To start your Devonport City Council –Contractor on-line registration and induction Step 1

Register the company / business using the following information;

Hyperlink

http://dcc.intedat.systems

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	Welcome to DCC eInductions		0
	Welcome to Devonport City Council		
	Login Register Plesse note that your up and is the email address you en If you cannot remember your usernamelyssemord please co If you are a working or and cannot remember your usernam If you have not already registered, please citie	ntact your supervisor. e/password please contact DCC.	
	If you have not already registered, please circ User // · // · · · · · · · · · · · · · · · ·	* 19573	
	Logn		- E N C 2165/206
Click the registration tab			

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Use the registration code; dcc\_c

Verify using the unique captcha tab – it is case sensitive. (If you are unable to read the Captcha box you can click refresh

Click Verify

# Complete the company / business details

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	Tintedat Online Inductions		
	Devonport City Council Registration Details Contractor*: Enter voor workgroup name ARM/AR/ Enter auwenmen: Personvol*:	Save Eat	
	Contact Given Nome*:Surname*: Phone*:Surname*: Bine#*: Enter your contact ensel address Contact only:		
	Address Skost*; Skost*; Skost*; Skost*: Postcode*; Webste:		and the second second
	Other Do you want to register Workers? No v		
O O C O O O O O	*Hondatory field		• C & • 1229

In the section "Other" it has a "Do you want to register Workers? - Click option "Yes"

This will add a box "Code"

Enter a unique registration code.

This code is to be used to register all employees belonging to the company / business so you can use anything you would like except for dcc\_c or 1234

This is specific to the company and will be used in stage 2).

You should remember / record the company / business usernames and passwords and the unique code for latter use.

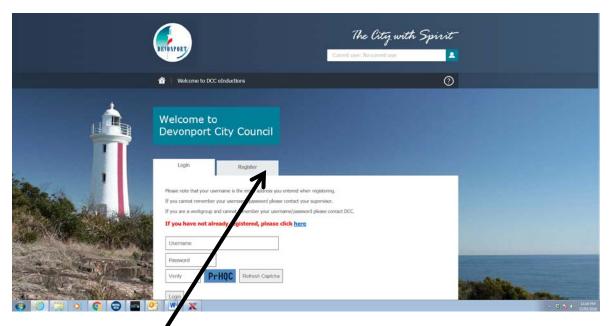
Click save

Then exit

Step 2 – To register workers or staff of your company or business.

Hyperlink

http://dcc.intedat.systems



Click on Register tab.

<b>ETFITOLE</b>	The City with Spirit	
The Welcome to DCC eInductions	0	
Welcome to Devonport City Council		
Hease enter the registration code you have been provided with. If you do not have a registration code please contact your supervisor. dcc_c verify PrHCC Rafnesh Captcha		
Register           For assistance completing your login or registration or at any stage with the help icen           Induction System, click the Help icen           INP	alist using the Devouport City Council General	· State Listen

Using the unique code, you recorded in the company / business registration as part of the registration.

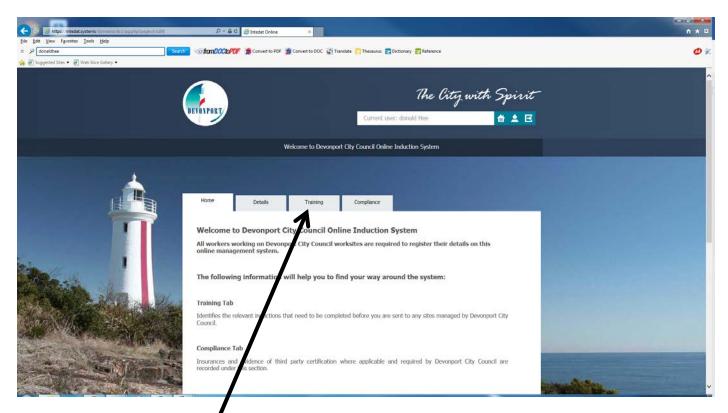
Verify using the unique captcha tab – it is case sensitive. (If you are unable to read the Captcha box you can click refresh

### Click Verify

You should be now able to register an employee / worker / staff by completing the information.

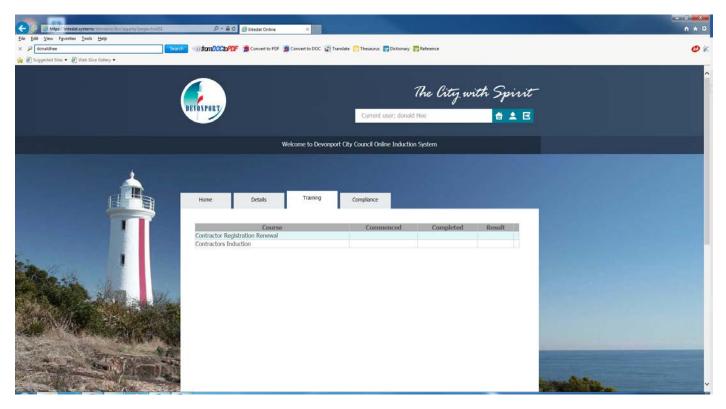
It is recommended that the person register with personal details rather than using company address etc, as in the future when the induction renewal is to be done this shall be sent to the person home details.

Complete and tick save.



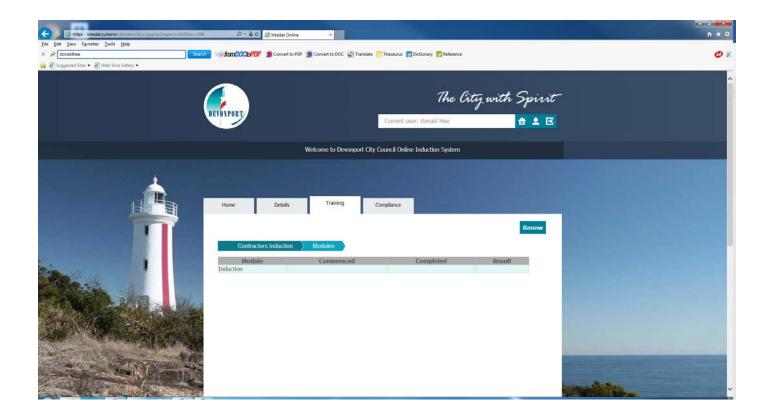
Click on courses here training

This should take you to the following screen.



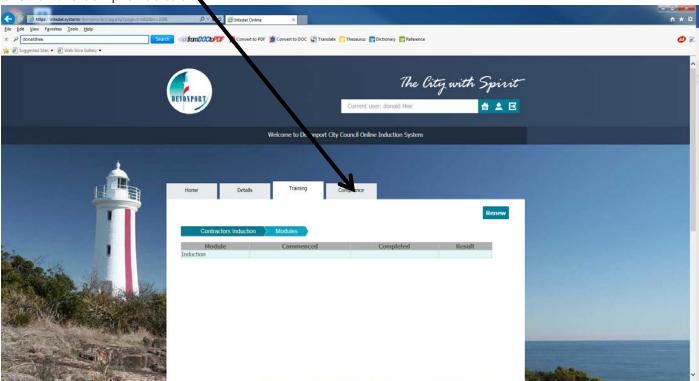
Click on "Contractors Induction"

Click on Induction



And this will allow the person to complete the induction course.

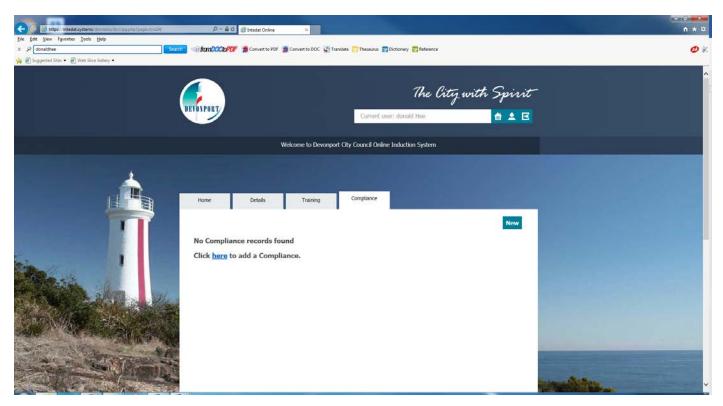
To add employee High Risk Licences, drivers licences, Whit Card etc,



Click on the compliance tab

This should take you to this screen where you can add copies of the various licences.

## Clicking new



Then click exit.

The above step shouldbe followed to upload any insurance details for the business as well.

#### Step 3 – Adding insurance compliances details etc.

They should upload copies of their insurance certificates of currency by

Hyperlink <u>http://dcc.intedat.systems</u>

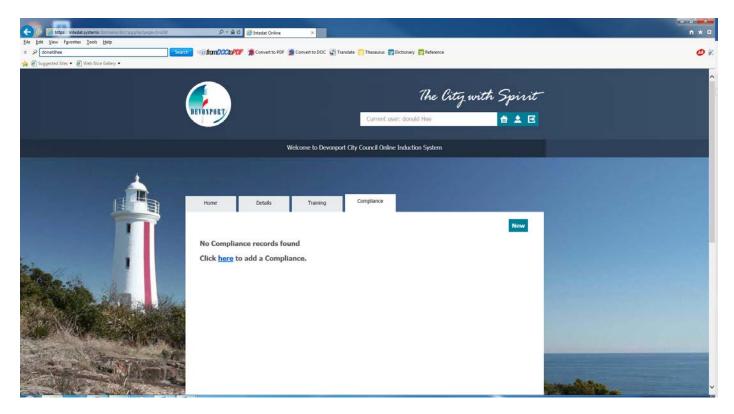
Click on the login tab

User name is the same they used when they registered the company

Plus

The password they used.

Then select the compliance tab



#### Add copies of insurances.

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If you run into trouble they can ring me and I will help.

Michael Dunn – Safety Officer – 03 6424 0552 or mobile 0417 123 047

Hope this assists