



QUICK USER GUIDE

ALDI Contractor Exception Induction

STEP ONE | Enrolment

Follow the link below to find the induction:

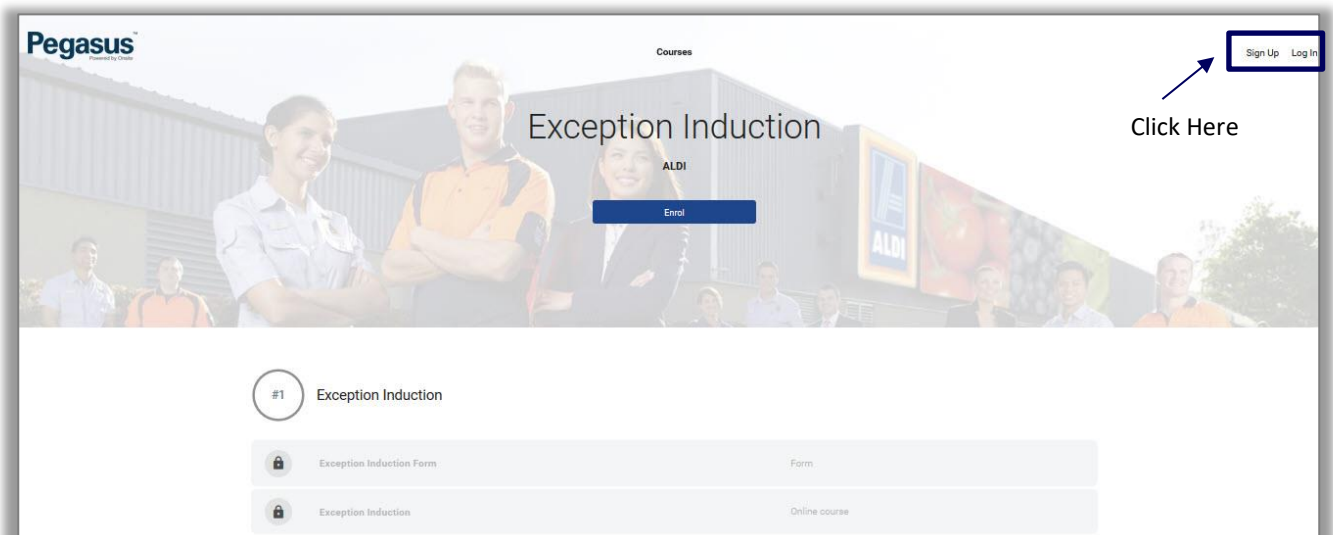
<https://pegasus.lms.poweredbyonsite.com/courses>



Ensure you have approval from the appropriate ALDI Executive Manager to complete the Exception Induction.

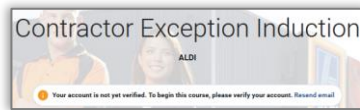
Click the ALDI Exception Induction tile to begin.

Click Log In if you have an account or Sign Up to create a new one.

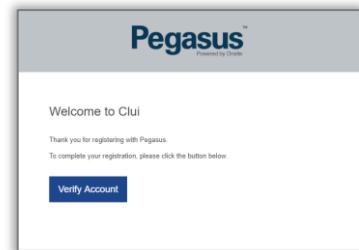
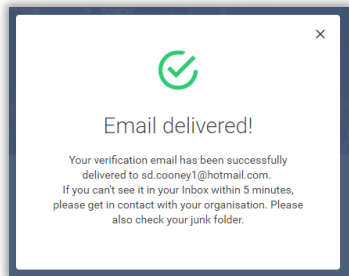




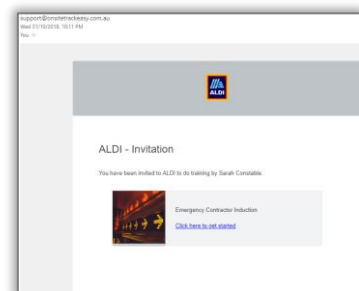
Complete all fields and click Continue.



This message will appear prior to starting the induction.



Check your email for the verification link and follow the directions in that email.



Click the link to log in and complete the training.



STEP TWO | Logging In

The image shows a 'Log In' form with a red error message 'Please enter your email.' above the 'Email address or username' field. The form includes fields for 'Email address or username' and 'Password', a 'Remember Me' checkbox, a 'Forgot your password?' link, and a 'Log In' button. A link for 'Not a member yet? Sign Up' is also present.

Log in to your account.

STEP THREE | Launching the course



Click the course tile and open the action area to launch the induction.

The image shows a course overview page for 'Contractor Exception Induction'. It features a header with the course title and a 'YES TO START' button. Below the header, there is a table with columns for 'Exception Induction Form', 'Form', and 'Not visited'. A 'Launch' button is visible next to the 'Exception Induction Form' row.

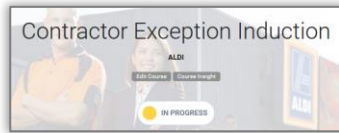
Click Launch on the first module.

The image shows a form titled 'Contractor Exception Induction Form'. It includes fields for 'Contracting company represented', 'First Name', 'Surname', and 'Description of work to be completed'. There is also a 'Date of visit' field with a calendar icon. A 'Submit' button is at the bottom.

Complete the form and Submit.

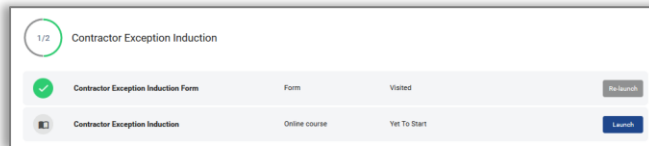


When you see this message, click Exit in the top right corner of the screen to return to the action area.



The status of your induction now shows as In Progress.

STEP FOUR | Completing the Induction

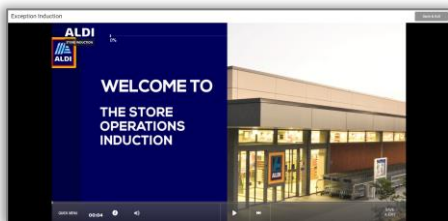


Click Launch on the second module of the induction.



If the message above appears, click Launch Course. This is a safety feature of your operating system as pop-ups have been set to 'not allowed'.

Clicking Launch will allow the pop-up to display this time, but will not affect your settings otherwise.



The course will load to a title. Once the induction is complete follow the onscreen instructions to exit and return to the action area where you can download your certificate.