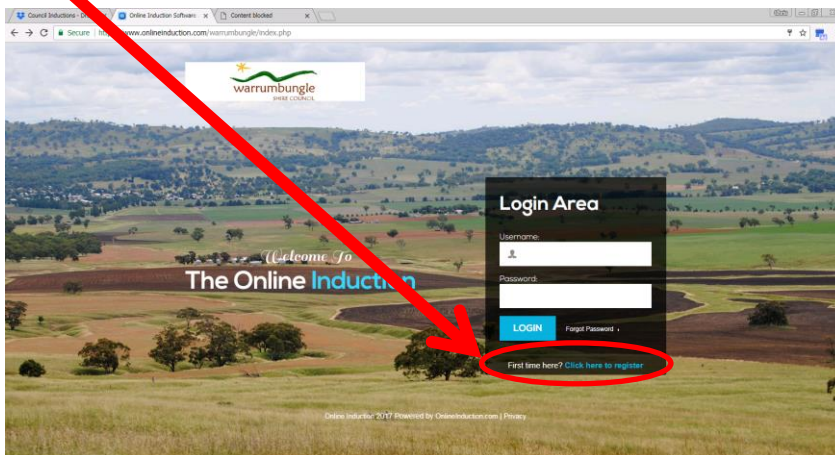


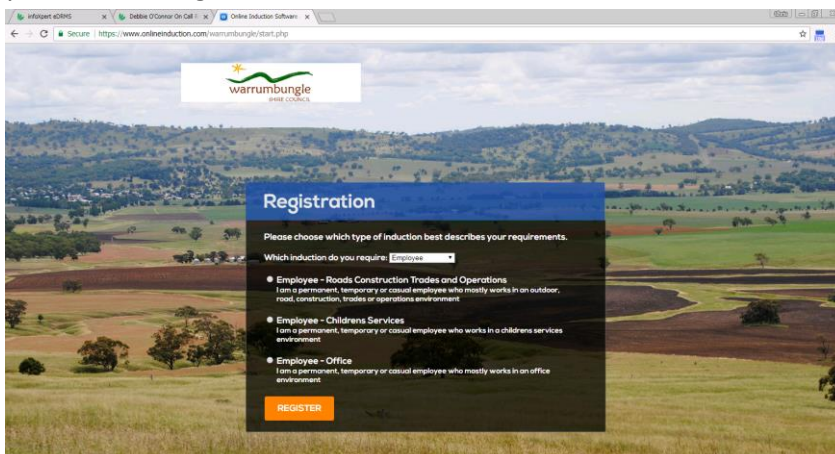
**You will need:** access to the internet plus a set of headphones so that you don't drive those around you crazy 😊. You will also need your whitecard [for outdoor work experience positions such as Urban Services].

## On a desktop or laptop computer

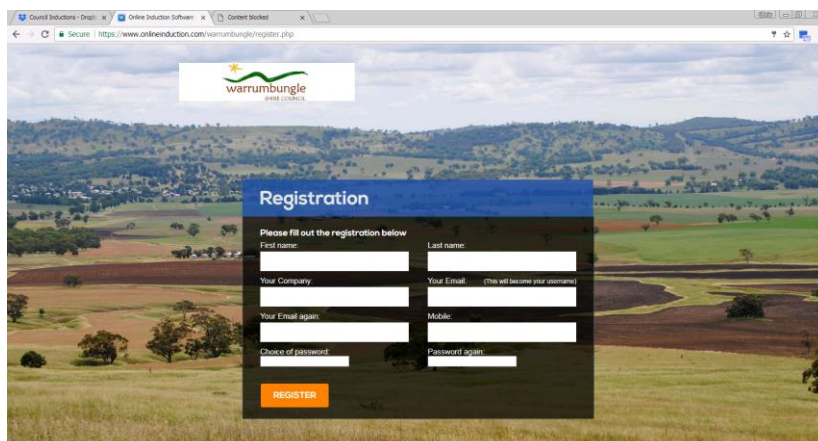
- 1 Open Internet Explorer, Chrome or another internet browser and go to: <https://www.onlineinduction.com/warrumbungle/> and select the REGISTER option at the bottom of the login box.



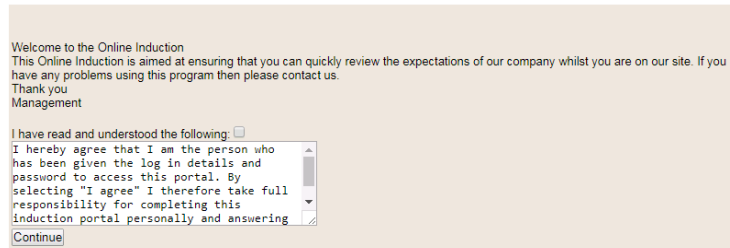
- 2 Select the type of induction that best matches your role with Council, (Employee) then select the type of work you will be doing with Council and click REGISTER.



- 3 Complete the registration details. The email address you give is where your induction reminder (and any password re-set requests) 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

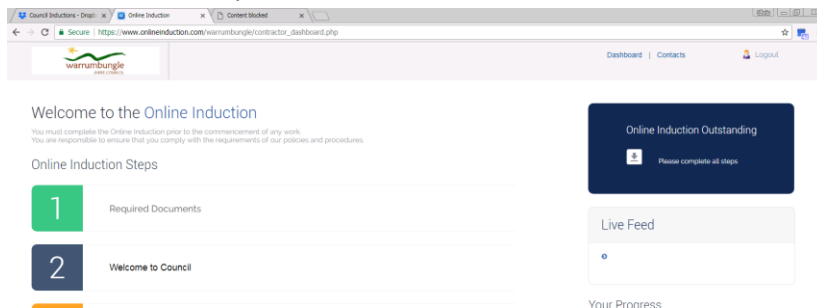
I have read and understood the following:

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

[Continue](#)

- 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.

At the **end** of each presentation, click on the **GREEN** "Click to Continue" bar at the foot of the screen.



**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, who will issue an induction card within 30 days.

**Employee inductions are current for three years.**