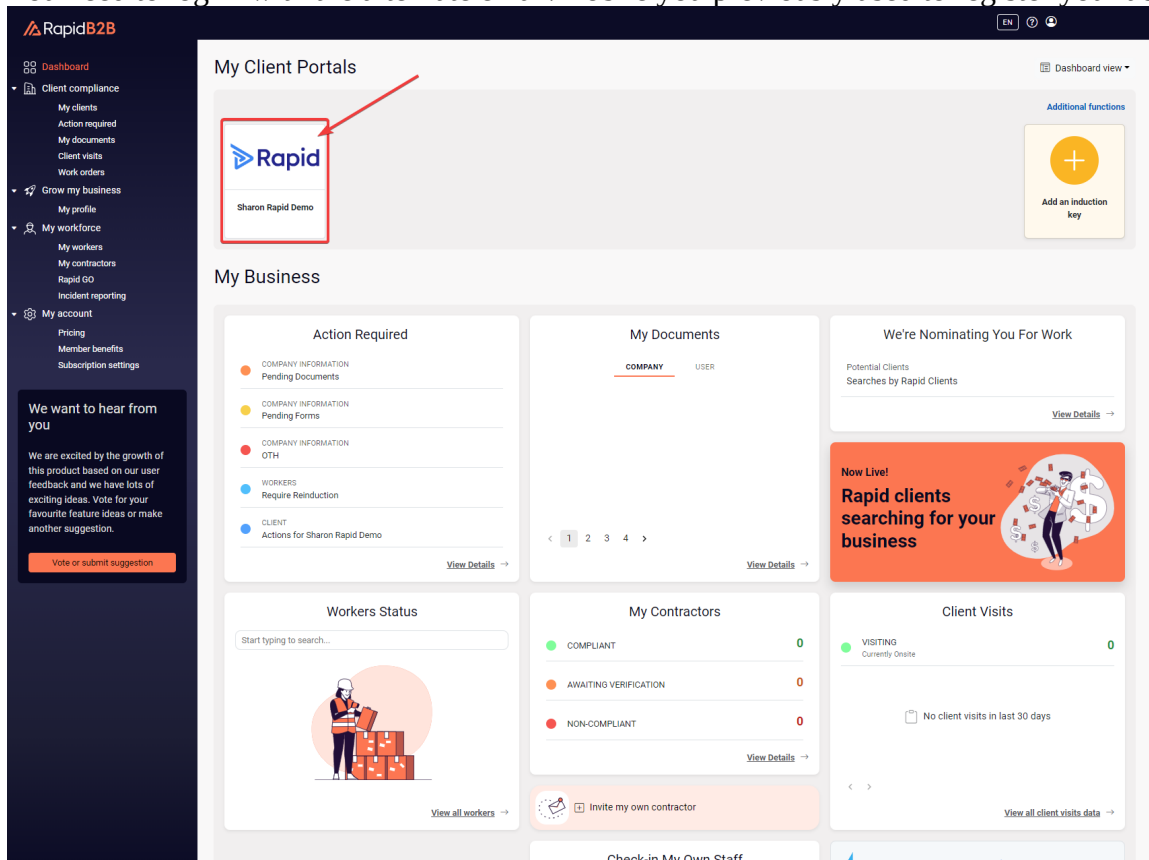


How to issue induction keys

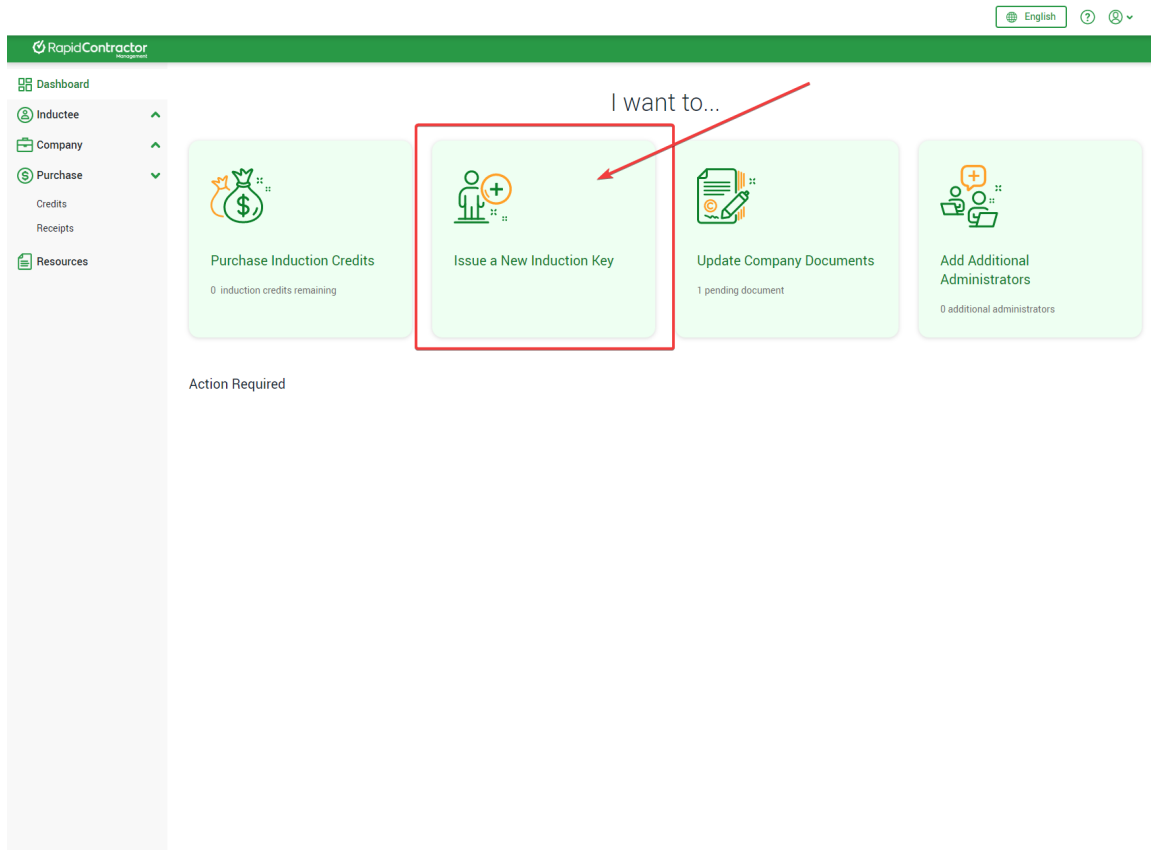
Any of your company's workers attending the client company's site must undergo an induction process. As the contracting company administrator, you will be able to issue a new unique induction key to each of your workers.

Issuing induction keys

1. Select the relevant client company under "My Client Portals":
Please note: If you cannot see the company listed you may have logged in with the wrong email/mobile. You need to log in with the alternate email/mobile you previously used to register your account.



2. Select "**Issue a New Induction Key**" on the below dashboard to begin issuing induction keys:



3. Fill in the worker's information as required and select "**Proceed to Step 2**":

The screenshot shows the 'Issue Induction Key' form. The left sidebar is expanded to show 'Inductee' > 'Issue Induction Key'. The form has two tabs: 'STEP 1 - Inductee role and location' (active) and 'STEP 2 - Courses, documents & forms'. Under 'Inductee Details', there are input fields for 'First Name', 'Last Name', 'Inductee Role' (a dropdown menu), 'Inductee Email', and 'Company Name' (a dropdown menu). A green button 'Add New Sub-contractor Company' is next to the company name field. Below this is the 'Location' section with fields for 'Division', 'State', and 'Site(s)'. A 'Select Site' button is at the bottom of the 'Site(s)' field. A red box highlights the 'Proceed to Step 2' button at the bottom right of the form.

4. Under "**Step 2**", you may view the courses, documents and/or forms that will be assigned to the worker based on the previously filled information. Select "**Issue Induction Key**":

RapidContractor Management

English

Dashboard

Inductee

Inductee Records

Issue Induction Key

Worker Documents

Re-print Card

Company

Resources

Issue Induction Key

STEP 1 - Inductee role and location

STEP 2 - Courses, documents & forms

Courses

Assigned courses

Inductee needs to complete below courses to be able to work at selected site(s)

Course Name	Priority	Active From	Active To	Reinduct
Contractor Safety Induction	0			1 Year

Documents

No Documents need to be assigned!

Forms

No Forms need to be assigned!

Back to Step 1

Issue Induction Key

The Inductee will receive a separate email advising them of their pending induction. Once this is completed, the Inductee may attend site.