

# Contractor Induction Portal Guide

## UNSW Staff – Registration, Login, Business/Contractor Management

### 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.

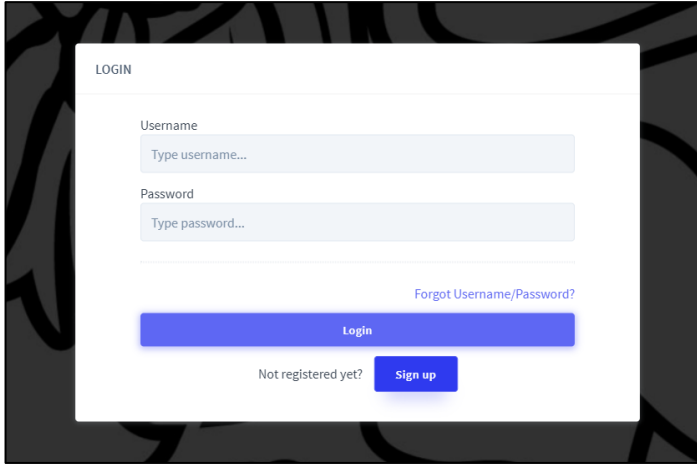
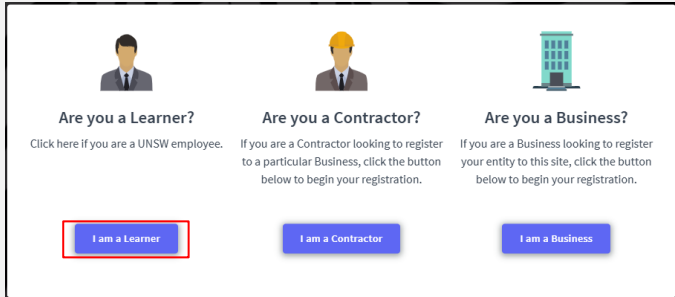
**Note:** Any work that involves altering building structures or equipment maintained by Estate Management (EM) must be coordinated through EM and cannot be handled directly. Refer to [HS801 Contractor Safety Manual](#) for more information.

[Link to – Contractor Induction Portal](#)

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# 1. Register as UNSW staff

Step	Screenshot
<p>1. In the Home page, click <b>Sign up</b> to create a new account.</p> <p><b>Note:</b> There is no single sign-on option using zID and zPass, hence, a new account must be created.</p>	
<p>2. Select <b>I am a Learner.</b></p>	

### 3. Fill in the Form

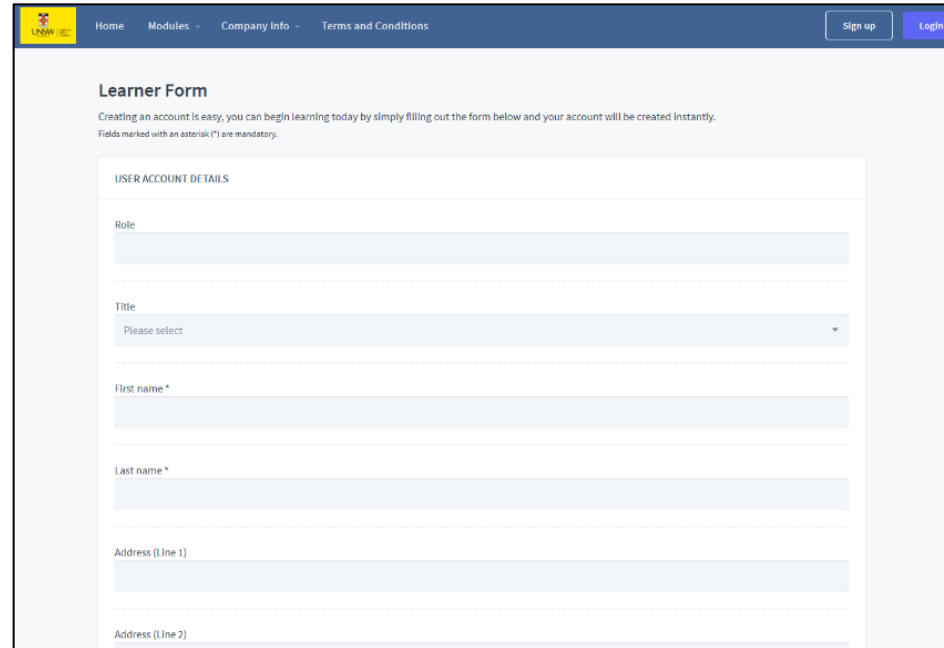
Complete all mandatory fields \*

- 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.

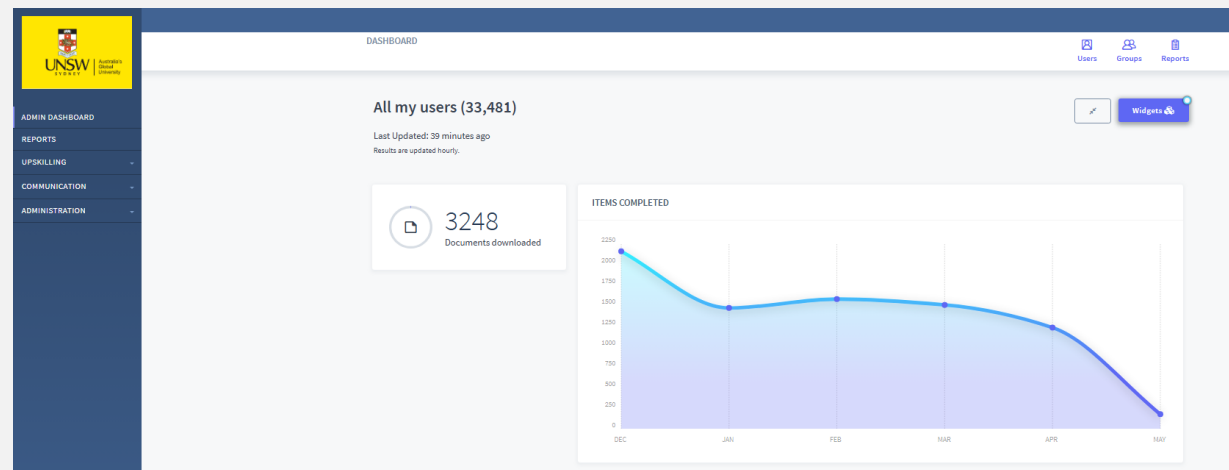
Then click **Register** to create a new Learner account.

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.

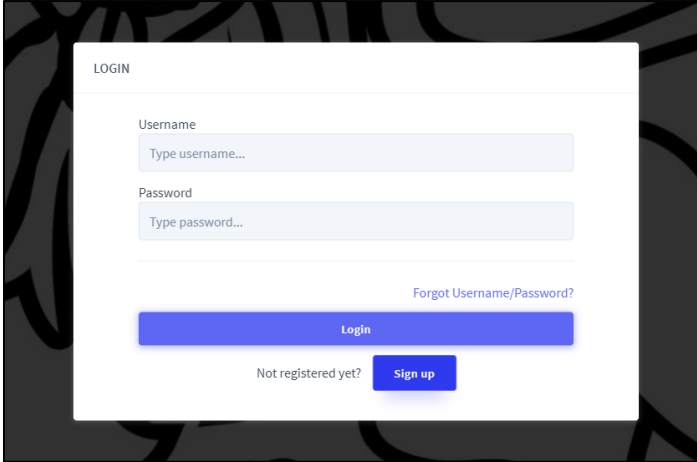
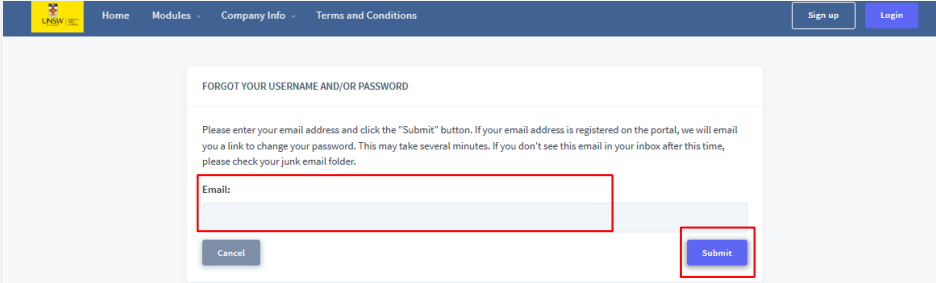


The screenshot shows the 'Learner Form' for UNSW. The header includes navigation links: Home, Modules, Company Info, and Terms and Conditions, along with 'Sign up' and 'Login' buttons. The form title is 'Learner Form' with a subtext: 'Creating an account is easy, you can begin learning today by simply filling out the form below and your account will be created instantly. Fields marked with an asterisk (\*) are mandatory.' The form is titled 'USER ACCOUNT DETAILS' and contains the following fields: 'Role' (text input), 'Title' (dropdown menu with 'Please select'), 'First name \*' (text input), 'Last name \*' (text input), 'Address (line 1)' (text input), and 'Address (line 2)' (text input).

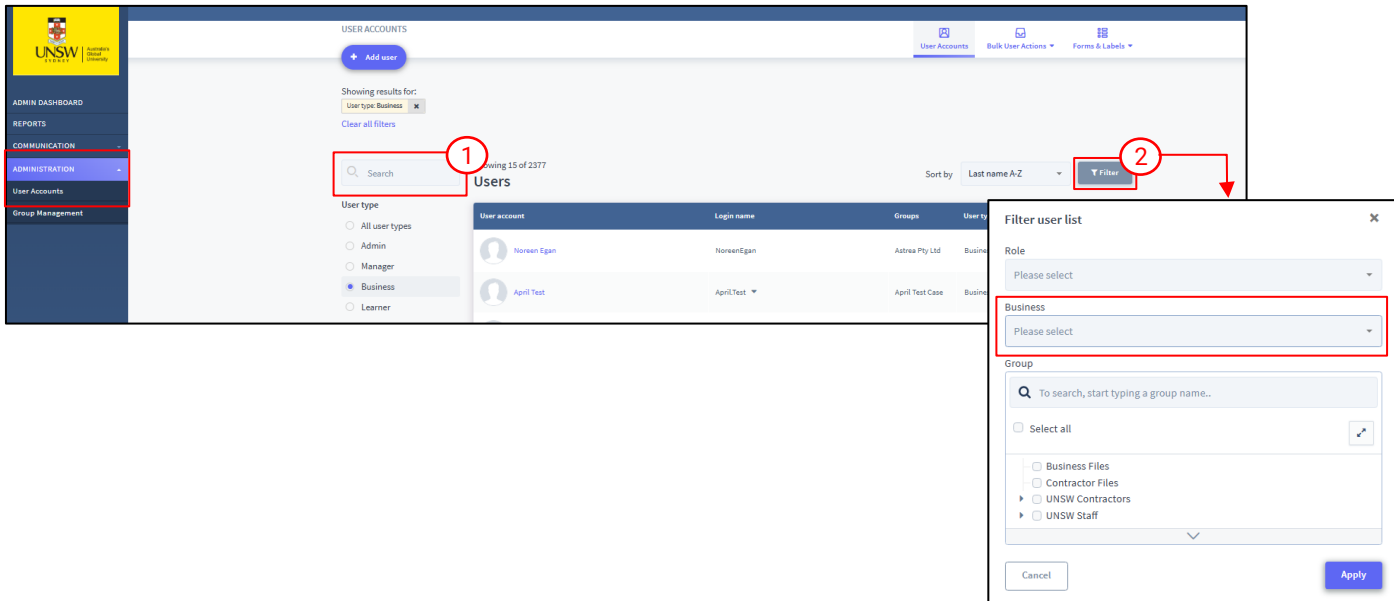
4. Contact system admin at [contractorsafety@unsw.edu.au](mailto:contractorsafety@unsw.edu.au) with your username details so we can grant you Admin permission to manage businesses and contractors.



## 2. Login/Reset Password

Step	Screenshot
<p>1. Login with your username and password for UNSW Contractor Induction Portal.</p> <p><b>Note:</b> 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 <b>Forgot Username/Password?</b> → Enter your <b>registered email address</b> to receive link to change your password</p>	

### 3. View and Update Business and Contractor details

Steps	Screenshot
<p><b>View Business and Contractor details</b></p> <p><b>1. Click Administration → User Accounts</b></p> <p><b>2. Search for Business and Contractors</b></p> <p><b>① For Contractors</b></p> <ul style="list-style-type: none"> <li>Click <b>Search</b> → Type in <b>first name/last name/email address</b> of contractors to search for their profiles</li> <li>View contact details, licenses and other documents with expiry dates, and training records.</li> </ul> <p><b>② For Businesses</b></p> <ul style="list-style-type: none"> <li>Click <b>Filter</b> → In <b>Business</b> field, type in Business name to find Business account &amp; all Contractors registered under the Business.</li> <li>View contact details, ABN, licenses and other documents.</li> </ul>	 <p>The screenshot displays the 'USER ACCOUNTS' interface. On the left, the 'ADMINISTRATION' menu is expanded, with 'User Accounts' selected. The main content area shows a search bar (1) and a 'Filter' button (2). A 'Filter user list' dialog is open, showing the 'Business' field selected and a list of groups including 'Business Files', 'Contractor Files', 'UNSW Contractors', and 'UNSW Staff'.</p>

## View and Edit Details

Click **Edit Details** tab to view and update account details where needed.

## Update Password for Users

- Click **Change password** to reset password for users.
- Click **Resend Welcome Email** to send the new password to users.

**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.**

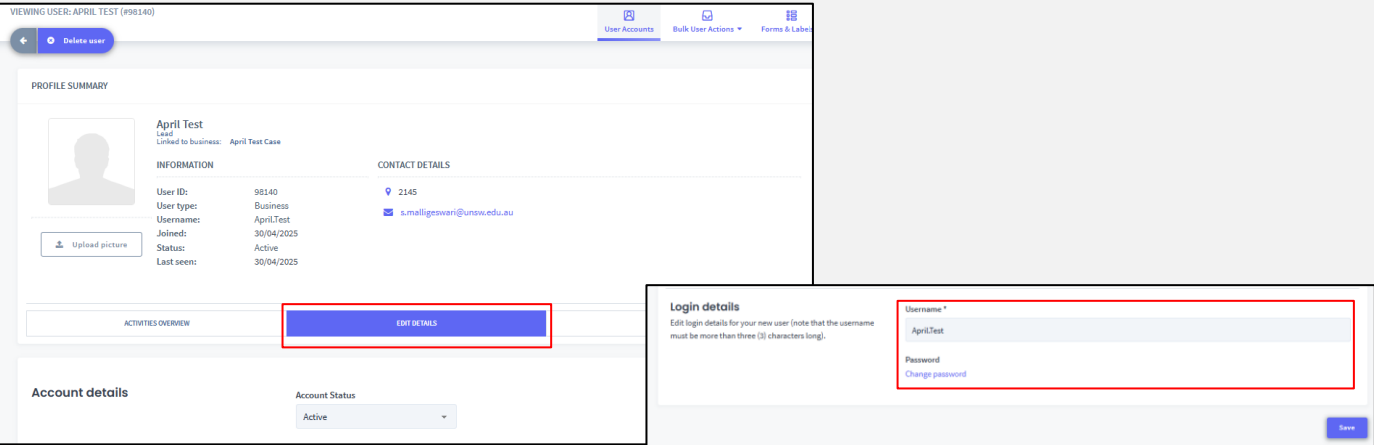
## View uploaded documents and training records (for contractors)

Click on **Activities Overview** tab to view attached documents.

An auto-generated email will be sent to businesses/contractors when their documents are about to expire.

**Note:** All contractors must complete **Part A General Safety Induction**. Refer to [Section 9 of the HS801 Contractor Safety Manual](#) for more information.

## End of Guide



**Note:** Please be considerate when making changes to user profiles.

ACTIVITIES OVERVIEW			EDIT DETAILS	NOTES
ACTIVITY OVERVIEW				
Uncategorised Files				
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		!