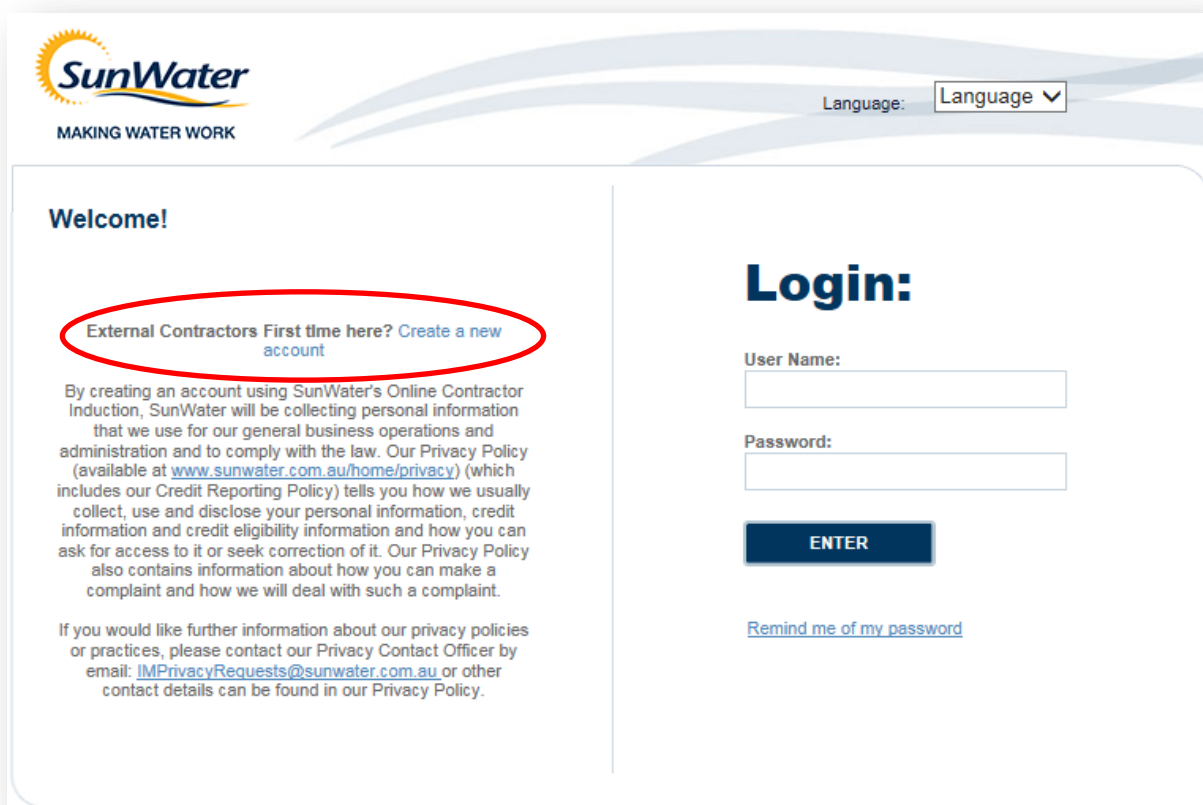


Online Contractor Induction Registration Guide

Creating an Account to complete the Online General Induction

To complete the Online General Induction you are required to create an account. To be able to create this account you will need the unique **SunWater Vendor Number**. If you do not have this number you will be unable to create your account.

1. **New Users:** Select 'Create a new account'



Welcome!

External Contractors First time here? [Create a new account](#)

By creating an account using SunWater's Online Contractor Induction, SunWater will be collecting personal information that we use for our general business operations and administration and to comply with the law. Our Privacy Policy (available at www.sunwater.com.au/home/privacy) (which includes our Credit Reporting Policy) tells you how we usually collect, use and disclose your personal information, credit information and credit eligibility information and how you can ask for access to it or seek correction of it. Our Privacy Policy also contains information about how you can make a complaint and how we will deal with such a complaint.

If you would like further information about our privacy policies or practices, please contact our Privacy Contact Officer by email: IMPrivacyRequests@sunwater.com.au or other contact details can be found in our Privacy Policy.

Login:

User Name:

Password:

ENTER

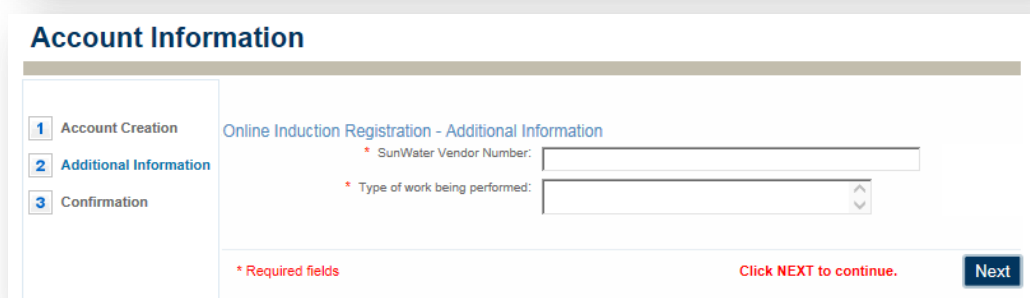
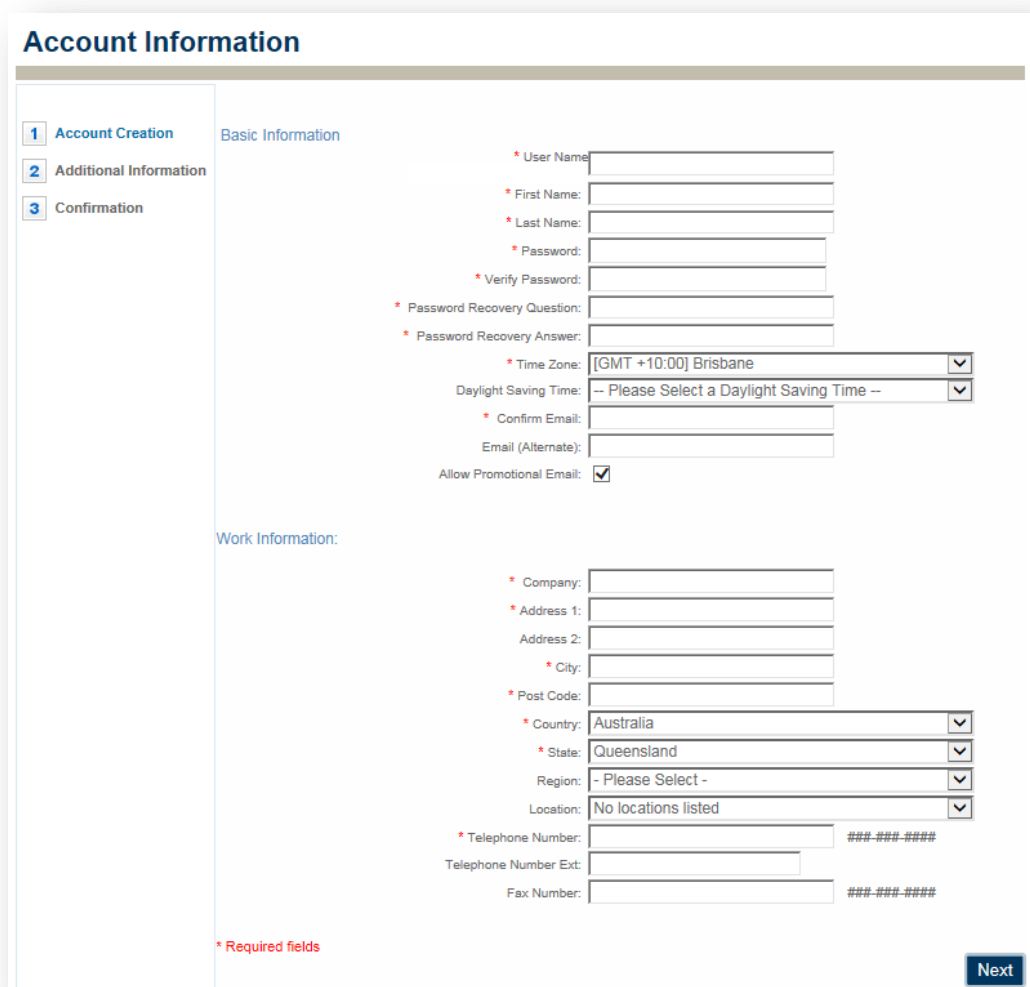
[Remind me of my password](#)

Online Contractor Induction Registration Guide

- 2. New Users:** Complete the registration form. Any items marked with a **red *** are mandatory fields. Please ensure you have this information before you start.

Tips:

- Create a User Name that is easy to remember, we suggest you use your email or mobile phone number
- The 'Password Recovery Question' is required so that you can retrieve your password (e.g. what is your mothers maiden name?)
- You will require your company's unique Vendor number supplied by SunWater
- The registration process is complete when you are displayed a 'Details Confirmation' page
- You will receive an email with your log in details. Keep this safe for next time you need to log in



Online Contractor Induction Registration Guide

3. Complete your Induction: Use your log in details you have created to log into your account

Welcome!

External Contractors First time here? [Create a new account](#)

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Login:

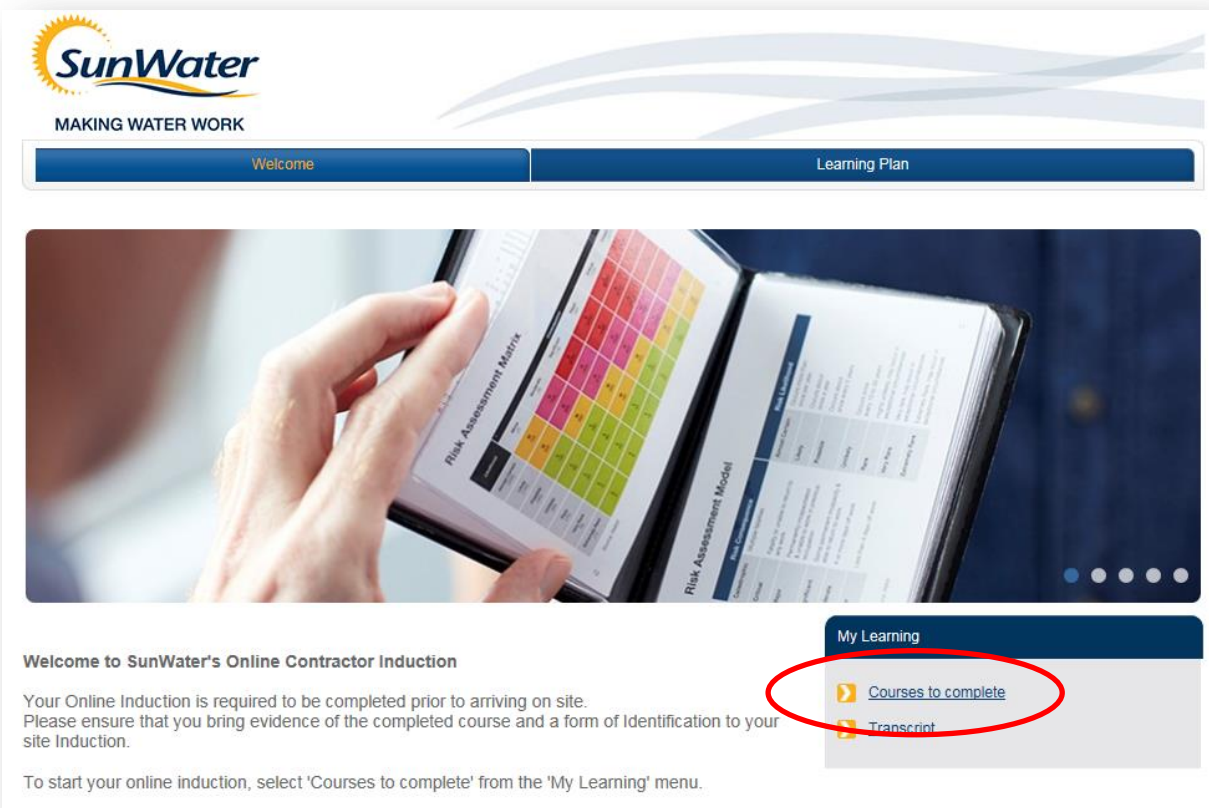
User Name:

Password:

ENTER

[Remind me of my password](#)

Welcome Page: You can find the course you need to complete by selecting 'Courses to complete' option



The screenshot shows the SunWater Online Contractor Induction Welcome Page. At the top left is the SunWater logo with the tagline 'MAKING WATER WORK'. Below the logo is a navigation bar with two tabs: 'Welcome' (active) and 'Learning Plan'. The main content area features a large image of hands holding a tablet displaying a 'Risk Assessment Matrix' and a 'Risk Assessment Model'. Below the image is a 'My Learning' menu with two options: 'Courses to complete' and 'Transcript'. The 'Courses to complete' option is circled in red. Below the menu, there is a welcome message and instructions on how to start the induction.

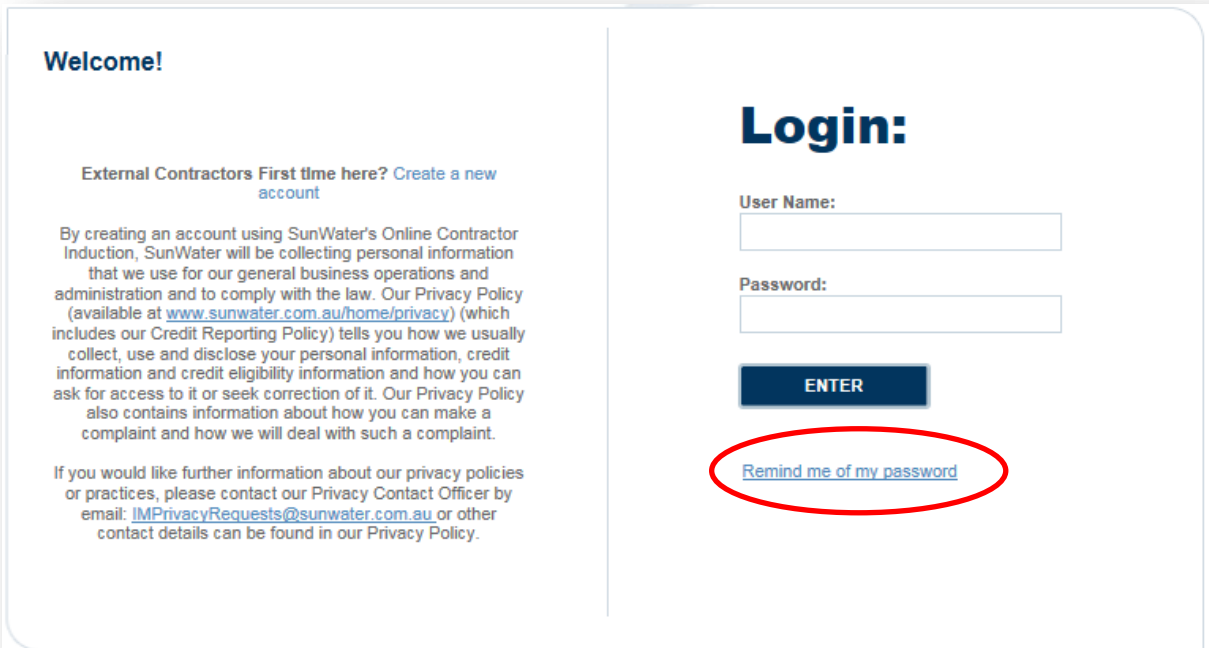
Welcome to SunWater's Online Contractor Induction

Your Online Induction is required to be completed prior to arriving on site. Please ensure that you bring evidence of the completed course and a form of Identification to your site Induction.

To start your online induction, select 'Courses to complete' from the 'My Learning' menu.

Online Contractor Induction Registration Guide

1. **Returning users:** Forgotten your password? Select 'Remind me of my password'



The screenshot shows a login page with a 'Welcome!' section on the left and a 'Login:' section on the right. The 'Welcome!' section contains text about creating an account and privacy policies. The 'Login:' section has input fields for 'User Name' and 'Password', an 'ENTER' button, and a link for 'Remind me of my password' which is circled in red.

Welcome!

External Contractors First time here? [Create a new account](#)

By creating an account using SunWater's Online Contractor Induction, SunWater will be collecting personal information that we use for our general business operations and administration and to comply with the law. Our Privacy Policy (available at www.sunwater.com.au/home/privacy) (which includes our Credit Reporting Policy) tells you how we usually collect, use and disclose your personal information, credit information and credit eligibility information and how you can ask for access to it or seek correction of it. Our Privacy Policy also contains information about how you can make a complaint and how we will deal with such a complaint.

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Login:

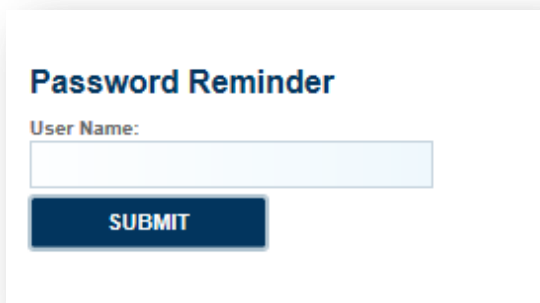
User Name:

Password:

ENTER

[Remind me of my password](#)

2. Enter your user name.



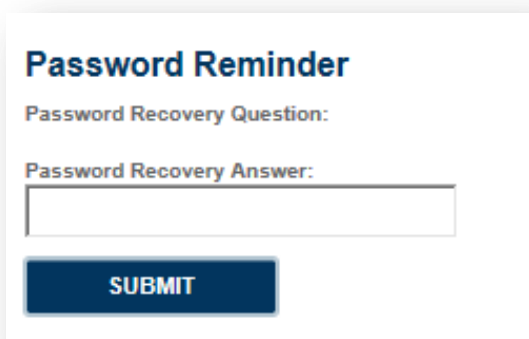
The screenshot shows a 'Password Reminder' form with a 'User Name:' label and an input field. Below the input field is a 'SUBMIT' button.

Password Reminder

User Name:

SUBMIT

3. You will be asked your Recovery Question, please provide your answer. Your password will be displayed. Return to the log in page



The screenshot shows a 'Password Reminder' form with a 'Password Recovery Question:' label and an input field. Below the input field is a 'SUBMIT' button.

Password Reminder

Password Recovery Question:

Password Recovery Answer:

SUBMIT