



THINK SAFE, STAY SAFE.



You have been provided with these directions by the workgroup requesting you to undertake an induction for Mackay Regional Council.

For access to Mackay Regional Council's online WHS inductions you will need

1. An email address
2. Basic computer skills
3. Access to a computer with broadband internet access

If you do not have an email address

Setting up a hotmail email address for anyone who does not have an email address.

- Go to Hotmail website: www.hotmail.com
- Go to Sign Up
- Enter in Personal Details – Windows Live ID is where you put your personalized email address. e.g. asmith
- Select any special features you want
- Click Accept
- Congratulations you just set up your email address

Write down your email address e.g. asmith@hotmail.com and password you will need it for future reference.

To undertake the induction, you will need to access Council's Online Learning Management System via the internet at

<http://mrc.moodle.com.au>

Then create a new account for yourself.

You will then be sent an email which will contain a link for you to access the induction.

Read the induction material.

Complete the Quiz relating to Terms & Conditions

Undertake the induction quiz 100% is required and two attempts are permitted.

If successful you will be asked to view and print a certificate, you no longer need to come to MRC to collect. This certificate will be your evidence of completion.

If unsuccessful after the second attempt you will receive an email asking you to contact WHS at Council on 1300 622 529 to arrange for an induction at Council.

Evidence of your completion will be required before you commence any work with Mackay Regional Council.