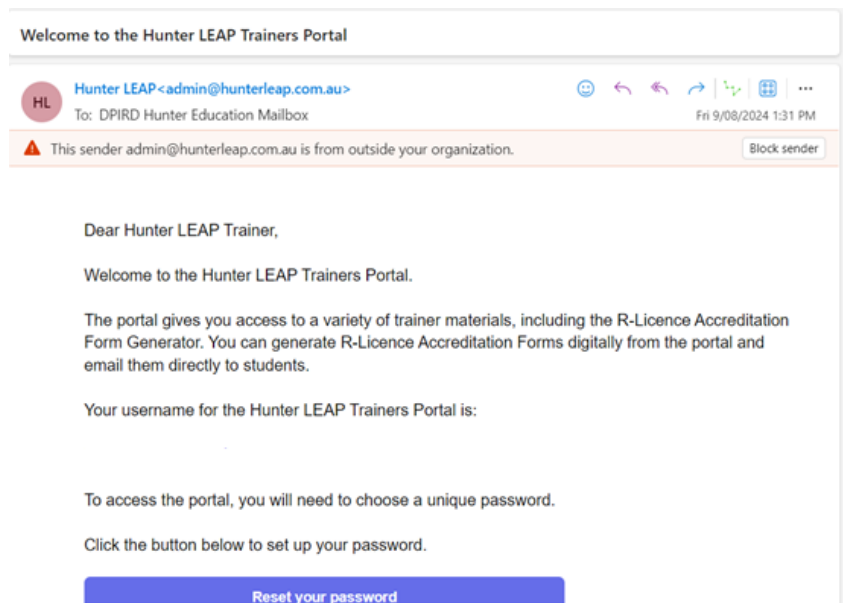


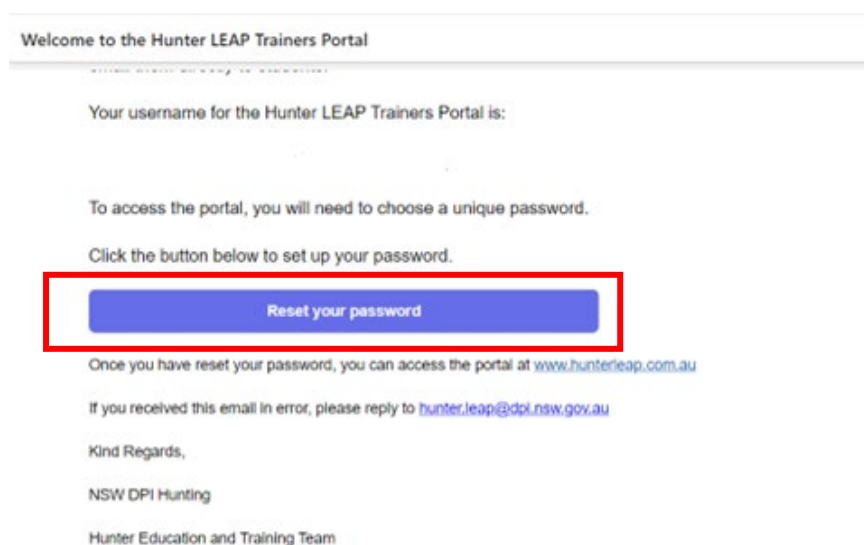
Help guide: accessing the trainer's portal

1. Check your email. You should have a system generated email inviting you to reset your password for the trainer portal from admin@hunterleap.com.au.

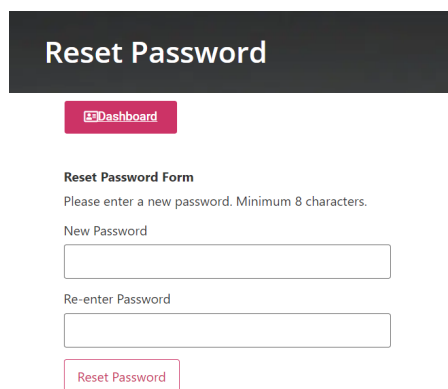


Didn't get the email? Check your junk mail and email hunter.leap@dpi.nsw.gov.au to let us know if you don't have it.

2. Click the link in the email to 'Reset your password'.



3. A web page will open that prompts you to choose a password.



Reset Password

[Dashboard](#)

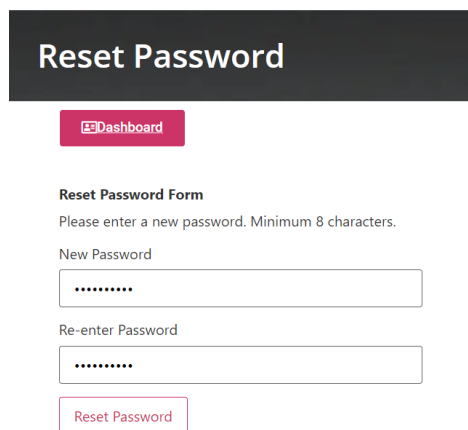
Reset Password Form
Please enter a new password. Minimum 8 characters.

New Password

Re-enter Password

[Reset Password](#)

4. Auto-generate or choose a password and enter it twice, then click 'Reset password'. Passwords must be a minimum of 8 characters.



Reset Password

[Dashboard](#)

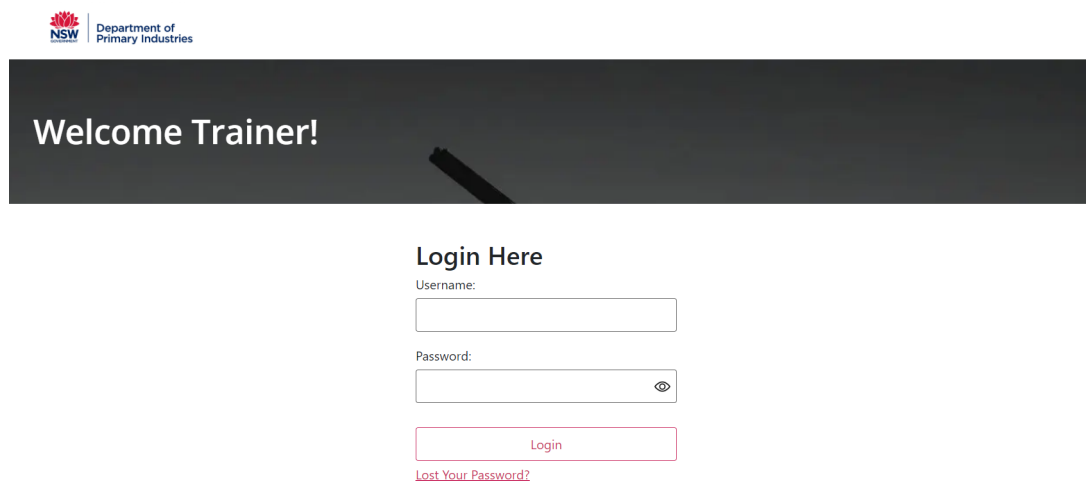
Reset Password Form
Please enter a new password. Minimum 8 characters.

New Password

Re-enter Password

[Reset Password](#)

5. You will be automatically directed to the [login page](#). We recommend bookmarking this page so you can quickly access the portal and R-Licence Accreditation Course resources.



 **Welcome Trainer!**

Login Here

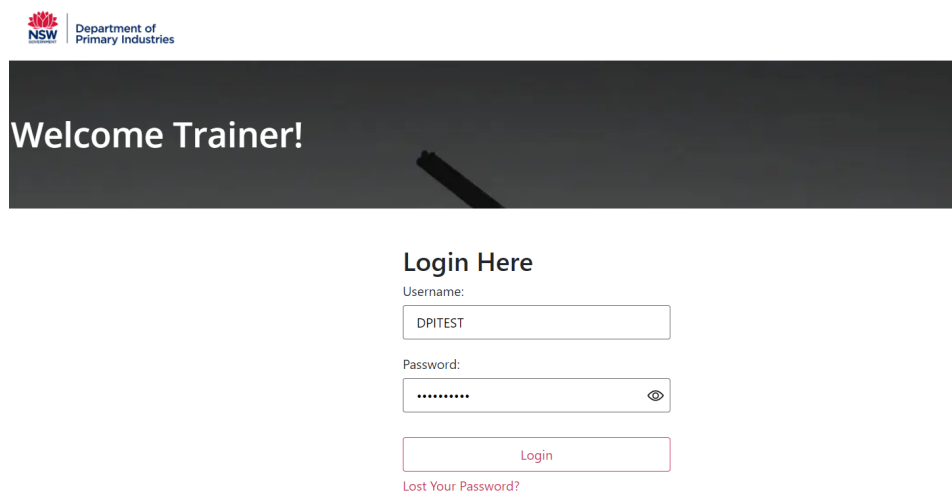
Username:

Password:

[Login](#)

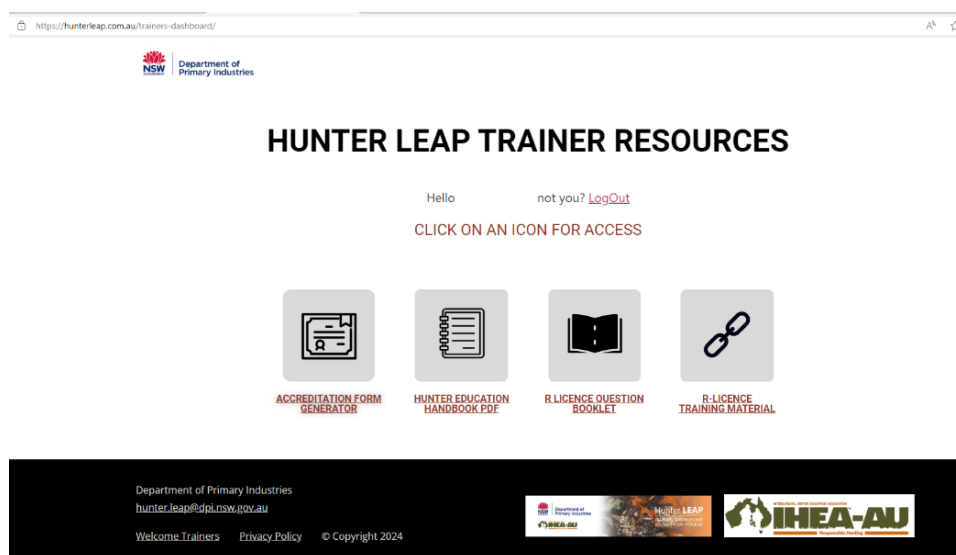
[Lost Your Password?](#)

6. Enter the username listed in your invitation email (can be either your name or email address) and the password you've just created, then click 'Login'.



The login page features the NSW Department of Primary Industries logo at the top left. A large dark banner with the text "Welcome Trainer!" is positioned below the logo. Underneath the banner, the heading "Login Here" is followed by a "Username:" label and a text input field containing "DPITEST". Below this is a "Password:" label and a password input field with masked characters and a toggle icon. A red "Login" button is centered below the password field. A red link "Lost Your Password?" is located at the bottom of the login section.

7. You should now have access to the portal and see the trainer's dashboard.



The dashboard page shows the URL "https://hunterleap.com.au/trainers-dashboard/" in the browser address bar. The NSW Department of Primary Industries logo is in the top left. The main heading is "HUNTER LEAP TRAINER RESOURCES". Below this, it says "Hello" followed by a red link "not you? LogOut". A red instruction "CLICK ON AN ICON FOR ACCESS" is centered. There are four icons in a row: "ACCREDITATION FORM GENERATOR" (document with ID), "HUNTER EDUCATION HANDBOOK PDF" (document with lines), "R LICENCE QUESTION BOOKLET" (open book), and "R LICENCE TRAINING MATERIAL" (chain link). The footer contains the department name, email "hunter.leap@dpi.nsw.gov.au", links for "Welcome Trainers" and "Privacy Policy", "© Copyright 2024", and logos for DPI, Hunter Leap, and IHEA-AU.

Note: Your user profile is automatically linked with your name, trainer number and email address. If you need to update these details, email hunter.leap@dpi.nsw.gov.au.