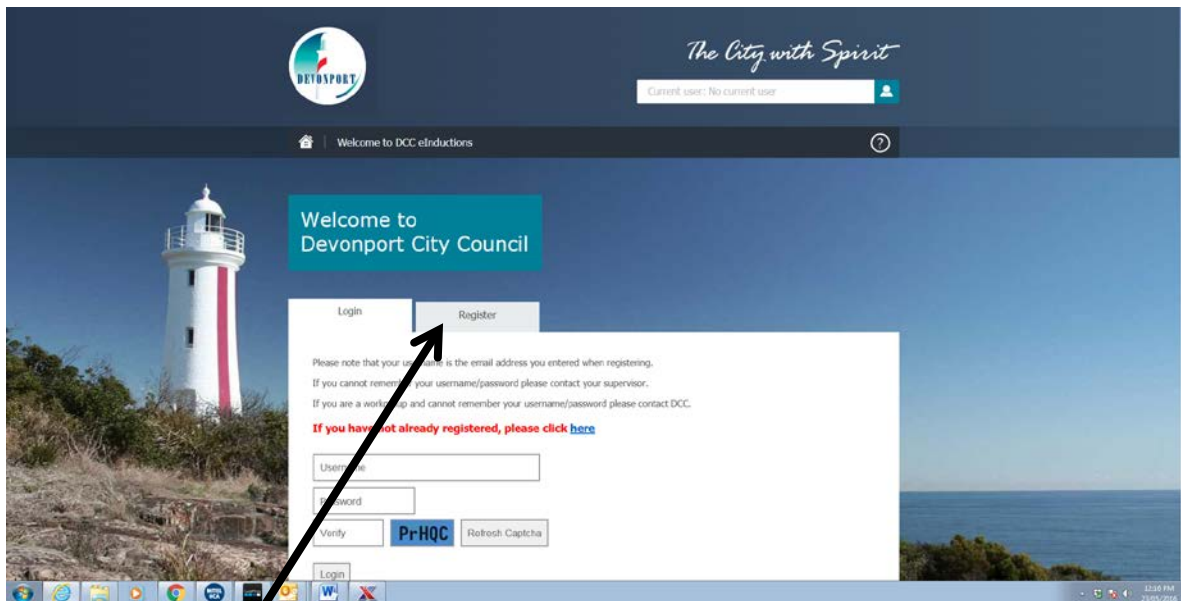To start your Devonport City Council –Contractor on-line registration and induction
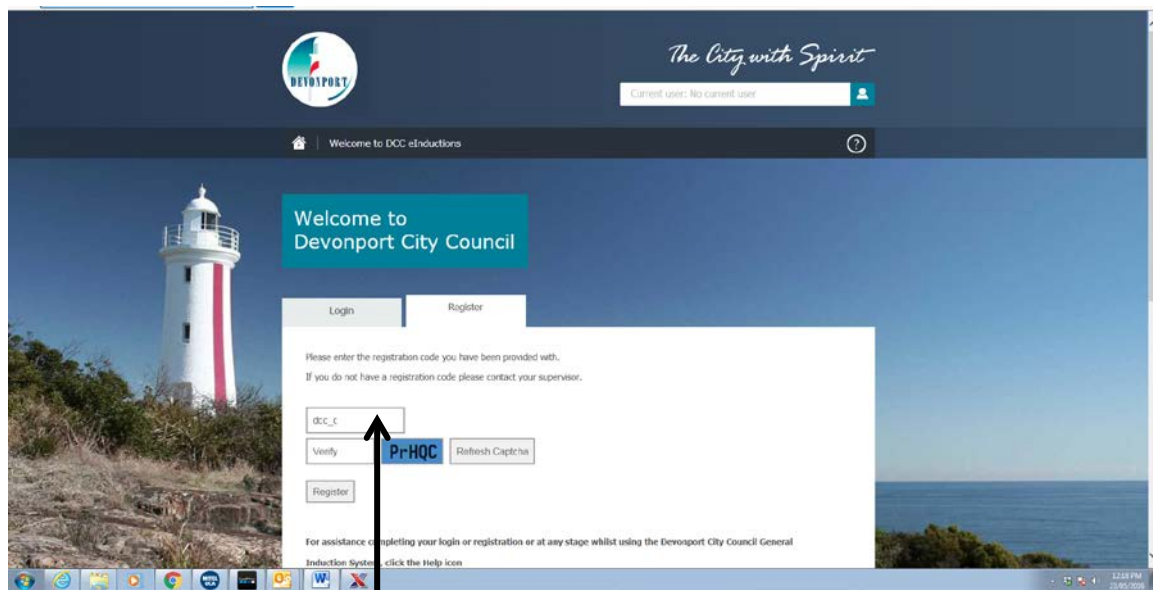
Step 1

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

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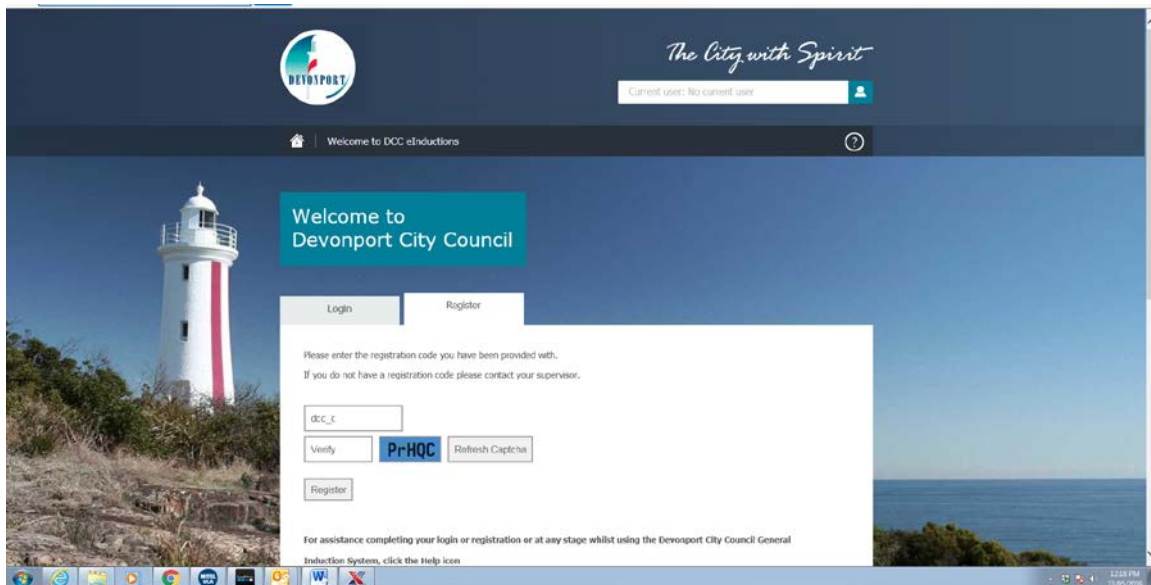
Using the unique code, you recorded in the company / business registration as part of the registration.

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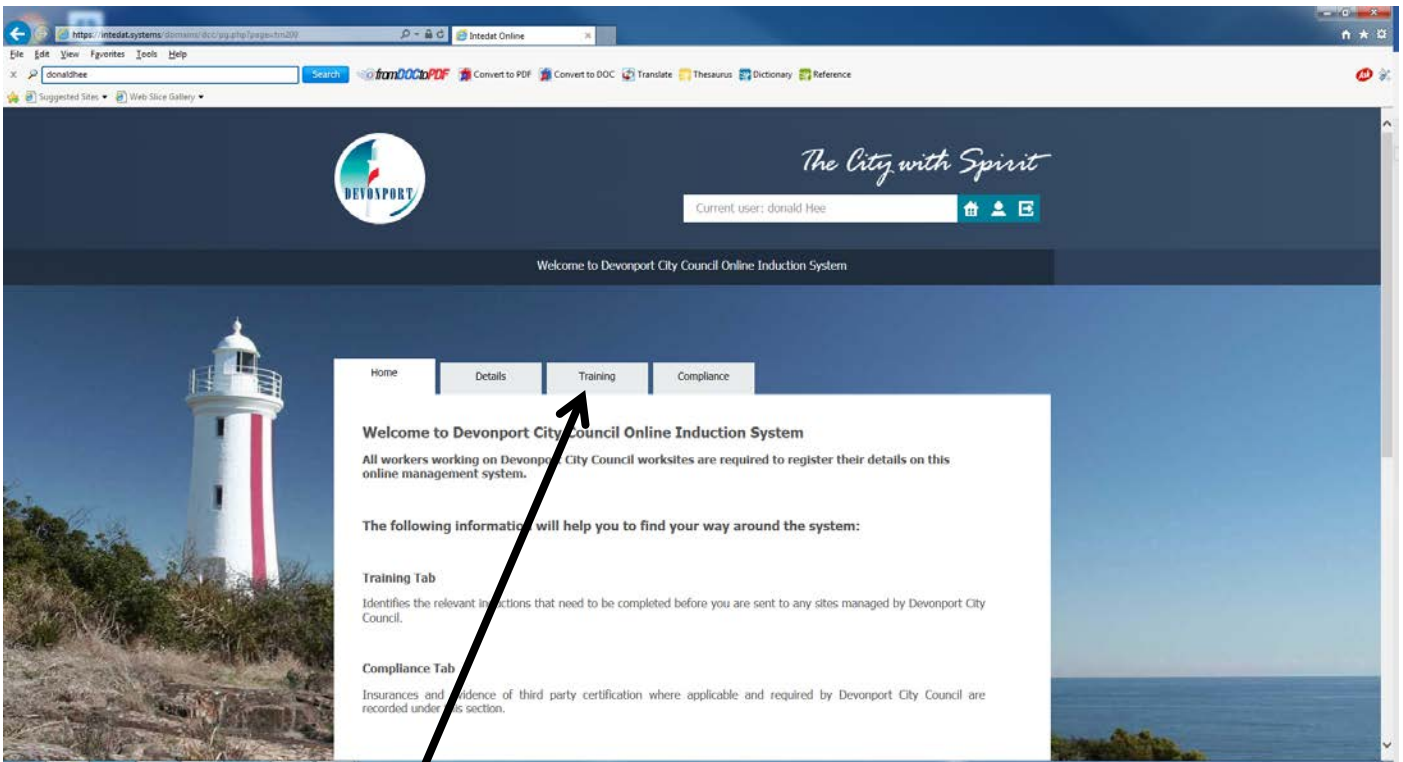
Click Verify

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.
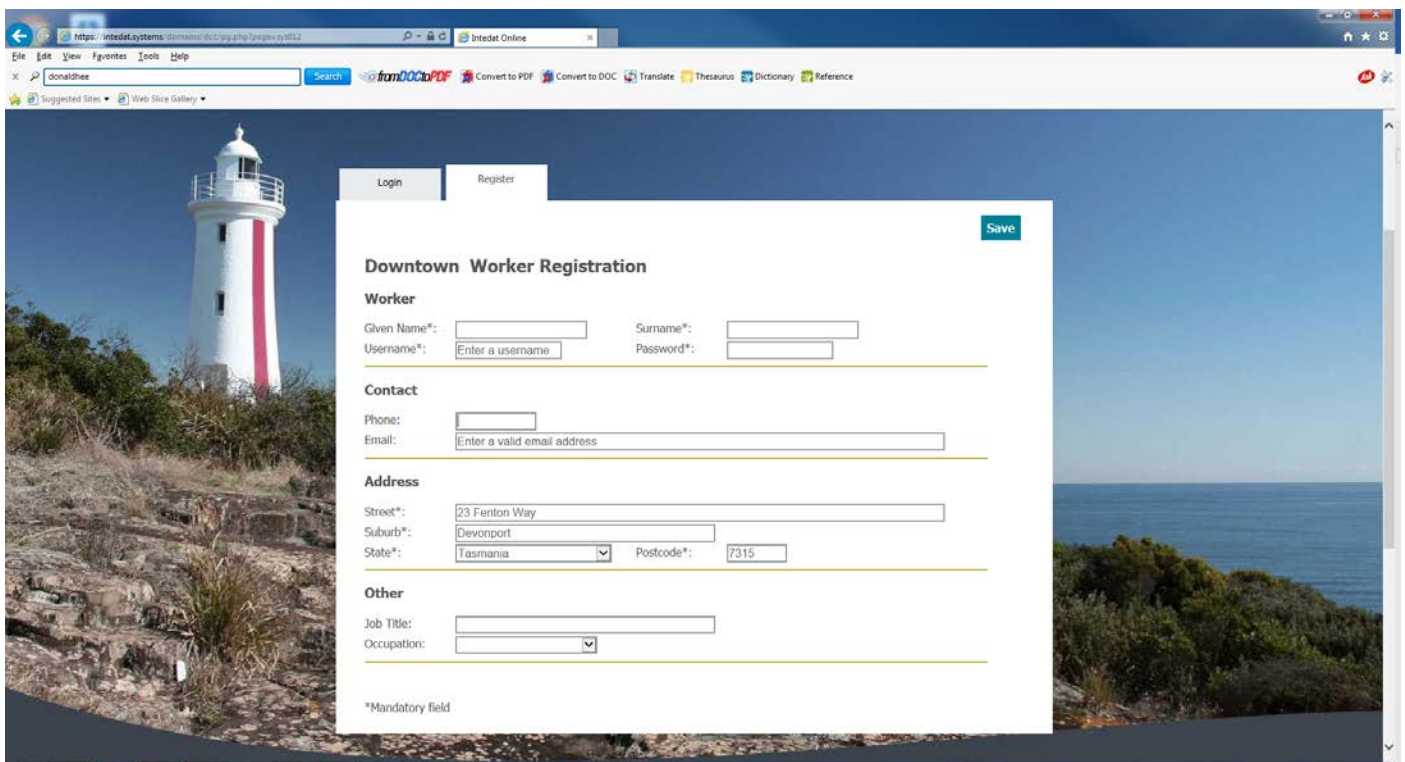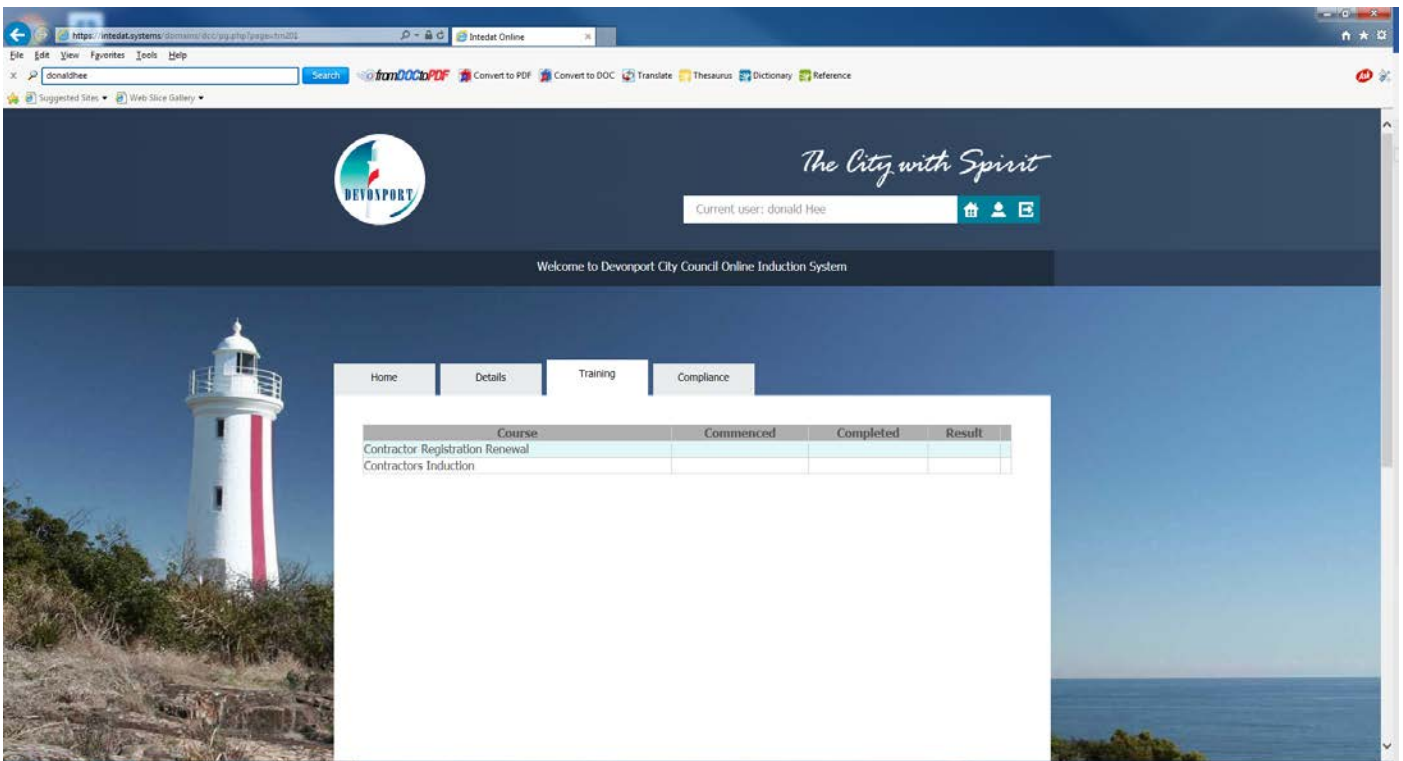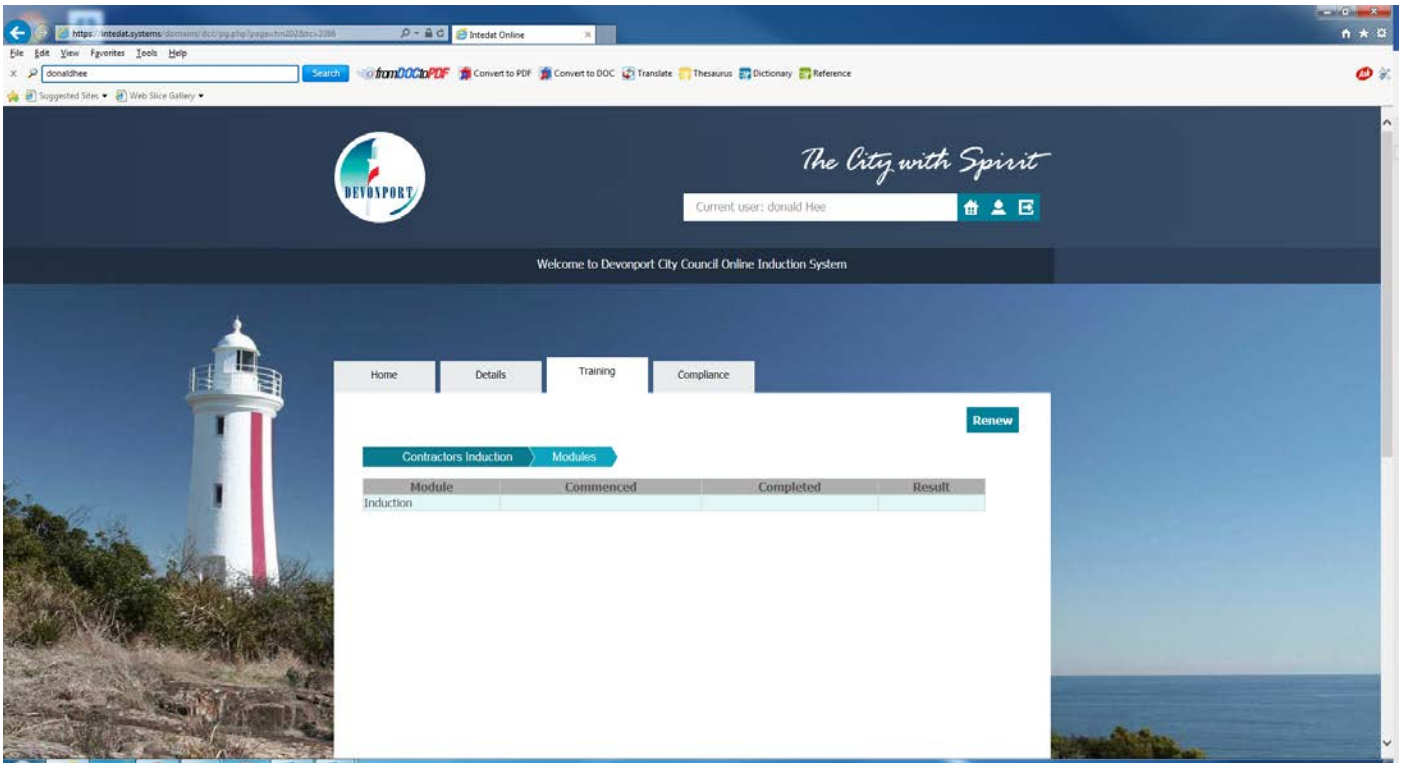

Complete and tick save.

Click on courses here training

This should take you to the following screen.
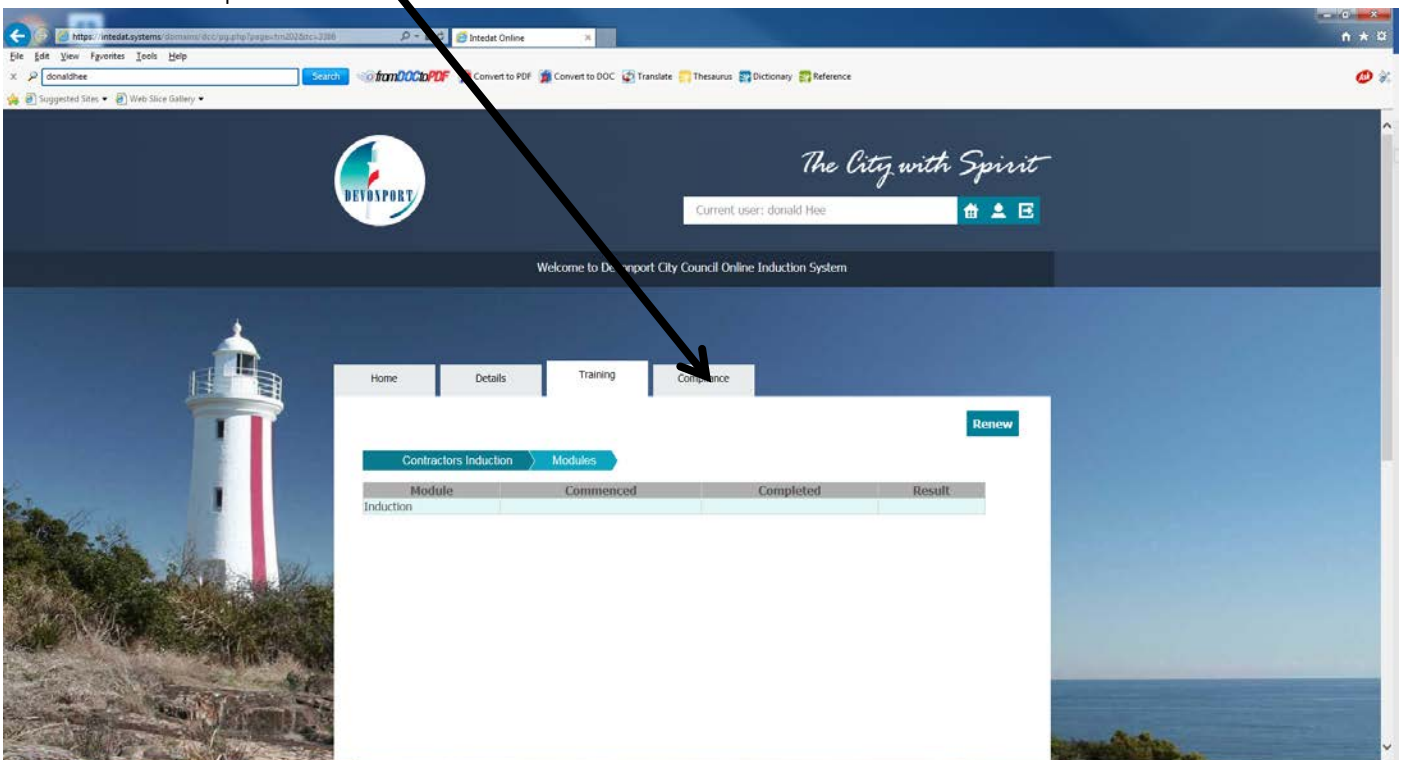

Click on "Contractors Induction"

Click on Induction

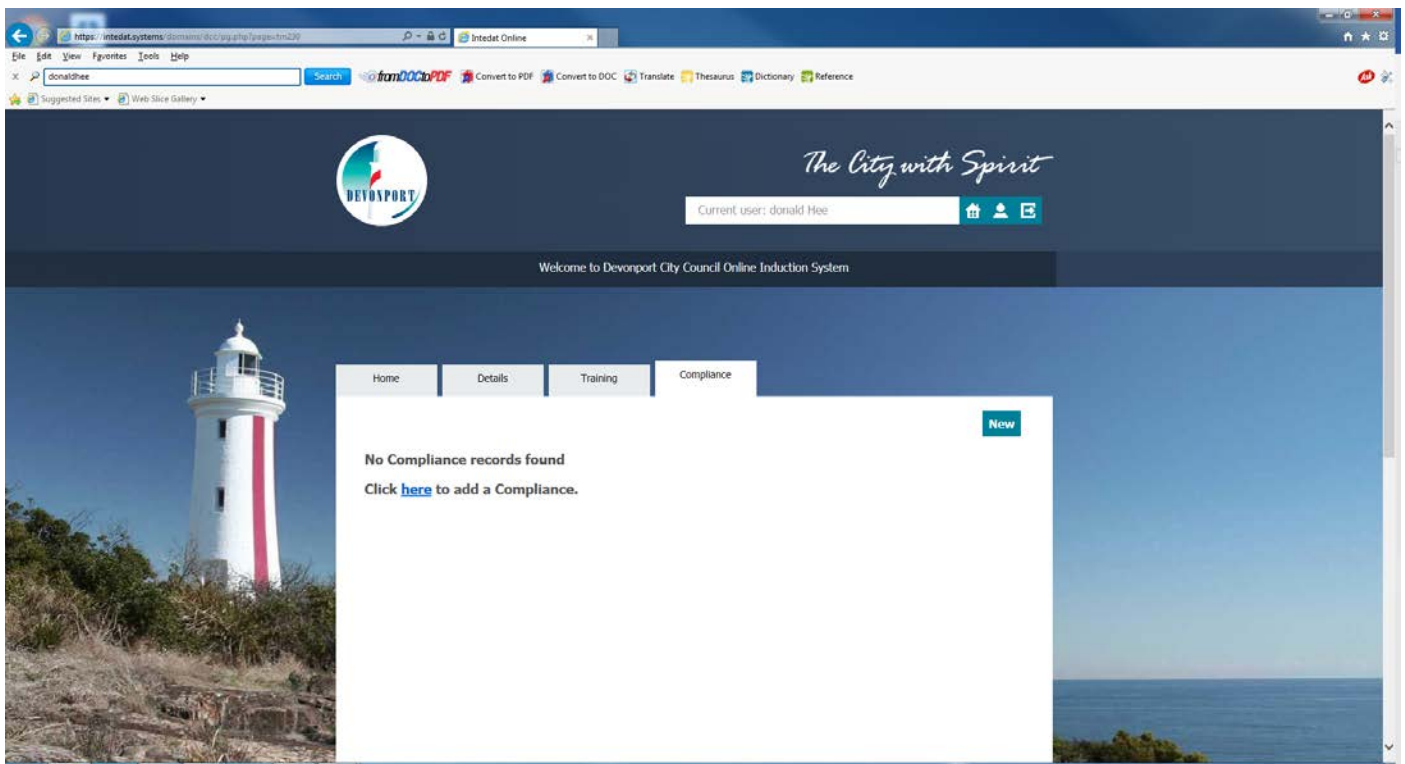And this will allow the person to complete the induction course.

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
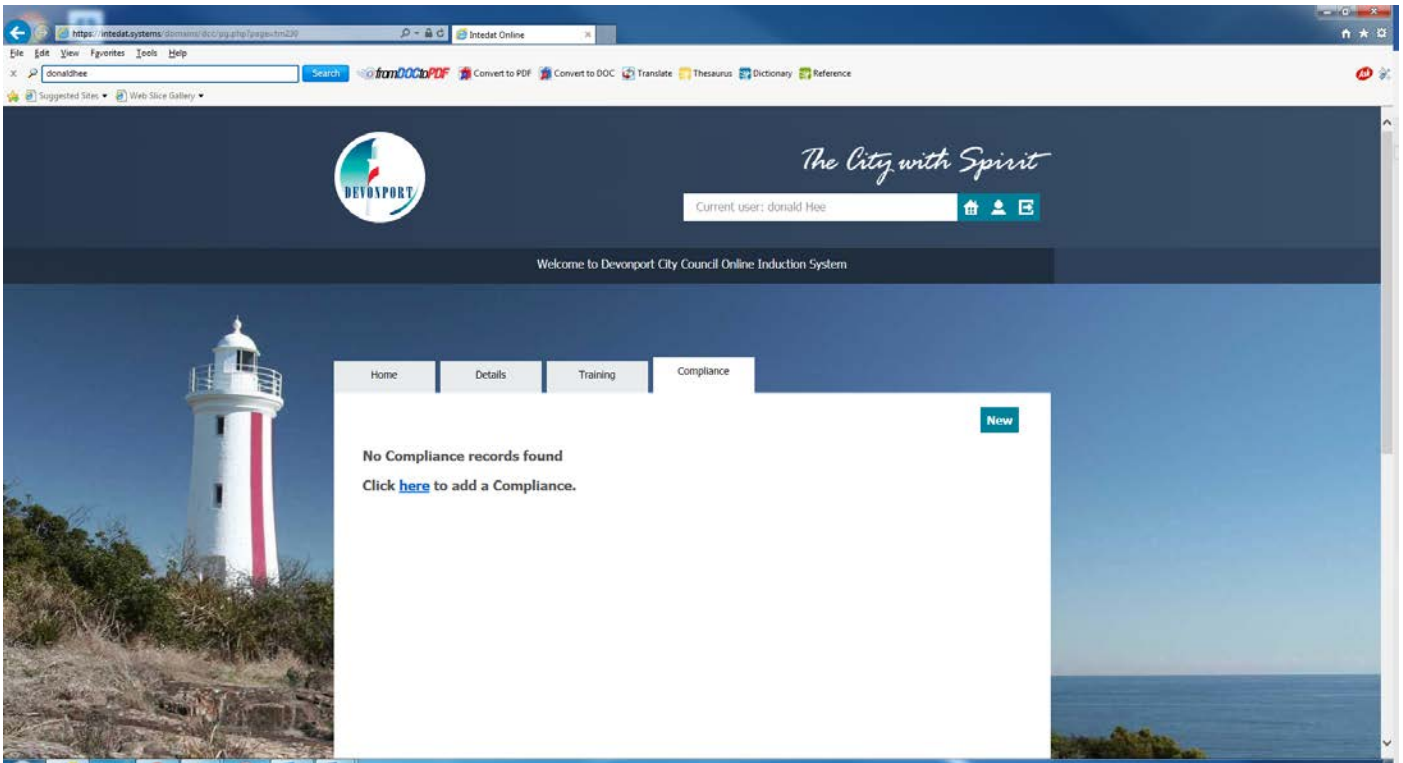
Hyperlink   http://dcc.intedat.systems

Click on the login tab

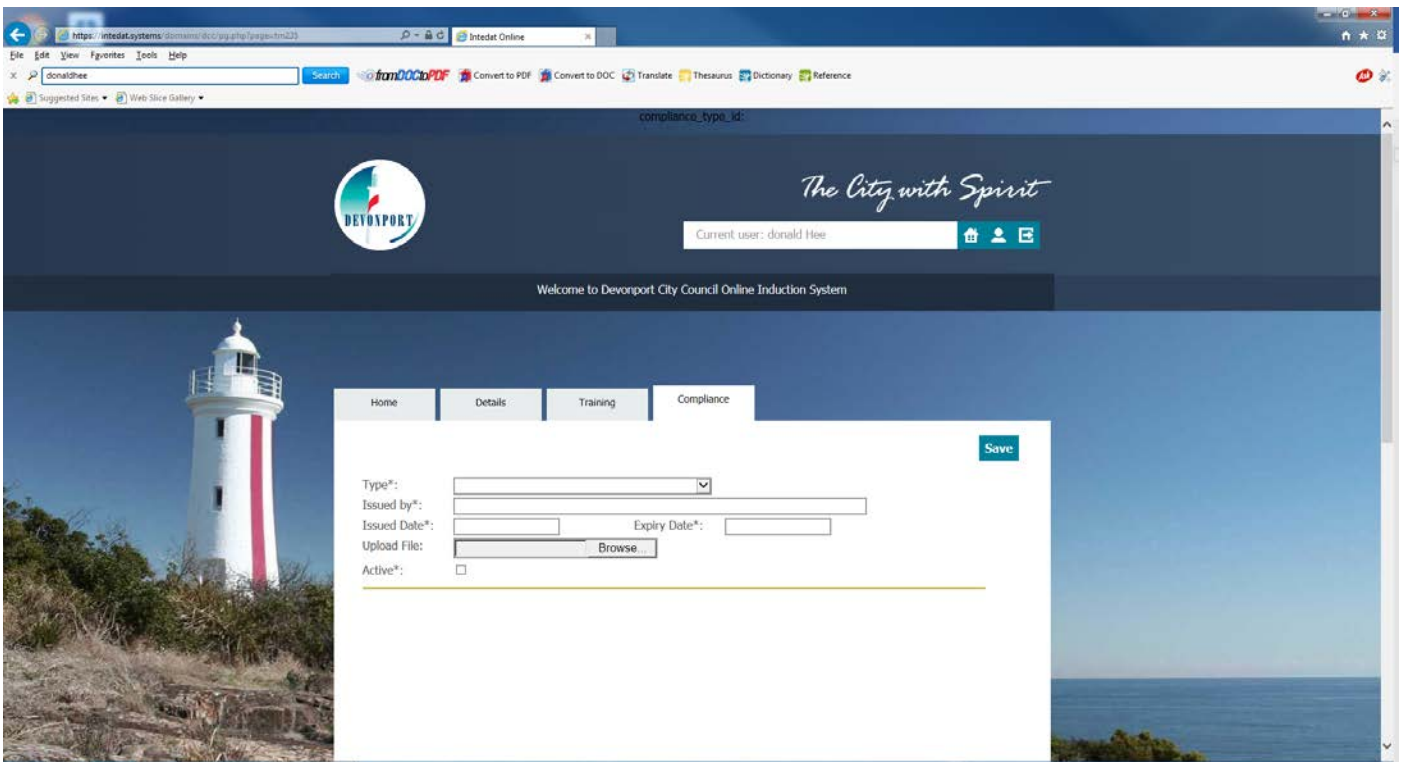User name is the same they used when they registered the company

Plus

The password they used.

Then select the compliance tab

Add copies of insurances.

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

Phillip Bourke – Safety Officer – 03 6424 0552 or mobile 0417 123 047

Hope this assists