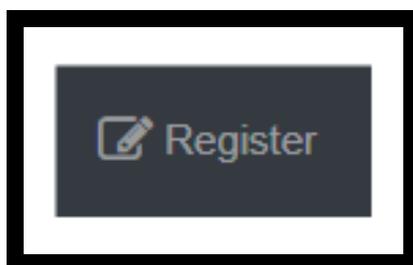


# How to add your workplace to ActiveCV and NZRRP

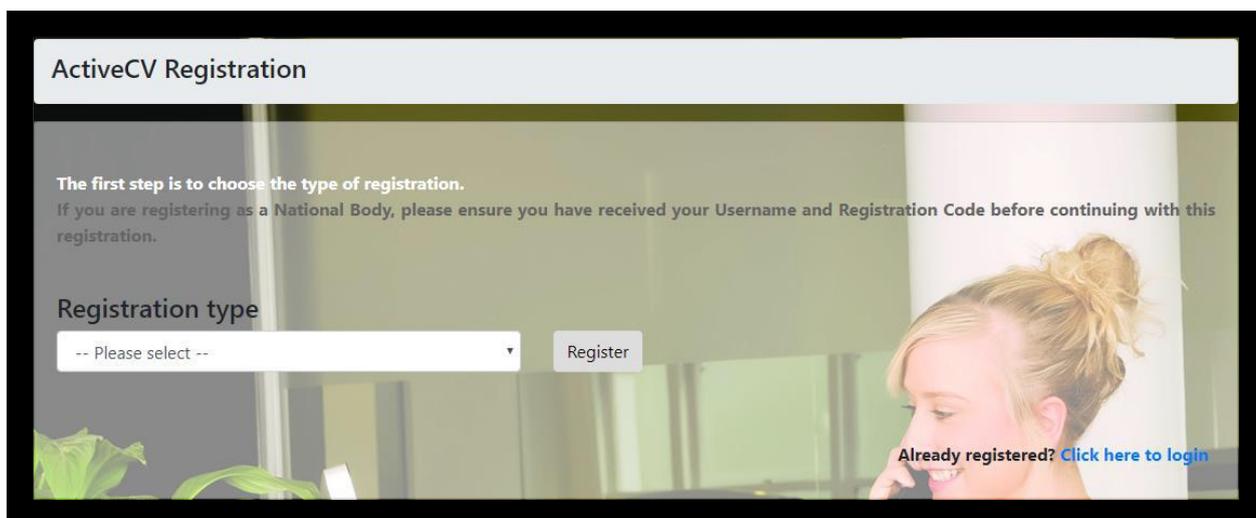
The purpose of this guide is to help you register and activate your workplace on the ActiveCV website. Because ActiveCV and NZRRP are linked, by doing this your qualified staff will show up on the NZRRP website.

1. Go to: [www.ActiveCV.co.nz](http://www.ActiveCV.co.nz)

2. Find and select the **Register** button near the top left corner of the page.



3. After clicking the **Register** button, you will be taken to the ActiveCV Registration screen shown below:

A screenshot of the ActiveCV Registration screen. The page has a light blue header with the text "ActiveCV Registration". Below the header, there is a green background with a woman's face on the right. The main content area is white and contains the following text: "The first step is to choose the type of registration. If you are registering as a National Body, please ensure you have received your Username and Registration Code before continuing with this registration." Below this text is a "Registration type" label, a dropdown menu with "-- Please select --" and a downward arrow, and a "Register" button. At the bottom right, there is a link that says "Already registered? [Click here to login](#)".

The **Registration type** dropdown box has options:

- Individual – for registering a single person

- Workplace – for registering a business

If you want to register your business so that your qualified staff can be linked to it, and show up on the NZRRP website, first select **Workplace** and then select **Register**.

4. After clicking **Register**, the following screen will display:

activecv Home Jobs Register

Register with ActiveCV as a Workplace

Please read the terms and conditions below. You must agree to these terms to use this website as a Workplace.

### WORKPLACE AGREEMENT HOLDER

To operate ActiveCV it is necessary to store, use, update and share information about you (individual, workplace or National Organisation). This information will be treated as required under the Privacy Act. ActiveCV allows you to change, delete or otherwise modify your information at any time.

Your information may also be used to provide you with a personalised view of our web sites giving you information and content that may be more relevant to you.

We will also send you newsletters and information about products, services and events that may be of interest to you by e-mail, this includes any parties that you have agreed to have access to your ActiveCV account through the privacy controls in that account. You always have an opportunity to change your privacy settings, or deactivate your ActiveCV account at any time if you are no longer interested.

In registering with, and then in using ActiveCV, you agree to the following (please read carefully):

- To follow the Code of Ethical Practice for Recreational Professionals (a copy can be downloaded here) and to be bound by any disciplinary process implemented by ActiveCV or its administrators if found to be in breach of either the ActiveCV Terms and Conditions or the Code of Ethical Practice for Recreational Professionals.
- That all information provided and/or entered into ActiveCV is accurate and true.
- That ActiveCV or its administrators have permission to contact any third party to verify any details of your registration application.
- That ActiveCV or its administrators have permission to pass on any contact details to third parties that you have nominated through the privacy options on your account.
- That ActiveCV or its administrators have permission to make public through NZRRP, or other public means:
  - Individual Registration – your name, region, qualifications held, date of attaining the qualification, date of expiry of the registration of the qualification, age band within ten year year range, workplaces you are currently employed at or linked to.
  - Workplace Registration – name of your workplace, region of your workplace, names of qualified/registered individuals in your workplace, currency/expiry of the qualifications/registrations they hold.
  - National Bodies/Organisations – name of organisation, region (if applicable), web address, qualifications/registrations you administer, individuals holding those qualifications/registrations.
- To undertake any audits or reviews ActiveCV or its administrators may undertake to verify your level of registration and/or competencies.
- That all online forms completed in your name that correctly provide your date of birth and email address) will be binding. You also agree to be bound by any electronic boxes.

I confirm I have read and understand the Terms and Conditions and agree to the creation of my activeCV, the maintenance of my organisation's information on the SkillsActive Aotearoa database and the access to my information by SkillsActive Aotearoa and their partners.

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5. You must tick the box next to the “**I confirm...**” statement at the bottom of the page to proceed. Once you’ve ticked this box, click the blue **Continue** button.

I confirm I have read and understand the Terms and Conditions and agree to the creation of my activeCV, the maintenance of my organisation's information on the SkillsActive Aotearoa database and the access to my information by SkillsActive Aotearoa and their partners.

[Continue →](#)

6. After clicking **Continue**, the following screen will display:

**Register with ActiveCV as a Workplace**

Please complete the details below. Mandatory fields are marked with \*

1 Please select your workplace from the following list...

Workplace name

...OR if you can not find your workplace in the list type the name of your workplace here:

If your workplace has had enrolments with Skills Active in the past, you may find your business in the **Workplace name** dropdown box. If you do find it, select it.

If you don't find it, type the name of your workplace into the second box (the one that's empty).

Before typing your workplace name into the second box, please double-check that it's not listed in the first box. If there are two accounts for your business it will be harder for people to find accurate information about your qualified staff

7. Next you will be taken to the page shown below. The fields marked with a red asterisk (\*) are compulsory, and need to be filled in before you can continue with the registration process.

2 Now, please provide your workplace's **physical** address:

Street details  \*

City  \*

Region  \*

Country

Post Code  \*

3 Now supply the workplace's **postal** address:

postal address same as physical address

Street details  \*

City  \*

Region  \*

Country

Post Code  \*

4 Details of how to contact the workplace and the person who will administrate the workplace ActiveCV account:

Phone  \*

Alternate contact email  \*

Title

Name  \*

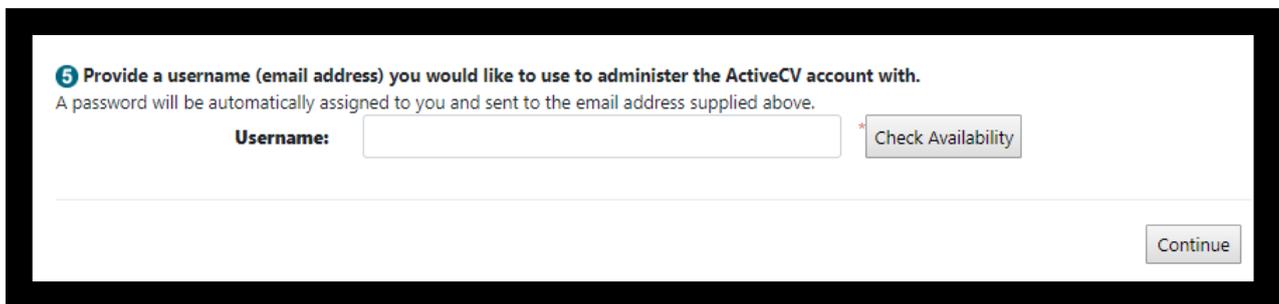
Role  \*

If, in Step 6, you found your business in the **Workplace name** dropdown box:

- Some of the above fields may be pre-populated. If you want to change them, you will be able to do so after your registration is complete.
- Please double check the **Email address** box. You cannot edit this box, and this is the email address to which the registration will be sent to, so it's important that you have access to it.

- If this address is incorrect, you need to change it before you register. You can do this by contacting David Liu on 021 575 256.

If, in Step 6, you manually typed in your business name, none of the form will be pre-populated and you will need to fill out the entire form. First you will need to enter your **Username**, which must be an email address:

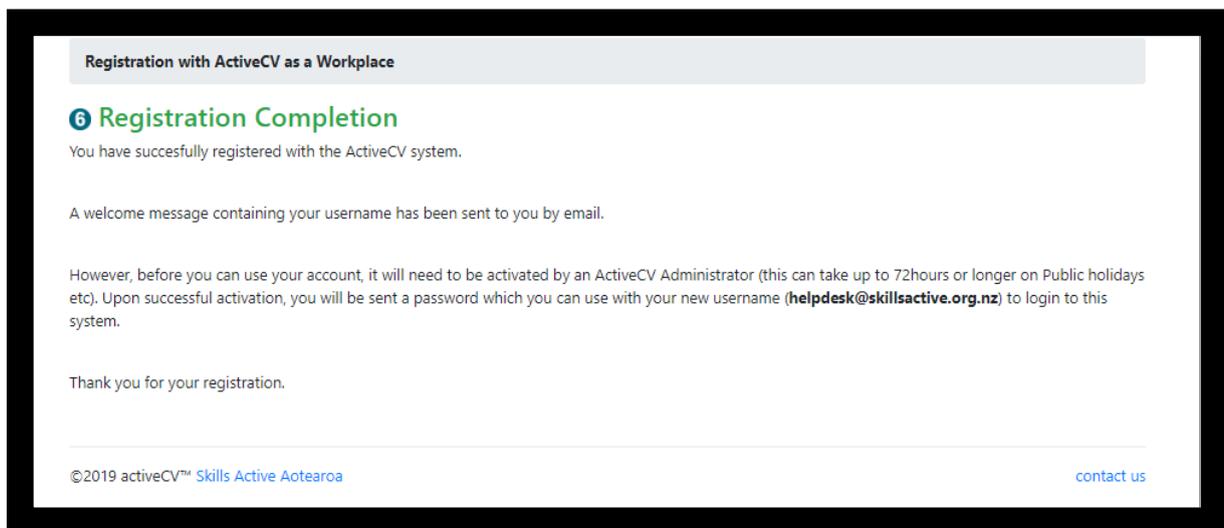


5 Provide a username (email address) you would like to use to administer the ActiveCV account with.  
A password will be automatically assigned to you and sent to the email address supplied above.

Username:

Once you have filled out and checked all of the details, click the **Continue** button.

8. You will then be taken to the page shown below:



Registration with ActiveCV as a Workplace

### 6 Registration Completion

You have successfully registered with the ActiveCV system.

A welcome message containing your username has been sent to you by email.

However, before you can use your account, it will need to be activated by an ActiveCV Administrator (this can take up to 72hours or longer on Public holidays etc). Upon successful activation, you will be sent a password which you can use with your new username ([helpdesk@skillsactive.org.nz](mailto:helpdesk@skillsactive.org.nz)) to login to this system.

Thank you for your registration.

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9. You will also receive an email at your username email address, which will look like this:



Welcome **David Liu**

Thank you for registering.

You will need the following username to login to your new ActiveCV Workplace account once it has been activated:

Username: [helpdesk@skillsactive.org.nz](mailto:helpdesk@skillsactive.org.nz)

Thanks for joining the ActiveCV system.

Regards

Activation Team

Your account has now been registered, but it must be activated first before you can use it. Skills Active will do this within two working days of your registration.

The reason for this delay is so that we can review the email addresses associated with the account, to ensure that the person who has registered the workplace does actually work there.

When the Skills Active team has reviewed and activated your registration, you will receive the following email notification:

Your ActiveCV account has recently been activated. Please use the following details to login to your account at <http://www.activecv.co.nz/login>

Username: [helpdesk@skillsactive.org.nz](mailto:helpdesk@skillsactive.org.nz)

Password: ZggpopDC

You may be required to change your password on your first login.

Kind regards

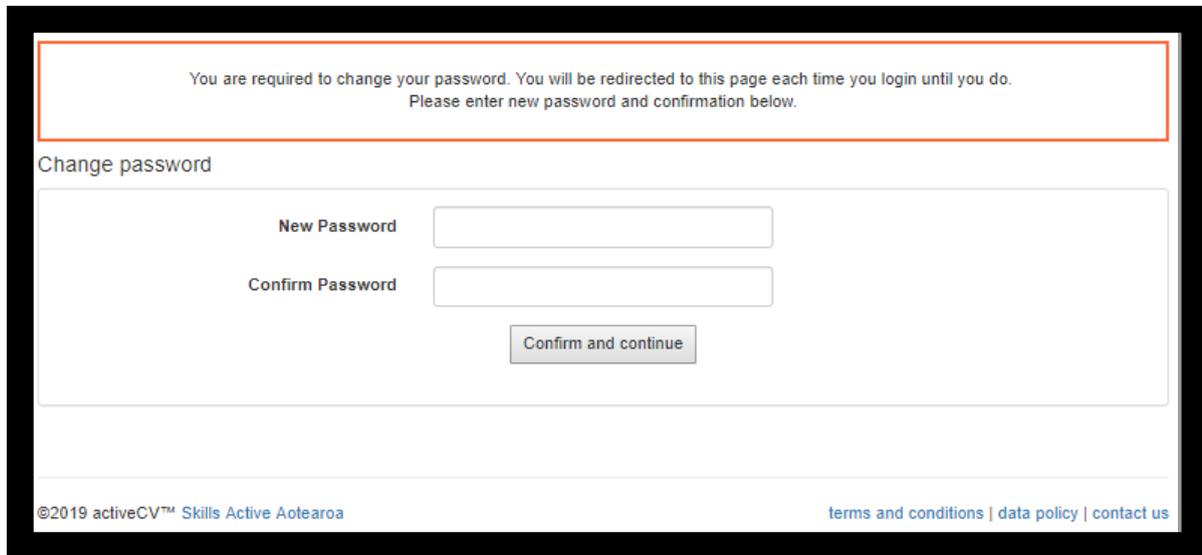
The ActiveCV team

10. Go to the link provided in the email: [www.ActiveCV.co.nz/login](http://www.ActiveCV.co.nz/login)

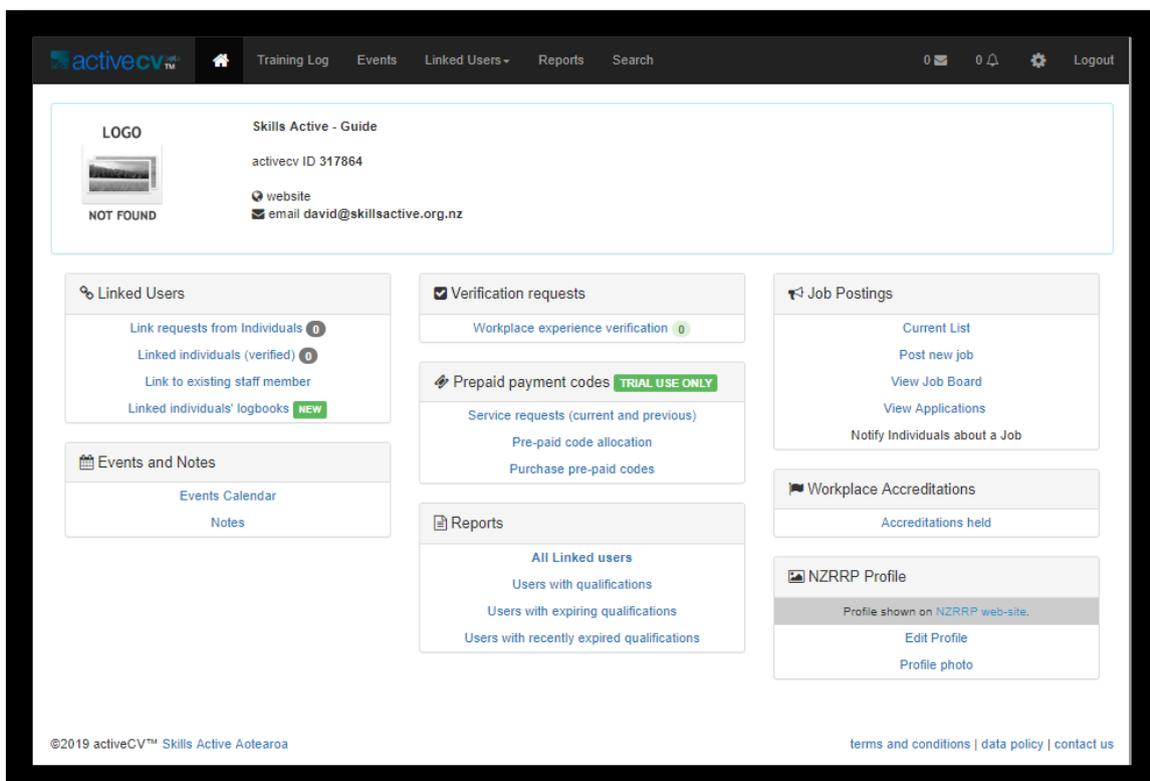
Enter your username, and the temporary password that was provided in the email.



11. The first time you log in, you will be prompted to change your password:



12. When you have changed your password, you will be taken to your **Workplace** home screen. An example is shown below:



Now that you have created your ActiveCV account, you can use it to:

- Link your employees to your business, so that they will then be shown on NZRRP, if they are qualified
- Update the detail for your business, so that the correct information is displayed on NZRRP.