



Australian
National
University

HOW TO REGISTER A COMPANY

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1. Purpose

The purpose of this document is to provide instruction on the process undertaken for a Company to register for ANU Contractor Induction portal.

2. Process

Please read all the instructions before undertaking the registration process.

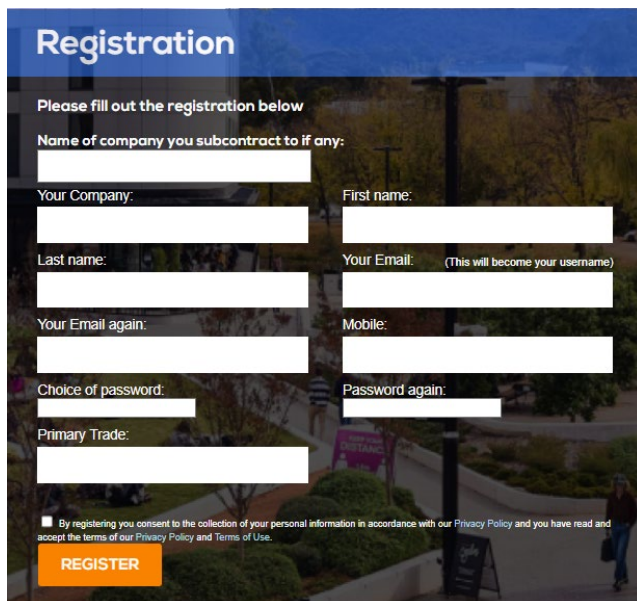
2.1 Company Registration

Please take into account the following when completing the Company Registration:

- Only one (1) registration should be completed per company.
- The person undertaking this registration process should be the main contact person or administrator for the company. It is suggested that the person that monitors the email that is associated with what was provided as part of the Deed of Agreement/Initial Contract.
- Use full company names, as provided as part of Deed of Agreement/Initial Contract, this will avoid confusion and the potential double-ups of company names (e.g. Anytime Constructions (Aust) Pty Ltd). This will also make it easier for your sub-contractors.
- Use a generic email and non-personal password to register so that any notifications for inductions go straight to this inbox and to allow you to have multiple users that can log in and view the Supplier Dashboard.

2.1.1 Undertaking registration

1. Click on the link **Register Company**
(<https://www.onlineinduction.com/anuinduction/registercompany.php>)
2. The link will take you to the **Registration** window.



Registration

Please fill out the registration below

Name of company you subcontract to if any:

Your Company: First name:

Last name: Your Email: (This will become your username)

Your Email again: Mobile:

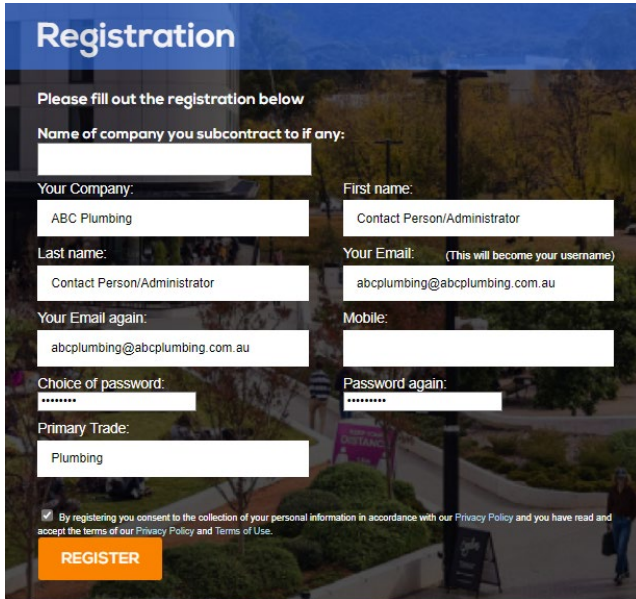
Choice of password: Password again:

Primary Trade:

☐ By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy and Terms of Use.

REGISTER

3. Complete all of the details below to create your company account.



Registration

Please fill out the registration below

Name of company you subcontract to if any:

Your Company: First name:

Last name: Your Email: (This will become your username)

Your Email again: Mobile:

Choice of password: Password again:

Primary Trade:

☒ By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy and Terms of Use.

REGISTER

4. Ensure that **tick**, 'By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy and Terms of Use.'
5. **Click on the Register button**



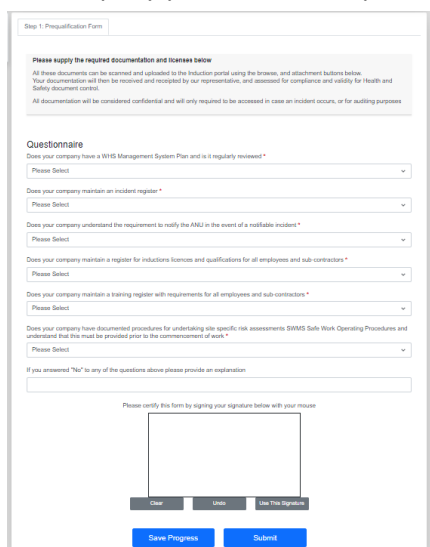
2.2 Dashboard

After you have registered, when you login into your Company Profile you will see the Supplier dashboard. As a company, you will need to provide documentation which is requirement under ANU WHSMS Handbook 3.6 Contractor Safety Management.

From the dashboard, as a company you can see:

- Registered staff
- Registered sub-contractors
- Induction status of all staff and sub-contractors

1. As a company you will need to provide documents for the Prequalification form/questionnaire.



Step 1: Prequalification Form

Please supply the required documentation and licenses below

All these documents can be scanned and uploaded to the Induction portal using the browser, and attachment buttons below.
Your documentation will then be received and receipted by our representative, and assessed for compliance and validity for Health and Safety Document control.
All documentation will be considered confidential and will only required to be accessed in case an incident occurs, or for auditing purposes

Questionnaire

Does your company have a WHS Management System Plan and is it regularly reviewed *

Does your company maintain an incident register *

Does your company understand the requirement to notify the ANU in the event of a notifiable incident *

Does your company maintain a register for inductions/licenses and qualifications for all employees and sub-contractors *

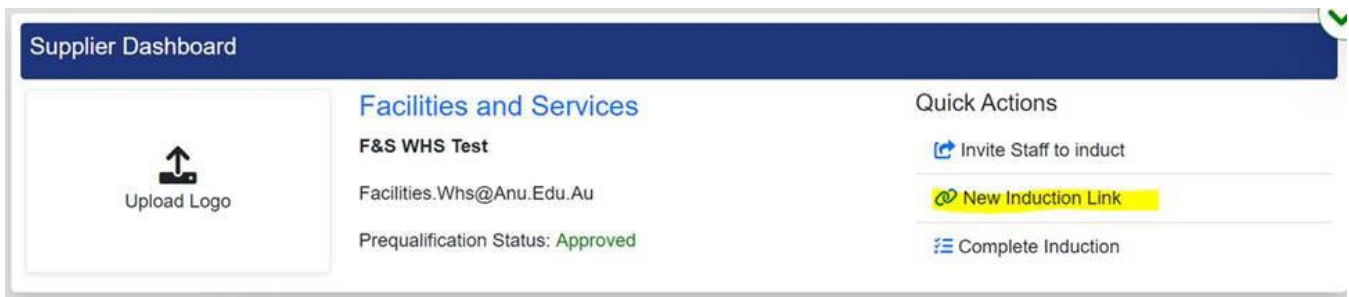
Does your company maintain a training register with requirements for all employees and sub-contractors *

Does your company have documented procedures for undertaking site specific risk assessments SWMS Safe Work Operating Procedures and understand that this must be provided prior to the commencement of work *

If you answered "No" to any of the questions above please provide an explanation:

Please certify this form by signing your signature below with your mouse

2. Once required documents are provided, please place a signature in the box and click **Use This Signature** button and then click **Submit** button.
3. You will then get a window, thanking you for completing the prequalification form.



Supplier Dashboard



Upload Logo

Facilities and Services

F&S WHS Test

Facilities.Whs@Anu.Edu.Au

Prequalification Status: **Approved**

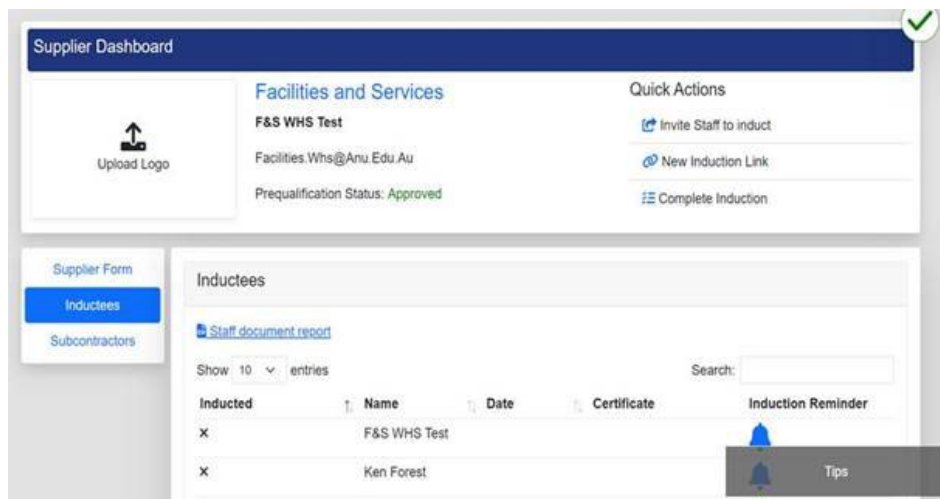
Quick Actions

[Invite Staff to induct](#)

[New Induction Link](#)

[Complete Induction](#)

Once Staff and employees have registered (as per *Step 2.3* below) you can check in the Company Dashboard which staff/employees have completed the induction, using the details you registered with. On the left hand side of your screen you will see **Inductees** – select this and it will list all staff that have registered under the *company name*, if they have completed induction a certificate will be available to download.



Supplier Dashboard



Upload Logo

Facilities and Services

F&S WHS Test

Facilities.Whs@Anu.Edu.Au

Prequalification Status: **Approved**

Quick Actions

[Invite Staff to induct](#)

[New Induction Link](#)

[Complete Induction](#)

Supplier Form

Inductees

Subcontractors

Inductees

[Staff document report](#)

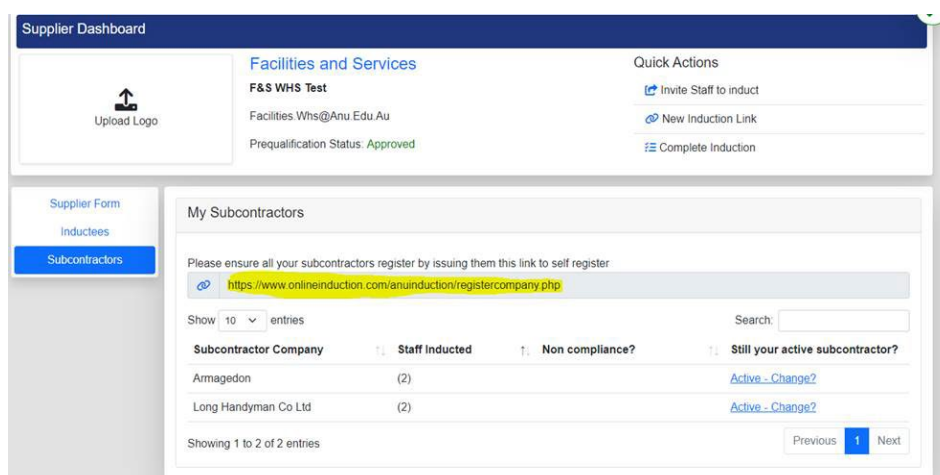
Show: 10 entries

Search:

Inducted	Name	Date	Certificate	Induction Reminder
X	F&S WHS Test			
X	Ken Forest			

Tips

Once Sub-Contractors have registered (as per *Step 2.4* below) you can check in the Company Dashboard to see which sub-contractors have completed the induction. On the left hand side of your screen you will see **Subcontractors** – select this and it will list all subcontractors that have registered under the *company name*, if they have completed induction a certificate will be available to download.



Supplier Dashboard



Upload Logo

Facilities and Services

F&S WHS Test

Facilities.Whs@Anu.Edu.Au

Prequalification Status: **Approved**

Quick Actions

[Invite Staff to induct](#)

[New Induction Link](#)

[Complete Induction](#)

Supplier Form

Inductees

Subcontractors

My Subcontractors

Please ensure all your subcontractors register by issuing them this link to self register

<https://www.onlineinduction.com/anuinduction/registercompany.php>

Show: 10 entries

Search:

Subcontractor Company	Staff Inducted	Non compliance?	Still your active subcontractor?
Armagedon	(2)		Active - Change?
Long Handyman Co Ltd	(2)		Active - Change?

Showing 1 to 2 of 2 entries

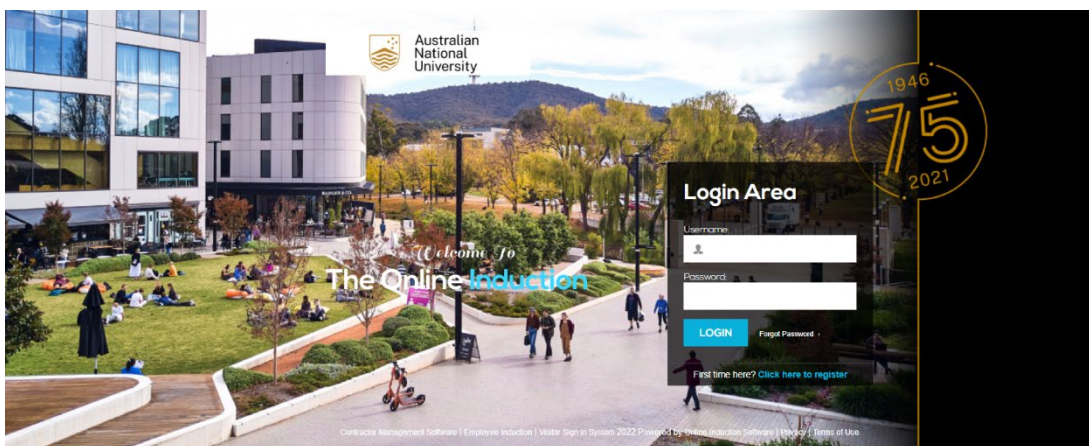
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2.3 Staff and employees registration

Click on the **New Induction Link** to copy the link to your clipboard, send this link to employees to complete their registration. They will need to read the instructions to [Complete Contractor Induction \(PDF, 777KB\)](#) document, to carry out the Contractor Induction



The induction registration page looks like the following:



- If employees do not have an email address, they can create a plain text word/ name email address to use as their user name. For example Jane Smith could register under **janesmith**

If an email address is not available. If plain text is used instead of an email address, the user will not receive a copy of the completed induction certificate or future reminders.

Once registered there a number of licences/certificates that can be uploaded. If an employee does not require/need licences or certificates to undertake there work, they can scroll to the bottom of the page and click **Submit**.

When employees have completed the induction and email will be sent to them and ANU Security. If they require an access pass, these will be available to collect **after 3 business days** from the date induction was completed. These can be collected from Fulton Muir Building, 95 Daley Road, between 9.30am-4.00pm Monday to Friday.

If there access pass requires to be renewed, this will updated and actioned within **after 3 business days**.

2.4 Sub-contractor Registration

1. Click on the <https://www.onlineinduction.com/anuinduction/registercompany.php> to copy the link to your clipboard, send the link to all sub-contractors that will be working on Acton campus to complete registration. They will need to read the instructions on [How to Register as a Sub-Contractor \(PDF, 811KB\)](#)



Supplier Dashboard

Upload Logo

Facilities and Services

F&S WHS Test

Facilities Whs@Anu Edu Au

Prequalification Status: **Approved**

Quick Actions

[Invite Staff to induct](#)

[New Induction Link](#)

[Complete Induction](#)

Supplier Form

Inductees

Subcontractors

My Subcontractors

Please ensure all your subcontractors register by issuing them this link to self register

<https://www.onlineinduction.com/anuinduction/registercompany.php>

Show 10 entries Search:

Subcontractor Company	Staff Inducted	Non compliance?	Still your active subcontractor?
Armagedon	(2)		Active - Change?
Long Handyman Co Ltd	(2)		Active - Change?

Showing 1 to 2 of 2 entries

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