



# HOW TO REGISTER AS A SUBCONTRACTOR

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## 1. Purpose

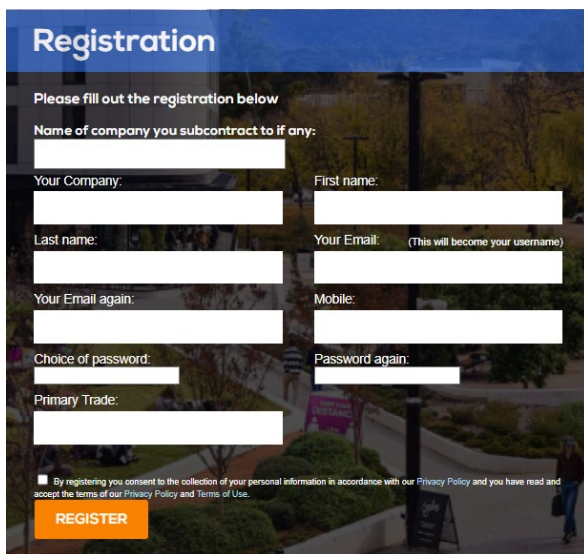
The purpose of this document is to provide instruction on the process undertaken for a Company to register the ANU Contractor Induction.

## 2. Process

Please read all the instructions before undertaking the registration process.

### 2.1 Sub-contractor registration

1. If you are a sub-contractor and not been provided with the link from the managing company use the URL link to register (<https://www.onlineinduction.com/anuinduction/registercompany.php>)
2. The link will take you to the **Registration** window.



**Registration**

Please fill out the registration below

Name of company you subcontract to if any:

Your Company:  First name:

Last name:  Your Email: (This will become your username)

Your Email again:  Mobile:

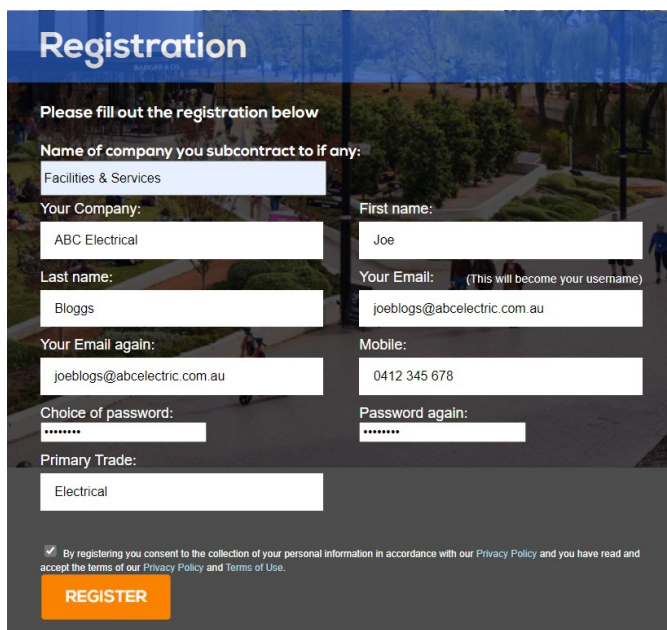
Choice of password:  Password again:

Primary Trade:

By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy and Terms of Use.

**REGISTER**

3. Complete the details, as a Sub-contractor you need to will provide the **Name of company you subcontract to**, and then provide your company details.



**Registration**

Please fill out the registration below

Name of company you subcontract to if any:

Your Company:  First name:

Last name:  Your Email: (This will become your username)

Your Email again:  Mobile:

Choice of password:  Password again:

Primary Trade:

By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy and Terms of Use.

**REGISTER**

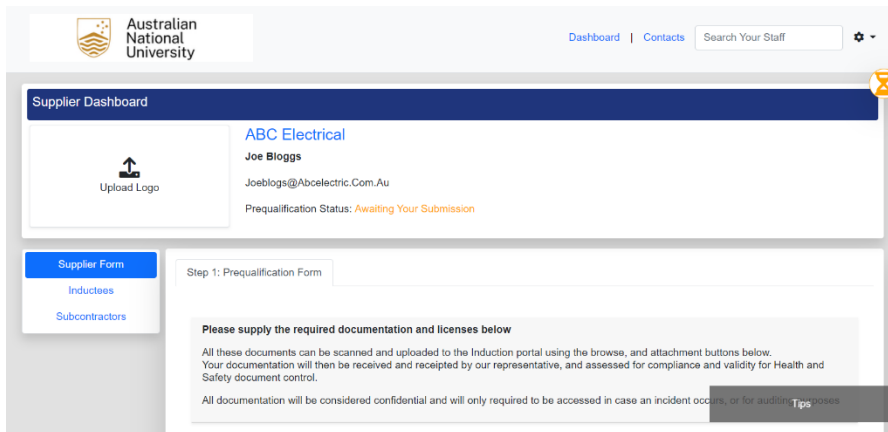
- If you do not have an email address, you can create a plain text word/ name email address to use as your user name. For example Jane Smith could register under **janesmith**  
If plain text is used instead of an email address, you will not receive a copy of the completed induction certificate or future reminders.

4. Ensure that **tick**, *'By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read and accept the terms of our Privacy Policy and Terms of Use.'*

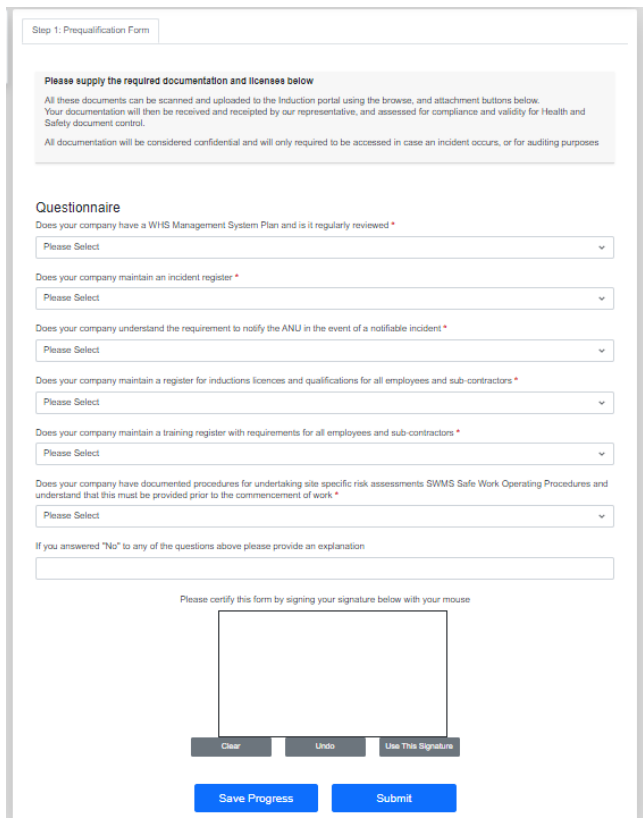
5. **Click on the Register button**



6. Once registered, will take you to a dashboard



7. As a Sub-contractor you will need to provide documents for the Prequalification form/questionnaire.



8. Once required documents are provided, please place a signature in the box and click **Use This Signature** button and then click **Submit** button.

9. You will then get a window, thanking you for completing the prequalification form. Click on the word **Online Induction** (boxed in red as below) to complete the induction

Thank you for completing the prequalification form ✕

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**Thank you, your submission is being reviewed**

You can add the following button to your website to acknowledge you are now a registered contracting company with OnlineInduction.com  
(just copy and paste the below code onto your website or copy and paste it into an email instruction to your webmaster)

**Registered Contractor**  
ONLINEINDUCTION.COM

```
<a href="https://www.onlineinduction.com"></a>
```

**NEXT STEPS?**

Click [My Subcontractors](#) to ensure your subcontractors register

Complete the [Online Induction](#) yourself

When your prequalification form has been approved, you will need to ensure all your staff are then inducted individually too

Close

10. Click to select the appropriate induction to undertake

## Registration

Please choose which type of induction best describes your requirements.

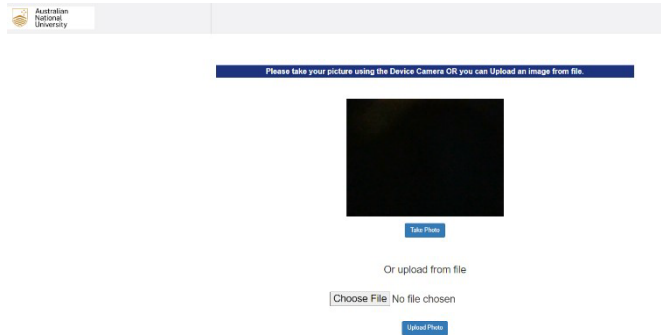
- Acton Campus Contractor Induction**  
All Contractors and Sub-contractors must complete this induction module before commencing work on Acton Campus and upload any relevant licences/certificates for any work they will be undertaking. Contractor site Inductions needs to be undertaken annually to ensure that there is no disruption to site access.
- Kioloa Contractor Induction**  
This is Kioloa Coastal Campus site induction for Contractors. If you attend any other ANU Site you will need to complete the appropriate site induction.
- Kioloa Visitor and Guest Induction**  
This is the Kioloa Coastal Campus site induction for Visitors and Guests
- Siding Spring Observatory Contractor Induction**  
This is Siding Spring Observatory site induction for Contractors. If you attend any other ANU Site you will need to complete the appropriate site induction.

REGISTER

11. Click on the **Register** button



12. You will be required to upload a photo before can proceed



13. Read the instructions to [Complete Contractor Induction \(PDF, 777KB\)](#) document, to carry out the Contractor Induction.
14. New Access passes will be available to collect **after 3 business days** from the date induction was completed. These can be collected from Fulton Muir Building, 95 Daley Road, between 9.30am-4.00pm Monday to Friday.
15. If your contractor access card has expired this will be updated **within 3 business days** from the date induction was completed.