



## Pae Akoako – First-Time User Guide

### Step 1: Check Your Email for Login Information

You will receive a welcome email from Pae Akoako with your username and a temporary password.

This email is usually sent by your rohe administrator or Te Ataarangi.

Important: Please log in within 3 days of receiving this email, or your temporary password may expire.

### Step 2: Use a Suitable Device

For the best experience, we recommend using:

- A laptop or desktop computer
- Google Chrome or Microsoft Edge browser

You can also use a tablet, but smaller devices like smartphones may not show all course features correctly.

### Step 3: Logging In for the First Time

1. Go to the Pae Akoako login page (the link will be in your welcome email).
2. Enter your username and temporary password.
3. You will be prompted to set a new password. Make sure it's something memorable and secure.
4. Once logged in, you will land on your Dashboard.

### Step 4: Exploring Your Dashboard

The dashboard is your home base. From here, you can:

- See your enrolled courses
- Access messages and notifications

### Step 5: Open a Course

1. On your dashboard, you'll see a list of courses you are enrolled in.
2. Click on the course name to open it.



3. Each course is customised to the class you are enrolled in, so you may see things like:

- Topics or weekly sections
- Videos, files, and resources
- Quizzes or activities to complete
- A progress bar or checklist to track your learning

### Step 6: Navigating a Course

Use the left-hand menu or scroll through the course sections.

Click on each activity or resource to open it.

Some resources may be files (PDF, Word), while others are online pages or videos.

### Step 7: Communicating and Asking for Help

Use the 'Messages' tool to contact your kaiako (teacher) or admin.

If something isn't working, contact your rohe administrator or the Pae Akoako support person in your rohe (or your Kaiako if you are unsure who that is).

### Common Questions and Answers

**Q: I didn't receive my welcome email. What do I do?**

A: Check your spam or junk folder. If it's not there, contact your rohe administrator to re-send it.

**Q: My password isn't working.**

A: Try the 'Forgotten your password?' link on the login page to reset it.

**Q: I missed the 3-day window to log in.**

A: Ask your rohe admin or site support to reset your account and send a new login.

**Q: I can't open a resource.**

A: Make sure you're using a laptop or desktop and that your internet connection is stable.

**Q: Can I use my phone?**

A: You can, but it's better to use a larger screen for videos, activities, and reading.

