

Registering, completing and reviewing inductions

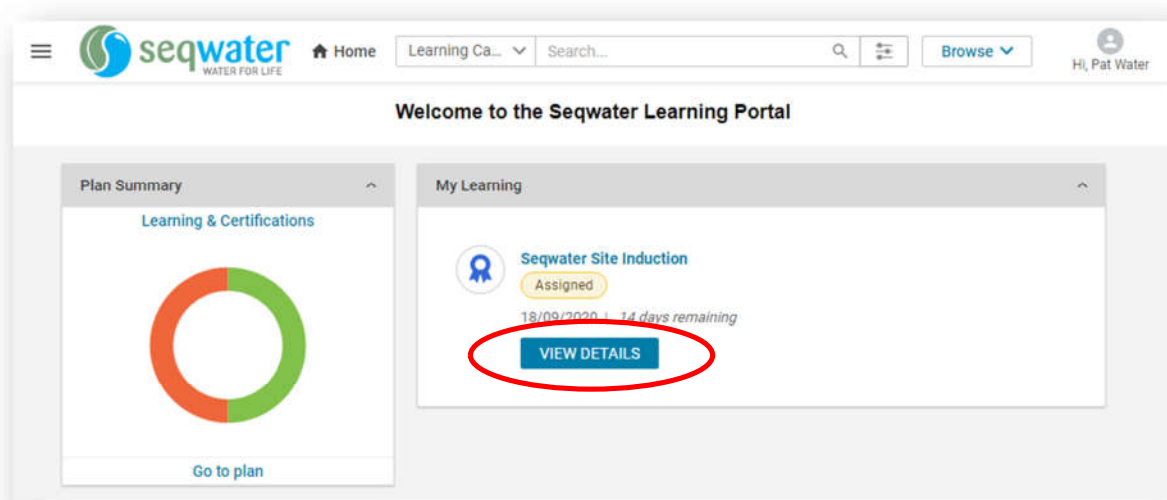
Please note: All contractors are required to complete the Seqwater Site Induction prior to attending any Seqwater Operational Site. There may be additional requirements for you to complete – ask your Seqwater Engaging Officer for further information about the inductions you are required to complete.

1. Registering for inductions

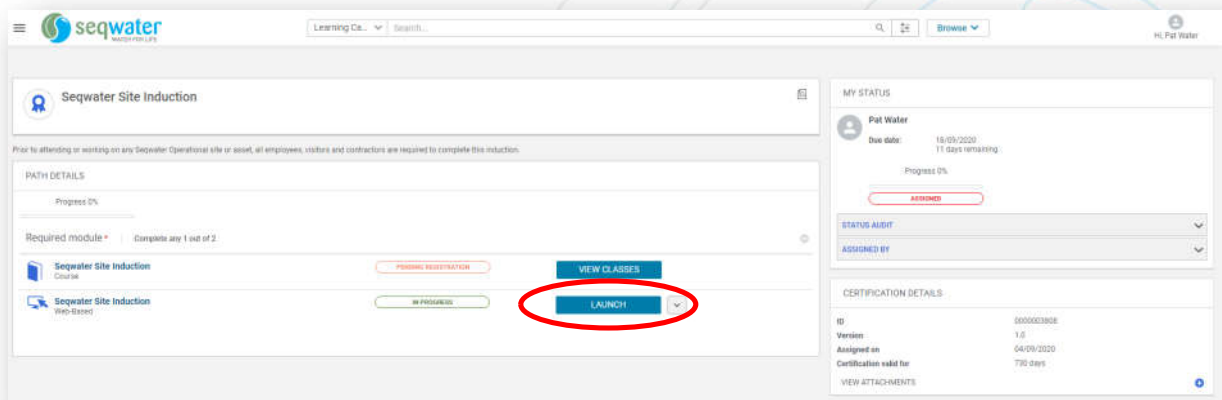
To complete the Seqwater Site Induction

All contractor accounts will have the Seqwater Site Induction automatically applied to the account.

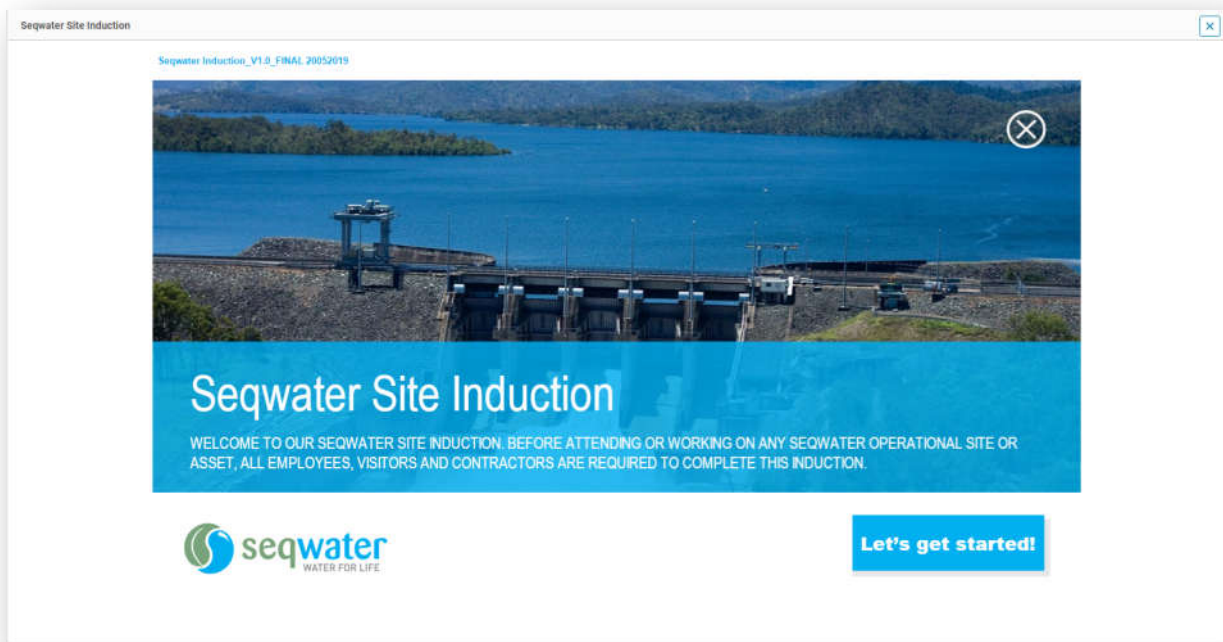
1. Click on the **VIEW DETAILS** button.



2. Against the web-based training, click the **LAUNCH** button.



- The Seqwater Site Induction will launch in a new window for you to complete.

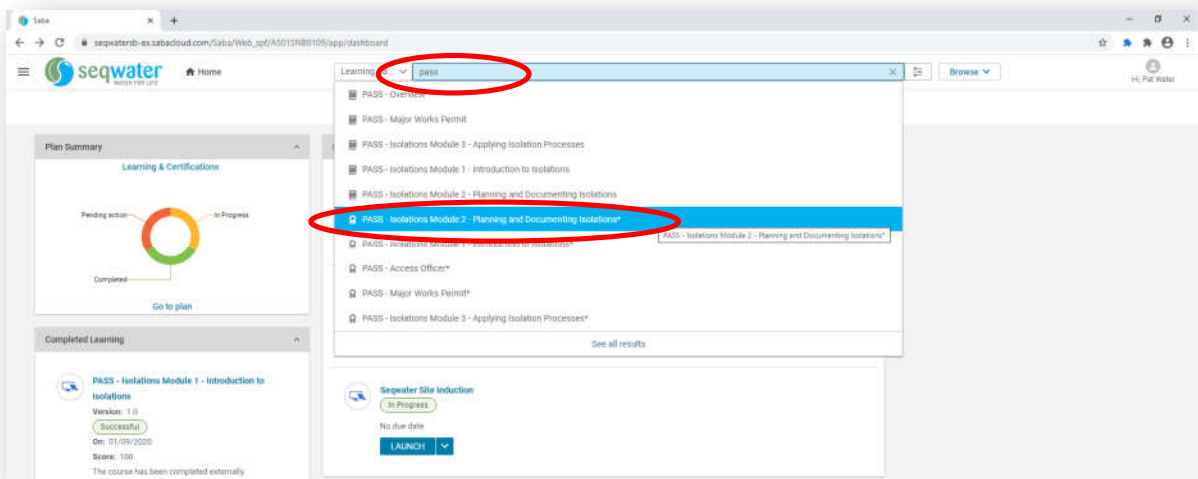


To register for other inductions e.g. PASS.

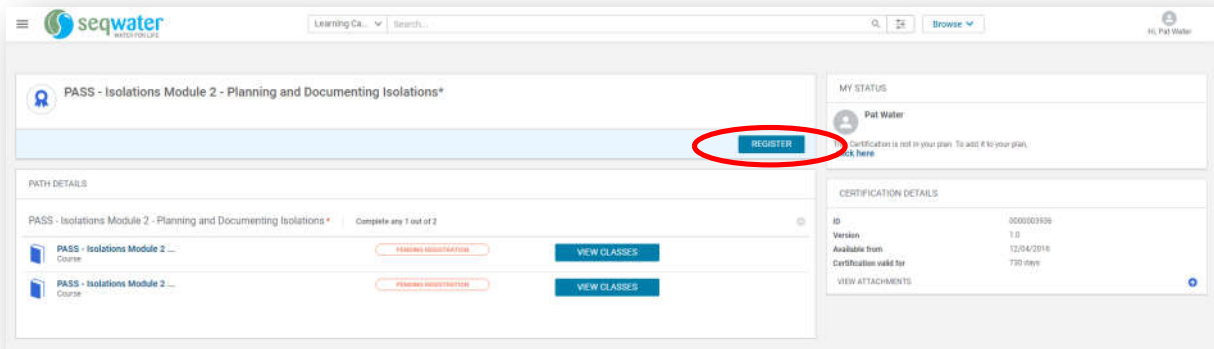
If you are required to complete additional inductions such as the PASS modules, you will need to register for these. These inductions will be valid for 2 years, so registering for the certification will ensure that you receive expiry notifications.

Option 1 – Registering for a single certification

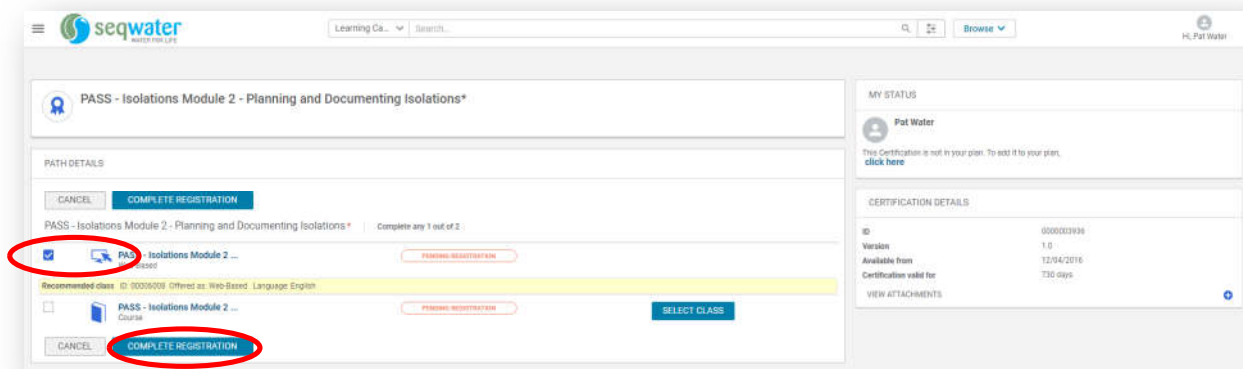
- In the search bar type **PASS**. Select the Certification option



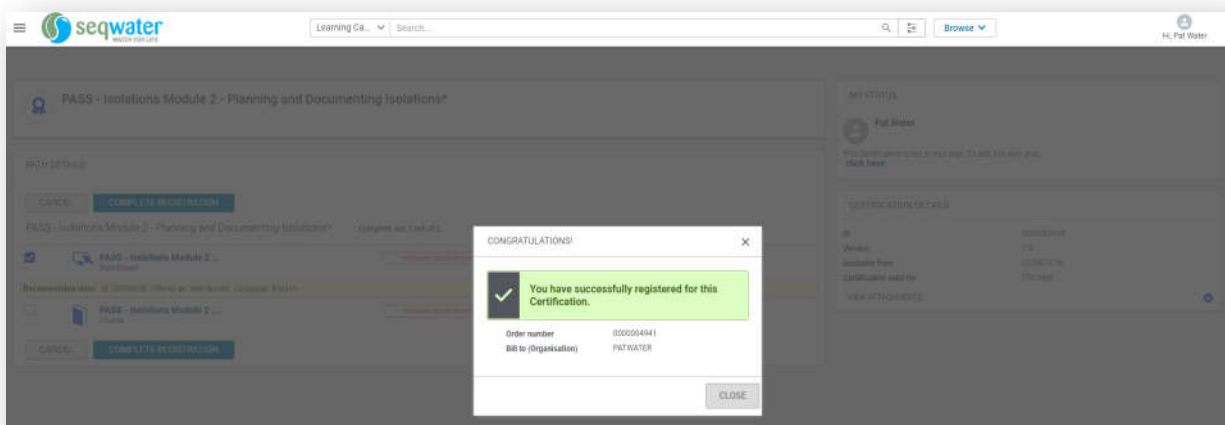
2. Click on the **Register** button.



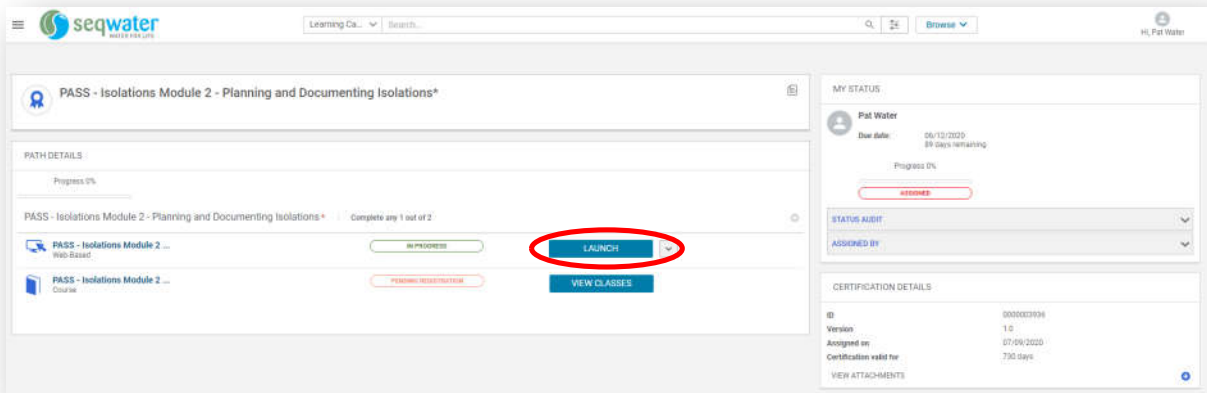
3. Check the box next to the Web-Based Training. Click on the **Complete Registration** link.



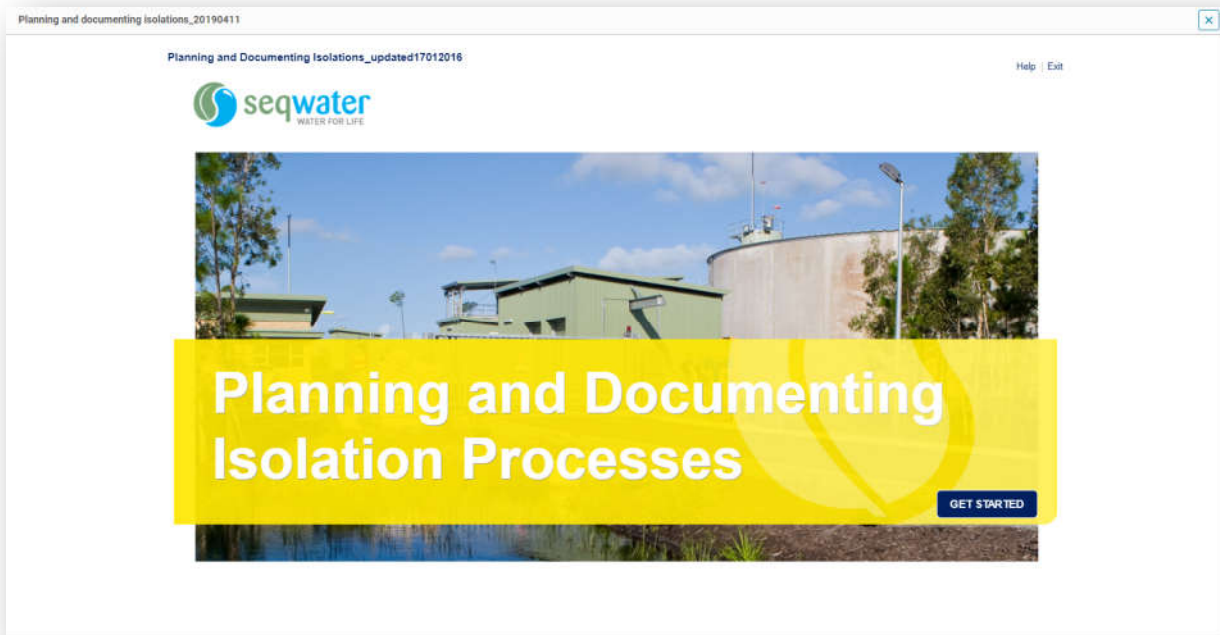
4. You will receive confirmation that you have successfully registered for the certification.



5. Click **Launch** to complete the online induction.

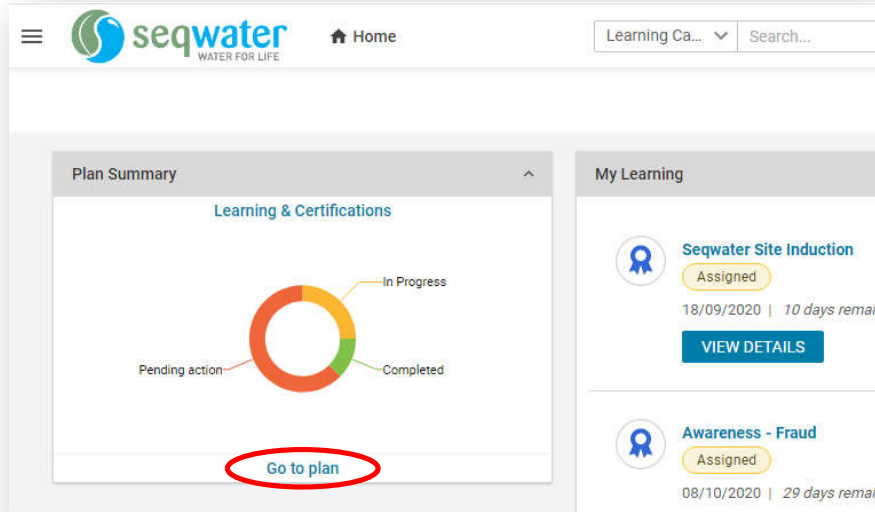


6. The PASS course will launch in a new window for you to complete.

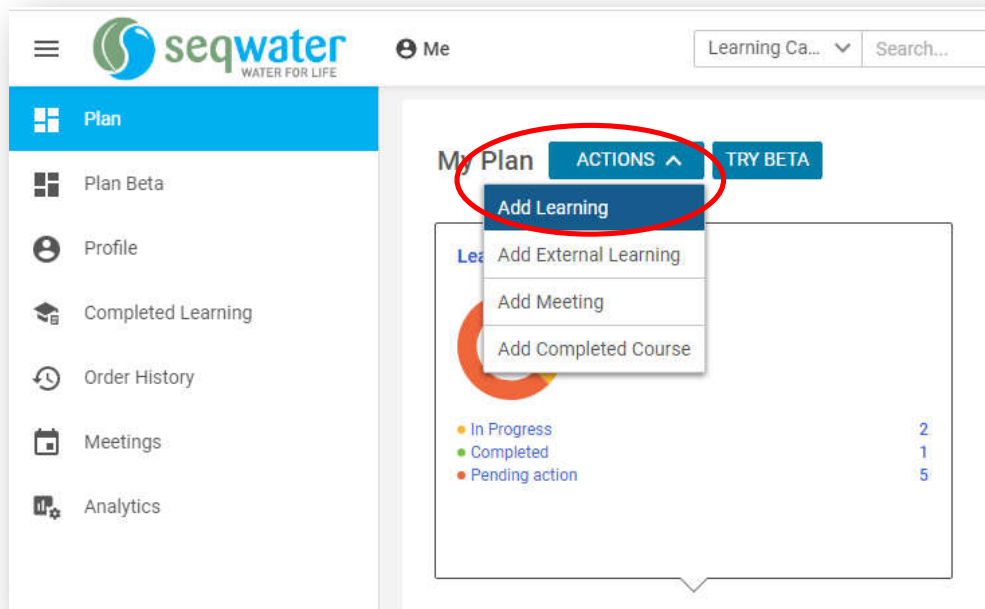


Option 2 – Registering for multiple certifications

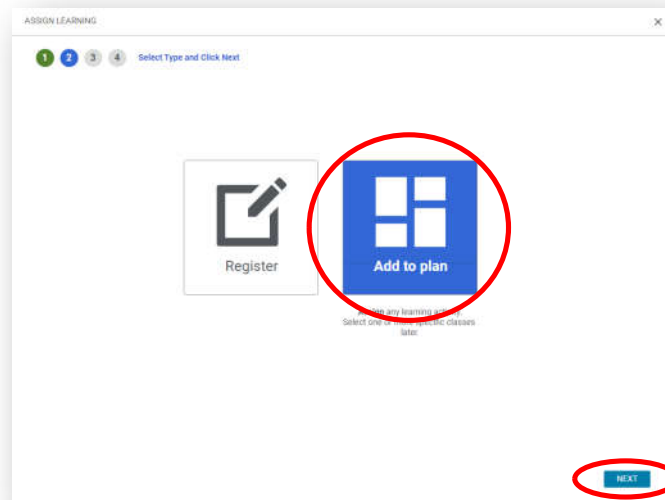
1. Access the *Learning Plan* by clicking **Menu > Me > Plan** or by clicking on the Link shown below.



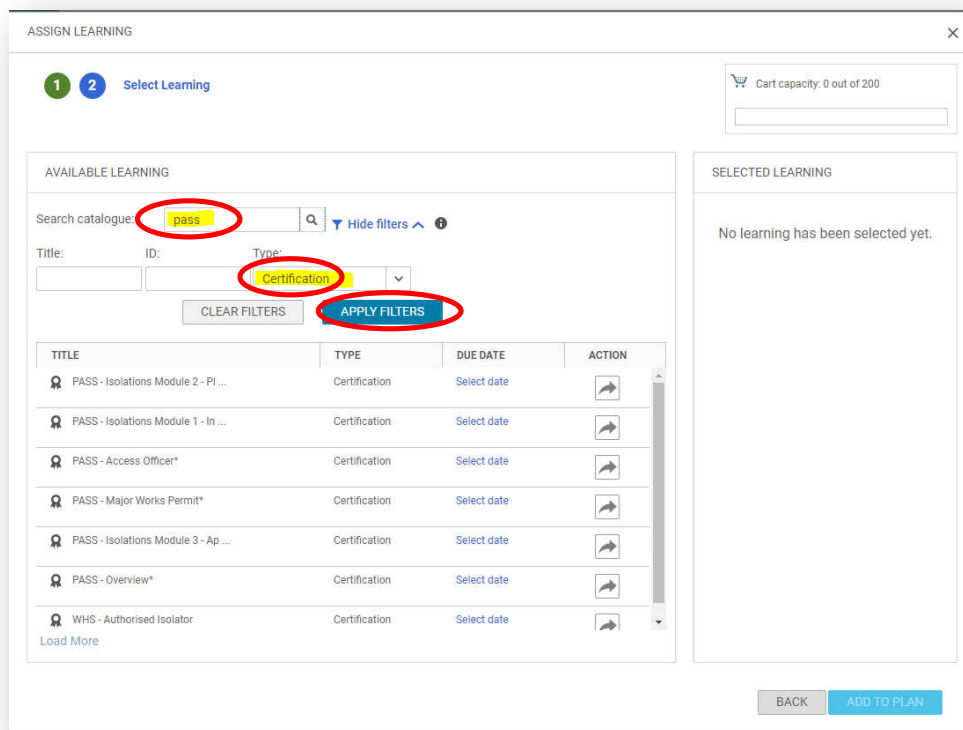
2. Click on the **Actions** button and select **Add Learning**.



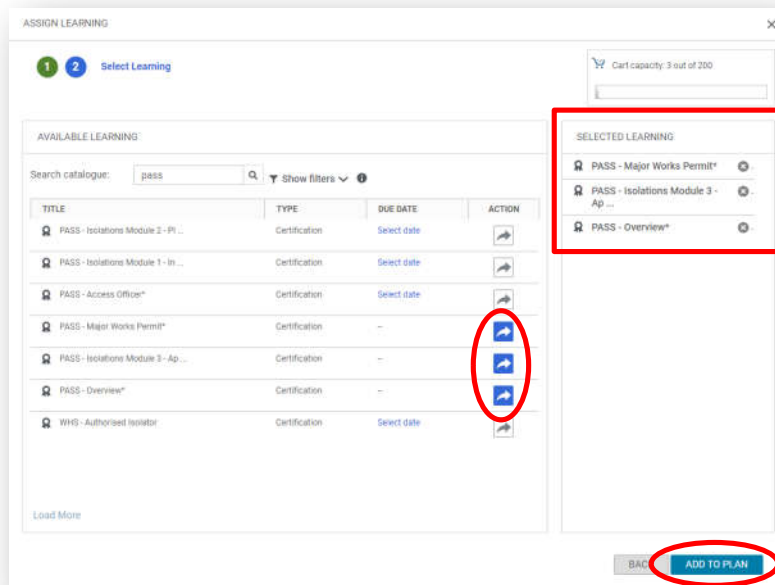
3. Click on **Add to plan**. Click **Next**.



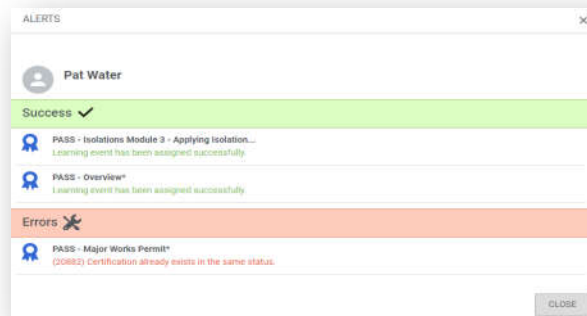
4. Search for the PASS modules and applying the **Certification** filter.



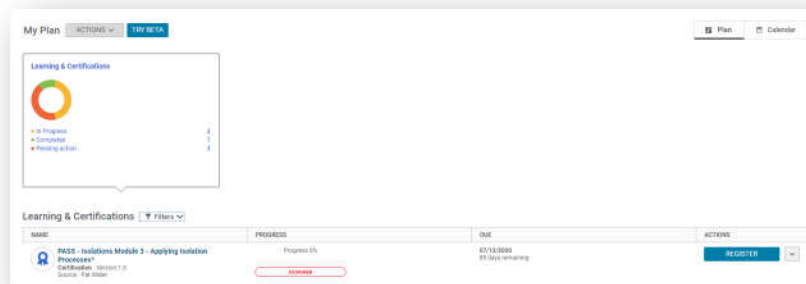
5. Select the certifications needed by clicking on the **Arrow Action** icon. The selected certifications will then be listed on the right hand side.
6. Click **Add to Plan** button.



7. The confirmation screen will display. It will also notify if you are already registered for a certification.

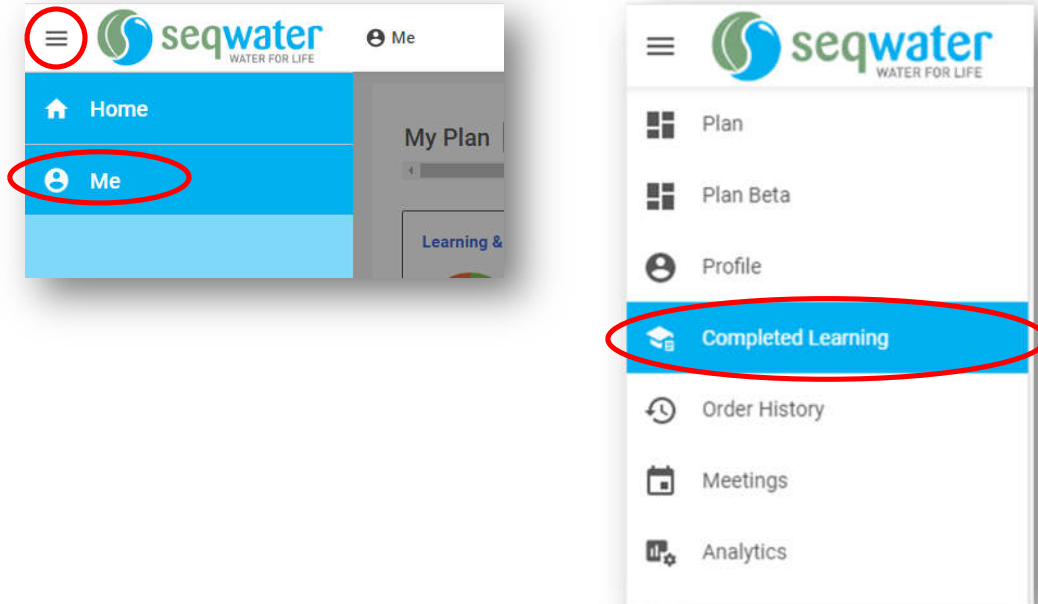


8. The certifications will be in the Learning Plan. Click the **Register** button to select the web-based training to launch.

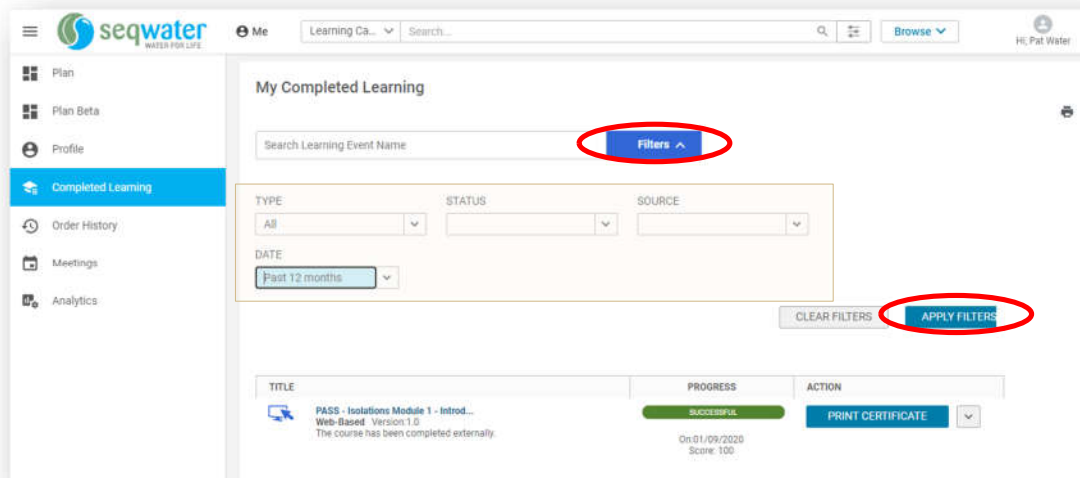


2. Viewing Completed Courses

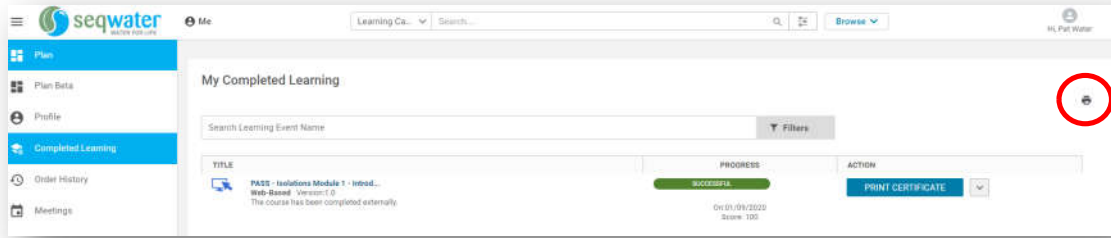
1. Click the menu option.
Select **Me > Completed Learning**.



2. Your completed course history is shown. The default (last 12 months) will show. To change this, simply click on the **Filters** button to change the date range, and click the **Apply Filters**



- You can print individual course completions, or to print the list of inductions completed, click on the **Printer** icon.



- This will display a new window and list all completions and their date. Click **Print**.

