

Self Registration for Third Party Contractors

1

Engage Contractor



Watercare identifies services to be delivered by a Third Party Contractor.

1. Procurement onboard Organisation into LN
2. Contractor accesses [Health, safety and wellbeing for contractors](#) website

The contractor is required to complete mandatory HSW eLearning and Site Inductions. *These should be done between 1-2 weeks prior to going on site*

2

Contractor Registration



From the [Third Party Contractor](#) portal.

1. Select New User Account
2. Verify email address and enter verification code
3. Complete request form, enter name, number and the **organisation** directly contracted by Watercare
4. Create a password and click Submit. **Account Registration** is complete

3

Workday Login



Contractor receives Watercare Workday email.

1. Click on Workday link
2. Verify email address and enter verification code
3. Accept permissions request by Watercare (first use)
4. Click Submit

This presents the contractor with [Watercare Workday Learning System](#).

4

Complete HSW Training & Site Induction



1. Complete mandatory HSW eLearning
2. Complete relevant Site Induction/s

Contractor is now able to access Watercare sites to provide services