

# Welcome to MyPrimaryITO — track your training progress

The MyPrimaryITO portal is your learning hub while you're training with us. It has tools, resources, and real-time information you'll need to support your learning.

## See your past, current, and upcoming learning

You can view all the details of your past, current, and upcoming learning. You can access:

- your enrolment details
- details for your upcoming classes — including dates, venues, topics, and off-job training days
- key dates for your learning
- your results.

## See updates to your training plan

Your training plan is regularly updated by your Training Adviser. Your training plan includes:

- a breakdown of units, listed in order of priority
- goals set by your Training Adviser
- achieved results.

## Download your record of achievement

The portal lets you view and download your record of achievement, which includes:

- your completed learning
- the status of your certificates.

## Contact us

If you have questions about your learning and training, talk to your Training Adviser or you can contact us through MyPrimaryITO. Contact us about your:

- learning
- change of employer
- classes and timetable
- training plan
- enrolment details
- new work or residents' visa.

## How to sign up to MyPrimaryITO

Contact your Training Adviser or Account Manager to get set up.

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



PrimaryITO



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