

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 Business Systems Service Desk on (08) 9420 3535, from 7am to 5pm on business days.

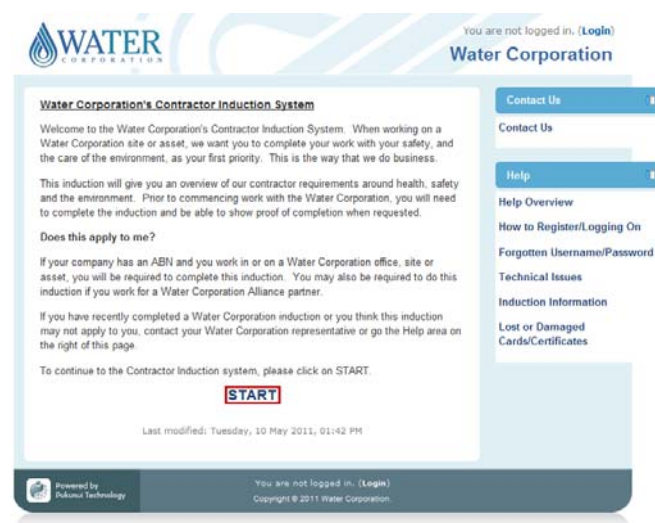
You must have an email address when registering to use the system.

Features Covered

- Registering your details to create a user account.
- Logging on to the Contractor Induction System.

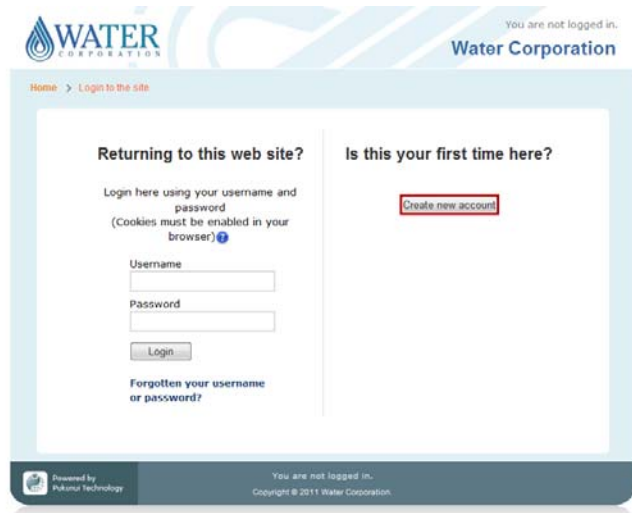
Registering Your Details to Create a User Account

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**.



Registering and Logging On

- 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 *.

Personal Details

Your Username is the number that will be printed on your Induction Card.
It is very important that you note down this number as you will need it to logon to the system to complete your induction.

Username

The password must have at least 8 characters, at least 1 digit (s), at least 1 lower case letter(s)

Password*

Repeat Password*

First name*

Surname*

Email address*

Phone*

Home Address 1*

Home Address 2

Town/Suburb*

Postcode*

Registering and Logging On

- Select the address you wish to have your correspondence, such as your Contractor Induction Card, sent to (home or contractor address).
- Once you have entered your details, select your **work location**.

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

- Enter the words in the CAPTCHA.

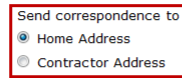
Note: CAPTCHA contains two words separated by a space.

- Click **Create my new account**.



Postcode

State

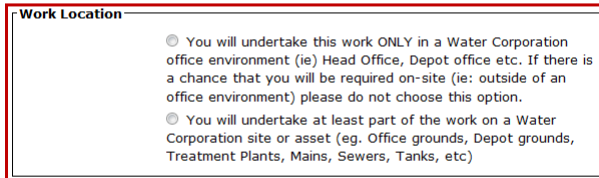


Send correspondence to

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

isaya 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*.

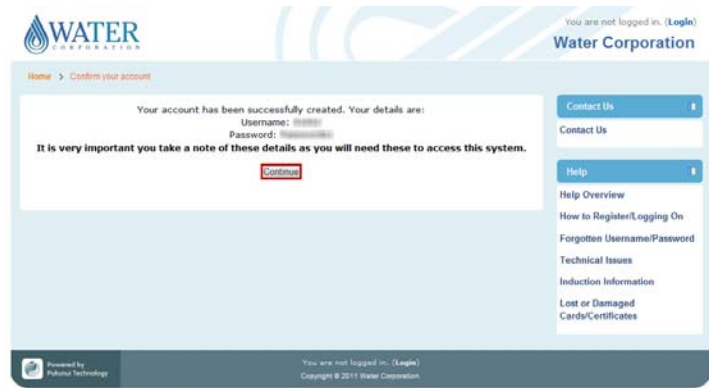
When registration is successfully completed, you will be directed to a screen which shows your new account details.

- To start your induction click **Continue** which will take you to the **Logon** screen.

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.



Water Corporation

You are not logged in. [\(Login\)](#)

Home > [Confirm your account](#)

Your account has been successfully created. Your details are:

Username:

Password:

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

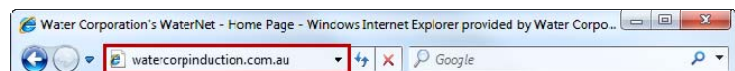
Powered by [Pulsed Technology](#)

You are not logged in. [\(Login\)](#)

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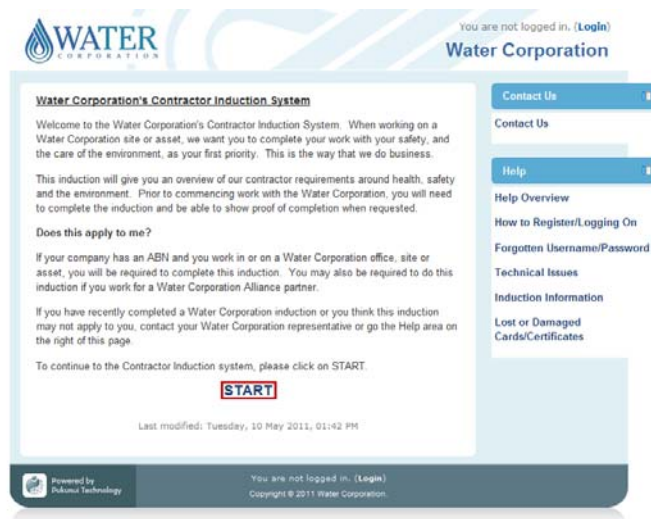
Logging on to the Contractor Induction System

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



Registering and Logging On

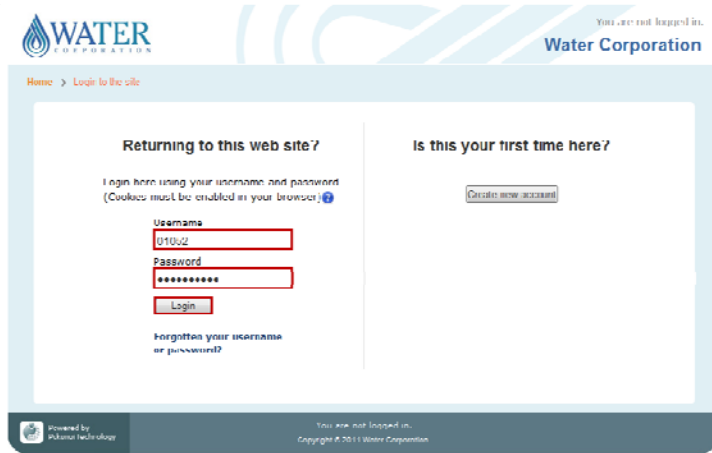
- When the HSE Contractor Induction home page is displayed, click **Start**.



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

Note: The password is case sensitive.

- Click **Login**.



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

