

INSTRUCTIONS on ENROLMENTS

LFF BASIC and ADVANCED by Gassteknikk Ltd

1. HOW TO REGISTER A "COMPANY ADMINISTRATOR (CA)" IN TRAININGPORTAL.

To register participants a new client needs to set up at Company Administrator (CA) in TrainingPortal. The CA should be the training manager or someone in charge of the crew and their training.

The CA need to send the following information to: support@trainingportal.no

- *Company name*
- *Full name*
- *E-mail address*
- *Phone number*
- *Invoice details (such as: company name, reference, address, email etc.)*

After register in Training portal you will receive log-in information from TrainingPortal and can from there start to enrol your participants. Only a client representative can sign up as a company administrator. This is because the company will be invoiced according to number of participants registered in TrainingPortal.

2. REGISTER PARTICIPANTS FOR LFF COURSES.

- *Log in at TrainingPortal with your log-in in format/on.*
- *Search the course catalogue for the course, choose the class you wont to attend and enrol participants to the course. Follow guideline instructions.*
- *In case of any problems, contact support at: support@trainingportal.no*

3. IMPORTANT: AFTER ENROLLMENTS.

When a participant is enrolled, he/she will receive an e-mail with log-in information to the e-learning program and course information.

As soon this e-mail is received, we deeply advice the participant to start the course (Basic E-learning).

The CA must make sure to notify that all participants must complete the e-learning before attending the practical assessment.

4. CONTACT INFORMATION:

<i>Title</i>	<i>Name</i>	<i>Contact information</i>
CEO	Ragnhild H. Klaussen	ragnhild@gassteknikk.no
Technical manager	Øystein Klaussen	oystein@gassteknikk.no

NOTE: Is the number of participants is less than 10, the course can be cancelled. The Companies will be informed by E-mail. The participants will normally be forwarded to next available scheduled course unless otherwise agreed.