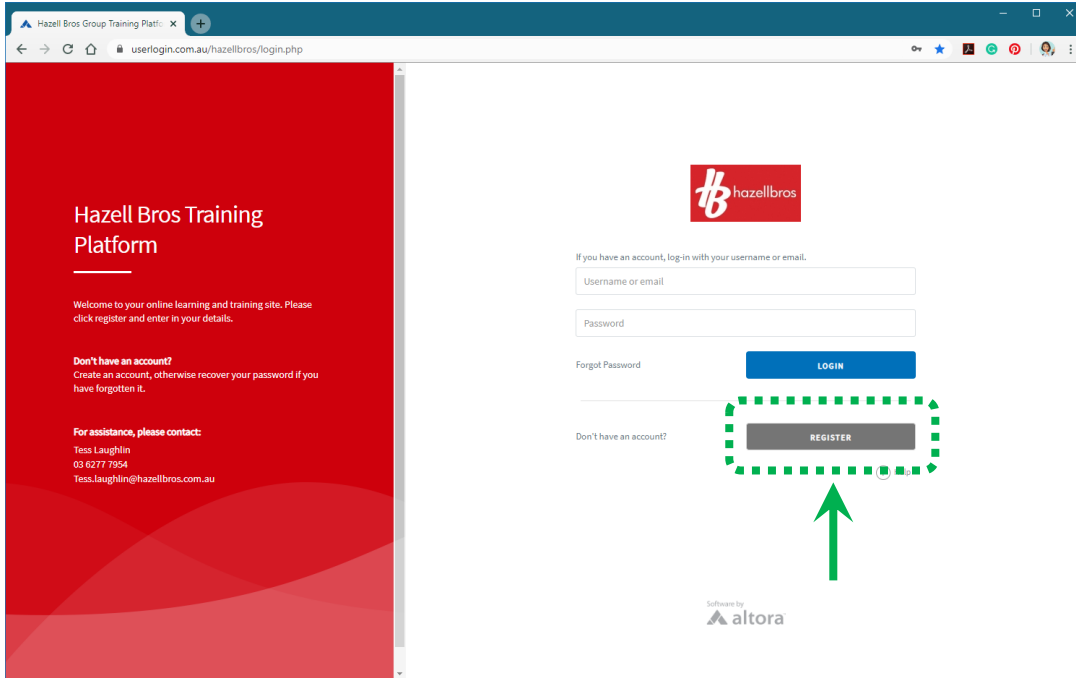
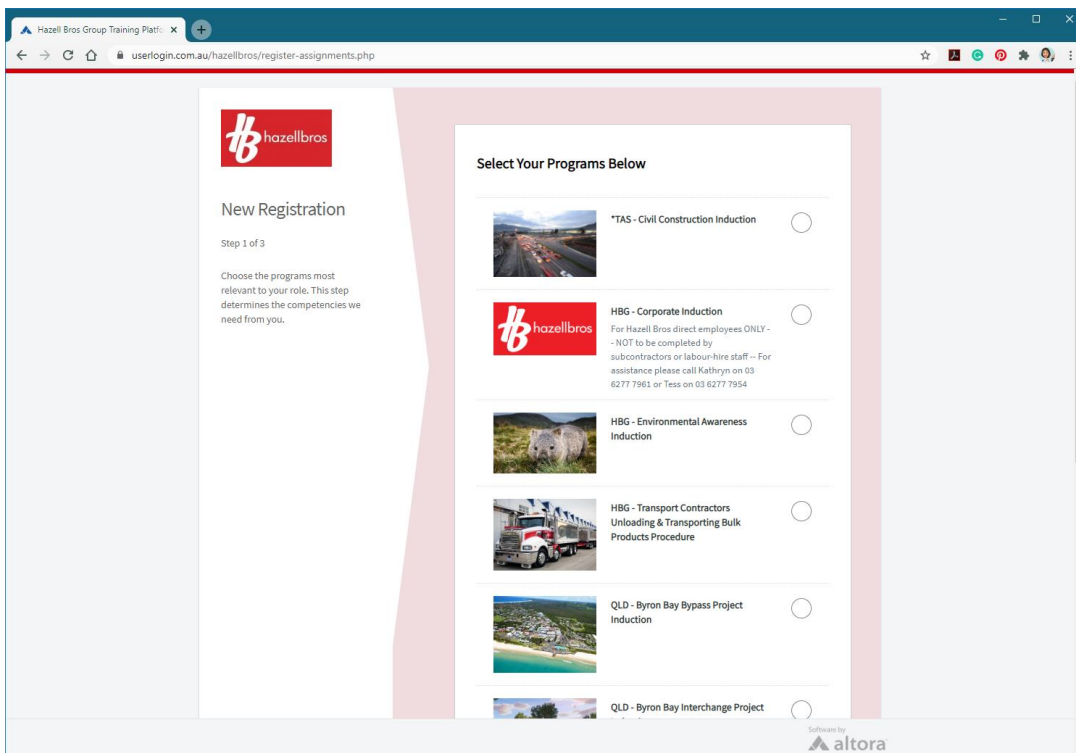


HOW TO REGISTER & COMPLETE AN INDUCTION

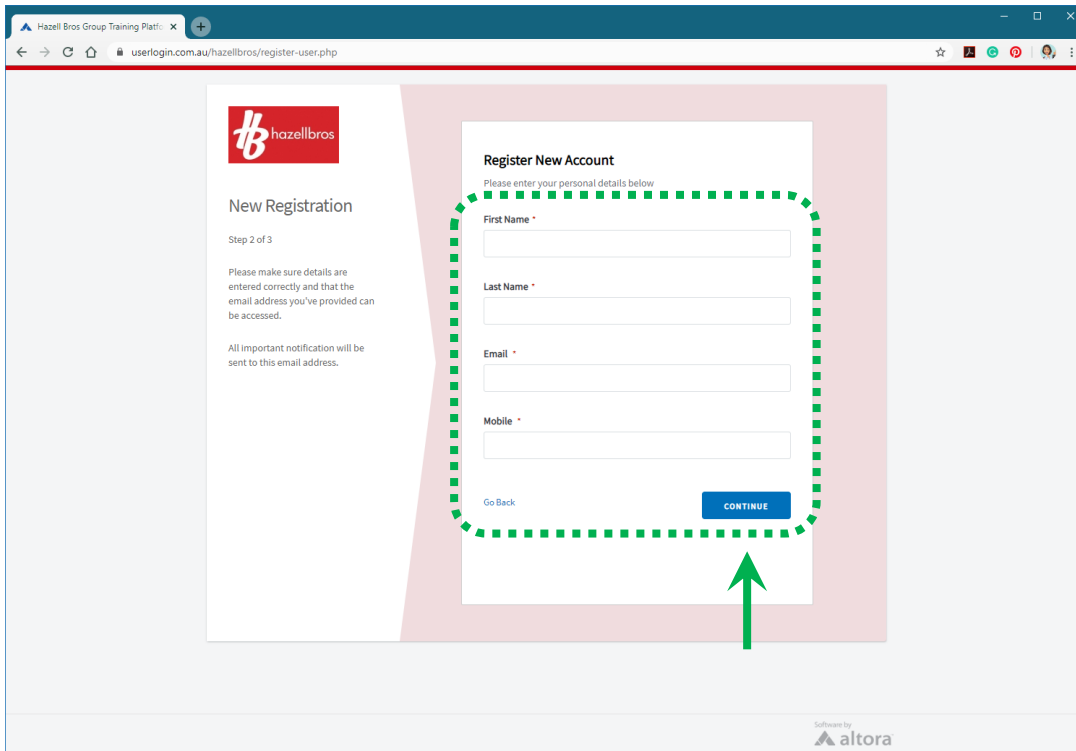
- Go to <https://www.userlogin.com.au/hazellbros/register-user.php>
- Click “Register”



- Select the induction you wish to complete then scroll to the bottom of the page and click “Continue”



- Enter your registration details and click “Continue”



Register New Account
Please enter your personal details below

First Name *

Last Name *

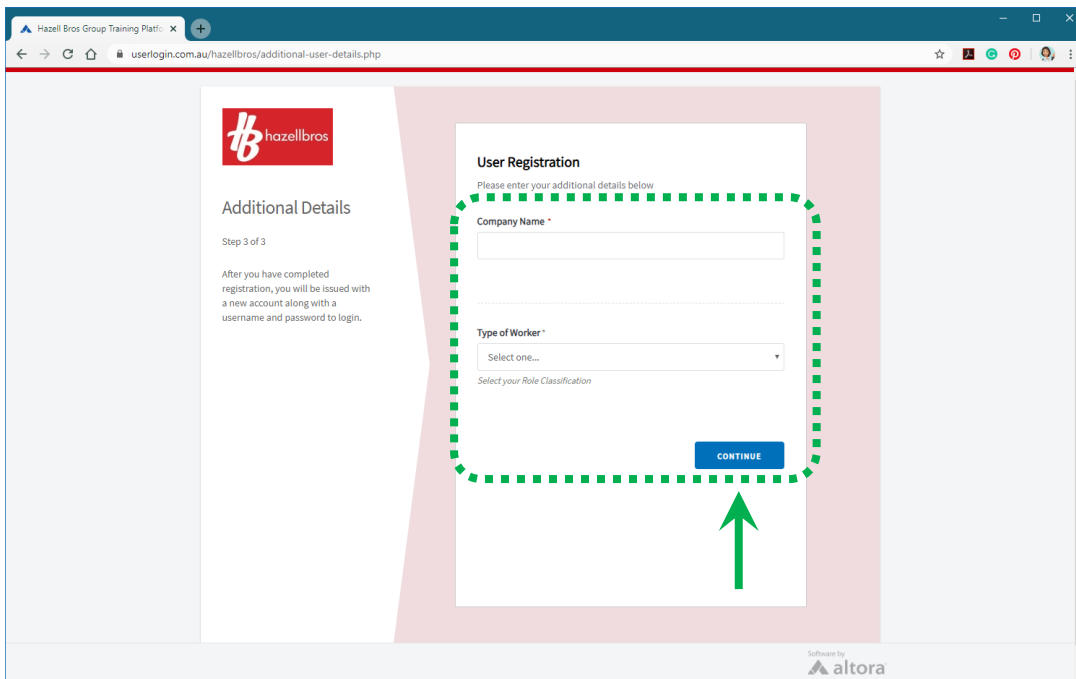
Email *

Mobile *

Go Back **CONTINUE**

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- Enter your company name and select the relevant type of worker and click “Continue”



User Registration
Please enter your additional details below

Company Name *

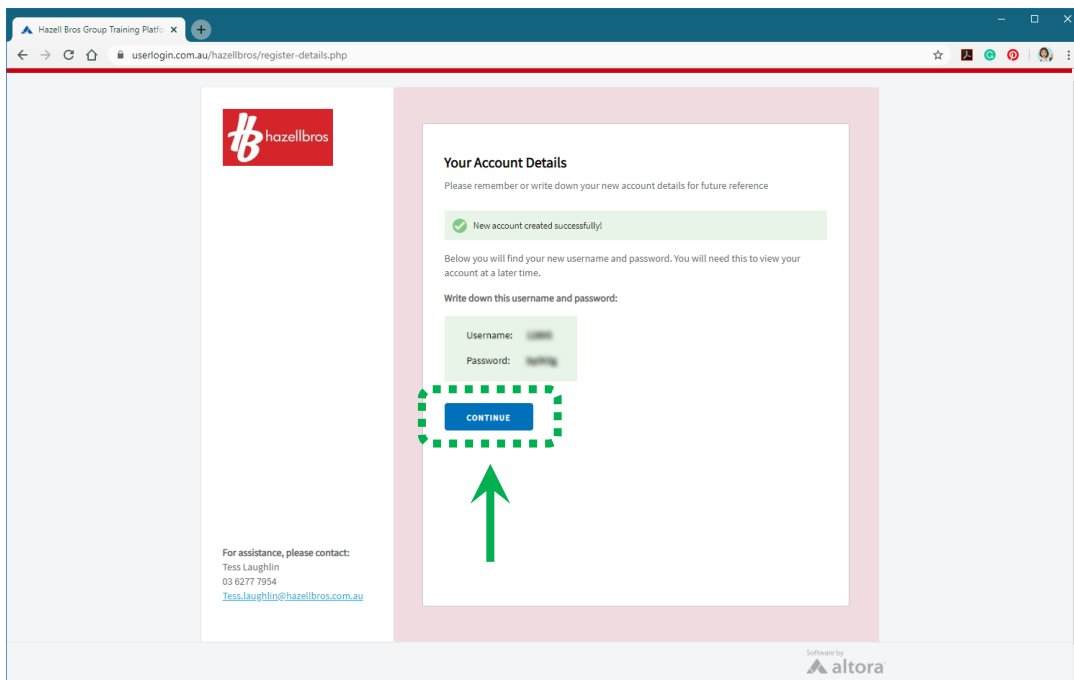
Type of Worker *
Select one...

Select your Role Classification

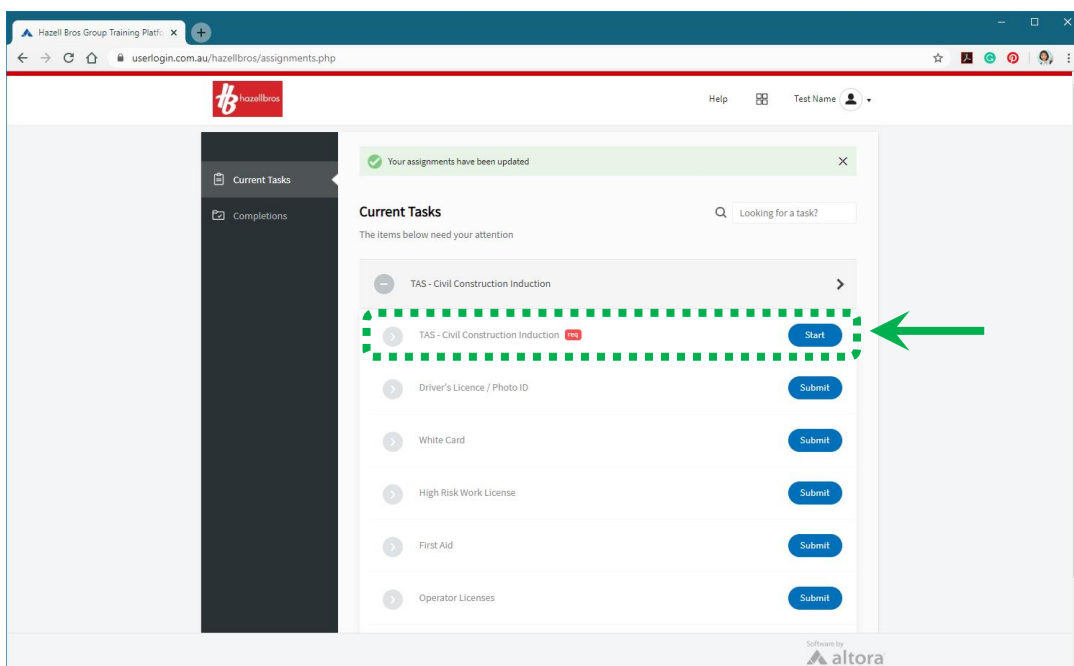
CONTINUE

Software by **altora**

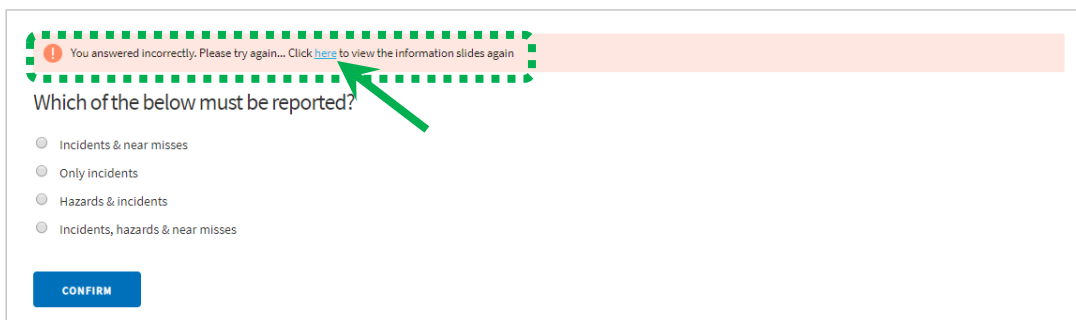
- Your account details will be displayed and also sent to the email address you provided – make sure to keep your username and password in a safe place for future use



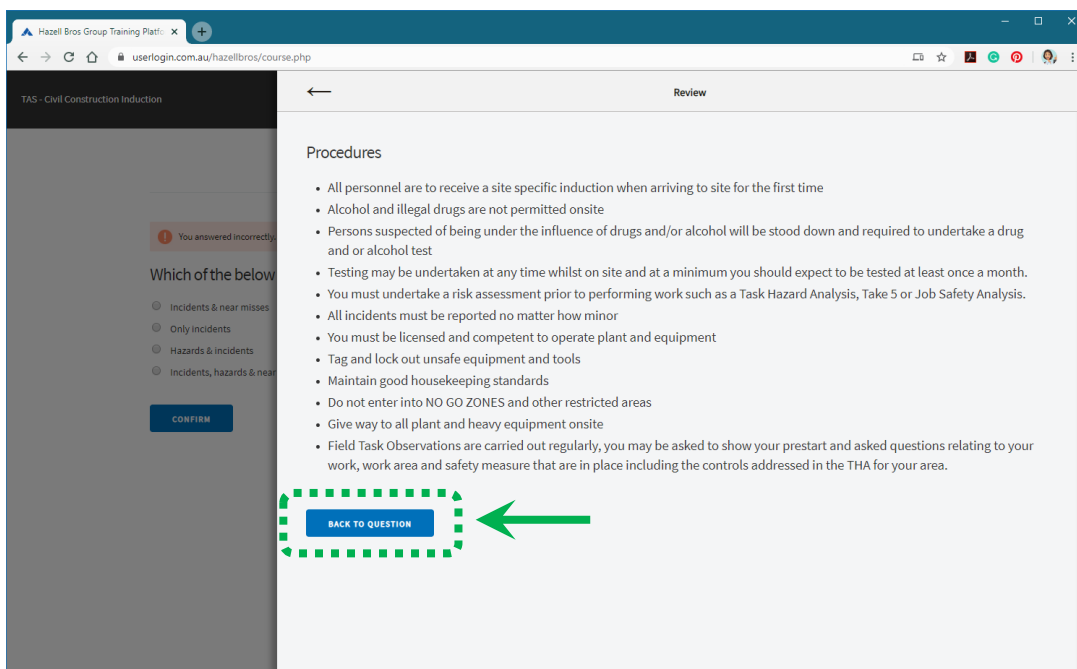
- Click “Continue”
- The induction you selected will be shown on the screen under “Current Tasks” - all of the induction components (such as the course and, in some cases, documents to upload) will be listed under the induction heading.
- If a task has a red box next to it saying “req” it means this is a requirement that you must complete in order to pass the induction
- To begin the course, click “Start”



- Read through the declaration and click “I Agree”
- Work your way through the course by clicking the “Next” button
- When you reach the questionnaire at the end, read each question carefully then select the correct answer and click “Confirm”. There is only one correct answer for each question. The assessment will not progress until you have answered the question correctly – all failed attempts will be marked as incorrect.
- If you answer a question incorrectly you will be given the choice to review the induction slide with information relating to the question, or try again

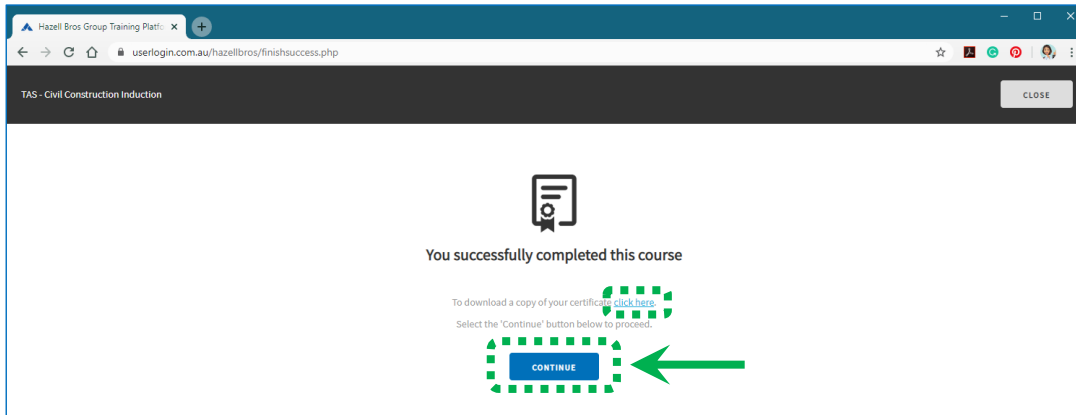


- If you choose to review the information, once you're ready to go back to the question, click “Back to Question” at the bottom of the page

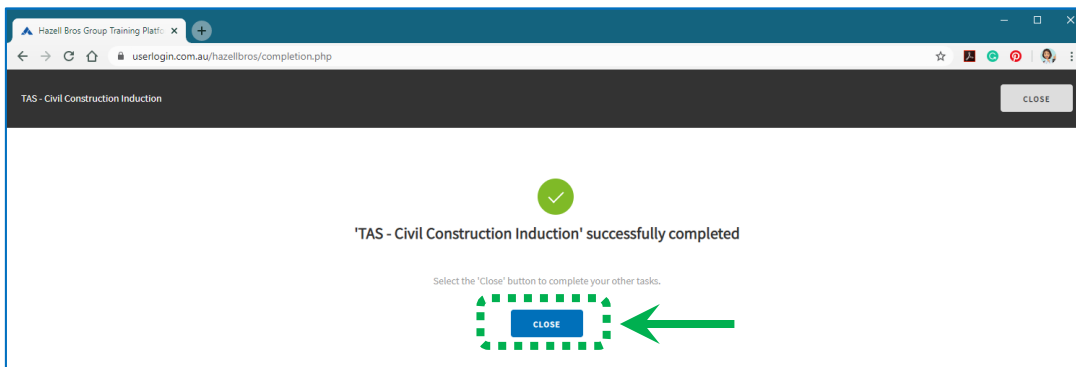


- At the end of the questionnaire you will be asked to agree to all company and site rules and requirements – click “I Agree” to continue

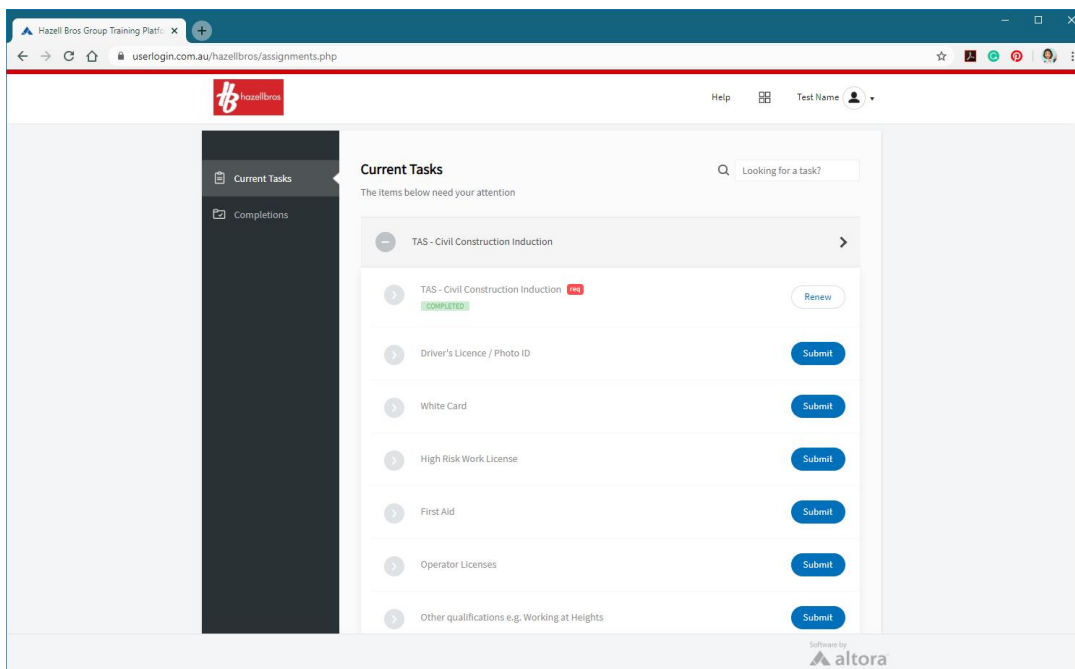
- When you have completed the course, you can download a copy of your certificate (this will also be emailed to the address you registered with) then click “Continue”



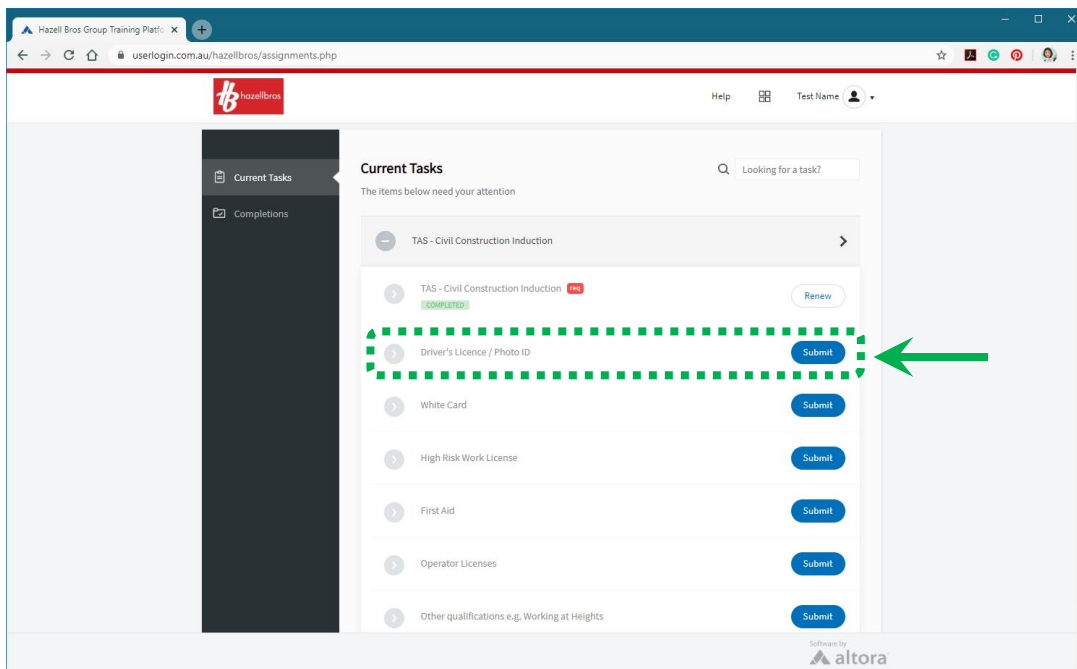
- Click “Close”



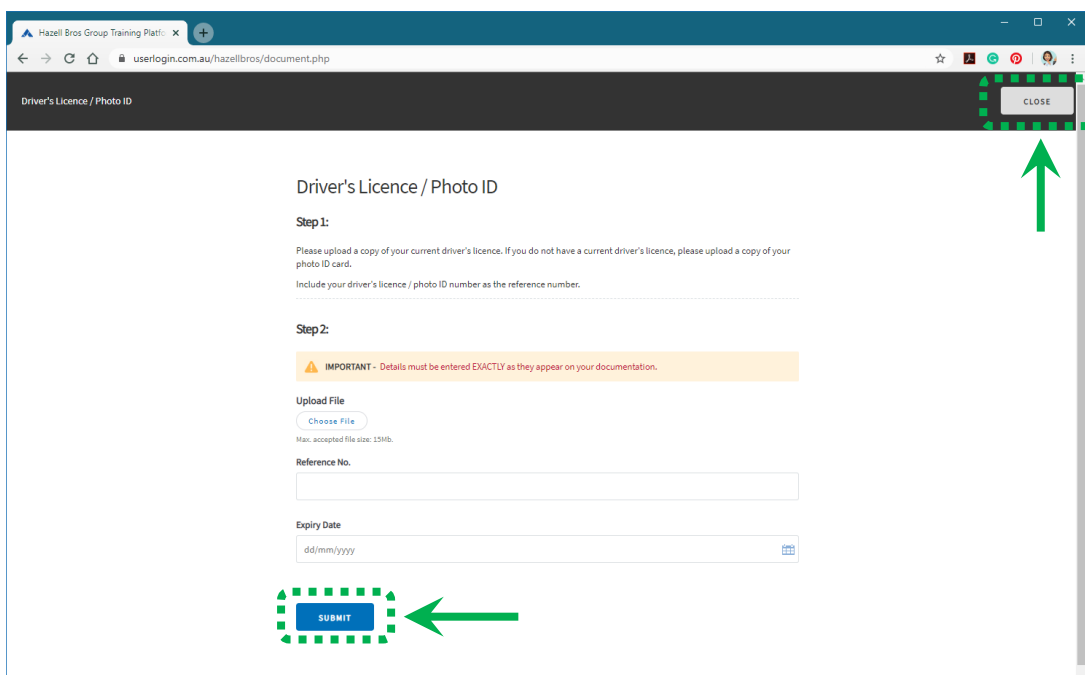
- Complete any remaining tasks as required – completed tasks will have “Completed” in a green box written underneath them



- To upload documentation, click “Submit” next to the relevant task



- Enter the information as required and click “Submit” – or to get out of the task click “Close”



- Once you've completed all the tasks as required you have finished the course and can close the window.