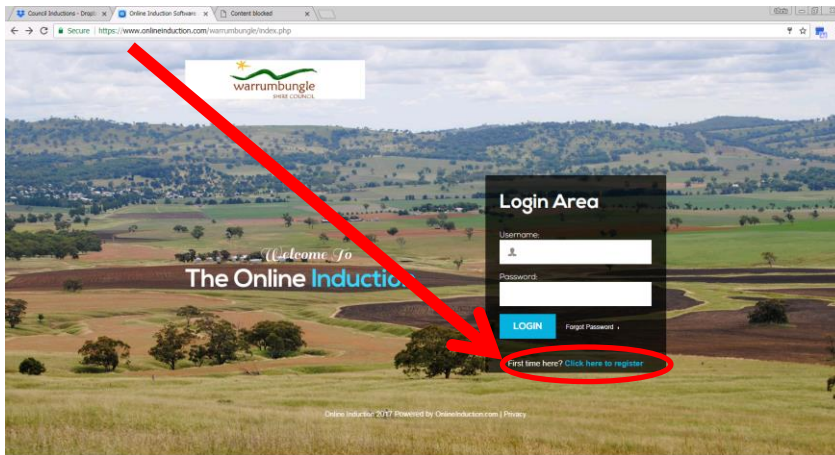


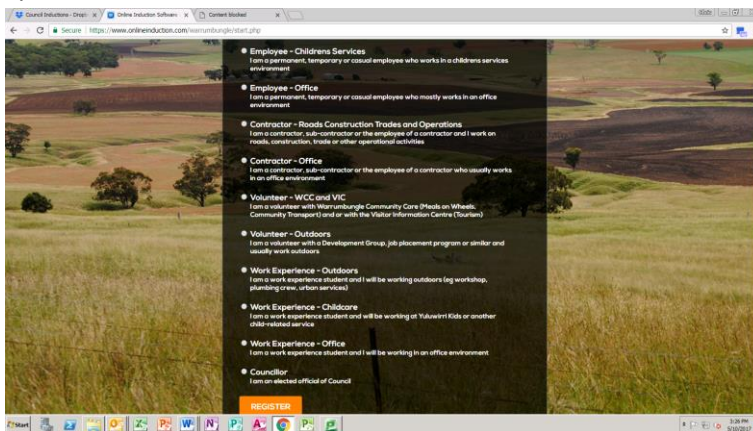
You will need: access to the internet plus a set of headphones so that you don't drive those around you crazy 😊. You will also need your drivers licence, whitecard and other relevant tickets/certificates. If you do not own a computer, your local library will usually provide free access.

On a desktop or laptop computer [the phone app will be available by the end of November 2017]

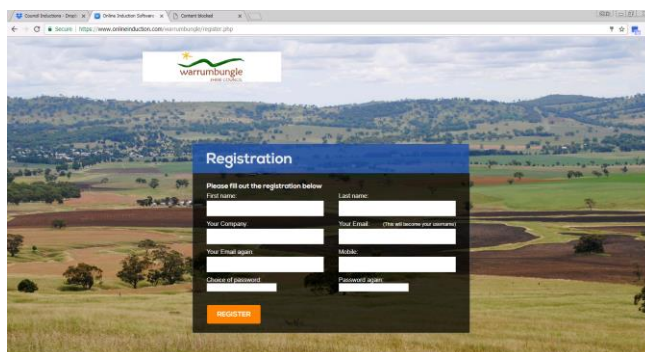
- 1 Open Internet Explorer, Chrome or another internet browser and go to:
www.onlineinduction.com/warrumbungle/ and select the REGISTER option at the bottom of the login box.



- 2 Select the type of induction that best matches your contract role with Council, then click REGISTER (not all options show on the screen below, this screen is scrolled down slightly to show the REGISTER button)



- 3 Complete the registration details. Please note the email address you give is where your induction reminder will be sent, so please choose wisely.



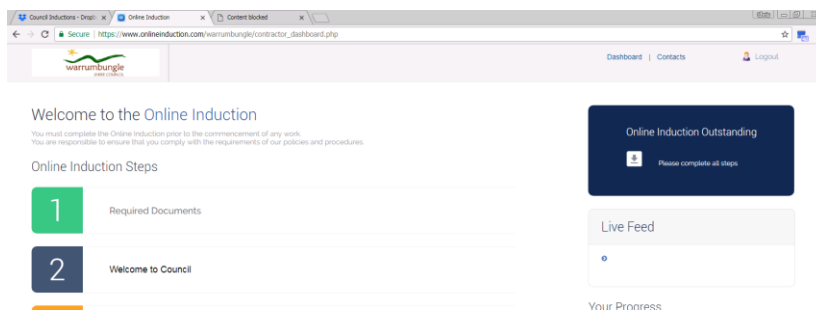
- 4 Read and agree to the terms of the induction. **Please note that this is a legal agreement** so you need to make sure you read it.

Welcome to the Online Induction
This Online Induction is aimed at ensuring that you can quickly review the expectations of our company whilst you are on our site. If you have any problems using this program then please contact us.
Thank you
Management

I have read and understood the following:

I hereby agree that I am the person who has been given the log in details and password to access this portal. By selecting "I agree" I therefore take full responsibility for completing this induction portal personally and answering

- 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.



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. If you cannot access your certificate for any reason, don't worry: an email confirming your completion will also be sent to Human Resources so that your induction card can be issued.