

Cadastral Surveyors Licensing Board of New Zealand

APPLICANT USER GUIDES

Step-by-step instructions for using the LMS for competency assessment.

1 March 2025



Table of Contents

2
3
8
14
15
22



LMS Access

- Registering and signing in
- Personalising the dashboard



REGISTER AND SIGN IN

1. Click on **Log in**



2. Click on **Create new account**

Username	
Password	
Log in	
Is this your first time here? For full access to this site, you first need to create an account.	
Create new account	
Cookies notice	4.3



3. Enter a Username. This can be your email address.

New account	
Username ()	
jane@example.com	
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least	
1 upper case letter(s), at least 1 special character(s) such as *, -, or #	
Password ()	

4. Enter a **Password**.

jane@example.com		
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least	100	
1 upper case letter(s), at least 1 special character(s) such as *, -, or #		
Password ()	2 N 2	
Email address ()	9	
Email (again) 1		



5. Enter your **Email address**

least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s)	
such as *, -, or # Password 🟮	
••••••	
Email address ()	98
Email (again) \rm 9	1
First name 🚺	

6. Enter your **Email address** again

Password 1	
Email address ()	
Email (again) 0	
jane@example.com	
First name 🜖	
	South -
Last name 0	CALL.



7. Enter your **First name** and **Last name**

Email (again) \rm \rm I	
jane@example.com	
First name ()	
Jane	
Last name 🕕	
Brady	
City/town	
Country	
Select a country 🗢	

8. Click on Create my new account

Brady	
City/town	
Country	
Select a country	\$
Create my new account Cancel	Required



9. A confirmation email will be sent to you. Copy and go to the link.

A new a using ye	iccount has been requested at 'Cadastral Surveyors LMS' our email address.
To confi	irm your new account, please go to this web a contract of the second secon
https://	lms.cslb.org.nz/login/confirm.php?data=TUuH7O1xkqRDThJ/smaragda%2Evavakaris%40synapsys%2Eco%2En
ln most which y	mail programs, this should appear as a blue link ou can just click on. If that doesn't work,
then cu	t and paste the address into the address
inie at t	ne top of your web browser window.
lf you n	eed help, please contact the site administrator,
Admin	Úser

10. The link takes you to this page. Click on **Continue**





PERSONALISING THE DASHBOARD

1. The **Dashboard** is unique to every user. You can customise it or reset it back to default. The dashboard has an overview of activity and event dates.

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Timeline					Ch Attestation by
All ~ Sort by dates ~	6	earch by activi	y type or nam		LtJ Portfolio of Experie
					Summary of wire Portfolio of Experies
	8				1. Survey Meas
	No activities req	uire action			Show more items
Calendar					
(All countes				New event	
K February	March 20	125		April 39	
		54	E at	Sum	
Mon Tue V	Wed Thu	PRI .	300		

2. Click on **New event.** An event you create appears only in your calendar. You will receive an email notification about it.

Dashboard					Recently accesse items
Timeline					Attestation
All ~ Sort by dates ~		Search by activ	By type or nam	0	Summary o
	E	l.			D 1. Survey M Portfolio of Exp
Colorada:	No domines rec	fore action			Show more Rems
Al courses				New event	
February	March 2	025		April 🔉	
Mon Tue We	ed Thu	Fri	Sat	Sun	
			1	2	



3. Type the **Event title**

Event reminder 28 🕈 March	¢ 2025 ¢) 15 \$ 37 \$		
28 🕈 March	\$ 2025 \$	15 \$ 37 \$) ₩	
				Required
				Save
s require action				
	s require action	s require action	s require action	s require action

4. Click on **Show more.** Add any additional information.

Event title	Event reminder	Recentl
Date	28 ◆ March ◆ 2025 ◆ 15 ◆ 37 ◆	
Show less		A 1
Description	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	
	Reminder to prepare for the interview	নি ¹
Location		Show mo
Duration	Without duration	
	O Until	
	$ \begin{array}{c} 28 \end{array} \left(\begin{array}{c} 28 \end{array} \right) \left(\begin{array}{c} March \end{array} \right) \left(\begin{array}{c} 2025 \end{array} \right) \left(\begin{array}{c} 15 \end{array} \right) \left(\begin{array}{c} 37 \end{array} \right) \end{array} \right) \end{array} $	
	O Duration in minutes	



5. Turn on **Edit mode**

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Timeline							Attesto
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		No c	activities requir	e action			Show more items
Calendar							
All course	5	•				New event	
≪ Februc	Iry		March 202	5		April »	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
					1	2	
3	4	5	6	7	8	9	?

6. You can now customise your dashboard by adding blocks. Click on **Add a block**

Home D	ashboard My courses	
		Reset page to default
	Dashboard + Add.a.block	
	Timeline	⊕ ☆ ∨
	All ~ Sort by dates ~	Search by activity type or name
	No c	activities require action
	Calendar	⊕ 本 ~
	All courses 🗢	New event



7. Add the **Course overview** block. It will list all courses (stages) you are enrolled in

sesuuc	Add a block ×
oard	Comments
	Course overview
a block	Courses
	Latest announcements
Sort by dates ~	Latest badges
	Logged in user
	Mentees

8. You can drag it the top using the crosshair when **Edit mode** is on

		Reset page to default	+ Add a block
Dashboard			Recently accessed,
+ Add a block			
Course overview			Portfolio of Exper
			Portfolio of Experi
			1. Survey Med
			Show more items
Academic Qualification Competency Assessment	Portfolio of Experience Competency Assessment		
Timeline			



Course overview Alvestication Course overview Sort by course name v Image: Course name v

0% complete

:

10. You can also add blocks to the block drawer. Click < to open the block drawer.

:

100% complete

Home Dashboard My courses								🦸 🝠 🔥 - Edit mode 💽
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	Timeline							
	All ~ So	ort by dates ~		Sear	ch by activity	type or name		
			No a	ctivities require	action			
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	All courses	-	•				New event	
	≪ Februar	ý		March 2025			April »	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
							2	
								^
	3	4	5	6	7	8	9	?



11. Click **Reset page to default** anytime to reset the dashboard to its initial state. This will not remove events from your calendar.

Reset page to default	
⊕ \$ ∨	



Cadastral Surveyors Licensing Board of New Zealand

Using the LMS

- Uploading documents
- Tracking progress
- Registering for events



UPLOADING DOCUMENTS

1. Click on My courses

My courses		
Course overview		
All ~ Search	Sort by course name ~	
1		
Academic Qualification	Portfolio of Experience	

2. Click on the course (stage) name

Course overview	
All ~ Search	Sort by course name ~
Academic Qualification Competency Assessment	Portfolio of Experience Competency Assessment
100% complete	0% complete



3. Select where you are going to upload the document

Î	Attestation by supervising LCS in the required form Schedule of accumulated pre-graduate experience in the required form Copy of advice from Board approving pre-graduate experience, including start and end dates and total accumulated time involved.
» 	Portfolio of Experience - Work Experience and Attestation by supervising LCS DOCX Download the Work Experience requirements here.
e	Use this template to provide a summary of your accumulated experience.
ə	Use this template to provide a brief CV.
Ð si	Upload your Work Experience here.
€	Attestation by supervising LCS To do ~ Upload your Attestation here.

4. Click on Add submission

Summary	of work experience	
To do: Make a submission	To do: Receive a grade To do: Receive a passing grade	
Upload your Work Exp	perience here.	
Add submission		
Submission statu	s	
Submission statu	JS This is attempt 1.	
Submission statu Attempt number Submission status	JS This is attempt 1. No submissions have been made yet	
Submission statu Attempt number Submission status Grading status	JS This is attempt 1. No submissions have been made yet Not yet marked	
Submission statu Attempt number Submission status Grading status Last modified	JS This is attempt 1. No submissions have been made yet Not yet marked -	



5. Note the required document format (pdf).

(1)	PoE > Work exper	rience > Summary of work experien	ce Edit subm	ission	
Portfolio of Experience	Summary	of work experience			
Applicants are to pres					
Upcoming Professional	To do: Make a submiss	ion To do: Receive a grade To do: Receive a	passing grade		
Work experience	Unload your Work P	vnetlence here			
Summary of work expe	opioda you make	ndinanan ana sana sa			
Summary of work expe	Add submis	ssion			
Portfolio of Experience	File submissions	Maximum file	size: 1 G8, maxir	num numb	er of files: 20
Schedule of Accumul		0 🗅 🛓 🛢			=
Brief CV Template		Files	Lockmodiled	Pine	Time
Summary of work expe		Name D	27/03/25	Size	Type proc
Attestation by supervisi		pdf	13:04	26.2 KB	document
Selected work projects					
Competencies		Accepted file types:			
Portfolio of Experience		PDF document .pdf			
1. Survey Measurement					
2. Land Tenure Systems		Save changes Cancel			
3. Boundary Definition					
A Lond Information Sur					

6. Click on the \Box (Add) button





7. Select the file from your device

1			
* Portfolio of Experience		PoE > Work experience > Summary of work experience Edit submission	
Applicants are to pres			
Upcoming Professional	File picker	×	
Work experience	· Percent files		
Summary of work expe	A Upload a file		
Summary of work expe	Private files	Attachment	
Portfolio of Experience	ta Wikimedia	Choose file Jane_D_Werlence.pdf	
Schedule of Accumul		Save as	
Brief CV Template		ar of file	s: 20
Summary of work expe		Author	3
Attestation by supervisi		Learner Account	
Selected work projects			
Competencies			
Portfolio of Experience		Ucence not specified	
1. Survey Measurement		Upload this file	
2. Land Tenure Systems			_
3. Boundary Definition		Save changes Cancel	

8. Click on Upload this file

Portfolio of Experience		PoE > Work experience > Summary of work experience Edit submission		
Applicants are to pres				
Upcoming Professional	File picker	x		
Work experience	· Peccent flor		1	
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Schedule of Accumul	g manager	Save as		
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Summary of work expe		Author		
Attestation by supervisi		Learner Account		
Selected work projects				
Competencies		Choose licence 📀		
Portfolio of Experience		Licence not specified	à	
1. Survey Measurement		Linload this file		
2. Land Tenure Systems			2	-
3. Boundary Definition		Save changes Cancel		



9. Upload more documents following the same steps or click on **Save changes** to continue

File submissions		The size: T GB, Maxir		
	Files			
	Name	Last modified	Size	Туре
	Jane_D_Work_Experien .pdf	27/03/25, 13:04	26.2 KB	PDF document
	Accepted file types:			
	PDF document .pdf			

10. Click on Upload this file

Portfolio of Experience		PoE > Work experience > Summary of work experience Edit submission	t i i i i i i i i i i i i i i i i i i i	
Applicants are to pres			- 10 C	
Upcoming Professional	File picker		×	
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Summary of work expe	N Upload a file			
Summary of work expe	m Private files	Attachment		
Portfolio of Experience	() Wikimedia	Choose file Jane_D_Werience.pdf		
Schedule of Accumul		Save as		
Brief CV Template			ar of files: 20	
Summary of work expe		Author		
O Attestation by supervisi		Learner Account		
 Selected work projects 				
Competencies		Choose licence 🥹		
Portfolio of Experience		Licence not specified .	·)	
O 1. Survey Measurement		Upload this file		
2. Land Tenure Systems				
0 3 Roundary Definition				



11. Check **This submission is my own work, except where I have acknowledged the use of the works of other people.** Then click on **Continue**.

Home Dashboard My courses	
1	
Portfolio of Experience	PoE > Work experience > Summary of work experience Confirm submission
Applicants are to pres	🕤 Summary of work experience
Upcoming Professional	
Work experience	To do: Make a submission To do: Receive a grade To do: Receive a passing grade
Summary of work expe	
Summary of work expe	Upload your Work Experience here.
Portfolio of Experience	Confirm submission
Schedule of Accumul	This submission is my own work, except where I have
Brief CV Template	acknowledged the use of the works of other people.
Summary of work expe	Are you sure you want to submit your work for grading? You will not be able to make any more changes.
Attestation by supervisi	
Selected work projects	Continue Cancel
Competencies	Required
Portfolio of Experience	
1. Survey Measurement	
2. Land Tenure Systems	
3. Boundary Definition	
A Long Hard Street Res	

12. Click on Continue. If prompted, click on **Submit**.

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× .		
Portfolio of Experience Applicants are to pres	Summary of work experience	
Vork experience Summary of work expe	To de: Make a submission To de: Receive a grade To de: Receive a passing grade	
Summary of work expe Portfolio of Experience	Upload your Work Experience here.	
Schedule of Accumul Brief CV Template	CONTIFM SUDMISSION This submission is my own work, except where I have acknowledged the use of the works of other people.	
Summary of work expe Attestation by supervisi	Are you sure you want to submit your work for grading? You will not be able to make any more changes.	
Selected work projects Competencies	Continue Cancel O Required	
Portfolio of Experience 1. Survey Measurement		
 2. Land Tenure Systems 3. Boundary Definition 		^
A Land Information Sve		



13. View the Submission status. You will receive an email confirmation of your submission and an email notification when your assessor has reviewed it.

xperience	PoE > Work experience S	ummary of work experience
ire to pres	Summary of wa	ork experience
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ence	✓ Done: Make a submission To do	c Receive a grade To do: Receive a passing grade
work expe		
work expe	Upload your Work Experience	here.
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asurement		June_o_mon_experience.pdi 2/ March 2025, 1:04 PM
ire Systems	Submission comments	
Definition		Comments (0)
mation Sys		



TRACKING PROGRESS

1. There are 4 courses (stages) in the Competency Assessment Framework. Once you have completed a course (stage), you are automatically enrolled in the next one.

Codemic Guadication
ontrolio of Experience La Particle of Experience
ofessional Challenge La Professional Challenge

2. Click on **Dashboard**. The dashboard lists all courses (stages) you have completed and are currently completing.





3. Click on **In progress** to view the current course (stage) you are working on

Dashboard
Course overview
In progress v Search Sort by cour

4. Click on the course (stage) name to view your progress

All 🗸 Search	Sort by course name ~
Academic Qualification Competency Assessment 100% complete	Portfolio of Experience Competency Assessment 0% complete
Timeline	



5. The **Course completion block** lists the requirements for each course (stage). For example, in Stage 1, you must complete one of three activities.



6. Click on **Dashboard** to view progress in another course (stage)





7. Click on the course (stage) name

Academic Qualification Portfolio of Experience Competency Assessment Competency Assessment 100% complete :	All v Search	Sort by course name ∨ 2 ()	
100% complete : 0% complete :	Academic Qualification Competency Assessment	Portfolio of Experience Competency Assessment	
	100% complete	0% complete	

8. In the Course completion status block, click on More details

Const Image: Construction of the problem of the pr	Portfolio of Experience			Course completion status
Ansate the source of source that of models and the comparison of the source of th	Coune Grodes			Status: Not yet started
Portfolio of Experience 2 Image: Comparison of Experience 2 2 Image: Comparison of Experience 2 Image: Comparison of Experience 2 3 Image: Comparison of Experience 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 <td< td=""><td></td><td></td><td> ×</td><td>All criteria below are required:</td></td<>			×	All criteria below are required:
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				Upcoming Professional Challenge Dates
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		Output and and and	- 0	



9. Review the list of requirements

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(required)	Attestation by supervising LCS	Achieving grade. Achieving passing grade		No	
	1. Survey Measurement	Achieving grade. Achieving passing grade		No	
	2. Land Tenure Systems	Achieving grade. Achieving passing grade		No	
	3. Boundary Definition	Achieving grade. Achieving passing grade		No	
	4. Land Information Systems	Achieving grade. Achieving possing grade		No	
	5. Statutory Planning Process	Achieving grade. Achieving passing grade		No	
	4. Land Development Engineering Principles	Achieving grade. Achieving passing grade		No	
	7. Professional Conduct	Achieving grade. Achieving passing grade		No	
	Applicant Attestation	Achieving grade. Achieving passing grade		No	
	Applicant Attestation	Achieving grade. Achieving passing grade		No	

10. Click on **Summary of work experience** or any other activity to complete it





11. Alternatively, you can view the completion requirements for each activity on the course (stage) main page.

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Website 	 Notes of Decision Control Con	Applicants are to pres	Suitable are graduate experience may be included in the summary of work experience. This can be approved by the Assessment Planel, under a delegation by the Board, in the following circumstances:	Course completion
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12. Click on **To do** to view the activity requirements

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REGISTERING FOR EVENTS

1. Click on Professional Challenge or Professional Interview

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2. Click on the event name

Challenge
Professional Challenge Outcome
Prof Challenge Booking - Wellington Sign-up for an available upcoming session 17 August 2025, 8:00 AM - 17 August 2025, 4:00 PM (multi-date) View all sessions
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3. Click on Sign-up



5. Your event is booked

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6. You can see the event on your calendar in the **Dashboard**.

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7. You will receive an email confirmation and .ics file if you have selected this.

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