


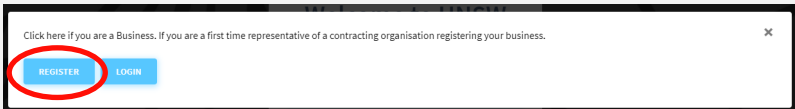
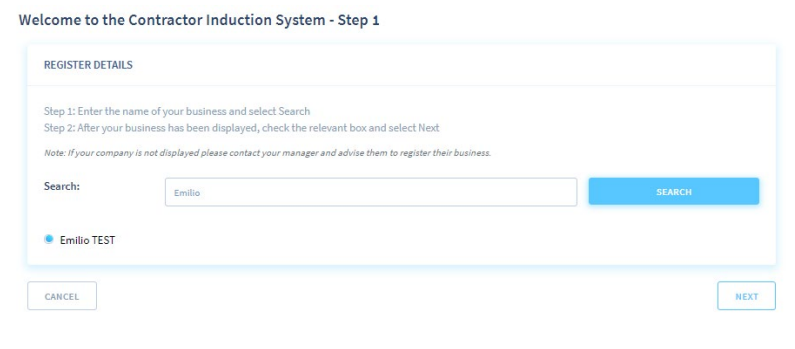


Contractor Induction Portal Guide

Individuals Registration

[Link to - Contractor Induction Portal](#)

The purpose of this guide is to help Contractors, who provide services to UNSW to register their business in our online contractor system. All contractors engaged by UNSW must be registered through the Contractor Induction Portal to work onsite. The business must be registered before any contract workers come onsite to any UNSW premises and must complete the relevant induction process.

Step	Picture
<p>1. Click on Contractor Login/Registration at the welcome page.</p>	
<p>2. Click on Register</p>	
<p>3. Search for the name of the business you belong to or want to register under. If you are not able to find the company, please contact your manager and advise them to register the business first. Once you find the correct business, select it, and click Next. (Refer to the Contractor Induction Portal Guide – Businesses for more information)</p>	

1. Complete all areas. Starred * areas must be completed before submitting.

A username will automatically be created for you, based on your First and Last name.

You need to create a password that you can later use to login to your account.

Under "Role" you will see 3 options, select which one fits your role:

- **Consultant** – not personally undertaking any hazardous or high-risk work
- **Construction or Service Maintenance Contractor** - working in either construction, service maintenance or high-risk work
- **Facility Contractor** – contractors servicing scientific equipment, ETT in labs etc

Welcome to the Contractor Induction System - Step 2

Please enter your details below:

Business Name *	Emilio TEST
Role	Please Select
Title	Please Select
First Name *	
Last Name *	
Mobile *	
Email *	
Username *	
Choose Password *	
Business Emergency Contact Name *	
Business Emergency Contact Number *	
Business Emergency Contact Relationship *	

1. **Relevant documents/licenses must be uploaded** by clicking on "Choose File" and select the appropriate document from your local files.


- White card needs to be uploaded if undertaking construction, hazardous or high-risk work.

- Photographs of other licenses such as confined space entry, heights competency etc need to be uploaded once registered

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.

License Name	License File	Expiry Date
White Card	<input type="button" value="Choose File"/> No file chosen	

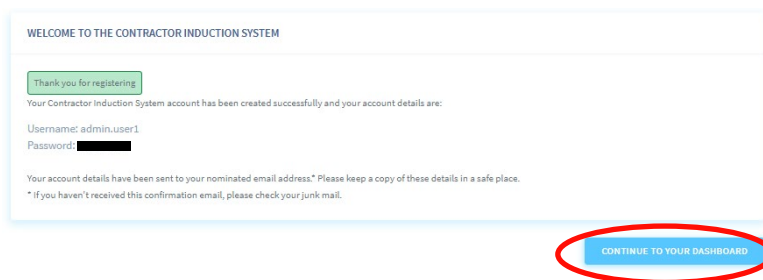
2. Agree to the Terms and Conditions, after you have read them, type in the Security code, and click on Create Account.

Terms and conditions *	<input checked="" type="checkbox"/> I have read and agree to the terms and conditions.
Security Code *	 In the box provided below, please enter the security code displayed in the box above. <input type="text" value="SVEBXZ"/> <small>Please enter the security code</small>
<input type="button" value="BACK"/>	<input type="button" value="CREATE ACCOUNT"/>



3. 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.

Click on "Continue to your dashboard" to view the page where you can view your profile and any users listed under your Business.

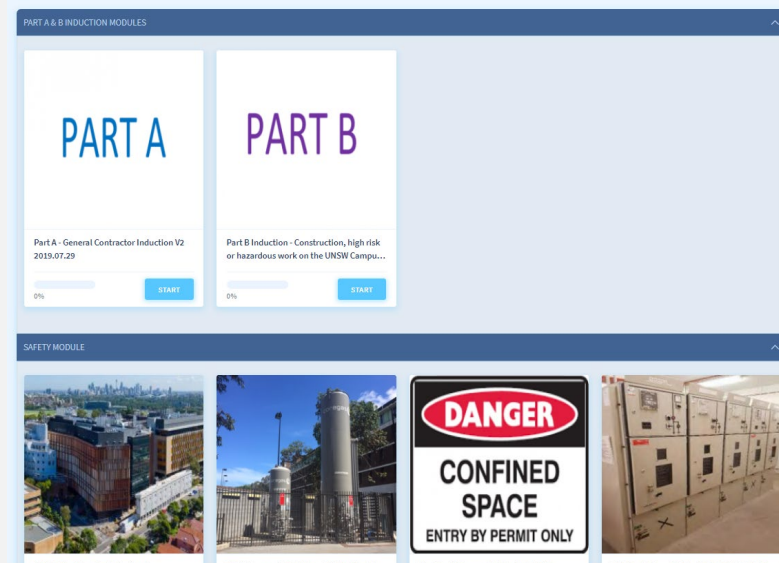


4. Once you enter your Dashboard, you will be directed to the "My Courses" page where you will find the Two Part induction that you must complete before commencing work.

Part A ONLY for all other work types.

Part A & B for construction work ONLY.

Refer to Section 9 of the [HS801 Contractor Safety Manual](#) for more detailed information.



5. On the top left hand side panel, you can navigate to six expandable tabs.

Refer to Section 9 of the [HS801 Contractor Safety Manual](#) for more detailed information.



a. **Dashboard:** Link to profile, Links to available courses, Links to UNSW Documents.

PROFILE Edit

Admin User
 ROLE : CONSULTANT; OFFICE CONTRACTOR
 COMPANY & BUSINESS : EMILIO TEST

PROFESSIONAL RECORD
 1st January 2021 - 31st December 2021
 VIEW PRINT

COURSES View All

Course Name	Progress	Action
Service Tunnel - Safety Module V1 2018.07	0%	Start
Confined Spaces - Safety Module V1 2018.07	0%	Start
Research Labs - Safety Module V1 2018.07	0%	Start
Lift Infrastructure Safety Module V1 2018.07	0%	Start
Roofs and Ceiling Spaces - Safety Module V1 2018.07	0%	Start
Plant Room - Safety Module V1 2018.07	0%	Start
HV Substation - Safety Module V1 2018.07	0%	Start
Bulk Cryogenic Facilities - Safety Module V1 2018.07	0%	Start
BioMedical Precinct - Contractor Induction V1 2018.07	0%	Start
Part A - General Contractor Induction V2 2019.07.29	98%	Resume
Part B Induction - Construction, high risk or hazardous work on the UNSW Campus V2 2019.07.29	0%	Start

LATEST DOCUMENTS View All

b. **Training Record:** Each training activity that you complete will be added to your Training Record. You can also add external training activity in the top right corner.

You can use this page to show proof of training completion to your UNSW contact.

COMPLETE / PRINT CERTIFICATE List Records Add / Edit Training

COMPLETE / CERTIFICATE

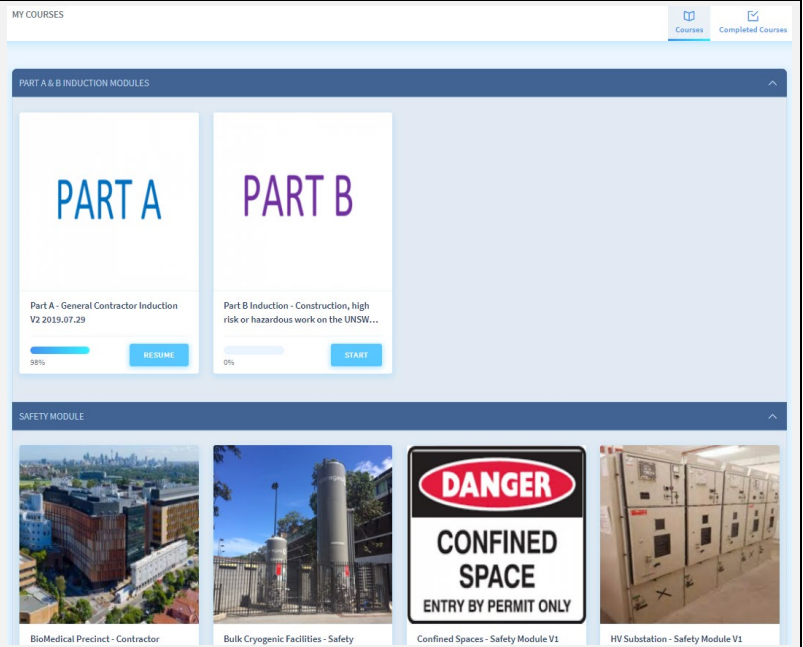
Each training activity that you complete will be added to your Training Record. To add an external training activity, click 'Add Training' and fill in the required details. It will be added to your Training Record once approved.

1st January 2021 - 31st December 2021 PRINT ALL RECORDS

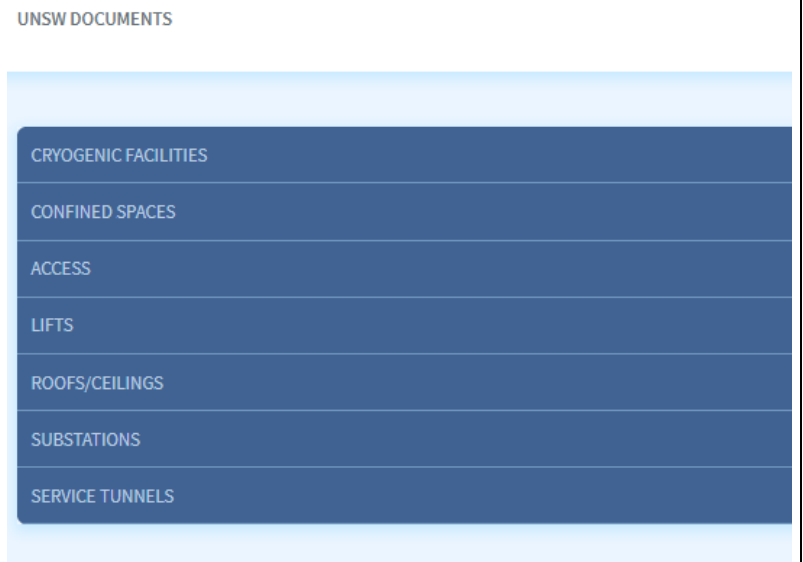
DATE	DESCRIPTION	TYPE	CERTIFICATE
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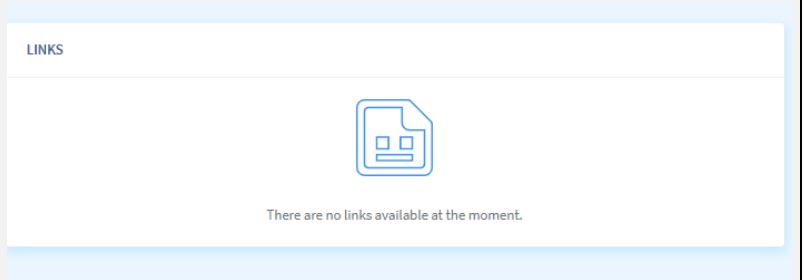
c. **Courses:** Links to Induction and Safety Modules



d. **UNSW Documents:** Risk Assessments, Safety Manuals, and induction forms.



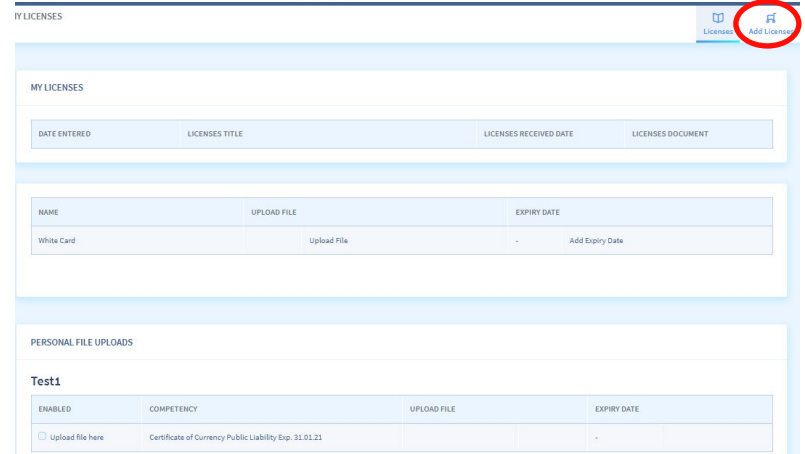
e. **Links:** Inactive at the moment.



f. **My Licences:** A list of licences and files you have uploaded. You can also add more licences here by clicking on the shopping trolley icon in the top right corner. Documents uploaded here will appear in the top section of this page, entitled “My Licences”.

If you uploaded a White Card earlier, it would appear in the middle section of this page.

To upload personal files, select the box in the bottom left column entitled “Enabled”. This will allow you the options to upload documents in the column entitled “Upload file” and place a date in the column entitled “Expiry Date”.



6. Refer to Section 10 of the [HS801 Contractor Safety Manual](#) for more detailed instructions on getting a UNSW ID Card?

Once you have completed your Contractor Induction Training, there will be a Contractor ID Card Application form. Send the form to your UNSW project manager. Once your form is approved, bring this to Security and Traffic Management office at Gate 2, to obtain your ID card. A \$25 fee applies.

UNSW Safety contacts [Contacts | Safety \(unsw.edu.au\)](#)

System issues can be emailed to contractorsafety@unsw.edu.au

User and other issues should be referred to local business contacts

End of Guide

4/11/2021

Version 1

Changes to this document can be emailed to safety@unsw.edu.au

