

## How to access Online Induction – external workers

City of Gold Coast online inductions are completed through  
<https://www.onlineinduction.com/goldcoast/>

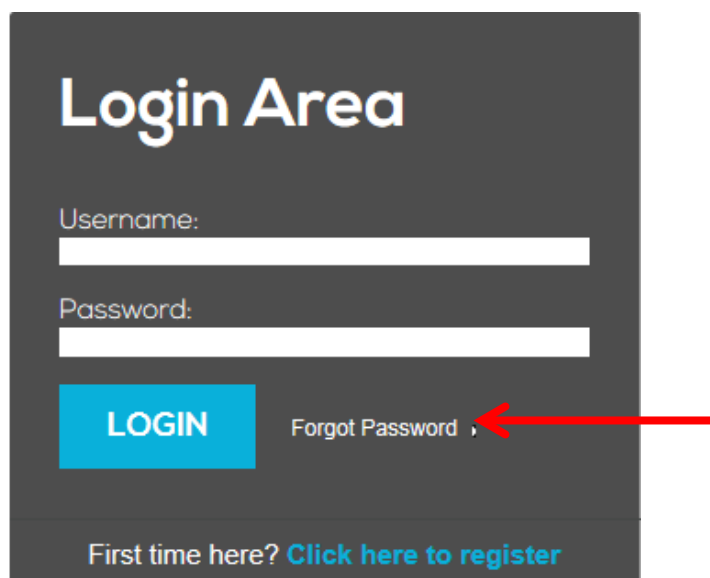
### Are you an **EXISTING** inductee?

i.e you **have** previously completed an online induction prior to accessing a City of Gold Coast site and need to access the new Online Induction System.

1. Type or paste this link into your browser:  
<https://www.onlineinduction.com/goldcoast/>



2. Enter your email address in **Username**. The email address must be the one used when you completed your induction previously in the old system.
3. Click **Forgot Password**

A screenshot of a dark grey login form titled "Login Area". It features two white input fields labeled "Username:" and "Password:". Below the fields is a blue "LOGIN" button and a "Forgot Password" link. A red arrow points to the "Forgot Password" link. At the bottom of the form, it says "First time here? [Click here to register](#)".

4. You will receive an email at the address you have entered. Copy and paste this into your **"Password"** field and click **"LOGIN"** Once you have logged in, proceed to step 4.

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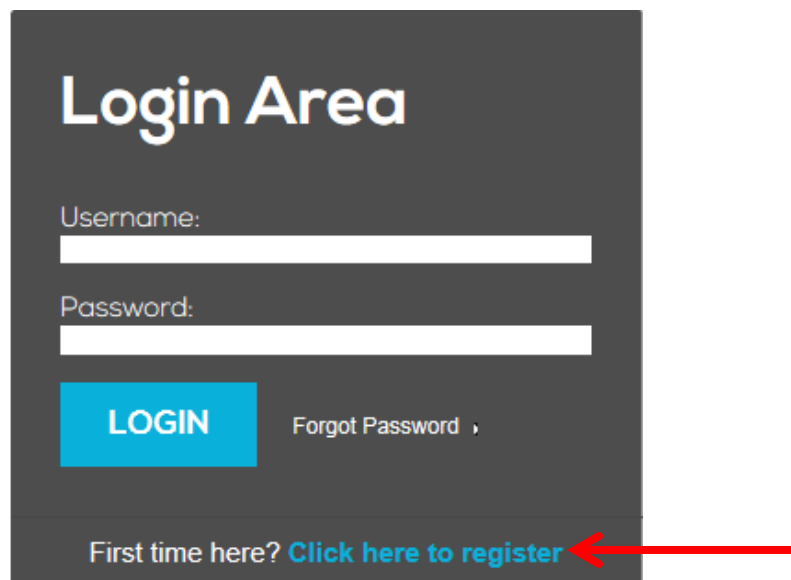
## Are you a NEW inductee?

i.e. you have **never** previously completed an online induction prior to accessing a City of Gold Coast site (including Gold Coast Water and Waste sites) you must complete the **Registration** steps.

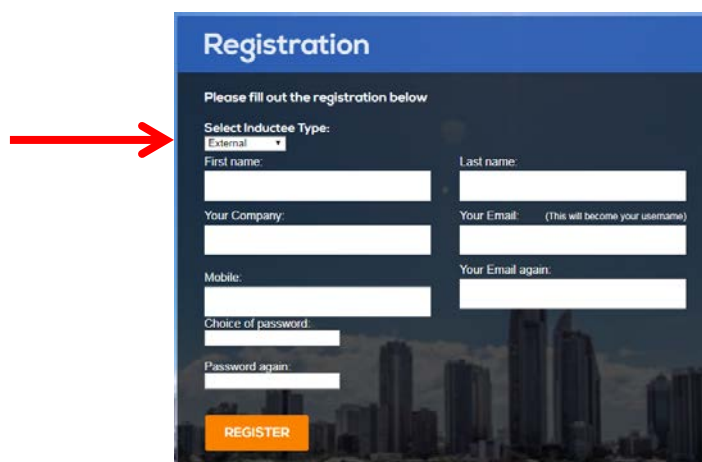
1. Type or paste this link into your browser:  
<https://www.onlineinduction.com/goldcoast/>



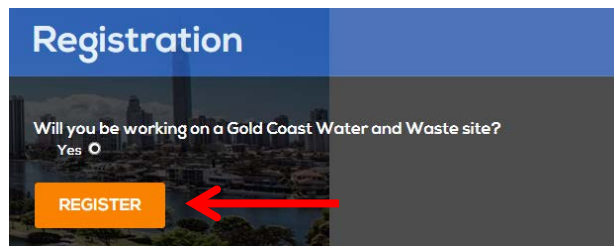
2. Click "**Click here to register**"

A screenshot of a dark grey login form titled "Login Area". It features two input fields for "Username:" and "Password:". Below the fields is a blue "LOGIN" button and a link for "Forgot Password". At the bottom, there is a link that says "First time here? Click here to register". A red arrow points from the right side of the image to the "Click here to register" link.

3. Select your **inductee type**. If you are not a City of Gold Coast employee, you must choose "**External**"

A screenshot of a registration form titled "Registration". The form has a blue header and a dark grey background. It contains several input fields: "First name", "Last name", "Your Company", "Your Email: (This will become your username)", "Mobile", "Your Email again", "Choice of password", and "Password again". At the bottom is an orange "REGISTER" button. A red arrow points from the left side of the image to the "Select Inductee Type:" dropdown menu, which currently shows "External".

4. Answer each registration question then click **Register**. All questions are mandatory and must be answered.



Registration

Will you be working on a Gold Coast Water and Waste site?  
Yes

**REGISTER**

A red arrow points to the REGISTER button.



Registration

Will you be working on a GCWW itinerant or construction site?  
Yes  No

Will you be working at/on a reservoir or pump station?  
Yes  No

Will you be working at a sewage treatment plant?  
Yes  No

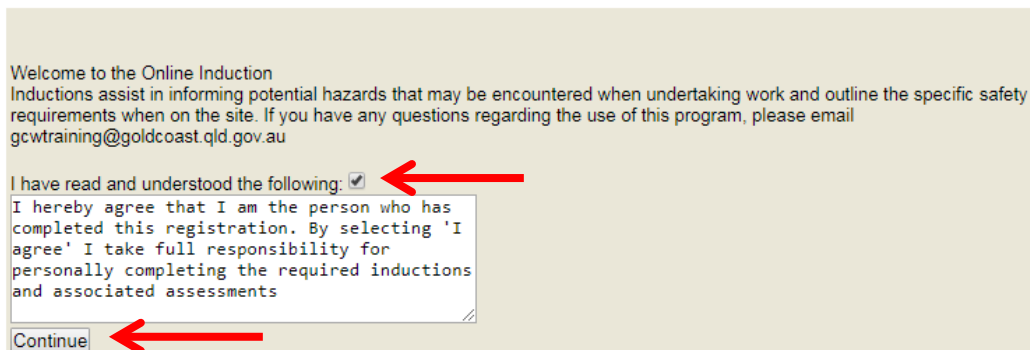
Will you be working on or near the GC Light Rail corridor on Gold Coast Water assets?  
Yes  No

Will you be working on sewage or recycled water infrastructure?  
Yes  No

**REGISTER**

A red arrow points to the REGISTER button.

5. Read and complete the **Acknowledgement**, then click **Continue**.



Welcome to the Online Induction  
Inductions assist in informing potential hazards that may be encountered when undertaking work and outline the specific safety requirements when on the site. If you have any questions regarding the use of this program, please email gcwtraining@goldcoast.qld.gov.au

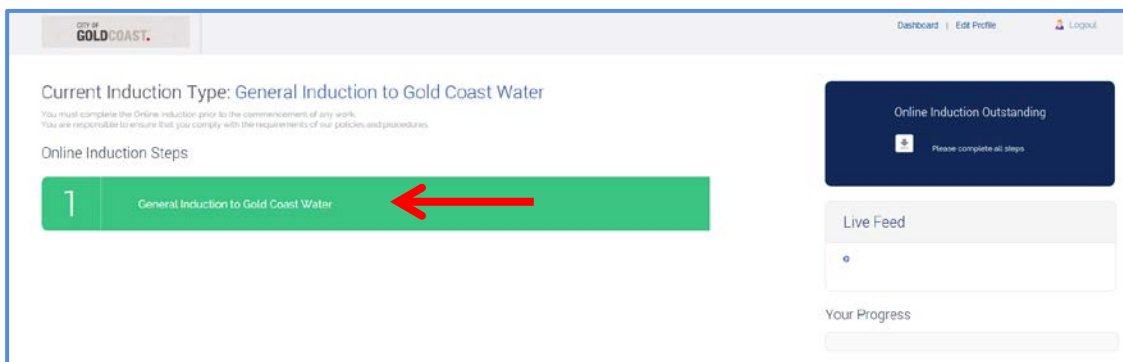
I have read and understood the following:  **REGISTER**

I hereby agree that I am the person who has completed this registration. By selecting 'I agree' I take full responsibility for personally completing the required inductions and associated assessments

**Continue**

A red arrow points to the checked checkbox, and another red arrow points to the Continue button.

6. Follow the induction steps to complete your induction.



CITY OF GOLD COAST

Current Induction Type: General Induction to Gold Coast Water  
You must complete the Online induction prior to the commencement of any work.  
You are responsible to ensure that you comply with the requirements of our policies and procedures.

Online Induction Steps:

1 General Induction to Gold Coast Water **REGISTER**

Online Induction Outstanding  
Please complete all steps

Live Feed

Your Progress

A red arrow points to the first step in the Online Induction Steps list.

7. On completion of all induction steps, click on the “**by clicking you agree to the above**”

I acknowledge that I have been inducted

I have completed and understood this induction and will comply with all requirements expected of me

\*By clicking you agree to the above

8. Click on “**Download Induction Certificate**” to print your induction evidence.

**Thank you Salt Pepper** - You have successfully completed the Online Induction.


You will automatically receive a reminder notification to be refreshed on the induction.

[Download Induction Certificate](#)

**Induction now completed! Return to Dashboard**

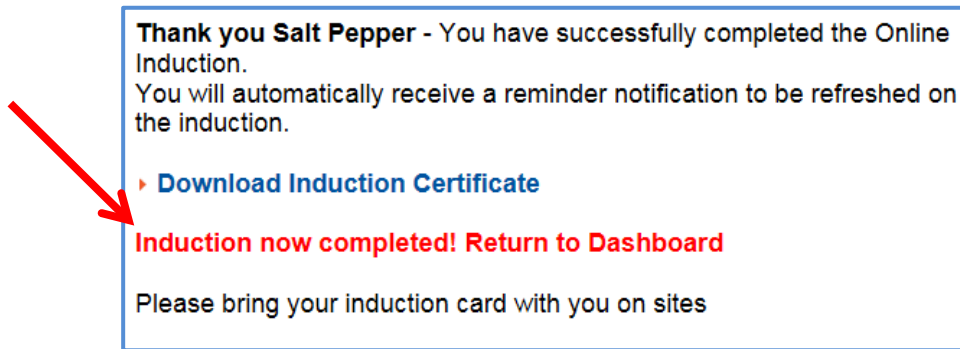
Please bring your induction card with you on sites

9. Your induction card will appear and you can now print this off.

Gold Coast Induction Card: #1000		CITY OF <b>GOLD COAST.</b>
Salt Pepper		
This card is to be carried with you and presented upon request to a City of Gold Coast employee.		
I, Salt Pepper, hereby certify that I personally completed the inductions listed overleaf and answered all questions unassisted.		
_____		
Sign here		
<b>Induction</b>	<b>Expires</b>	
General Induction to Gold Coast Water	29/05/2019	

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10. Click **"Induction now completed! Return to Dashboard"**.



11. If you need to **Log Out** of the system, click the Log Out button in the top right hand corner of the dashboard.

