

PeoplePortal

How to access and browse learning module as an external without initials

Note, if you are an external with 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 with initials, which can be found [here](#).



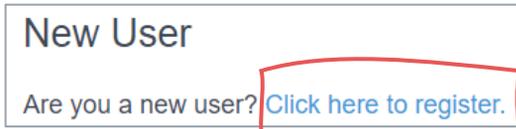
Register in learning module for externals

Registration is mandatory for suppliers working at Ørsted sites

Registration & completion of mandatory courses

1) Go to [Ørsted's learning module](https://orstedpeople.plateau.com/learning/user/portal.do?siteID=EXTERNAL&landingPage=login) for externals without initials at the following link:
<https://orstedpeople.plateau.com/learning/user/portal.do?siteID=EXTERNAL&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**.

* Required Fields.

Account Information

* User ID :

* Password :

* Re-Enter Password :

Contact Information

* First Name :

* Last Name :

* Email Address :

* Confirm Email Address :

Employee Information

* Company Name :

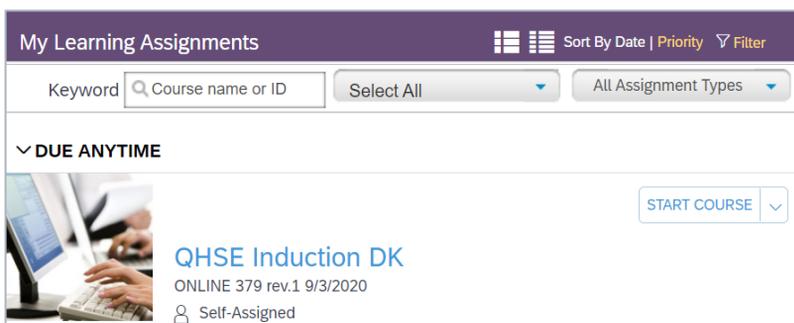
* Contact Person in Ørsted :

It's important that you enter a contact person from Ørsted. If possible please write their initials (the 5 letters prior to @ in their email address).

INFO
BOX

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

▼ DUE ANYTIME

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

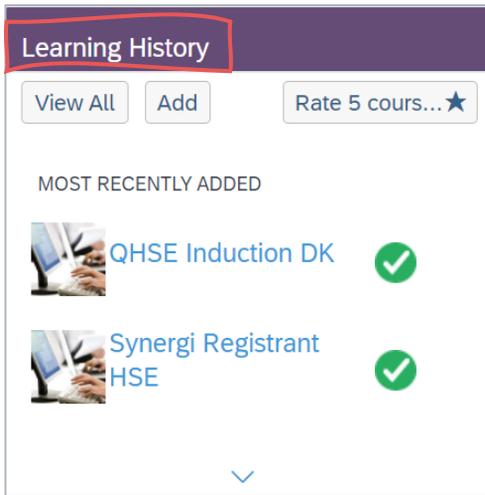
If you face technical issues please contact Ørsted Service Desk (Your local Ørsted reception can help connecting you)

Print certificate if needed

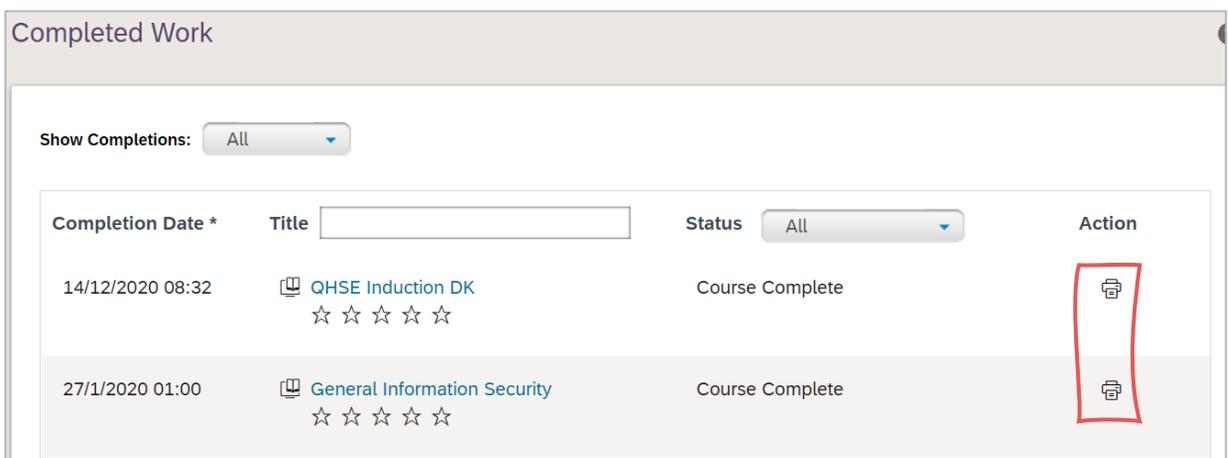
At some Ørsted locations you cannot access the location without bringing a physical certificate of completed mandatory training to the reception.

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

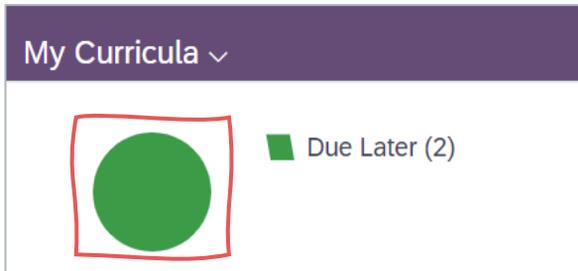


Find overview of courses due

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

My Curricula

- 1) Log on to [Ørsted's learning module](#) 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)	