

1 Click [here](#) to log into the POAL Learning Management System from any computer or laptop. <https://poalecs.docebosaa.com/lms>

2 Choose from the following:

If you...	Go to...
Have forgotten your password	Step 3
Have forgotten your user name, email address and password	Step 4
Know your user name and password	Step 5

3 Click [Forgot your password?](#)

- Type in your email address.
- Click [SEND MESSAGE](#).

i You will receive a link via email which will allow you to reset your password. Check your junk folder if the email has not arrived within five minutes.

i Once you have reset your password, go to step 6.

4 Email trainingadmin@poal.co.nz

i Include your driver's licence number in the email. You will receive an email with your user name and password.

5 Complete the following fields:

- Username
- Password

Click [SIGN IN](#).

6 Click [RENEW YOUR CERTIFICATION HERE](#).

7 Click [RENEW NOW](#) to the right of a course that has expired.

8 Click the course title.



9 Click [START LEARNING NOW](#).