

## Online Contractor Induction Registration Guide

### Creating an Account to complete the Online General Induction

**Please Note: All Contractors are required to complete a site specific induction/checklist with a Sunwater representative upon arrival to site. This is in addition to the Online Contractor 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** assigned to you on engagement of work. If you do not have this number, please contact your Sunwater Representative.

Access to the Contractor portal is via the Sunwater website 'Suppliers' tab and clicking the link online general induction or via the below URL.

<https://learning.sunwater.com.au/users/index.aspx>

(To avoid browser issues please use Google Chrome)

### NEW USERS

1. 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](http://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](mailto: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](#)

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 recommend your lastname and your first name initial ie. SmithJ
- 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

### Account Information

**1** Account Creation

**2** Additional Information

**3** Confirmation

**Basic Information**

\* User Name:

\* First Name:

\* Last Name:

\* Password:

\* Verify Password:

\* Password Recovery Question:

\* Password Recovery Answer:

\* Time Zone: [GMT +10:00] Brisbane

Daylight Saving Time: -- Please Select a Daylight Saving Time --

\* Confirm Email:

Email (Alternate):

Allow Promotional Email:

**Work Information:**

\* Company:

\* Address 1:

Address 2:

\* City:

\* Post Code:

\* Country: Australia

\* State: Queensland

Region: - Please Select -

Location: No locations listed

\* Telephone Number:  ### ### ####

Telephone Number Ext:

Fax Number:  ### ### ####

\* Required fields

### Account Information

**1** Account Creation

**2** Additional Information

**3** Confirmation

**Online Induction Registration - Additional Information**

\* SunWater Vendor Number:

\* Type of work being performed:

\* Required fields

Click **NEXT** to continue.

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



**Welcome to SunWater's Online Contractor Induction**

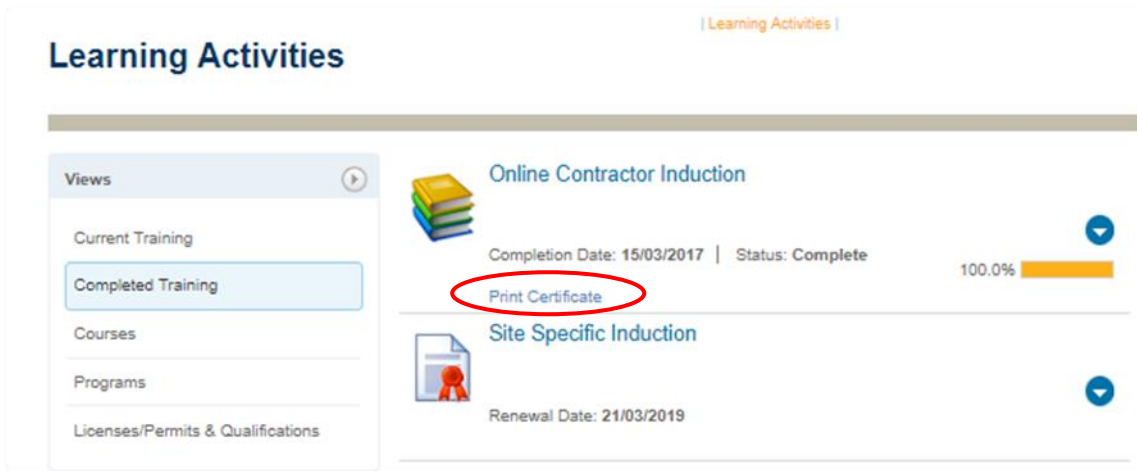
Your Online Induction is required to be completed prior to arriving on site. Please ensure that you bring evidence of the completed course and a form of Identification to your site Induction.

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

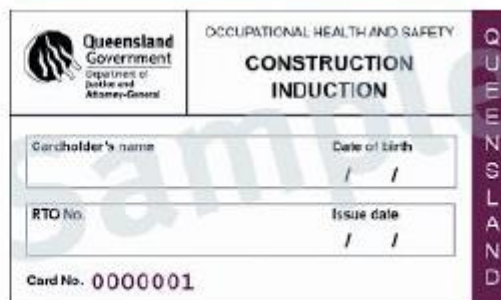
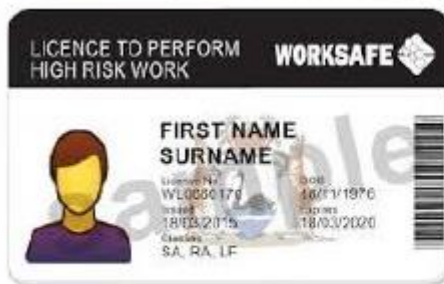
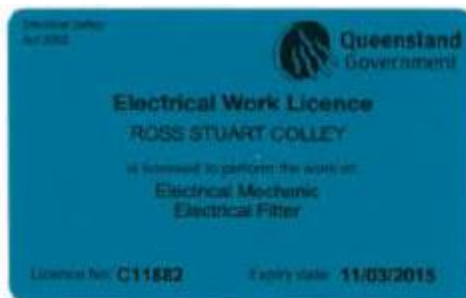
**My Learning**

- Courses to complete**
- Transcript

4. **Print your Certificate of Completion:** From the 'Learning Plan' tab, click 'completed training' and select 'print certificate'



5. **Prepare photocopies of your licences/ permits along with your certificate of completion for your Onsite Induction Checklist with a Sunwater representative.**



6. **On completion of the Onsite Induction Checklist you will be issued with a Sunwater Contractor Induction Card**



## RETURNING USERS

1. Forgotten your password? Select 'Remind me of my password'

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### Login:

User Name:

Password:

**ENTER**

[Remind me of my password](#)

1. Enter your user name

### Password Reminder

User Name:

**SUBMIT**

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

### Password Reminder

Password Recovery Question:

Password Recovery Answer:

**SUBMIT**