COMPLETE CONTRACTOR INDUCTION & INDIVIDUAL REGISTRATION

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![Australian National University logo]

1.   Purpose

The purpose of this document is to provide instruction on the process undertaken for an Individual to register and complete the ANU Contractor Induction.

2.   Process

Please read all the instructions before undertaking the registration process.

2.1   Registration

The induction registration page looks likes the following for an individual induction.
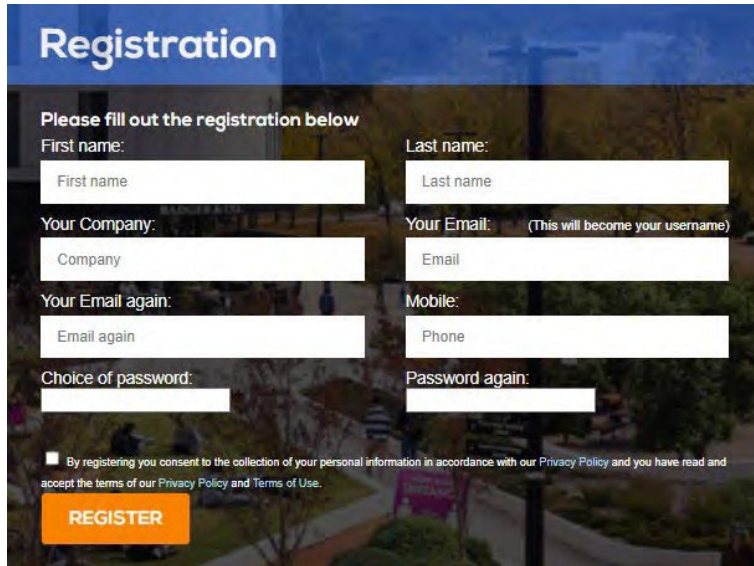

1.   Click on **Click here to Register**

2.   Click to select the appropriate induction to undertake

3.   **Click** on the **Register** button

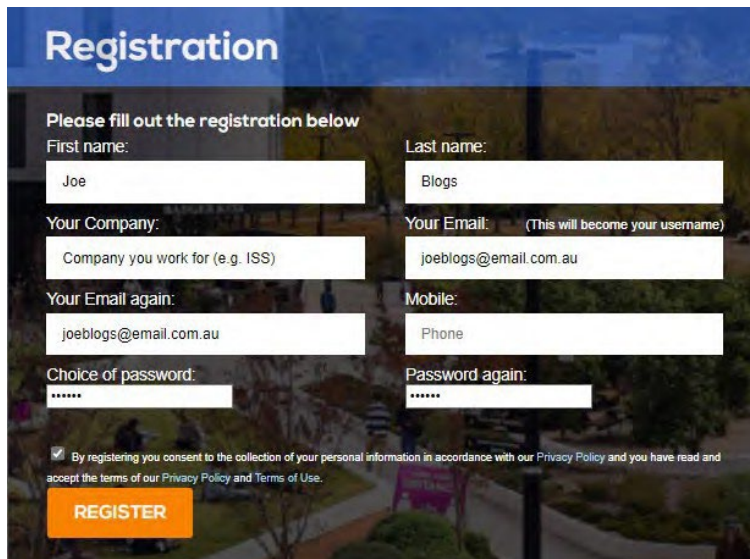4. The link will take you to the **Registration** window

5. Complete all of the details below to create your account.

- If do not have an email address, create a plain text word/ name email address to use as your user name. For example Jane Smith could register under **janesmith**
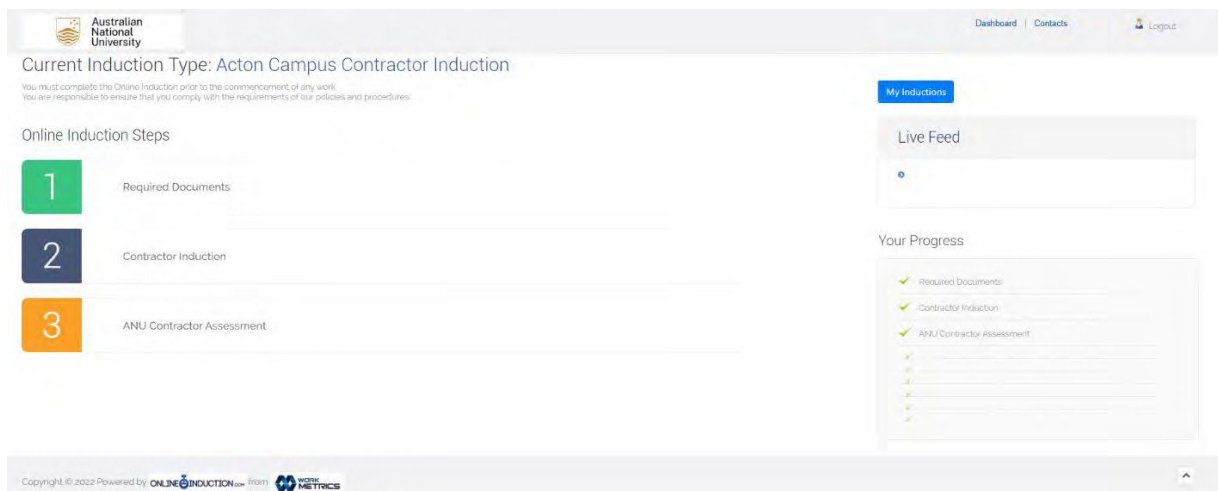
  If an email address is not available and plain text is used instead of an email address, you will not receive a copy of the completed induction certificate or future reminders.

6. Once registered, you will be required to upload a photo before you can proceed

Please note: ANU Security are using the photos to ensure that they have the most recent photos of you on file, which would be a photo taken at the time that you complete the induction. If you do not upload a current photo, not a photo of a photo, you will be notified and will need to change the photo. This applies to any Contractor that is undertaking the induction and requires access to ANU buildings. If you need to update your photo please refer to step **2.4 Update photo**, page 9 of this document.

The next screen shows all the induction steps 1-3 which require completion. As you progress through the steps, there will be a green tick against all the elements in the panel at the right hand side of the page: (*Depending on what induction they are undertaking will look similar to this image*)

2.2 Induction Steps 1-3

2.2.1 Required Documents

This consists of training certificates and/or licenses. If you do not require a licence/certificate for the work you undertake, just click **Submit**
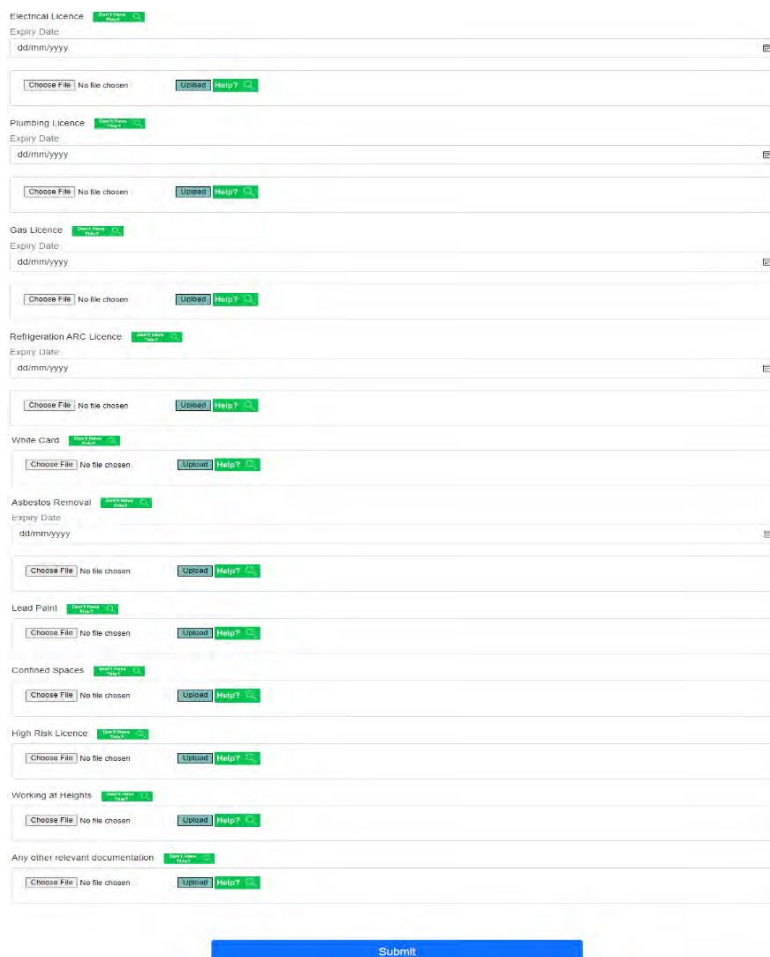
If you are working at the ANU Acton Campus, you require a Contractor Access Card. Please tick that you would like one and fill out information about your ANU Representative.

- To obtain an Access Card, you will need to request this through your ANU Representative (you may need to ask your employer who this is for your company), who is to be named as your nominee in the Online Induction module. This representative will need to send an email to Unisafe.management@anu.edu.au advising where access is required. Processing can take up to *5 business days* after approval from your ANU Representative.

2.2.2 Contractor Induction

- The slides contain information that relates specifically to the Site/Campus that you will be working at.
- Use the **Back** and **Next** buttons to navigate through the slides.
- Any text that is Green Underlined are links, these can be clicked on to take you to that information.
- An assessment will follow so ensure that you read all the information thoroughly.

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The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

The ANU has a number of plans and policies that drive how it manages and looks after its heritage places and sites.

If you are required to work on a Commonwealth heritage listed site, you should consult our ANU Heritage Management Manual.

The ANU controls land that contains:

- Indigenous sites
- Site complexes that are associated with European settlement and industry
- Sites that embody significance for the ANU itself that are associated with the scientific discoveries or important research.

The ANU has both an obligation and a responsibility to ensure locations have, or could have heritage values are protected and conserved.

Back   Next

2.2.3   Assessment

- At the end of the presentation, there will be a short questionnaire to complete. When you have selected an answer for each of the questions, click on the 'continue' button at the end of the page.
- If you answer a question incorrectly, you will have another chance to correct it.
- Once your answers are all correct, click the green continue bar
- Acknowledge your induction on this page:

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

○ *By clicking you agree to the above

- You have now completed your induction

Thank you - You have successfully completed the Online Induction.
You will automatically receive a reminder notification to be refreshed on the induction in 1 years time.

‣ Download Induction Certificate

- You will receive an email using the email address that you used when your registered that will also have your Induction Certificate attached as a PDF
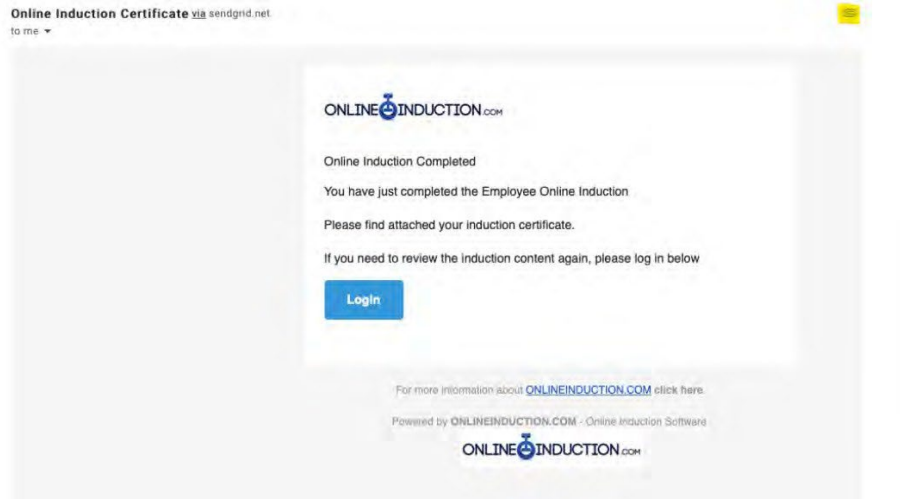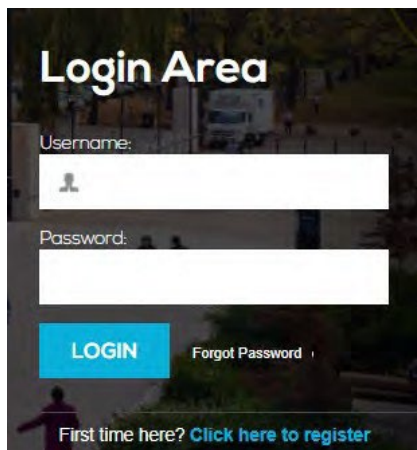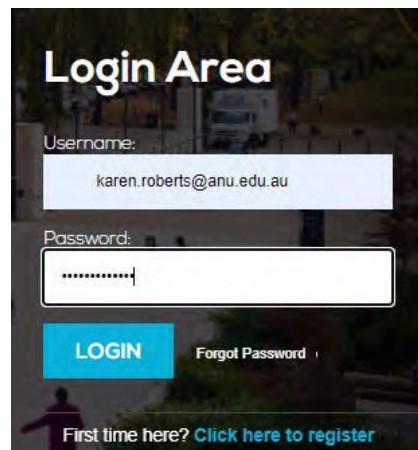
- Access passes will be available to collect *after **5 business days*** from the date the induction was completed. These can be collected from the Fulton Muir Building, 95 Daley Road, between 9.30am-4.00pm Monday to Friday to have a card printed.

2.3   Dashboard

If there are any other contractor inductions that you need to undertake for other ANU Sites you can do these by accessing your dashboard. To access your dashboard do the following:

1.   Go to the URL (https://www.onlineinduction.com/anuinduction/index.php)

2.   In the **Login Area** type in **Username** and **Password** (this will be what used to register in *Step 2.1 Registration*)
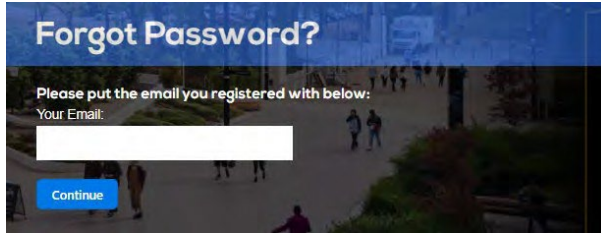

3.   Click **Login** button

If have forgotten password, click on **Forgot Password** and enter your email address in the following window.
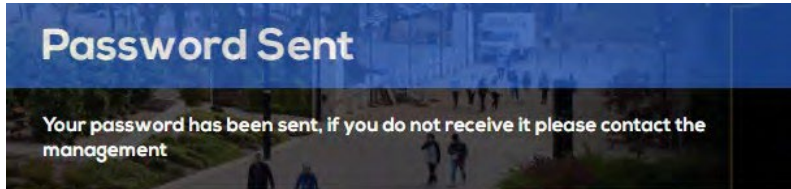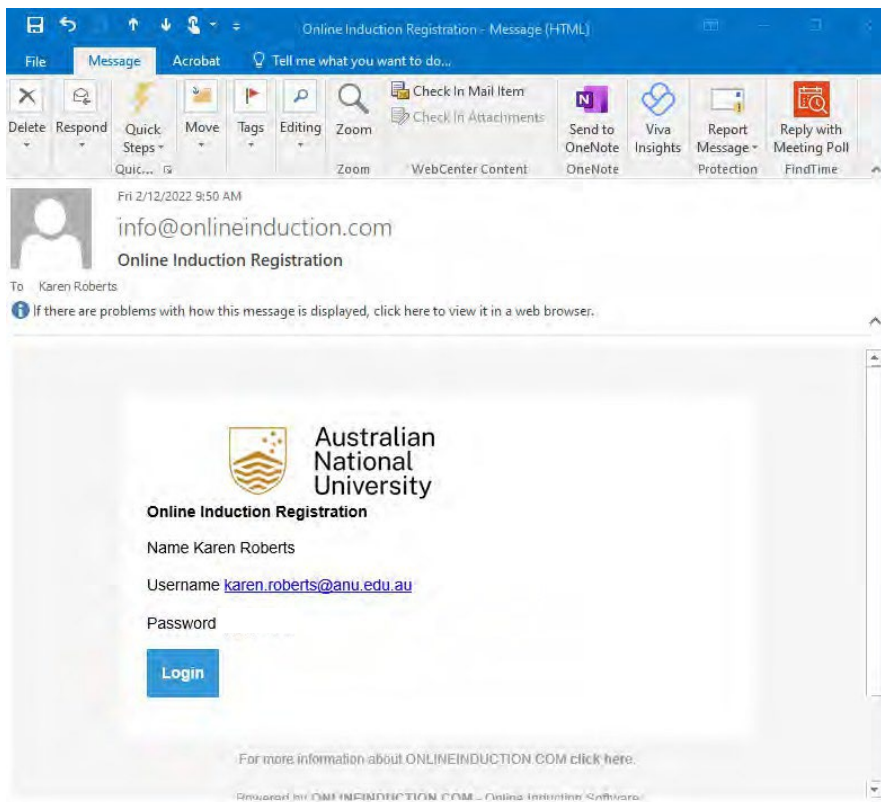
Then click **Continue**. You will get the following message

You will receive an email similar to the following

Once you have received the email, click on the **Login** button to the **login screen** (https://www.onlineinduction.com/anuinduction/index.php)

4.   The dashboard will look similar to this with the Induction that you have completed.
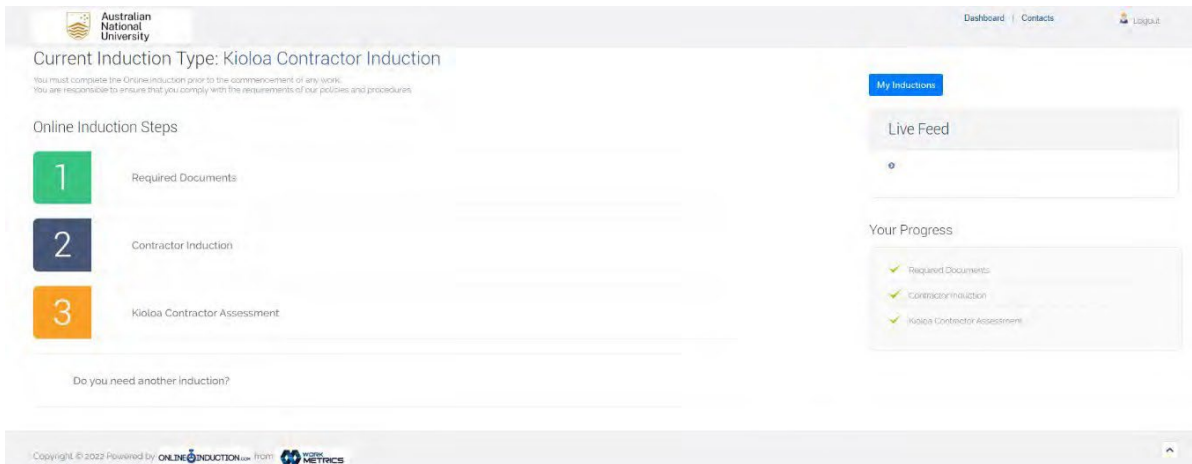
5.   To complete an induction for another ANU Site, click on **Do you need another induction?**
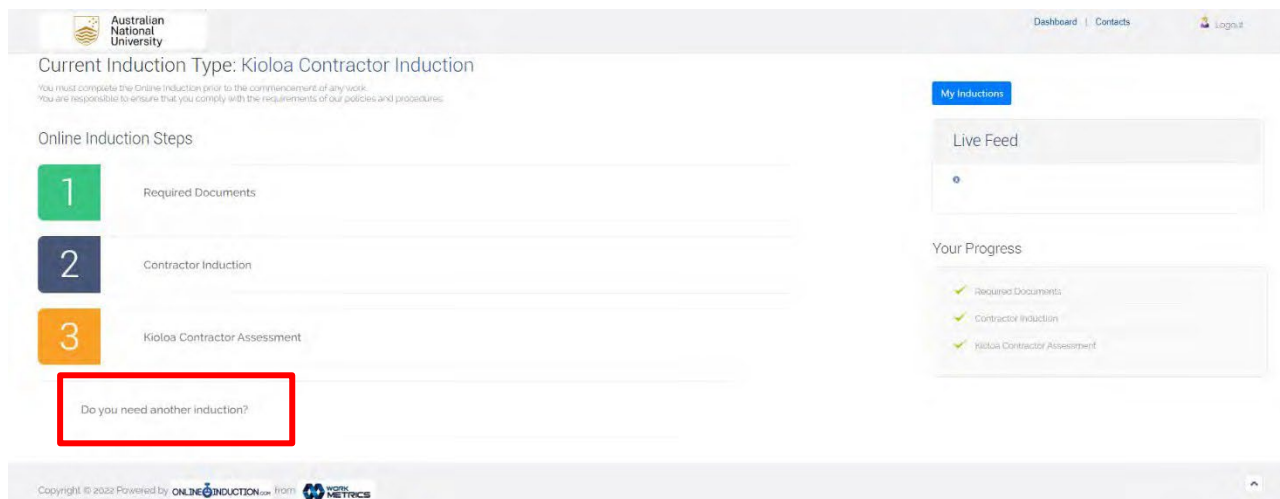
6.   The **Additional Inductions** window will open, **click** on the appropriate induction you need to undertake and then click on **Register**

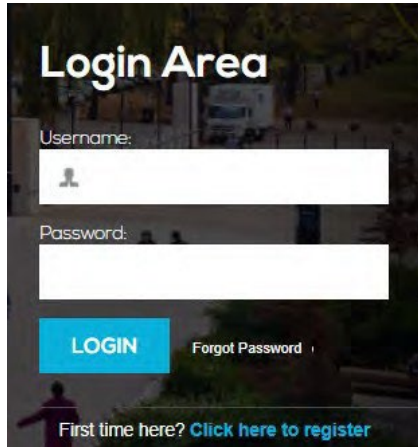7.   Undertake the induction as per *Step 2.2 Induction Steps 1-3*.

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2.4   Update photo

1. Go to the URL (https://www.onlineinduction.com/anuinduction/index.php)

2. In the **Login Area** type in **Username** and **Password** (this will be what used to register in *Step 2.1 Registration*)

3. When you log into the Induction portal you will see the below screen, **you will need to select Required Documents**

4. Select **Profile** on the top right hand side of the screen circled red in the below image, this will take you to the screen where your photo is and you can select the **upload photo** and change/add a current photo

If you have previously completed the Contractor Induction, however, did NOT receive an access card:

Log in to your Online Induction account, open your Required Documents section (under step 1) and scroll to the end. Select that you would like an Acton Campus Access Card and provide the relevant information about your nominee (see above) and submit the form.

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