



CONTRACTORS E-LEARNING SYSTEM MANUAL



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1. INTRODUCTION TO THE GoLMS E-LEARNING SYSTEM

Welcome to the **GoLMS E-Learning System**. The existing VTTV E-Learning is replaced by the VTTV GoLMS E-Learning System. The new system consists of web-based applications and mobile applications. The web-based application is a fully functional Learner Management System with all the functions associated with E-Learning.

2. DEVICES AND BROWSER SUPPORTED

2.1. The following devices are supported:

- ✓ Desktop
- ✓ Laptop
- ✓ Tablet
- ✓ Smartphone

2.2. The following browsers are supported:

- ✓ CHROME
- ✓ FIREFOX
- ✓ EDGE
- ✓ APPLE – SAFARI

3. URL TO LOGIN TO THE GoLMS E-LEARNING SYSTEM

3.1. Open Browser on your device.

3.2. Enter the URL - <https://Amsacontractors-golms-live.gomobi.co.za>

3.3. The screen will be displayed:



4. EXISTING USERS FIRST TIME LOG-IN

4.1. Existing VTTV E-Learning user data (profiles and competencies) was migrated to the **GoLMS E-Learning System**. Login to the system (See Section 3).

4.2. The screen will be displayed:



4.3. Select the Log in option

4.4. The screen will be displayed:



4.5. Select the Reset your password option

4.6. The screen will be displayed:

Forgot your password?

Enter your *USERNAME* and we will send you a link to reset your password.

Username

- 4.7. Enter your USERNAME and press the EMAIL LINK button
- 4.8. The screen will be displayed:

Forgot Password Confirmation

Please check your email for further instructions.

- 4.9. Sign-out of the system and go to your e-mail in-box

IF YOU DON'T RECEIVE AN E-MAIL, CHECK YOUR SPAM MAIL BOX OR YOUR CURRENT E-MAIL MIGHT BE WRONG, SEND MAIL TO ben.gerber@vttv.co.za WITH YOUR CONTACT DETAILS, USERNAME AND CORRECT E-MAIL ADDRESS

- 4.10. The following e-mail will be in your in-box

support Reset Password - Please reset password for 'ben008' by clicking here <https://>

- 4.11. When the mail is opened the following will be in the mail message and click on the link to reset your password

support@gomobi.co.za

to me ▾

Please reset password for 'ben008' by clicking [here](#)

<https://amsacontractors-golms-live.gomobi.co.za/>

- 4.12. Press the [here](#) button and the following screen will be displayed

Reset password
Reset your password

Username

Password

Confirm password

Reset

4.13. Enter your USERNAME and NEW PASSWORD. Remember your password must be at least 6 characters long.

4.14. If successful, the following screen will appear

Password Successfully Reset
Your password has been reset. Please click [here](#) to log in



4.15. Enter your USERNAME and PASSWORD and sign-in

GoLMS Login
Please enter your login details to proceed

Username


Password

Log in Reset your password?

4.16. Your courses linked to your profile will be displayed.

Courses

Here you will find Courses that are available for you to study.

Completing a Course will allow you to download a 'Competency Report'. For more information on a Course, click on the  button

Fatality Prevention Standards




4.17. You can now start your training.

Fatality Prevention Standards



Inductions



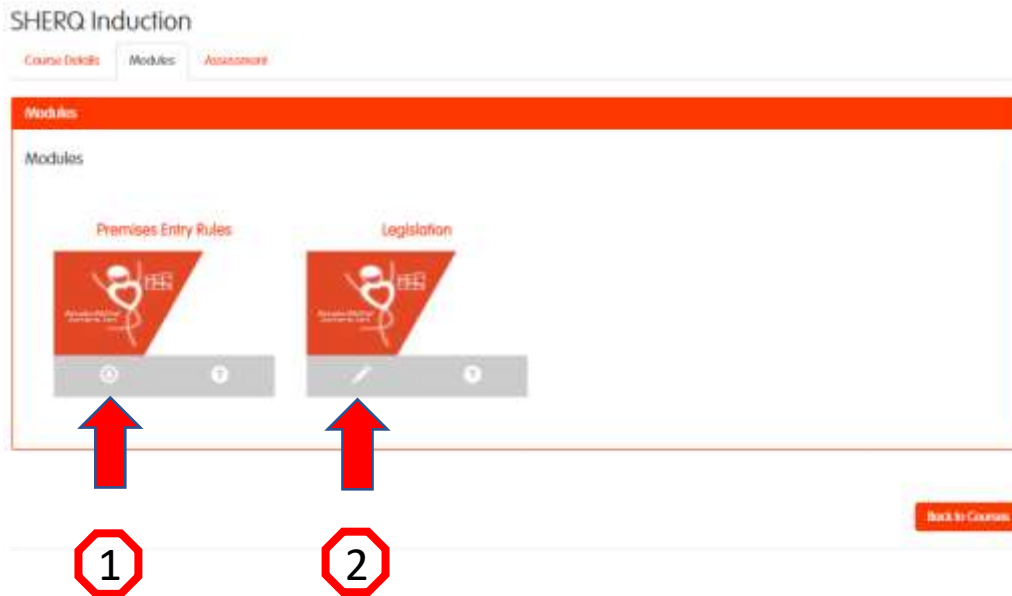
4.18. For the FPS's click on the pencil as in 

4.19. For the SHERQ Induction click on  and wait for the modules to be loaded and start with Module 1

4.20. Select the MODULES tab



4.21. Select the MODULES tab



4.22. The DOWN ARROW will appear in GREEN when a modules is completed successfully and the MODULE status is COMPETENT.

4.23. The PENCIL will be available for MODULES TO BE COMPLETED. Click on the PENCIL and continue with the training

5. REGISTER A NEW USER

5.1. Open Browser on your device.

5.2. Enter the URL - <https://Amsacontractors-golms-live.gomobi.co.za>

5.3. The screen will be displayed:



5.4. Select **Contractor Registration** button

Register as a new Contractor

Create your new account

Name	<input type="text"/>
Surname	<input type="text"/>
Phone Number	<input type="text"/>
Email	<input type="text"/>
Confirmation Email	<input type="text"/>
Identification Type	<input type="text" value="Please select..."/>
Identification Number	<input type="text"/>
Race	<input type="text" value="Please select..."/>
Gender	<input type="text" value="Please select..."/>
	<input type="button" value="Register"/>

- 5.5. When finish with the registration page, the following screen will appear, sign out of the system and check your e-mail

Registration Complete

Your account has successfully been created. Your account must be approved by the Site Administrator representative before you will receive the notification email

An email has been sent to the email address with which you have registered. Please follow the instructions in the email to confirm your email address and set a password.

PLEASE NOTE! THE EMAIL IS ONLY VALID FOR 24 HOURS. PLEASE CONFIRM YOUR EMAIL AS SOON AS POSSIBLE.

If you experience any problems in activating you account, please [contact support](#)

If you are logged in, please remember to log out.

YOUR ACCOUNT MUST BE APPROVED BY THE SITE ADMINISTRATOR REPRESENTATIVE BEFORE YOU WILL RECEIVE THE NOTIFICATION EMAIL

- 5.6. Mail will be sent to the e-mail address provided after the account was approved

IF YOU DON'T RECEIVE AN E-MAIL, CHECK YOUR SPAM MAIL BOX OR YOUR CURRENT E-MAIL MIGHT BE WRONG, SEND MAIL TO ben.gerber@vttv.co.za WITH YOUR CONTACT DETAILS, USERNAME AND CORRECT E-MAIL ADDRESS

- 5.7. Sign in on your e-mail and the following mail will be in your in-box



- 5.8. When the mail is opened the following will be in the mail message and click on the link to set your password

support@gomobi.co.za

to me ▾

8:58 AM (2)

You have successfully been registered on GoLMS

Please review the information below. If any of the information is incorrect, please contact your GoLMS Administrator immediately.

Name

ben 008

Surname

gerber 008

Email

amanito@gmail.com

Username

ben008

If the above information is correct, [please click here](#) to activate your account and set a password.

<https://amsacontractors-golms-live.gomobi.co.za/>

- 5.9. Enter your password and confirm the password. The password must contain at least 6 characters.

Set a password for your Account

Enter you password and confirm it below

New password

Confirm new password

Set Password

5.10. If the password is invalid the following message will appear

Set a password for your Account

Enter you password and confirm it below

- The New password must be at least 6 characters long.

New password

Confirm new password

5.11. If there are a mismatch of password the following message will appear

Set a password for your Account

Enter you password and confirm it below

- The new password and confirmation password do not match.

New password

Confirm new password

5.12. If the password is successfully created the screen with the link to login will appear

Password Successfully Created.

Your password has been set. Click [here](#) to log in.

5.13. Login with your USERNAME and PASSWORD

GoLMS Login

Please enter your login details to proceed

Username

Password

Log inReset your password?

5.14. Your courses linked to your profile will be displayed.

Courses

Here you will find Courses that are available for you to study.
Completing a Course will allow you to download a 'Competency Report'. For more information on a Course, click on the ⓘ button

Fatality Prevention Standards

Confined Spaces



Dangerous and Toxic Gases



Gas Hazardous Areas



5.15. You can now start your training.



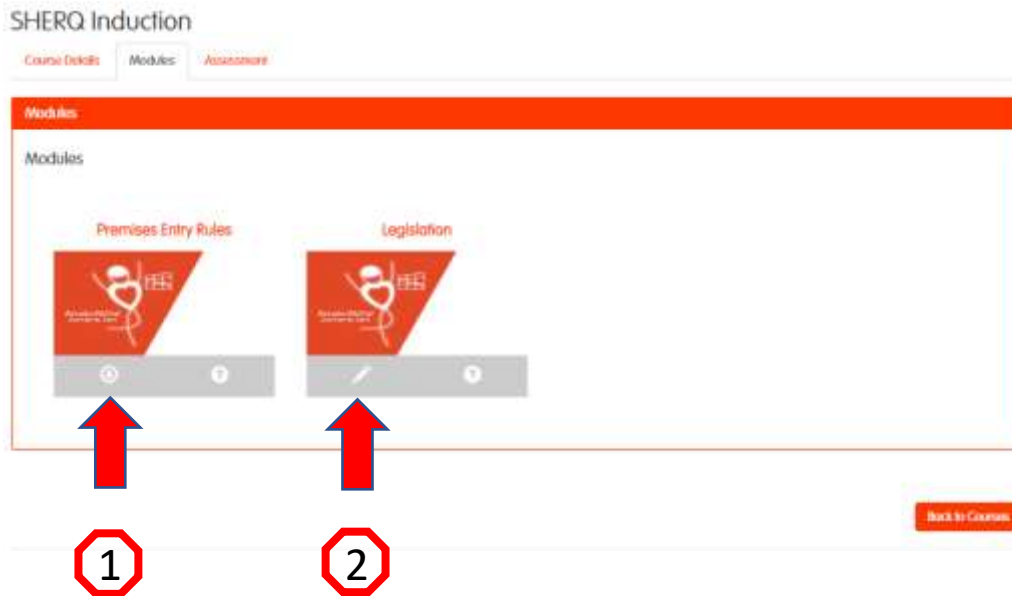
5.16. For the FPS's click on the pencil as in **1**

5.17. For the SHERQ Induction click on **2** and wait for the modules to be loaded and start with Module 1

5.18. Select the MODULES tab



5.19. Select the MODULES tab



5.20. The DOWN ARROW will appear in GREEN when a modules is completed successfully and the MODULE status is COMPETENT.

5.21. The PENCIL will be available for MODULES TO BE COMPLETED. Click on the PENCIL and continue with the training

6. RESET YOUR PASSWORD

6.1. If you are an existing USER and your forgot or want to change your password. Login to the system (See Section 3).

6.2. The screen will be displayed:



6.3. Select the Log in option

6.4. The screen will be displayed:

GoLMS Login
Please enter your login details to proceed

Username

Password

Log in Reset your password?

6.5. Select the Reset your password option

6.6. The screen will be displayed:

Forgot your password?

Enter your *USERNAME* and we will send you a link to reset your password.

Username

6.7. Enter your USERNAME and press the EMAIL LINK button

6.8. The screen will be displayed:

Forgot Password Confirmation

Please check your email for further instructions.

6.9. Sign-out of the system and go to your e-mail in-box

IF YOU DON'T RECEIVE AN E-MAIL, CHECK YOUR SPAM MAIL BOX OR YOUR CURRENT E-MAIL MIGHT BE WRONG, SEND MAIL TO ben.gerber@vttv.co.za WITH YOUR CONTACT DETAILS, USERNAME AND CORRECT E-MAIL ADDRESS

6.10. The following e-mail will be in your in-box

support **Reset Password** - Please reset password for 'Ben001' by clicking here <https://amsacontractors-...>

6.11. When the mail is opened the following will be in the mail message and click on the link to reset your password

support@gomobi.co.za

to me ▾

Please reset password for 'Ben001' by clicking [here](#)

<https://amsacontractors-golms-tst.gomobi.co.za/>

6.12. Press the [here](#) button and the following screen will be displayed

Reset password
Reset your password

Username

Password

Confirm password

Reset

6.13. Enter your USERNAME and NEW PASSWORD. Remember your password must be at least 6 characters long.

6.14. If successful, the following screen will appear

Password Successfully Reset

Your password has been reset. Please click [here](#) to log in



6.15. Enter your USERNAME and PASSWORD and sign-in

GoLMS Login

Please enter your login details to proceed

Username

Password

Log In

Reset your password?

6.16. Your courses linked to your profile will be displayed.

Courses

Here you will find Courses that are available for you to study.


Completing a Course will allow you to download a 'Competency Report'. For more information on a Course, click on the  button

Fatality Prevention Standards



6.17. You can now start your training.



6.18. For the FPS's click on the pencil as in 

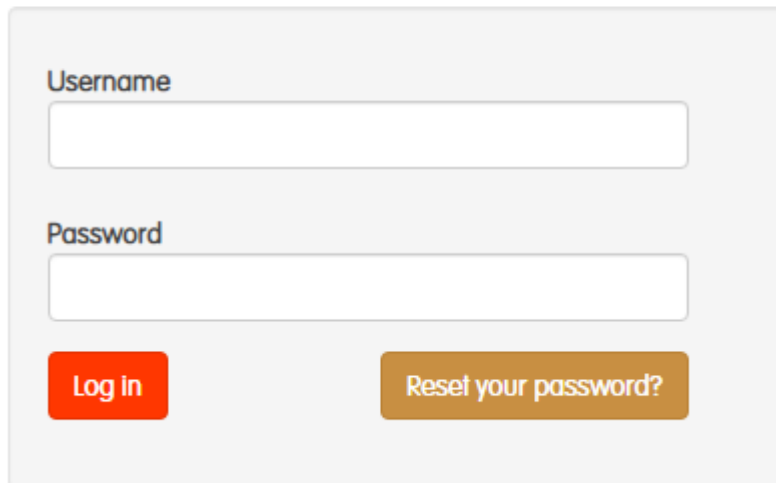
6.19. For the SHERQ Induction click on  and wait for the modules to be loaded and start with Module 1

7. PRINT YOUR COMPETENCY REPORT

7.1. Enter your USERNAME and PASSWORD and sign-in

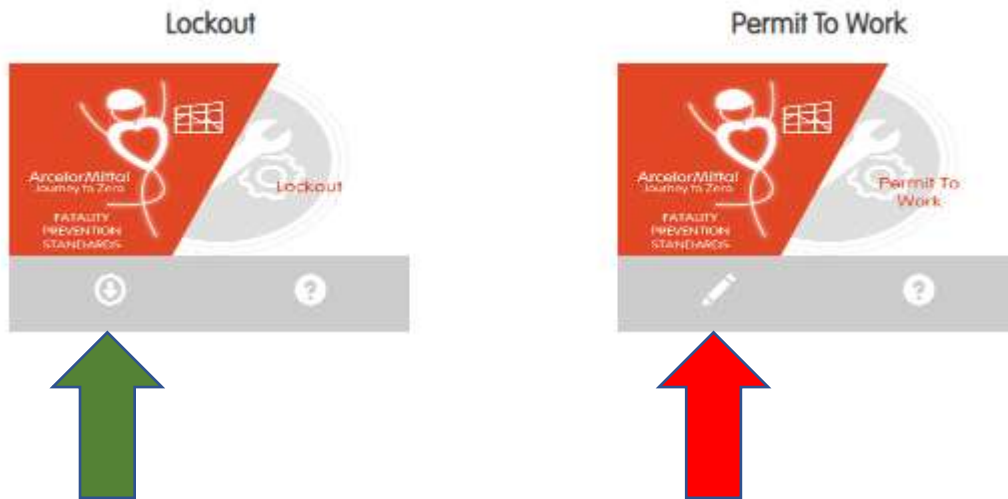
GoLMS Login

Please enter your login details to proceed



The login form is contained within a light gray rounded rectangle. It features two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the 'Username' field is a red button with the text 'Log in'. Below the 'Password' field is a brown button with the text 'Reset your password?'.

7.2. The Courses will either display a DOWN ARROW which means the course have been successfully completed and the status of the course is COMPETENT. If the course display a PENCIL, the course has NOT COMPETENT status and the course / module must still be completed



COMPLETED
COURSE

NOT COMPLETED
COURSE

7.2.1. For a completed course, click on the DOWN ARROW and the COMPETENCY REPORT will be downloaded and print the report.

Competency Report

ben 008 gerber 008

ben008

amanito@gmail.com

Date Generated: 05/07/2019 09:24:38



Description	Competency	Completion Date	Valid Until
FPS_001 - Confined Spaces	Not Yet Competent		
FPS_002 - Dangerous and Toxic Gases	Not Yet Competent		
FPS_003 - Gas Hazardous Areas	Not Yet Competent		
FPS_005 - Lockout	Not Yet Competent		
FPS_004 - Permit To Work	Not Yet Competent		
Ind_Sher - SHERQ Induction	Not Yet Competent		
FPS_000 - Shop Floor Audit	Not Yet Competent		