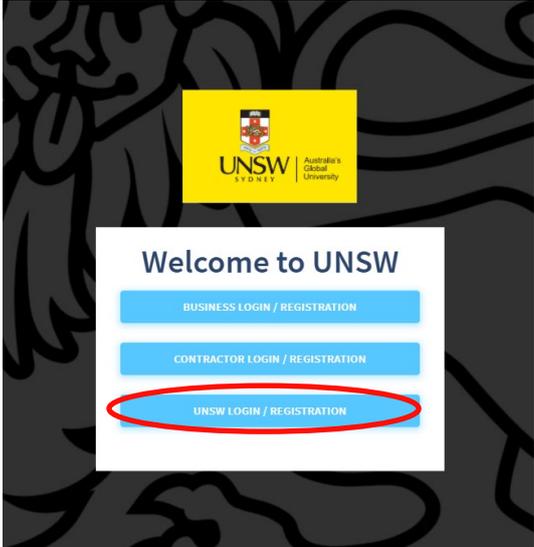


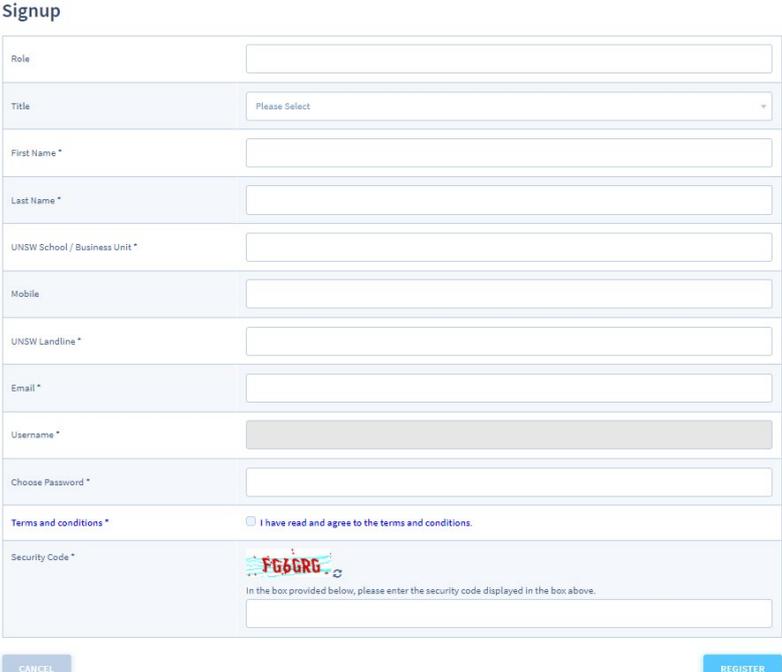
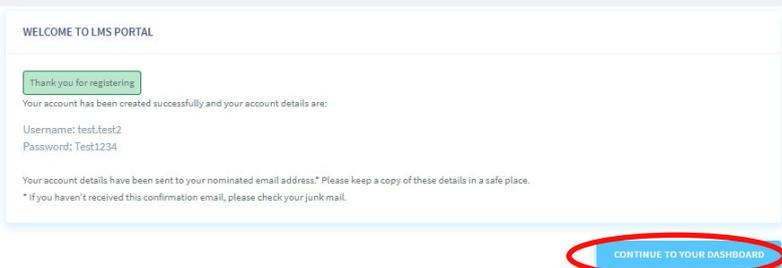
Contractor Induction Portal Guide

UNSW Staff Registration

[Link to – Contractor Induction Portal](#)

The purpose of this guide is to help UNSW Staff to register in the Contractor Induction Portal in-order to be able to review relevant documentation of businesses currently registered at UNSW, before they are engaged to work at UNSW premisses.

Step	Picture
<p>1. Click on UNSW Login/Registration at the welcome page. Note: There is not single sign-in option using your zID and zPass, therefore a new account must be created.</p>	
<p>2. Click on Register</p>	

<p>3. Complete all areas. Starred * areas must be completed before submitting. Note: Only a UNSW email must be used.</p> <p>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>Then click Register</p>	
<p>4. 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 find a list of all businesses currently registered with UNSW. Please refer to Contractor – UNSW Staff Guide for more information on reviewing currently registered businesses.</p>	
<p>UNSW Safety contacts Contacts Safety (unsw.edu.au)</p> <p>System issues can be emailed to contractorsafety@unsw.edu.au</p> <p>User and other issues should be referred to local business contacts</p>	
<p>End of Guide</p>	<p>4/11/2021 Version 1 Changes to this document can be emailed to safety@unsw.edu.au</p>