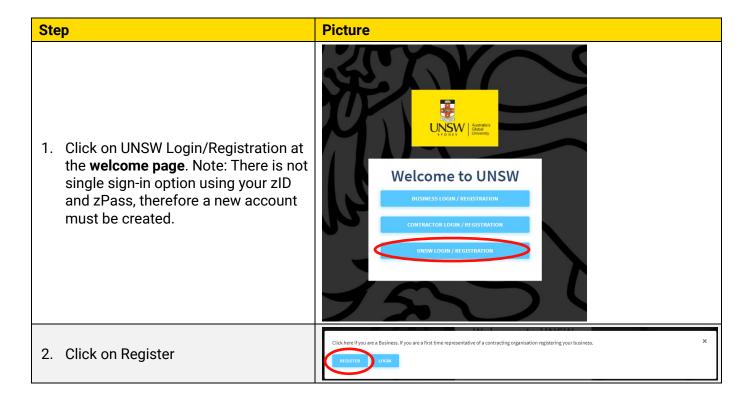


Contractor Induction Portal Guide UNSW Staff Registration

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.



		Signup	
		Role	
3.	Complete all areas. Starred * areas must be completed before submitting. Note: Only a UNSW email must be used.	Title	Please Select *
		First Name *	
		Last Name *	
		UNSW School / Business Unit *	
	A username will automatically be created for you, based on your First and Last name.	Mobile	
		UNSW Landline *	
		Email*	
	You need to create a password that you can later use to login to your account.	Username *	
		Choose Password *	
		Terms and conditions *	I have read and agree to the terms and conditions.
	Then click Register	Security Code *	FGJGRG
	5		In the box provided below, please enter the security code displayed in the box above.
		CANCEL	PEGISTEP
	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.	WELCOME TO LMS PORTAL. Thankyou for registering Your account has been created successfully and your account details are: Username: test.test2 Password: Test1234 Your account details have been sent to your nominated email address.* Please keep a copy of these details in a safe place. **f you haven't neelved this confirmation email, please check your junk mail.	
UNSW Safety contacts Contacts Safety (unsw.edu.au)			
System issues can be emailed to <u>contractorsafety@unsw.edu.au</u> 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	

