

How to register with Informed 365



Introduction

As a statutory body, Griffith University supports the Queensland Government's role in the elimination of modern slavery consistent with the objectives of the Commonwealth Modern Slavery Act 2018. We therefore ask you to complete the University's Modern Slavery Short Supplier Questionnaire (**Short SAQ**).

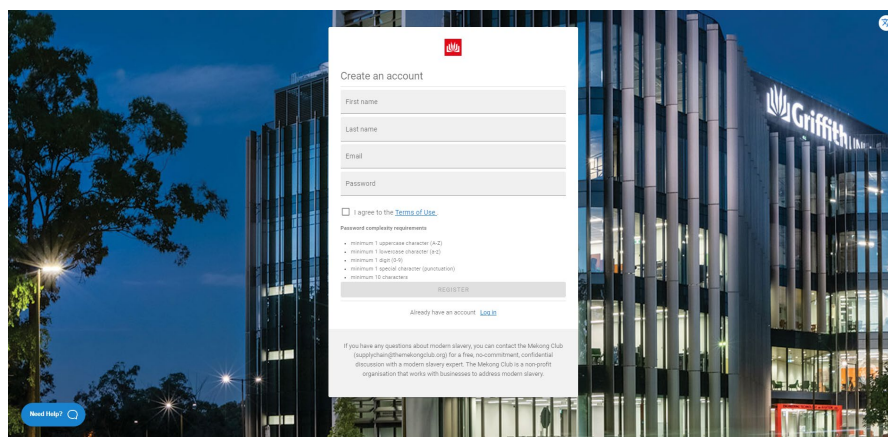
This work instruction provides detailed instructions to register with Informed 365 for the first time, specifically when responding to an Expression of Interest or Invitation to Offer.

Please also read the [Supplier Assessment Overview](#) and Modern Slavery [Supplier Assessment Handbook](#) for more information about our approach to addressing modern slavery.

Instructions

- For technical support contact [Informed 365 Support](#).
- All other queries should be directed to Strategic Procurement and Supply email: procurement@griffith.edu.au.

1. Navigate to [Informed 365](#) webpage



Create an account

First name

Last name

Email

Password

☐ I agree to the [Terms of Use](#)

Password complexity requirements

- minimum 1 uppercase character (A-Z)
- minimum 1 lowercase character (a-z)
- minimum 1 digit (0-9)
- minimum 1 special character (punctuation)
- minimum 10 characters

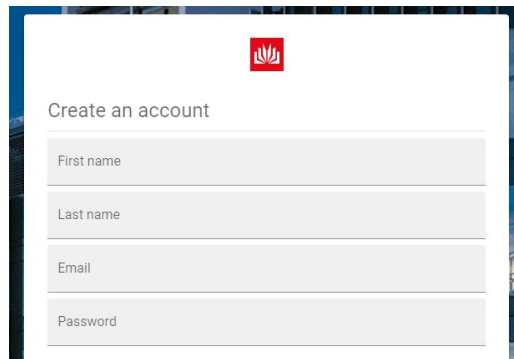
REGISTER

Already have an account? [Log In](#)

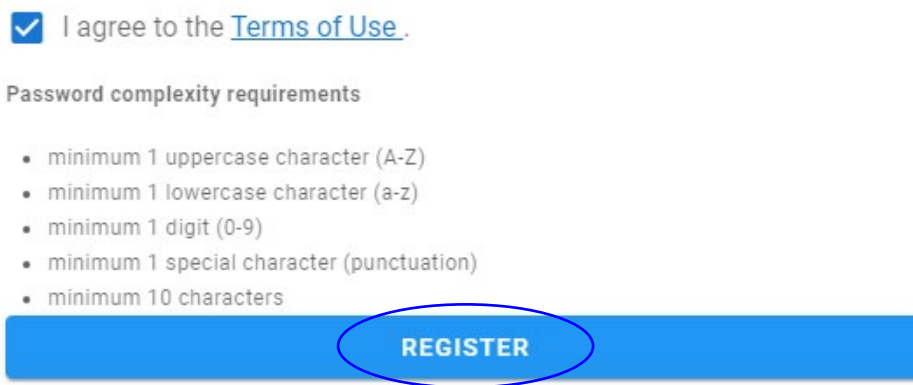
If you have any questions about modern slavery, you can contact the Making Club (supplychain@makingclub.org) for a free, no-commitment, confidential discussion with a modern slavery expert. The Making Club is a non-profit organisation that works with businesses to address modern slavery.

[Need Help?](#)

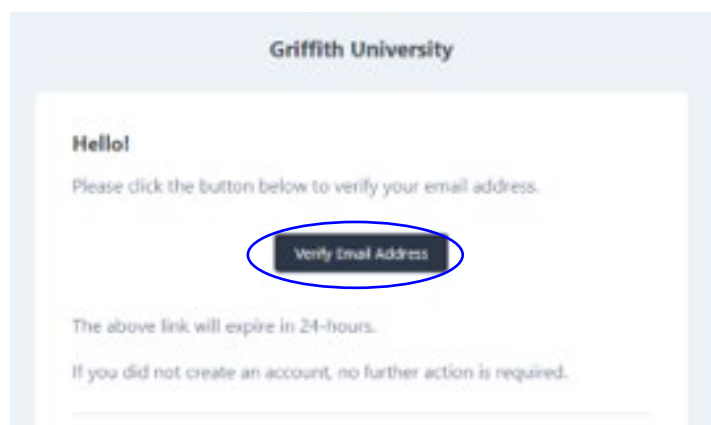
2. Enter **First Name**, **Last Name**, **Email** and **Password**

A screenshot of the Griffith University registration form. At the top is the Griffith University logo (a red square with a white stylized 'G'). Below the logo is the text 'Create an account'. There are four input fields: 'First name', 'Last name', 'Email', and 'Password'.

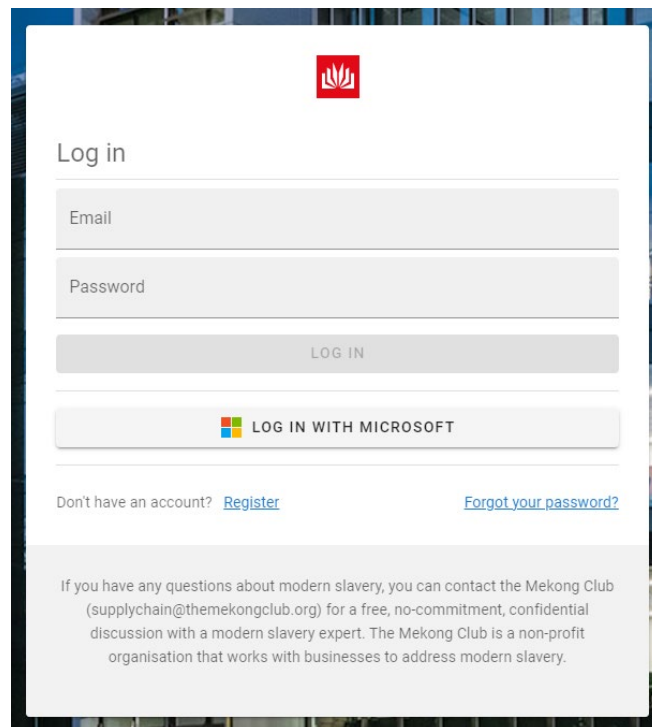
3. Agree to terms of use and Click **Register**

A screenshot of the registration form showing the terms agreement and password requirements. At the top is a checked checkbox followed by the text 'I agree to the [Terms of Use](#).'. Below this is the section 'Password complexity requirements' with a bulleted list: 'minimum 1 uppercase character (A-Z)', 'minimum 1 lowercase character (a-z)', 'minimum 1 digit (0-9)', 'minimum 1 special character (punctuation)', and 'minimum 10 characters'. At the bottom is a large blue button labeled 'REGISTER', which is circled in blue.

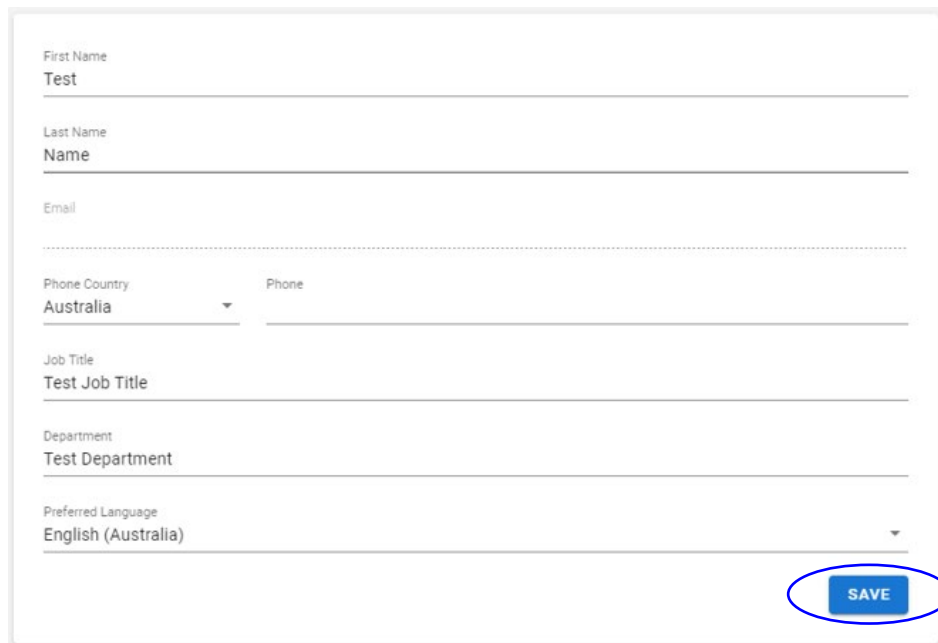
4. You will have been sent an email to verify your email address. Click **Verify Email Address**.

A screenshot of an email verification email from Griffith University. The header says 'Griffith University'. The body starts with 'Hello!', followed by 'Please click the button below to verify your email address.' Below this is a button labeled 'Verify Email Address', which is circled in blue. The email also states 'The above link will expire in 24-hours.' and 'If you did not create an account, no further action is required.'

5. Login to Informed 365 using **Email** and **Password**



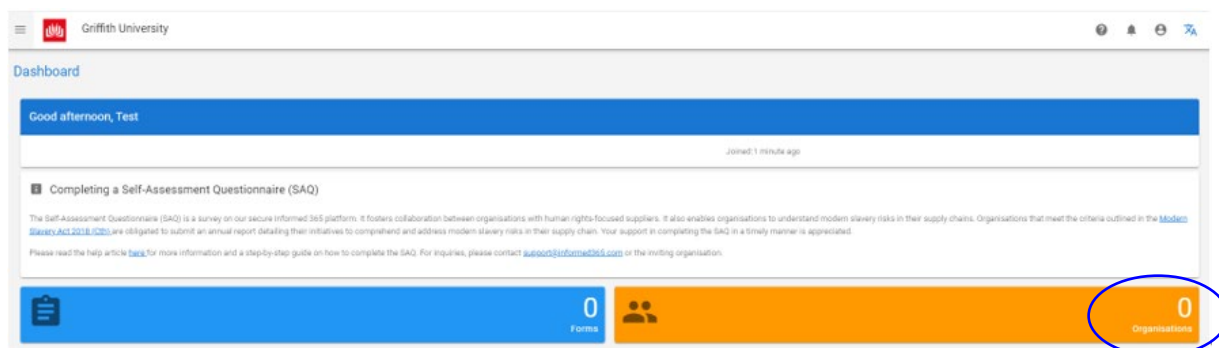
6. You will be directed to My Profile page. Please complete **Phone**, **Job Title** and **Department** and click **Save**.



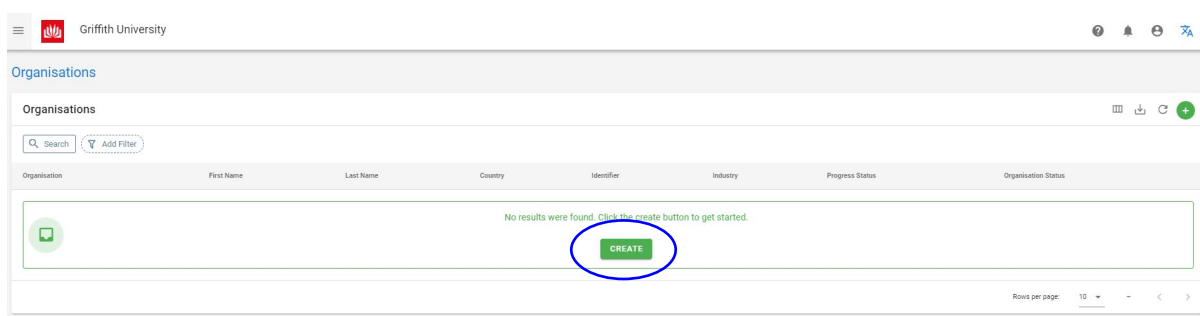
7. **Click the Griffith Icon** to access your Dashboard



8. Your current view will not have any Forms or Organisations showing. To proceed, you will need to create an Organisation. **Click Organisations.**



9. **Click Create**



10. Enter **Organisation Name**, **Phone**, **Industry** and **Country**. Include **Business Identifier** (e.g. ABN) if applicable.

A screenshot of the 'Create Organisation' form. It contains the following fields: 'Organisation Name' (text input), 'Phone Country' (dropdown menu with 'Australia' selected), 'Phone' (text input), 'Industry' (dropdown menu), 'Country' (dropdown menu), and 'Business Identifier' (text input). Below the 'Business Identifier' field, there is a note: 'Your organisation identification in the selected country, example ABN, NZBN'. At the bottom of the form, there are two checkboxes: 'Create Blank Form' and 'Add new user to organisation'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

11. **Select Create Blank Form** and then **Click Save and Continue**

A screenshot of the 'Create Organisation' form. The 'Create Blank Form' checkbox is selected and circled in blue. The 'Add new user to organisation' checkbox is unselected. At the bottom right, the 'SAVE AND CONTINUE' button is circled in blue.

12. In Create Blank Form screen, select **Short SAQ** and then **Save**

Create Blank Form

Form Template
Short SAQ

EXIT SAVE

13. Once Organisation has been successfully created, you can now complete the Short SAQ form

Created

Organisation successfully created

SHOW ORGANISATION OK

14. Click on **Organisation link**

Organisations

Organisation	First Name	Last Name	Country	Identifier	Industry	Progress Status	Organisation Status
Test Organisation	Test	Name	Australia	12 345 678 90	Education Services	Not Started	Active

Rows per page: 10 1-1 of 1

15. Click **Form ID link**

Griffith University

Organisation Profile

Test Organisation
12 345 678 90 (Australia)

Business Identifier	12 345 678 90	Phone	(07) 3735 4129 (AU Fixed Line)
Country	Australia	Address	-
Industry	Education Services	Created	2024-06-10 1:29 PM
		Updated	2024-06-10 1:30 PM

FORMS USERS

Forms

	ID	Form	Owner	Progress (%)	Created ↓	Updated	Submitted	Form Status
☐	6393861	Short SAQ	Test Organisation	0%	2024-06-10 1:30 PM	2024-06-10 1:30 PM		Open

Rows per page: 10 1-1 of 1

16. Short SAQ form is ready for completion

The screenshot shows the Griffith University Short SAQ form interface. At the top, the Griffith University logo and name are displayed. Below the header, the form is titled "Short SAQ" and shows a progress bar at "0% Complete". The form is organized into sections, with a sidebar on the left listing various topics: Introduction, Issues of Context, Industry Risk, Policy Commitment, Governance, Due Diligence, Remediation, and Supplier Code of Conduct. Each item in the sidebar has a circular progress indicator. The main content area displays the "Introduction" section, which includes a welcome message, a statement of purpose, and a list of resources to help learn more about modern slavery. At the bottom, there is a field for the user to provide their registered business name.

Griffith University

Short SAQ

0% Complete

TEST ORGANISATION

Last Updated on 2024-06-10 1:30 PM

Open

Introduction

Issues of Context

Industry Risk

Policy Commitment

Governance

Due Diligence

Remediation

Supplier Code of Conduct

Introduction

Acknowledging the significant, impactful contributions that organisations contribute to society, **Griffith University** is committed to advancing ethical business practices. In pursuit of this commitment, and in compliance with the Modern Slavery Reporting Requirements established in Australia's *Modern Slavery Act 2018*, we request your participation in completing a Supplier Assessment Questionnaire (SAQ). Your contribution is instrumental in our collective effort to identify, assess, and manage the risk of modern slavery within our supply chains and operations.

All questions are mandatory, unless otherwise stated as optional, and there are no 'right' or 'wrong' responses; your input is invaluable as we work together to make a positive impact.

For technical support, you may contact Informed 365 at support@informed365.com, or use the chat feature on the bottom right of your screen. For any other query you can contact Strategic Procurement & Supply at purchasing@griffith.edu.au. You will receive a response within 24 hours, from Monday to Friday.

Thank you for your cooperation in completing the SAQ.

Resources to help you learn more about modern slavery.

- Australia's *Modern Slavery Act 2018* and mandated reporting at the [Australian Government Department of Home Affairs](#) website.
- [Mekong Club](#), a non-profit organisation that help businesses address modern slavery in their operations and supply chains, at no cost.
- Griffith University's commitment to Anti-Slavery under the [Griffith University Modern Slavery Statement 2022](#)
- Supplying to Griffith [web page](#).

Please provide your registered business name

Need Help?

Completing the Form

All questions are mandatory, unless otherwise stated as optional. Your answers will be auto saved, and once you have completed all mandatory questions, you can submit the form for review.

- For technical support contact [Informed 365 Support](#). Informed 365 have created a [guide](#) to assist with how to complete a supplier assessment questionnaire.
- All other queries should be directed to Strategic Procurement and Supply email: procurement@griffith.edu.au.