


Online Site Safety Inductions company registration

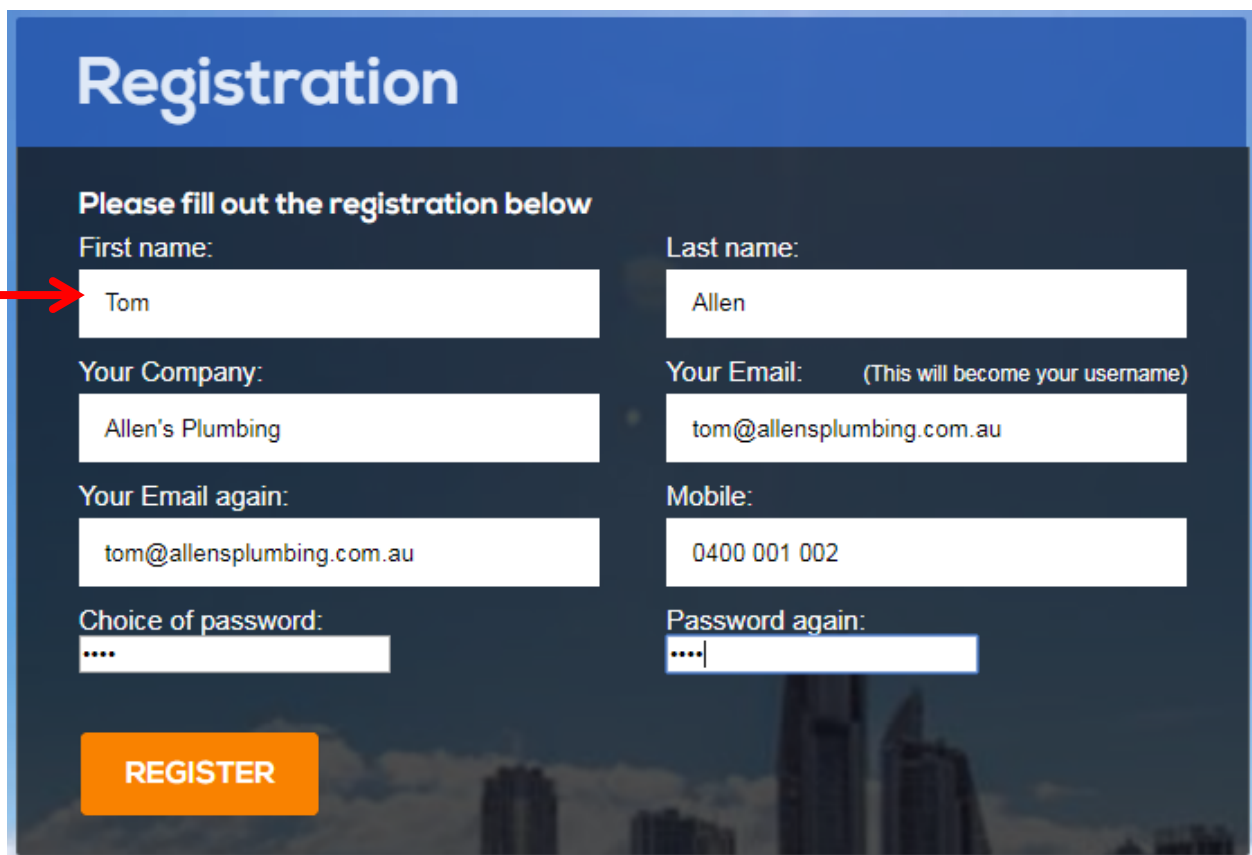
The Online Induction system enables company registrations. This provides an opportunity for organisations to monitor their workers induction status to determine who has, and has not completed the required City of Gold Coast inductions.

Company registration within the Online Induction system is completed through:
<https://www.onlineinduction.com/goldcoast/registercompany.php>

1. Type or paste this link into your browser:

 Secure | <https://www.onlineinduction.com/goldcoast/registercompany.php>

2. Fill in the registration fields. Click **register**.



Registration

Please fill out the registration below

First name: <input type="text" value="Tom"/>	Last name: <input type="text" value="Allen"/>
Your Company: <input type="text" value="Allen's Plumbing"/>	Your Email: (This will become your username) <input type="text" value="tom@allensplumbing.com.au"/>
Your Email again: <input type="text" value="tom@allensplumbing.com.au"/>	Mobile: <input type="text" value="0400 001 002"/>
Choice of password: <input type="password" value="...."/>	Password again: <input type="password" value="...."/>

REGISTER

3. Fill in the additional registration details. Your company details must be captured in order for your workers to link to your organisation while registering.


Welcome Tom Allen to your dashboard area as a contractor representative.
Here you can provide your companies documentation and register new users

Search Name: [▶ Register a user](#)
(You can send this link to your staff for self registration)

[▶ View all staff for my company](#)

Please complete the below form
Your company details need to be captured in order for your workers to register and access the induction content.
Please note your company profile cannot be used to complete inductions. This profile allows you to view and monitor the status of inductees linked to your company.
To complete an induction, inductees need to register via [this link](#)
For enquiries please email [this link](#)

Company ABN	<input type="text" value="2001000040"/>
Contact Email	<input type="text" value="tom@allensplumbing.com.au"/>
Phone	<input type="text" value="0400001002"/>
Mobile	<input type="text" value="0400001002"/>
Contact Name	<input type="text" value="Tom Allen"/>
Company Name	<input type="text" value="Allens Plumbing Pty Ltd"/>




4. Click **Submit and Continue**

5. Once registration is completed, your company representative has the option to **complete inductions** required of them, and to **view the status of all the inductees** linked to your company.

To view the inductees linked to your company


1. From the dashboard, click **View all staff for my company**.

[▶ Register a user](#)
(You can send this link to your staff for self registration)

 [▶ View all staff for my company](#)

Access the induction content.
This profile allows you to view and monitor the status of inductees linked to your company.
[View all staff for my company](#)

2. You will see a list of all the inductees linked to your company.
By referring to the **Inductions** column, you will see the type, the completion date, and the expiry date of each induction completed.

Inductee Details for Allens Plumbing				
Name	ID	Company	Email	Inductions 
Tom Allen	1030	Allens Plumbing	tom@allensplumbing.com.au	NOT INDUCTED
Bob Allen	1031	Allens Plumbing	bob@allensplumbing.com.au	Name: General Induction to Gold Coast Water - Date: 03/12/2017 - Expiry:03/06/2019
Jack Jamesson	1032	Allens Plumbing	jack@allensplumbing.com.au	Name: General Induction to Gold Coast Water - Date: 03/12/2017 - Expiry:03/06/2019 Name: Induction to Itinerant and Construction Sites - Date: 03/12/2017 - Expiry:03/06/2019