



WORKPLACE KNOWLEDGE ASSESSMENT SYSTEM

Registering your Company as a new user of WKAS.

If you are a new user to WKAS, you will need to register by completing the initial registration process.

STEP 1
Select either of these options to begin the registration process.

Part of the registration process includes your acceptance of the business Terms & Conditions. Please read these to familiarise yourself with them. Initial registration however does not commit you to a purchase.

Once you have completed the initial registration you will receive an information pack from the WKAS Administrator, containing the documentation you will need to fully register.



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Initial registration requires information from you which will then become your unique login profile. Select a password and an associated password reminder. You will be asked for your password reminder if you forget your password so it should be memorable.

Registration Form

Company Name	<input type="text"/>
User Name (Admin)	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Password Reminder	<input type="text"/>
Administrator e-Mail	<input type="text"/>
How did you hear about WKAS?	<input type="text" value="Select one..."/>

I have read and accepted the [terms and conditions of use.](#)

STEP 2

Complete all the fields, choosing a password and a phrase or memorable event which may be used to remind you of the password should you forget.

STEP 3

to conclude the registration.

Steps to register:

1. Select [REGISTER NEW LOGIN PROFILE](#) or 'Click Here' to begin the registration process.
2. Complete all the fields, choosing a password and a phrase or memorable event which may be used to remind you of the password should you forget.
3. to conclude the initial registration.
4. You will receive a message on-screen acknowledging your request for registration and advising you that you will receive an email from the WKAS Administrator. This email will include, in PDF file format which can be printed :-
 - New Business Account Form
 - Business Terms and Conditions
 - Token Requisition Form

You will need to return by fax or post a signed copy of the Terms and Conditions, together with the completed New Business Account Form. The Token Requisition Form is available for use to arrange the purchase of tokens (1 token = 1 assessment), the minimum purchase being 5 tokens. Alternatively if you prefer to use your company purchase order system this can be used instead of the Token Requisition Form. (please see Token Purchase for further information on pricing).

Soon after receipt of either your faxed or posted registration documents you will be set up for use of WKAS with the number of tokens you have purchased being displayed on screen.