

StayLive SCT Onboarding Registering onsite

Prerequisites

- Registering person will need their smartphone.
- Registering person will need access to their email they are going to use as their Userid NB. As a backup you could have an internet device setup where the person could register and using the internet email, verify their login and then complete their profile.

If never been setup on the SCT



1. Registering person uses their smartphone to scan the following registration QR Code or alternatively enter: <https://staylive.jnctn.nz/> into their browser.
2. Complete the registration screen.
3. Receive JNCTN email (check junk) and validate, takes them to the set password screen.
4. Set their password, and make sure they remember it so they can log into the JNCTN APP later on.
5. Read and accept the terms and conditions.
6. Complete the mandatory profile information which includes a photo and selecting an Organisation.
7. Member should select member share with generators that they work with.
8. Membership to the SCT approved by the Org Admin or JNCTN.
 - Their Organisation Admin will need to approve them before credentials can be assigned to them. (Step 7)
 - Their Organisation may not exist they should select individual member, JNCTN will need to approve them before credentials can be assigned to them. (Step 7)
9. Once approved go to <https://jnctn.app/> on their mobile device and log in with the same username and password they set above. This can be saved as an app on their phone
[Installing JNCTN App – JNCTN](#)



If already partly completed registration on the SCT

1. Registering person uses their smartphone, enter into browser: <https://portal.jnctn.nz/login>
2. Login and complete the required steps as above.

Additional Support

- Depending on the length of time for new registrations i.e. – if over a prescribed one to two days, JNCTN can be available to quickly approve members who are registering into individual members or to set up Organisations and the person as an Org Admin for their Organisation.
- If you know of Organisations that would be happy to set their Org up ahead of time with one Org Admin, that will assist their people when registering as they can register into their organisation saving rework later.

Tidy up post registration

- Member – Complete profiles where required.
- Member – Load rest of their credentials.
- Member/JNCTN – Move Individual members into correct organisation (Setup Organisation and Org Admin).
- Member/JNCTN – Licence Payment.
- JNCTN – Produce and distribute SCT Tokens (Cards).