

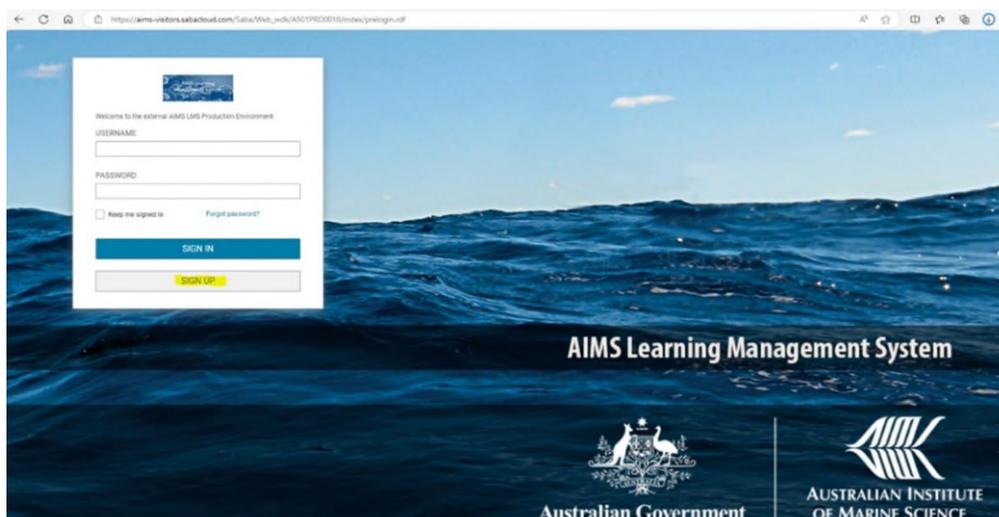
# Welcome to the AIMS Visitor Learning Management System (LMS): [AIMS Visitor Inductions](#)

## Step 1: Preparation

- 1. Ensure Internet Connectivity:**  
Ensure that you have a stable internet connection for uninterrupted access to the LMS.
- 2. Check Device Compatibility**  
Verify that your device (computer, tablet, or smartphone) is compatible with the LMS platform. Most LMS platforms work well with modern web browsers (e.g., Google Chrome, Mozilla Firefox, Microsoft Edge).
- 3. Obtain Login Credentials**
  - **New Visitors** - follow **Step 2** to sign up.
  - **Existing Visitors** - ensure you have your previous login details (username and password) from your previous signup. If your email has recently changed or you have forgotten your password, please contact [peopleandculture@aims.gov.au](mailto:peopleandculture@aims.gov.au) so we can update your details or reset your password.

## Step 2: New Visitor

1. If this is your first time using the platform, click on SIGN UP to create an account.



## 2. Enter your Credentials

- Enter **FIRST NAME**, **LAST NAME** and **EMAIL** and click **SIGN UP**.
- You will receive a confirmation email from [aims@sabacloud.com](mailto:aims@sabacloud.com) to activate your account and create a password.

From: [aims@sabacloud.com](mailto:aims@sabacloud.com) <[aims@sabacloud.com](mailto:aims@sabacloud.com)>

Sent: Thursday, 26 February 2025 09:25:37

To: [TestLMS@gmail.com](mailto:TestLMS@gmail.com) <[TestLMS@gmail.com](mailto:TestLMS@gmail.com)>

Subject: Welcome to Saba Cloud!

Hello,

Congratulations and welcome to Saba Cloud! You're just one click away from activating your account.

[Click here to activate your account and complete your profile.](#)

Your Username is: [TESTLMS@GMAIL.COM](mailto:TESTLMS@GMAIL.COM)

Once you activate your account, you'll have access to the many [benefits of membership](#), so let's get started!

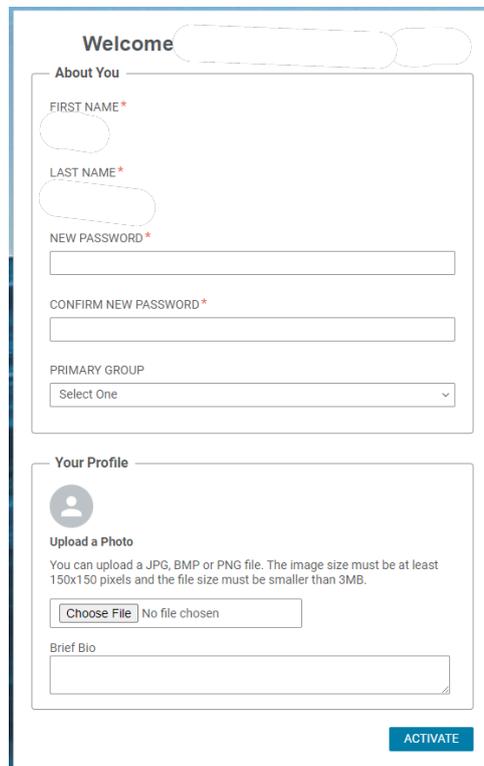
Thanks!

The Saba Team

powered by [Saba Cloud](#)

## 3. Access the link in the email to create a user password and activate your account.

**NOTE: Primary Group is NOT MANDATORY**



The screenshot shows a web form titled "Welcome" for account activation. It is divided into two main sections: "About You" and "Your Profile".

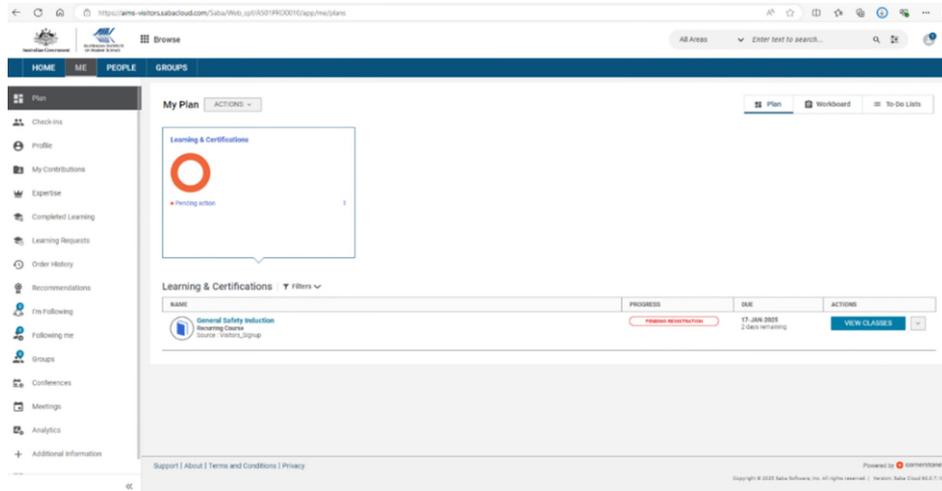
**About You**

- FIRST NAME \***: A text input field.
- LAST NAME \***: A text input field.
- NEW PASSWORD \***: A text input field.
- CONFIRM NEW PASSWORD \***: A text input field.
- PRIMARY GROUP**: A dropdown menu with "Select One" as the current selection.

**Your Profile**

- Upload a Photo**: A section with a person icon, instructions ("You can upload a JPG, BMP or PNG file. The image size must be at least 150x150 pixels and the file size must be smaller than 3MB."), and a "Choose File" button. Below the button, it says "No file chosen".
- Brief Bio**: A text area for a short biography.
- ACTIVATE**: A blue button at the bottom right of the form.

4. Once you click on **ACTIVATE** you will automatically access your AIMS LMS profile.



### Step 3: Navigating the LMS Dashboard

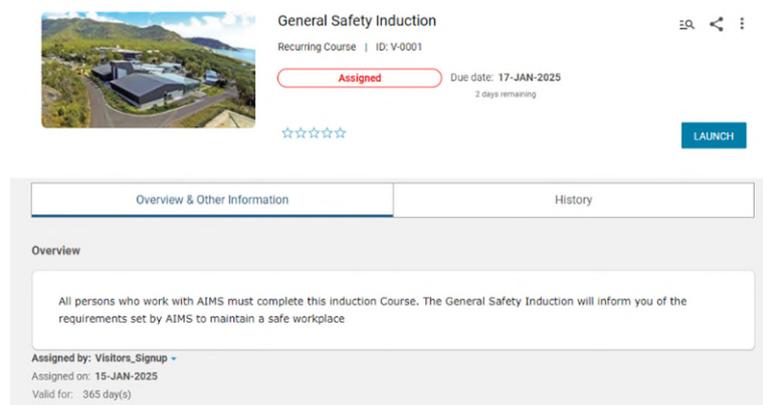
1. **Familiarise Yourself with the Dashboard**

After logging in, you will be directed to the dashboard, which typically includes:

- **Course Overview:** A list of all active courses can be found on the front page after you sign up.
- **Inductions:** You will have the AIMS General Safety Induction (GSI) already assigned to you. This is a mandatory requirement for all AIMS employees and visitors to complete and expires 1 year from date of completion. If required, other inductions will be assigned to your profile after the signup, and the inductions assigned will be determined by the selections made from your sponsor on your visitor form.

2. **Access Your Courses**

Select the course you want to access. Most LMS platforms will display courses in a grid or list format. Click on **View Class**, this will take you to the induction assigned and then select **Launch** to enter the course page.



3. **Course Expiry** – Each course will have a due date. This can be found on the page after selecting **View class**, next to Assigned. If the course is not completed on or before the due date, a notification will be sent to your email regularly to remind you that the course assigned is still outstanding.
4. **Completing your Assigned Course** – Once you have completed the assigned induction/s you will receive an email as proof of completion. A notification will also be sent to [peopleandculture@aims.gov.au](mailto:peopleandculture@aims.gov.au) to let us know when you have completed an induction, so there is no need to send this through.

---

#### Step 4: Communication and Support

1. **Communicate with Sponsors:**  
If you have any questions regarding the inductions and registration process, please contact your sponsors or [peopleandculture@aims.gov.au](mailto:peopleandculture@aims.gov.au).
2. **Access Technical Support:**  
If you encounter any technical difficulties, please make sure to email [peopleandculture@aims.gov.au](mailto:peopleandculture@aims.gov.au) immediately and one of our team members will investigate the issue for you.

---

#### Step 5: Logging out

1. **Sign Out when Done**  
Once you've finished accessing the LMS, ensure to log out to maintain the security of your account.
2. **Save your username and password**  
Don't forget to record your Username and Password in a safe place, as this will be the same information you will use when needing to complete your next inductions.
3. **Clear Browser Cache (Optional)**  
To avoid any issues with subsequent logins, consider clearing your browser cache or logging out completely, especially if you are using a shared or public computer.