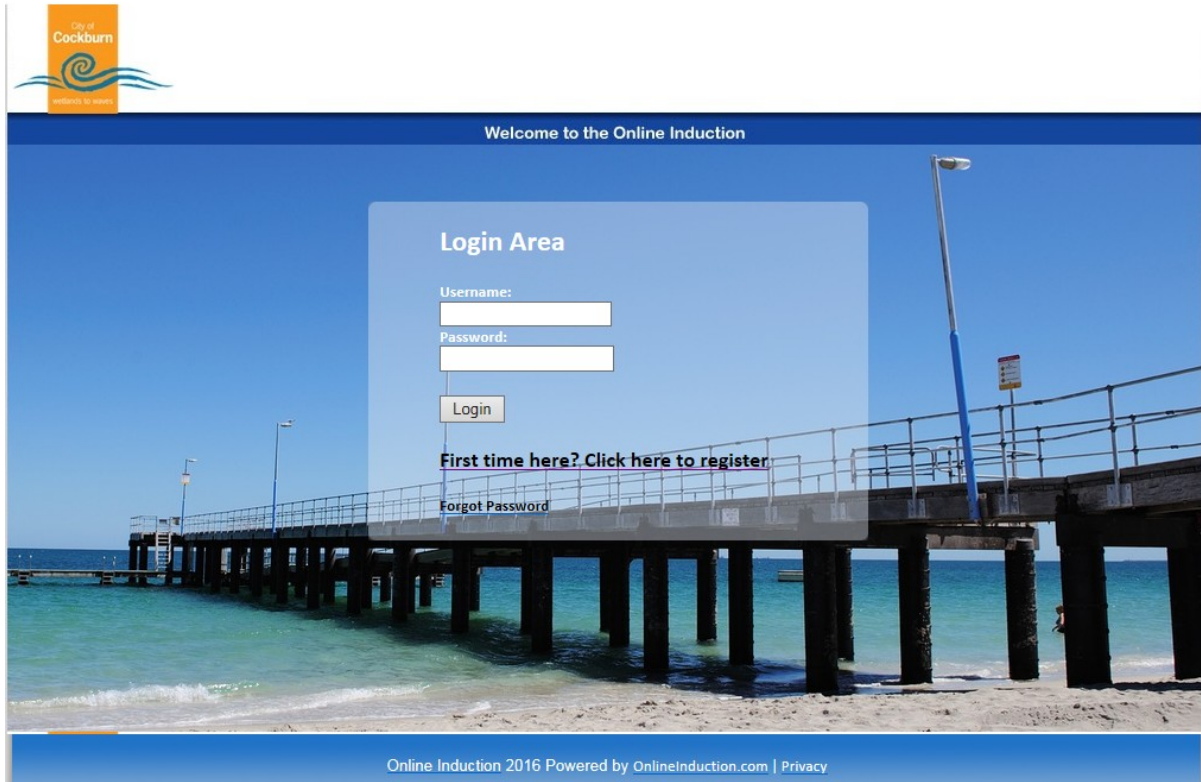


City of Cockburn's Induction Portal

Please follow the below instructions to use our online induction portal to complete your required inductions. Please contact the Learning and Development Team on 9411 3678 if assistance is required.

Link: <http://www.onlineinduction.com/cockburn/>



The screenshot shows the 'Welcome to the Online Induction' page. It features a blue header with the City of Cockburn logo on the left. The main content area has a background image of a pier over the ocean. A white login box is centered, containing the following elements:

- Welcome to the Online Induction**
- Login Area**
- Username: [input field]
- Password: [input field]
- Login button
- [First time here? Click here to register](#)
- [Forgot Password](#)

At the bottom of the page, it says 'Online Induction 2016 Powered by OnlineInduction.com | Privacy'.

Click the **'First time here? Click here to register'** link.

Select the induction that you are required to complete and click register. Please note, after you complete one induction, you will have an option to complete additional inductions as required.

Registration

Please select the induction you are required to complete.

- Contractor Induction**
This induction is required to be completed by all Contractors working for the City of Cockburn.
- Operations Centre Induction**
This induction is required to be completed by all employees, contractors and visitors accessing the Operations Centre (Depot)
- Recordkeeping Awareness Training**
This module is required to be completed by all contractors, consultants and volunteers that have network access.

Register

Fill out your details in and click register:

Registration

Please fill out the registration below

First name:
Samantha

Last name:
Baron

Your Company:
Contract Company

Your Email:
(This will become your username)
sbaron@cockburn.wa.g

Your Email again:
n@cockburn.wa.gov.au

Mobile:
0414295563

Choice of password:
●●●●●●●●

Password again:
●●●●●●●●

Register

The below screen will appear. Read through the information, then click the white box to agree and click continue:

Welcome to the City of Cockburn's Induction Portal.

This portal hosts several types of inductions including the Contractor Induction, Operations Centre Induction and the Recordkeeping Awareness Training. If you need to complete multiple inductions, you will find a link to complete additional inductions on the dashboard. If you are completing the Contractor or Operations Centre Induction, please print your induction card and take it with you to site.

Please note, if you are completing the Recordkeeping Awareness Training, you are not required to print your card.

Kind regards,
The Learning and Development Team
E: L&D@cockburn.wa.gov.au
PH: (08) 9411 3678

I have read and understood the following:

I hereby agree that I am the person who has been given the log in details and password to access this portal. By selecting "I agree" I therefore take full responsibility for completing this induction portal personally and answering all of the

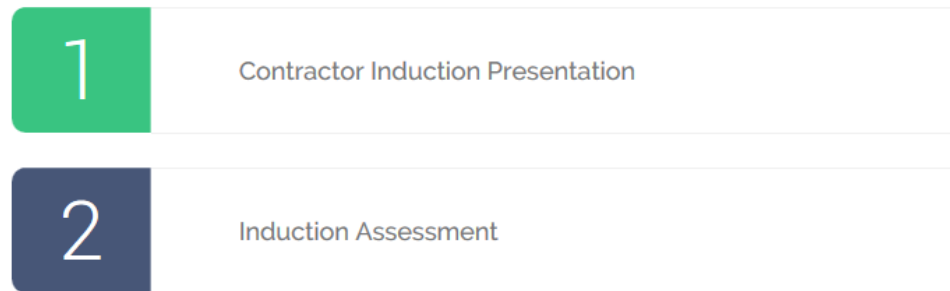
Continue

Click on each of the steps to complete them. Please allow time for each course to load. The example below shows the steps involved in the Contractor Induction:

Welcome to the Online Induction

You must complete the Online Induction prior to the commencement of any work.
You are responsible to ensure that you comply with the requirements of our policies and procedures.

Online Induction Steps



Once you have completed all steps in the induction, you will receive the following message:

I confirm that I have completed and understood this module and will comply with the requirements expected of me.

*By clicking you agree to the above

When you click the circle, a link will appear to 'Download Induction Certificate'. Please ensure you print this and carry it with you for each induction (excluding the Records Awareness Training).

I confirm that I have completed and understood this module and will comply with the requirements expected of me.

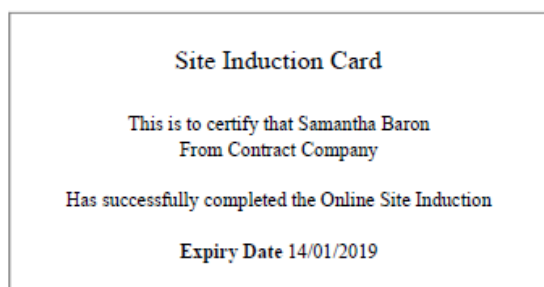
*By clicking you agree to the above

Thank you Samantha Baron - You have successfully completed the Online Induction.
You will automatically receive a reminder notification to be refreshed on the induction in 2 years time.

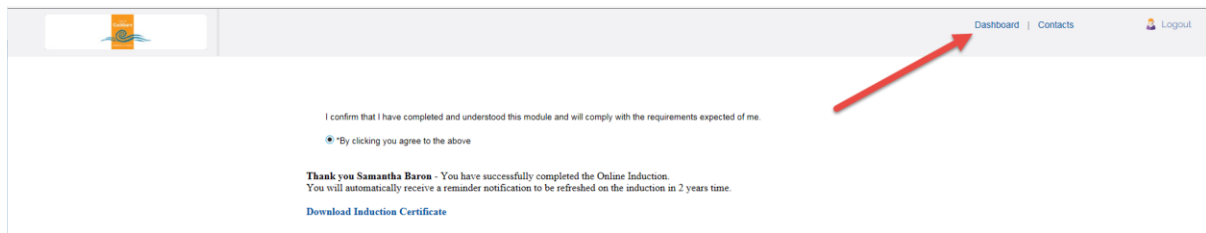
[Download Induction Certificate](#)



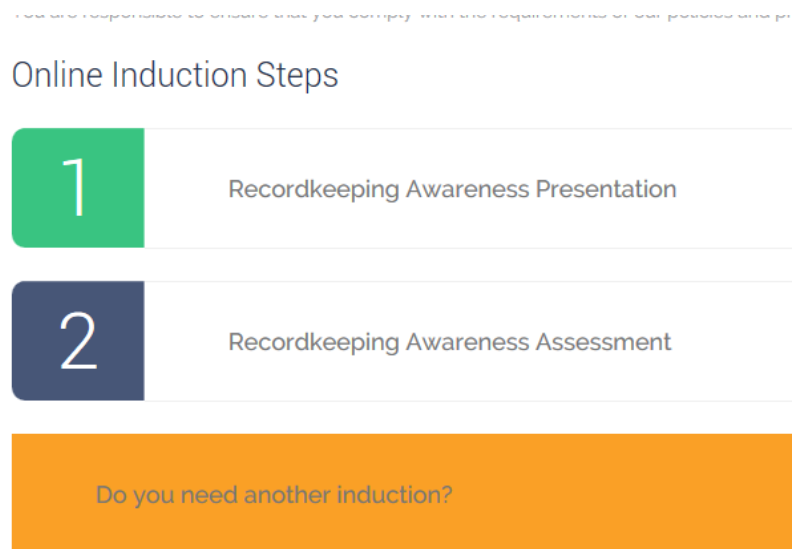
Example of Induction Card:



If you require an additional induction, navigate back to your dashboard by clicking the link as shown below:



Under the induction steps you will see a new button titled 'Do you need another induction'. Click this link:



Once selected, you will be presented with additional inductions available to be completed. Select the induction you require and complete as per the above instructions. **Please remember to print each induction card and bring it to site with you.**

Repeat as necessary.

Please contact the Learning and Development Team if assistance is required.

Phone: 9411 3678

Email: L&D@cockburn.wa.gov.au