

# UNSW Contractor Induction Portal Guide

## Individual Contractor Registration/Login

### Overview

The purpose of this guide is to help Contractors, who provide services to UNSW, to register their individual accounts in UNSW Contractor Induction Portal. All contractors engaged by UNSW must be registered through the Contractor Induction Portal before working onsite at any UNSW premises.

**Note:** Businesses must register a Business account in the system **before** contractors register their individual Contractor accounts.

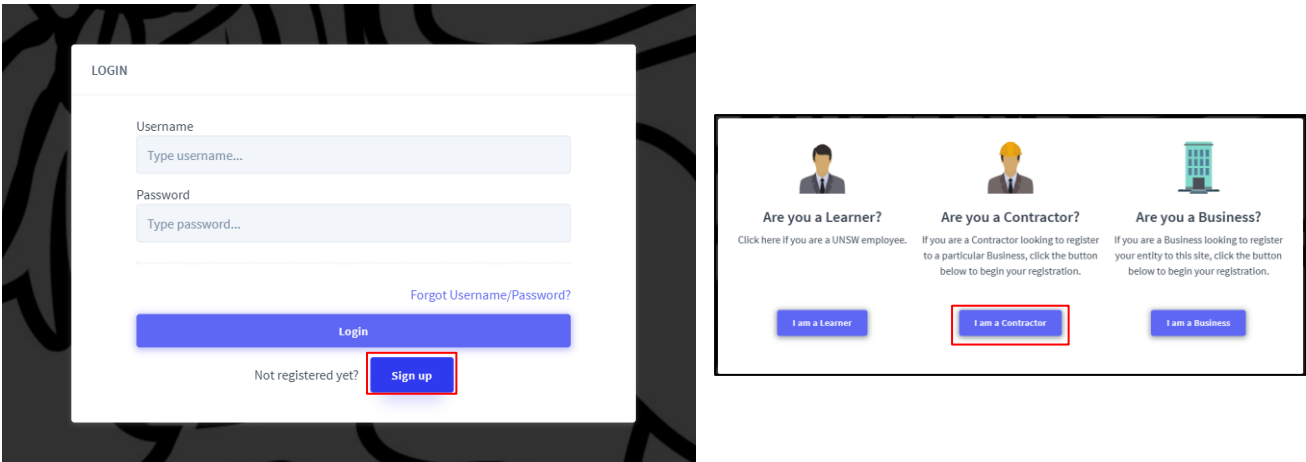
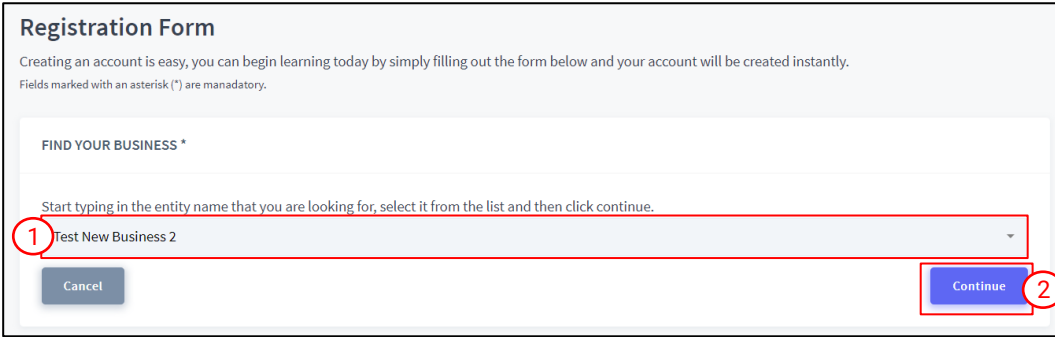
**Note for sole traders:** Sole traders must register a **Business** account to upload business documents as required, then register a Contractor account to complete induction trainings.

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

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# 1. Register a new Contractor account

Steps	Screenshot
<p><a href="#">Link to – Contractor Induction Portal</a></p> <p>1. In the Home page, click <b>Sign up</b> to create a new account.</p> <p>2. Select <b>I am a Contractor</b>. A Registration Form will appear.</p>	
<p><b>3. Find your Business</b></p> <p>① Type in your Business name, then select from the dropdown list.</p> <p>② Click <b>Continue</b> to register your account under the selected business.</p> <p><b>Note:</b> If you are unable to find the company, please contact your manager and advise them to register the Business first.</p>	

#### 4. Fill in the Contractor Form

Complete all mandatory fields \*

- **First name, Last name**
- **Email address**
- **Username:** Username is by default your email address
- **Password**

Username and Password will be used to login to your account.

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

A welcome email will be sent to your email address with username and password to login.

Contractor 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 \*

Address (Line 1)

Username \*

A username is required

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](#).

Security Verification \*

☐ I am human

reCAPTCHA

Cancel Register

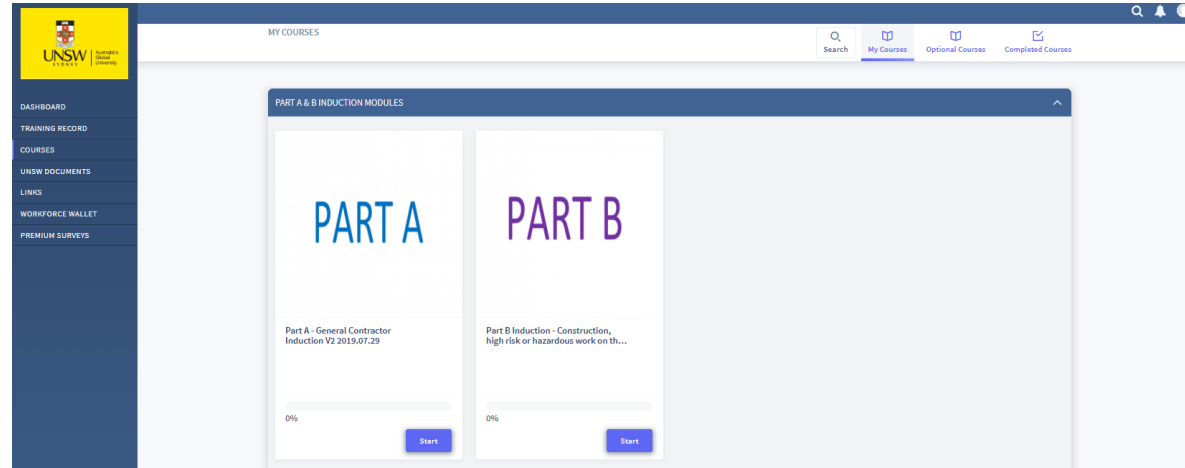
#### 5. Once your account has been created, you will be directed to **Courses** page.

Complete all **Induction** courses assigned to you before commencing work.

**Part A** is compulsory for **all** contractors.

**Part B** is compulsory for construction work only.

Refer to Section 9 of the [HS801 Contractor Safety Manual](#) for more detailed information.



**6. Upload relevant compliance documents** (e.g. white card, insurance, certificates) (optional):

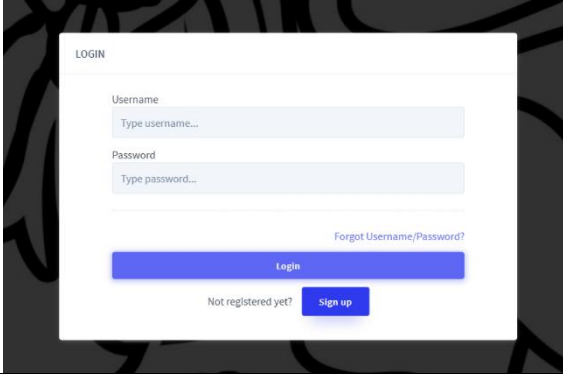
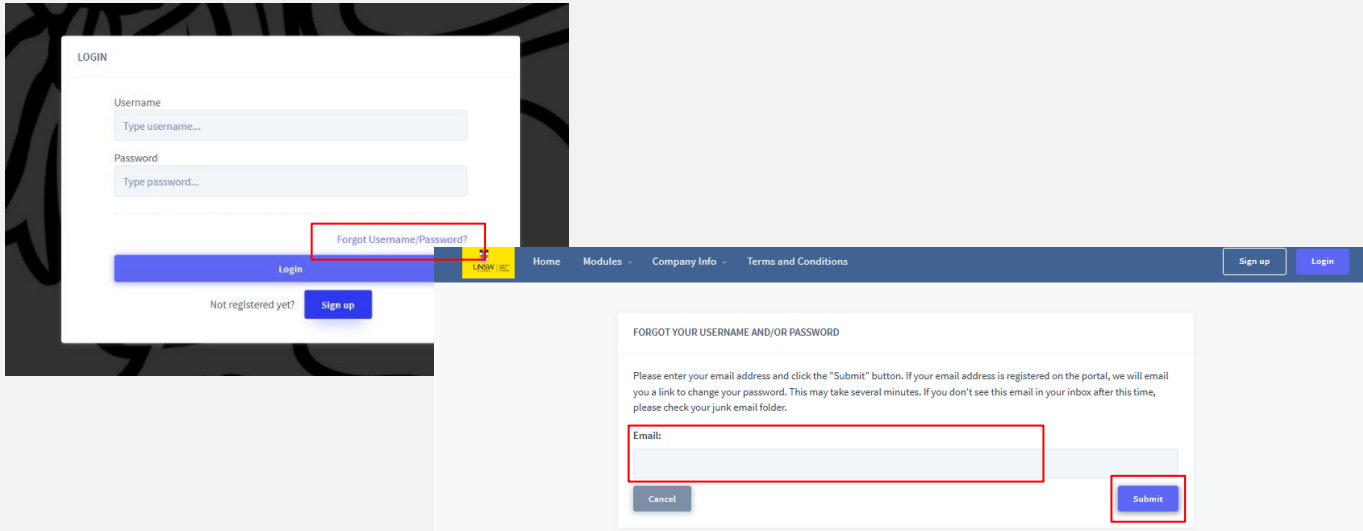
- Open **Workforce Wallet**
- Click **Compliance**
- Click **General Files**
- Click **Add New** to select type of documents to be uploaded. Provide **expiry date** of documents.

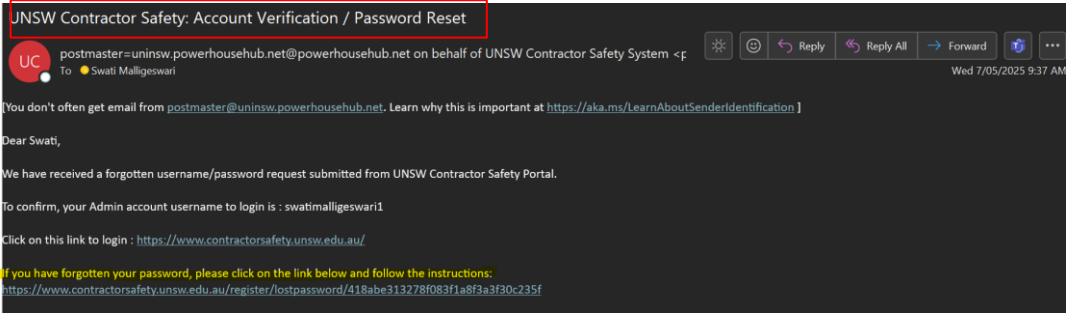
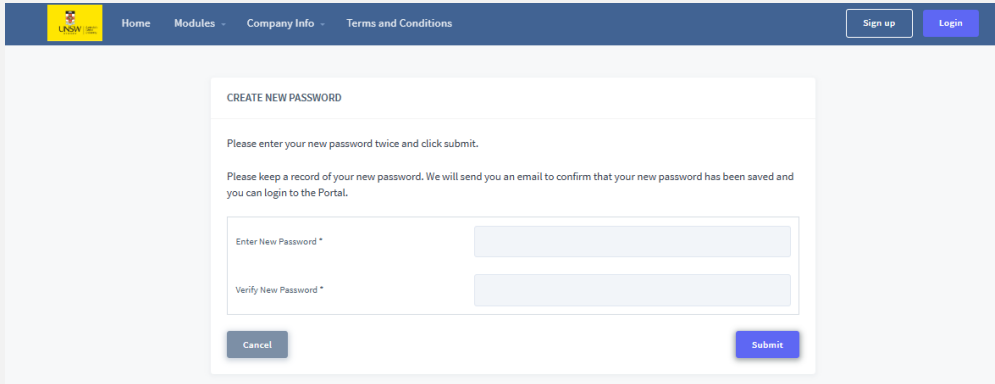
**Note:**

- White Card needs to be uploaded if undertaking construction, hazardous or high-risk work.
- Photographs of other licenses such as confined space entry, heights competency etc need to be uploaded.

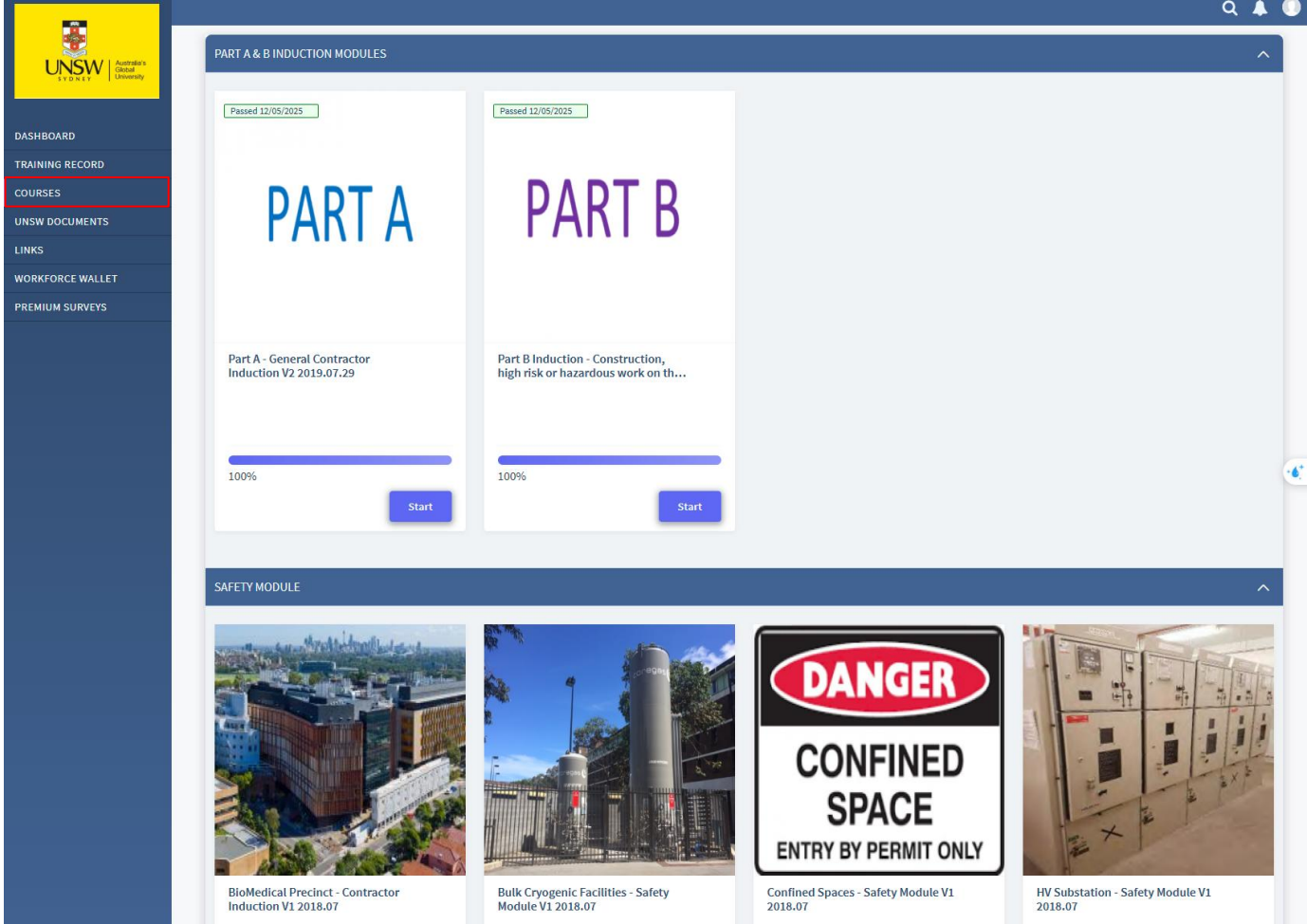
The screenshot displays the UNSW Workforce Wallet interface for a user named John Contractor. On the left is a dark blue sidebar with the UNSW Sydney logo at the top. Below the logo are menu items: DASHBOARD, TRAINING RECORD, COURSES, UNSW DOCUMENTS, LINKS, WORKFORCE WALLET (highlighted with a red box), and PREMIUM SURVEYS. The main content area shows the user's profile at the top with a 'Compliance' tab selected (highlighted with a red box). Below the profile, there are sub-tabs: Compliance, Credentials, Evidence, Vaccination, and General Files (highlighted with a red box). The 'General Files' section shows a 'GENERAL FILE UPLOADS' area with a circular progress indicator at 0% Completed. To the right of this is a message 'No General Files Uploaded Yet' and a blue '+ Add New' button (highlighted with a red box). Below the progress indicator, there is a 'White Card' section with a 'Not uploaded' status (highlighted with a red box).

## 2. Login/Reset Password

Step	Screenshot
<p><b>Login</b></p> <p>Login with your registered username and password.</p>	
<p><b>Forgot Password</b></p> <p>1. Click <b>Forgot Username/Password?</b> → Enter your <b>registered email address</b> to receive link to change your password</p>	

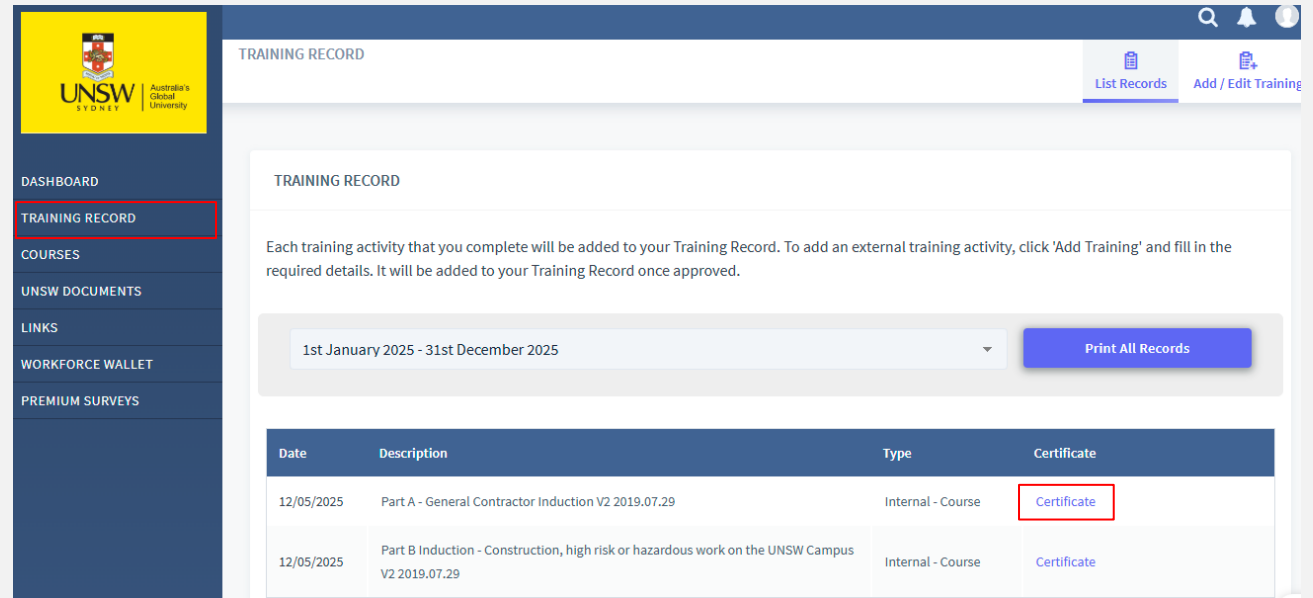
<p>2. Check your inbox with subject <b>UNSW Contractor Safety: Account Verification/Password Reset</b> → Click on the link attached in the email to reset your password</p>	 <p>UNSW Contractor Safety: Account Verification / Password Reset</p> <p>postmaster@uninsw.powerhousehub.net@powerhousehub.net on behalf of UNSW Contractor Safety System &lt;postmaster@uninsw.powerhousehub.net&gt; To: Swati Malligeswari</p> <p>[You don't often get email from postmaster@uninsw.powerhousehub.net. Learn why this is important at <a href="https://aka.ms/LearnAboutSenderIdentification">https://aka.ms/LearnAboutSenderIdentification</a>]</p> <p>Dear Swati,</p> <p>We have received a forgotten username/password request submitted from UNSW Contractor Safety Portal.</p> <p>To confirm, your Admin account username to login is : swatimalligeswari1</p> <p>Click on this link to login : <a href="https://www.contractorsafety.unsw.edu.au/">https://www.contractorsafety.unsw.edu.au/</a></p> <p>If you have forgotten your password, please click on the link below and follow the instructions: <a href="https://www.contractorsafety.unsw.edu.au/register/lostpassword/418abe313278f083f1a8f3a3f30c235f">https://www.contractorsafety.unsw.edu.au/register/lostpassword/418abe313278f083f1a8f3a3f30c235f</a></p>
<p>3. Enter and verify new password → Click <b>Submit</b>.</p> <p>A confirmation email will be sent to your email address.</p> <p>4. Login with new password set.</p>	 <p>UNSW Contractor Safety Portal</p> <p>Home Modules Company Info Terms and Conditions Sign up Login</p> <p>CREATE NEW PASSWORD</p> <p>Please enter your new password twice and click submit.</p> <p>Please keep a record of your new password. We will send you an email to confirm that your new password has been saved and you can login to the Portal.</p> <p>Enter New Password *</p> <p>Verify New Password *</p> <p>Cancel Submit</p>

### 3. Complete Induction Trainings and View Training Record

Step	Screenshot
<p><b>Access Training Induction courses</b></p> <ul style="list-style-type: none"> <li>Click on <b>Courses</b> to find all Induction Modules and Safety Modules.</li> <li>Complete all Induction courses assigned to you before commencing work.</li> </ul> <p><b>Part A</b> is compulsory for <b>all</b> contractors.</p> <p><b>Part B</b> is compulsory for construction work only.</p> <p>Refer to Section 9 of the <a href="#">HS801 Contractor Safety Manual</a> for more detailed information.</p>	

## View Training Records and Download Certificate

- Click on **Training Record** to view your training records.
- Click **Certificate** to download a PDF file of your completion certificate.



**TRAINING RECORD**

Each training activity that you complete will be added to your Training Record. To add an external training activity, click 'Add Training' and fill in the required details. It will be added to your Training Record once approved.

1st January 2025 - 31st December 2025 [Print All Records](#)

Date	Description	Type	Certificate
12/05/2025	Part A - General Contractor Induction V2 2019.07.29	Internal - Course	<a href="#">Certificate</a>
12/05/2025	Part B Induction - Construction, high risk or hazardous work on the UNSW Campus V2 2019.07.29	Internal - Course	<a href="#">Certificate</a>

## End of Guide

12/5/2025

Version 3

Changes to this document can be emailed to [contractorsafety@unsw.edu.au](mailto:contractorsafety@unsw.edu.au)