



The free learning portal for emergency  
management in New Zealand.

What is takatū .....	1
Accessing takatū.....	1
For assistance.....	1
RealMe help .....	1
takatū help .....	1
Creating a RealMe login .....	2
Creating a takatū profile.....	3

## What is takatū

takatū is the national emergency management Learning Management System (LMS) that is hosted by the National Emergency Management Agency (NEMA). You can access emergency management training which might be in-person, online or a combination of both.

## Accessing takatū

takatū is a free online web-based platform. takatū use RealMe login and can be accessed by going to <https://takatu.civildefence.govt.nz>

## For assistance

### RealMe help

For support with RealMe logins, please contact the RealMe Help Desk (24/7)

<https://www.realme.govt.nz/contact-us/enquire-online/>

Phone:

- New Zealand - 0800 664 774
- Overseas +64 4 462 0674 (charges apply)

### takatū help

Please contact [takatu@nema.govt.nz](mailto:takatu@nema.govt.nz) if you have any questions

Automated emails from takatū come from 'Takatu Admin'. To avoid these emails going into your email junk or spam folders, please whitelist [noreply@totarahosting.co.nz](mailto:noreply@totarahosting.co.nz).

## Creating a RealMe login

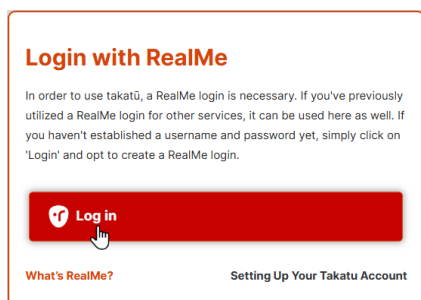
takatū uses RealMe as a single login verification tool, you will require a RealMe account to access content in takatū.

You can use your RealMe login for both work and personal services. Your personal details are never shared with the organisation or service you log into.

To create a login, follow the steps below - if you already have a RealMe account, you can proceed to **Creating a takatū profile** on page 4.

### Step 1

Go to <https://takatu.civildefence.govt.nz> and click on Log in



### Step 2

Click on Create a RealMe login

#### Create a RealMe login

To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.



### Step 3

Follow the instructions to set up your account. Use your personal email address for your RealMe account. **Please do not use a work email.** You will need to be able to access this email address during the setup process to verify the email address is valid. If you don't receive an email, check your junk folder for an email from '[no-reply@realme.govt.nz](mailto:no-reply@realme.govt.nz)'

**takatū does not require a verified RealMe account, a standard non-verified account will work to access content.**

#### Set up your account

To set up an account you will need to confirm your email address:

- Enter your email address and click the Send Code button
- Check your email to retrieve the Code
- Enter the code in the Confirmation Code field
- Click the Confirm Code button

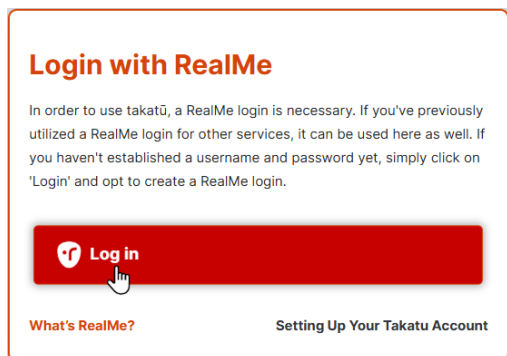
Email Address is required.



## Creating a takatū profile

### Step 1

To access takatū go to <https://takatu.civildefence.govt.nz> and click on Log in



### Step 2


Enter your RealMe Username and Password and click Log in

#### Log in with RealMe

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

Username

Password

 Log in

[Forgot Username](#) or [Forgot Password?](#)

### Step 3

When you log in to takatū for the first time, you will be required to create a takatū profile.

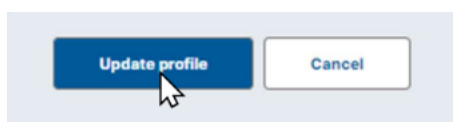
Complete the fields on the profile page. Fields marked with an asterisk (\*) are required.

The important ones include:

- **Email address (preferably your work email):** The email address you provide in this field does not influence your RealMe account. takatū uses this information to organise its audiences and to send messages to you.
- **Region:** Enter your region to access content relevant to your location.
- **Organisation type:** This information helps takatū to organise its audiences to provide you with the right content for you.

### Step 4

Once you have filled out your profile click Update profile





## Step 4

Read and accept takatū's terms and conditions and click on Submit.

## Step 5

After you click Submit you will be taken to the Preferences screen. Click on Home from the top menu to go to your dashboard.



The dashboard will include links to courses in takatū that are relevant to you, based on the information that you have provided in your profile.