings, and sign out button.

Admins will see a different dashboard when they log in. Please see the "Litmos LMS Platform User Guide for Admins" for features of the admin dashboard.

AUSTRALIAN Pork®

PO Box 4746 Kingston ACT 2604 Australia
T: 02 6270 8814 | F: 02 6285 2288
www.australianpork.com.au

ABN 83 092 783 278