## Downloading the Mobile App

The mobile app is a great tool for users who complete training with KiwiRail. Users have access to all up to date course listings, eLearning courses they can access and complete at hand, as well as viewing their up to date record of skills. The app is an easy and convenient way to ensure competency when working anywhere within the KiwiRail network.

1. Via either Google Play or the App Store, download the App 'IMC Learning App'
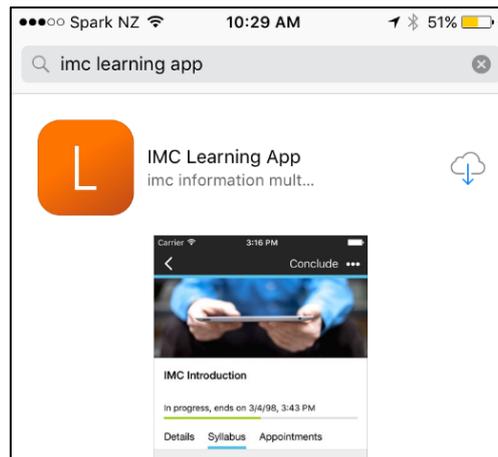
2. Open the mobile app

3. Logging in. For KiwiRail employees your login name will be *firstname.lastname@kiwirail.co.nz* followed by your network password. For contractors, your registered email and chosen password should be used.

N.B If you have forgotten your details, please contact KLE.help@kiwirail.co.nz.
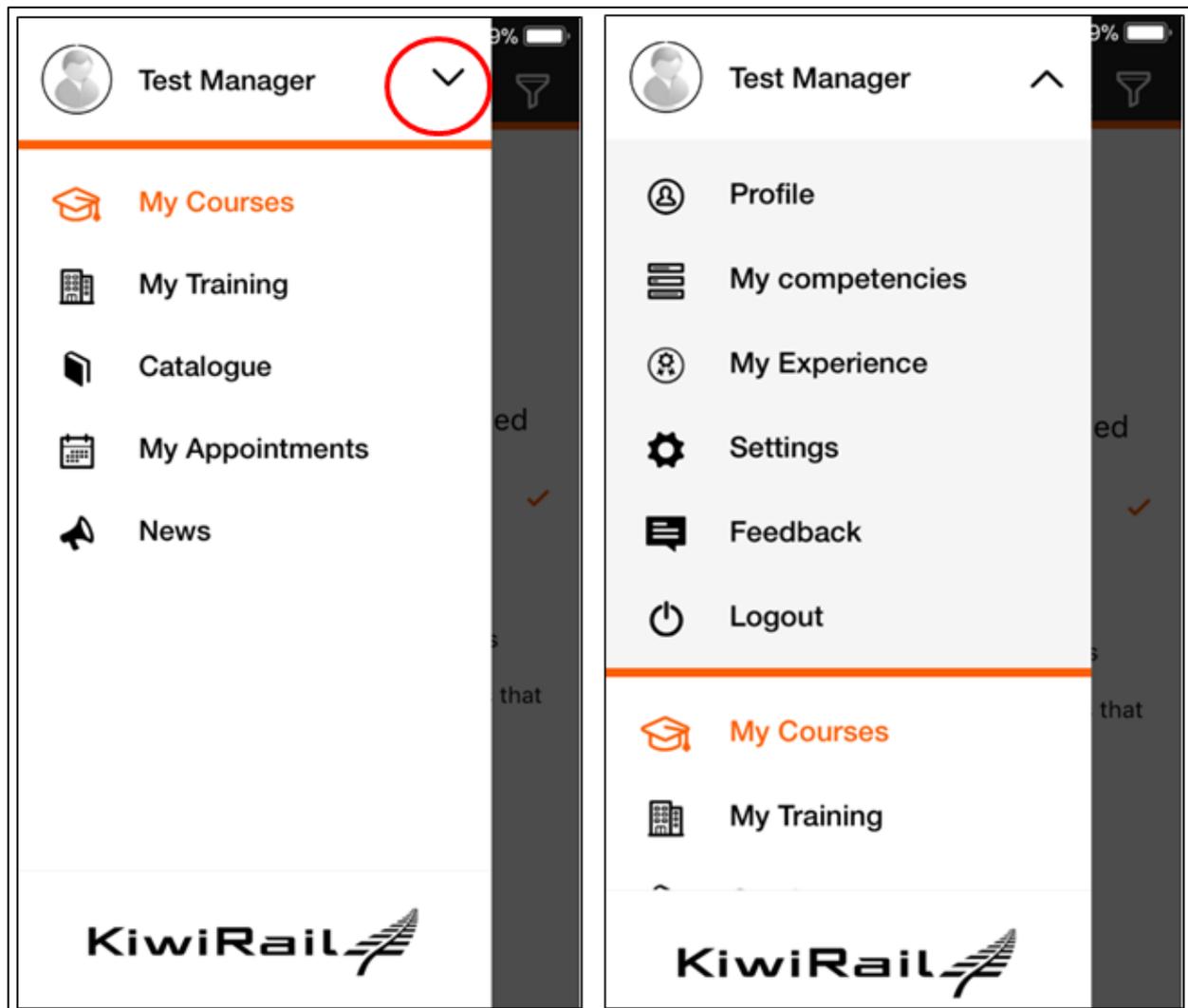
4. The server address also needs to be changed to *https://learning.kiwirail.co.nz/ils/* as shown below.

5. Android users will need to 'turn off' the option ***Connect to IMC Teach.***

Navigating the Mobile App

☰ Selection Menu:

The main menu is located along the top left when a user logs in. Further options are displayed within the menu in the drop down arrow.


1. **Training Catalogue** – Your access to online eLearning courses and up and coming courses.

2. **eLearning Courses** – Completing an eLearning course via the Mobile App is an easy way for users to access their specific training on site at a time that best suits them.

3. **My Competencies** – To view your Job Profile and competencies obtained via your training with KiwiRail.

4. **My Courses** – To view your personal course history depending on status of course.

5. **Personal Profile** – Users can view their profile details and edit some profile settings.

Training Catalogue:

The Training catalogue is where all currently available courses across KiwiRail and eLearning courses available online are located.

1. To view current courses available to you, select the **Catalogue** tab. A full list of available courses will display.
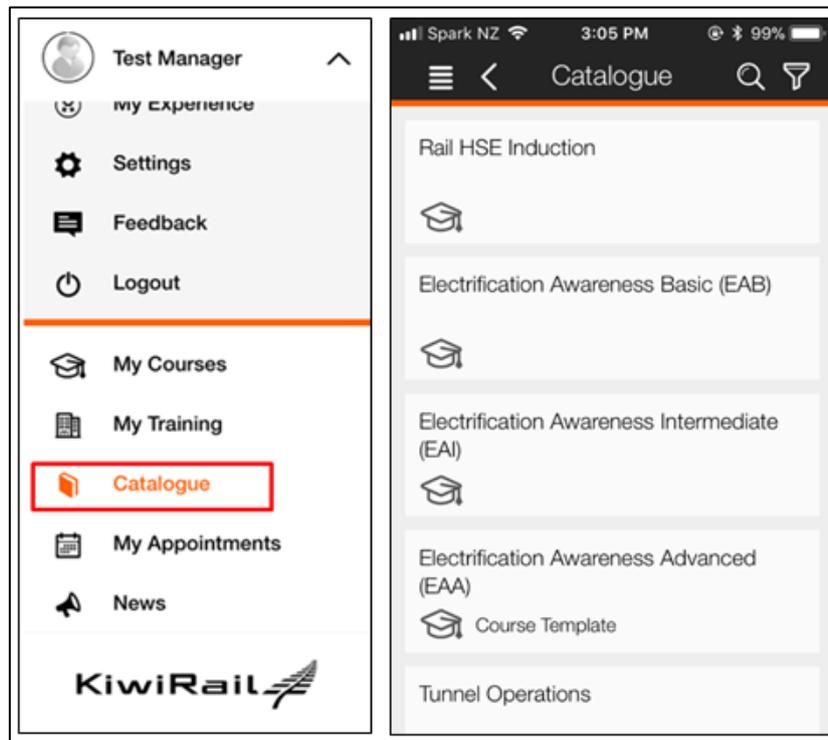
2. Search and find the course you are after. Select on this for more information to display. A full list of available courses will display by selecting the **Courses** tab. Courses are listed in order of date with location clearly displayed in the title.
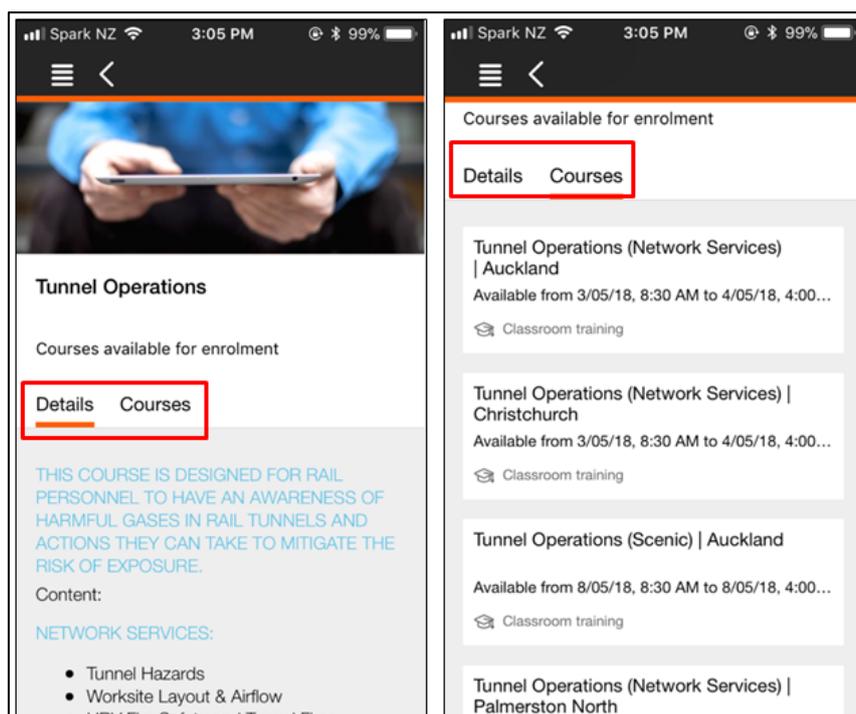
3. Further information about the course instance is displayed when opened. Some courses may have a charge for Contractors and a link to display the courses location can also be accessed. To request enrolment onto the course, select **Apply for course** located at the top right of the course display. This request will be made to the administrator of the course who will inform you directly if accepted or declined.
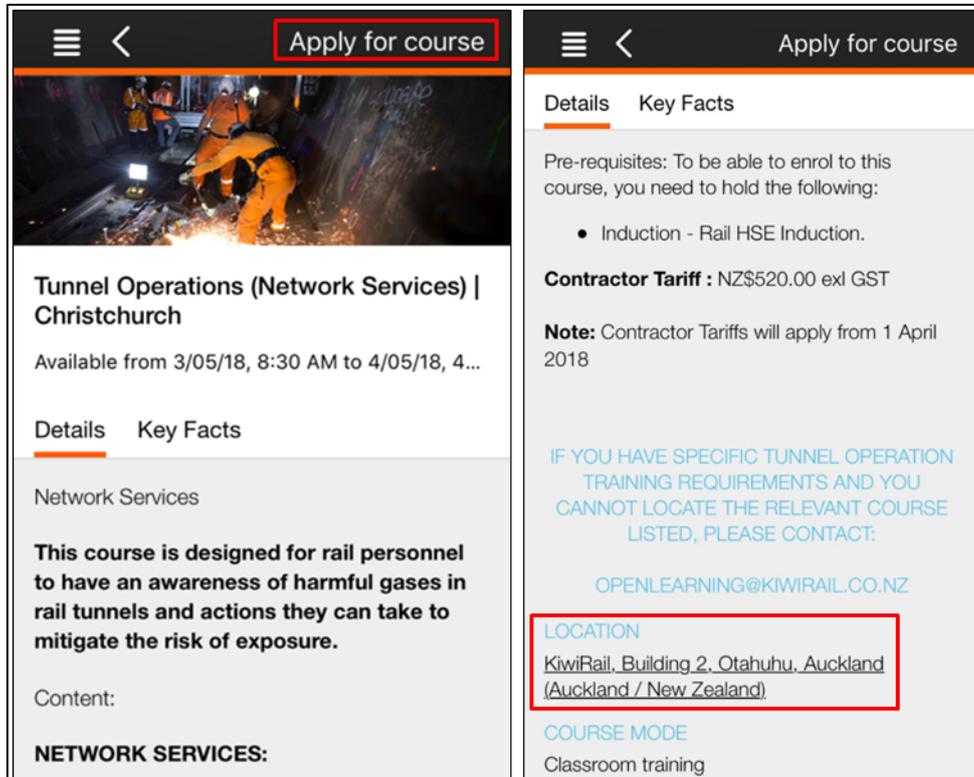
eLearning Courses:

A number of online eLearning courses are currently available for users to complete onsite with more being created on a regular basis. Users will require mobile data connection or Wi-Fi access to complete these.

1. To complete an eLearning course, follow the same steps above by searching for and finding the relevant course required. When the course description field is displayed, the option to **Enrol** will appear. A prompt will appear to confirm your enrolment after selecting this.
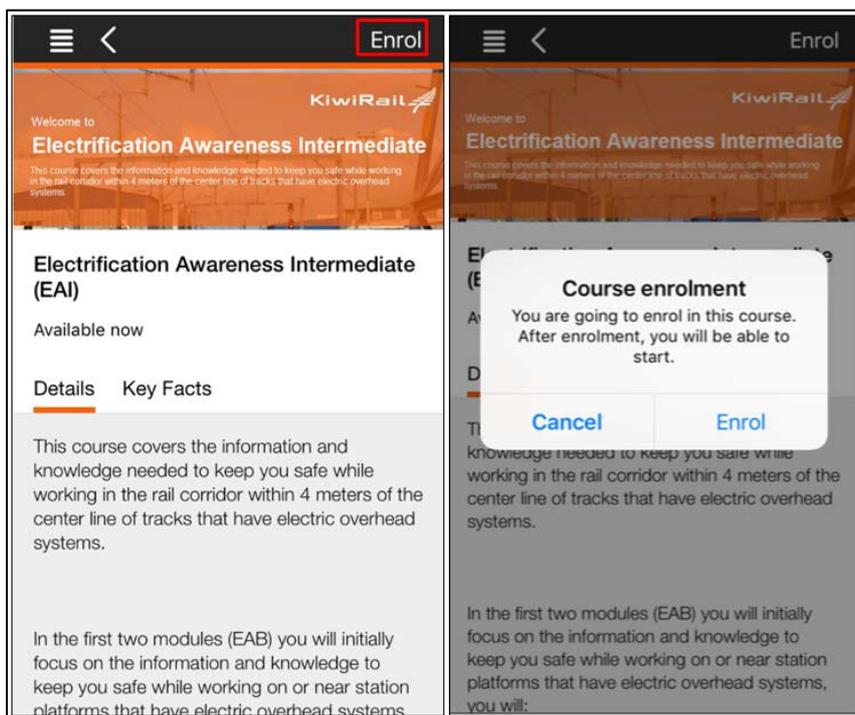

2. After enrolment, a list of modules will display. Modules must be completed in order to release the next component and all must be completed and passed in order to pass the course. Select **Start** and select the first module. The content will begin to 'download' to your device ready to commence.
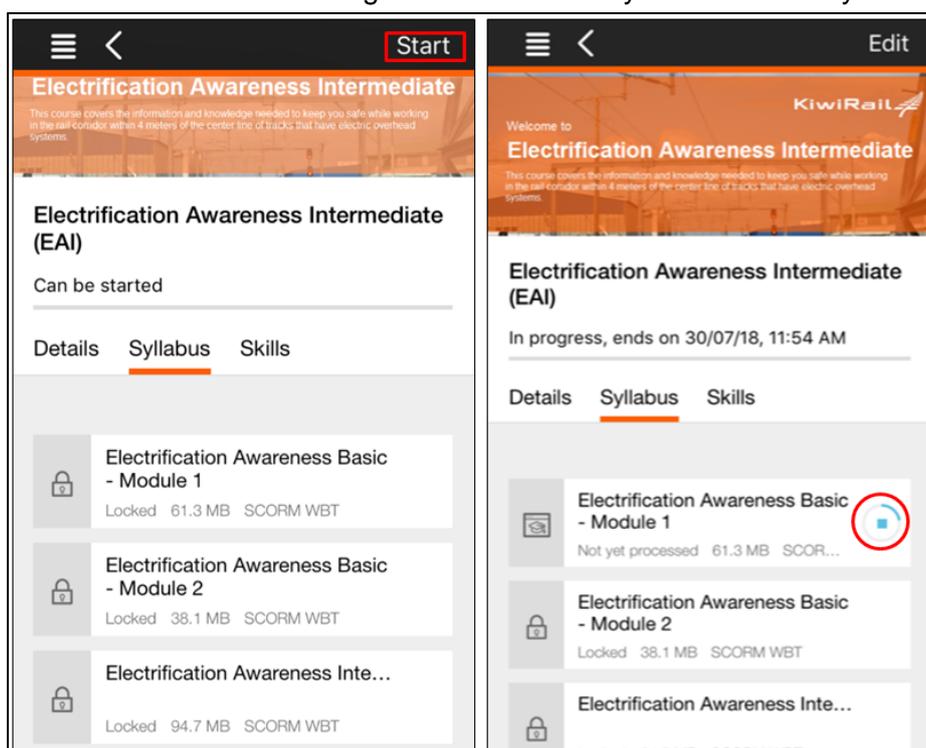
3. Ensure you have the volume of your device turned up or headphones plugged in. Follow all instructions within the course and answer all necessary questions. Each module requires a minimum of 80% to pass. You must completely progress through the whole module (appears in green) before the next will become available.
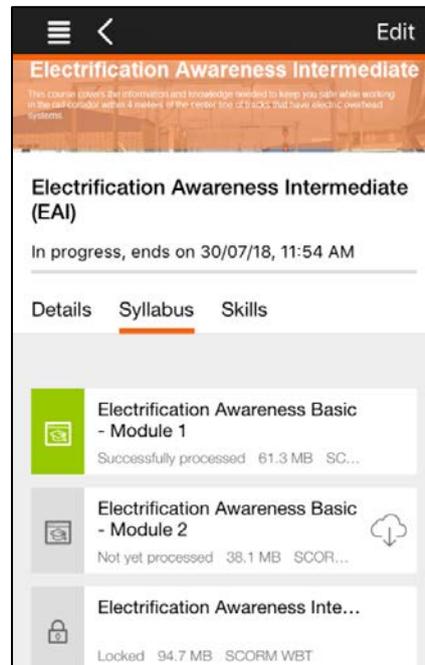

4. Continue until all modules have been completed and passed. If applicable, a certificate will become available to view and the competency will be uploaded to your profile.
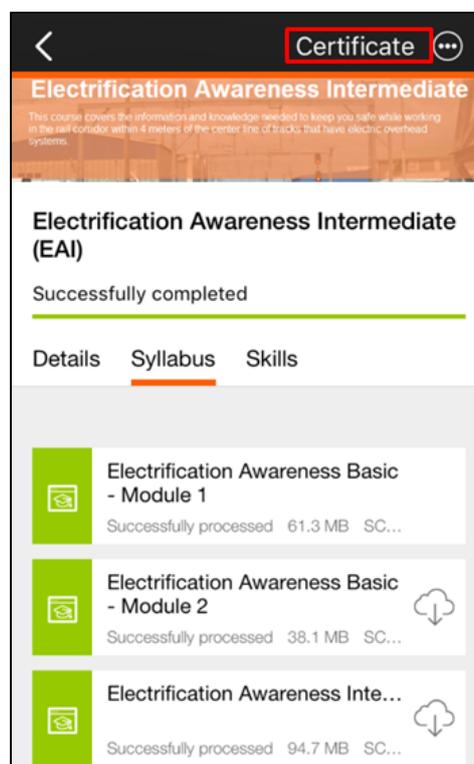
My Competencies:

My Competencies displays a list of Job Profiles assigned to a user and lists all relevant competencies obtained via training within KiwiRail.

1.   If a job profile has been assigned against a user, this will display all associated skills under the **Job profiles** tab. **Further skills** can be chosen to view all other competencies over and above an individual's profile. If a skill has an expiry date associated with it, this can be viewed by selecting the specific skill. If a skill has expired or not yet achieved under the profile, this will display in red.
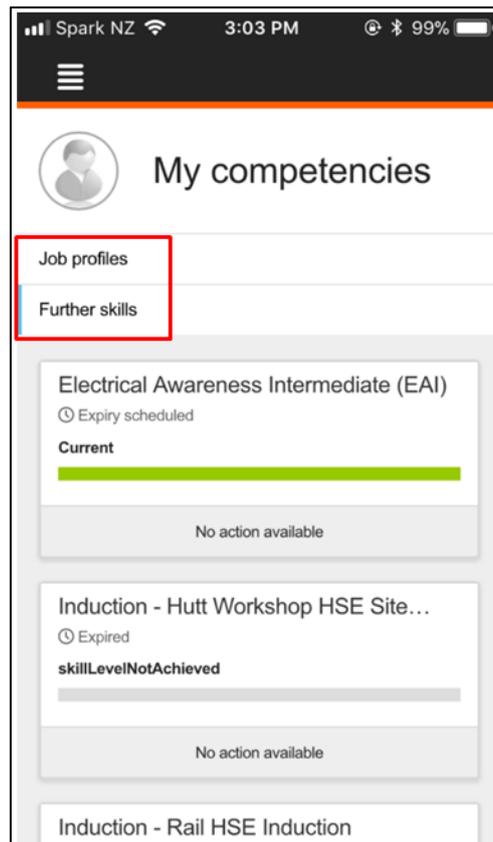
My Courses:

My Courses allows for users to view courses they are currently enrolled in, see the status of a course they have requested enrolment onto and view course history completed in the past.

1. By selecting the drop down field located along the top right, you are given the option to change the courses displayed depending on status.
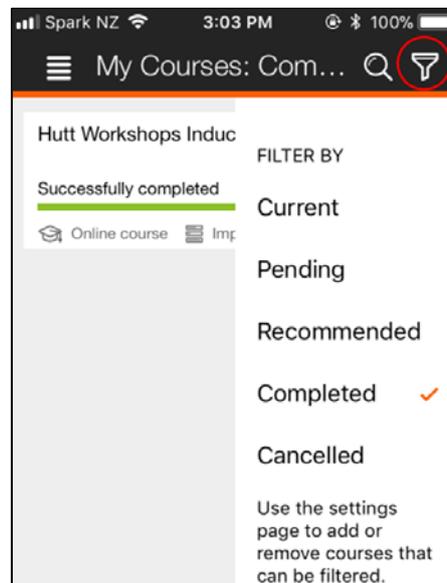

2. To display further information on a listed course such as completion date etc. select the course instance. Any automatically obtained certificates or Staff 23's can also be viewed here too.
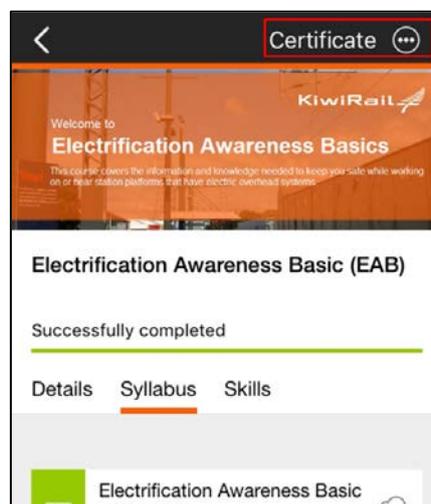
Personal Profile:

This tab allows uses to see their profile settings and update some personal details.

1. By selecting this tab, users can display a number of options and fields. Editing options include some contact information; Supervisors contact information as well as changing your personal password (contractors only).

2. After relevant changes have been made, users must **Save changes**.
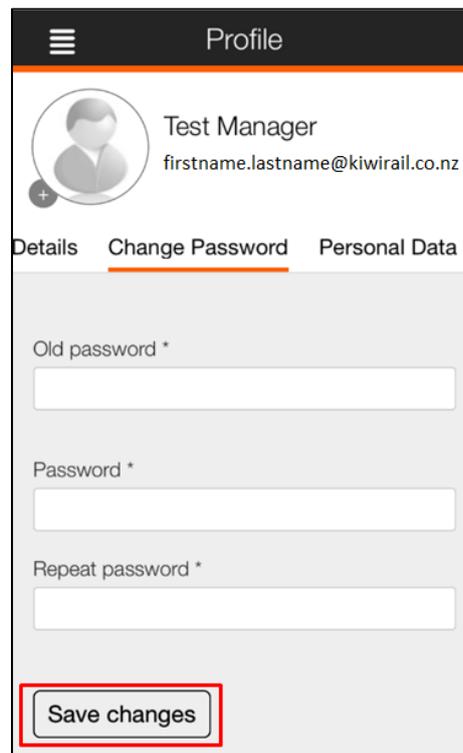
N.B If further information needs to be edited, users should contact <u>KLE.help@kiwirail.co.nz</u> for further assistance.