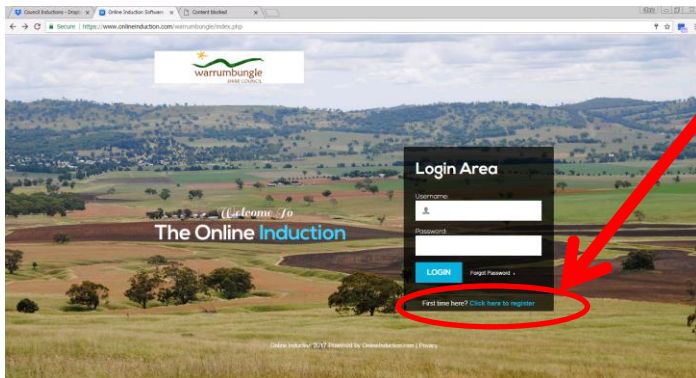


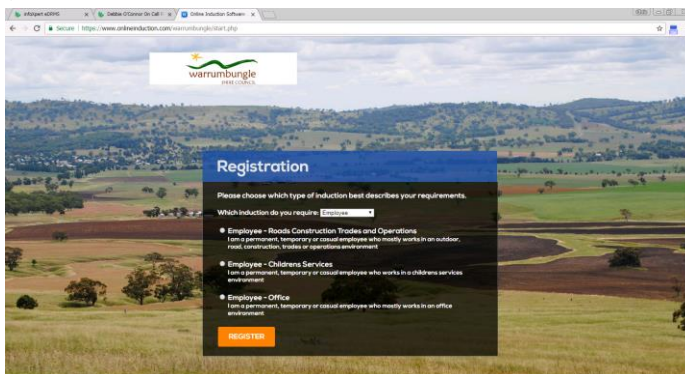
You will need: access to the internet plus a set of headphones so that you don't drive those around you crazy 😊. You will also need your drivers licence, whitecard and other relevant tickets/certificates. If you have a USI number please have it handy or create one before starting by visiting: www.usi.gov.au

On a desktop or laptop computer

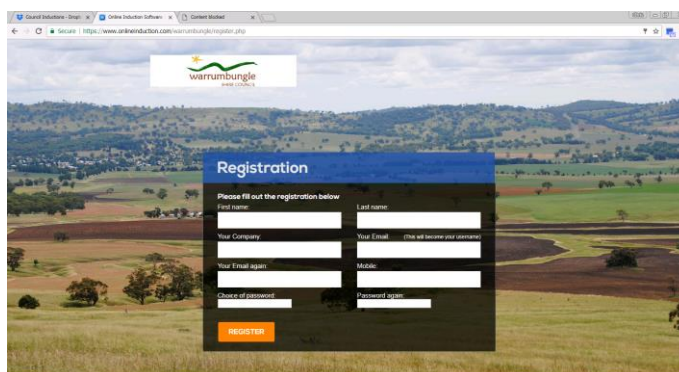
- 1 Open Internet Explorer, Chrome or another internet browser and go to: www.onlineinduction.com/warrumbungle/ and select the REGISTER option at the bottom of the login box. **COUNCIL STAFF exit from the NETWORK TREE or the induction will not have sound.**



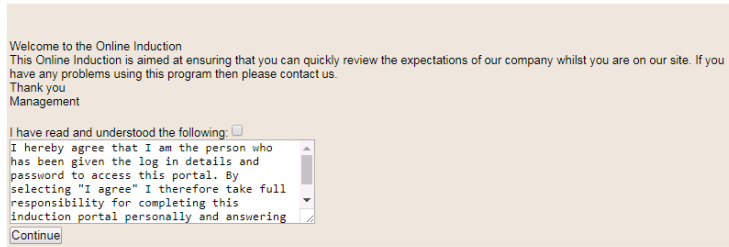
- 2 Select the type of induction that best matches your role with Council, (Employee) then select the type of work (Office OR Childcare OR Roads, Construction, Trades and Operations) and click REGISTER.



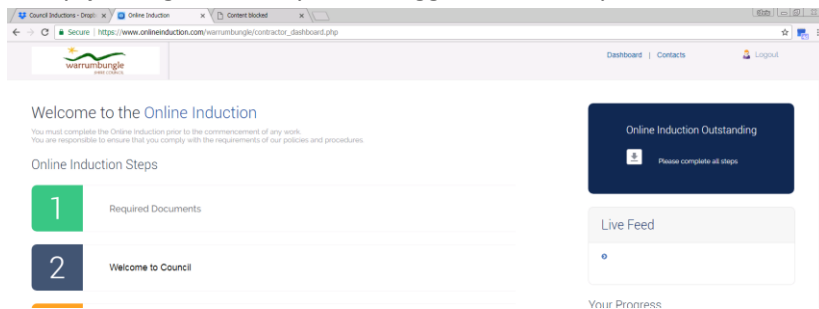
- 3 Complete the registration details. Please note that if you need to do more than one induction, an email address can only be used once. It is suggested that you use your email address for your main role with Council, and (if required) any subsequent inductions choose another username (instead of an email address unless you have several to choose from). The email address you give is where your induction reminder will be sent, so please choose wisely. *If you do not have an email address, choose another user name. This will mean that you will not receive a reminder when your induction is due for renewal.*



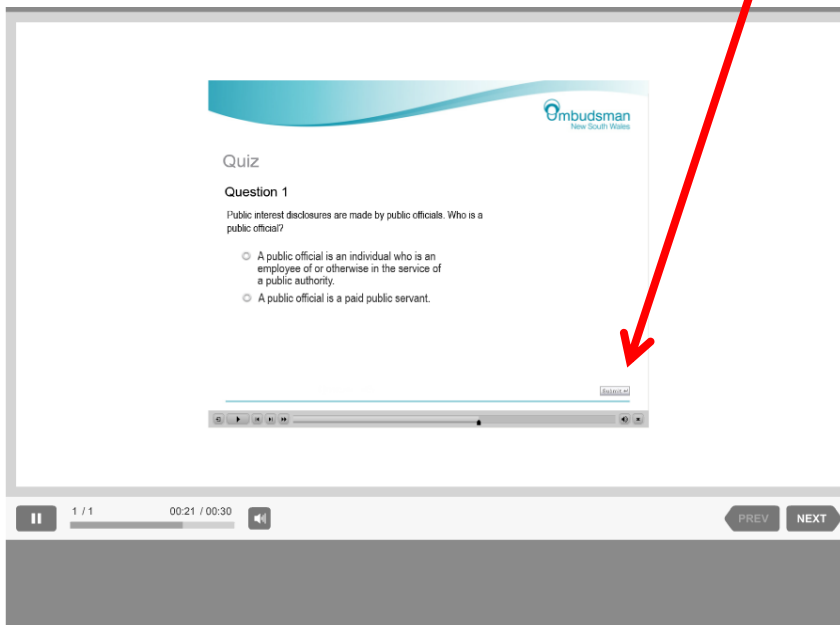
- 4 Read and agree to the terms of the induction. **Please note that this is a legal agreement** so you need to make sure you read it.



- 5 **Work through each step.** As you complete each step it will be saved, and you will be able to see your progress on the right hand side of the screen, where a green tick will show the sections you have completed. If you want to take a break, you can stop once you have completed any section and then return to the induction when you are ready, just log back in if you are logged out when you want to continue.



SPECIAL NOTE FOR STAFF: PID presentation: make sure you click on the “inside” slide buttons during this presentation otherwise you will exit the whole presentation.



When finished, click here to continue

When you have finished the induction and successfully completed the assessment, you will be issued with an Induction Certificate. You can email this to yourself, or take a photo on your phone as evidence. **An email confirming your completion will also be sent to Human Resources so that your induction card can be issued.**

PLEASE NOTE that Council staff completing the induction on the local drive (not on the tree) may not have Acrobat Reader loaded (it usually isn't) and may not be able to view their certificate. You are still able to save it to your documents folder.