



Sign up to JNCTN

Using the JNCTN platform is intuitive and easy to configure for organizations and their training providers. Below is an example of a typical flow of how an organization would enrol their people, load up their current information, then add credentials directly or via a training organization.

1. Discuss tenancy requirements with the JNCTN support team

2. Sign up as a user

Register with JNCTN [here](#).

3. Set up your organization and your first administrator

If you are the first user, please [fill out this form in our help centre](#) and select "I am setting up a new organization".

The JNCTN support team will set up your organization and send you a confirmation email. You can then move to the next step.

4. Register your people

Once your organization is set up you will need to enrol your people using one of the following options:

- a. They can self-register [here](#) and watch the video guide [here](#).
- b. You can [preload them](#) in the Admin portal and email an invite to join and use the email to complete their profile setup.



5. Whether you register your people, or they register themselves please ensure the user:

- Has access to a unique [e-mail address](#) to sign up with.
- Selects an organization – this will be automatically applied if the administrator sets them up.
- Has access to [a photo](#) to add to their profile – this should be prepared prior to commencing the sign-up process.

If you have large numbers of people to sign up or credentials to add please [contact JNCTN](#) to discuss whether exporting from your current systems is appropriate.

When a member has registered with your organization you then [approve them](#) which activates their account.

If you have any trainers or additional administrators, you can [assign them those roles](#).

Ask them to [load the JNCTN app](#) on their phone. This is helpful for all users but essential for trainers for assigning credentials in real-time.

6. Load credentials

[Create any credentials](#) your organization administers e.g. internal inductions or training courses.

Update your team members [training and credentials](#). If there are any credentials you can't find you can [create them](#).

Once loaded against an individual's profile, credentials will show a [red, amber or green](#) status.

You could ask your team to load [their own credentials](#) and then [approve them afterwards](#).



7. Use the system

Scan and view a [virtual card](#) and use the App on your phone or digital device.

8. Trouble shooting

If you need help setting up your password or have forgotten it [click here](#).

If you have lost your registration link or if it has expired [click here](#).

If your card gets lost or is stolen [click here](#).

If the page doesn't load properly, check out our list of [recommended web browsers](#).