TRANSPOWER

Grid Skills

MySkills Learner

User Guide

Document version details

Version	Date	Nature of amendment
01	November 2018	Update to reflect new user interface
02	September 2020	Updated to support new user interface
03	March 2021	Updated to reflect move to one level of approval
04	December 2021	Updated login screen, cover image and re-formatted
05	December 2024	Updated screenshots, formatting, terminology, cover
06	July 2026	UI update for Document Uploads

Contact for Enquiries

If you have any questions regarding this document, please contact: gridskills@transpower.co.nz

Proposing Changes

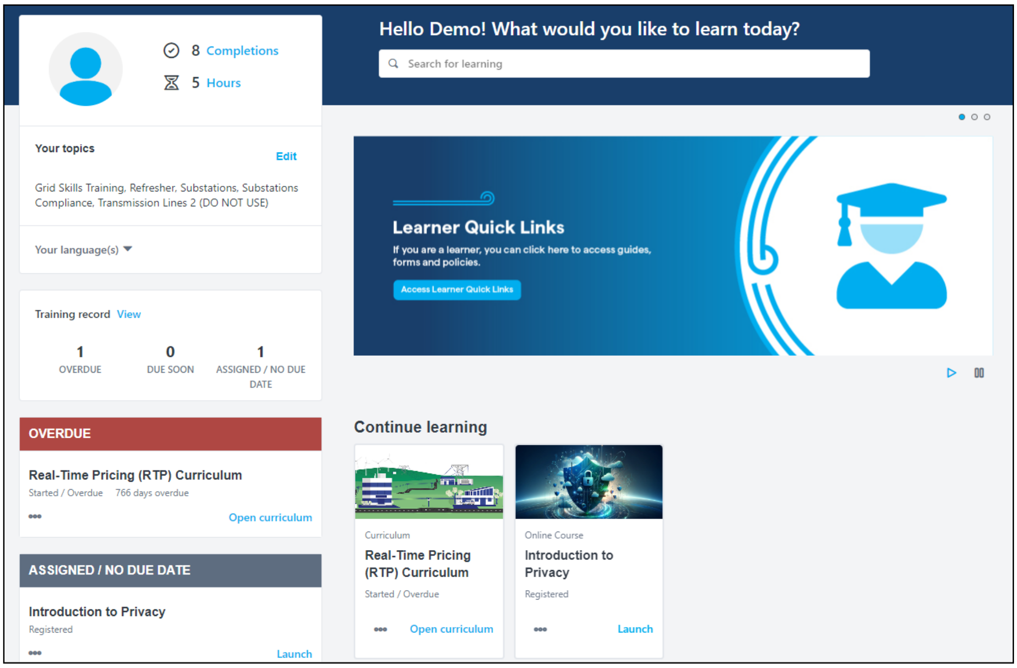
If you have a suggestion for improving this document, complete and forward a copy of the changes to the above.

Contents

1 Logging in to MySkills

You need to register in MySkills to attend Grid Skills training.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Grid Skills training can be accessed through this link: MySkills Login Page</td></tr>
<tr><td>2</td><td>To Log in, enter your Username and password then click ‘Login’.

</td></tr>
<tr><td>3</td><td>The MySkills Learner Home will display.

</td></tr>
</table>

NOTE

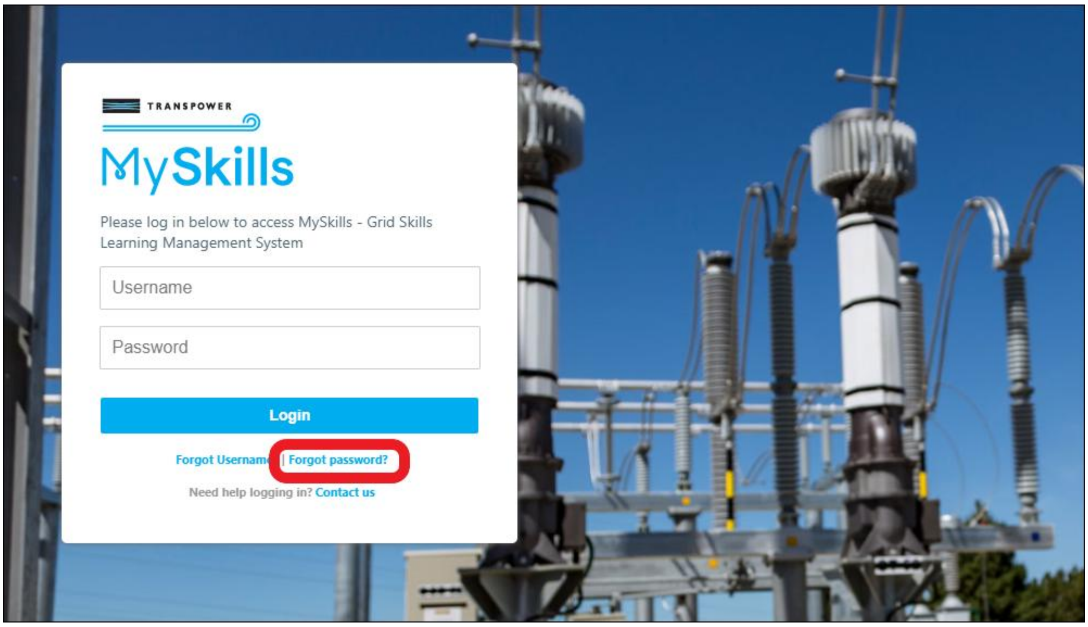
You can easily navigate back to **Learner Home** from anywhere in the system by clicking on the Grid Skills logo in the top left-hand corner.

Grid Skills

2 Password Management

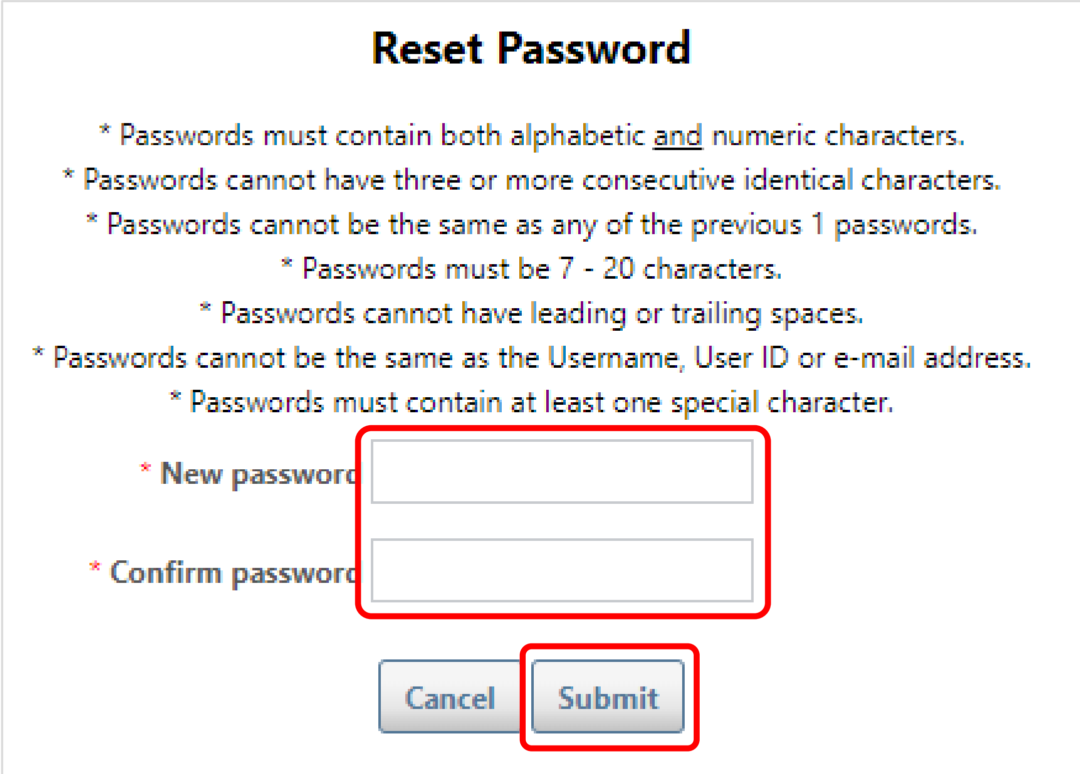
2.1 Forgotten Password

If you have forgotten or need to change your password, you can do so from the MySkills login page.

Step	Action
1	If you have forgotten your password: a) Click on the **'Forgot password?'** link.  b) Enter your Username and click **'Submit'**. An email will be sent with a link to reset your password. **NOTE** The email will be sent to the email address recorded for you in the MySkills system. If you do not receive the *Forgot Password* email within 15 minutes, please contact your Training Approver as the email may have been sent to them.

2

a) When you click on the **Reset Password** link in the email, the below screen displays.
b) Enter your new password.
c) Confirm your new password.
d) Click **'Submit'**.

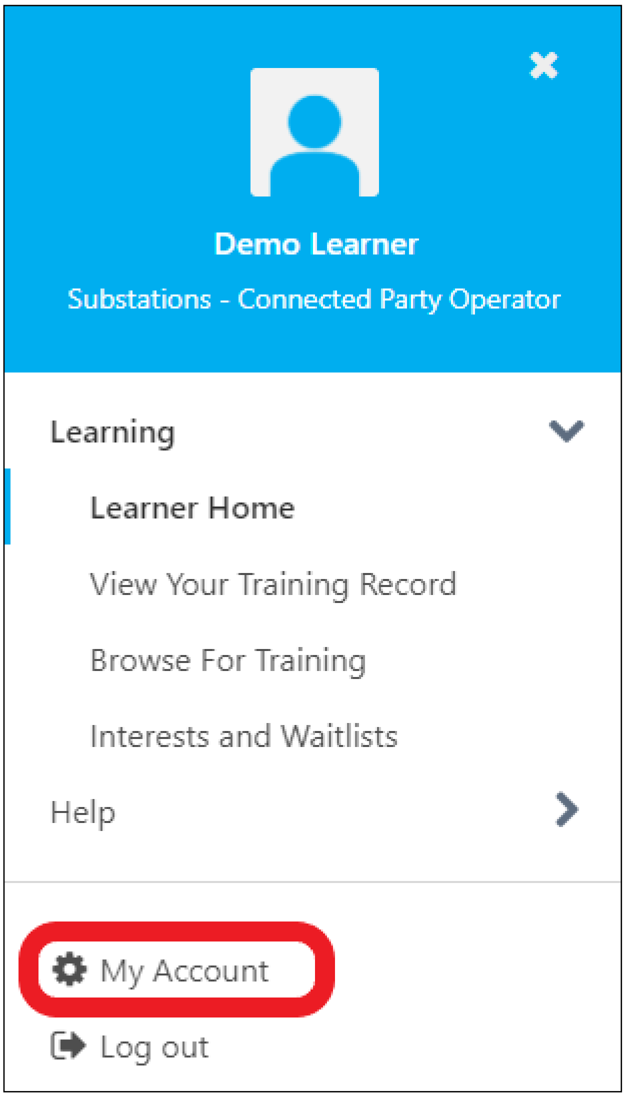


3

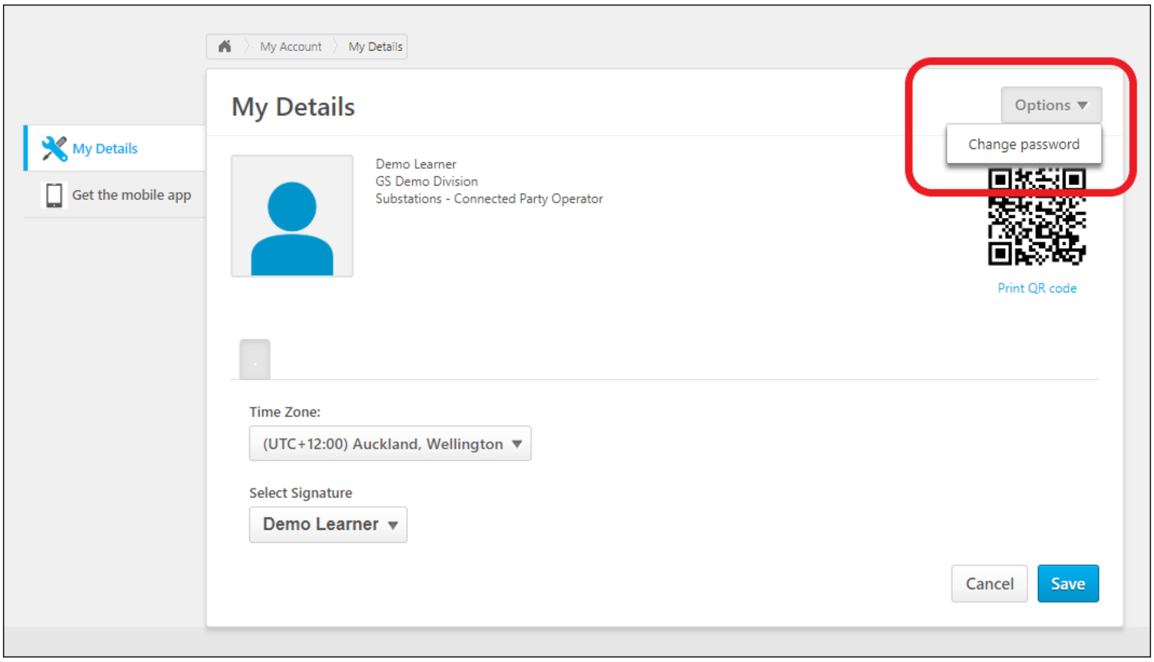
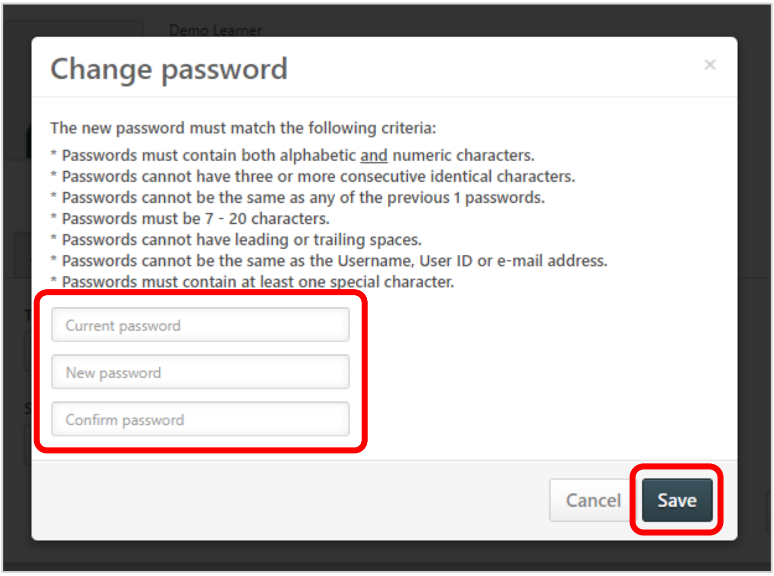
You will be returned to the **Login** page. Please re-enter your new login details.

2.2 Changing your Password from within the System

If at any time you wish to reset your password, you can do this from within the system.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click on the ≡ icon in the top right-hand corner.</td></tr>
<tr><td>2</td><td>Click on 'My Account' at the bottom of the navigation pane.


</td></tr>
</table>

<table>
<tr>
<td>3</td>
<td>Click on ‘Options’ in the top right-hand corner and the option to ‘Change Password’ will display.

</td>
</tr>
<tr>
<td>4</td>
<td>a) Enter your current password.
b) Enter your new password.
c) Confirm your password.
d) Click ‘Save’.

</td>
</tr>
</table>

3 Learner Home

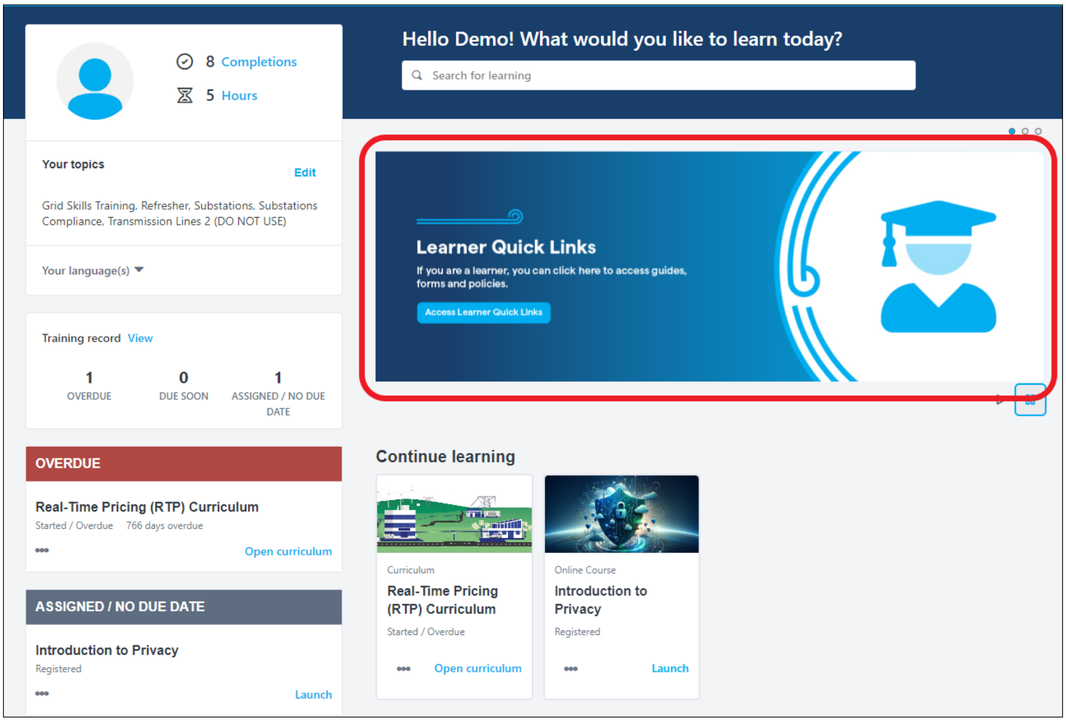
When to use

Learner Home enables you to:

- Search for training
- View your Training record and your completed training items
- See at a glance any Overdue or Pending Due training dates
- Access the Learner Resources page via rotational banners
- Easily continue learning you have started, save training for later, see what training is popular, see any Suggested training through using the carousels displayed on the page

3.1 Accessing Learner Resources

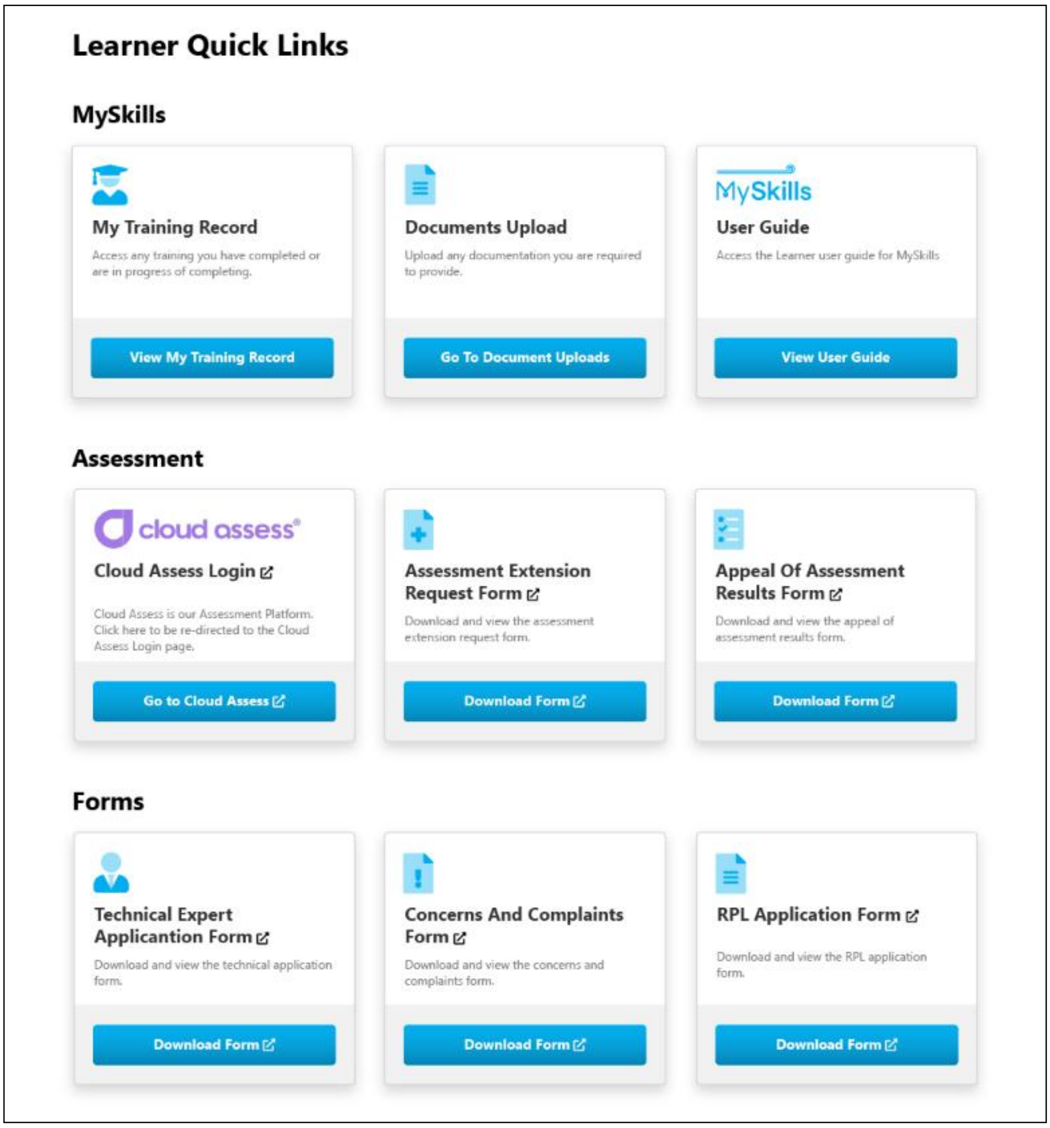
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Log in to MySkills. Refer to 1 Log in to MySkills</td></tr>
<tr><td>2</td><td>Click on the Learners rotational banner to take you to the Learner Quick Links page.



</td></tr>
</table>

3 From here you can:

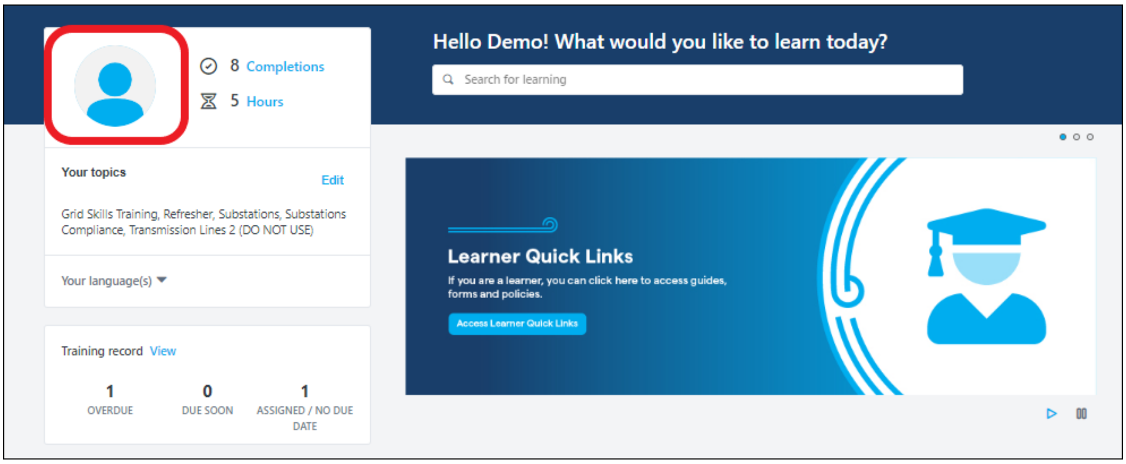
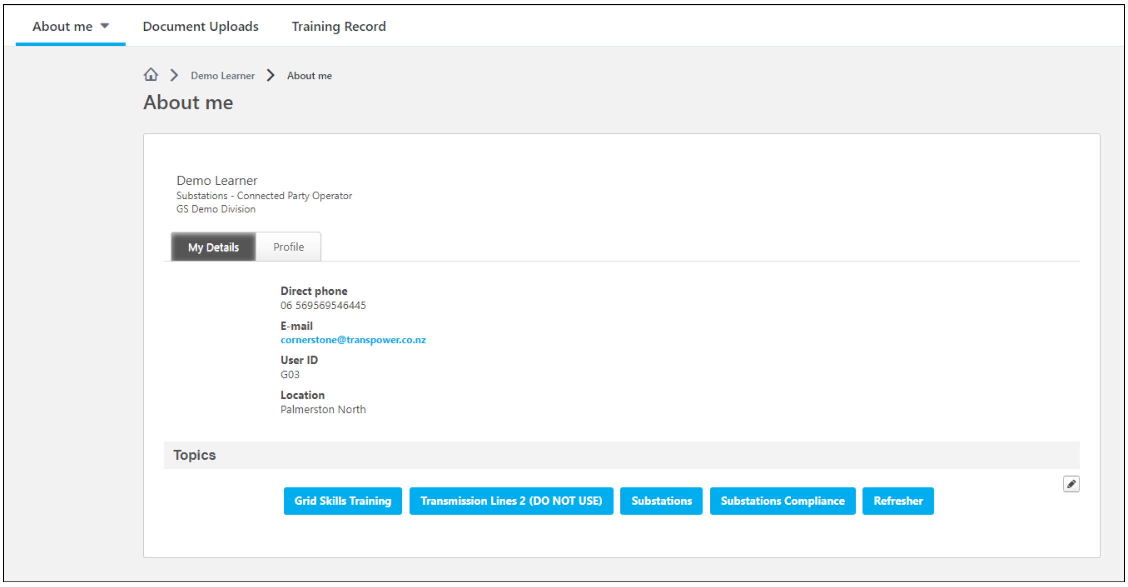
- Upload documents (OJA's, Research Projects, Essays and OJO's)
- Access User Guides, Forms and Policies available on the Grid Skills website.



4 About Me

When to use

To check if Grid Skills has the correct information for you or to see who your Training Approver is.

Step	Action
1	Click on the **profile icon image** in the top left-hand corner of Learner Home. 
2	Check your details are correct.  **NOTE** Please contact gridskills@transpower.co.nz if you need to update any information.

5 Learning Search

When to use

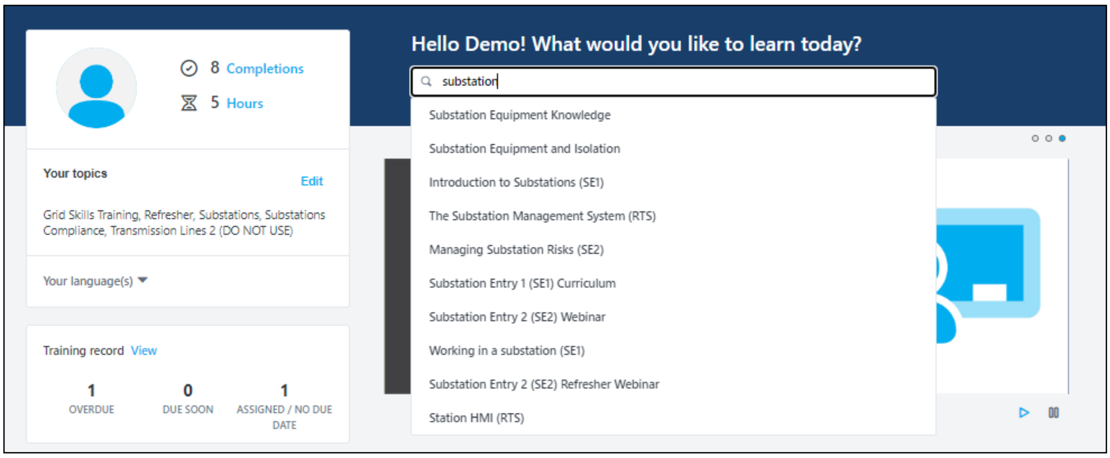
Use the Learning Search bar to find the training you require.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

Search Option 1:

a) To search for training on the Learner Home page, enter a word or two into the search box. Up to ten training titles display in the search results below the search bar.

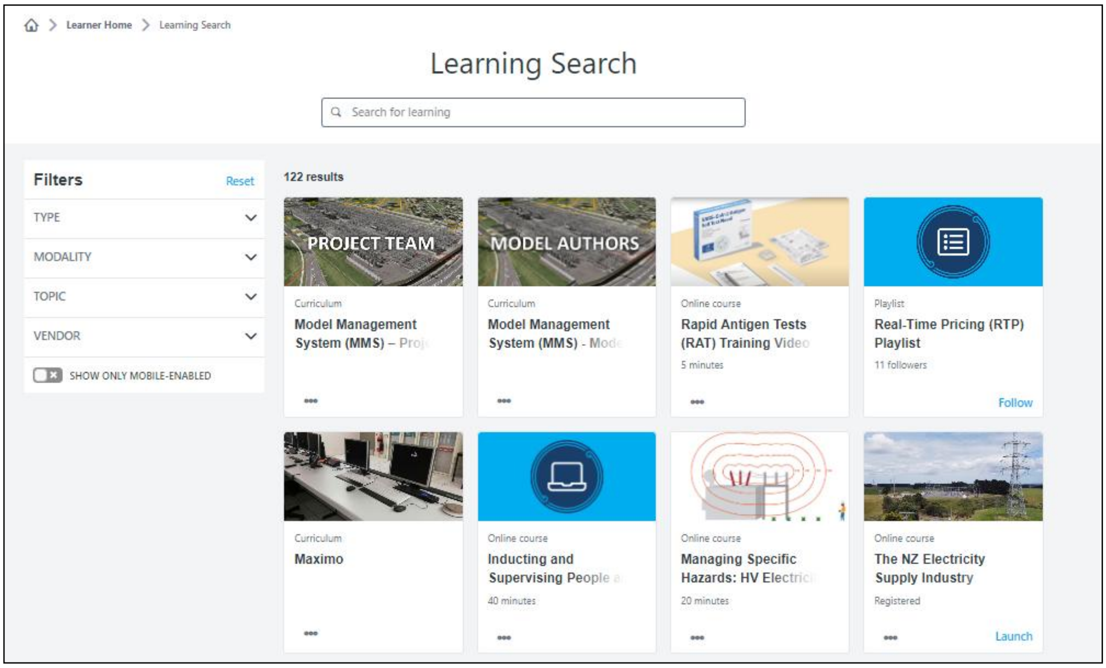
b) Click the **‘training title’** to see more information for that item.



</td></tr>
<tr><td>2</td><td>

Search Option 2:

The other way to search for training is to put your cursor in the search box and press the **‘Enter’** key on your keyboard. This will redirect you to the **Learning Search** page.



</td></tr>
</table>

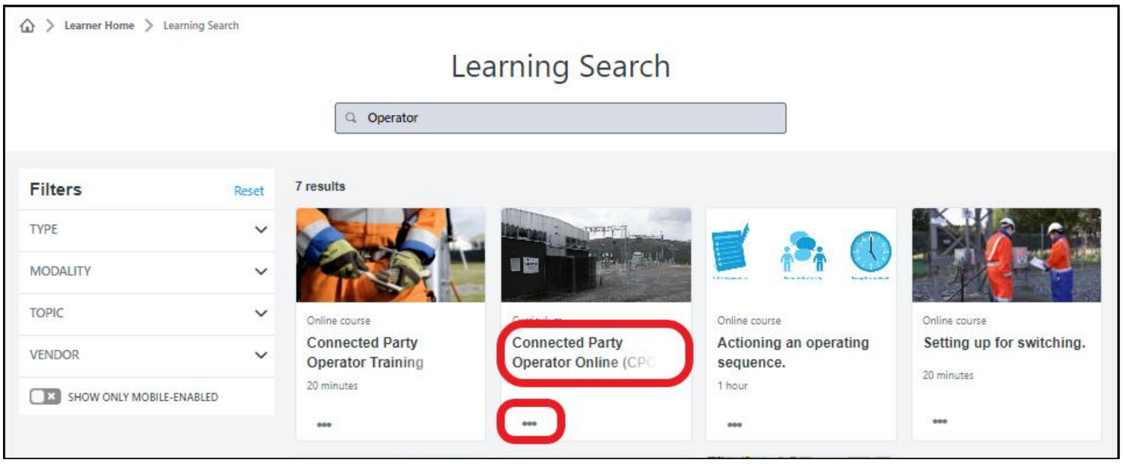
6 Request Training

When to use

To request training in MySkills.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

On the **Learning Search** page, you can request your training by clicking on the **training title** or the **three dots** in the bottom left-hand corner.

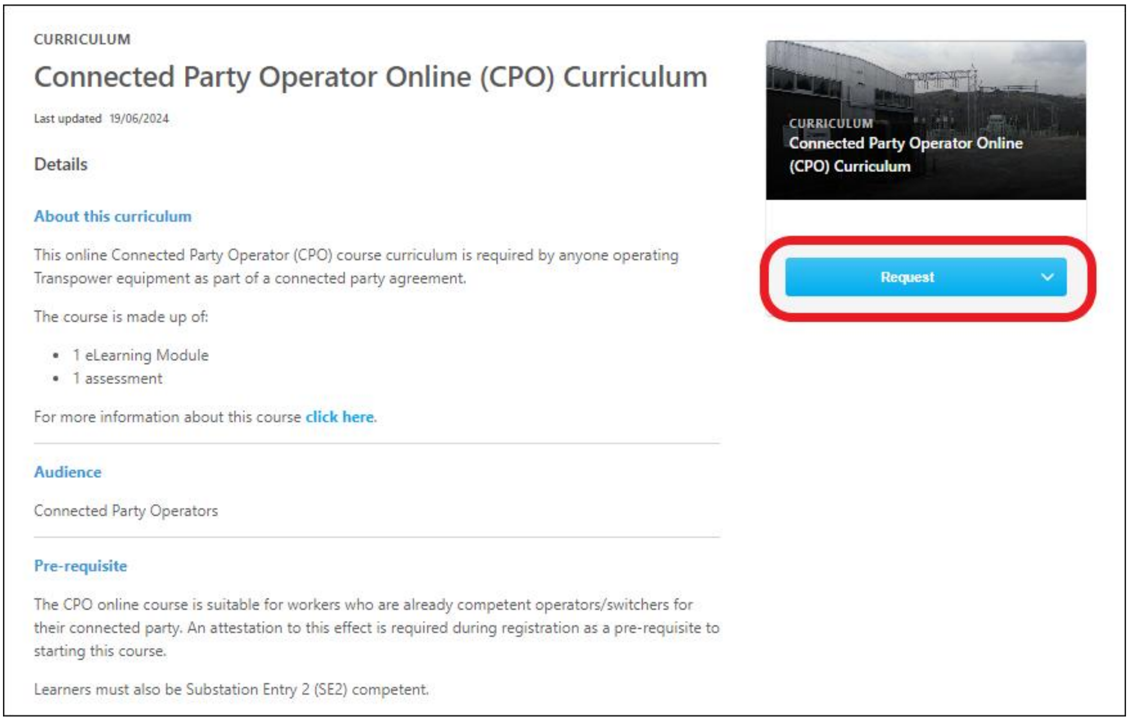


NOTE

For Events, the request option will only show for sessions that are currently available.

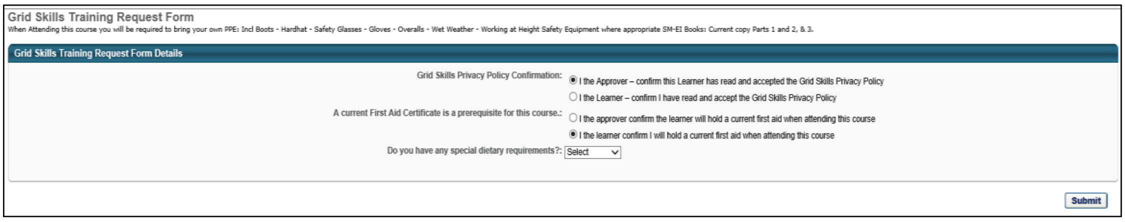
</td></tr>
<tr><td>2</td><td>

Read through the training description so you know what is required **BEFORE** you request the training. Click the **'Request'** button to request the training.



</td></tr>
</table>

3 Complete the request form if one displays (below is an example form) and click **'Submit'**.



Grid Skills Training Request Form

When Attending this course you will be required to bring your own PPE: Incl Boots - Hardhat - Safety Glasses - Gloves - Overalls - Wet Weather - Working at Height Safety Equipment where appropriate SM-EI Books: Current copy Parts 1 and 2, & 3.

Grid Skills Training Request Form Details

Grid Skills Privacy Policy Confirmation:
- (•) I the Approver – confirm this Learner has read and accepted the Grid Skills Privacy Policy
- ( ) I the Learner – confirm I have read and accept the Grid Skills Privacy Policy

A current First Aid Certificate is a prerequisite for this course.:
- ( ) I the approver confirm the learner will hold a current first aid when attending this course
- (•) I the learner confirm I will hold a current first aid when attending this course

Do you have any special dietary requirements?: Select

Submit

4 **What happens next?**

Your training request will go to your Training Approver for review. You will receive an email letting you know if your training has been approved or denied.

> **NOTE**
>
> Some training items may require **TWO** levels of approval. The first approval is done by your Training Approver and it then comes through to Grid Skills for the final approval step.

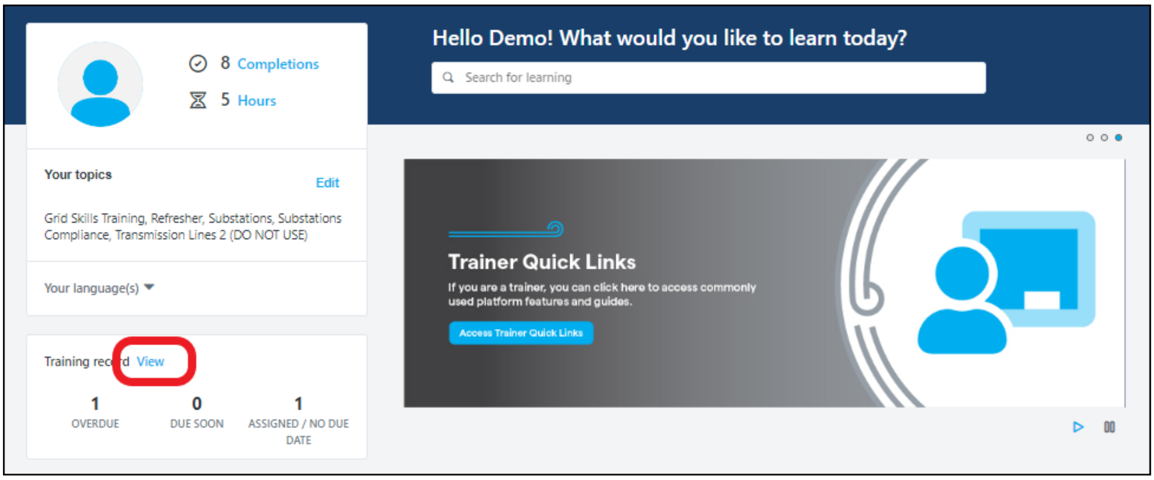
7 About your Training Record

My Training Record

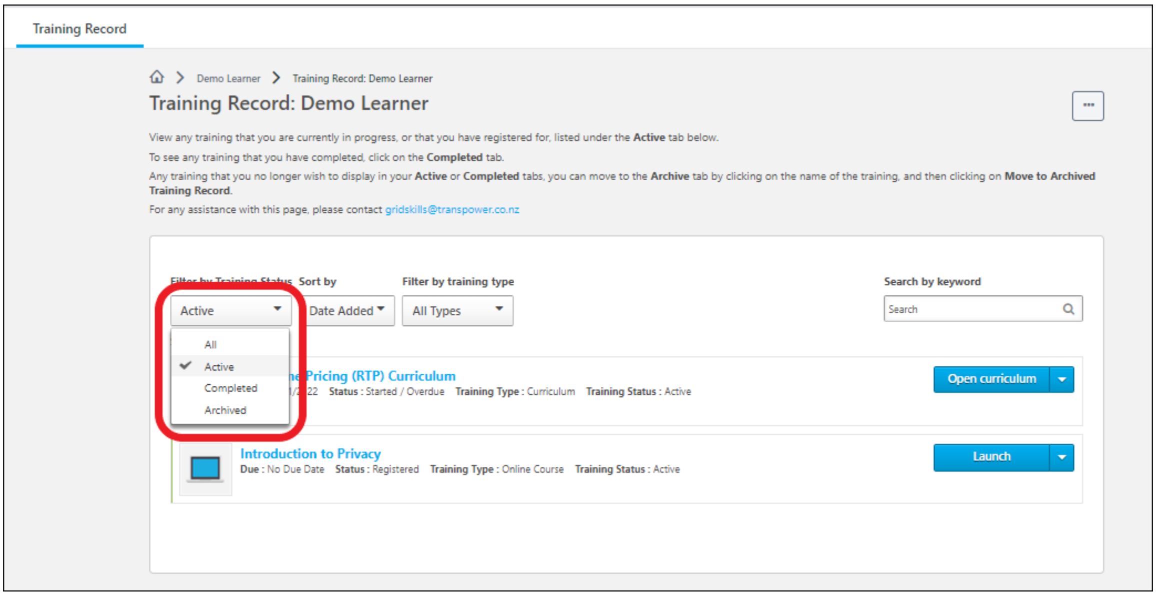
Each Learner has their own record of all the training they have undertaken.

Think of **'My Training Record'** as your personal **Training Control Centre.** From here you can select, register, launch, withdraw and complete a wide variety of training items:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Click on 'View' on the Training Record Tile to take you to your Training Record page.



</td></tr>
<tr><td>2</td><td>Your Training Record shows the training you are currently registered for and by selecting 'Completed' from the 'Active' dropdown, you will be able to see your completed training items.



</td></tr>
</table>

8 Join a Webinar Session

When to use

To join a webinar session, you are registered to attend.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>When attending a webinar, you will be sent a confirmation email. The email includes a link to join the webinar session. Simply click on this link to join the webinar.

Please ensure you join the session at least 10 minutes before the start time.

You will need:
• a computer (one per learner – you cannot join as a group using one computer)
• to be in a quiet environment to avoid background noise disrupting the session
• headphones.

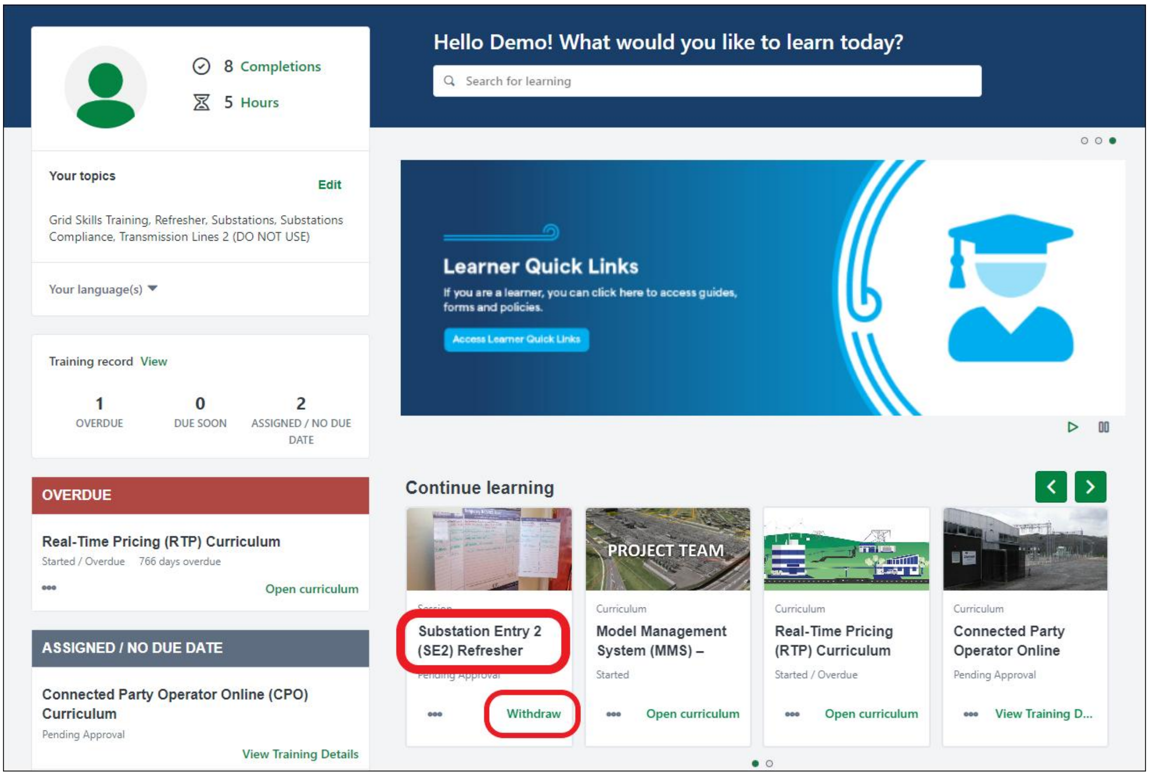
NOTE
Please contact gridskills@transpower.co.nz if you need assistance.</td></tr>
</table>

9 Withdraw from a Training Session

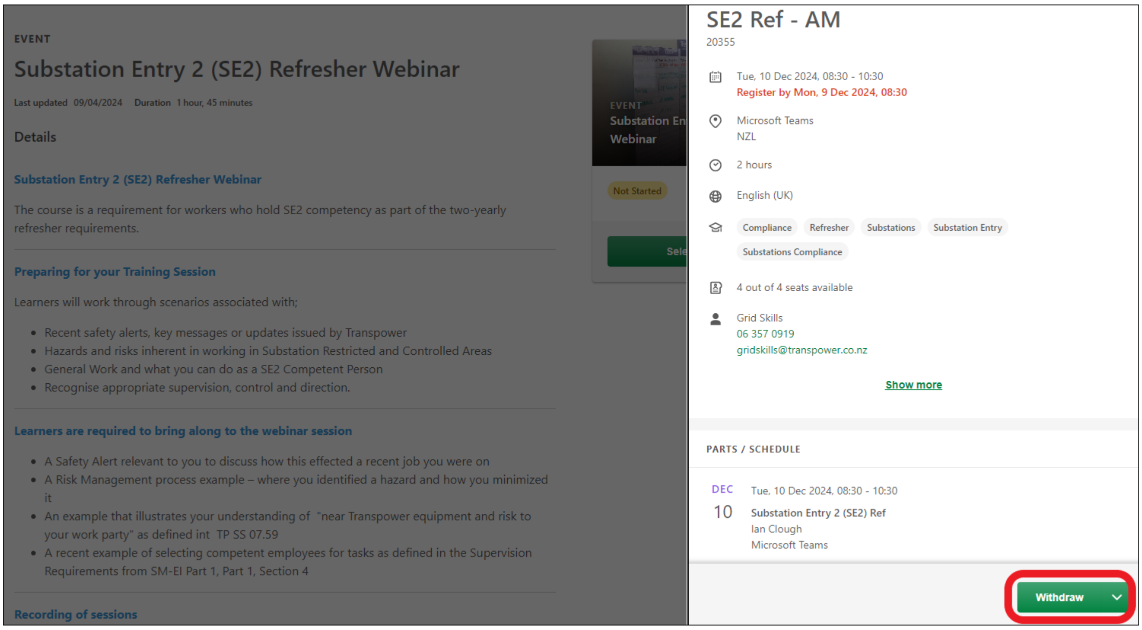
When to use

You may need to cancel or reschedule your training after you have requested it. Follow the steps below to withdraw from your currently scheduled session, so that you may request another, and the spot becomes available for someone else.

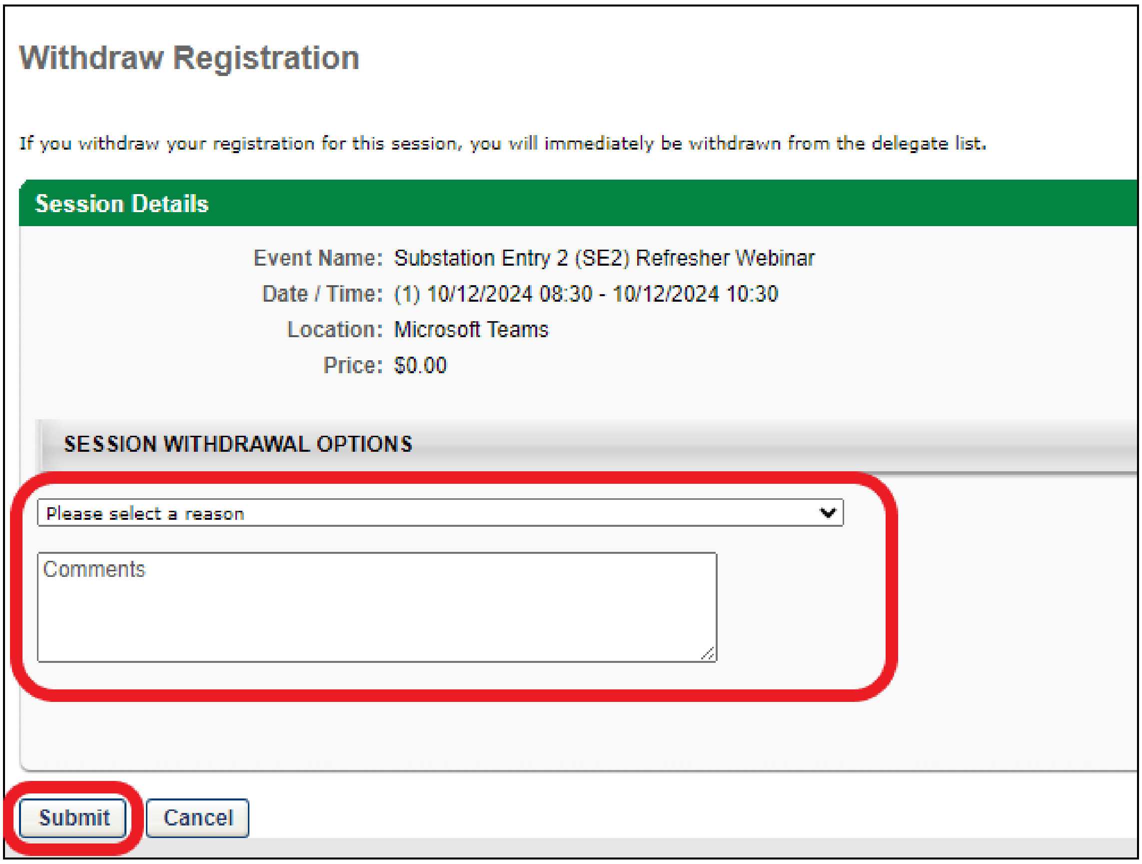
> **NOTE**
>
> You may withdraw before or after your request is approved, but if you withdraw at short notice there may be a charge to your company of $350 + GST per day of training.

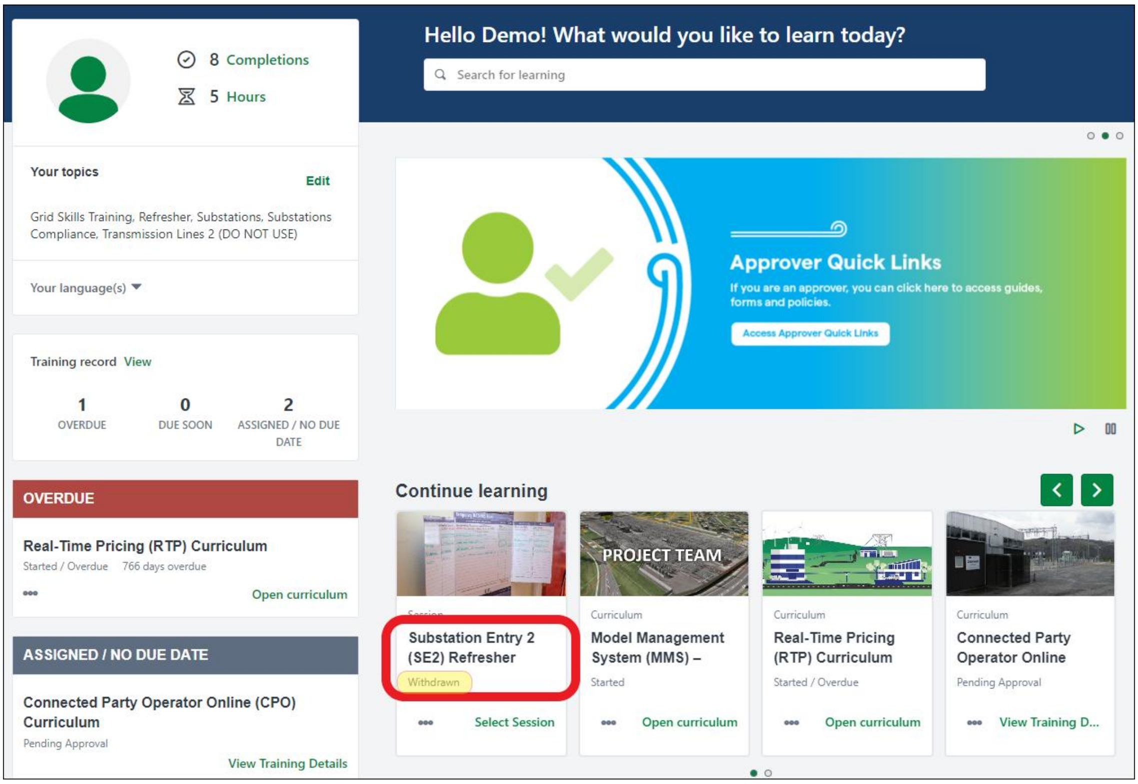
Step	Action
1	On the **Learner Home** page click on the **title** of the training you wish to withdraw from. (Or select ‘**withdraw’** on the item’s tile if you are sure you have found the right one.)  **NOTE** You can only withdraw from items which display the **Withdraw** option.

2 You might want to click on the title and **open the training item** to make sure you are with-drawing from the right item. A **'withdraw'** button will appear in the bottom right-hand corner.



4 On the **Withdraw Registration** page, select a reason from the dropdown menu, add a comment and click **'Submit'**.



5	Your status is now shown as ‘**Withdrawn’** and you have the option to select another session. 

10 Join a Waitlist for a Training Session

When to use

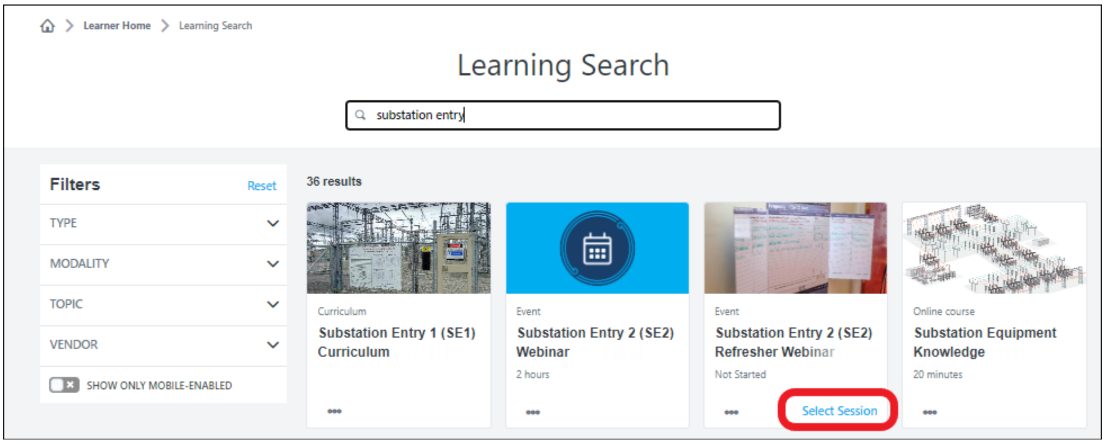
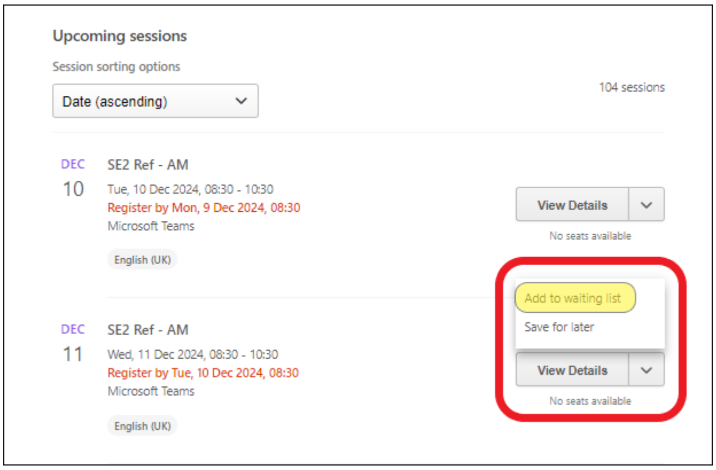
If a session is full, and you want to be notified when a spot has become available.

What does Wait listing mean

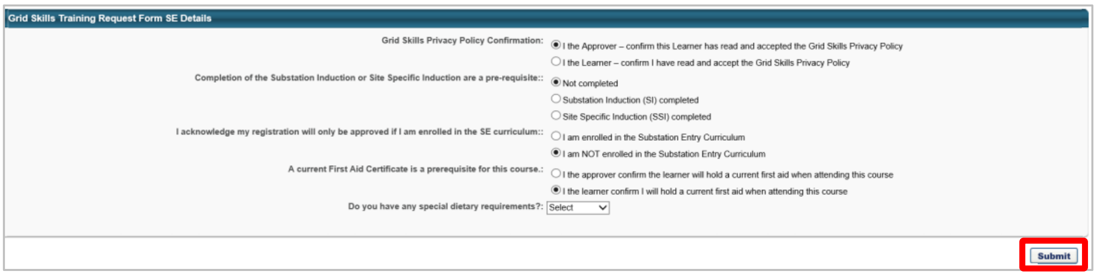
Wait listing is when a session is full, and you want to be placed on a list in case a spot becomes available. You will need to complete the training request form to be placed on the waitlist. If your waitlist request is granted, you will be eligible to register for that training session.

NOTE

As MySkills is a live system, sometimes when you request a training session which shows it has spaces available, these spots may get filled by learners who have requested the training before you and whose requests get processed before yours. Grid Skills approves training requests in the order that we receive them.

Step	Action
1	On the **Learning Search** page, find the training you wish to attend and click **'Select Session'**. 
2	When you scroll down you will see a list of upcoming sessions and their availability. 

<table>
<tr><td>3</td><td>If you want to try to join a session that is currently full (indicated by ‘No seats available’), click the arrow next to ‘View Details’ and select ‘Add to waiting list’ from the dropdown. Please note, there is no guarantee a space will become available.</td></tr>
<tr><td>4</td><td>MySkills displays the request form for you to complete and submit.



</td></tr>
<tr><td>5</td><td>The training request will now be sent to your Approver for initial approval. Once approved, MySkills updates the session on your Training Record with the status of ‘Waitlisted’.</td></tr>
<tr><td>6</td><td>If no spaces become available, your Training Record status will change to ‘Waitlist Expired’. You will receive an email advising you of this and a prompt to register for another session.</td></tr>
<tr><td>7</td><td>If another Learner withdraws from the session, you will receive an email notification advising a space has become available. Should you still wish to attend, you will need to log in MySkills and go to your Training Record.
The Session status will now show as ‘Registration Pending’.</td></tr>
<tr><td>8</td><td>Click on the ‘Register’ to confirm you still want to attend this session – the Session status will change to ‘Registered’.</td></tr>
</table>

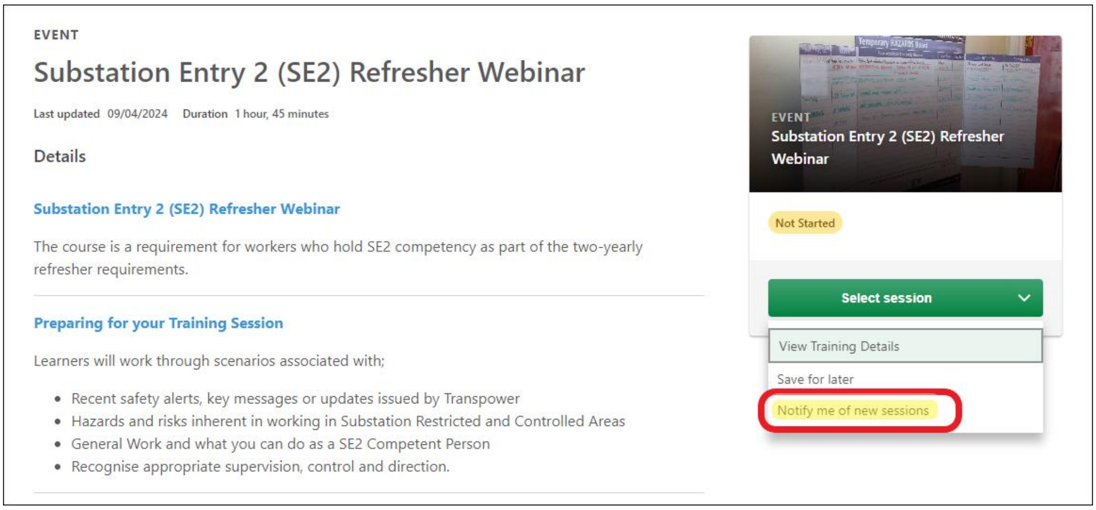
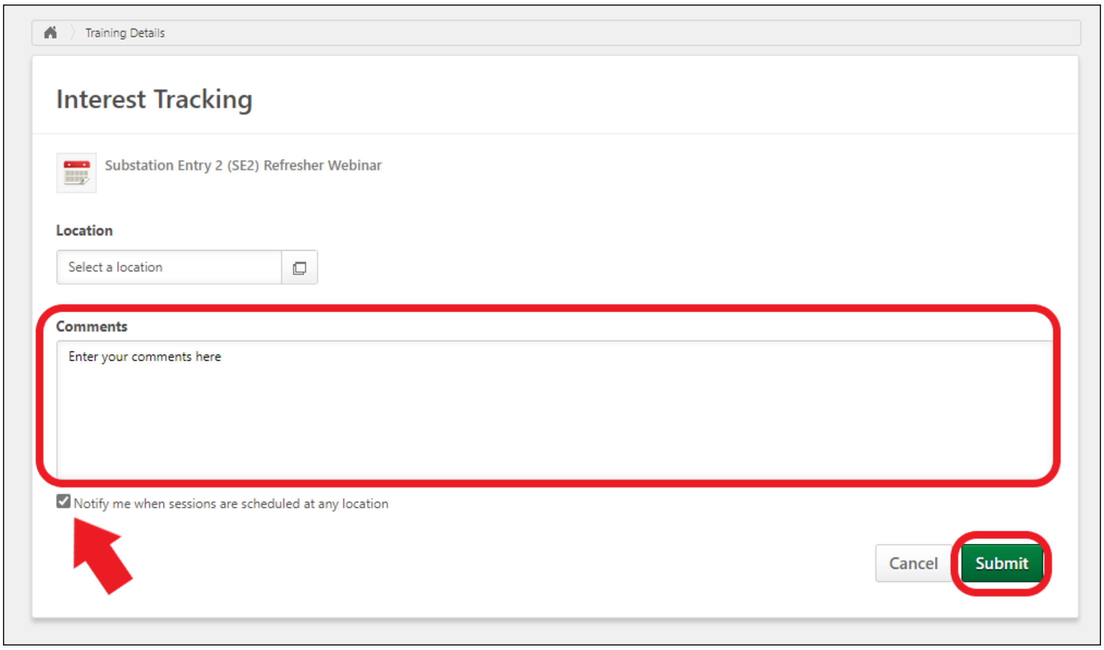
11 Interest Tracking to Attend a Training Session

When to use

If you are not able to attend any of the sessions that MySkills displays, or there are no sessions yet scheduled for an event you want to attend, you can interest track to receive notification of when new sessions are added to MySkills.

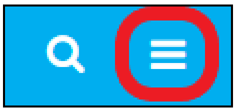
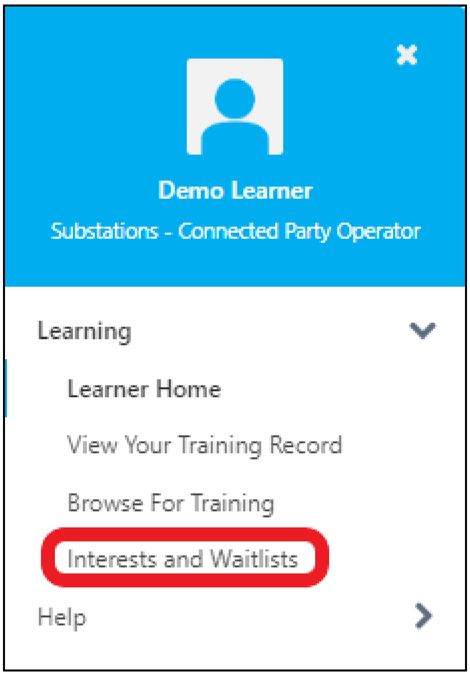
Interest Tracking vs. Wait Listing

Wait Listing notifies you when a **spot** in an existing session becomes available, while **Interest Tracking** notifies you when new **sessions** become available.

Step	Action
1	On the **Learning Search** page, find the training session you wish to attend. Click on the **'Select Session'** dropdown and then click on **'Notify me of new sessions'**. 
2	MySkills displays the Interest Tracking pop-up. Enter relevant comments and click **'Submit'**. 

	NOTE As most of Grid Skills training is now done via Webinar or at a dedicated training site (like Omaka in Blenheim for Lines or Grid Skills training centre in Bunnythorpe for substations) we recommend you click on the '**Notify me when sessions are scheduled at any location**' option, at the bottom of the form to ensure you receive session notifications.
3	You will receive an email the **next five times** new sessions are added to MySkills. You should login to MySkills and select a session that best meets your requirements. After five notifications, your Interest Tracking automatically expires. If you wish to continue to Interest Track against a course, you will need to repeat the Interest Tracking process from Step 1. **You still need to register for the session you wish to attend.**

12 How to Check your Wait Listings and Interest Tracking Lists

Step	Action
1	To view any events that you have either wait listed or interest tracked, click on the 3 bars in the top right-hand corner of **Learner Home** to display the navigation pane. 
2	From the Learning dropdown, select **'Interests and Waitlists'**. 
3	From here you can: • Edit an interest • Delete an interest • Withdraw from a waitlisted session

13 Undertake Curriculum Training

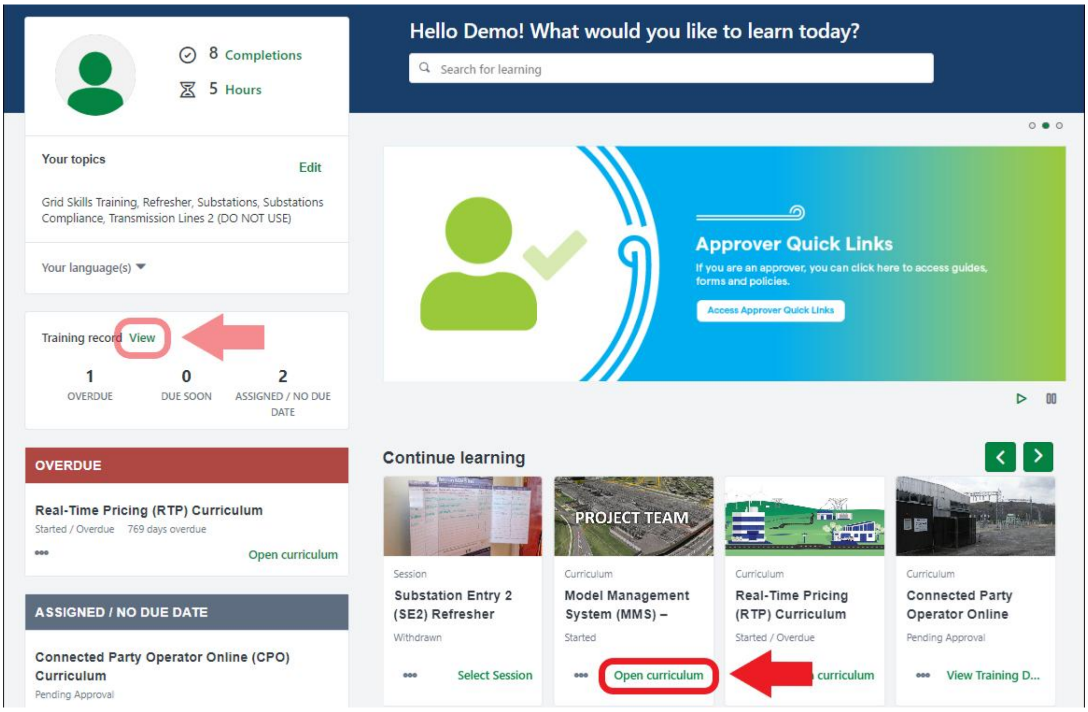
When to use

Once your request has been approved you can now begin your training.

Field	Description
Title	Click **title** to view more details about the training, including archiving your training and printing a completion certificate.
Type	The type of training, for example: **Session** or **Online Class** or **Curriculum**. The icon to the left of the title also depicts the type.
Due Date / Completed Date	On the **Active** option, if a due date is assigned, it is listed here. On the **Completed** option, the completed date column shows the date on which the training achieved a status of **Completed**.
Status	The status of the item; for example, **Registered, Pending Pre-Work, Pending Post-Work, Registered/Overdue** or **Complete**.
Options	Actions you can perform on the item, for example: **Launch** or **Withdraw**.

13.1 Accessing a Curriculum

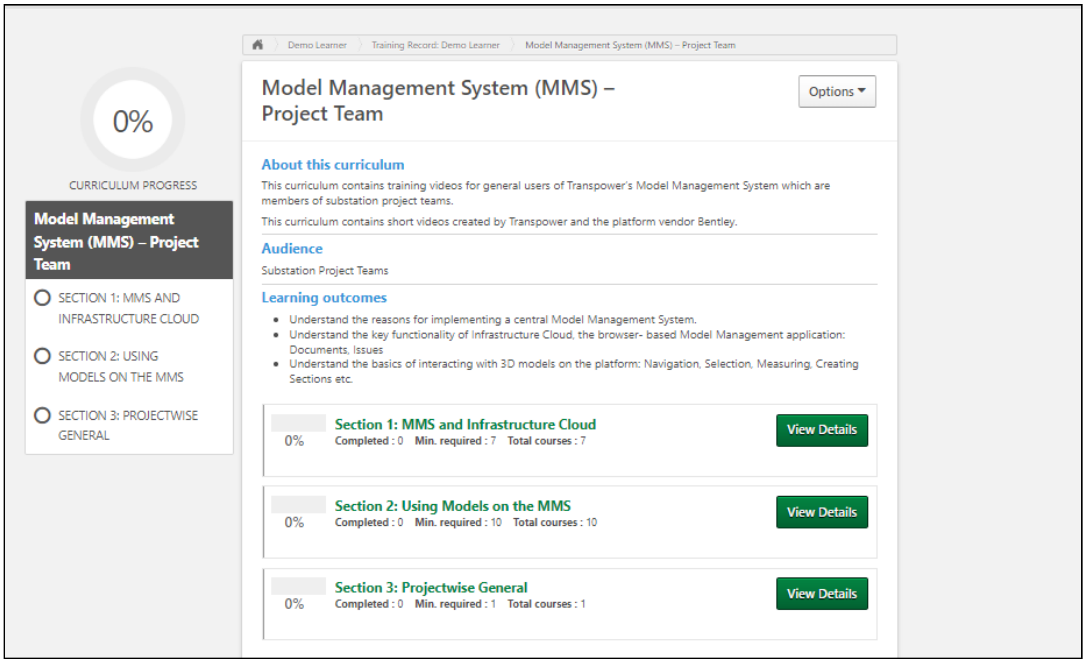
Step	Action
1	On your **Learner Home** dashboard, find the training in the **Continue learning** section and click **'Open curriculum'.** (If you are enrolled into many items, you might find it easier to access the training via your **Training record** on the left.)



13.2 Viewing the Curriculum's Content

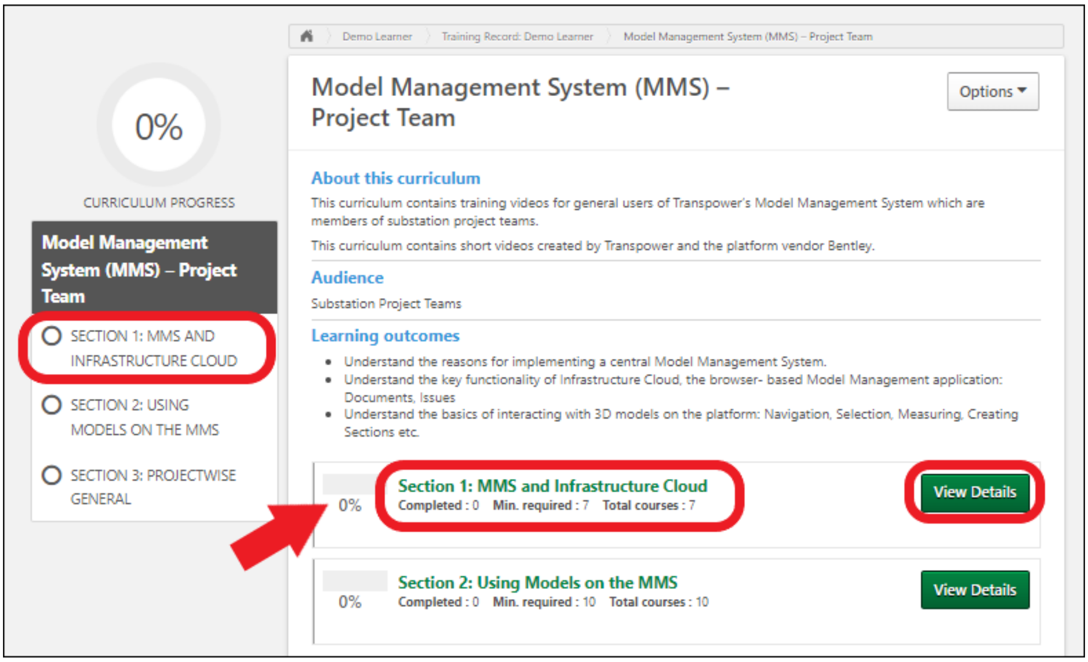
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

Carefully read the curriculum description as this provides the detail you need to successfully complete all the training in the correct order. You can see your overall progress through the curriculum with the % icon in the top left-hand corner.



</td></tr>
<tr><td>2</td><td>

To display the content for each section you can click on the **section title** on the left-hand side, the **title** itself or click on **'View Details'**. Your completion percentage is showing beside the section title.



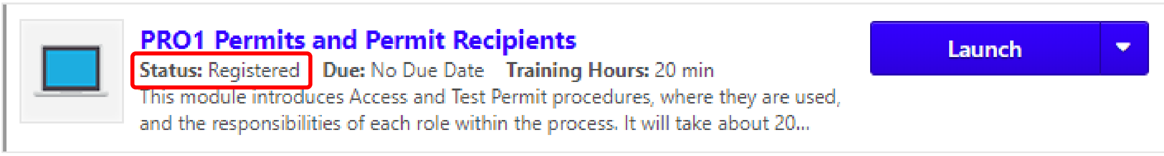
</td></tr>
</table>

14 Training Item Statuses

As you start progressing through your training it is important you understand the different statuses.

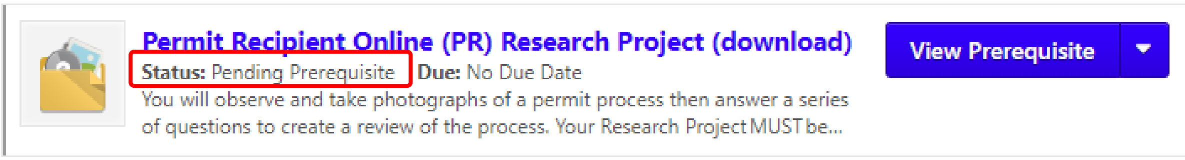
Registered

Registered means you can begin the training at any time by click on **'Launch'**.



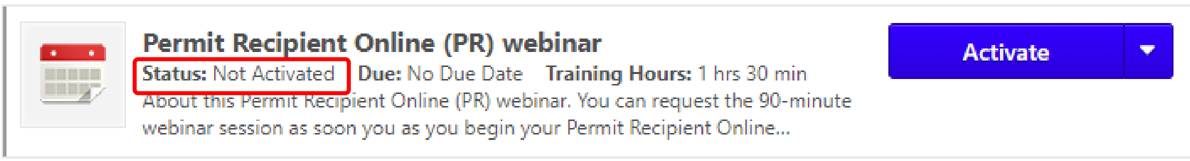
Pending Prerequisite

Pending Prerequisite means that something else in the curriculum needs to be completed before you can start this item. Click on **'View Prerequisite'** to find out what you need to complete first.



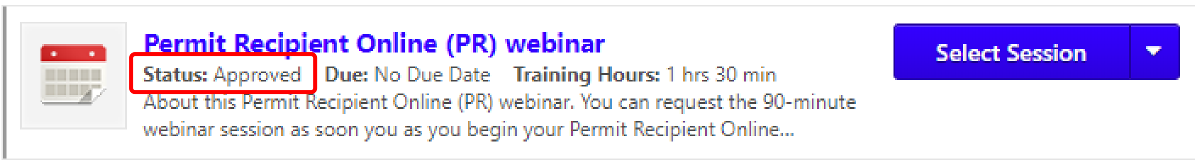
Not Activated (Event/Sessions only)

Not Activated relates to a training session. Click **'Activate'** to begin.



Approved

Once it has been activated, your status will show as **Approved**.



Pending Pre-work (Events/Sessions only)

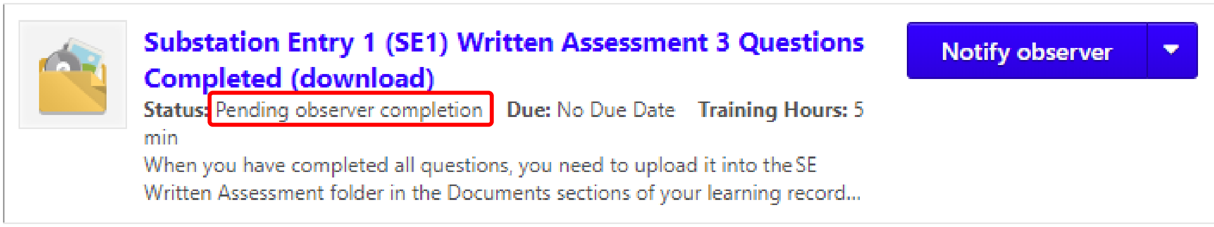
Pending Pre-work means that there is pre-work that must be completed before attending the session.

Pending Post-work (Events/Sessions only)

Pending Post-work means that there is post-work that must be completed.
(e.g., completion of an assessment)

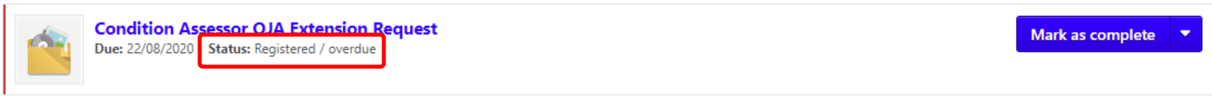
Pending Observer Completion (Assessments Only)

Pending Observer Completion means you have notified the observer/trainer that you have uploaded assessment documents and are waiting for them to be reviewed.



Registered/Overdue

Registered/Overdue means you will receive a reminder email 10 days out from the due date.



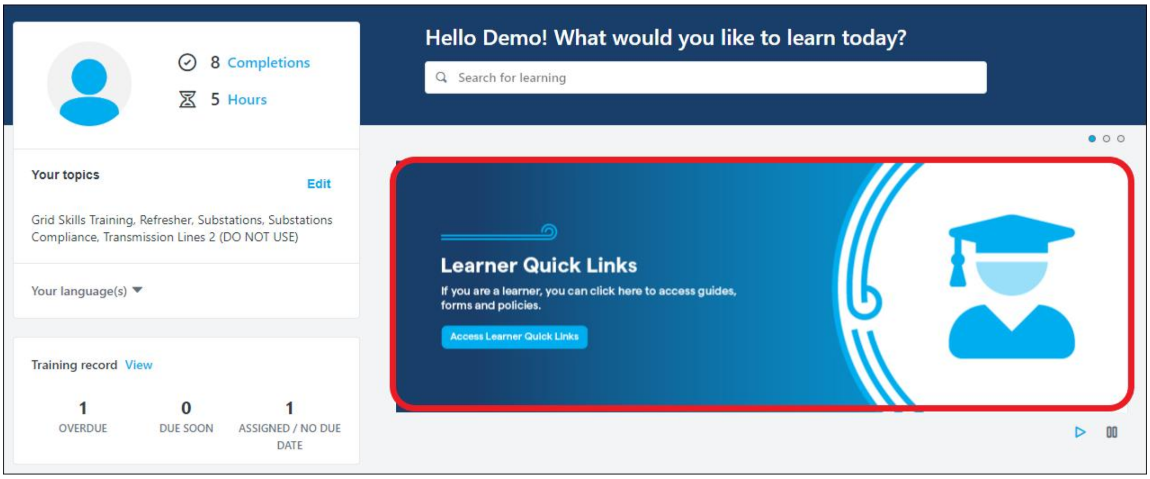
15 Document Uploads

When to use

When you need to upload any documents such as assessments. For many occasions when document uploads are required, we use the Cloud Assess Environment. If you are unsure which platform to use, please contact your trainer to clarify.

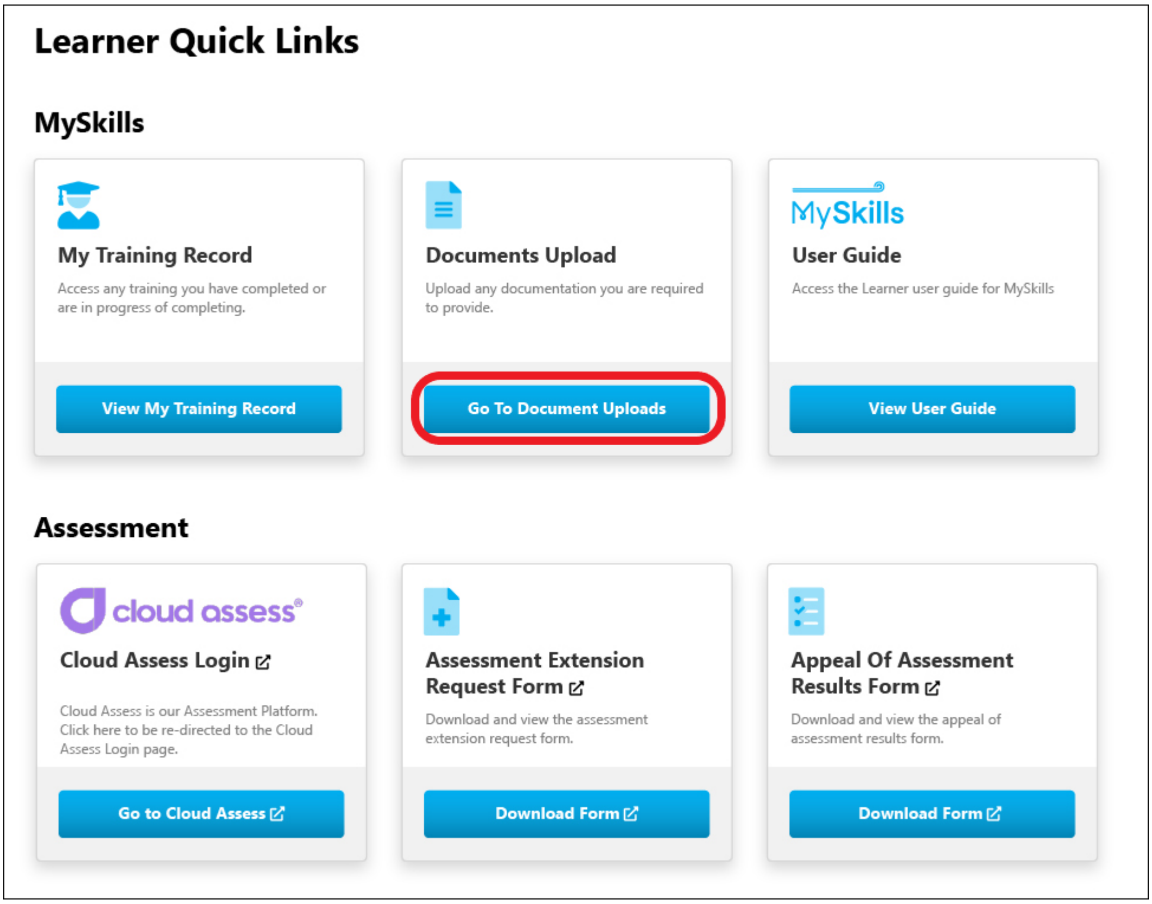
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>

On Learner Home, click on the ‘**Learner Quick Links’** on the rotational banner.



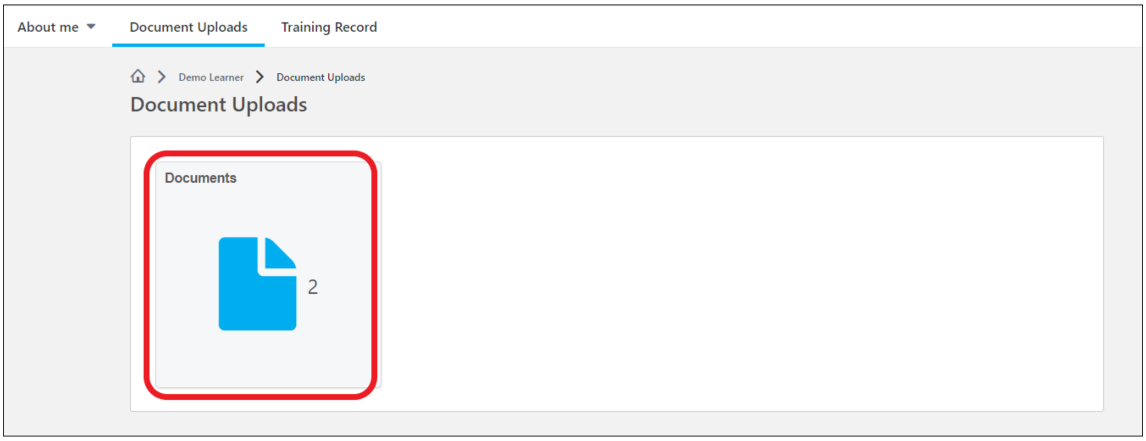
</td></tr>
<tr><td>2</td><td>

On the **Learner Quick Links** page, click **‘Go to Document Uploads’**.

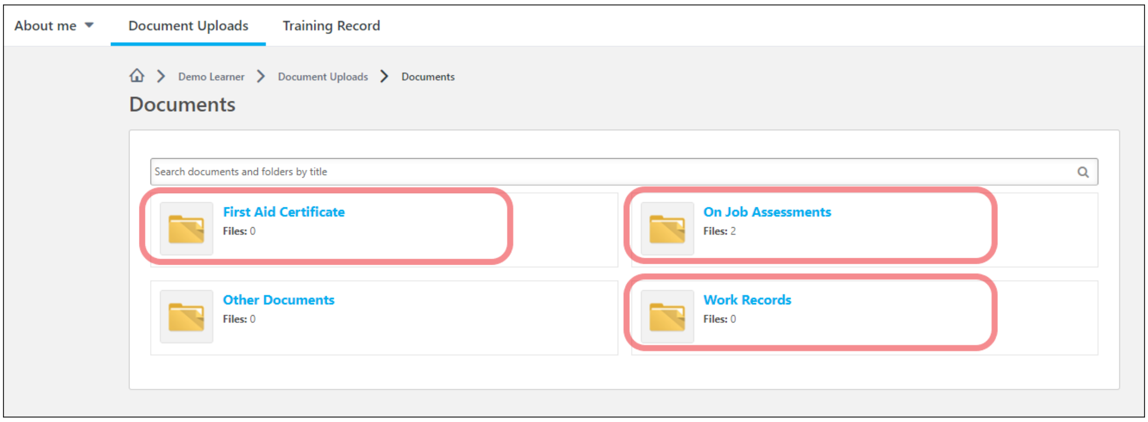


</td></tr>
</table>

3 On the **Document Uploads** page click on the **‘Documents’** tile.



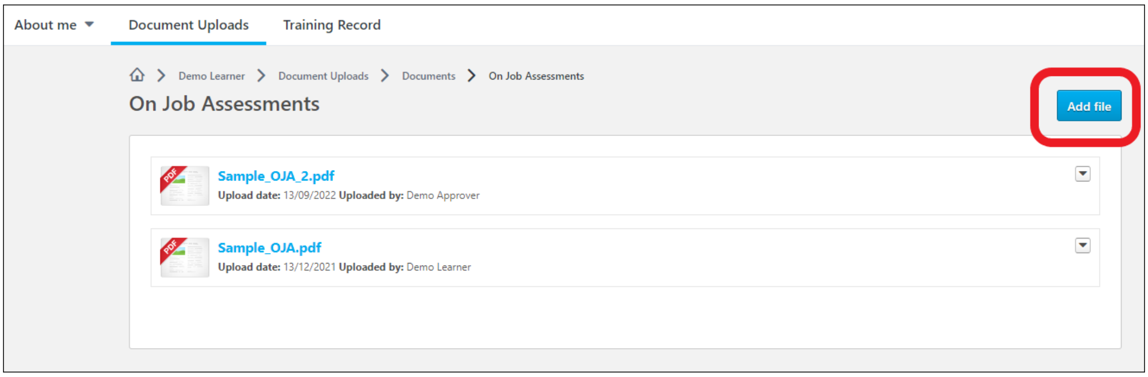
4 Click on the folder you are uploading the document for:



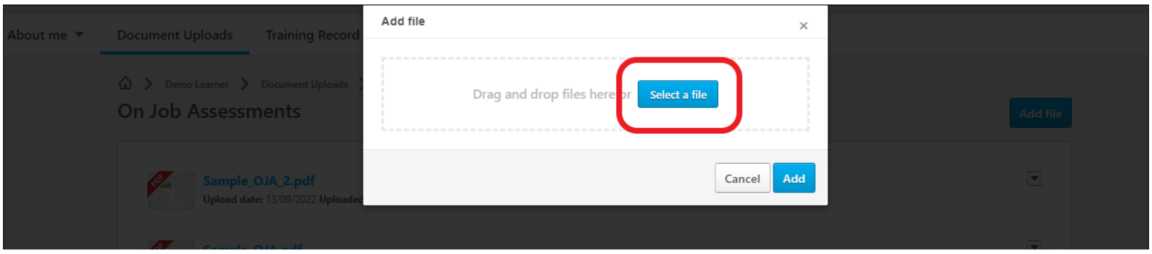
NOTE

The **Other Documents** folder can only be used by Grid Skills administration.

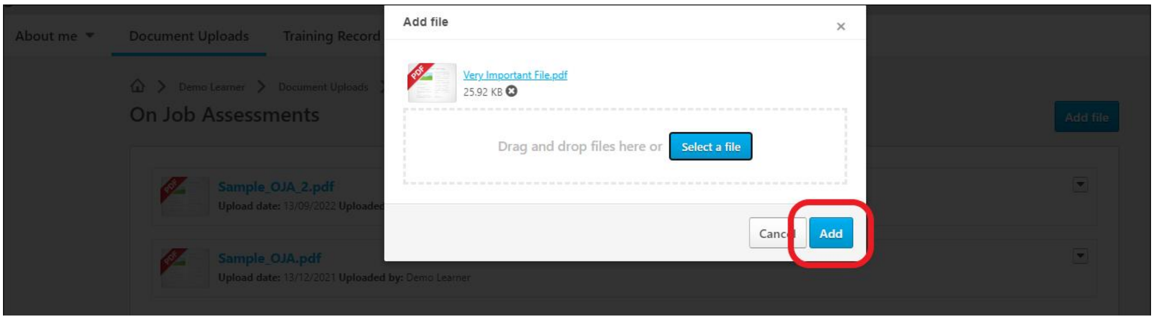
5 Click **‘Add File’**.



6 Either drag and drop your document in or click on **'Select a file'** to open a folder on your device.

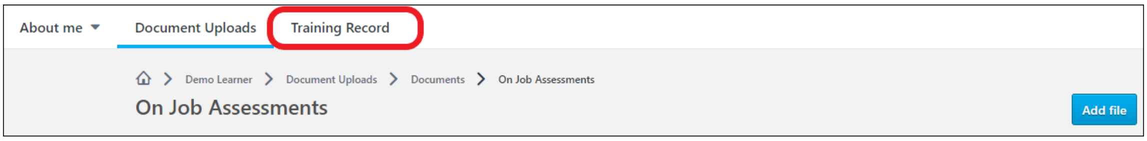


7 Once you have selected your document, click **'Add'.**

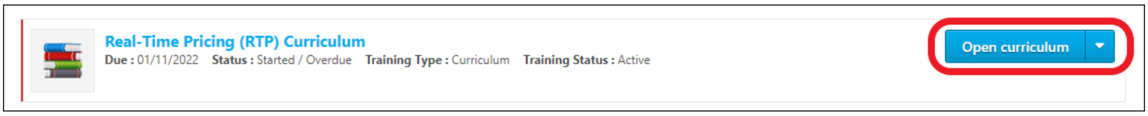


8 Your file has now been added to your **Documents folder** – repeat these steps as required.

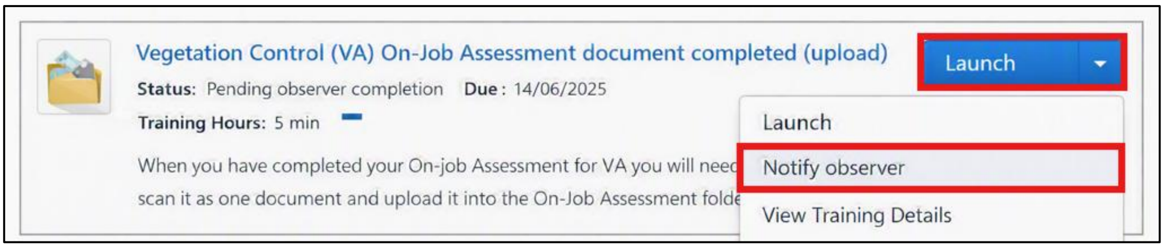
9 To let your Trainer know you have uploaded your documents, navigate back to your curriculum by clicking on **'Training Record'** in the top navigation bar.



10 Click on **'Open curriculum'**.



11 Find the corresponding training item, select **'Notify observer'** from the drop-down menu button and follow the prompts. You will receive an email confirming the trainer has been notified.



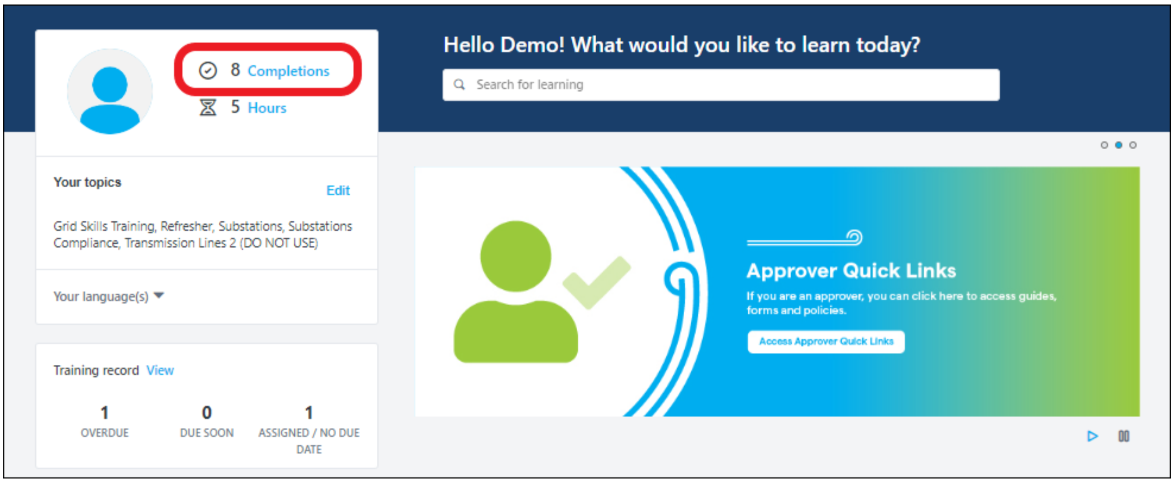
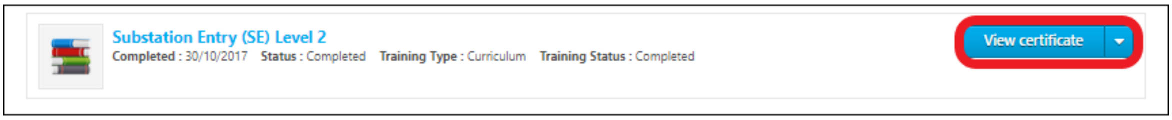
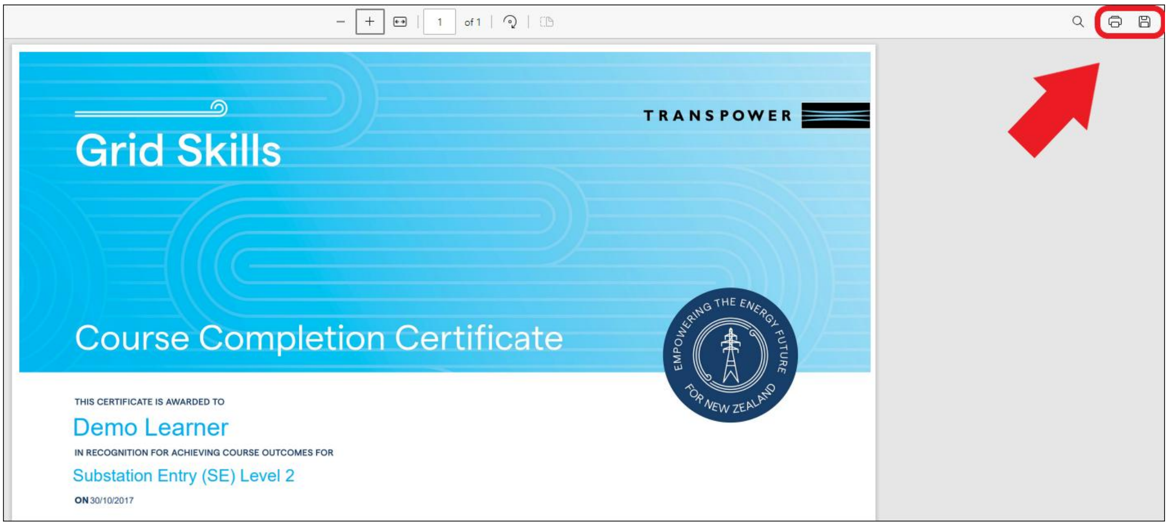
NOTE

Please allow 10 working days for your documents to be reviewed by the Trainer **BEFORE** you click on **'Notify observer'** again.

16 Print a Certificate for Completed Training

When to use

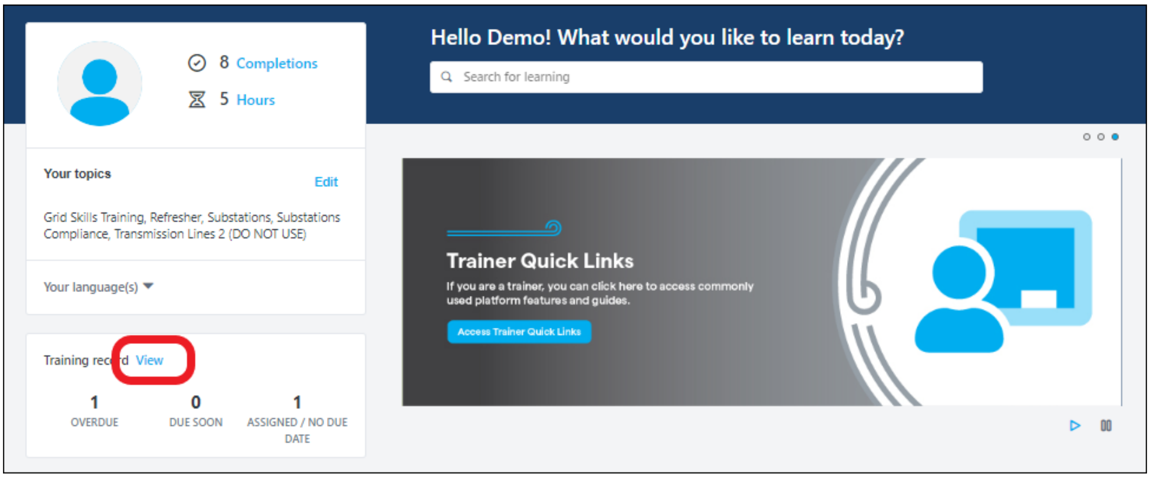
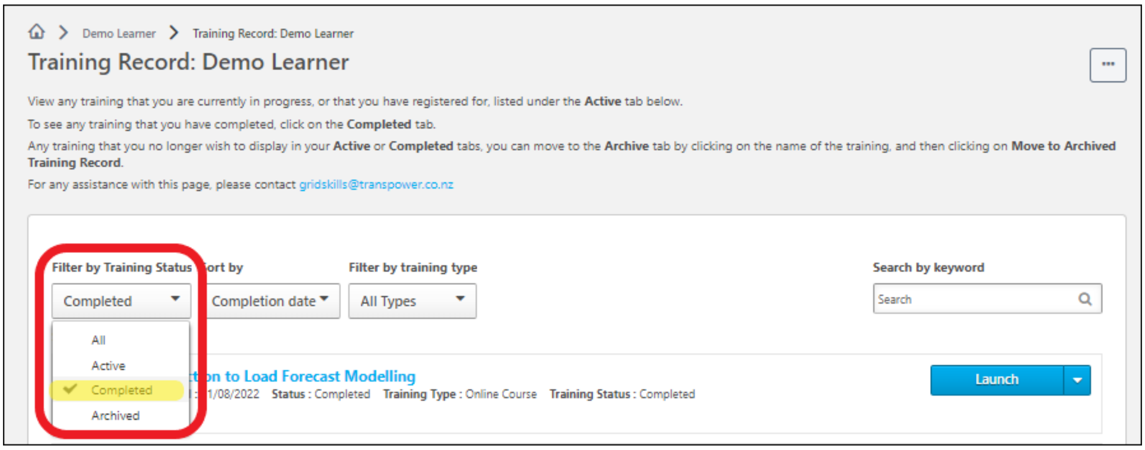
To print a certificate for training sessions or curriculums you have successfully completed.

Step	Action
1	Click on **'Completions'** on your **Learner Home**. 
2	Find the Training item and click the **'View certificate'** button. 
3	A window with your certificate will pop up. Depending on your needs, decide whether to **print** or **save** a digital copy of your certificate. 

17 Run MySkills Training Record Reports

When to use

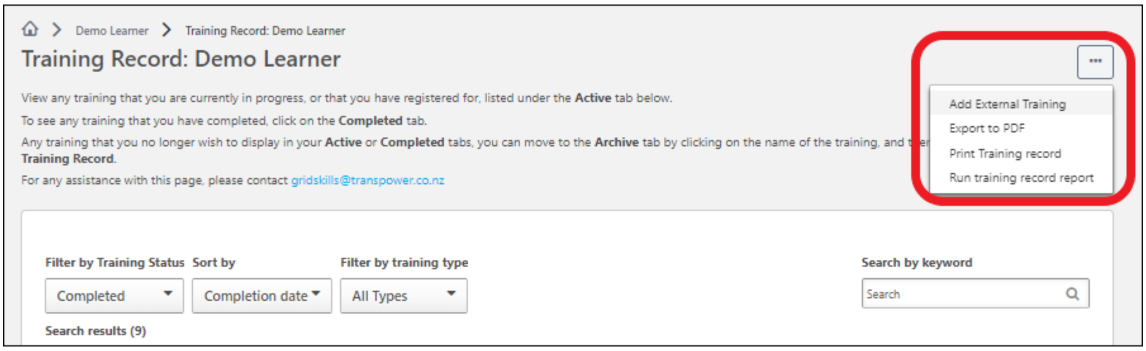
Use the training record report function to produce a printable Excel worksheet of all or part of your record.

Step	Action
1	Navigate to your training record by clicking on the **'View'** link on the training record tile, on the left-hand side of **Learner Home**. 
2	Choose what training records you would like to export by selecting the **Active, Completed** or **Archived** from the dropdown. 

3

Click on the **'three dots'** in the top right-hand corner to display the three report options you have available to you:

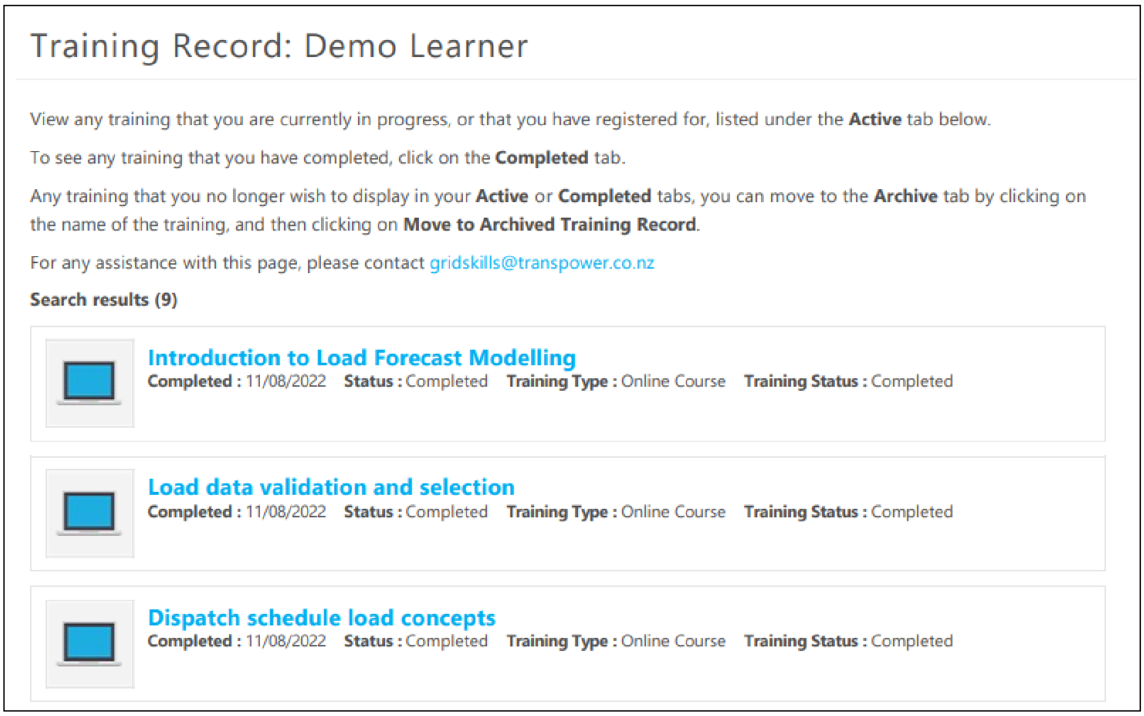
- **Export to PDF** (prints to PDF so you can save or print a copy) – **see Step 4**
- **Print Training record** (only provides the option to print the report) – **see Step 5**
- **Run training record report** (prints to Excel so you can save or print a copy) – **see Step 6**



4

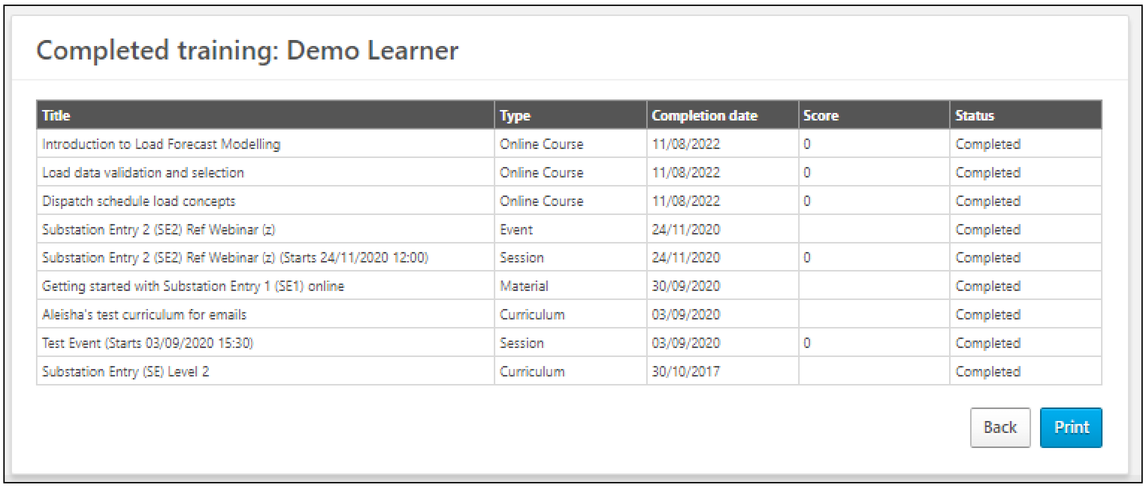
Export to PDF: Click on the **'Export to PDF'** report to generate a quick overall training report.

Example output:



5 **Print Training record:** Click on the **'Print Training record'** report to generate a quick snapshot of your training.

Example output:

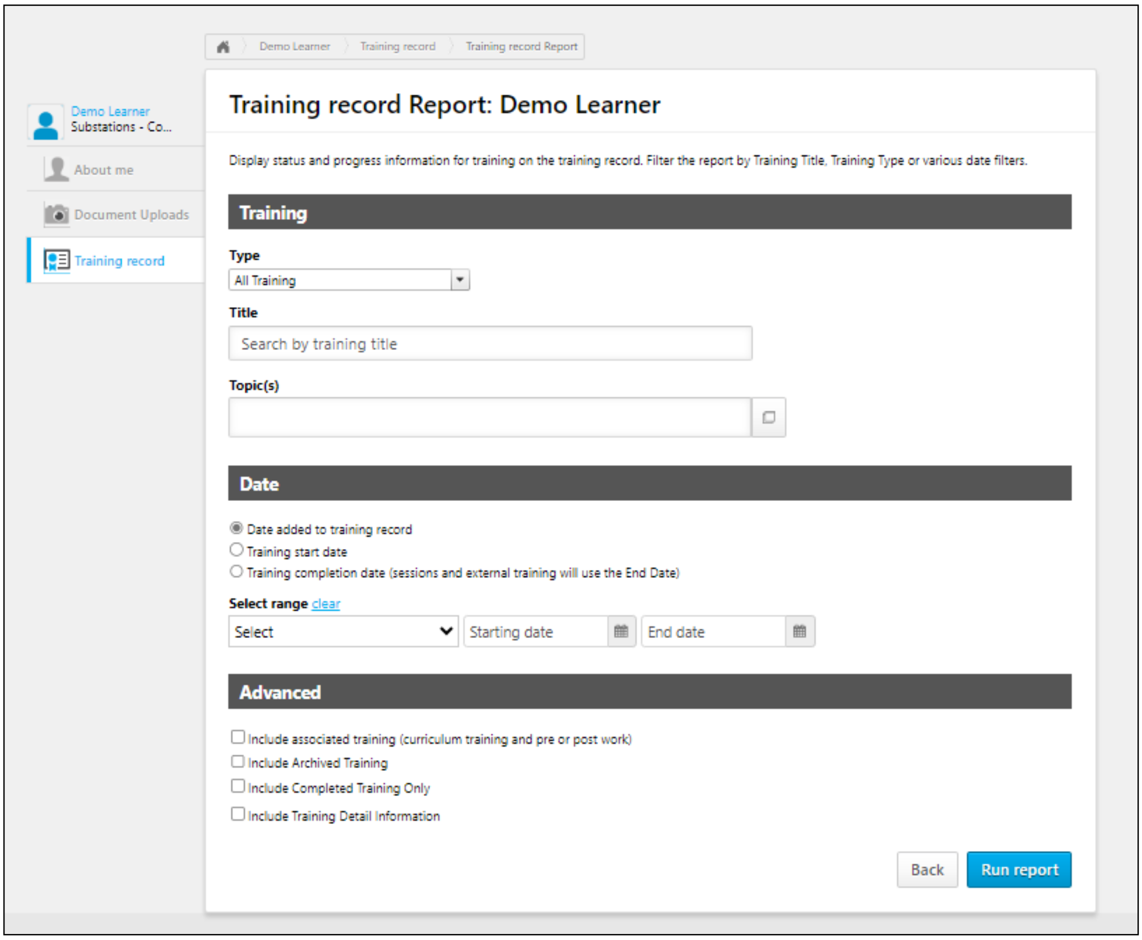


Completed training: Demo Learner

Title	Type	Completion date	Score	Status
Introduction to Load Forecast Modelling	Online Course	11/08/2022	0	Completed
Load data validation and selection	Online Course	11/08/2022	0	Completed
Dispatch schedule load concepts	Online Course	11/08/2022	0	Completed
Substation Entry 2 (SE2) Ref Webinar (z)	Event	24/11/2020		Completed
Substation Entry 2 (SE2) Ref Webinar (z) (Starts 24/11/2020 12:00)	Session	24/11/2020	0	Completed
Getting started with Substation Entry 1 (SE1) online	Material	30/09/2020		Completed
Aleisha's test curriculum for emails	Curriculum	03/09/2020		Completed
Test Event (Starts 03/09/2020 15:30)	Session	03/09/2020	0	Completed
Substation Entry (SE) Level 2	Curriculum	30/10/2017		Completed

Back Print

6 **Run training record report:** Click on the **'Run training record report'** for a comprehensive look at your training record.



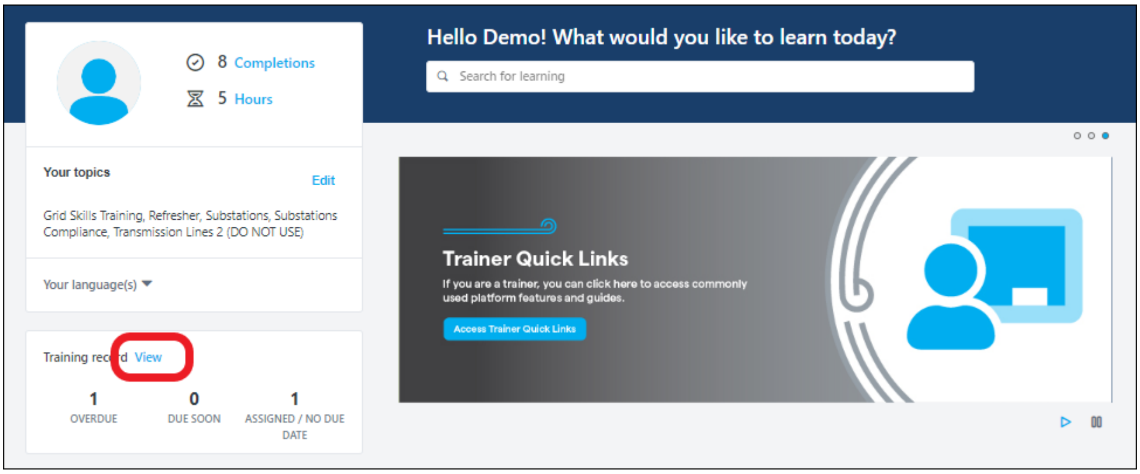
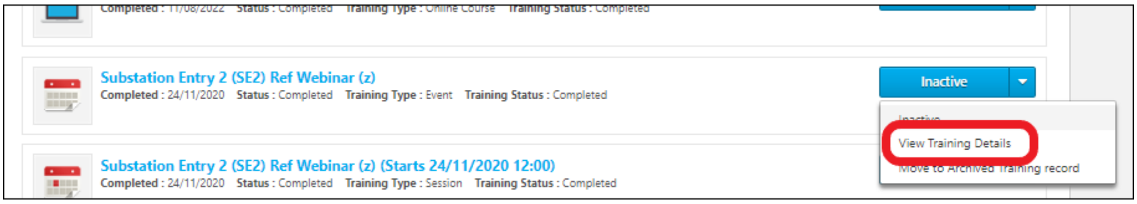
NOTE

Please contact gridskills@transpower.co.nz if you require assistance to run this report.

18 Reviewing MySkills Approval History

When to use

To view the time stamps of when any actions relating to a training request occurred, including registration, approval and completion time and dates and any associated comments.

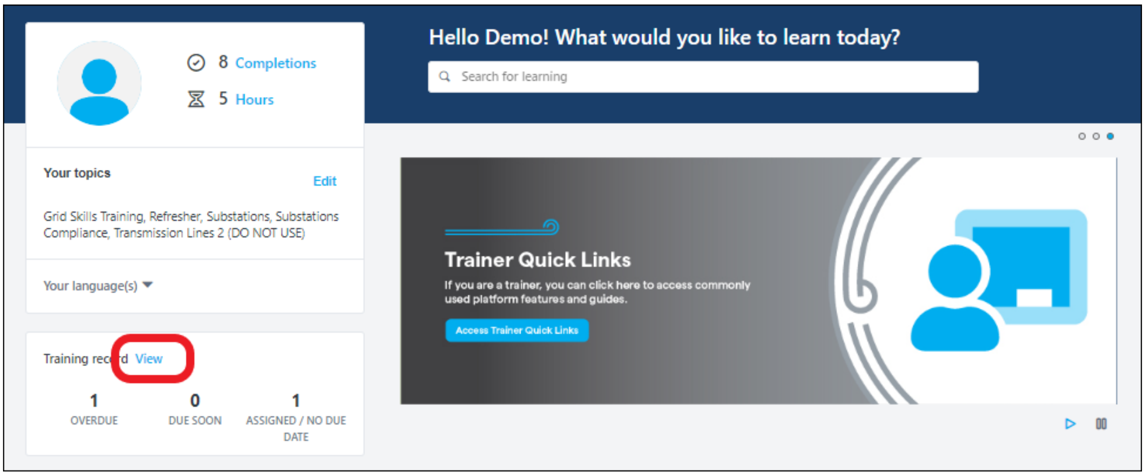
Step	Action
1	On **Learner Home** click on **'View'** on the training record tile. 
2	Click on **Active**, **Completed** or **Archived** option from the dropdown to locate the training you wish to review. Click on the right-hand side dropdown and select **'View Training Details'**. 
3	Scroll to the bottom of the page and click on the arrow on the '**Training record history'** bar to display the history for that item. 

19 Archive Training

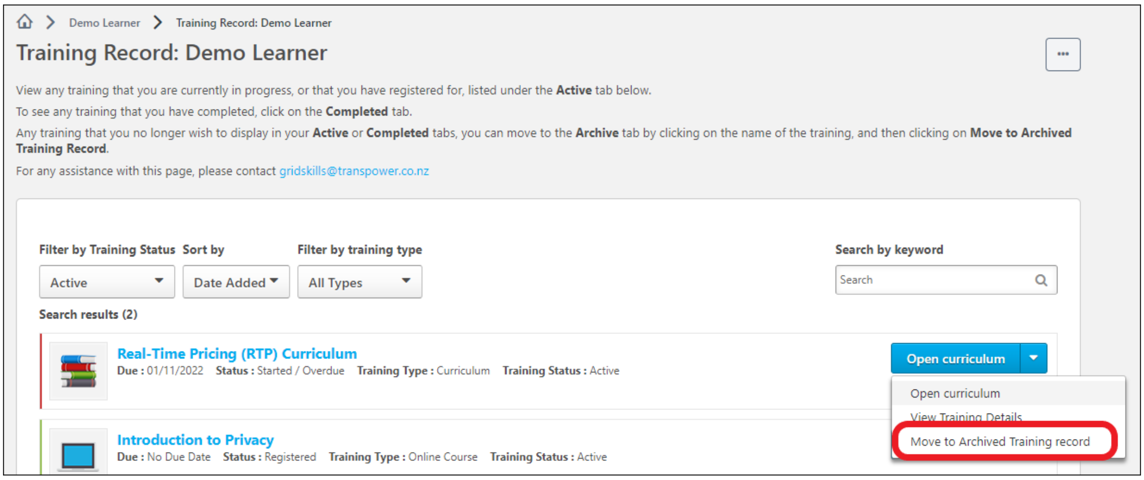
When to use

To move training from the Active area of your Training Record to the Archived area. You may want to do this if the Active item is no longer relevant to your current role or is now Inactive.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>On your Learner Home dashboard, click on 'View' on the training record tile.

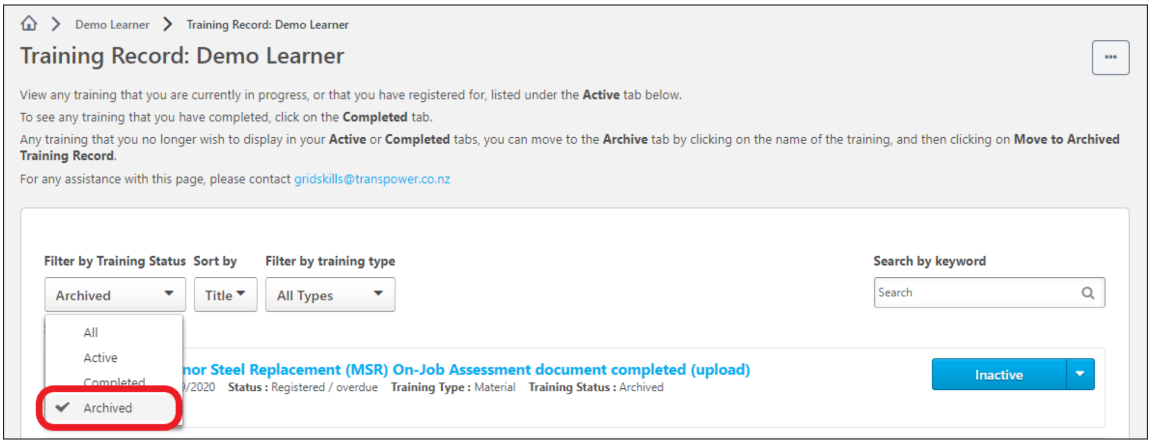


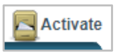
</td></tr>
<tr><td>2</td><td>On the training item you want to archive, click on the dropdown list and select 'Move to Archived Training record' and follow the instructions.



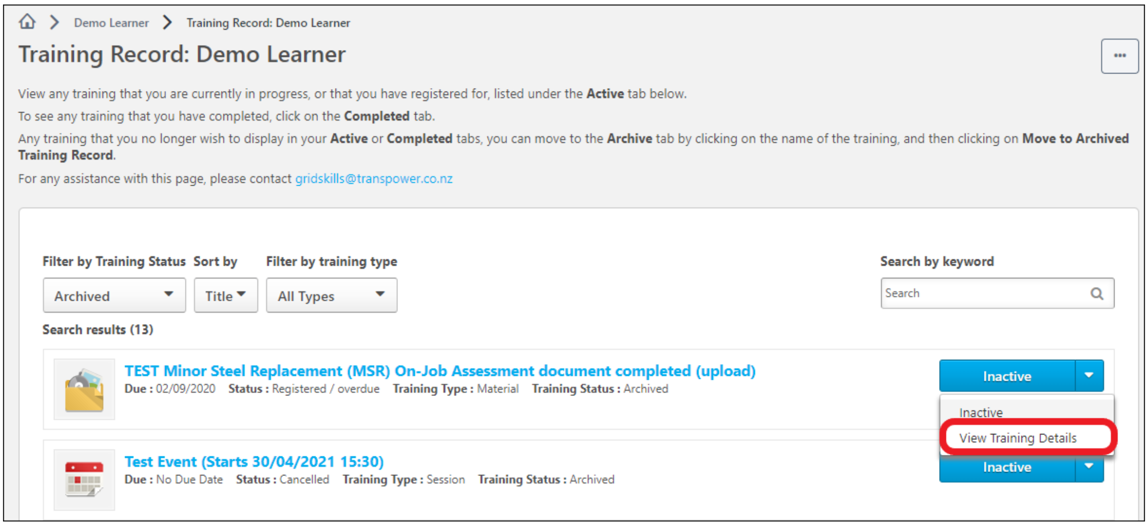
</td></tr>
</table>

3 You can view Archived training items by selecting **'Archived'** from the filter dropdown.



4 If you need to return the course to the Active page, click on the **'View Training Details'** item from the dropdown to open it and then click 

on the right edge of the screen.



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