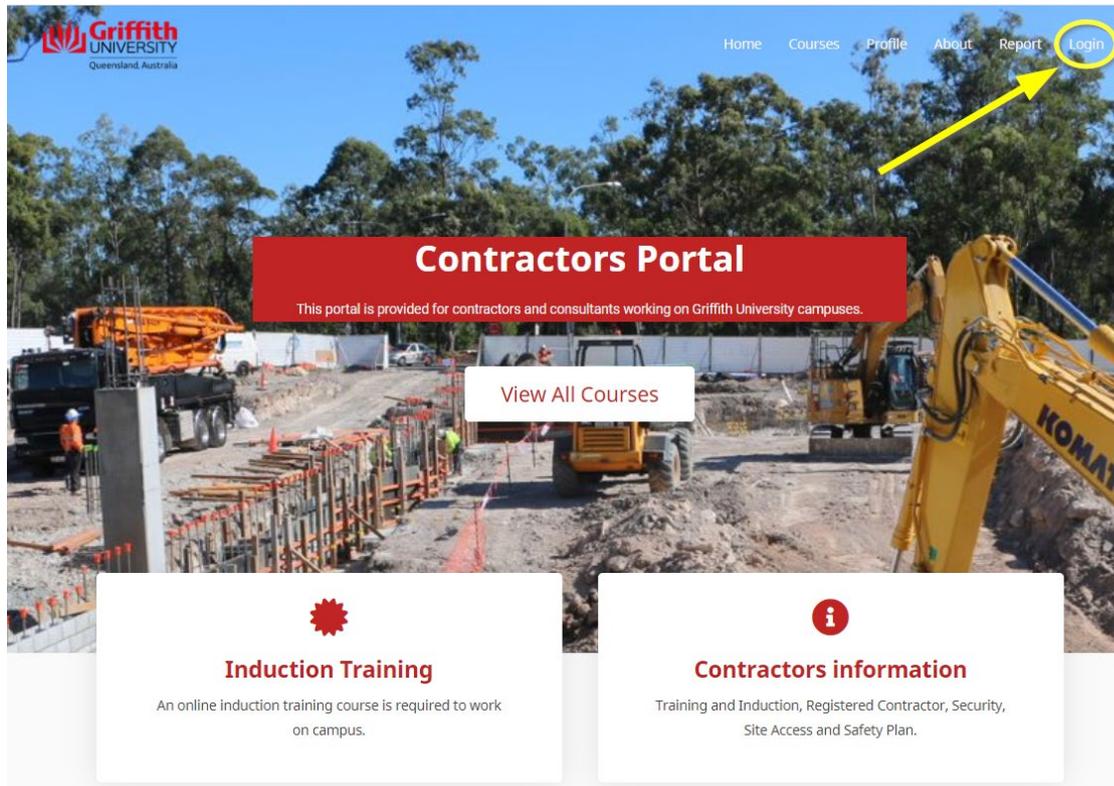


Contractors Portal

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 *

Login

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 style="border: 1px solid red; background-color: #ffe6e6; padding: 2px;">❗ This field is required.</div>	
Email *	Last Name *
<input type="text"/>	<input type="text"/>
User Password *	Company *
<input type="password"/>	365 Services ▼
<div style="border: 1px solid red; background-color: #ffe6e6; padding: 2px;">❗ 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.

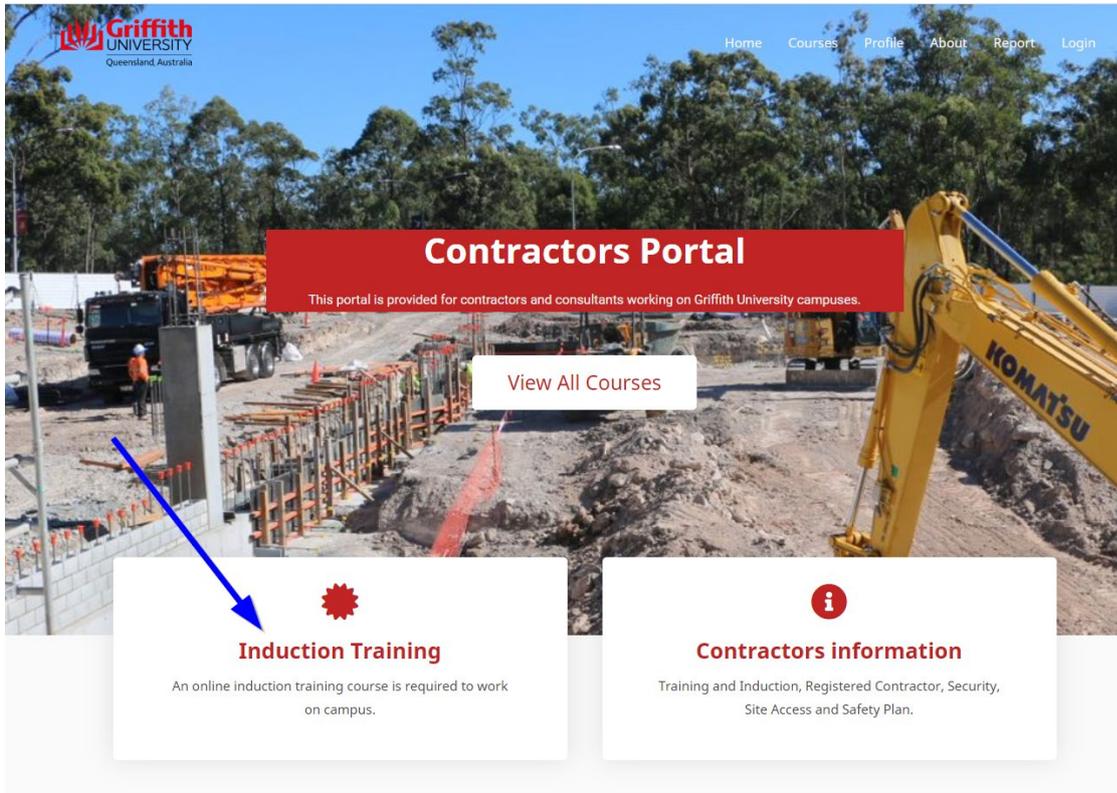
Edit Profile

Change Password

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

Change Password

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.)

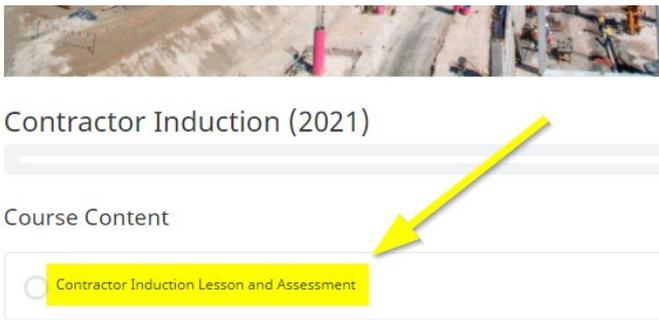
6. Click on **Take this Course**.



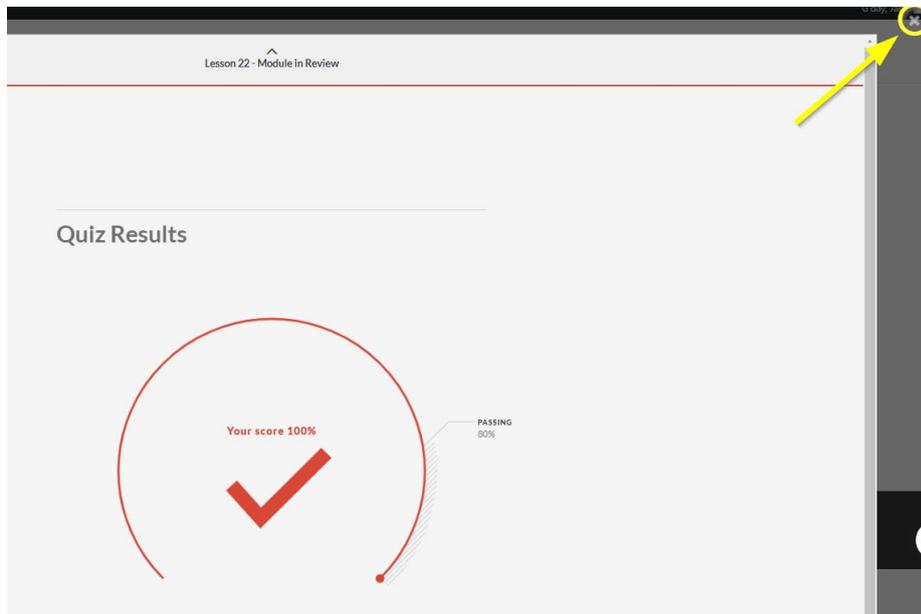
Contractor Induction (2021)



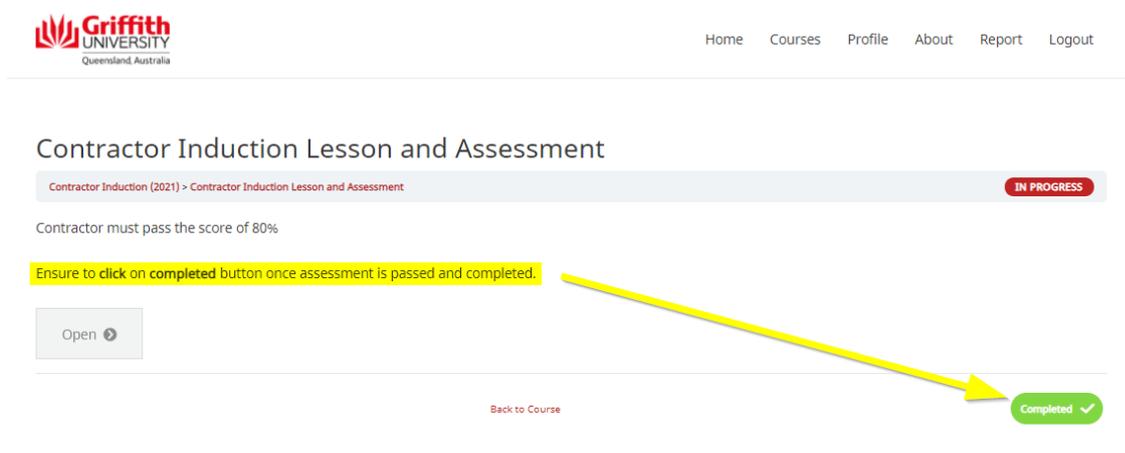
- Click on **Contractor Induction Lesson and Assessment** at bottom of page.



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



- 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!

 Download Certificate

100% COMPLETE Last activity on 04/06/2021 3:16 pm 

14. You can now Logout.