



THINK SAFE, STAY SAFE.

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

For access to Mackay Regional Council's online WHS Contractor induction 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.

Complete the induction.

Complete the Quiz relating to Terms & Condition

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

You will be emailed the outcome of each attempt at the quiz ,

If successful you will be informed of that and that you will be sent another email when and where your induction card is ready to be picked up from.

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.

As you will need to have completed the induction process before commencing work on Council projects and **the process may take a few days, please ensure you allow enough time for the process to meet your timeframes.**