



## **EWRB Candidate Guide 368001**

Please note: Hyperlinks in this document have been disabled.

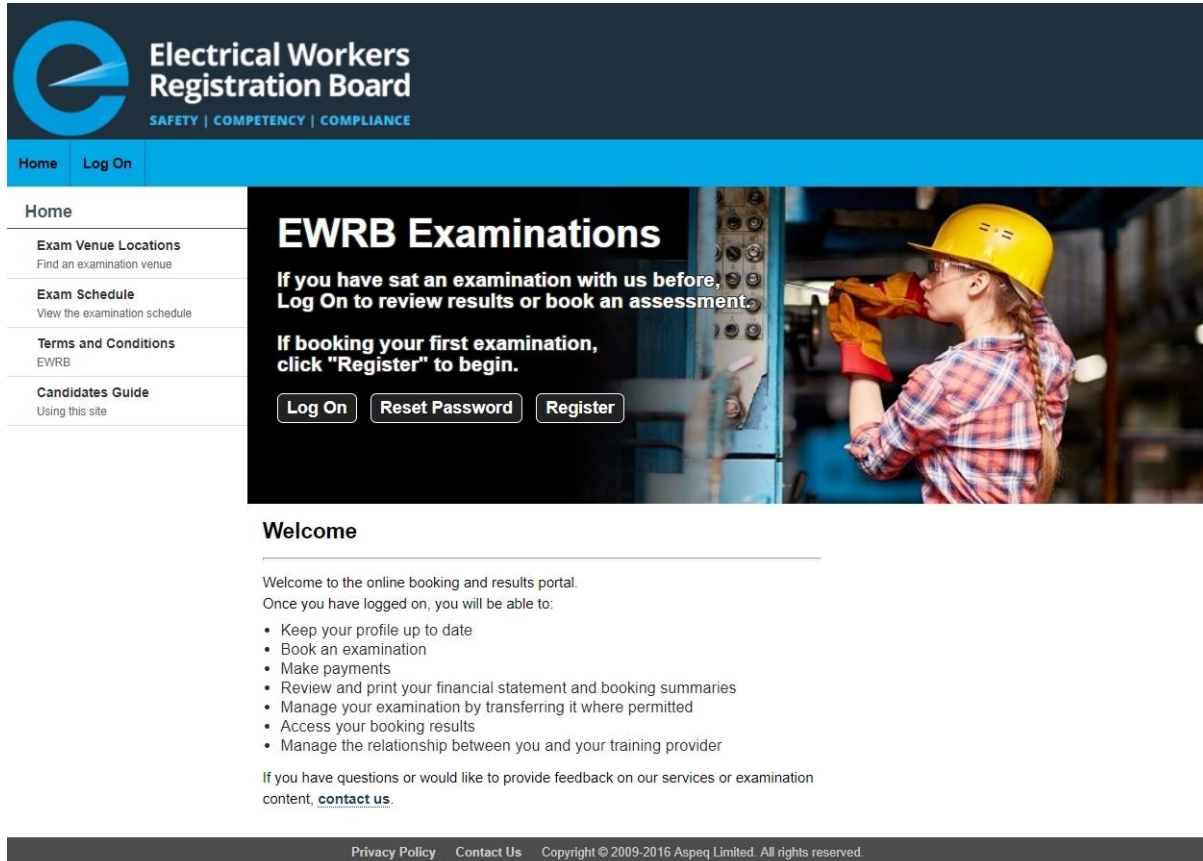
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## TABLE OF CONTENTS

<b>EWRB Candidate Guide.....</b>	<b>3</b>
<b>1       Setting Up a New Account:.....</b>	<b>3</b>
<b>2       Accessing Your Account:.....</b>	<b>3</b>
<b>3       Booking an Exam:.....</b>	<b>4</b>
<b>4       Printing Booking Confirmation: .....</b>	<b>6</b>
<b>5       Transferring or Cancelling Your Exam:.....</b>	<b>6</b>
<b>6       Printing Results and Review Request: .....</b>	<b>6</b>
<b>7       Checking Messages: .....</b>	<b>6</b>
<b>8       Changing or Resetting Password:.....</b>	<b>7</b>
<b>9       Changing Account Details: .....</b>	<b>7</b>
<b>10      Managing memberships: .....</b>	<b>8</b>
10.1      New Membership: .....	8
10.2      Cancel Existing Membership:.....	9
<b>11      Paying in Money/Crediting An Account:.....</b>	<b>9</b>
<b>12      Retrieving an Invoice or Receipt: .....</b>	<b>9</b>
<b>13      Further Information: .....</b>	<b>10</b>

## EWRB CANDIDATE GUIDE

### 1 Setting Up a New Account:



**Home** | **Log On**

**Home**

- Exam Venue Locations**  
Find an examination venue
- Exam Schedule**  
View the examination schedule
- Terms and Conditions**  
EWRB
- Candidates Guide**  
Using this site

**EWRB Examinations**

If you have sat an examination with us before, **Log On** to review results or book an assessment.

If booking your first examination, click **"Register"** to begin.

**Log On** | **Reset Password** | **Register**

**Welcome**

Welcome to the online booking and results portal. Once you have logged on, you will be able to:

- Keep your profile up to date
- Book an examination
- Make payments
- Review and print your financial statement and booking summaries
- Manage your examination by transferring it where permitted
- Access your booking results
- Manage the relationship between you and your training provider

If you have questions or would like to provide feedback on our services or examination content, [contact us](#).

[Privacy Policy](#) | [Contact Us](#) | Copyright © 2009-2016 Aspeq Limited. All rights reserved.

To make exam bookings with Aspeq, you will first need to establish an account and have it validated. You are able to set up a new account by clicking **Register** on the home page. Here you will be asked to provide your personal information. Once you have finished entering your details click **Register** to complete the process.

It is highly recommended that you provide an accurate email address as Aspeq will send you a notification to the stated email address for the validation of the email address once the registration is submitted. Candidates are able to confirm their registration by selecting the "(Confirm)" link in the email. By clicking on the "Confirm Registration" link, you will be directed to the Log On Page.

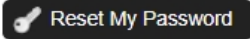
Once your account has been validated you will be able to login.

### 2 Accessing Your Account:

You will be able to access your account by clicking **Log On** on the home page, as shown on the previous page. This will lead you to the login page where you will be asked to provide your username and password. You can then click **Log On** at the bottom of the page. Once logged on you will be able to access a variety of pages using menus at the top of the page.

## INTERNAL

If you have forgotten your password then you can have it reset by clicking [Forgot your password?](#) on the login page. You will then need to enter the required account information and click

. If you cannot recall the relevant account information you can call Aspeq to have your password reset.

### 3 Booking an Exam:


You are able to make a new examination booking by clicking [Bookings](#) at the top of the page when logged in. The page below will then appear.

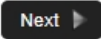
#### Book an Exam

*Find and select the examination you wish to sit ( you must select an examination ). Once selected, choose the region and venue you wish to sit the exam at, and your preferred sitting date. Not entering anything here will, when you make your booking, result in the the display of all venues available to you, and all session times. When done, click 'Next' to continue.*

<p><b>Specialisation:</b> Electrical Workers Registration Board</p> <p><b>License:</b> Electrical Workers Registration Board</p> <p><b>Exam:</b>  <input type="text" value="ET: Electrician Theory"/></p> <p><b>Region:</b>  <input type="text" value="Auckland"/></p> <p><b>Venue:</b>  <i>The preferred sitting venue for your examination, or none if you wish to search all venues in this region. Available venues within 100 kilometers of this venue will also be searched.</i>  <input type="text" value="NZPCKA: Auckland"/></p> <p><b>Date:</b>  <i>The preferred sitting date for your examination. Available sessions after this date will also be searched.</i>  <input type="text" value="17 April 2018"/></p> <p><input checked="" type="checkbox"/> Show fully booked sessions?</p>	<p><b>Price:</b> \$145.00 NZD (excl. GST) as at 17 Apr 2018</p> <p><b>Duration:</b> 2 hour(s)</p> <p><b>Description:</b></p>
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You can then use the menus provided to select the details of the exam and a preferred date. To view the available sessions you should then click , which will appear when all the necessary exam details have been selected.

A calendar will then appear showing the available sessions for the selected exam, as shown below.

## INTERNAL

### Book an Exam

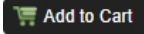
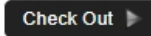
Use the scheduler below to find and select a session to attend. Once selected, click 'Add to Cart' and then click on 'Check Out' to proceed.

Show fully booked sessions?

From date:  

<b>Auckland</b>	17th Apr 2018 09:00 am <i>Bookings available</i>	17th Apr 2018 01:00 pm <i>Bookings available</i>	19th Apr 2018 09:00 am <i>Bookings available</i>
<b>ETEC - Skills Innovation Centre</b>	No sessions available from the 17th April 2018. Please <a href="#">contact us</a> to discuss session availability		
<b>Manukau Institute of Technology</b>	No sessions available from the 17th April 2018. Please <a href="#">contact us</a> to discuss session availability		
<b>North Shore</b>	20th Apr 2018 09:00 am <i>Bookings available</i>		
<b>Waikato Institute of Technology</b>	No sessions available from the 17th April 2018. Please <a href="#">contact us</a> to discuss session availability		

[← Previous](#)

Candidates can book a session by clicking one of the times shown and then clicking , which will appear once a session has been selected. To proceed with payment candidates should click .

 [My cart \(1\) items](#)

Your cart will expire in...

<b>9</b> Minutes	<b>55</b> Seconds
---------------------	----------------------

*To ensure that any reservations you hold are confirmed, you should **complete** this order before this time expires.*

Candidates will then have 10 minutes to complete their order, during which time other products and services can be added to the shopping cart. At any time a candidate can view the contents of their shopping cart and finalise the order using the link on the left of the page as shown.


Abandoned orders (such as where you exit before completing your purchase) will be cleared after the time limit, but you will not be able to try again until the timer has counted down to zero, or until you have cleared the shopping cart.

If your time limit is exceeded, the system will clear the cart and allow you to start again.

## INTERNAL






### 4 Printing Booking Confirmation:



You will be prompted to print the booking confirmation upon completion of payment during the booking process.

You can also print the booking confirmation at a later date. To do this, click on [My Account](#) and then [My Bookings](#) Examinations you have booked . Click on  next to the applicable exam. Then click on [Print Confirmation](#) .



### 5 Transferring or Cancelling Your Exam:



You are able to transfer or cancel an existing booking by clicking [My Account](#) at the top of the page [My Bookings](#) Examinations you have booked on the left of the page. You will then be able to view your exam bookings as shown below.

Assessment	Session	Status	Actions
 Electrician Theory ET	North Shore (NZLPLM) 20 April 2018, 09:00 a.m.	Booked	   

To transfer your booking click , or to cancel the booking click . If neither icon appears then you are not permitted to transfer or cancel the corresponding booking. If transferring your booking, you will be lead through the booking and order confirmation process as when booking an exam.

### 6 Printing Results and Review Request:

To access your results, click on [My Account](#) and then [My Results](#) Transcripts for exams sat . Then click on  or  next to the exam you wish to print the result.

From this page you can also request for an exam review. Click on  or  and then click [Add to Cart](#) . You will be redirected to the payments page.

**Note:** If you results are not displayed on your screen, please contact your training provider. Your training provider will need to provide Aspeq with your course completion record before your results can be released.

### 7 Checking Messages:

Messages are automatically sent to notify you of any significant activity regarding your account and bookings. Periodically messages will also be sent by Aspeq administration staff to inform you of any necessary changes to bookings or scheduling. You are able to check your messages by clicking [My Messages](#) at the top of the page when logged in. The page below will then appear.

## INTERNAL

You have 3 Message(s) (2 unread)...

Subject:

Search

Date From:

Date To:

Type	From	Subject	Received	
	Helpdesk	Your membership with MIT has been conf	19/04/2018 09:55:55 a.m.	
	Helpdesk	Booking Confirmation	19/04/2018 06:58:11 a.m.	
	Helpdesk	Booking Confirmation	17/04/2018 03:26:21 p.m.	

Unread messages will appear in **bold**. Messages can be read either by double clicking or by clicking on the applicable message.

## 8 Changing or Resetting Password:

You are able to change your password by clicking [My Account](#) at the top of the page when logged in, and then clicking . When you have added your new password in the fields provided, as shown below, click to confirm the change.

Change Password

Current Password:

New Password:

Minimum number of characters is 6

Confirm Password:

If you have forgotten your password you can have it reset by clicking [Log On](#) on the home page when logged out, and then clicking [Forgot your password?](#) You will then need to enter the required account information and click . If you are unable to recall the relevant account information you can call Aspeq to have your password reset.

## 9 Changing Account Details:

You can view and change your account details by clicking [My Account](#) at the top of the page when logged in. From this page you can edit your address and contact information by clicking on the applicable row, as shown below.

## INTERNAL

### Addresses

*Below are the mailing addresses we have on record for you.*

*You should ensure that these are kept up to date to ensure that we contact you and/or ship purchases to you.*

Type	Street Addresses	Postal Code	City	Country	Actions
Physical	Level 1, 191 High Street	5010	Lower Hutt	New Zealand	
Postal	C/- Aspeq, PO Box 30056	5040	Wellington	New Zealand	

Show All

Create New

You are kindly requested to keep these details current as this will assist Aspeq in contacting you should the need arise. New addresses or contact channels can be added by clicking Create New. It is highly recommended that you provide an accurate email address as this will be our primary means of contact.

## 10 Managing memberships:

Tasman will enable the management of memberships between candidates and training providers.

This will allow you to book into sessions reserved by the training provider, and will allow the training provider to make bookings on your behalf. The training provider will also be able to view your results.

You are able to manage your memberships by clicking **My Account** at the top of the page when logged in, and then clicking **My Memberships** on the left of the page. You will then be able to view your memberships as below.

Organisation	State	Valid	
MIT Manukau Institute of Technology	Approved	19 April 2018 - 08 April 2020	

### 10.1 New Membership:

New memberships can be requested by clicking **Request New Membership** and then setting the membership permissions. The training organisation will then need to approve the new membership.

Memberships can also be requested by a training organisation. You will receive a notification to advise you of any such request. You will then need to approve the request to confirm the membership.

**Note:** You can only have one membership with a training provider at any one time.

All new membership will need to be approved by the training provider before it will come into effect.

Organisation	State	Valid	
WELTEC Wellington Institute of Technology	Requested (requires organisation's approval)	Not valid	






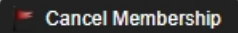
## INTERNAL

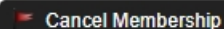
The 'State' will change to approved when validated by the training provider.

### 10.2 Cancel Existing Membership:

You can cancel your membership with the current training provider.

Organisation	State	Valid
 MIT Manukau Institute of Technology	Approved	19 April 2018 - 08 April 2020 

Existing memberships can be edited by clicking  on the applicable row. You are able to change or cancel your membership by clicking  at the top of the page when logged in, and then clicking





**Organisation:** Manukau Institute of Technology (MIT)

**Valid:** 19 April 2018 - 08 April 2020

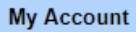
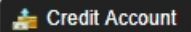
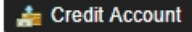
**State:** Approved





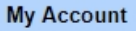
### 11 Paying in Money/Crediting An Account:

You can credit your account by paying in money at any time. The credit can be used to pay for any bookings you make.




To credit your account, click  at the top of the page when logged in, and then clicking **Transaction History**  
Financial and event activity on the left of the page. At the bottom of this page, click on . Enter the payment details and click  again to proceed.



When booking an exam, you will need to select "Account Credit" as your method of payment. If your account does not have enough credit to pay for a booking, you will be prompted to pay the balance via credit card.

### 12 Retrieving an Invoice or Receipt:

You can retrieve an invoice or receipt by clicking  at the top of the page when logged in, and then clicking **Transaction History**  
Financial and event activity. You will then be able to view your transaction history as below.

## INTERNAL

Search	Type: All Financial ▼	Start: 19 April 2008	End: 19 April 2018	Apply	Reset	
Number	Type	Description	Debit	Credit	Date	
28	Receipt	Payment of \$166.75 NZD (Cash)		\$166.75 NZD	19 April 2018, 06:5	
44	Invoice	#1454636: EIN: Electrical Installer Theory @ Auckland, 19	\$166.75 NZD		19 April 2018, 06:5	
27	Receipt	Payment of \$166.75 NZD (Credit Card, TXN-ABC123-0001		\$166.75 NZD	17 April 2018, 03:2	
43	Invoice	#1454635: ET: Electrician Theory @ North Shore, 20 April	\$166.75 NZD		17 April 2018, 03:2	

You can view and print an invoice or receipt by clicking  on the applicable row, this will open the invoice or receipt as a PDF document. Note that the invoice lines are shown in **red** and the receipt lines are shown in **green**. The details of a transaction can be viewed by clicking  on the applicable row.

### 13 Further Information:

Additional information on procedures and regulations is available by clicking [Candidate Information](#) at the top of the page.

If you have any remaining questions or concerns please contact our office on +64 4 913 9812, or send an email to [info@aspeq.com](mailto:info@aspeq.com).