



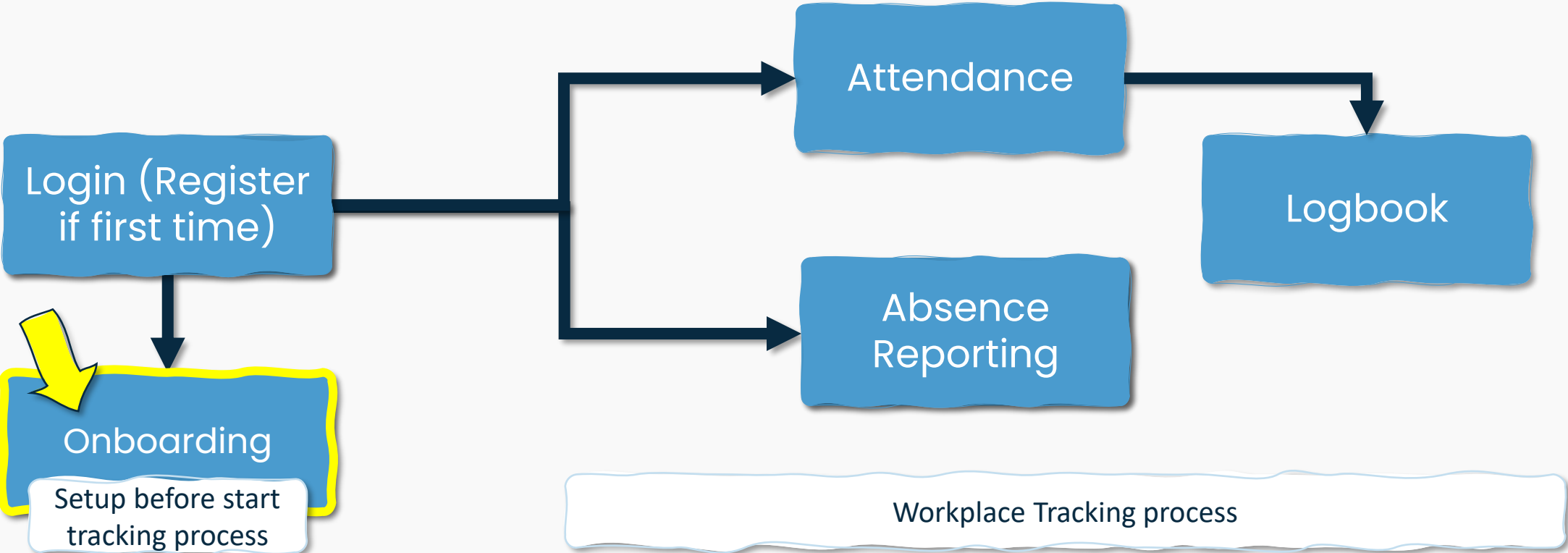
WPT MANUAL

Students Guide

Onboarding



Process Flow





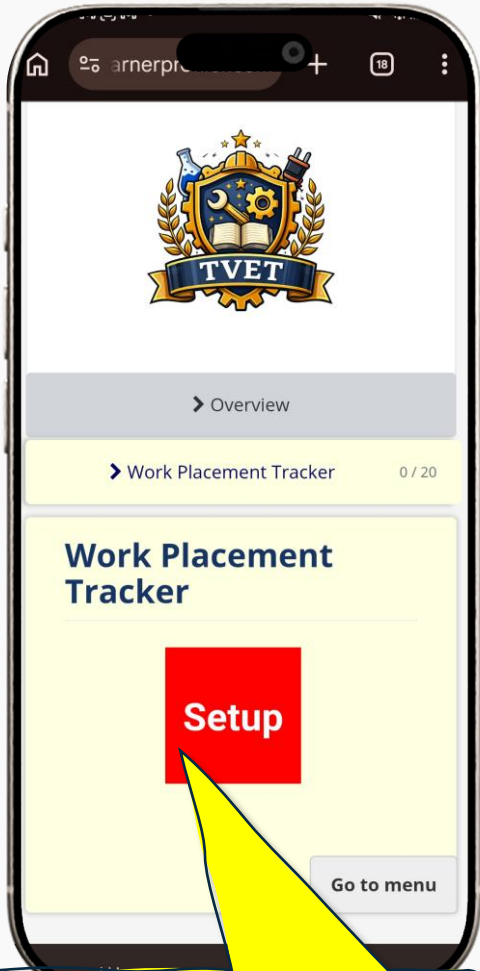
Before You Start: Why Do I Need To Do Onboarding?

This step is essential because it is where you link yourself to a project by selecting it from the list, enter company details, and choose the appropriate logbook.

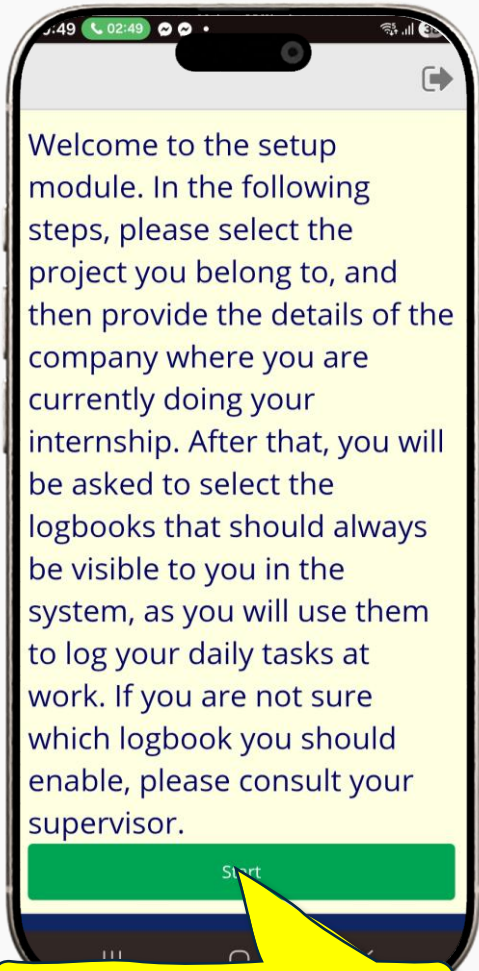
This ensures that WPT is configured correctly for your placement.

Onboarding only needs to be completed once - during the first use of the system.

You can edit the information at any time if some details are not yet available or if changes need to be made later.

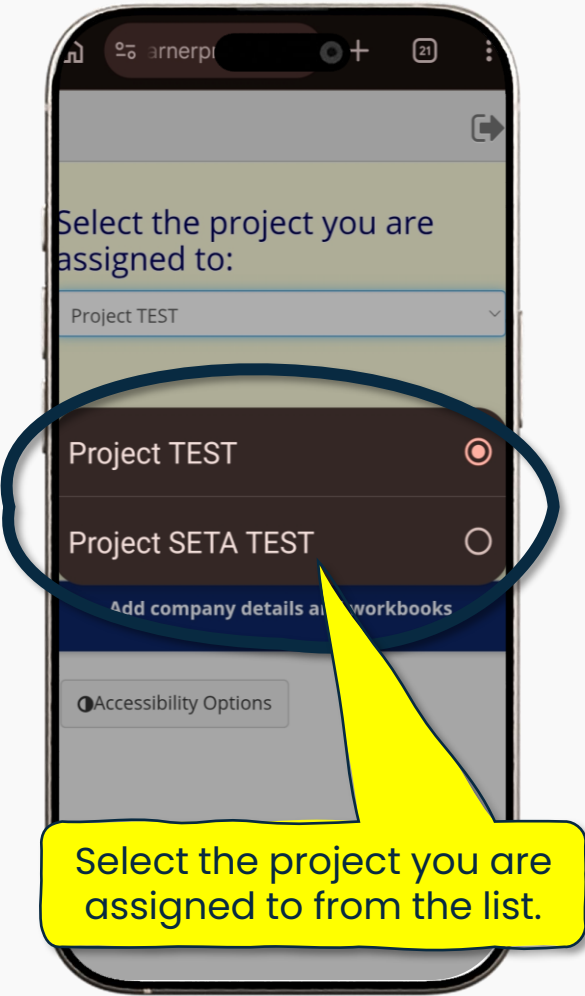
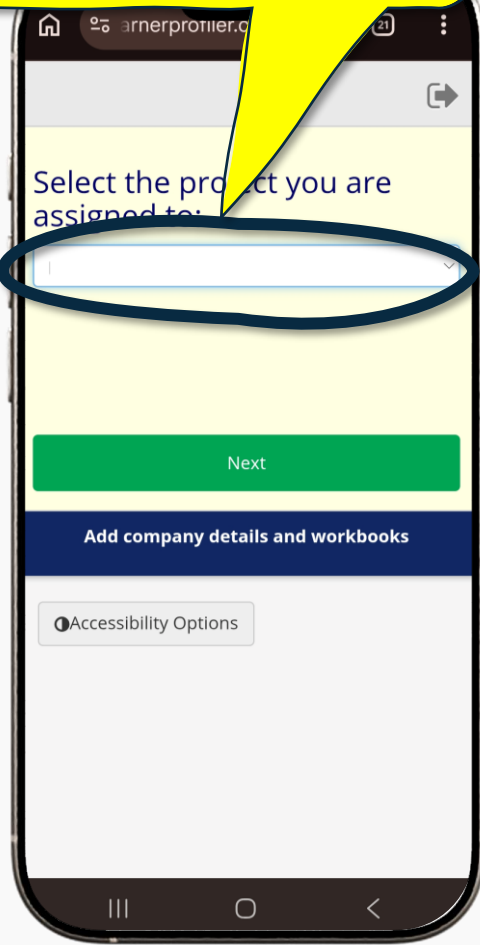


After logging in, you will be taken to the main page. Click on the **Setup** module.

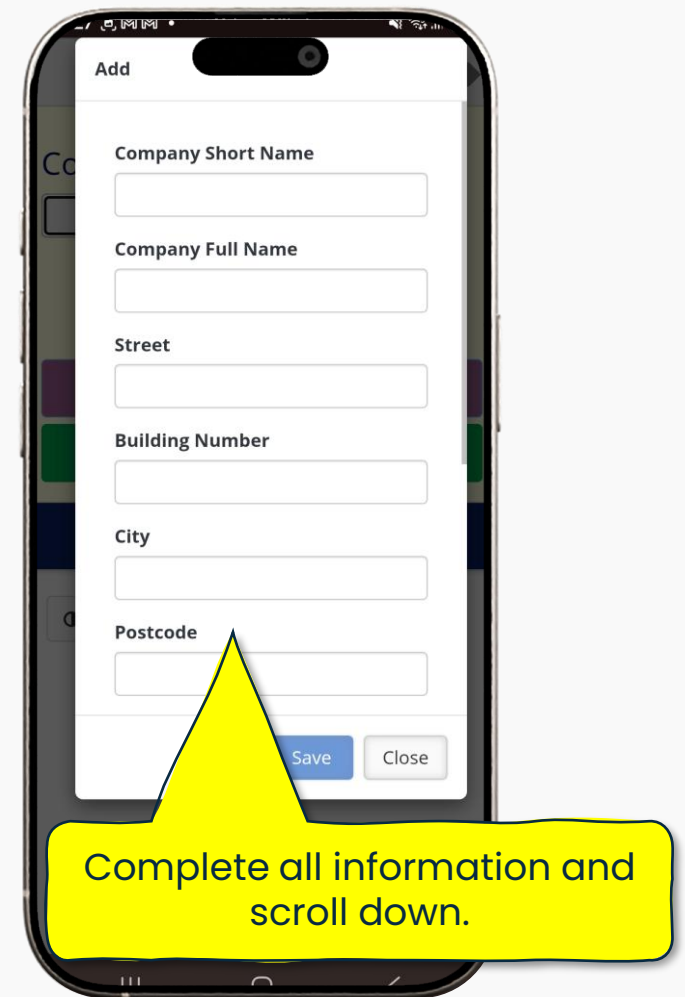
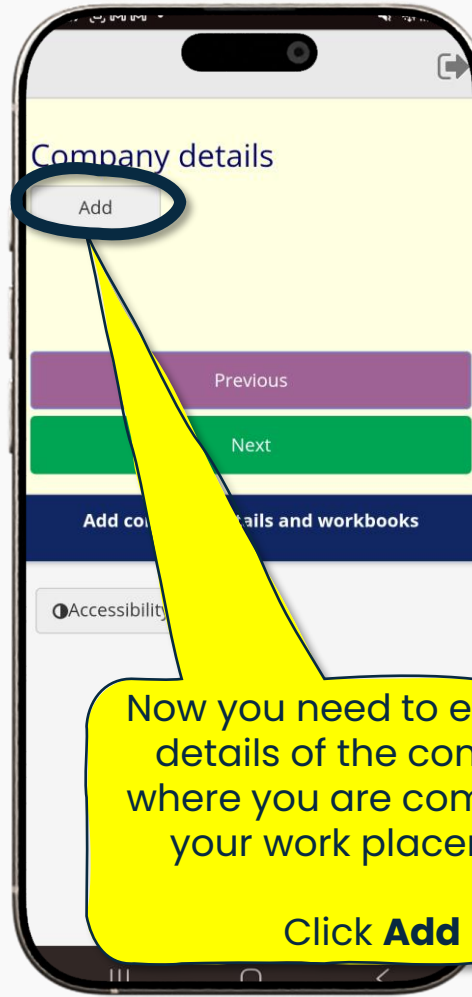
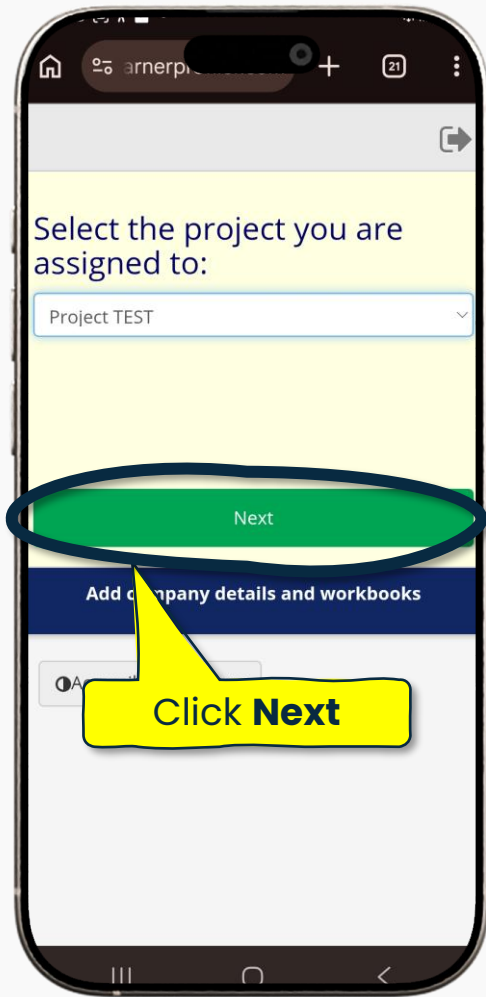


Click **Start** to begin

In the first step, you need to assign yourself to a project. Click the white field to open the list of available projects.



Select the project you are assigned to from the list.





Add

City

Postcode

Province

Supervisor Name

Supervisor Email

Work telephone

Save Close

Once all information has been completed, click **Save**

Company details

Ibis,
Ibis Consultants, Sunflower 3,
Dreamcity 43216, Mop, Edit

Supervisor details:
Anne,
One,
791814694

Add

Previous

Next

Add company details and workbooks

Check that all information is correct and click the "Next" button.

You now need to select the logbook where you will later enter your daily work tasks. Choose the logbook that applies to you from the list. Click on it to select it, then click the "Next" button.

Hospitality and Catering

Public Management

Financial Management

Public Relations N6

Electrical Engineering

Mechanical Engineering

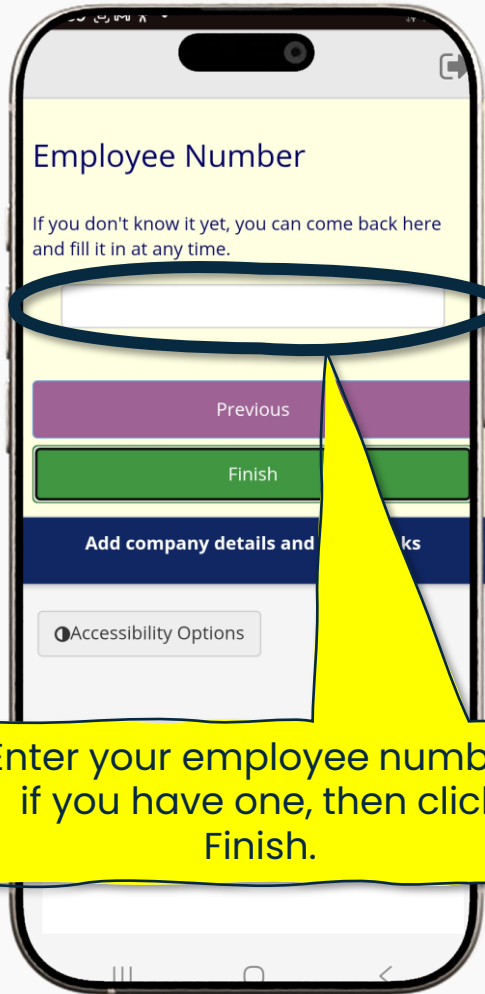
Civil Engineering

Tourism

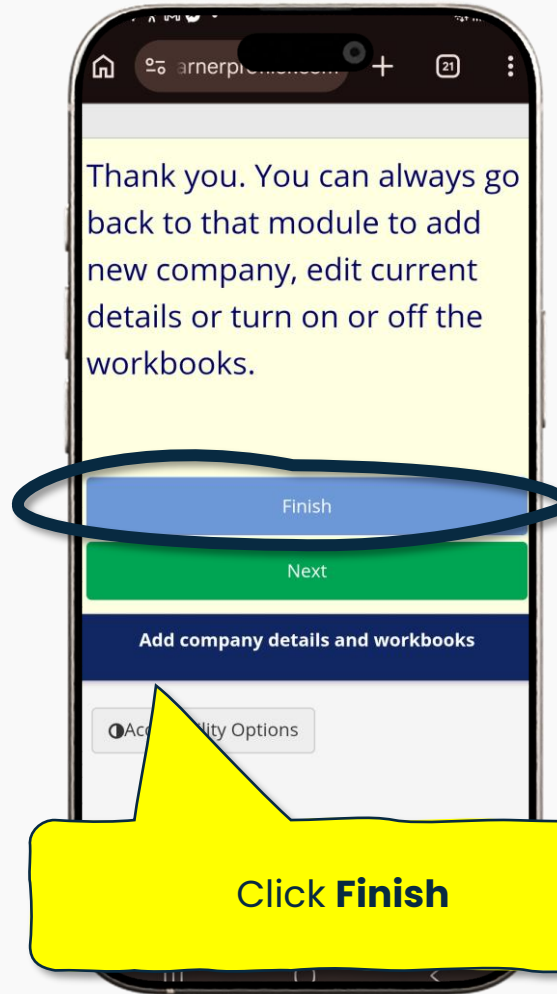
Previous

Next

Add company details and workbooks



Enter your employee number, if you have one, then click **Finish**.



Click **Finish**

The onboarding process has been completed. The system will take you to the "Home" page. New modules will appear: "Tracker", "Absences", and your selected logbook.





**Well done,
You have successfully completed
the onboarding process.**

If you have any questions contact us on:
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