

# Welcome to MyPrimaryITO — track learners' training progress

The MyPrimaryITO portal gives you real-time access to your learners' training records.

## See your past, current, and upcoming learning

See details of learners' past, current, and upcoming learning. You can access:

- details for their upcoming classes — including dates, venues, topics, and off-job training days
- their training plan showing the unit standards they have achieved and those still outstanding
- their records of achievement.

## Track progress and activity

You can track learners' progress and activity, including:

- whether they're on track with their learning, including how many credits they have achieved or have remaining
- their start and expected end dates
- their enrolment status, including if their work visa is expiring in the next 30 days
- their results and certificates.

## Access training plans

You can access a learner's training plan. You can:

- see notes from recent workplace visits
- see agreed goals between the learner and their Training Adviser
- a breakdown of units, listed in order of priority.

## Contact us

If you have questions about your learners or training, talk to your sector manager, training adviser, or you can contact us through MyPrimaryITO. Contact us about:

- updating a learner's enrolment status, including sending us a copy of a new work or residents' visa
- a specific learner, training plans, or other activity
- an assessor.

## How to sign up to MyPrimaryITO

Talk to your Primary ITO representative to get set up.

We can give access to one person from your organisation. To change who has access from your organisation, contact your sector manager or training adviser.

Once you're set up, you can log in to the portal by going to our website. Click on 'Login' at the top right of the screen.



PrimaryITO



Te Pūkenga