



# Contractor Induction Portal Guide

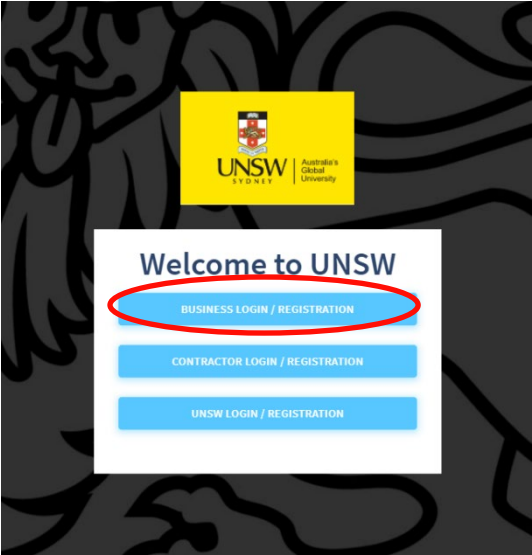
## Business Registration

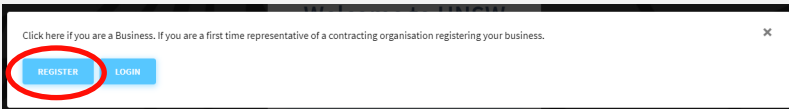
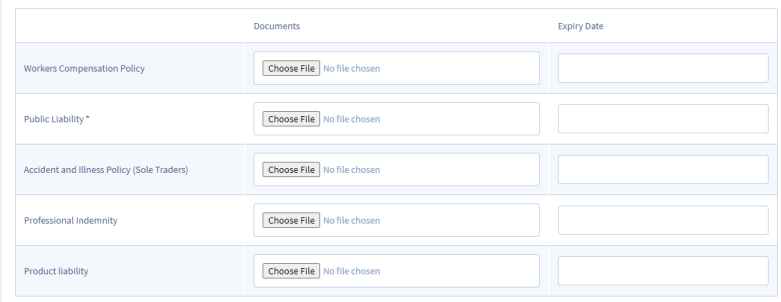

[Link to – Contractor Induction Portal](#)

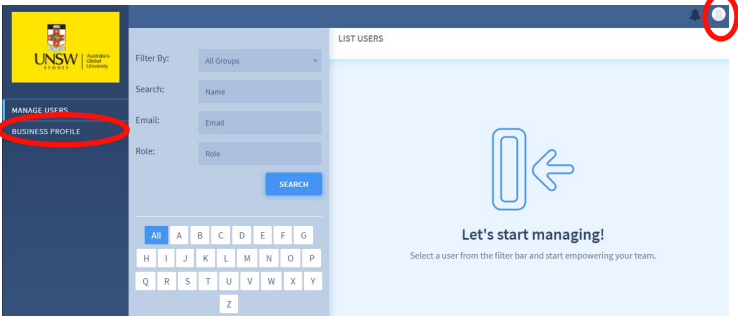
The purpose of this guide is to help key contacts for the business to register their business through the system.

All businesses engaged by must register in the system as per the process steps below, to upload all required documentation and facilitate the required online induction for themselves or individuals registered under their business, before they commence work at UNSW.

NOTE: the person who registers the business still needs to register as an individual contractor and complete relevant inductions if working on the UNSW site

Step	Picture
<p>1. Click on <b>Business Login/Registration</b> located here</p> <p><b>UNSW contracts vary depending on who engages you – refer to your local contact for additional help.</b></p> <p><b>Key contact responsible for registering the business:</b></p> <ul style="list-style-type: none"> <li>- <b>Construction projects</b> (e.g. a refurbishment, a knock-down rebuild or installation of solar panels) the project manager or equivalent.</li> <li>- <b>Service-providers</b> (e.g. plumbing, carpentry or electrical services) the contract manager.</li> <li>- <b>Small Works</b> (e.g. reactive maintenance) the business owner.</li> </ul>	

<p>2. Click on Register</p>	
<p>3. Complete all starred * areas.</p>	<p><b>Welcome to the Induction System</b> Please complete the following fields to add your Company/Business to our Contractor Induction System.</p> <p><b>Company/Business Name:</b></p> <p>Business Name * <input type="text"/></p> <p><b>Company/Business Details:</b></p> <p>ABN * <input type="text"/></p> <p>Street * <input type="text"/></p> <p>Suburb * <input type="text"/></p> <p>State * <input type="text"/></p> <p>Postcode * <input type="text"/></p>
<p>4. Upload as many documents as possible by clicking on “Choose File” and select the appropriate document from your local files. <a href="#">Refer to Section 8 of the HS801 Contractor Safety Manual for detailed information.</a></p> <p>To remove an attached document, simply click on “Choose File” again, and select the correct file you wish to upload. The system will automatically update the attached file.</p> <p>Please note: Accident &amp; Illness Policy is ONLY required for Sole traders. Ensure each document has a respective expiry date.</p>	
<p>5. Complete all contact details. Please note that starred * areas must be filled.</p>	<p><b>Key Contact:</b></p> <p>First Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Role * <input type="text"/></p> <p>Title * <input type="text" value="Please Select"/></p> <p>Business Address * <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Mobile * <input type="text"/></p> <p>Email * <input type="text"/></p>
<p>6. A username will automatically be created for you, based on your First and Last name.</p> <p>You need to create a password that you can later use to login to your account.</p>	<p>Username * <input type="text" value="admin.user"/></p> <p>Choose Password * <input type="password"/></p> <p>Security Code *  In the box provided below, please enter the security code displayed in the box above. <input type="text"/></p>

<p>7. Ensure you select all 3 boxes before clicking on “Create Account”.</p> <p>If your email or password do not satisfy the minimum requirements, the system will highlight them in red and provide guidance.</p>	<p>To proceed, please acknowledge your acceptance of the following statements by selecting the tick box for each item:</p> <p><input type="checkbox"/> I confirm that the Company/Business listed above holds and will continue to maintain the licenses and insurances required to undertake the work for which it is engaged.</p> <p><input type="checkbox"/> All the details entered above are correct and I understand that my Company/Business will be registered with the above details.</p> <p><input type="checkbox"/> I accept the Terms and Conditions.</p> <p><input type="button" value="CANCEL"/> <input type="button" value="CREATE ACCOUNT"/></p>
<p>8. Once you create an account, your username and password will be displayed for your information, and an email, from LMS Portal, with your account details will be sent to your nominated email address. Please check your Junk email if you haven't received an email.</p> <p>Click on “Continue to your dashboard” to view the page where you can view your profile and any users listed under your Business.</p>	<p><b>Welcome to the Induction System</b></p> <p>Thank you for adding your Company/Business to the Contractor Induction System. Your Company/Business account has been created successfully.</p> <p>Username: admin.user Password: [REDACTED]</p> <p>Your account details have been sent to your nominated email address.* Please keep a copy of these details in a safe place. * If you haven't received this confirmation email, please check your junk mail.</p> <p><input type="button" value="CONTINUE TO YOUR DASHBOARD"/></p>
<p>9. You can click on Business Profile in the left panel, or your icon in the top right corner, to edit your profile.</p> <p>After individuals have been added to your business, you can manage their details by clicking on Manage Users (Proceed to <b>Contractor Induction Portal Guide - Individuals</b> for information on how to Manage Users for your organisation)</p>	
<p>UNSW Safety contacts <a href="https://www.unsw.edu.au/contacts-safety">Contacts   Safety (unsw.edu.au)</a></p> <p>System issues can be emailed to <a href="mailto:contractorsafety@unsw.edu.au">contractorsafety@unsw.edu.au</a></p> <p>User and other issues should be referred to local business contacts</p>	
<p>End of Guide</p>	<p>13/10/2021 Version 1 Changes to this document can be emailed to <a href="mailto:safety@unsw.edu.au">safety@unsw.edu.au</a></p>