

# 4098 Assessor Training Enrolment Instructions

To begin go to the Primary ITO online 4098 website:  
<https://primaryito.elearning.org.nz/login/index.php>

You'll need to first take a minute to 'Create a new account' for yourself. When you have submitted that, a confirmation email is immediately sent to you. If that email does not arrive promptly, please check your Junk mail folder.

Read the email and click on the web link it contains. Your account will then be confirmed, and you will be taken to a window that asks for identification to be uploaded.

As your results will be reported to NZQA by Primary ITO, at this stage you will need an electronic copy of your identification to hand, so prepare ahead. The identification can be a copy of your:

- Birth certificate.
- Certificate of identify or citizenship.
- Current NZ photo driver's license.
- Firearms license.
- Passport.
- For Work Permit holders, please also include your current visa.

You will then be able to select a course start date that suits and enrol.

## Key Code

To confirm your Primary ITO workplace assessor status, you need a Key Code as part of your enrolment in the chosen date. Your organisation may already have one, or it can be obtained by contacting your Primary ITO sector contact.

You will receive an email reminder 5 days before the start date. Once underway, your tutor-assessor will introduce themselves to you, and you have up to 8 weeks to complete the study and submit to them your assessment evidence.

## Help and Support Contacts

- Enrolment questions: [kelly.cenek@primaryito.ac.nz](mailto:kelly.cenek@primaryito.ac.nz)
- Study and assessment queries: [4098assessor@primaryito.ac.nz](mailto:4098assessor@primaryito.ac.nz)

Enjoy the learning!

