

UNSW Contractor Induction Portal Guide

Business Registration/Login

Overview

The purpose of this guide is to help business representatives register their business through UNSW Contractor Induction Portal.

All businesses must be registered in the system as per instruction below to upload all required documents **before** contract workers register their Contractor account and commence work at UNSW.

Note for business representatives: If you are a contractor doing work at UNSW, you must also register an individual Contractor account and complete relevant induction trainings before commencing work at UNSW.

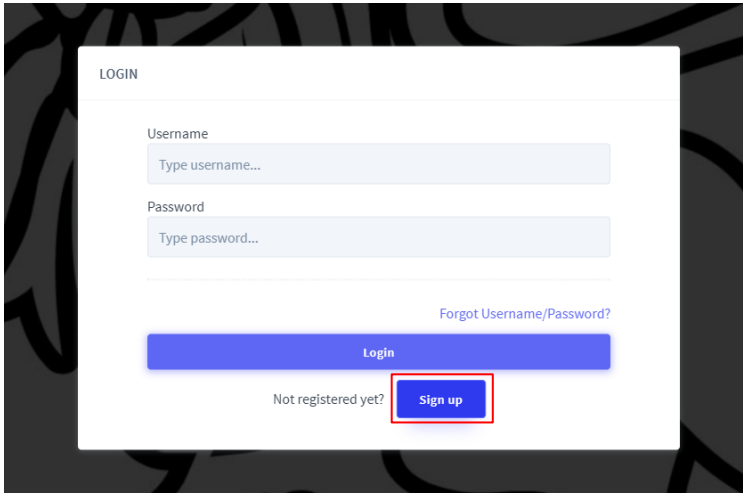
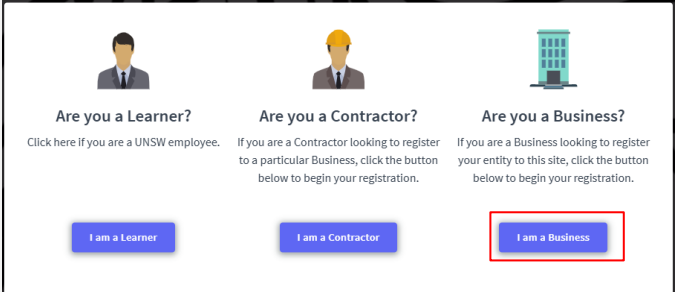
Note for sole traders: Sole traders must register a **Business** account to upload business documents as required, then register a Contractor account to complete induction trainings.

For further support, please reach out to UNSW contacts who engage with your business.

Contents

1. Register a new Business account	2
2. Manage Business Account and Business Users	6

1. Register a new Business account

Step	Screenshot
<p>Link to – Contractor Induction Portal</p> <p>1. In the Home page, click Sign up to create a new account.</p> <p>UNSW contracts vary depending on who engages you – refer to your local contact for additional help.</p> <p>Key contact responsible for registering the business:</p> <ul style="list-style-type: none">• Construction projects (e.g. a refurbishment, a knock-down rebuild or installation of solar panels): the project manager or equivalent.• Service providers (e.g. plumbing, carpentry or electrical services): the contract manager.• Small Works (e.g. reactive maintenance): the business owner.	 <p>The screenshot shows a 'LOGIN' form with fields for 'Username' and 'Password'. Below the password field is a link for 'Forgot Username/Password?'. At the bottom, there is a 'Login' button and a 'Not registered yet?' link. The 'Sign up' button, which is part of the 'Not registered yet?' link, is highlighted with a red box.</p>
<p>2. Select I am a Business.</p>	 <p>The screenshot shows three registration options: 'Are you a Learner?', 'Are you a Contractor?', and 'Are you a Business?'. Each option has a description and a button. The 'I am a Business' button is highlighted with a red box.</p>

3. Fill in the Registration form (Page 1: Business Details)

Complete all mandatory fields *

- **Business Name**
- **Business ABN**
- **Business Address**
- **Business Suburb**
- **Business State**
- **Business Postcode**

Then click **Continue**.

UNSW

Home Modules Company Info Terms and Conditions

Sign up Login

Business Form

Creating an account is easy, you can begin learning today by simply filling out the form below and your account will be created instantly.
Fields marked with an asterisk (*) are mandatory.

BUSINESS DETAILS

Business Name *

Please enter the legal name of your business

Business ABN *

Please provide your Business ABN/ACN or another relevant company registrar ID

Business Address *

Business Suburb *

Business State *

Business Postcode *

Authorised Representative *

☐ I confirm that the information above is valid, correct and that I am authorised to register this business/company to this site on it's behalf.

Cancel Continue

4. Fill in the Registration Form (Page 2: User Account Details)

Complete all mandatory fields *

- **First name, Last name** (of business contact)
- **Email address** (preferred business email)
- **Username**
- **Password**

Note: Username and Password will be used to login to this Business account.

Then click **Register** to create a new Business account.

An automatic email will be sent to your nominated email address to confirm login username and password for your **Business** account. Please check your Junk email if you haven't received an email.

Business Form

Creating an account is easy, you can begin learning today by simply filling out the form below and your account will be created instantly.
Fields marked with an asterisk (*) are mandatory.

USER ACCOUNT DETAILS

Role

Title
Please select

First name *

Last name *

Email address *

someone@example.com

Username *

Password*

Confirm New Password *

✗ Must contain 6-15 characters
✗ Must contain at least one uppercase character
✗ Must contain at least one number
✗ Passwords must match

Terms & Conditions *

☐ I have read and agree to the [terms and conditions](#).

Acknowledgment *

☐ I confirm that the Company/Business listed above holds and will continue to maintain the licenses and insurances required to undertake the work for which it is engaged.

☐ All the details entered above are correct and I understand that my Company/Business will be registered with the above details.

To proceed, please acknowledge your acceptance of the above statements by selecting the tick box for each item.

Security Verification *

☐ I am human

reCAPTCHA

Back Register

5. Upload Compliance documents

Once your account has been created, you will be directed to the **Compliance** page.

In **General File Uploads**, upload as many documents as required.

- ① Click on each document type.
- ② Click **Choose File** to select appropriate documents from your local files.
- ③ Add **Expiry Date**. The system will send automatic emails to remind you when a document is about to expire.
- ④ Click **Upload**.

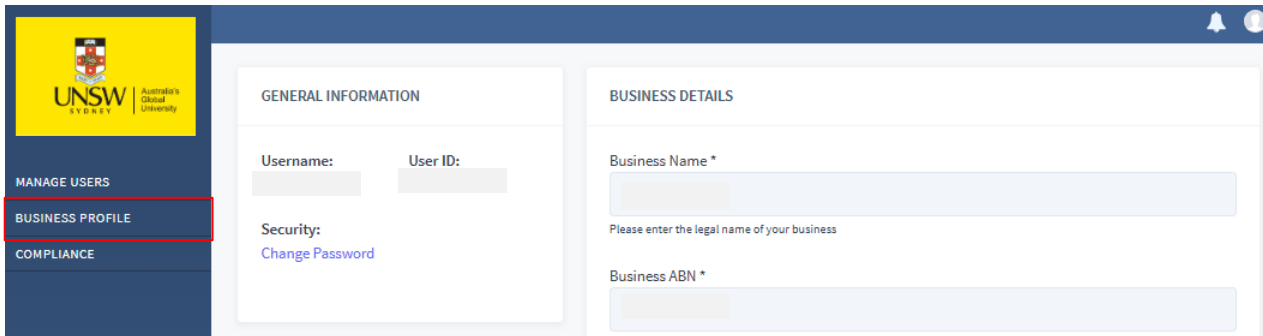
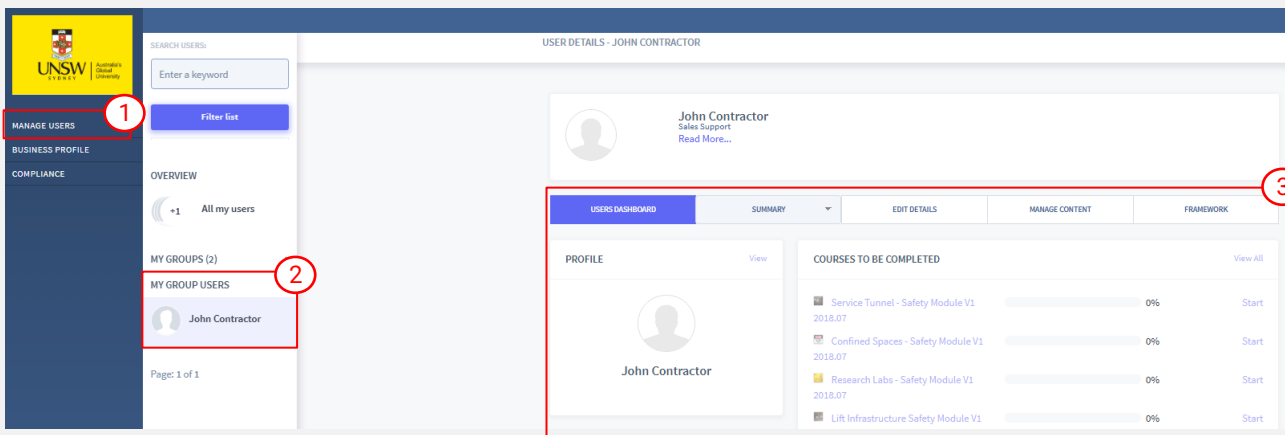
Refer to Section 8 of [HS801 Contractor Safety Manual](#) for detailed instruction.

- To remove an attached document, click on **Re-upload file**.

Note: **Accident & Illness Policy** is ONLY required for Sole traders. Ensure each document has a respective expiry date.

The image shows two screenshots from the UNSW Compliance portal. The top screenshot displays the 'GENERAL FILE UPLOADS' section with a progress indicator at 0% Completed. A list of document types is shown, each with a 'Not uploaded' button. A red box and the number 1 highlight the 'Workers Compensation Policy' document type. The bottom screenshot shows a 'FILE UPLOAD - PUBLIC LIABILITY' modal form. It includes an 'Upload File' section with a 'Choose File' button and 'No file chosen' text, highlighted by a red box and the number 2. Below this is the 'Expiry Date' field with a placeholder 'dd/mm/yyyy', highlighted by a red box and the number 3. At the bottom, there are 'Upload' and 'Cancel' buttons, with the 'Upload' button highlighted by a red box and the number 4. The maximum file size is noted as 1024 MB.

2. Manage Business Account and Business Users

Step	Screenshot
<p>Update Business Details</p> <ol style="list-style-type: none"> 1. Click on the Business Profile tab in the top left corner. 2. Update any business details if needed. 3. Click Save Changes. 	
<p>Manage Contractors under Business</p> <p>To manage the list of contractors registered under your Business:</p> <ol style="list-style-type: none"> 1. Click on the Manage Users tab 2. Under My Group Users, you can see the list of contractors registered under your Business. 3. Select a contractor to view their details and training progress. 	

Update User Details

You have permission to update details or reset login passwords for users registered under your business.

In **Manage Users** tab:

- ① Type user's last name or first name in the **Search Users** bar and click **Filter list** to search for a user.
- ② Click on the user account you would like to update. **User Details** window will appear.
- ③ Click on **Edit Details** tab. Update any personal details if needed.
- ④ If users lose their login details, help reset password by clicking **Change Password**, then type in a new password.
- ⑤ Click **Save**.

SEARCH USERS:

Enter a keyword

Filter list

OVERVIEW

+1 All my users

MY GROUPS (1)

MY GROUP USERS

Linh To

Page: 1 of 1

USER DETAILS - LINH TO

Linh To
Read More...

USERS DASHBOARD SUMMARY EDIT DETAILS 3 MANAGE CONTENT GOALS FRAMEWORK

EDIT DETAILS

Personal Details

Role Title

First name * Last name *

Login Details

Username

Password

Change Password 4

Save 5

End of Guide

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Version 3

Changes to this document can be emailed to safety@unsw.edu.au