

Registering and Logging On

Contractor Induction System – Quick Reference Sheet



Overview

This Quick Reference Sheet shows how to register your details in order to create a user account so you can access the Water Corporation Contractor Induction System.

Things You Need To Know

Prior to commencing work with the Water Corporation, you may need to complete an HSE Contractor Induction to ensure you are aware of our requirements around Health, Safety and the Environment (HSE).

If your company has an ABN and you work in or on a Water Corporation office, site or asset, you will be required to complete an induction. You may also be required to do an induction if you work for a Water Corporation Alliance partner.

If you have recently completed a Water Corporation induction or you think this induction may not apply to you, contact your Water Corporation representative or the IT Service Desk on (08) 9420 3090.

You must have an email address when registering to use the system.

Features Covered

- Registering your details to create a user account
- Logging on to the contractor induction system

Registering your details to create a user account

1. Open your Internet Browser and type watercorpinduction.com.au into the address bar.
2. Press **Enter**.
3. Read the information on the Welcome page to ensure that you are required to do this induction.
4. Click **Start**.

The screenshot shows a web browser window displaying the Water Corporation's Contractor Induction System homepage. The address bar contains 'watercorpinduction.com.au'. The page header features the Water Corporation logo and a 'Login' link. The main content area is titled 'Water Corporation's Contractor Induction System' and includes a welcome message, a section titled 'Does this apply to me?' with instructions on when an induction is required, and a prominent 'START' button. A sidebar on the right contains navigation links such as 'Contact Us', 'Help', 'How to Register/Logging On', 'Forgotten Username/Password', 'Technical Issues', 'Induction Information', and 'Lost or Damaged Cards/Certificates'. The footer includes 'Powered by Pukunui Technology' and 'Copyright © 2011 Water Corporation'.

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- To register for the first time, click on the button labelled **Create new account**.

- Type your details in to the form. You must, as a minimum, enter information in all mandatory fields that **appear like this ***.

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7. Select the address you wish to have your correspondence, such as your Contractor Induction Card, sent to (home or contractor address).
8. Once you have entered your details, select your **work location**.
9. Enter the words in the CAPTCHA.
10. Click **Create my new account**.

Note: The HSE Contractor Induction courses are assigned based on your work location.

Note: CAPTCHA contains two words separated by a space.

Warning: It is very important that you write down your unique **Username** and **Password** as you will need these to access the system and complete your induction.

Note: You will receive a confirmation email with your user account information. Keep this in a safe place for future reference.

Warning: If you use a Hotmail address and do not receive an email in your Inbox, check the Junk folder in case your email spam filter has blocked the email.

Logging on to the contractor induction system

1. Open your Internet Browser and type watercorpinduction.com.au into the address bar.
2. Press **Enter**.



Postcode

State

Send correspondence to

Home Address

Contractor Address

Please choose the location where you will be providing services for the Water Corporation. If your work only occurs on your own premises (eg supplying materials etc) then you are not required to register on this site.

Work Location

You will undertake this work **ONLY** in a Water Corporation office environment (ie) Head Office, Depot office etc. If there is a chance that you will be required on-site (ie: outside of an office environment) please do not choose this option.

You will undertake at least part of the work on a Water Corporation site or asset (eg. Office grounds, Depot grounds, Treatment Plants, Mains, Sewers, Tanks, etc)

reCAPTCHA

issaya analysis

Enter the words above

[Get another CAPTCHA](#)

[Get an audio CAPTCHA](#)

[Create my new account](#) [Cancel](#)

There are required fields in this form marked*.

Water Corporation

You are not logged in. (Login)

Home > Confirm your account

Your account has been successfully created. Your details are:

Username: [redacted]

Password: [redacted]

It is very important you take a note of these details as you will need these to access this system.

[Continue](#)

Contact Us

Help

Help Overview

How to Register/Logging On

Forgotten Username/Password

Technical Issues

Induction Information

Lost or Damaged Cards/Certificates

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You are not logged in. (Login)

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- When the HSE Contractor Induction home page is displayed, click **Start**.

The screenshot shows the Water Corporation Contractor Induction System home page. At the top right, it says "You are not logged in. (Login)" and "Water Corporation". The main content area is titled "Water Corporation's Contractor Induction System" and contains a welcome message, an overview of the induction process, and a "START" button. A sidebar on the right contains links for "Contact Us", "Help", "Help Overview", "How to Register/Logging On", "Forgotten Username/Password", "Technical Issues", "Induction Information", and "Lost or Damaged Cards/Certificates". The footer includes "Powered by Pikunui Technology" and "Copyright © 2011 Water Corporation".

- Type your **Username** and **Password**.

Note: The password is case sensitive.

- Click **Login**.

The screenshot shows the Water Corporation Contractor Induction System login page. It features a "Returning to this web site?" section with a login form containing fields for "Username" (with the value "01052") and "Password" (with masked characters), and a "Login" button. There is also a "Forgotten your username or password?" link. To the right, there is an "Is this your first time here?" section with a "Create new account" button. The footer includes "Powered by Pikunui Technology" and "Copyright © 2011 Water Corporation".

- Your list of assigned courses will be displayed and you are now able to start your induction.

The screenshot shows the Water Corporation Contractor Induction System course page. It contains a "My courses" section with a table listing courses. The first course is "Field Based Work at the Water Corporation" with a status of "Not Complete". The page also includes a "Help" sidebar with links for "Help Overview", "How to Register/Logging On", "Forgotten Username/Password", "Technical Issues", "Induction Information", and "Lost or Damaged Cards/Certificates". The footer includes "Powered by Pikunui Technology" and "Copyright © 2011 Water Corporation".