PeoplePortal

How to access and browse learning module as an external with initials

Note, if you are an external without Ørsted IT initials (5 letters starting with x) this is not the right guide for you. In such case, please utilise the guide for externals without initials, which can be found [here](#).
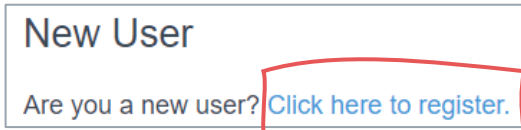
Register in learning module for externals

Registration is mandatory for all externals with Ørsted initials
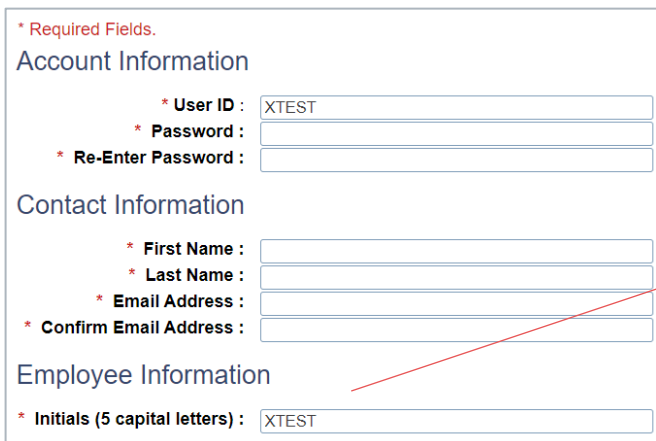
Registration & completion of mandatory courses

1) Go to Ørsted's learning module for externals with initials at the following link: https://orstedpeople.plateau.com/learning/user/portal.do?siteID=EXTERNAL%5fWITH%5fINITIALS&landingPage=login

2) Now Click here to register at bottom of the page.

New User

Are you a new user? Click here to register.

3) Enter your details and ensure they are correct before you click Submit. Please use your Ørsted initials as user ID.

* Required Fields.
Account Information
* User ID : XTEST
* Password :
* Re-Enter Password :

Contact Information
* First Name :
* Last Name :
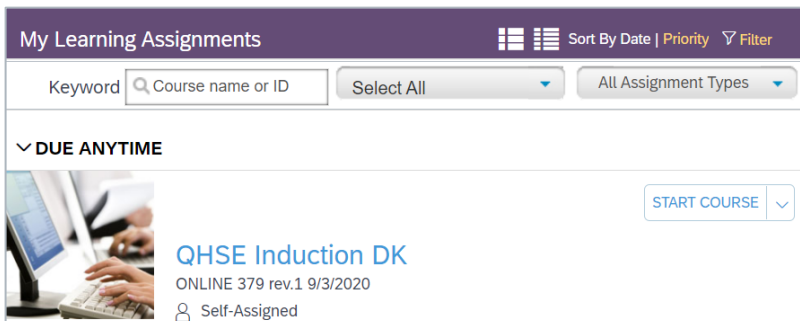* Email Address :
* Confirm Email Address :

Employee Information
* Initials (5 capital letters) : XTEST

INFO BOX

Initials are very important to enter correctly. They consist of 5 letters starting with X. If you do not know your initials, them please contact your Ørsted manager/contact person

4) Ensure that you remember your User ID and Password for future use. You can now log on to Ørsted's learning module for externals.

5) Complete mandatory training. Within an hour after your registration mandatory courses will be assigned to your profile. The courses are visible under My Learning Assignments when you log on. Remember to complete the training before the due date.

My Learning Assignments | Sort By Date | Priority | ▽ Filter

Keyword | Q Course name or ID | Select All ▼ | All Assignment Types ▼

⌄ DUE ANYTIME

START COURSE ⌄

QHSE Induction DK
ONLINE 379 rev.1 9/3/2020
⣿ Self-Assigned

If you face technical issues please contact Ørsted Service Desk (Your local Ørsted reception can help connecting you)
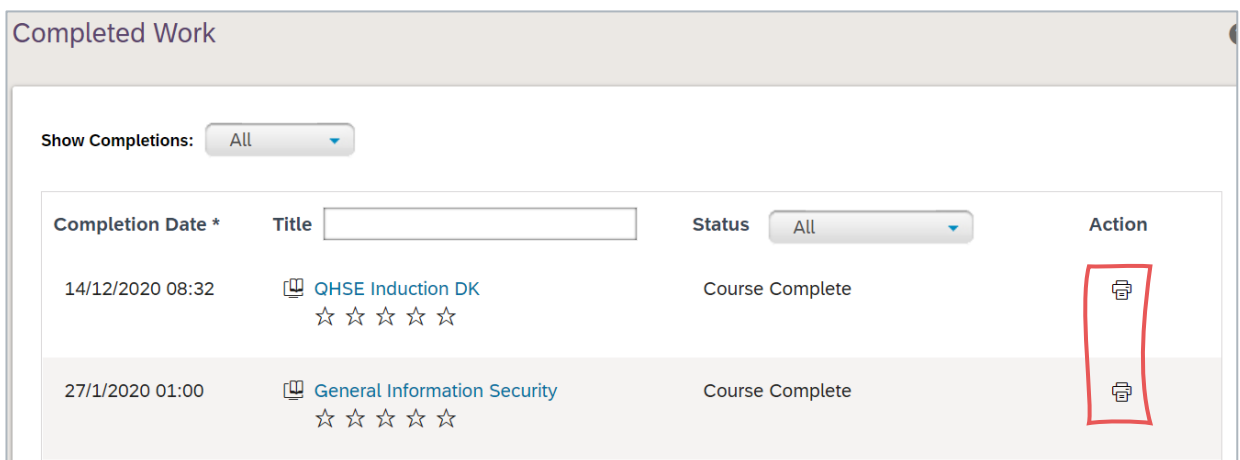
Ørsted

Print certificate if needed

At some Ørsted locations you cannot access the location without bringing a physical certificate of completed mandatory training to the reception.

Print certificate

1) Log on to Ørsted's learning module and click Learning History.
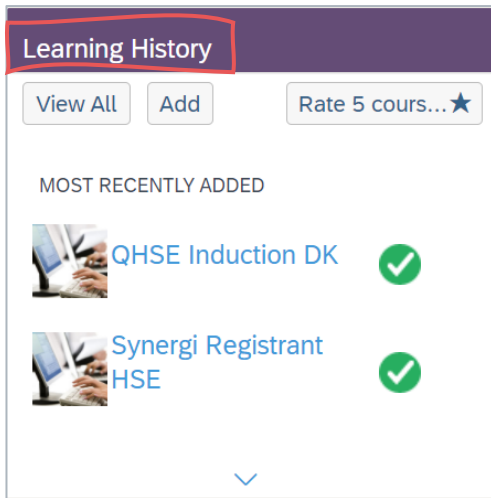
2) Click the print icon next to the course for which you wish to print a certificate
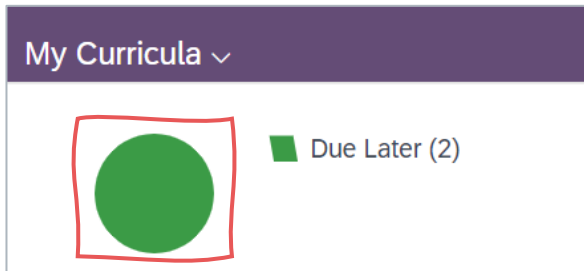
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Find overview of courses due

You can always find an overview of the courses which has been assigned to you as mandatory

My Curricula

1) Log on to <u>Ørsted's learning module</u> and click the pie under My Curricula.

2) The Curriculum Status show next due date for your mandatory courses

Curriculum Title	Status	Priority	Next Action ... ≜	Expiration D...	Assigned By	Remove
Information Management	✓	N/A	N/A	N/A	Admin (System AP)	
General Information Security	✓	N/A	26/1/2022	26/1/2022	Admin (System AP)	
QHSE Induction	✓	N/A	14/12/2023	14/12/2023	Admin (System AP)	

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