

## 1. Introduction

This guide explains how to access and complete the required supplier inductions.

All suppliers are required to complete the City of Cockburn Contractor Induction. Depending on where you are working at the City you may need to complete one or more of the Site Inductions.

Induction	Induction Link
City of Cockburn Contractor Safety Induction	<a href="https://sine.co/wf/5H5mh1Ew">https://sine.co/wf/5H5mh1Ew</a>
Site Induction – Administration Building	<a href="https://sine.co/wf/xqU2N8jl">https://sine.co/wf/xqU2N8jl</a>
Site Induction – Cockburn ARC	<a href="https://sine.co/wf/T7Mtn8zM">https://sine.co/wf/T7Mtn8zM</a>
Site Induction – Cockburn Care	<a href="https://sine.co/wf/lejNvxvk">https://sine.co/wf/lejNvxvk</a>
Site Induction – Operations Centre	<a href="https://sine.co/wf/nmztzYot">https://sine.co/wf/nmztzYot</a>
Site Induction – Seniors Centre	<a href="https://sine.co/wf/LGdKkCyx">https://sine.co/wf/LGdKkCyx</a>
Site Induction – Youth Centre	<a href="https://sine.co/wf/lkG9DfLM">https://sine.co/wf/lkG9DfLM</a>

If you require assistance, please contact Learning & Development at [learning@cockburn.wa.gov.au](mailto:learning@cockburn.wa.gov.au)

## 2. Getting Started

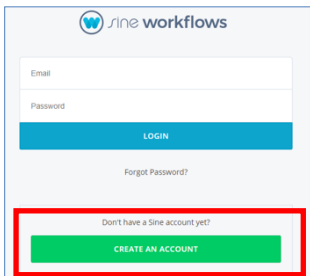
**N.B.** The best browser to use to complete any of these inductions is **Google Chrome**.

1. Either:
  - a. In the table above click on the link for the required induction.

**OR**

- b. Open your browser, then cut and paste the link into the address bar.

The **login** page displays.



First time users need to create an account. If you are a returning user, logon.

2. Click on the **Create An Account** button.

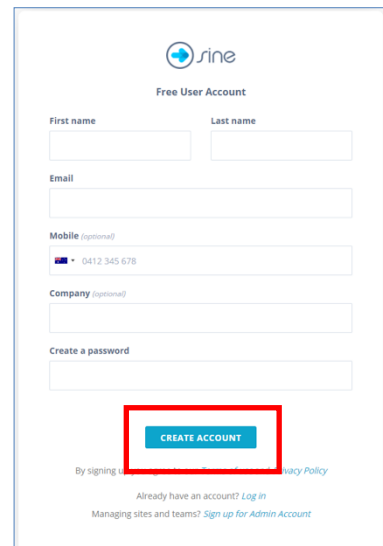
The **Free User Account** page displays.

3. Complete each field.

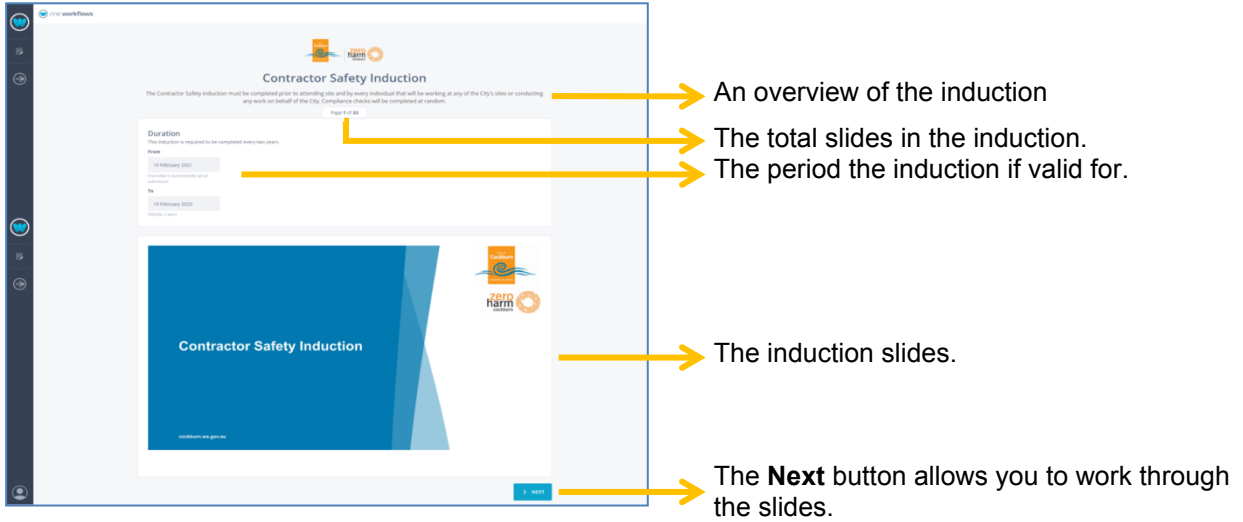
**N.B.** An email address is required. You will need to use this same email address when signing in at one of the City’s sites.

Passwords should be at least seven characters long, and be a combination of letters (upper and lower case), numbers and symbols.

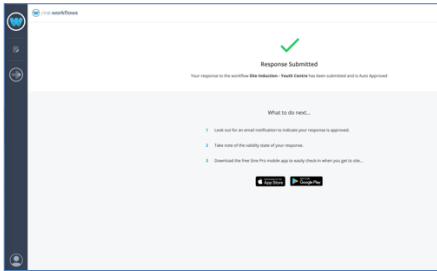
4. Click the **CREATE ACCOUNT** button.



The induction opens.



5. When the last slide displays the **Next** button changes to a **Submit** button.
6. Click the **Submit** button.
7. The **Response Submitted** page displays.



If you need to complete another induction see section **3 Completing another induction**.

8. To log out of SINE, in the bottom left hand corner of the screen, click on the person icon. A menu displays.
9. Click on **Logout**.

### 3. Completing another induction

1. Either:
  - a. In the table above click on the link for the required induction.

**OR**

  - b. Open your browser, then cut and paste the link into the address bar.

The **logon screen** displays.

**N.B.** if you are still logged on the induction should open without logging in.

2. Logon with the username and password previously created.
3. Complete the induction as per the above instructions.