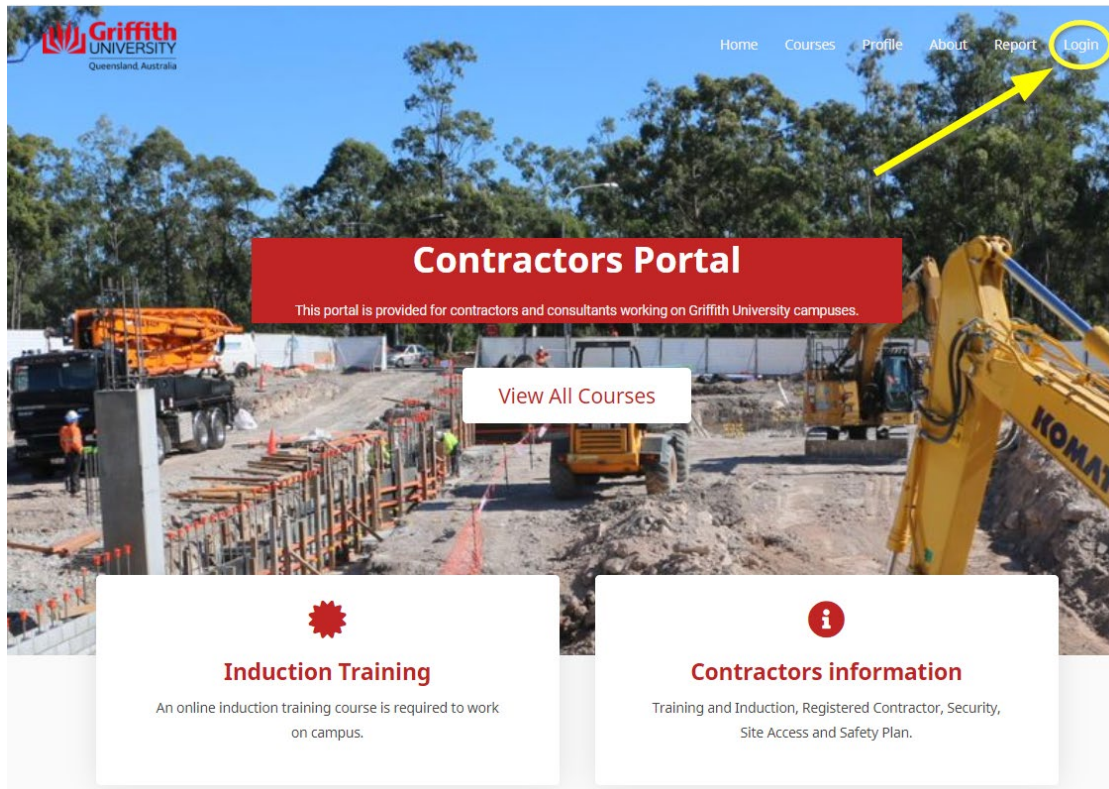


Contractors Portal

Access the Contractor Induction Course

1. Open the Contractors Portal: <https://contractor-portal.griffith.edu.au/>
2. Click on **Login** at top right of screen.



A Login/Register pop-up appears.

Username or email address *

Password *

☐ Remember me

[Lost your password?](#)

[Not a member yet? Register now.](#)

OR

Griffith S-Number Login

3. Login:

- If you have already set up a username and password - Login using the red button

OR



- If you have a Griffith s-Number, enter the number and password and click the grey button.

4. If you do not have an account - click on **Register** below the red button and enter the details requested. Use your work email address.

*NOTE: If your company does not appear on the drop-down list, select **Other** and add your company name in the free-text field.*

- Confirmation of registration will be emailed to you and you need to follow a link to set a password (the email can be slow coming through and check Spam).
- Use these details to Login using the red button.

Register

Username *	First Name *
<input type="text"/>	<input type="text"/>
<div> This field is required.</div>	
Email *	Last Name *
<input type="text"/>	<input type="text"/>
User Password *	Company *
<input type="password"/>	<input type="text" value="365 Services"/>
<div> This field is required.</div>	
Confirm Password *	
<input type="password"/>	
<input type="submit" value="Submit"/>	

If your certificate does not have your name on it

If you are a **returning user** and want to add your name for your certificate: Click on **My Account**. Select **Edit Profile** from the dropdown menu.



On the Edit Profile tab fill in your **First Name** and **Last Name**. This name will appear on your Certificate of Completion.

Edit Profile

Dashboard Courses **Edit Profile** Change Password User Logout

Profile Detail

Username *
tkwong

First Name *
Terry

Email *
t.kwong@griffith.edu.au

Last Name *
Kwong

Company *
Griffith University

Save changes

Change Password

You can also change your password on the Change Password tab:

Change Password

Dashboard Courses Edit Profile **Change Password** User Logout

Change Password

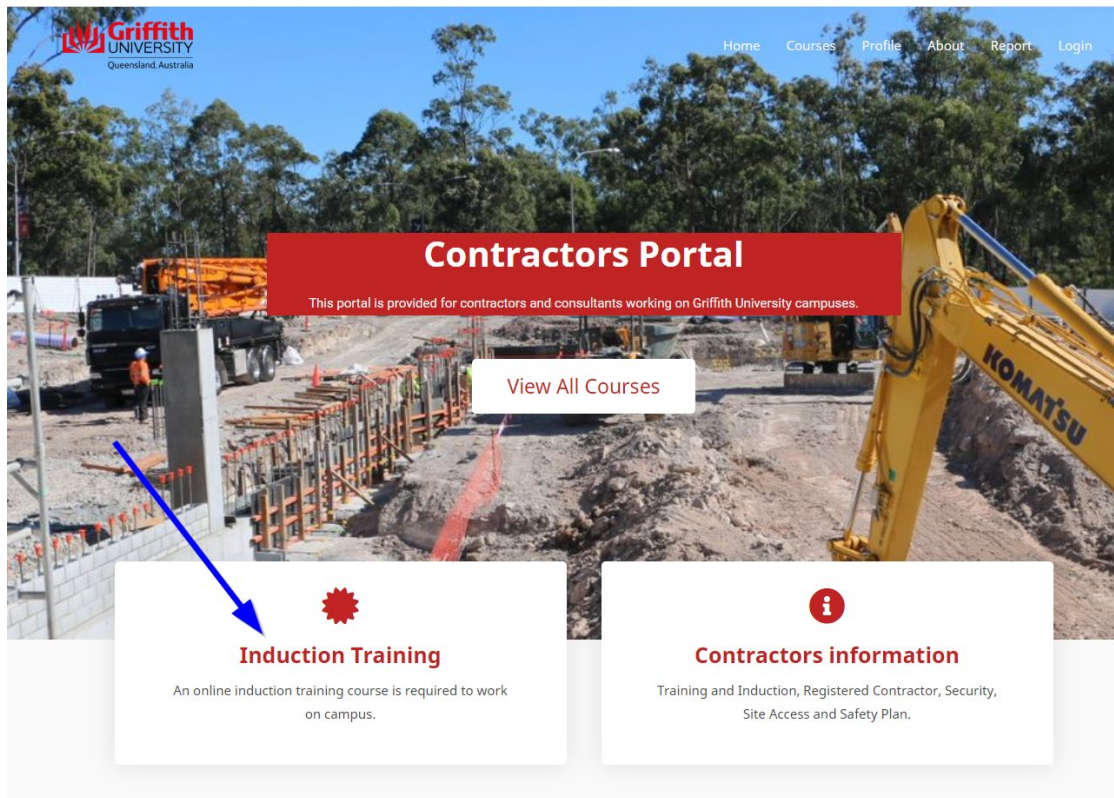
Current password

New password

Confirm new password

Save changes

5. Click on the **Induction Training** box to go the Contractor Induction.



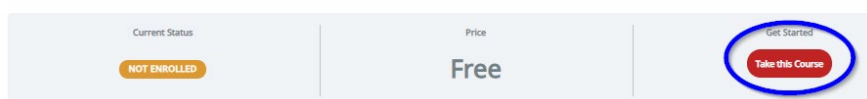
Note: If you click here before logging in, you will see a red button **Login to Enroll** which will take you back to the Login screen above.

(Clicking on the **Contractors Information** box will take you to the Griffith University web page for contractors.)

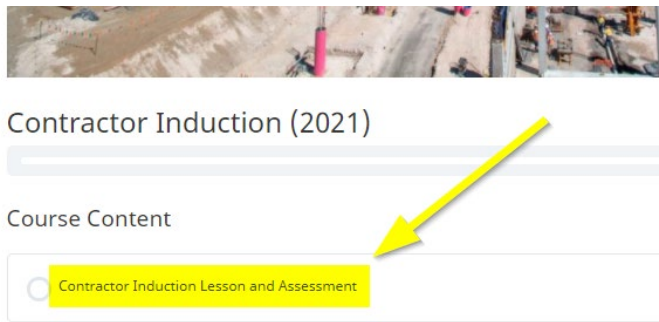
6. Click on **Take this Course**.



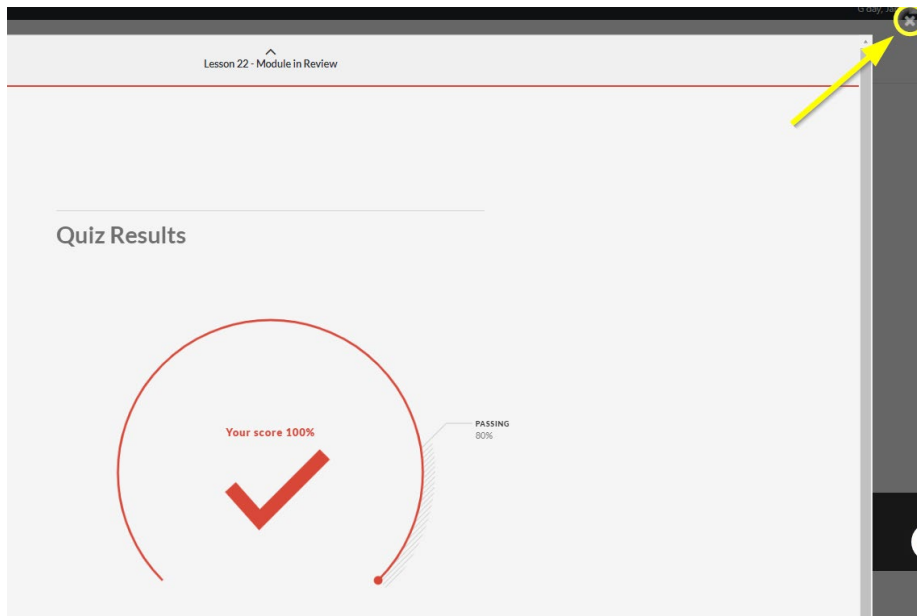
Contractor Induction (2021)



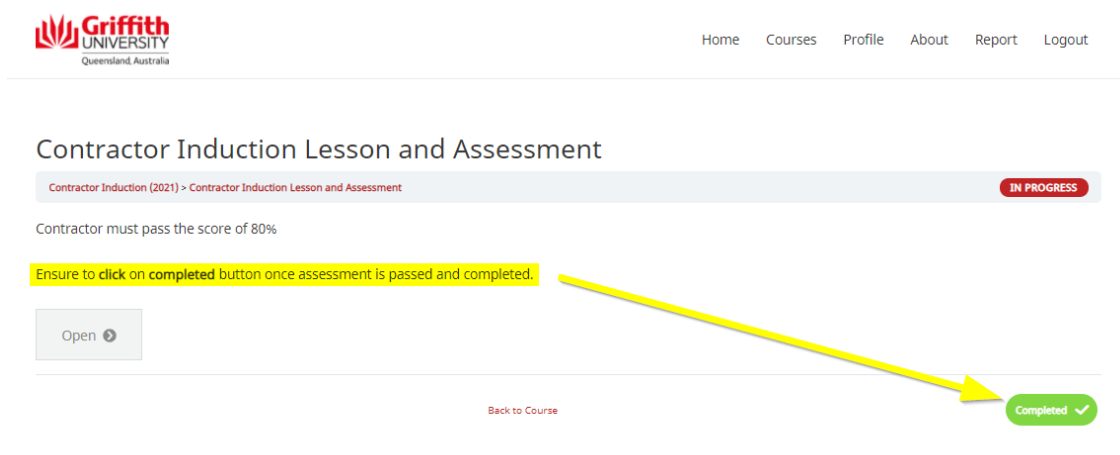
7. Click on **Contractor Induction Lesson and Assessment** at bottom of page.



8. Click **Open** button.
9. Click on **Start Course** button.
10. Work through the course and complete the Assessment at the end of the module.
11. On passing the assessment, click on the **X** at top right of screen to close out of the Assessment.



12. Ensure you click on the **Completed** button before you exit *or your score will not be recorded*.



13. The course is complete. You will be returned to the start screen where you can download your Certificate of Completion.



Contractor Induction (2021)

 You've earned a certificate!



100% COMPLETE

Last activity on 04/06/2021 3:16 pm

COMPLETE

14. You can now Logout.