



Overview

All contractors working on site must have a site manager/contact who oversees and manages work activities at the worksite. UNSW Staff who directly engage contractors are considered the Project Managers and therefore have related responsibilities.

The purpose of this guide is to help UNSW Staff register in the Contractor Induction Portal, find registered business in the Portal, and review their relevant documentation to ensure they are current and appropriate before they are engaged to work at UNSW premises.

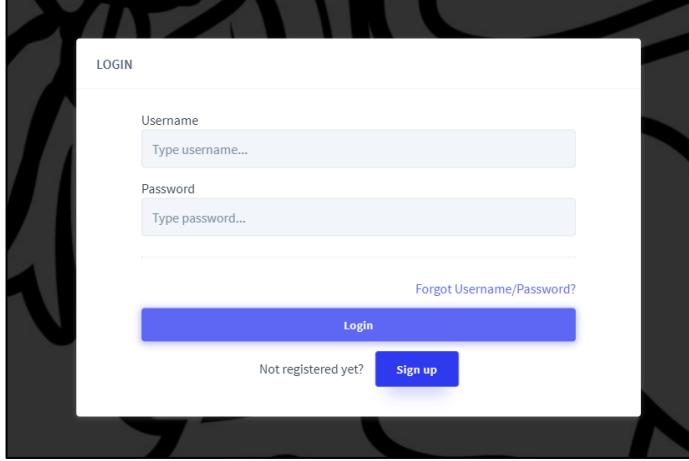
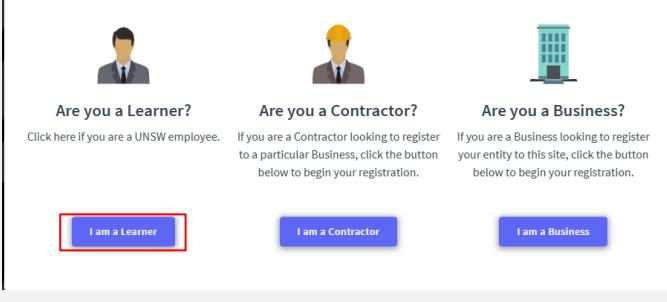
Note: Any work that involves altering building structures or equipment maintained by Estate Management (EM) must be coordinated through EM and cannot be handled directly. Refer to [HS801 Contractor Safety Manual](#) for more information.

[Link to – Contractor Induction Portal](#)

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1. Register as UNSW staff

Step	Screenshot
1. In the Home page, click Sign up to create a new account. Note: There is no single sign-on option using zID and zPass, hence, a new account must be created.	 A screenshot of a login page titled 'LOGIN'. It features two input fields for 'Username' and 'Password', both with placeholder text 'Type username...' and 'Type password...'. Below the fields are 'Forgot Username/Password?' and 'Login' buttons. At the bottom, there is a link 'Not registered yet?' and a prominent blue 'Sign up' button.
2. Select I am a Learner .	 A screenshot of a registration selection page. It shows three options: 'Are you a Learner?' (with a person icon), 'Are you a Contractor?' (with a person in a hard hat icon), and 'Are you a Business?' (with a building icon). Below each option is a descriptive text block and a corresponding blue button: 'I am a Learner', 'I am a Contractor', and 'I am a Business'. The 'I am a Learner' button is highlighted with a red border.

3. Fill in the Form

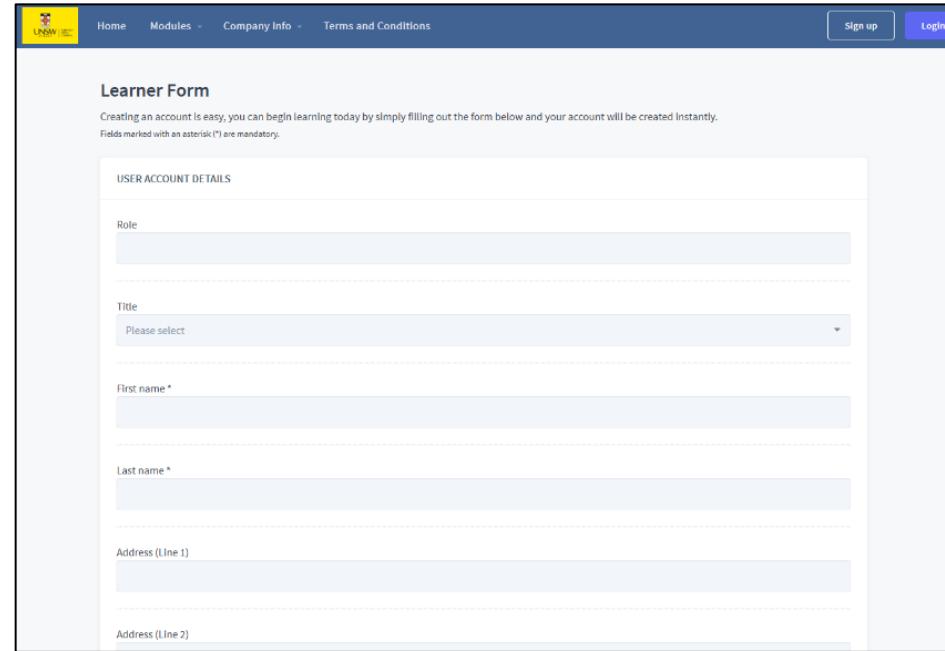
Complete all mandatory fields *

- Role
- First name, Last name
- Email address: Must use UNSW email
- Username: Default to be your email address
- Password

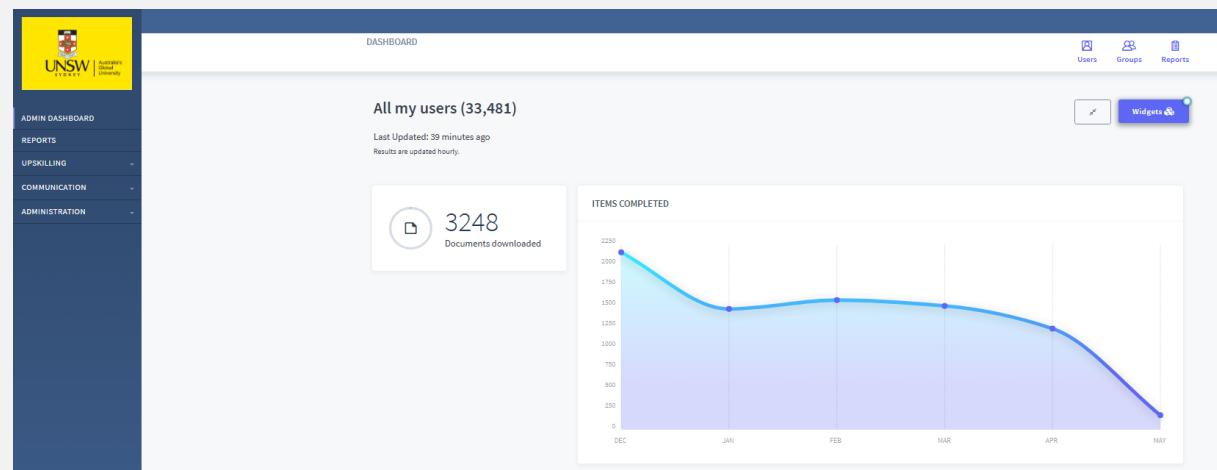
Note: Username and Password will be used to login to your account.

Then click **Register** to create a new Learner account.

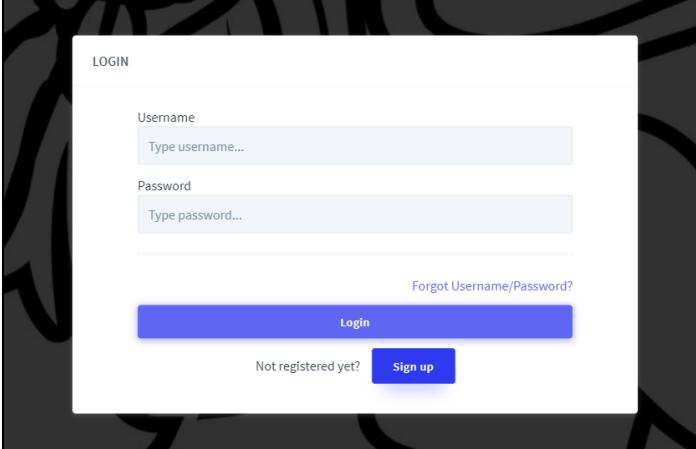
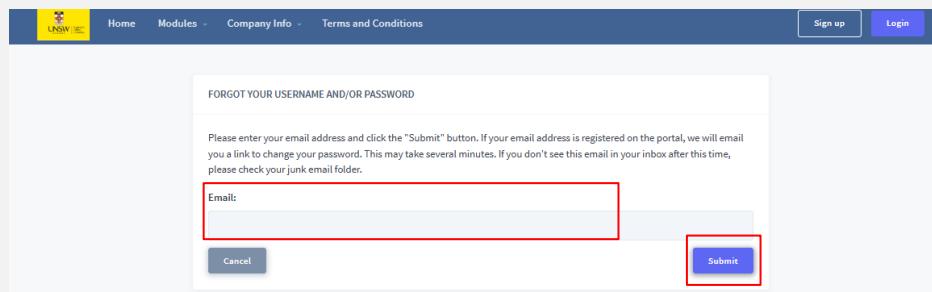
An email will be sent to your email to confirm your login username and password. Please check your Junk email if you haven't received an email.



4. Contact system admin at contractorsafety@unsw.edu.au with your username details so we can grant you Admin permission to manage businesses and contractors.



2. Login/Reset Password

Step	Screenshot
<p>1. Login with your username and password for UNSW Contractor Induction Portal.</p> <p>Note: There is no single sign-on option using zID and zPass, hence, a new account must be created.</p>	
<p>2. If forgot username/password, click Forgot Username/Password? → Enter your registered email address to receive link to change your password</p>	

3. View and Update Business and Contractor details

Steps	Screenshot
<p>View Business and Contractor details</p> <ol style="list-style-type: none"> 1. Click Administration → User Accounts 2. Search for Business and Contractors <ol style="list-style-type: none"> 1 For Contractors <ul style="list-style-type: none"> • Click Search → Type in first name/last name/email address of contractors to search for their profiles • View contact details, licenses and other documents with expiry dates, and training records. 2 For Businesses <ul style="list-style-type: none"> • Click Filter → In Business field, type in Business name to find Business account & all Contractors registered under the Business. • View contact details, ABN, licenses and other documents. 	

<p>View and Edit Details</p> <p>Click Edit Details tab to view and update account details where needed.</p> <p>Update Password for Users</p> <ul style="list-style-type: none"> Click Change password to reset password for users. Click Resend Welcome Email to send the new password to users. <p>Staff requiring the services of the business is responsible for checking that ALL required documentation is uploaded and current before they are engaged to work at UNSW premises.</p>	<p>VIEWING USER: APRIL TEST (#98140)</p> <p>User Accounts Bulk User Actions Forms & Labels</p> <p>Profile Summary</p> <p>April Test Lead Linked to business: April Test Case</p> <p>INFORMATION</p> <p>User ID: 98140 User type: Business Username: AprilTest Joined: 30/04/2025 Status: Active Last seen: 30/04/2025</p> <p>CONTACT DETAILS</p> <p>2145 s.malligeswari@unsw.edu.au</p> <p>ACTIVITIES OVERVIEW</p> <p>EDIT DETAILS</p> <p>Account details</p> <p>Account Status: Active</p> <p>Login details</p> <p>Edit login details for your new user (note that the username must be more than three (3) characters long.)</p> <p>Username * AprilTest</p> <p>Password Change password</p> <p>Note: Please be considerate when making changes to user profiles.</p>																		
<p>View uploaded documents and training records (for contractors)</p> <p>Click on Activities Overview tab to view attached documents.</p> <p>An auto-generated email will be sent to businesses/contractors when their documents are about to expire.</p> <p>Note: All contractors must complete Part A General Safety Induction. Refer to Section 9 of the HS801 Contractor Safety Manual for more information.</p>	<p>ACTIVITIES OVERVIEW</p> <p>Uncategorised Files</p> <table border="1"> <thead> <tr> <th>Upload title</th> <th>File Name</th> <th>Expiry date</th> </tr> </thead> <tbody> <tr> <td>Workers Compensation Policy</td> <td>Workers Compensation Policy</td> <td>EXPIRY DATE: 30/06/2025</td> </tr> <tr> <td>Public Liability</td> <td>Public Liability</td> <td>EXPIRY DATE: 31/10/2025</td> </tr> <tr> <td>Accident and Illness Policy (Sole Traders)</td> <td>N/A</td> <td>NO EXPIRY DATE</td> </tr> <tr> <td>Professional Indemnity</td> <td>Professional Indemnity</td> <td>EXPIRY DATE: 21/01/2026</td> </tr> <tr> <td>Product liability</td> <td>Product liability</td> <td>EXPIRY DATE: 31/10/2025</td> </tr> </tbody> </table>	Upload title	File Name	Expiry date	Workers Compensation Policy	Workers Compensation Policy	EXPIRY DATE: 30/06/2025	Public Liability	Public Liability	EXPIRY DATE: 31/10/2025	Accident and Illness Policy (Sole Traders)	N/A	NO EXPIRY DATE	Professional Indemnity	Professional Indemnity	EXPIRY DATE: 21/01/2026	Product liability	Product liability	EXPIRY DATE: 31/10/2025
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<p>End of Guide</p>	<p>12/5/2025 Version 3 Changes to this document can be emailed to contractorsafety@unsw.edu.au.</p>																		