



## Online Contractor Induction Registration Guide

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

To complete the Online General Contractor Induction, you are required to create an account.

To be able to create this account your employer will need to have been registered in the Sunwater HSE Contractor Management system. If your employer isn't yet registered in the Sunwater system, you will need to ask your company contact to get in touch with their Sunwater Contractor Administrator.

There are 2 methods for accessing the Sunwater Induction:

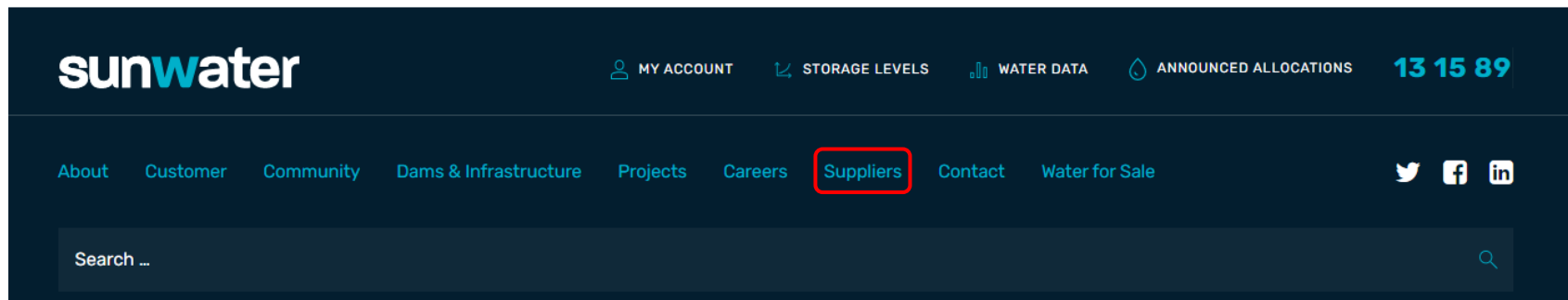
- I. Your company representative has created a registration for you.
- II. You can self-register

#### i. Company has created a Registration for You

If this has been done you should have received an email with your log-in details.

You can access the portal either through:

- a) the link provided in the email or
- b) through the Sunwater website 'Suppliers' tab (at the bottom of the 'Home' page) and clicking the link online general induction or via the below this URL: [Sunwater HSE Contractor Management System Login](#)



## ii. New Contractor Employees – Self Registration

Create a Contractor Employee account by Self Registering using this [link](#)

The screenshot shows a web form titled "Your Information" with the following fields: "Contractor Company:\*", "First Name:\*", "Last Name:\*", "Email Address:\*", and "Mobile:\*". The "Mobile" field includes a dropdown menu for the country code, currently set to "+61". Below the fields is a reCAPTCHA "I'm not a robot" checkbox and a "Save" button next to a "Cancel" button. A privacy notice is visible below the form fields.

Beakon respects the privacy of the personal information you provide to us. Use of this Contractor Competency Database (Database) requires the including identification documents, such as your driver's license. All personal information collected on the Database will be maintained in accordance and the Australian Privacy Principles (APPs) established under the Privacy Act.

All fields are mandatory and must be completed

- i. Select your employer from the Contractor Company field  
**Note:** A minimum of 4 characters must be entered in the company search field for company search results to be displayed.
  - ii. Enter your First Name, Last Name
  - iii. Enter your email address
  - iv. Enter your mobile number
- Click "I'm not a robot" and 'Save' when the form is completed.
  - An email will be sent to your provided email address with a HSE Contractor Management System account name and a temporary password. Check your 'junk' folder if an email is not received.



## HSE Contractor Management Login

**sunwater**

User Name

Password

Keep me logged in

**Log In**

**SW Employees - Single Sign-On(SSO)**

[Forgot Password?](#)

[Create a new account](#)

1. If logging in for the first time, use the link provided from the self-registration email and the account name and password that is also included. If you have previously registered use your account name and password as previous configured.
2. Access the Sunwater HSE Contractor Management Login page by going to the following [link](#)
3. Fill in the Username and Password and select the 'Log In' button. Note: Your account name will typically be in **firstname.lastname** format, however you should check the registration email sent, common names may have a numerical digit added to the account name
4. If logging in for the first time you will be asked to change your temporary password. Your new password must contain 1 upper case letter (A-Z), 1 lower case letter (a-z), 1 number and must be a minimum length of 8 characters



## Forgotten Passwords

1. If you have forgotten your HSE Contractor Management Password. Select the 'Forgot Password?' Link and enter your registered email address and click 'Submit'. If you have multiple accounts, you will be asked to provide the account name related to the forgotten password request.

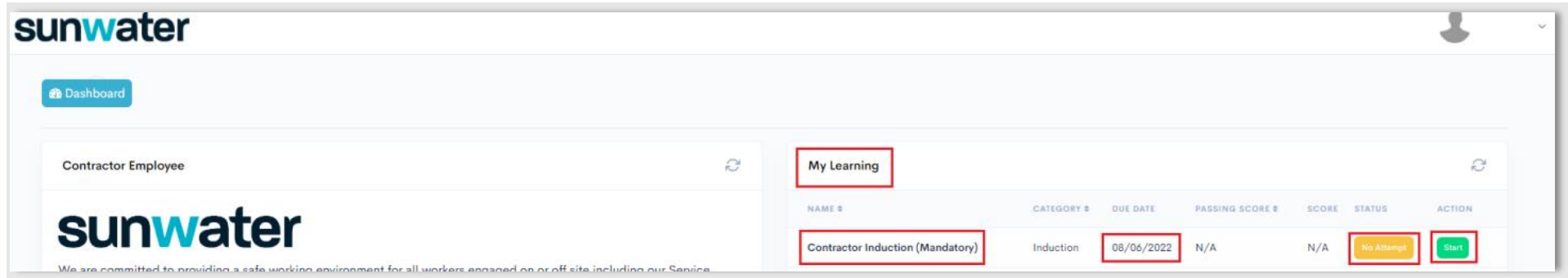
The screenshot shows the Sunwater login interface. At the top is the Sunwater logo. Below it are two input fields: 'User Name' and 'Password'. There is a checkbox for 'Keep me logged in'. A blue 'Log In' button is present. Below that is a dark button for 'SW Employees - Single Sign-On(SSO)'. A red box highlights the 'Forgot Password?' link, with 'Create a new account' written below it. At the bottom, there is an 'Email Address' input field and a blue 'Submit' button, which is also highlighted with a red box.

2. An email will be sent to your provided address with instruction on how to reset your password. Note: check your 'junk' folder if the email is not received.

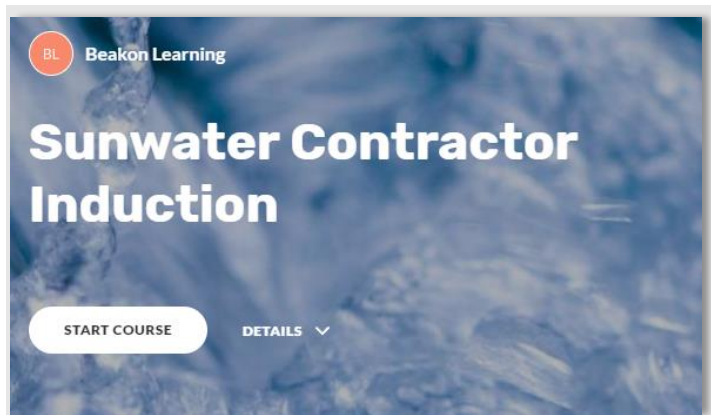


## HSE Contractor Management Dashboard

1. Once logged in with your HSE Contractor Management System Account, you will be presented with a screen like the screen shot below.

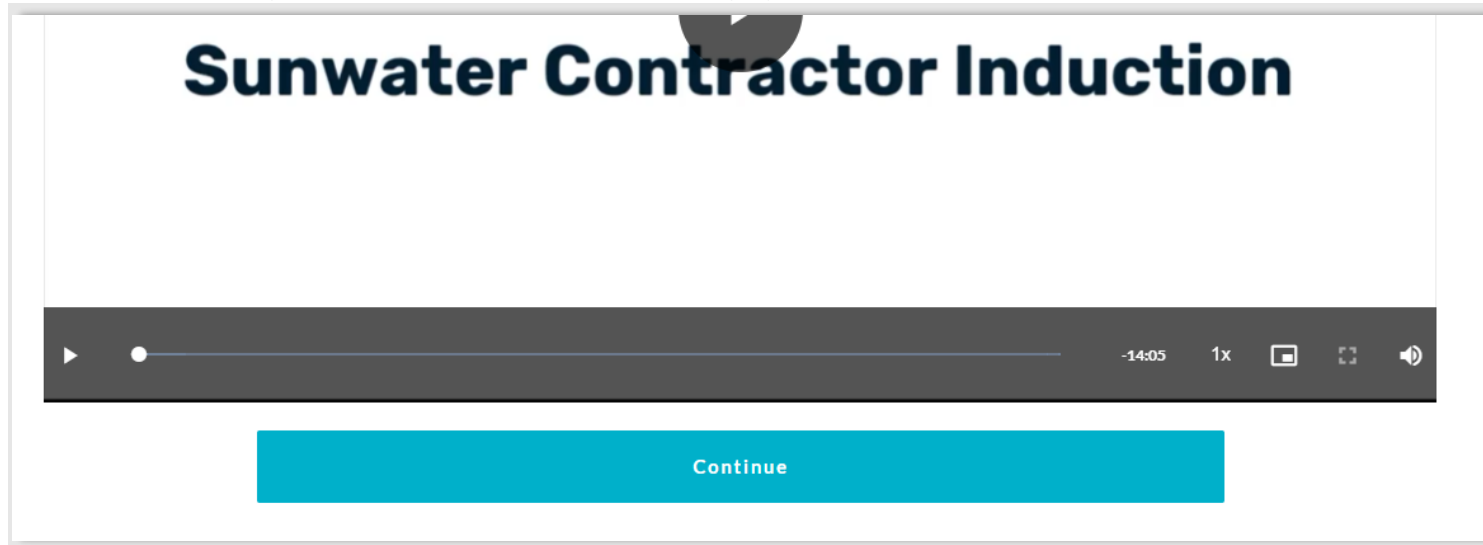


2. The Contractor Induction learning module will be displayed under 'My Learning'.
3. If your Contractor Induction training needs to be completed the status will be either **Amber** (Not yet attempted) or **Red** (Overdue or Expired). If the Status is **Green** then your training is already complete
4. To complete the training click the Green 'Start' button
5. Select Start Course in window below

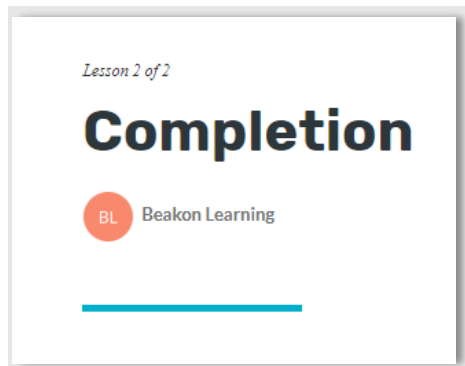


## Contractor Induction Video

1. Play and watch the Contractor Induction video
2. Once the video is completed the 'Continue' button will be displayed and should be clicked

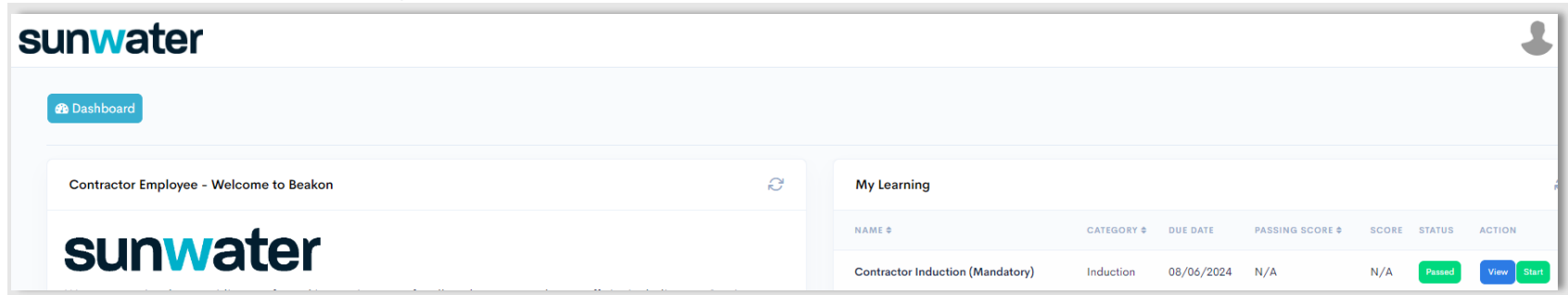


3. Answer the My Top 4 question and/or click 'Continue'
4. Once done the Contractor Induction is completed and the Internet Browser window can be closed



## Contractor Induction Video - Complete

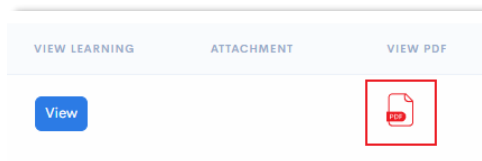
1. Return to the HSE Contractor Management Dashboard browser window.



2. After fully completing the Contractor Induction Video the Status of the learning module should be updated to **Green** and show 'Passed'. **Note:** It is possible that you will need to refresh/reload your browser window for the status to update.
3. A certificate of completion will be available to you as evidence that you have completed the Contractor Induction and can be used on a Sunwater site if needed. To download this certificate, you can select the **Blue** 'View' button.



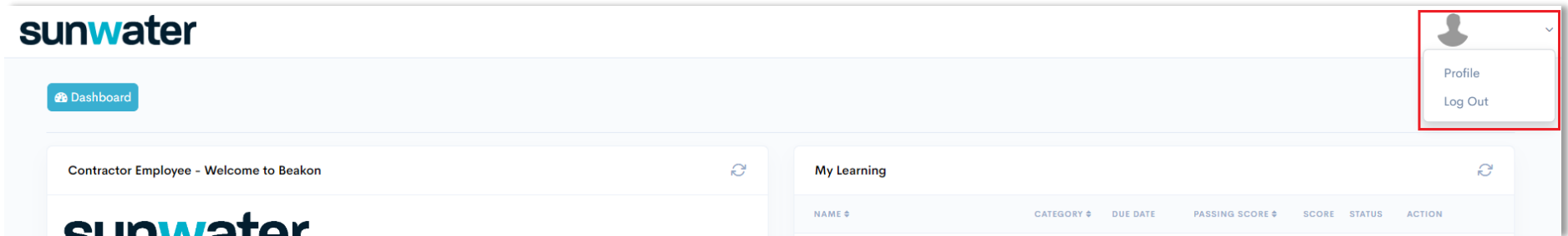
4. Download/View the PDF version of your certificate by clicking the PDF icon against the Contractor Induction training. Once downloaded this can be printed separately.



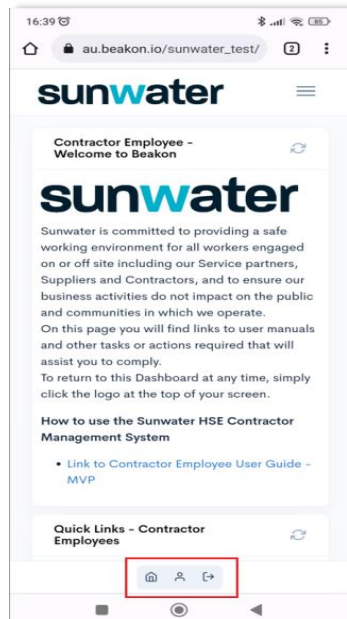
# sunwater

## Logging Out

1. To Log out of the Sunwater HSE Contractor Management System, the following steps are followed:
  - a. If connected via a desktop Web Browser, select the user profile in the top right corner of the screen by clicking the down arrow and select log out



- b. If connected via a mobile web browser, select the 'Exit' Icon at the bottom of the page







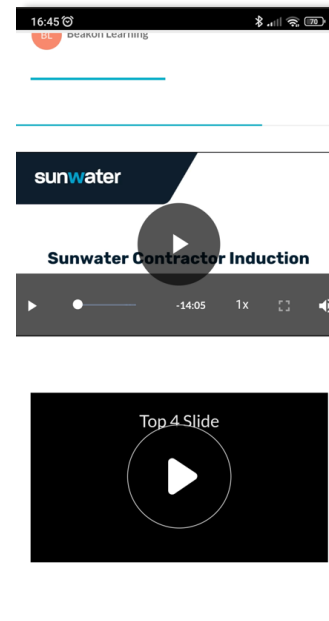
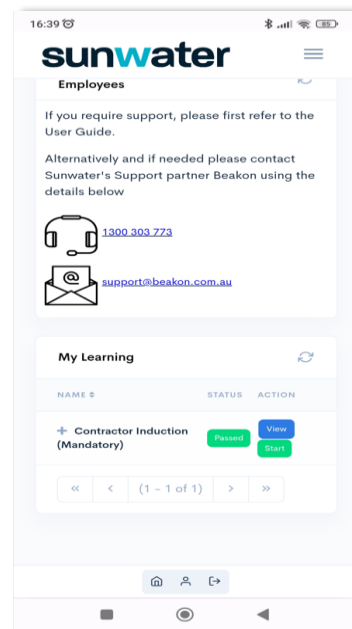
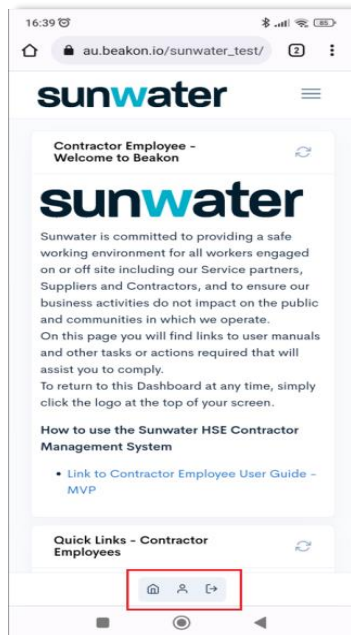
## Access via a Mobile Web Browser

Access to the Sunwater HSE Contractor Management system is most easily achieved from a desktop browser, however access using a Mobile Web Browser from a mobile is also possible.

It should be noted that if accessing via mobile web browser the information that is available is the same as within the Desktop browser, however the layout may differ slightly.

All links provided earlier in this guide can be used from a mobile web browser

An example mobile web browser layout is show below:



**Note:** The Logout button is at the bottom of the web browser page