



*This process will guide you through  
how to sign up for Civil Defence  
Emergency Management courses*

# *Guide for registering for courses in Takatu*



# *Takatu*

An online platform for Civil  
Defence Emergency Management  
in New Zealand to create, access  
and track courses



RealMe



Registration



Book courses

# RealMe

To sign into Takatu you will need a RealMe login.

RealMe is a government service managed by Department of Internal Affairs

1

- Enter: <https://takatu.civildefence.govt.nz/> into your web browser

2

- Select:



3

- If you have a RealMe login then: "Login with RealMe"
- If you don't already have a RealMe login select: "Create a RealMe login"

# Create a takatu account

Once you have completed your RealMe login you will need to set up a takatu account

1

- Enter: <https://takatu.civildefence.govt.nz/> into your web browser

2

- Select



3

Login with RealMe

You've been redirected here so you can log in with RealMe

Username

Password

[Forgot Username or Forgot Password?](#)

LOGIN

4

- Complete the form accurately.
- Select: "Taranaki" as the region.
- Select: "Create my new account"

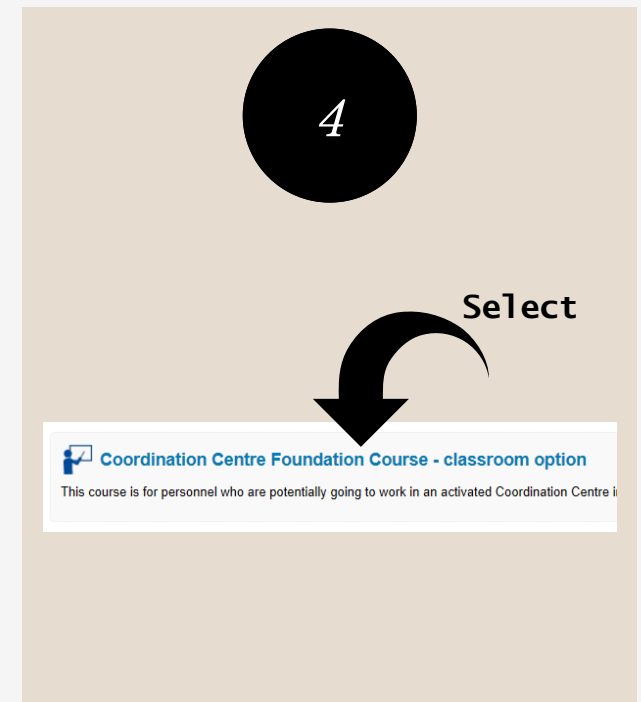
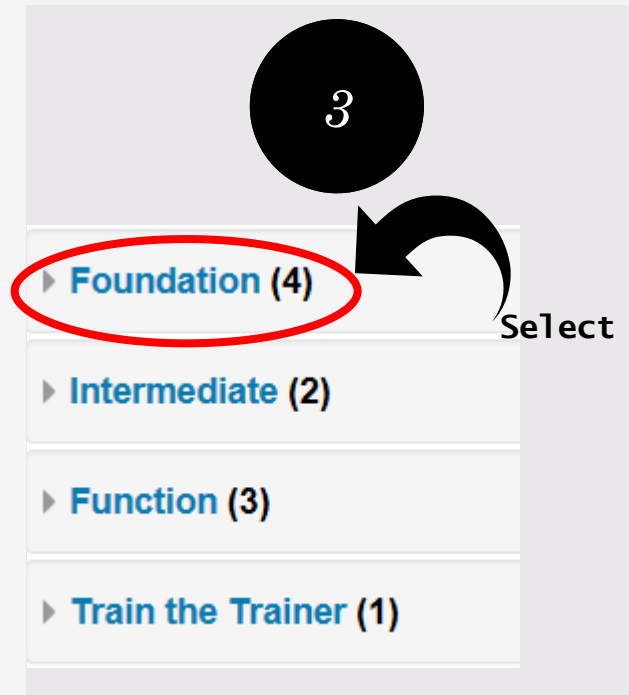
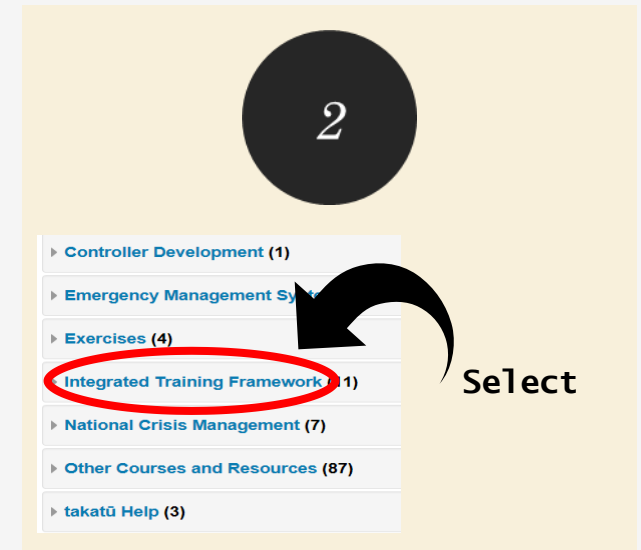
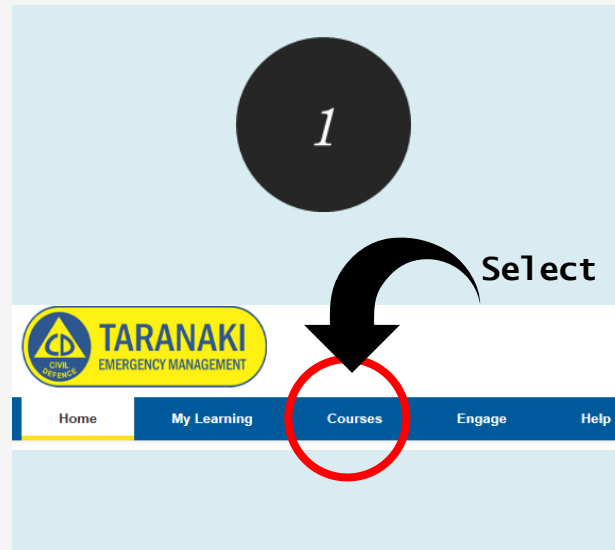
5

- You will be sent an email. You must reply to this to confirm your account.
- Check your junk and spam folders if you do not see this email in your inbox

# Sign up for a course

By signing up for a course you will be able to see dates and location of courses in Taranaki.

Your first course will be Coordination Centre Foundation Course – Classroom option.

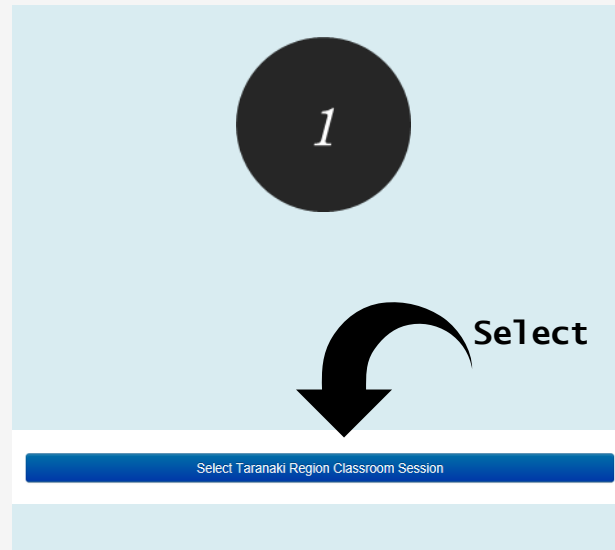


# Sign up for a course

continued

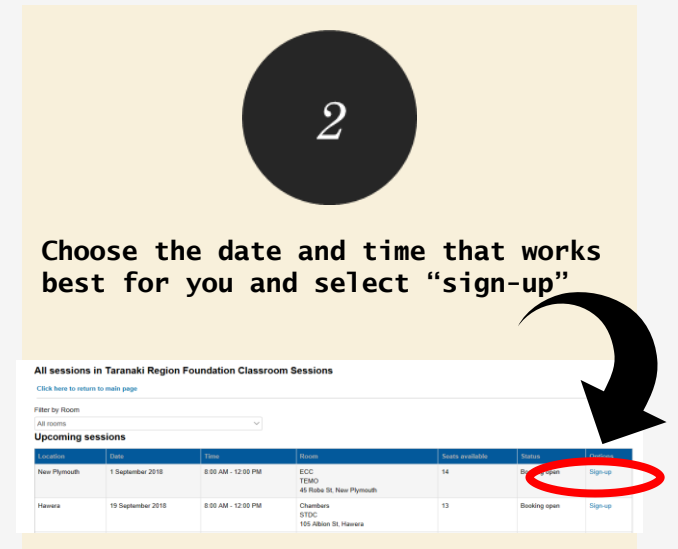
1

Select



2

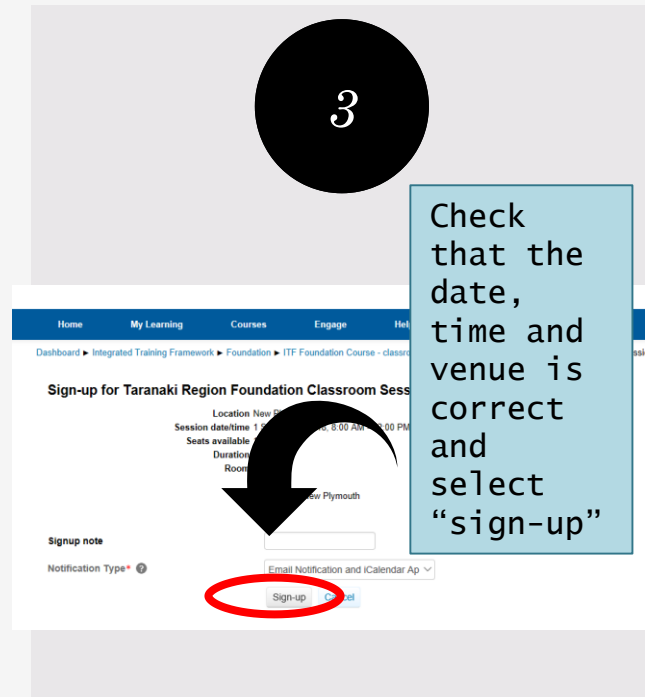
Choose the date and time that works best for you and select "sign-up"



Location	Date	Time	Room	Seats available	Status	Sign-up
New Plymouth	1 September 2018	8:00 AM - 12:00 PM	ECC TBMG 40 Rakaia St, New Plymouth	14	Booking open	Sign-up
Hawera	19 September 2018	8:00 AM - 12:00 PM	Chambers STDC 105 Albion St, Hawera	13	Booking open	Sign-up

3

Check that the date, time and venue is correct and select "sign-up"



Sign-up for Taranaki Region Foundation Classroom Sessions

Location: New Plymouth  
Session date/time: 1 September 2018, 8:00 AM - 12:00 PM  
Seats available: 14  
Duration: 4 hours  
Room: ECC TBMG 40 Rakaia St, New Plymouth

Signup note:

Notification Type\*:  Email Notification and iCalendar App  Sign-up

4

You will receive a confirmation email. Pop the date, time and venue in your calendar.

