

# How to renew your online induction

1

Click [here](#) to log into the POAL Learning Management System from any computer or laptop.

2

Choose from the following:

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

3

- Click 'Forgot your password?'
- Type in your email address
- Click 'Send Message'

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

4

Email [trainingadmin@poal.co.nz](mailto:trainingadmin@poal.co.nz).

- Include your driver's licence number in the email. You will receive an email with your username 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'.