

Who is this guide for?

- This guide is for all new starters or returning travellers to Prominent Hill to provide instructions on how to complete their induction.
- No travel can be booked until all required induction course(s) and required documents are completed.
- Please ensure pop ups are "ENABLED" on your web browser. A step-by-step guide to complete your profile and enable pop ups is located on the front page of the LMS Website.

How to complete your site induction in LMS

Step 1: Go to +LMS

Use the following link to access Oz Minerals Prominent Hill [Learning Management System \(+LMS\)](http://lmsozmin.inxsoftware.com/).
<http://lmsozmin.inxsoftware.com/>

Step 2: Login to your existing account



Username

Password

Enter your **username** and **password**.
(Do not create a new profile)



If you **do not** know your username please contact
OZ Minerals IT Support - Ph: 1800 337 300

Log in

Create new account
Lost password?

If you have **forgotten** your password select the
'lost/forgotten password' function an email will
be forwarded to your listed email address.

Step 3: Completing Outstanding Inductions



Courses

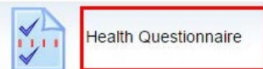
- Induction - Prominent Hill
- Other Documents

Example

My Development Plan will list all outstanding
inductions that require completion.

Example: Your Prominent Hill Induction is
expired. Click on **Prominent Hill**.

Step 4: Beginning the Health Questionnaire



4.1 Click **Health Questionnaire**.

Health Questionnaire

Answer the questions.

4.2 Click **Answer the Questions**.

Yes No

4.3 Answer each of the questions, **All**
questions require an answer to move on.

Save Next Page >>

Health Questionnaire

I declare that the above particulars are true to the best of my knowledge.

Accept

4.4 Accept the declaration and
submit the questionnaire.

<< Previous Page Save Submit questionnaire

Return to course

4.5 Click **Return to Course**.



Health Questionnaire



4.6 Check for the green tick next to **Health Questionnaire**.



Health Declaration - PDF

4.7 A PDF version of your answers is now available for download here.

Launch

Induction - Prominent Hill

4.8 Click **Launch** to begin the Prominent Hill Induction.



Please Note: The link to the induction won't appear unless the Health Questionnaire has been completed and has a green tick as shown in the step above.

Step 5: Completing the Prominent Hill Induction

It appears that popup windows are blocked, stopping this SCORM package from playing. Please check your browser settings before trying again.

5.1 The Induction will attempt to launch in a pop-up window. If pop-ups are **disabled** on your web browser you will need to check your browser settings to allow pop-ups and then refresh the page (*press F5*).

Continue

5.2 Complete the induction and answer each question before clicking **Continue**.

Course Complete



5.3 Once you have completed the outstanding modules, ticks will appear in each module including the **Course Complete** tab at the bottom of the page.

menu
resources
exit

5.4 Click **exit** at the top left hand side of the window, confirm that you want to exit, **then** close the browser.

Launch

Induction - Prominent Hill



5.5 A green tick should now appear next to the Induction to indicate that you have completed the module.

Course Completion Certificate

5.6 As you have completed both requirements of the course you will now be able to download your certificate by clicking on *Course Completion Certificate*.

Get your certificate

5.7 Click on **Get your certificate** and a copy of your certificate will open in a separate window.



You can save a copy for your own records and send a copy to your supervisor/administrator/site host if necessary.



The OZ Minerals Training team will receive automatic notification from +LMS that the course is now completed.