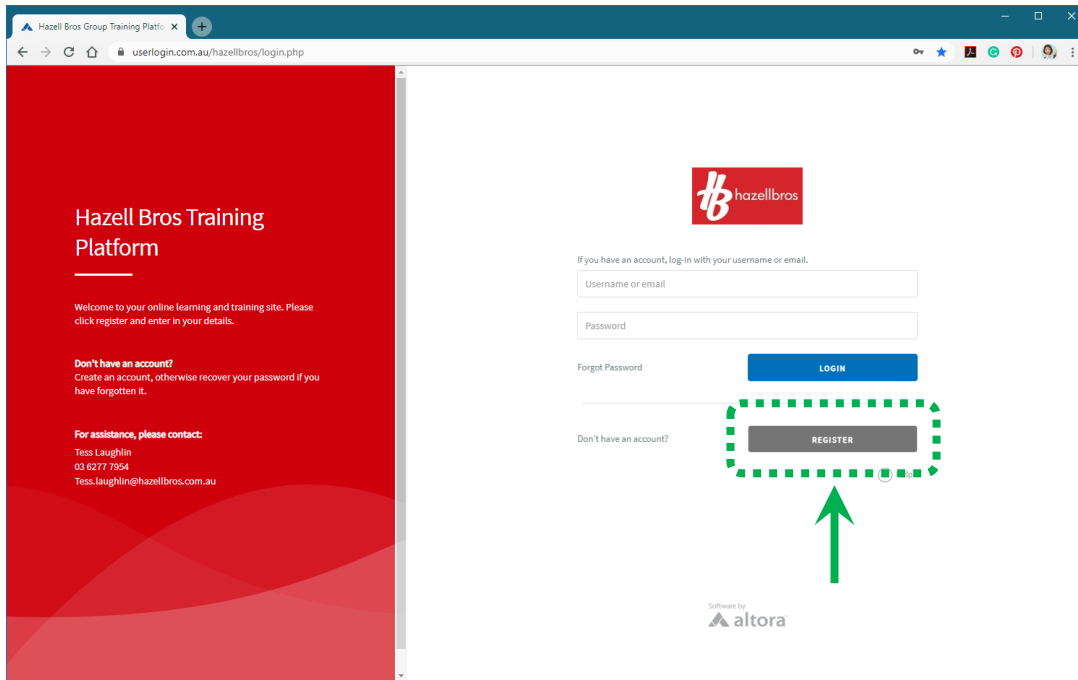
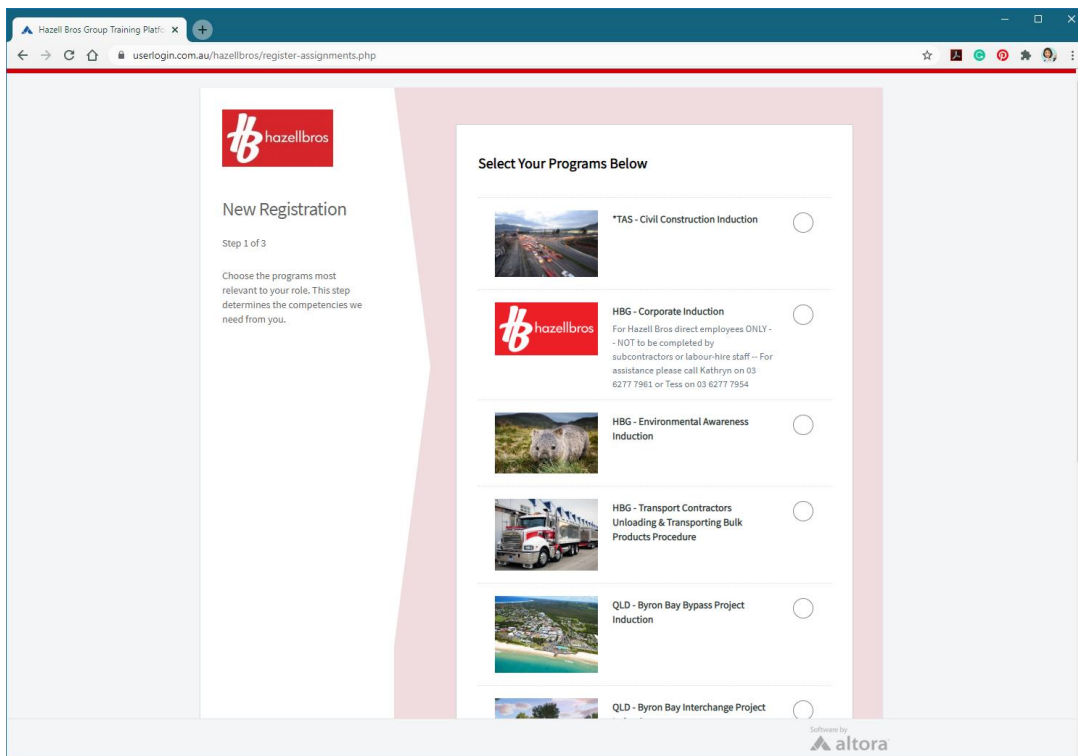


HOW TO REGISTER & COMPLETE AN INDUCTION

- Go to <https://www.userlogin.com.au/hazellbros/register-user.php>
OR go to the Hazell Bros intranet page and click the “Induction Portal” button near the top of the page
- Click “Register”

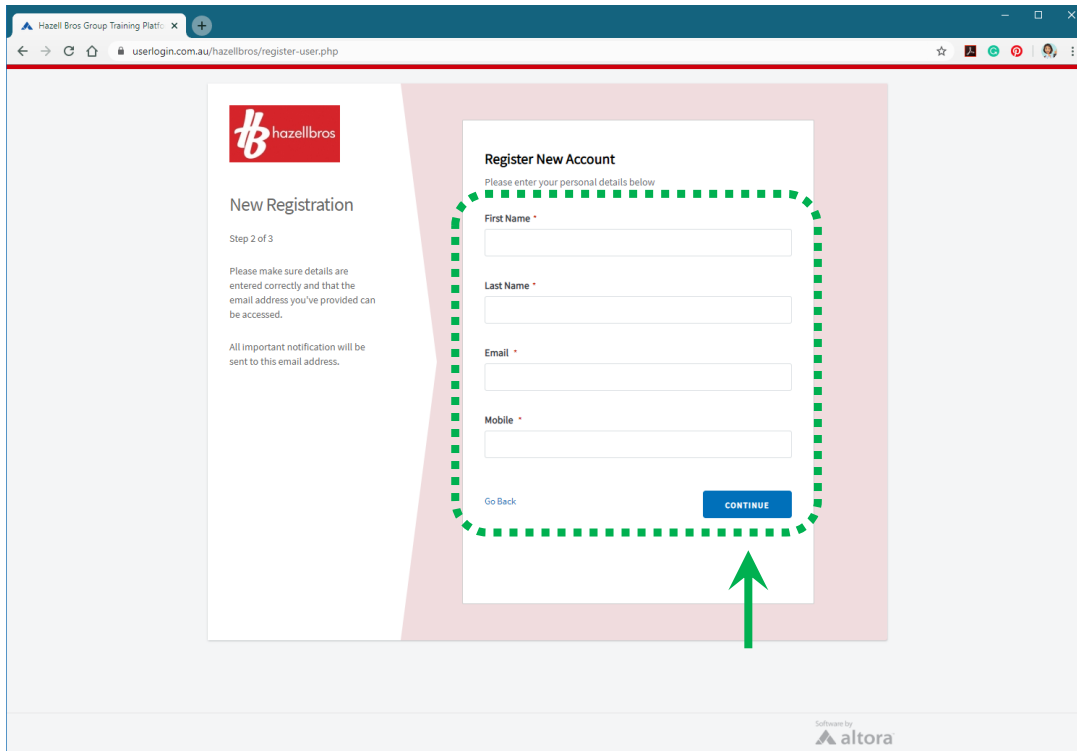


- Select the induction you wish to complete then scroll to the bottom of the page and click “Continue”



- Enter your registration details and click “Continue”

NOTE: If you do not have an email address, use `firstname.lastname@hazellbros.com.au` (e.g. `john.smith@hazellbros.com.au`)

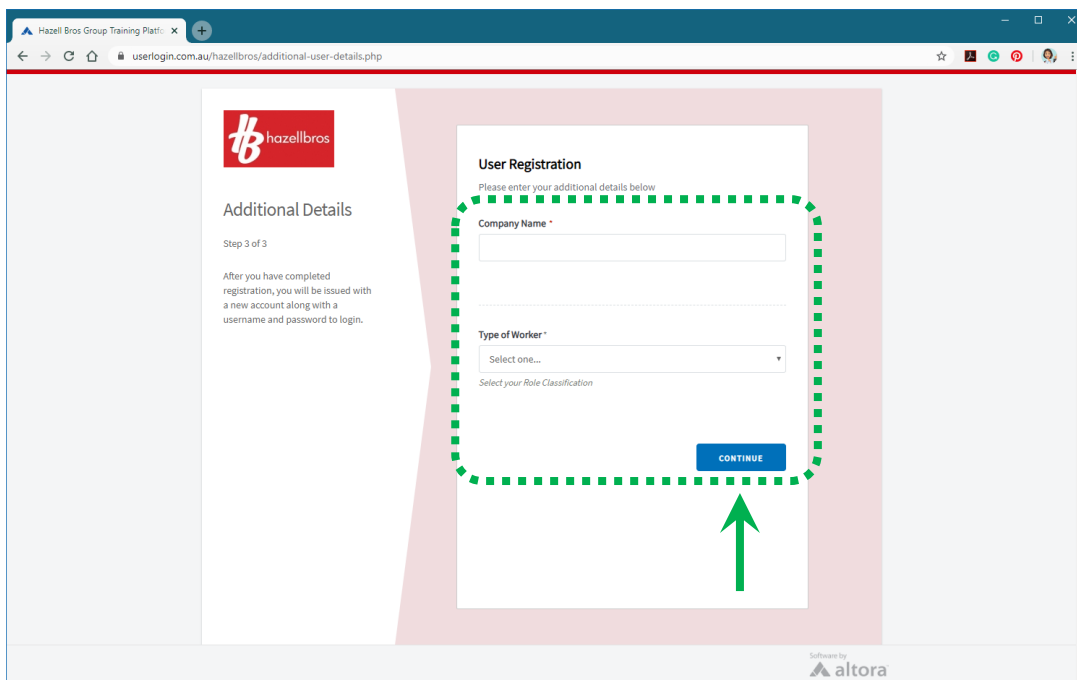


The screenshot shows a web browser window with the URL `userlogin.com.au/hazellbros/register-user.php`. The page features the Hazell Bros logo and a 'New Registration' sidebar. The main content area is titled 'Register New Account' and contains the following fields:

- First Name *
- Last Name *
- Email *
- Mobile *

At the bottom of the form, there is a 'Go Back' link and a blue 'CONTINUE' button. A green dashed box highlights the form fields, and a green arrow points to the 'CONTINUE' button.

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

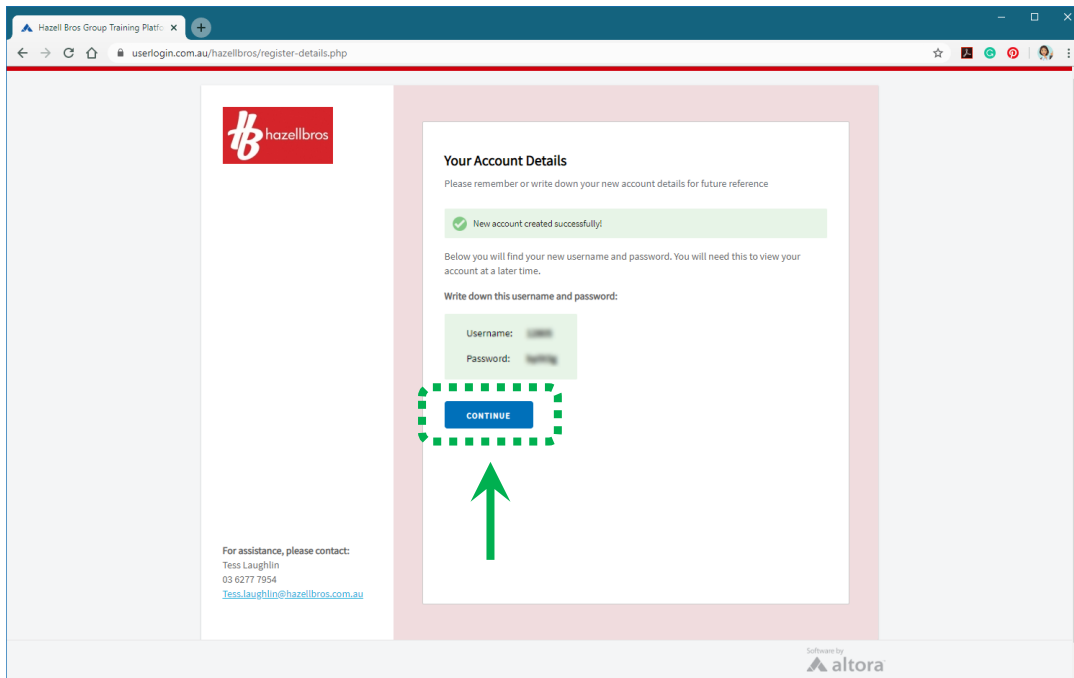


The screenshot shows a web browser window with the URL `userlogin.com.au/hazellbros/additional-user-details.php`. The page features the Hazell Bros logo and an 'Additional Details' sidebar. The main content area is titled 'User Registration' and contains the following fields:

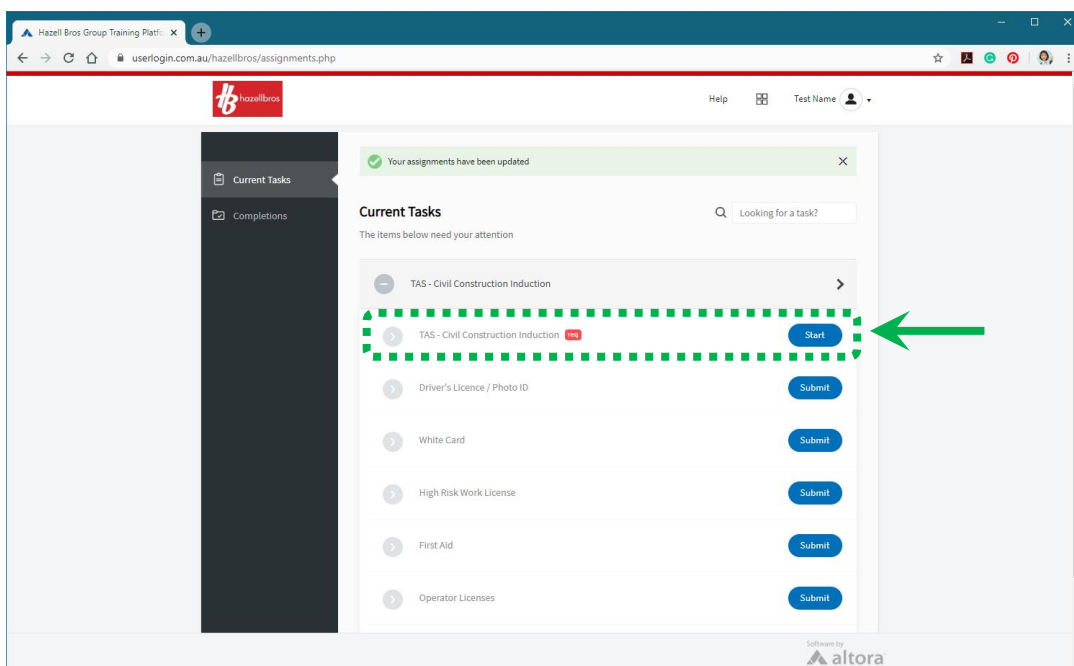
- Company Name *
- Type of Worker* (dropdown menu with 'Select one...' and 'Select your Role Classification' below it)

At the bottom of the form, there is a blue 'CONTINUE' button. A green dashed box highlights the form fields, and a green arrow points to the 'CONTINUE' button.

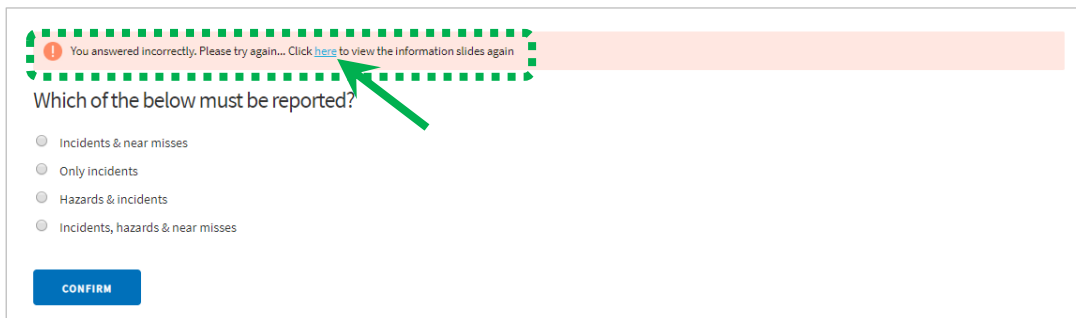
- Your account details will be displayed and also sent to the email address you provided – make sure to keep your username and password in a safe place for future use



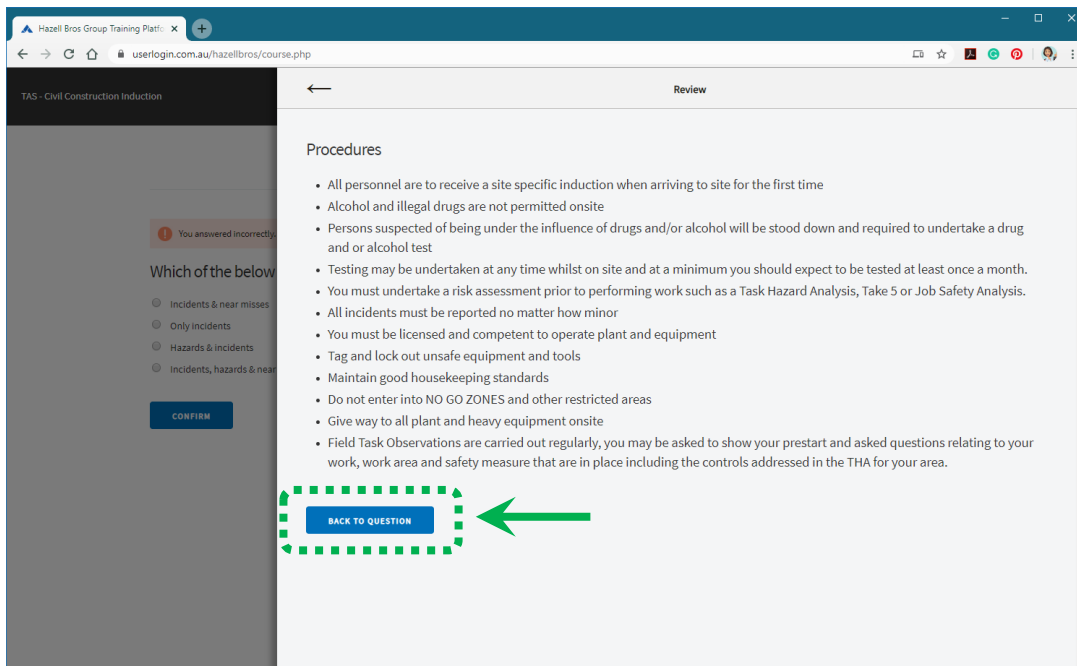
- Click “Continue”
- The induction you selected will be shown on the screen under “Current Tasks” - all of the induction components (such as the course and, in some cases, documents to upload) will be listed under the induction heading.
- If a task has a red box next to it saying “req” it means this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

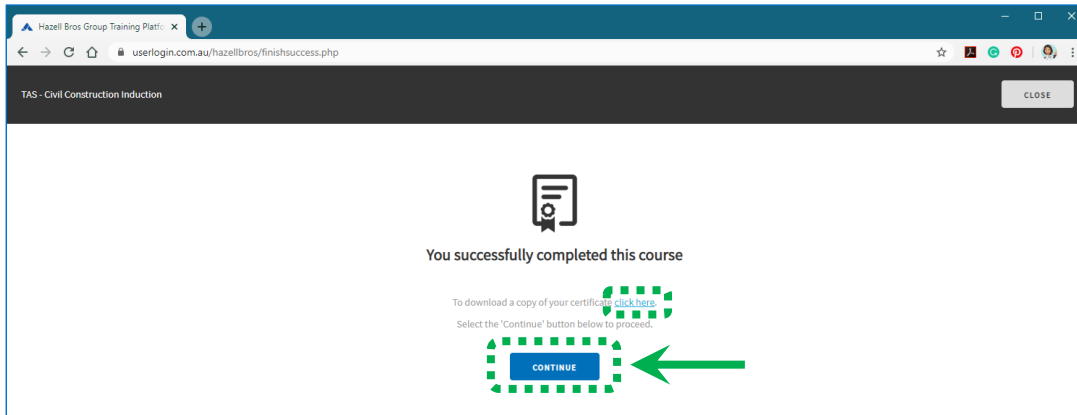


- If you choose to review the information, once you're ready to go back to the question, click “Back to Question” at the bottom of the page

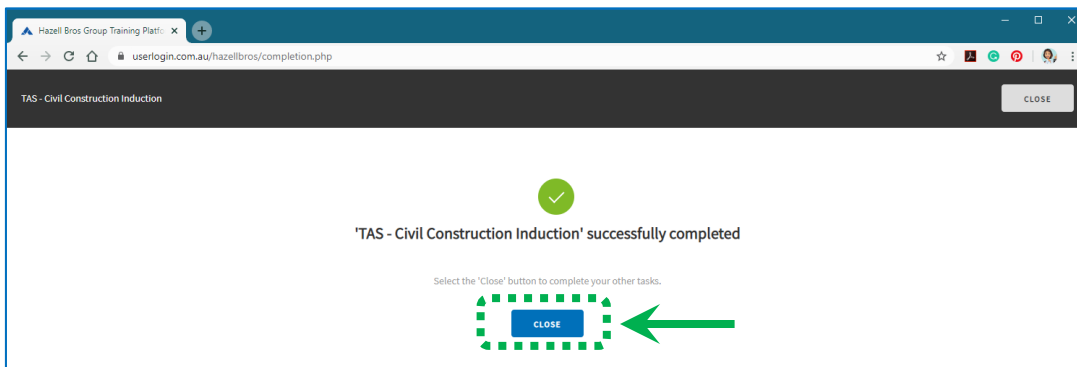


- At the end of the questionnaire you will be asked to agree to all company and site rules and requirements – click “I Agree” to continue

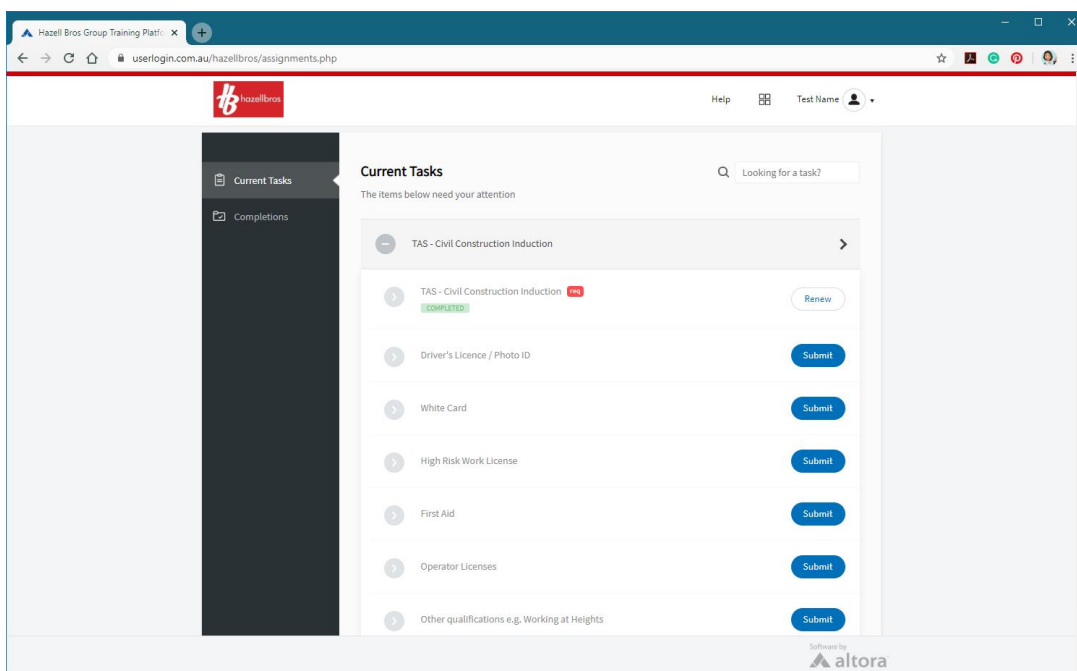
- When you have completed the course, you can download a copy of your certificate (this will also be emailed to the address you registered with) then click “Continue”



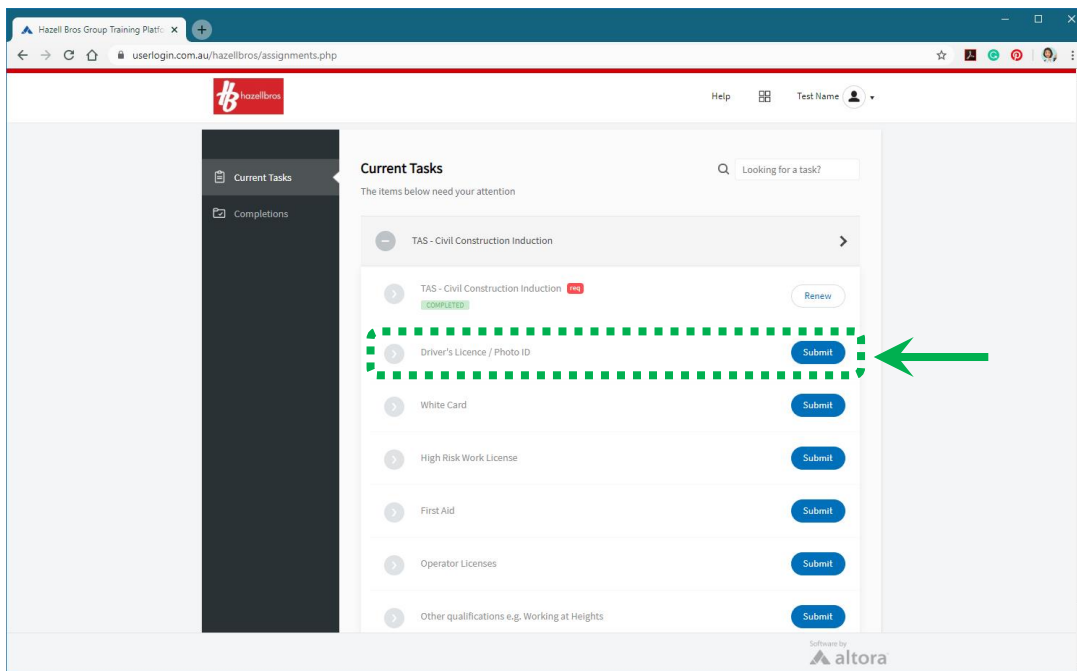
- Click “Close”



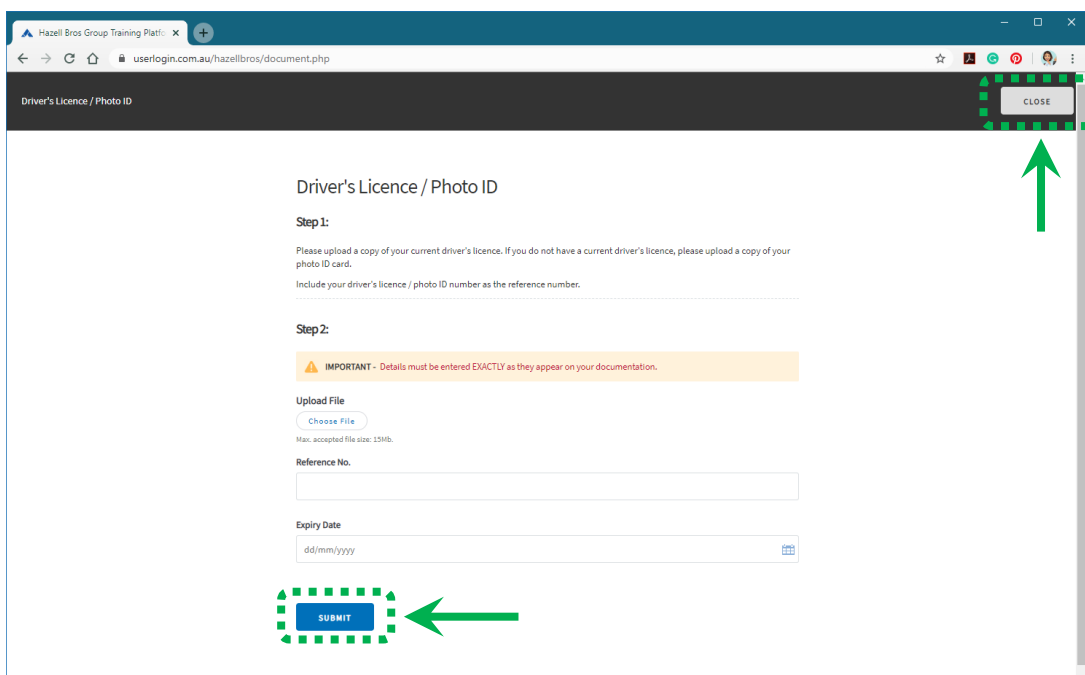
- Complete any remaining tasks as required – completed tasks will have “Completed” in a green box written underneath them



- 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.