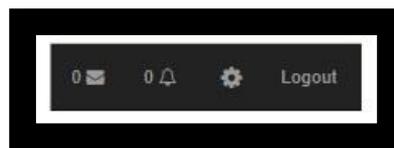


# How to update details for your workplace

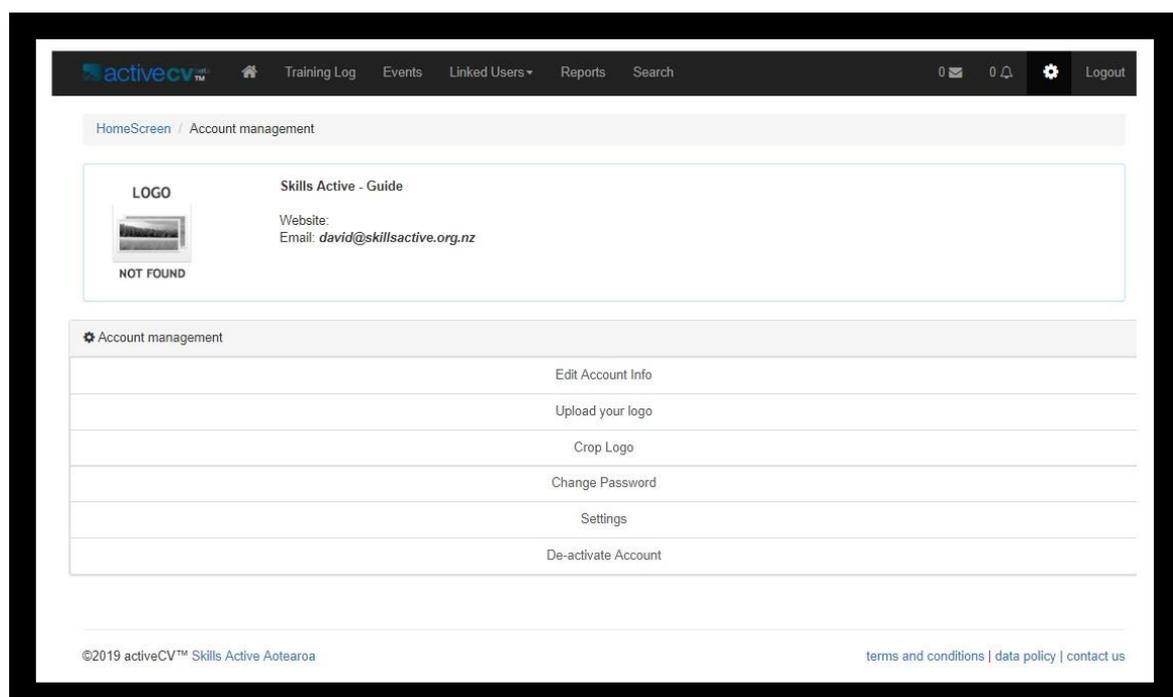
The purpose of this guide is to help you make sure the details displayed on NZRRP for your workplace are correct.

To do this, you must first have an ActiveCV Workplace account. If you do not have one, see the separate instruction sheet, “How to add your workplace”.

1. Log into your ActiveCV Workplace account. If you have any trouble with logging in, contact us at [nzrrp@skillsactive.org.nz](mailto:nzrrp@skillsactive.org.nz) or call us on 0508 4SKILLS (475 4557) and we will help you.
2. To add or change the workplace details as they appear on NZRRP, locate and click the **Cog** icon in the top right corner:



3. After clicking the **Cog**, the following screen will display:



4. To update your workplace information, select **Edit Account Info** and the following screen will display:

The screenshot shows a web form titled "Edit account Information". The form contains the following fields and values:

Username	helpdesk@skillsactive.org.nz	cannot be changed
Main contact title	Mr	
Main contact name	David Liu	
Main contact's job title	System Administrator	
Main contact email	david@skillsactive.org.nz	
Organisation name	Skills Active - Guide	
Organisation's website	http://	
Postal street details	14 Sages Lane	
Postal area		
Postal city	Te Aro	
Postal region	Wellington	▼
Postal postcode	6011	
Physical street details	14 Sages Lane	
Physical area		
Physical city	Te Aro	
Physical region	Wellington	▼
Physical postcode	6011	
Phone	021 575 256	
Fax		
Master workplace	None	▼

At the bottom of the form, there are two buttons: a red "cancel" button and a blue "Save Details" button.

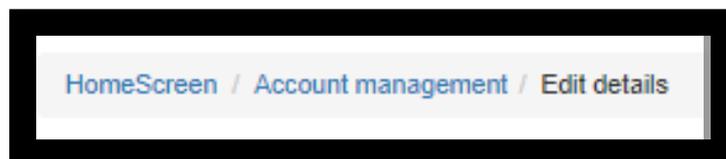
You can change anything on this page except for the **Username**. To change your **Username**, contact your Skills Active learning support advisor (LSA). You can find the right learning support advisor for your region, and their contact details, at: [www.skillsactive.org.nz/contact-us/](http://www.skillsactive.org.nz/contact-us/)

There are some important things to note about this page:

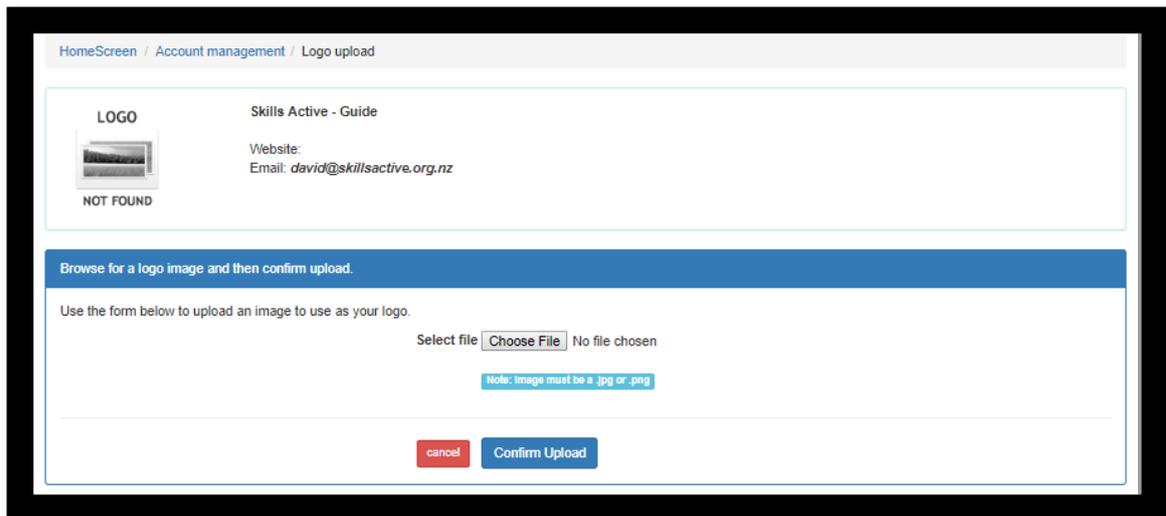
- Adding information on this page does not automatically mean it will be displayed on NZRRP.

- **Main contact email:** This is the address which will receive all system notifications – for example, if you wish to reset your password. This email address should be one you can check easily. If the job of managing your workplace’s ActiveCV shifts from one person to another, make sure to update the account so that the new person is the main email contact.
- **Organisation name:** This will be the name of your workplace on the New Zealand Register of Recreation Professionals (NZRRP). It should be the same name that you use on your website, your branding and on the outside of your building, so that members of the public can easily find your business on NZRRP.
- **Master workplace:** This option is for one organisation that has multiple branches, and links the branches together for reporting purposes. Each branch needs to be registered individually, and a parent account (the “master workplace” also needs to be registered. You can then use the **Master Workplace** field on the **Edit Account Information** page to connect them.
- If you would like more advice on this before going ahead, please contact: david@skillsactive.org.nz

To go back to the **Account Management** screen, click the **Back** button on your web browser, or select the **Account Management** link on the navigation line:

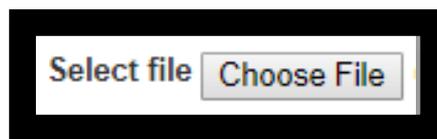


5. To add a logo to your workplace or change your existing logo image, from the **Your Account** screen, find and select **Upload your Logo**. The following screen will display:



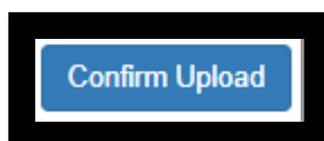
Please note: Your picture file must be either .JPG or .PNG and the file size must not exceed 250KB.

Select the **Choose File** button:



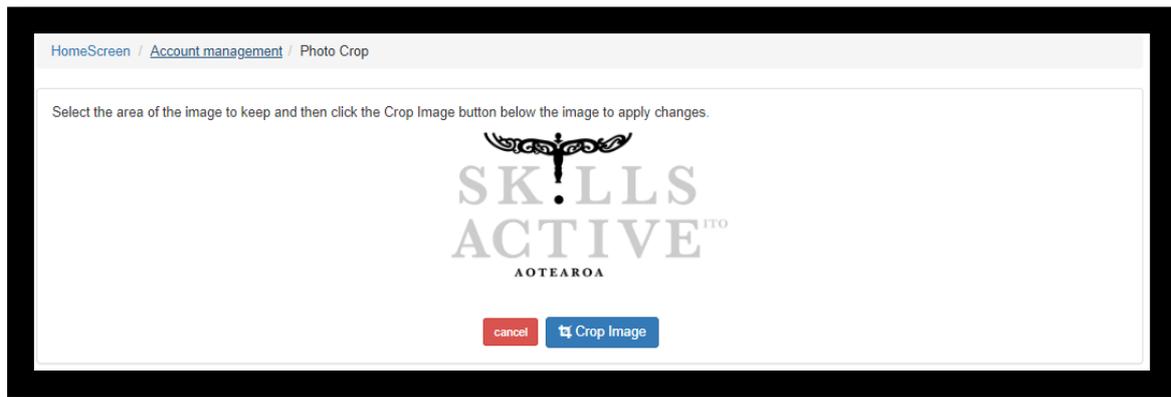
If your picture is suitable, the file name will appear next to the **Choose File** button.

Once you are happy with the file you have chosen, select the **Confirm Upload** button:



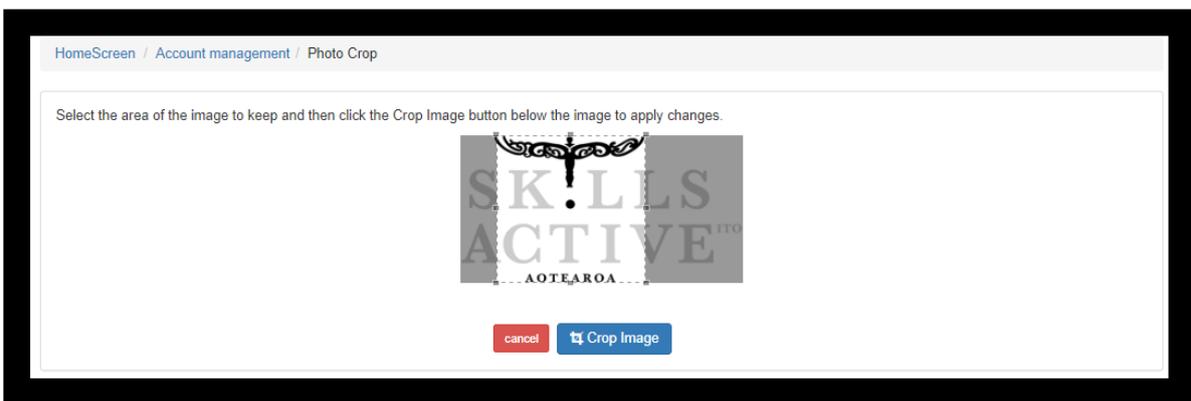
Your logo will now display on your ActiveCV page, and it can also be set to display on NZRRP.

To crop your logo, from the **Account Management** screen, find and select **Crop Logo**. The following page will then display:



Use your mouse to create a square crop field. Anything outside the square will be discarded.

If you're not happy with the crop, select **Cancel**. When you are happy with your crop, select **Crop Image**.



Your logo will now be saved. If you want to re-do your crop after you've clicked **Crop Image**, you will need to re-upload your logo and start again.

6. To change your password, from the **Account Management** screen, select **Change Password** and the following screen will display:

The screenshot shows a web page titled "Skills Active - Guide" with a breadcrumb trail: "HomeScreen / Account management / Password". The page features the Skills Active logo (SK.I ACT AOTEAROA) and contact information: "Website: Email: david@skillsactive.org.nz". Below this is a "Change Password" section with two input fields: "New Password" and "Confirm Password". At the bottom of the form are two buttons: a red "cancel" button and a blue "Confirm password change" button.

When you have entered your new password, select **Confirm password change** to save your new password.

If you do not want to change your password, select **Cancel** to keep the old password, and you will be taken back to the **Account Management** screen.

## 7. Deactivating your account

If you want to close down your ActiveCV account, you can find the **De-activate Account** button on the **Account Management** screen.