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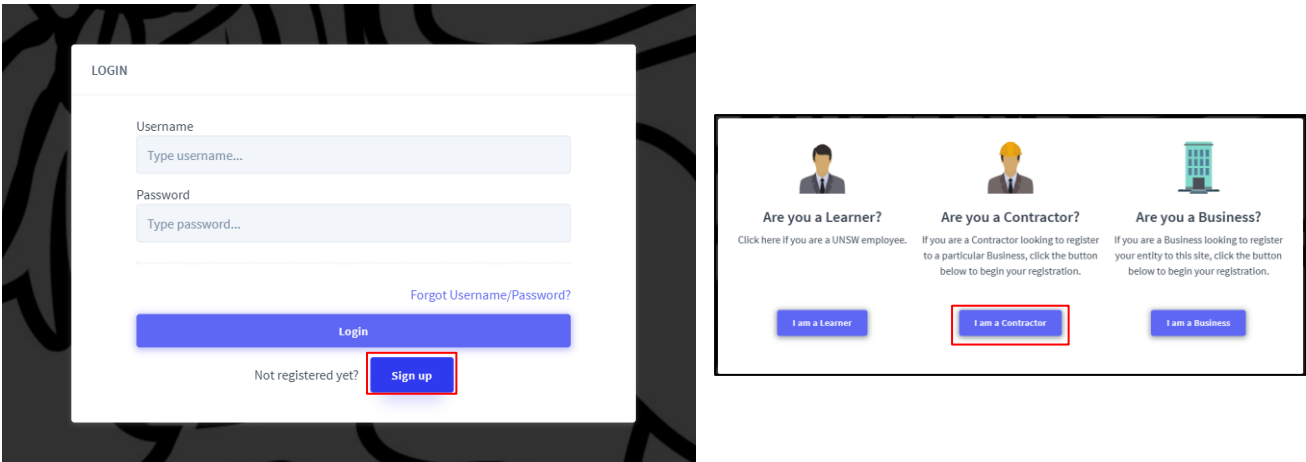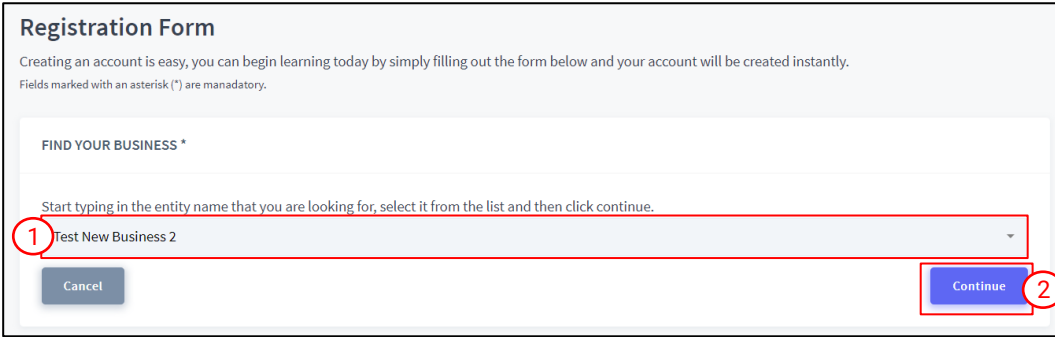
Note for sole traders: Sole traders must register a **Business** account to upload business documents as required, then register a Contractor account to complete induction trainings.

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

Contents

1. Register a new Contractor account

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

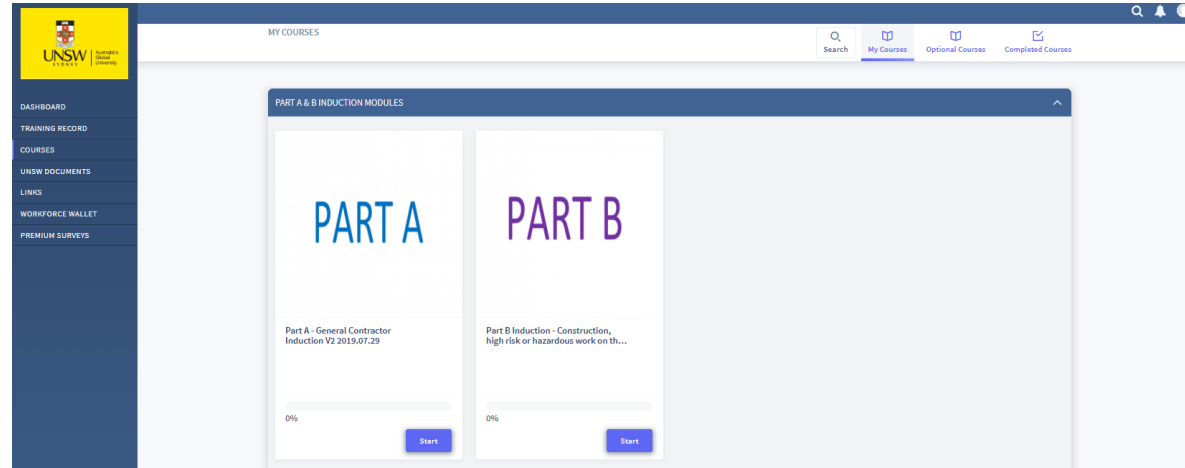|	
4. Fill in the Contractor Form Complete all mandatory fields * • **First name, Last name** • **Email address** • **Username:** Username is by default your email address • **Password** Username and Password will be used to login to your account. Then click **Register** to create a new Contractor account. 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 — hCaptcha Privacy - Terms 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.	UNSW Sydney Australia's Global University MY COURSES Search My Courses Optional Courses Completed Courses DASHBOARD TRAINING RECORD COURSES UNSW DOCUMENTS LINKS WORKFORCE WALLET PREMIUM SURVEYS PART A & B INDUCTION MODULES PART A Part A - General Contractor Induction V2 2019.07.29 0% Start PART B Part B Induction - Construction, high risk or hazardous work on th… 0% Start

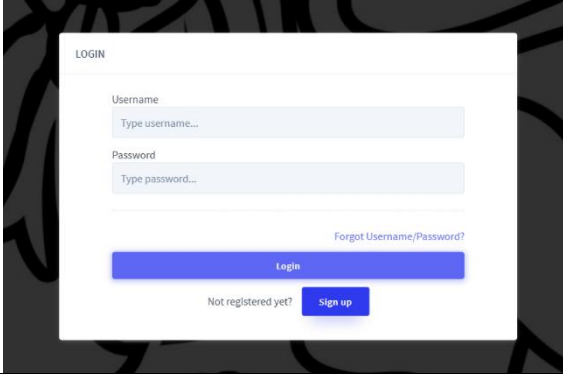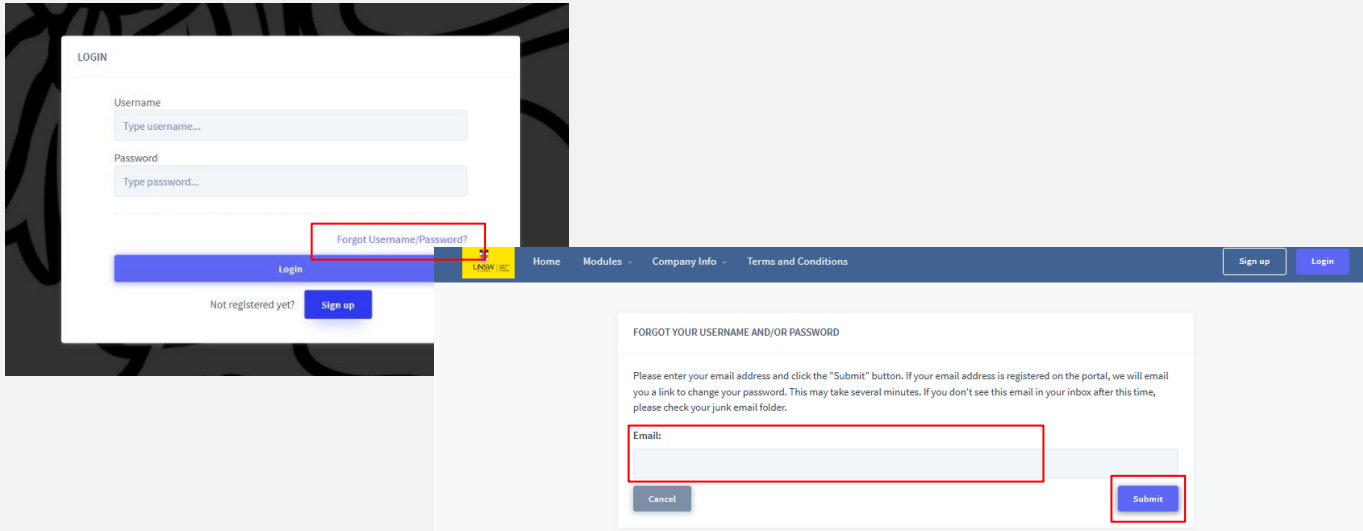**6. Upload relevant compliance documents** (e.g. white card, insurance, certificates) (optional):

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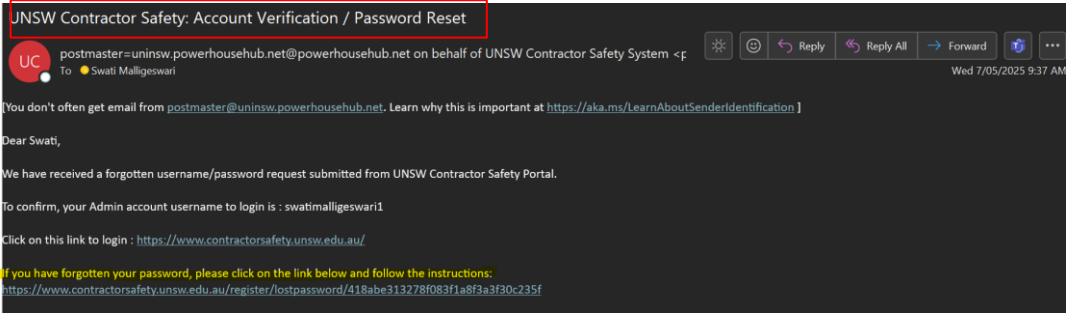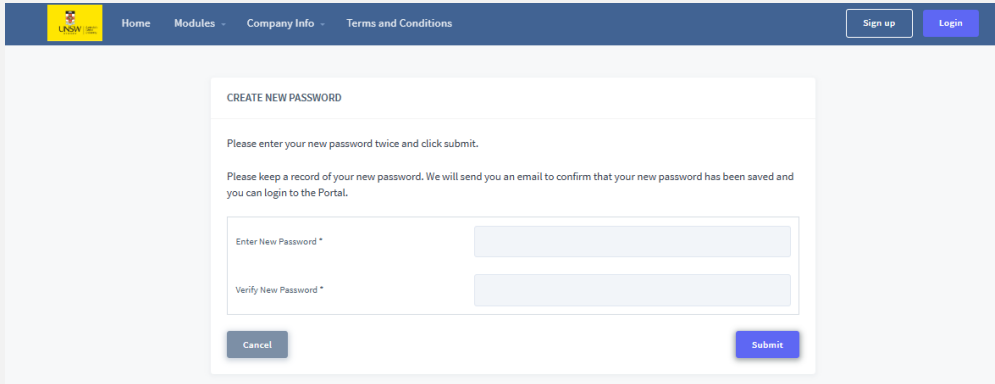
Note:

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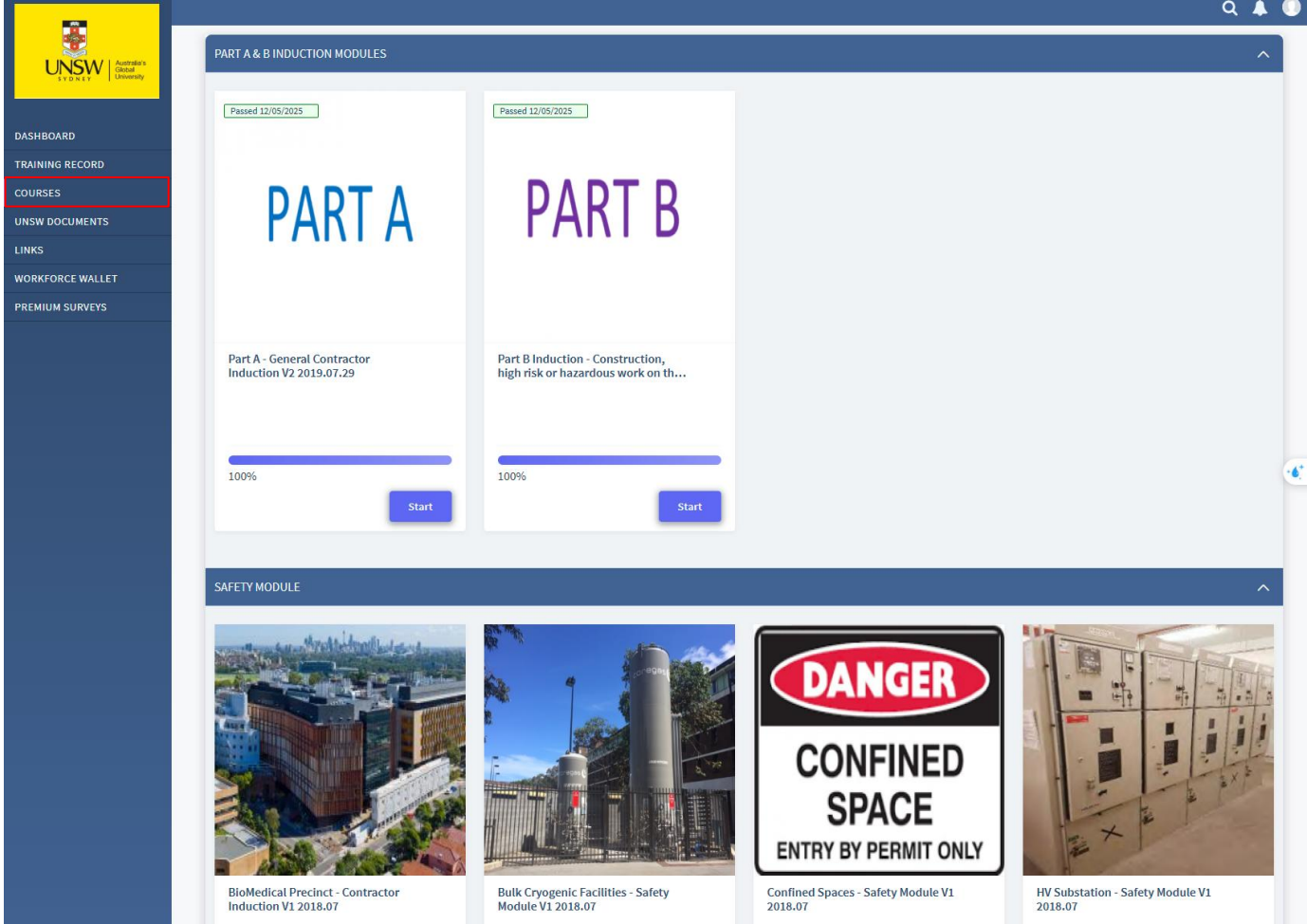- Photographs of other licenses such as confined space entry, heights competency etc need to be uploaded.

2. Login/Reset Password

Step	Screenshot
Login Login with your registered username and password.	
Forgot Password 1. Click **Forgot Username/Password?** → Enter your **registered email address** to receive link to change your password	
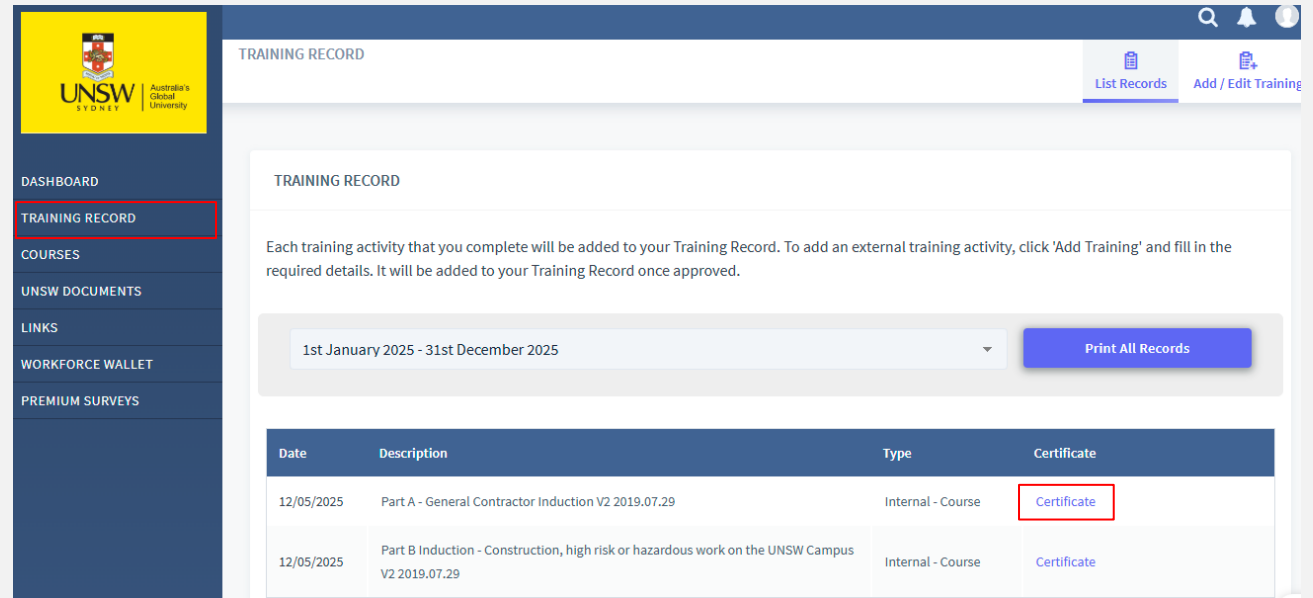
2. Check your inbox with subject **UNSW Contractor Safety: Account Verification/Password Reset** → Click on the link attached in the email to reset your password	
3. Enter and verify new password → Click **Submit**. A confirmation email will be sent to your email address. **4.** Login with new password set.	

3. Complete Induction Trainings and View Training Record

Step	Screenshot
Access Training Induction courses • Click on **Courses** to find all Induction Modules and Safety Modules. • 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.	

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.	
End of Guide	12/5/2025 Version 3 Changes to this document can be emailed to contractorsafety@unsw.edu.au