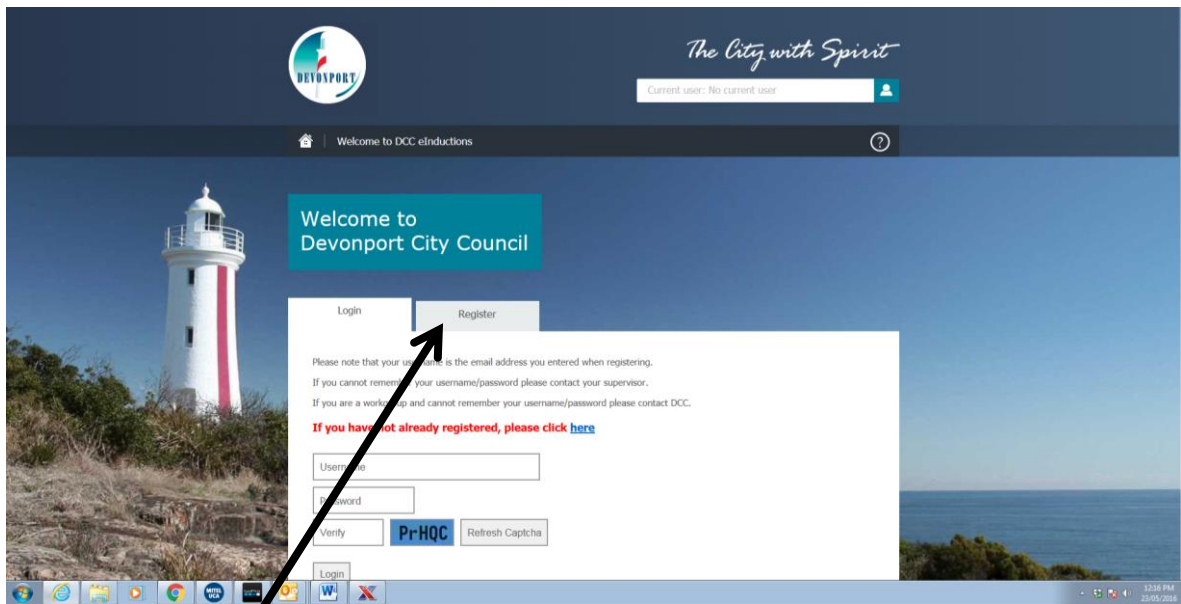


To start your Devonport City Council – Contractor on-line registration and induction

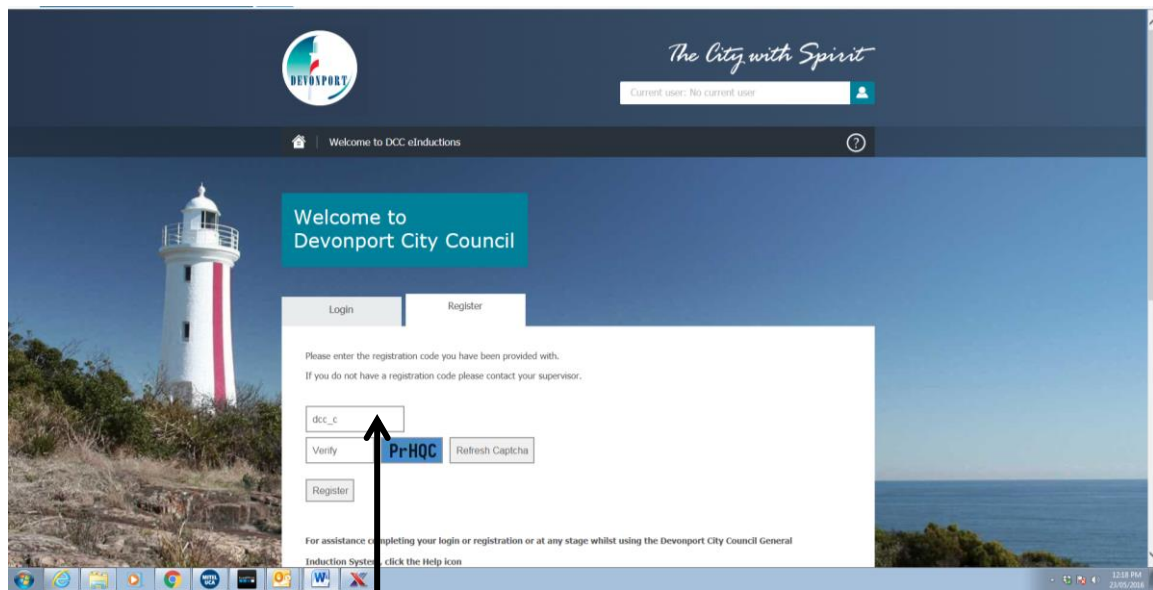
Step 1

Register the company / business using the following information;

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



Click the registration tab



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

Devonport City Council Registration

Save Exit

Details

Company Name*

ABN/VOC

Website* Phone*

Fax*

Contact

User Name* Password*

Phone*

Street* Enter your contact email address

Contact email

Address

Street*

Suburb*

State* Postcode*

Other

Do you want to register workers?

*Mandatory field

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 and record the company / business usernames and passwords and the unique code for later use.

Click save

Then exit

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

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

The City with Spirit

Welcome to DCC e-education

Welcome to Devonport City Council

Login Register

Please note that your username is the same as the one you entered when registering.
If you cannot remember your username/password please contact your supervisor.
If you are a workgroup and cannot remember your username/password please contact DCC.
If you have not already registered, please click [here](#)

Username

Password

Verify PrHOC

Click on Register tab.



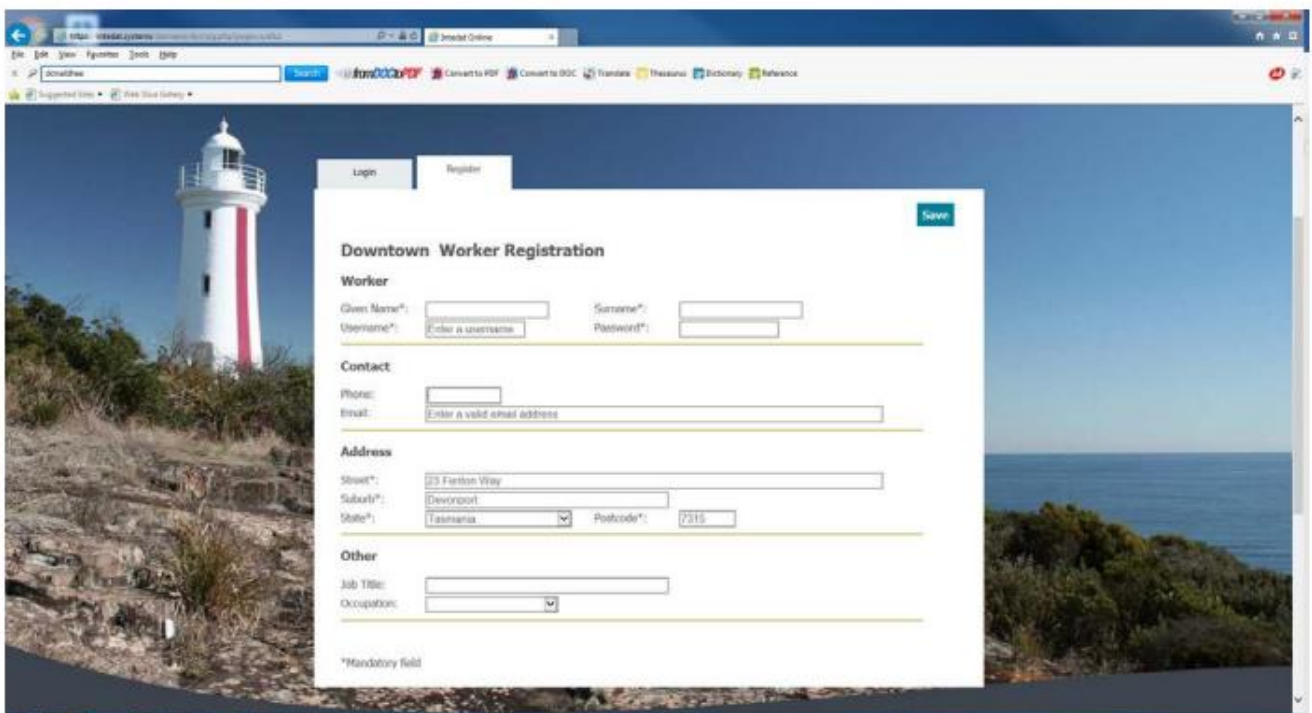
Using the unique code, you recorded in the company / business registration as part of the registration.

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

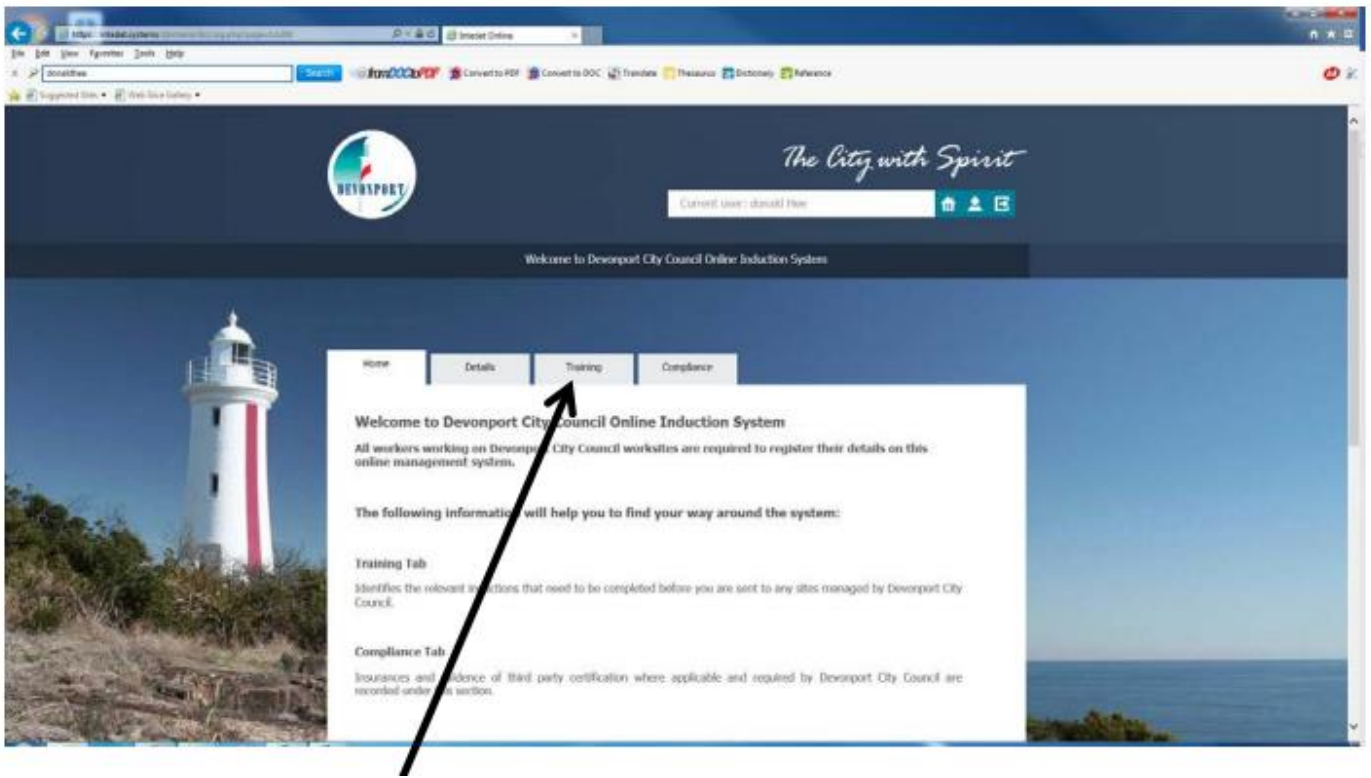
Click Verify

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 persons home details.

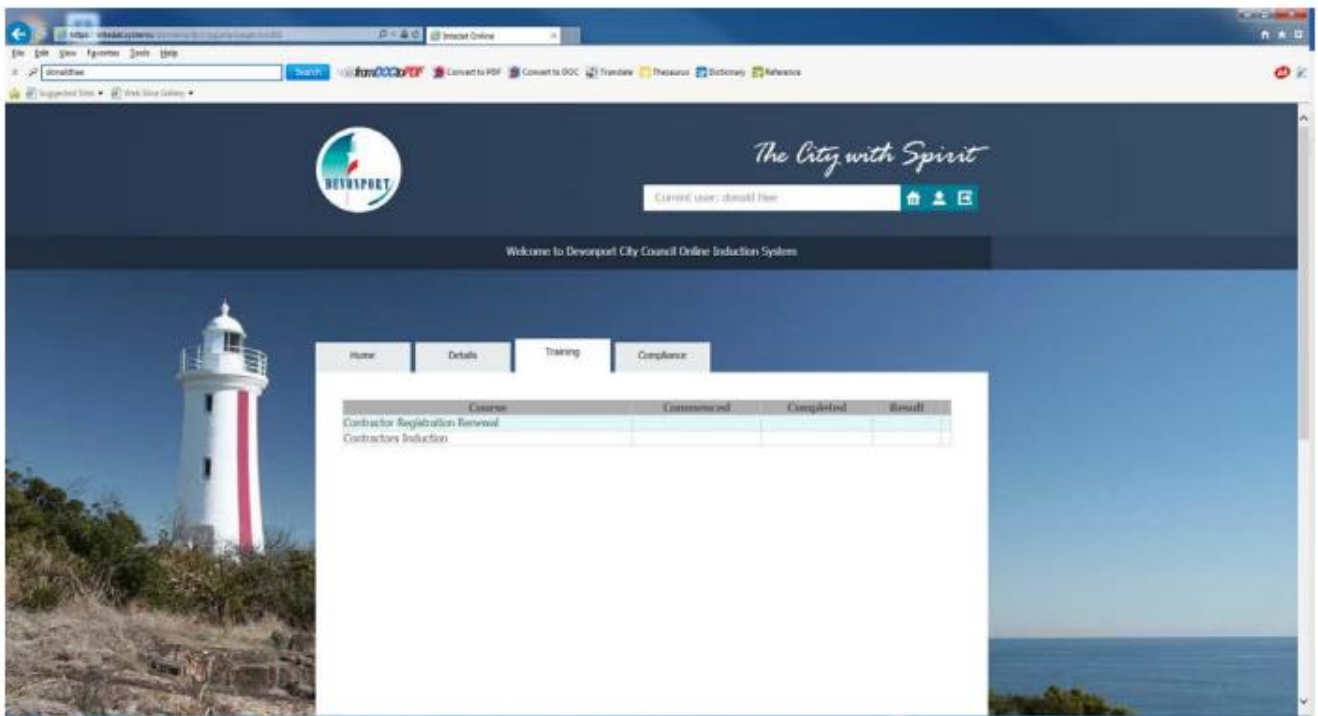


Complete and tick save



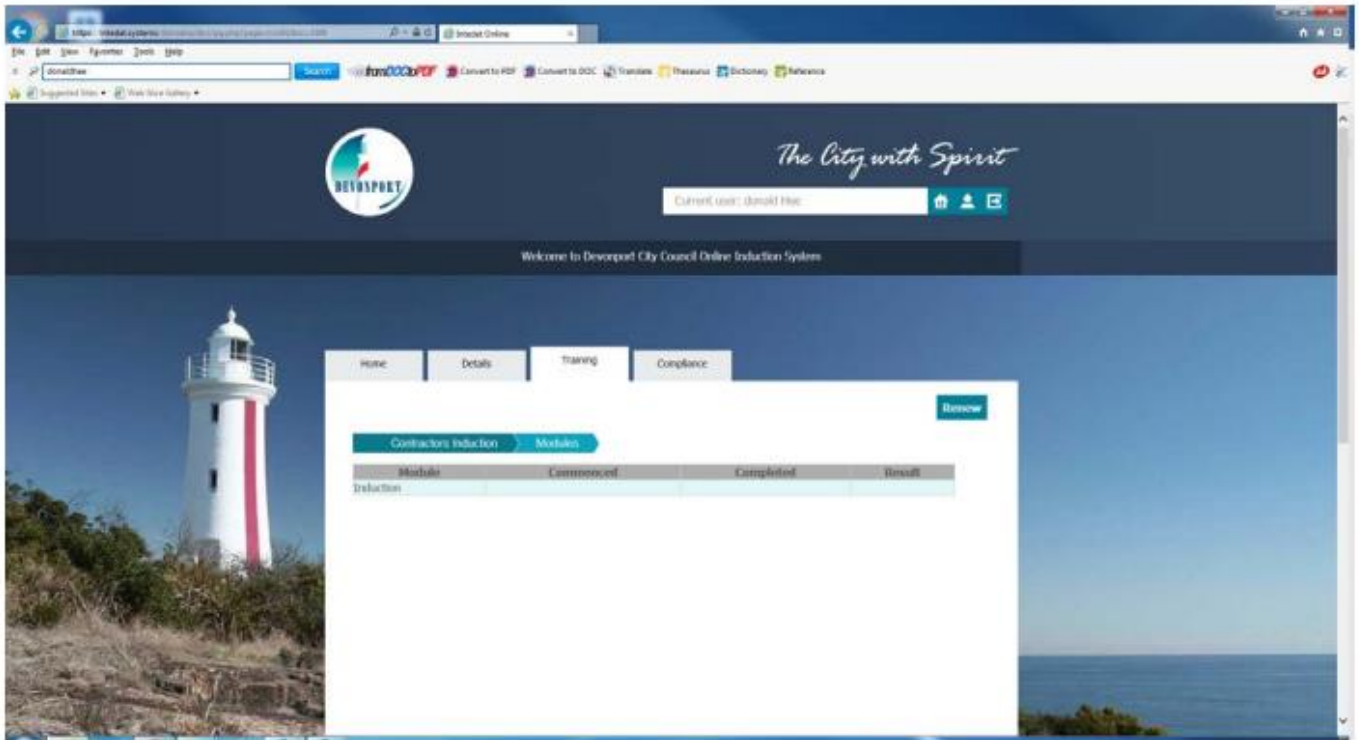
Click on Training tab [here](#)

This should take you to the following screen with a list of courses.



Click on "Contractors Induction"

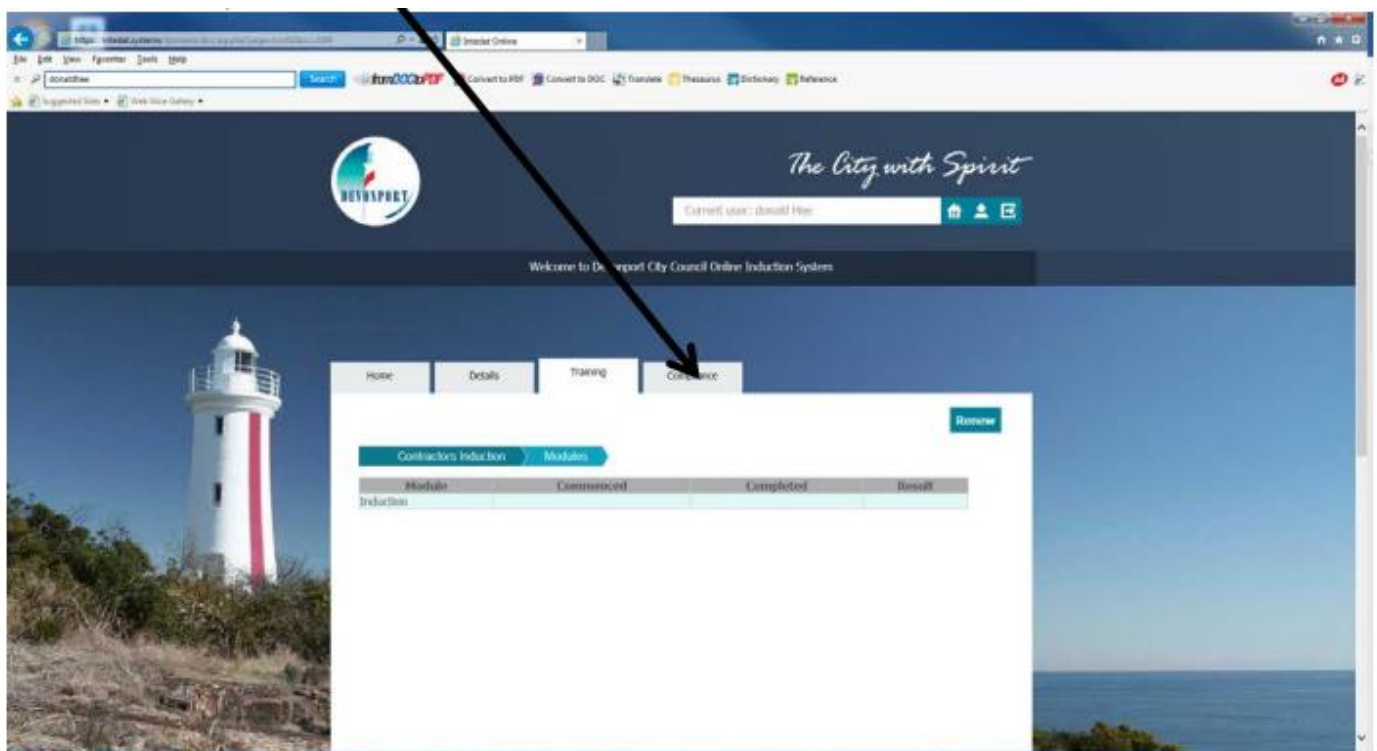
Click on Induction



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

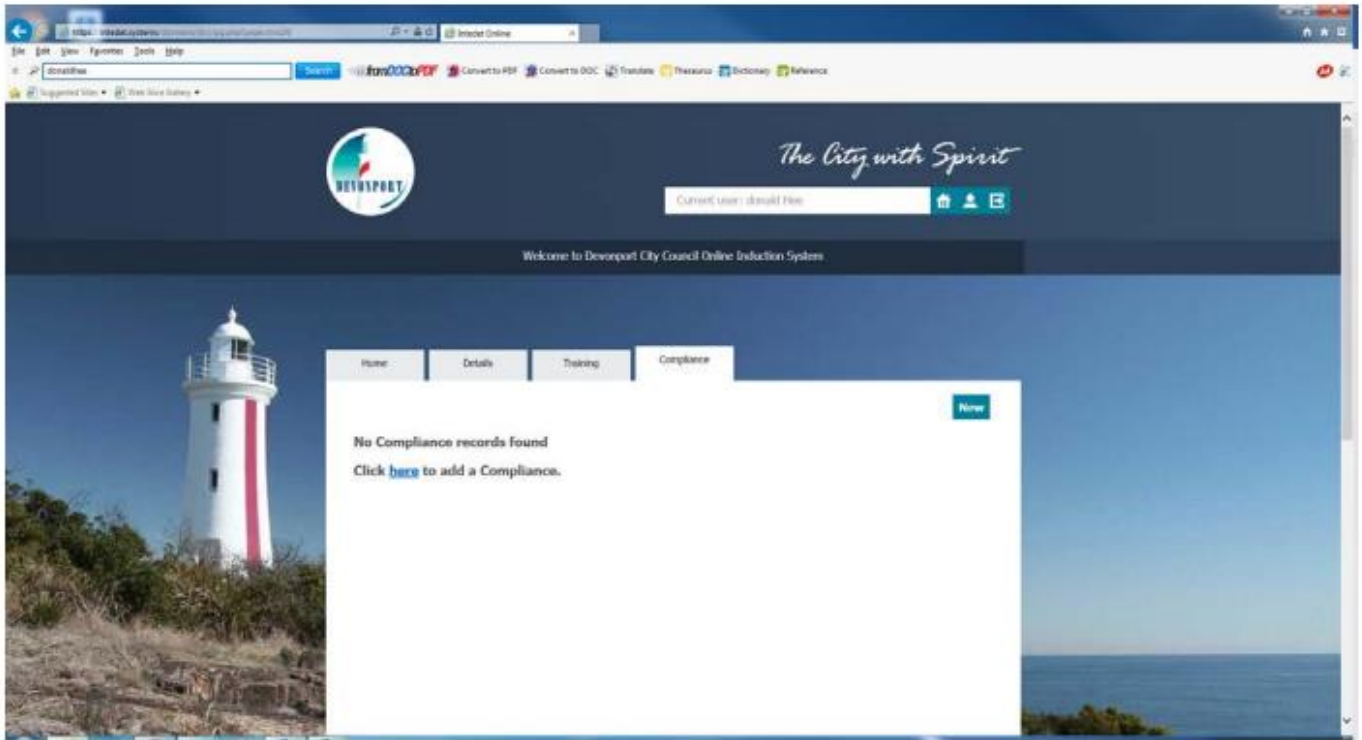
To add employee High Risk Licences, drivers licences, White Card etc.,

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 should be followed to upload any Insurance details for the business as well.

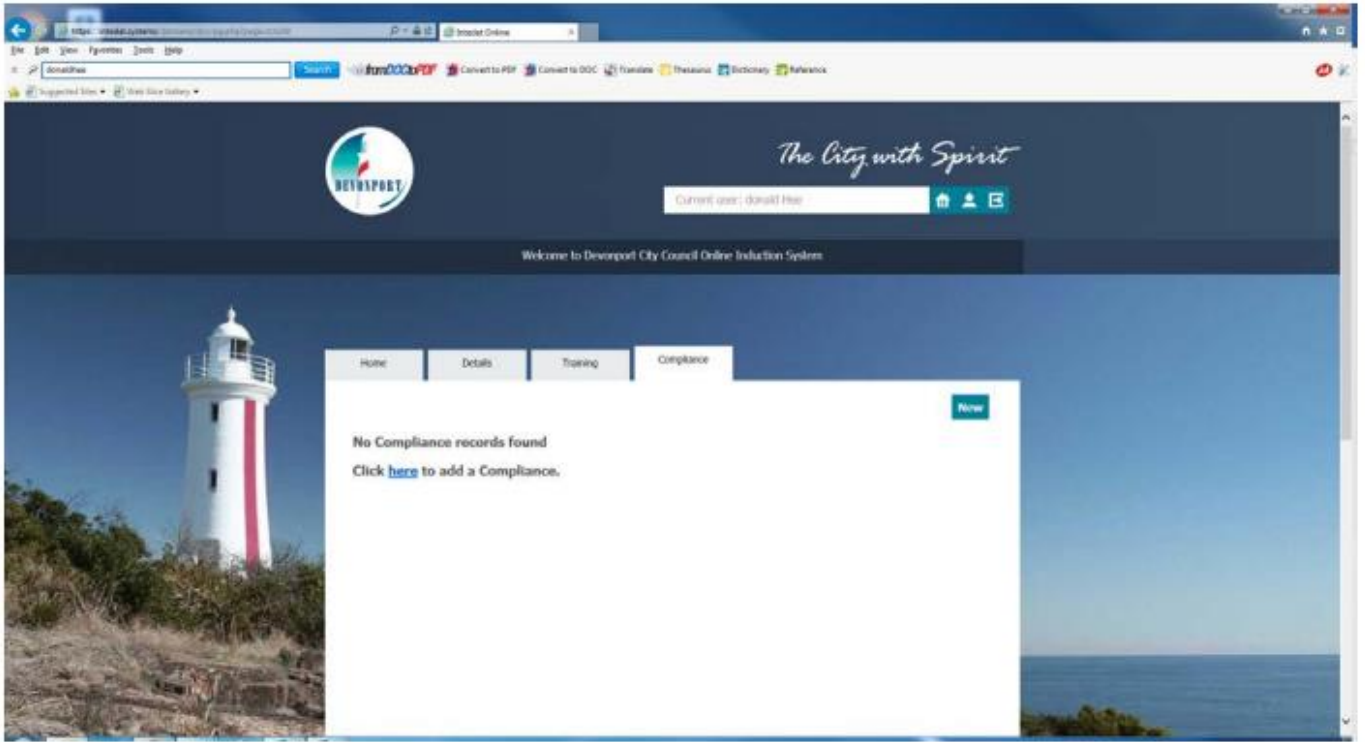
Step 3 – Adding Insurance Compliance details etc.

Upload copies of insurance certificates of currency by:

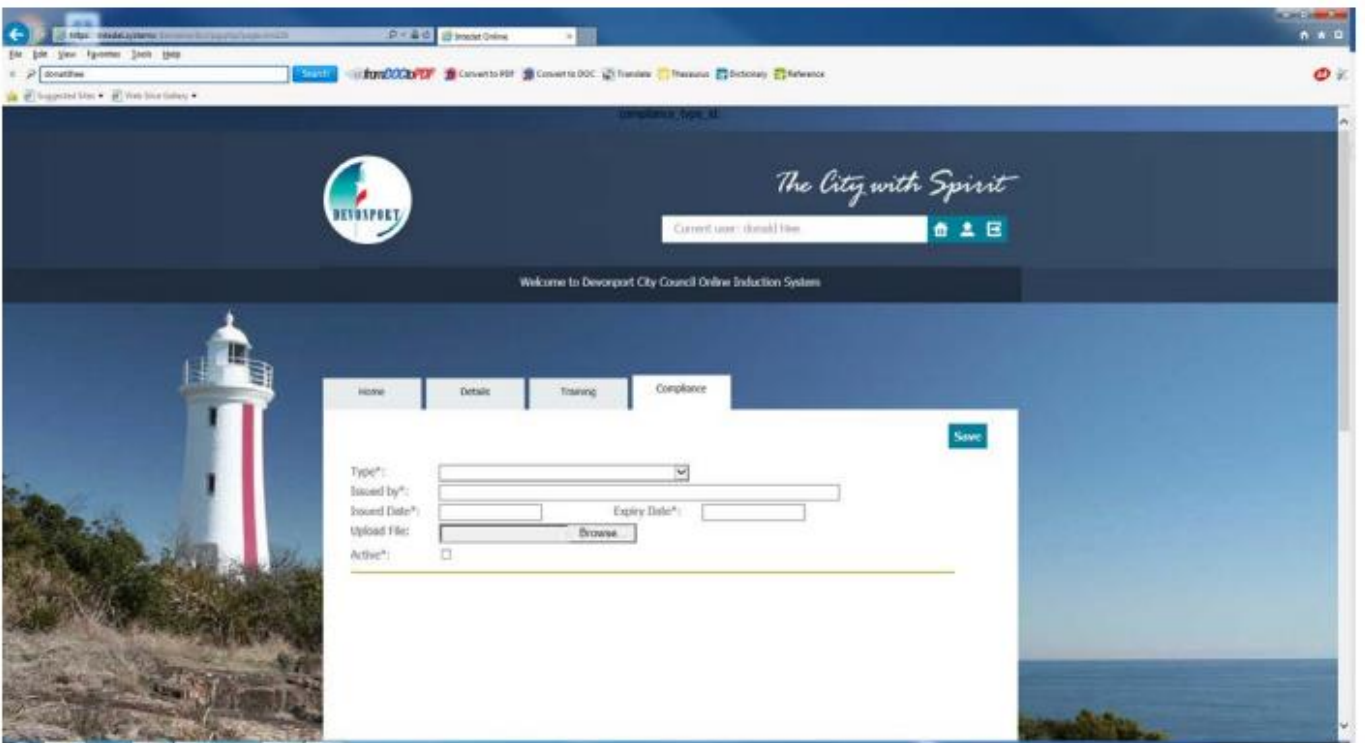
Hyperlink <http://dcc.intedat.systems>

Click on the login tab

Username is the same used when registering your company plus your previous password, then select the Compliance tab.



Add copies of insurances.



Please contact Michael Dunn should you have any difficulties following these instructions:

Michael Dunn – Risk, Safety & Compliance Officer – 03 6424 0552 or mobile 0417 123 047