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 premises.

<table>
<thead>
<tr>
<th>Step</th>
<th>Picture</th>
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<tbody>
<tr>
<td>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.</td>
<td><img src="welcome_page.png" alt="Picture" /></td>
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<tr>
<td>2. Click on Register</td>
<td><img src="register_button.png" alt="Picture" /></td>
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3. Complete all areas. Starred * areas must be completed before submitting. Note: Only a UNSW email must be used.

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.

Then click Register

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.

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.

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