

SUPPORT DOCUMENTATION

CitiPower / Powercor / UE - Field Contractor Induction

This process is to help guide a Contract worker to enable them to undertake a CitiPower/Powercor or UE contractor induction.

The completion of these inductions does not automatically allow access to the Networks or project/s until all onboarding requirements have been completed.

Induction Process

1. Click on the following link <https://www.inductee.com.au/Induction Platform/>
2. Click on the **REGISTER** button to sign up for an account or if you have previously been registered login to your existing account. **Please note: Each contract worker will be required to register individually.**

The screenshot displays the 'CitiPower / Powercor / UE Training Platform' interface. On the left, a red sidebar contains the title 'CitiPower / Powercor / UE Training Platform', the subtitle 'HSE Induction Platform', and contact information for the Admin Team: 'Don't have an account? Create an account, otherwise recover your password if you have forgotten it.' and 'For assistance, please contact: Admin Team, projhsecoord@powercor.com.au'. The main content area is white and features the logos of CitiPower, Powercor Australia, and United Energy at the top. Below the logos, there is a login section with the text 'If you have an account, log-in with your username or email.' and two input fields for 'Username or email' and 'Password'. A 'Forgot Password' link is positioned below the password field. A blue 'LOGIN' button is to the right of the password field. Below the login section, there is a 'Don't have an account?' link and a grey 'REGISTER' button. A small 'help' icon is located at the bottom right of the registration section. At the very bottom of the page, the text 'Powered by altora' is visible.

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3. Select the program(s) which the contract worker is to be inducted and click **CONTINUE**.

The screenshot shows a web form titled 'New Registration' with the logos of CitiPower, Powercor, and United Energy at the top. The main heading is 'New Registration'. Below it, a paragraph states: 'Choose the programs most relevant to your role. This step determines the competencies we need from you.' To the right, a section titled 'Select Your Programs Below' contains three rows, each with a logo/icon, a program name, and a radio button. The first row shows a group of people icon, 'CitiPower and Powercor', and a radio button. The second row shows a transmission tower icon, 'Transmission Operations Australia TOA', and a radio button. The third row shows the United Energy logo, 'United Energy', and a radio button. At the bottom left is a 'Go Back' link, and at the bottom right is a 'CONTINUE' button.

New Registration

Choose the programs most relevant to your role. This step determines the competencies we need from you.

Select Your Programs Below

 CitiPower and Powercor ☐

 Transmission Operations Australia TOA ☐

 United Energy ☐

[Go Back](#) [CONTINUE](#)

4. Fill in your First name, Last name, Email address and Date of Birth then click **CONTINUE**

The screenshot shows a web form titled 'Register New Account' with the logos of CitiPower, Powercor, and United Energy at the top. The main heading is 'Register New Account'. Below it, a paragraph states: 'Please enter your personal details below'. The form contains four input fields: 'First Name *', 'Last Name *', 'Email *', and 'Date of Birth *'. The 'Date of Birth' field has a calendar icon. At the bottom left is a 'Go Back' link, and at the bottom right is a 'CONTINUE' button.

Register New Account

Please enter your personal details below

First Name *

Last Name *

Email *

Date of Birth *

[Go Back](#) [CONTINUE](#)

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5. Fill in Company Name and click **CONTINUE**.

The screenshot shows a web page with three logos at the top left: CITIPower, Powercor, and united energy. The main heading is "Additional Details". Below it, a paragraph states: "After you have completed registration, you will be issued with a new account along with a username and password to login." To the right, there is a "User Registration" section with the instruction "Please enter your additional details below". It contains a label "Company Name *" followed by a text input field. A blue "CONTINUE" button is located at the bottom right of the registration box.

6. You will then be given an **Inductee ID** and **Password** which you will need to write down and keep for future reference (Contractors will be requested to retain these records should future Inductions be required), press the **CONTINUE** button to move forward.

The screenshot shows a web page with the same three logos at the top left. The main heading is "Your Account Details". Below it, the instruction "Please remember or write down your new account details for future reference" is displayed. A green checkmark icon is followed by the text "New account created successfully!". Below this, a paragraph states: "Below you will find your new username and password. You will need this to view your account at a later time." The instruction "Write down this username and password:" is followed by two fields: "Username: 55164" and "Password: " with an empty text input field. A blue "CONTINUE" button is located at the bottom of the details box. At the bottom left of the page, contact information is provided: "For assistance, please contact: Admin Team" and the email address "projhsecoord@powercor.com.au".

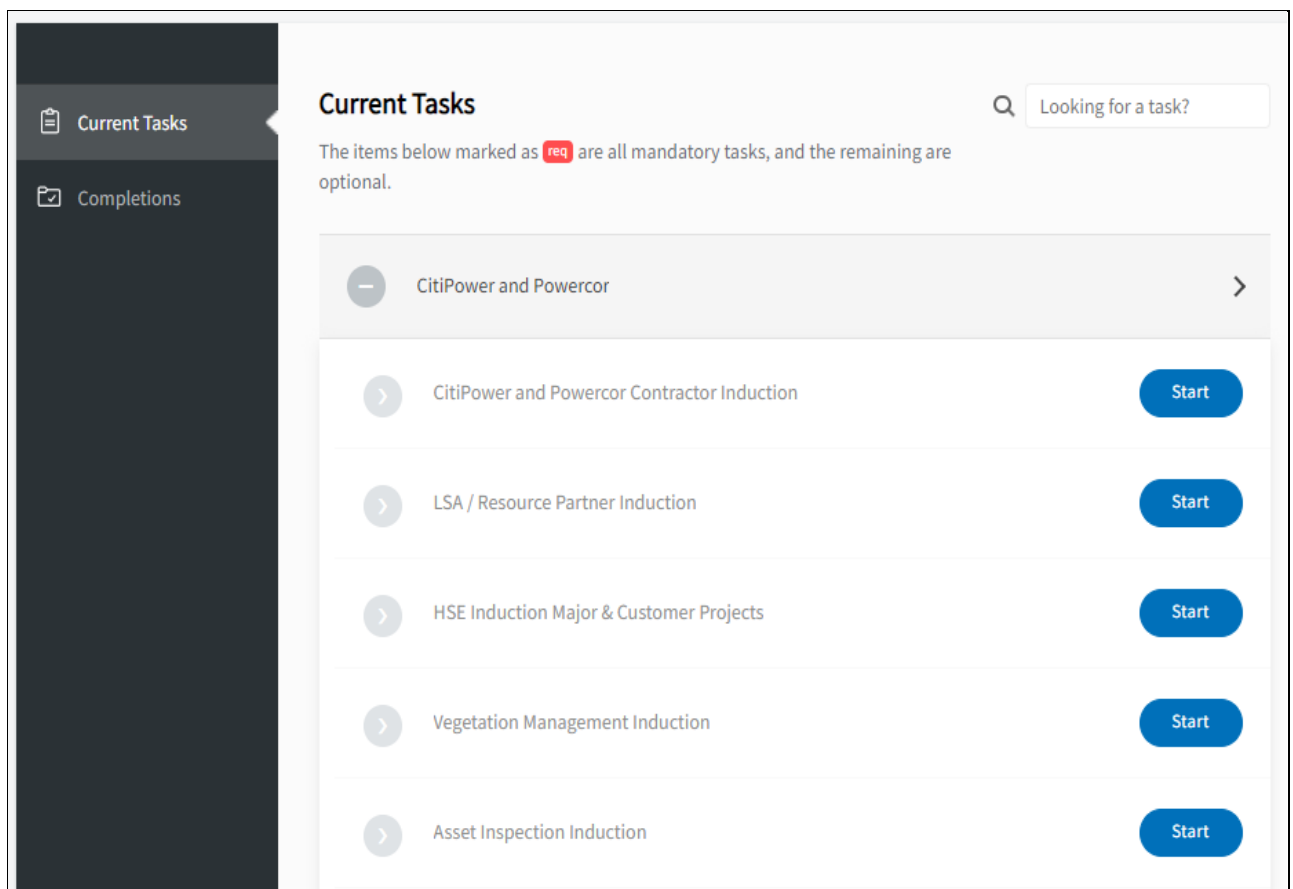
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- Once you have clicked on the **CONTINUE** button it will take you to the selected Induction.

As a minimum, all Contract workers need to complete either the **CitiPower/Powercor** to work on the CitiPower/Powercor Network and/or **United Energy Contractor Induction** to work on the United Energy Network.

All other contract/project specific inductions will also need to be completed if applicable.

Example only

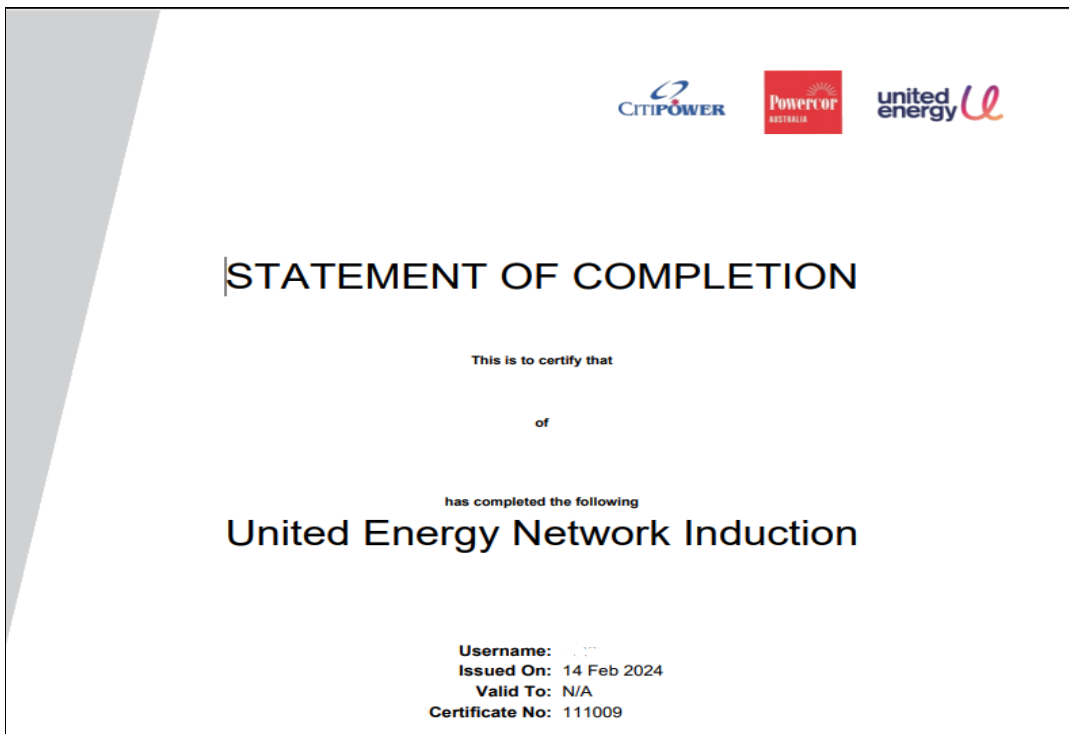


- Click **START** to complete the required induction. The induction will take approximately 30-60 minutes to complete.
- You will be required to complete all questions.

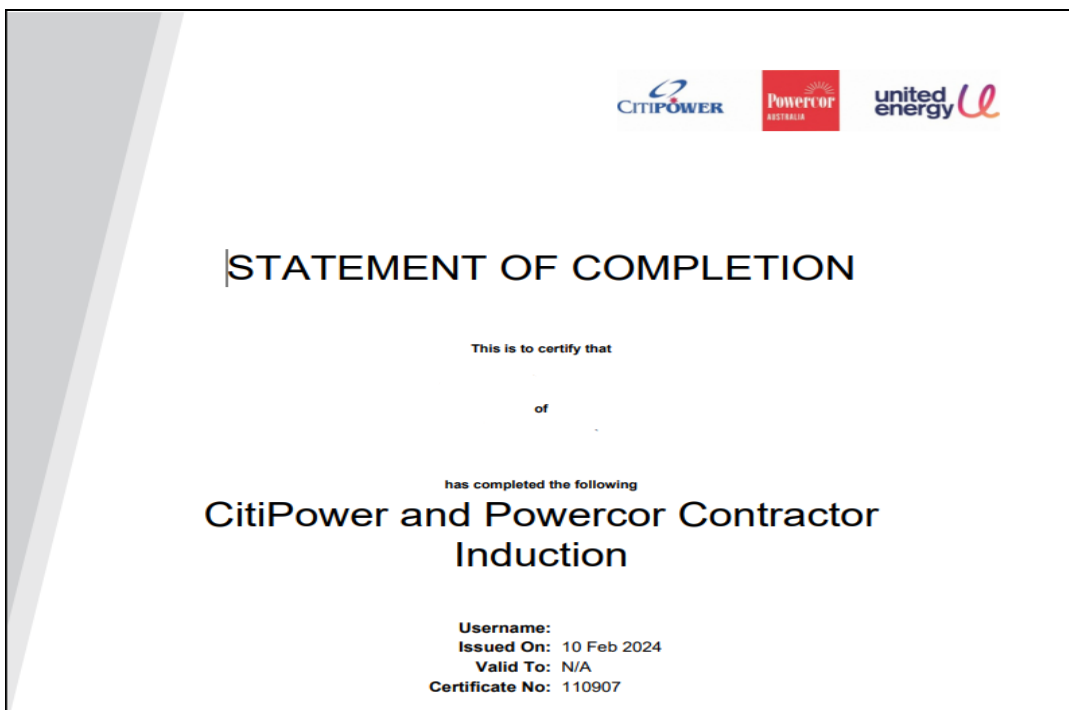
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10. Upon completion, please save and print a copy of the **Statement of Completion** certificate for your records. Contractors will be required to forward their induction certificate to their employer to complete the FSCA onboarding process.

Examples only



This is a sample 'Statement of Completion' certificate for United Energy Network Induction. It features the logos of CitiPower, Powercor Australia, and United Energy at the top. The text reads: 'STATEMENT OF COMPLETION', 'This is to certify that', 'of', 'has completed the following', 'United Energy Network Induction'. At the bottom, it lists: 'Username: [redacted]', 'Issued On: 14 Feb 2024', 'Valid To: N/A', and 'Certificate No: 111009'.

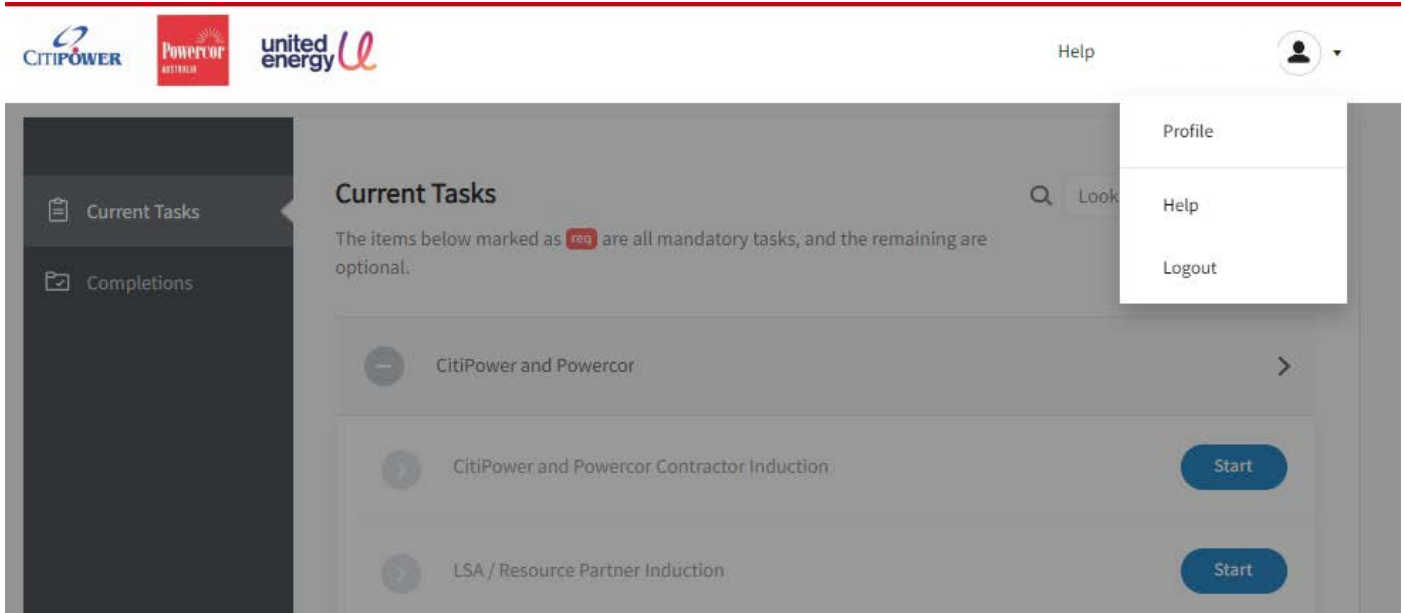


This is a sample 'Statement of Completion' certificate for CitiPower and Powercor Contractor Induction. It features the logos of CitiPower, Powercor Australia, and United Energy at the top. The text reads: 'STATEMENT OF COMPLETION', 'This is to certify that', 'of', 'has completed the following', 'CitiPower and Powercor Contractor Induction'. At the bottom, it lists: 'Username: [redacted]', 'Issued On: 10 Feb 2024', 'Valid To: N/A', and 'Certificate No: 110907'.

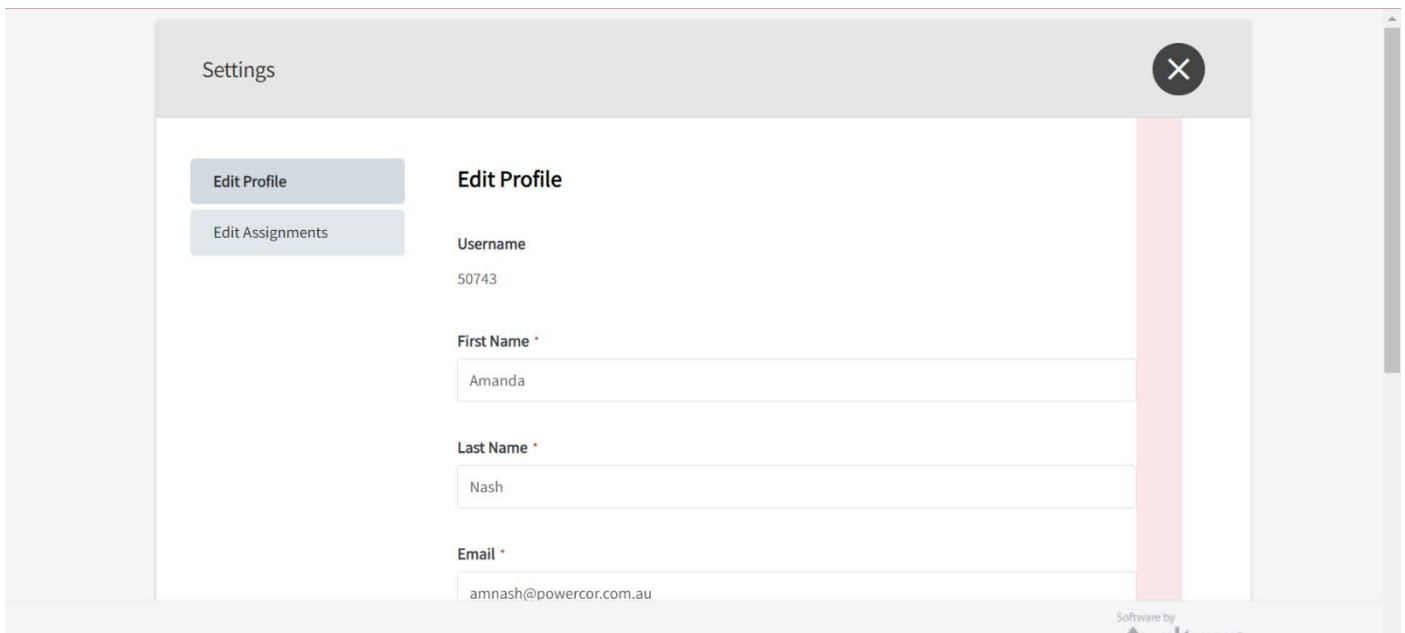
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11. Should you need to complete another Network Induction no need to re-register just log back in then:-

Select the Profile option from the user's drop-down menu.



Select the Edit Assignments option on the left-hand side of the screen.



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Then you can select the category of inductions required.

Settings

Edit Profile

Edit Assignments

Edit Assignments

Select your programs below



CitiPower and Powercor

☒



Transmission Operations Australia

TOA

☐



United Energy

☒

SAVE

Software by
