

Self Registration for Third Party Contractors



This Quick Reference Guide outlines the steps required for Third Party Contractors to self-register in the Third Party Contractor Portal and gain access to Watercare's Learning System. It enables contractors to complete mandatory inductions, obtain site entry certificates, and undertake required training modules.

Our health and safety induction process

To work at one of our sites, you need to complete a site induction beforehand. There are two ways to do that – check out the options below and choose which is right for you.

1

Registration for new contractors

If you're a new contractor, you need to create a secure account, click here to access our [Third Party Contractor portal](#). This will enable you to access our Workday Learning system to complete inductions, certificate for site entry and training modules.

[Download a pdf instruction guide.](#)

[Download a one-pager guide for new contractors](#)

HS&W and Site Induction renewals for existing contractors

If you already have an account with us, click here to access our [Workday Learning system](#). If your account is locked, you can reactivate your account within our [Third Party Contractor portal](#).

[Download a pdf instruction guide.](#)

Quick link to Workday Learning

If you already have an active account with us and need to complete your HS&W and Site Inductions – click here [Workday](#)

Forgot your username and password, or your account disabled? Check out the troubleshooting options [here](#).

From our [Health, safety and wellbeing for contractors](#) website.

Step 1: Find the Registration for new contractors section and select [click here to access our Third Party Contractor portal](#).

Step 2: Select New User Account.



Third Party Contractor Login

Username

Password

Login

[forgot my username](#) | [forgot my password](#)

? First Time Users

Please register your profile by selecting one of the registration processes below.

[New User Account](#)

[Reactivate User Account](#)

? Resume Registration

If you have already begun the registration process you can resume it by following the link below.

[Resume registration](#)

2

New User Account

X

Verification

Before you can begin registration you will need to verify your email address.

Email

paulalewis30@yahoo.co.nz

3

Send verification

Step 3: Enter your **email address** and select **Send verification**.

Step 4: Check your email for a **verification code**.
***Note:** If you cannot see the email, check your spam or junk folder.*

your registration verification code

Registration Verification

The verification code for paulalewis30@yahoo.co.nz is:

8445d3

4

The verification code can be entered below

[Enter verification code here](#)

New User Account

X

Verify

Please enter the verification code sent to paulalewis30@yahoo.co.nz

Verification code

8445d3

5

Resend

Submit

Step 5: Enter the **Verification code** and click **Submit**.

Self Registration for Third Party Contractors



Request Form

New User Account

Email Address
paulalewis30@yahoo.co.nz

Please Enter your Contact Information

First Name*
Paula

Last Name*
Lewis

Contact Number
Please enter your contact number in international format, with no spaces or hyphens.
For example, a New Zealand number should be entered as: +64211234567

Contact Number* 
+64272484357

Organisation
Please select the organisation that is directly contracted by Watercare.
If you are subcontracted, please enter the name of the company you are subcontracted to rather than your own organisation.

Organisation*
DOWNER NEW ZEALAND LIMITED ✕

Confirmation
Please ensure that all the information you have provided is accurate and complete before continuing.

Next Steps
After provisioning is complete, you will be able to access required systems. Links to individual applications will be sent via separate emails as access is provisioned.

For important information relating to working safely as a contractor, please refer to our [Health, Safety and Wellbeing for Contractors](#) page.

Submit

Step 6: Enter your **first name, last name, and contact number.**

Step 7: Search for (and select) the **Organisation** that has asked you to work for Watercare, click select **Submit.**

Notes:

Your contact number must use international format, for example +64 followed by your number.

*If you are a sub-contractor, **select the organisation that asked you to work for Watercare.***

If you cannot find the organisation, contact the organisation that asked you to do the work.

Collaboration account

Your username

paulalewis30@yahoo.co.nz

Password

Password confirmation

8

← Previous

Submit

Step 8: Create a **password** for your account and select **Submit**.

Notes:

Your password must include lowercase & uppercase, numbers, and special characters.

This password is only for your identity account. It does not give you access to other Watercare systems.

Step 9: Your identity account has now been created.

Note: *Only log in here if you need to update the details you have just entered.*

9

Registration Complete

A profile has been created for you - Paula Lewis

If you feel that this is a mistake and you have not gone through the registration process, please contact an administrator immediately.

Your Collaboration Account

An account has been created for you to continue to manage your profile

Your username - paulalewis30@yahoo.co.nz

Login

Self Registration for Third Party Contractors



Congratulations! Your Workday Learning account has been successfully created. You can now log in to complete site inductions and any other required learning that supports your work with Watercare.

To access Workday Learning:

- Click the link below to open the sign-in page.

- Select Single Sign On

- In the pop-up window that follows, enter the email address you used in the registration process, and follow the prompts to receive your one-time access code.

- Once authenticated, you will be taken to your Workday learning dashboard

If you experience any issues logging in, please refer back to the support information on the Watercare contractor engagement web-page [Click here to log in to Workday](#)

This email box is not monitored. Please do not reply to this message.



Note: The Workday Learning email may take a few minutes.

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Step 10: You will now receive an email from **Workday Learning**, select [Click here to log into Workday](#).

Note: If you cannot see the email, check your spam or junk folder.

Step 11: Select Single Sign On (SSO).

Note: If you have registered with your company email and are accessing Workday within your company environment, you may at this point, gain direct access to Workday [Step 7](#).

The Workday logo is displayed at the top of the sign-in screen, featuring an orange arc above the word "workday" in blue.

Sign In to Your Account

11

Single Sign On (SSO) >

User Name / Password >

Self Registration for Third Party Contractors



Sign in

paulalewis30@yahoo.co.nz

[Can't access your account?](#)

Next

 Sign-in options

Step 12: Enter the email address you used to register, then select **Next**.

Notes:

Passkey screens please go to the troubleshooting section at the end of this document.

Company login if you receive your company branded login screen at this point, please use your company credentials to login and gain access to Workday

Step 13: Check your email for a **verification code**.

Note: If you cannot see the email, check your spam or junk folder.

Your Watercare Services Limited account verification code

Watercare Services Limited

**Account
verification code**

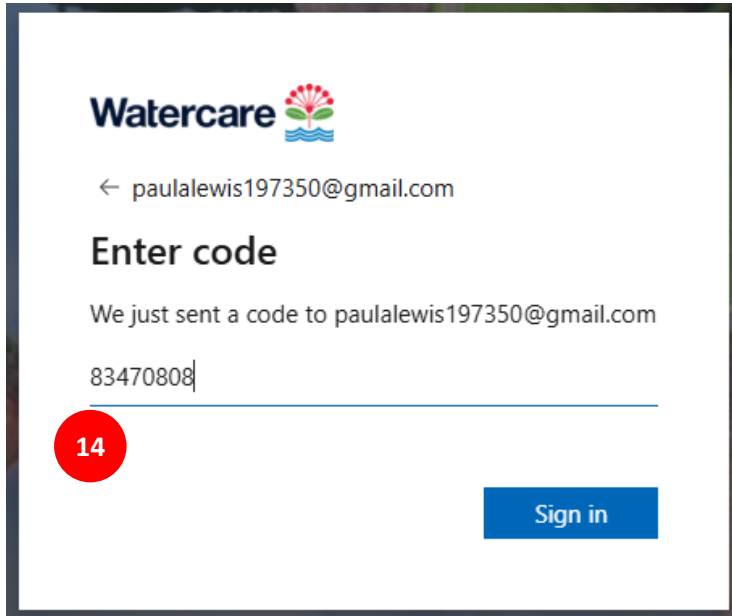
To access **Watercare Services Limited's** apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:
83470808

13

If you didn't request a code, you can ignore this email.

Step 14: Enter the **verification code** and select **Sign in**.



Watercare 

← paulalewis197350@gmail.com

Enter code

We just sent a code to paulalewis197350@gmail.com

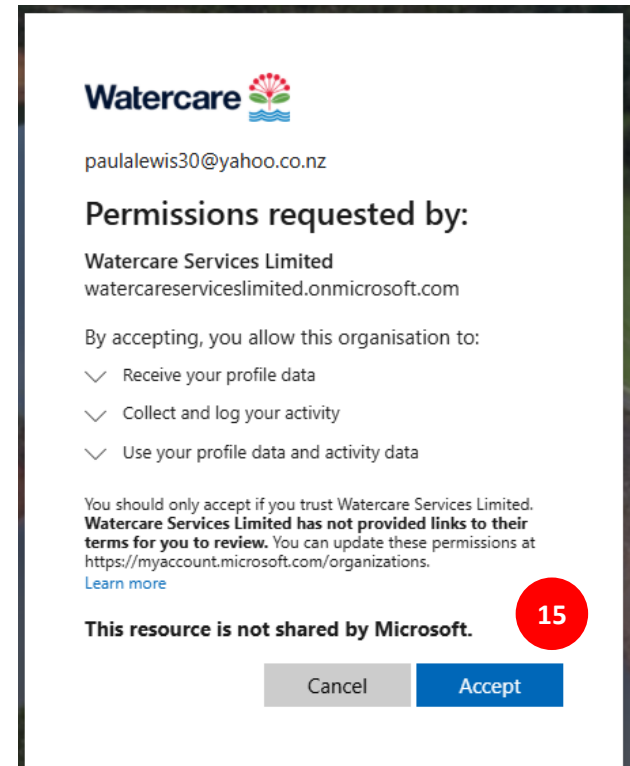
83470808

14

Sign in

Step 15: Select **Accept**.

Note: This screen only appears the first time you complete this process.



Watercare 

paulalewis30@yahoo.co.nz

Permissions requested by:

Watercare Services Limited
watercareserviceslimited.onmicrosoft.com

By accepting, you allow this organisation to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Watercare Services Limited. **Watercare Services Limited has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>.
[Learn more](#)

This resource is not shared by Microsoft.

Cancel Accept

15



Should we remember this device?

Remembering this device allows you to sign in more easily and better protect your account.

☒ Remember this device

Submit

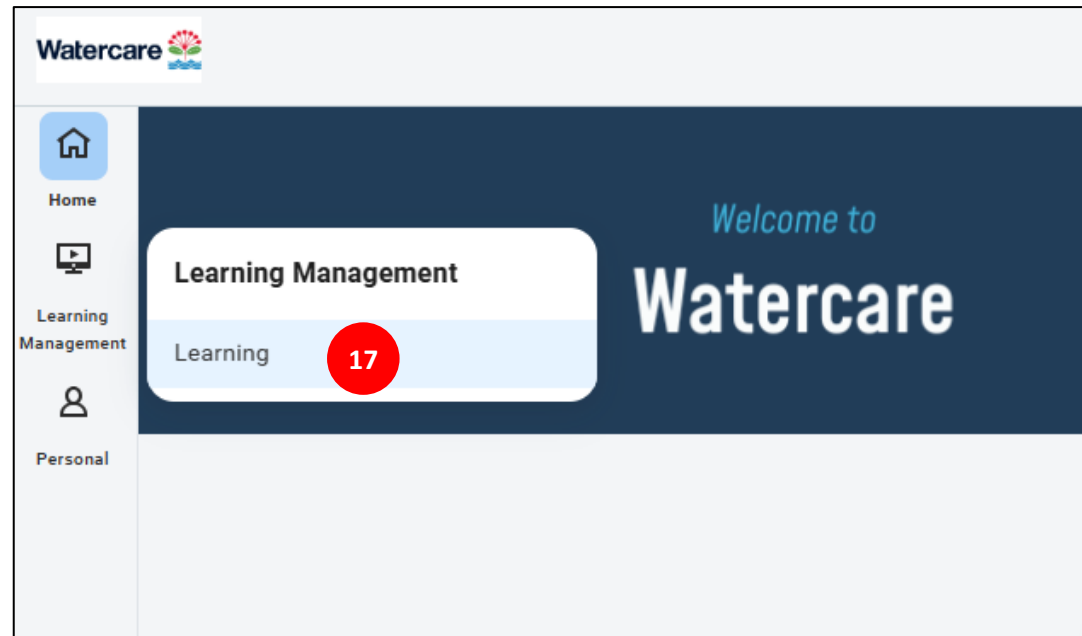
[Skip](#)

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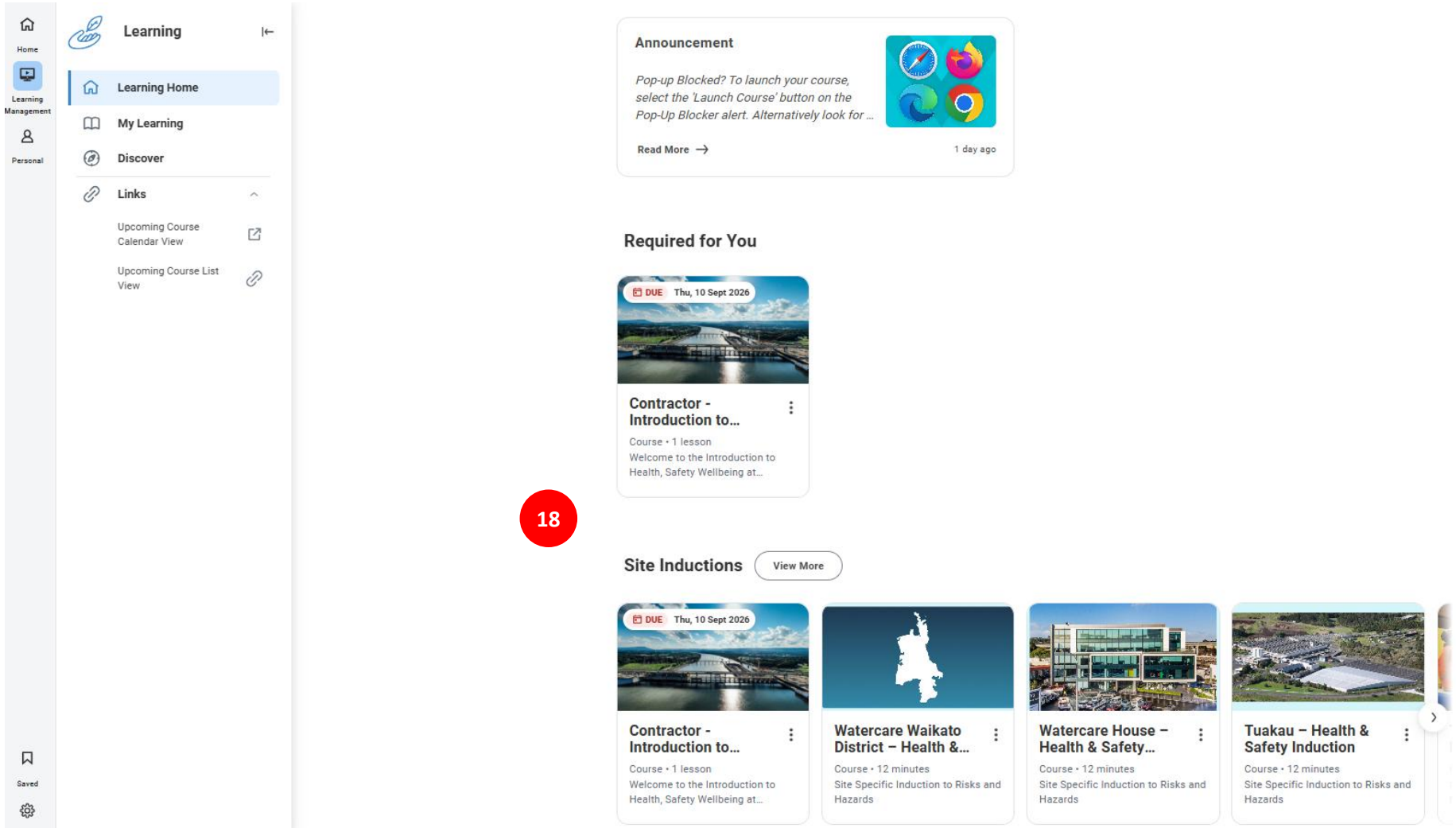
Step 16: Select Submit or Skip.

You are now logged into our [Workday Learning](#) system.

Step 17: Select the Learning Management / Learning menu option.



Step 18: You can now access the mandatory **HSW eLearning** and **Site Inductions**.



The screenshot displays the Watercare eLearning platform interface. On the left is a sidebar with navigation options: Home, Learning Management, and Personal. The main content area is titled 'Learning' and includes sections for 'Learning Home', 'My Learning', 'Discover', and 'Links'. A red circle with the number '18' is overlaid on the 'Discover' section. The 'Discover' section features an 'Announcement' box with a 'Pop-up Blocked?' message and a 'Read More' link. Below this is a 'Required for You' section with a course card for 'Contractor - Introduction to...' due on Thursday, 10 Sept 2026. The 'Site Inductions' section is also visible, with a 'View More' button and four course cards: 'Contractor - Introduction to...', 'Watercare Waikato District - Health & Safety...', 'Watercare House - Health & Safety...', and 'Tuakau - Health & Safety Induction'. Each card shows the course title, duration, and a brief description.

Learning

Home
Learning Management
Personal

Learning Home

My Learning

Discover

Links

Upcoming Course Calendar View

Upcoming Course List View

Announcement

Pop-up Blocked? To launch your course, select the 'Launch Course' button on the Pop-Up Blocker alert. Alternatively look for ...

Read More →

1 day ago

Required for You

Contractor - Introduction to...

Course • 1 lesson
Welcome to the Introduction to Health, Safety Wellbeing at...

Site Inductions [View More](#)

Contractor - Introduction to...

Course • 1 lesson
Welcome to the Introduction to Health, Safety Wellbeing at...

Watercare Waikato District - Health & Safety...

Course • 12 minutes
Site Specific Induction to Risks and Hazards

Watercare House - Health & Safety...

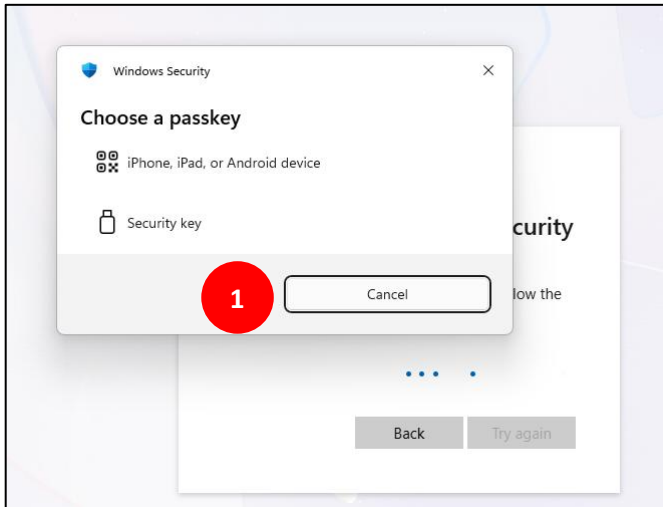
Course • 12 minutes
Site Specific Induction to Risks and Hazards

Tuakau - Health & Safety Induction

Course • 12 minutes
Site Specific Induction to Risks and Hazards

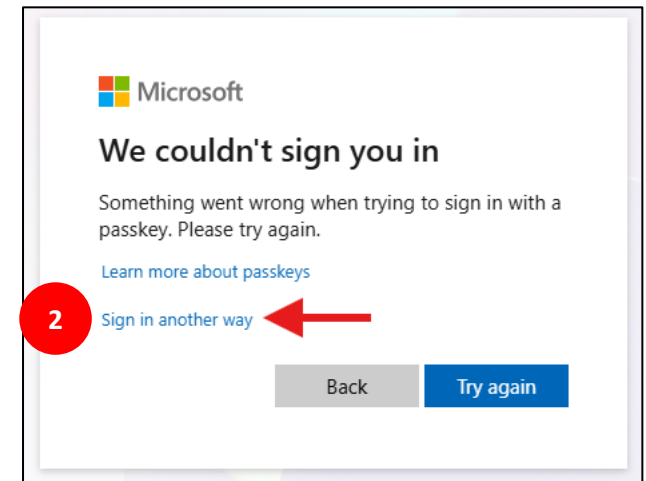
Troubleshooting - Passkey screens

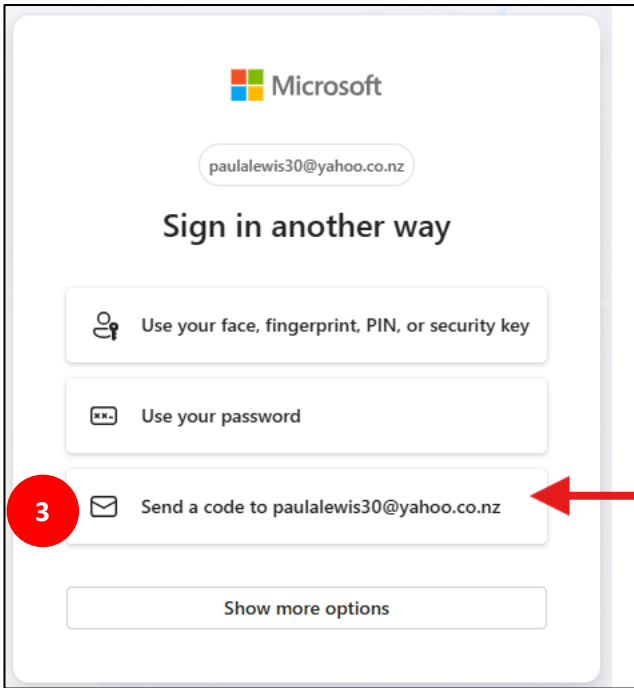
If your email address is linked to a Microsoft account, you may see extra passkey screens at [Step 12](#). Follow the steps below.



Step 1 Select Cancel.

Step 2: Select Sign in another way.





Microsoft

paulalewis30@yahoo.co.nz

Sign in another way

Use your face, fingerprint, PIN, or security key

Use your password

3 Send a code to paulalewis30@yahoo.co.nz

Show more options

Step 3: Select Send a code to your email address.

Step 4: Check your email for a verification code.

Note: *If you cannot see the email, check your spam or junk folder.*

Your single-use code

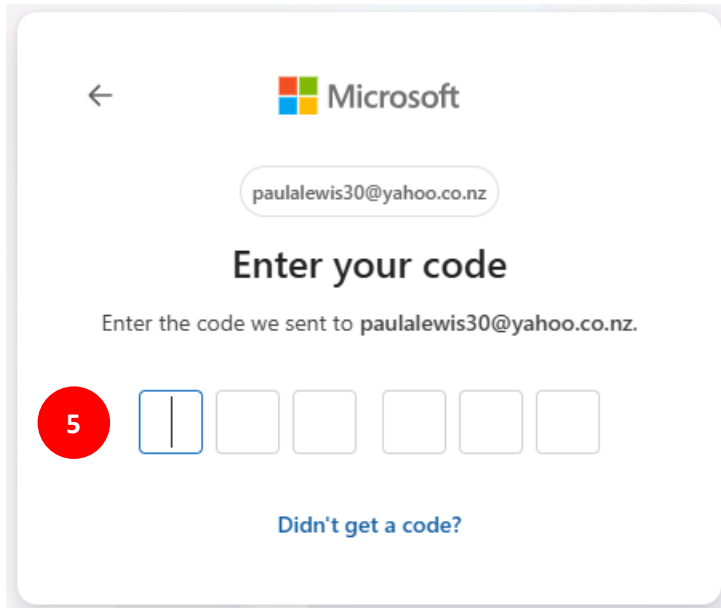
Hi paulalewis30@yahoo.co.nz,

We received your request for a single-use code to use with your Microsoft account.

4

Your single-use code is: 173566

Only enter this code on an official website or app. Don't share it with anyone. We'll never ask for it outside an official platform.



← Microsoft

paulalewis30@yahoo.co.nz

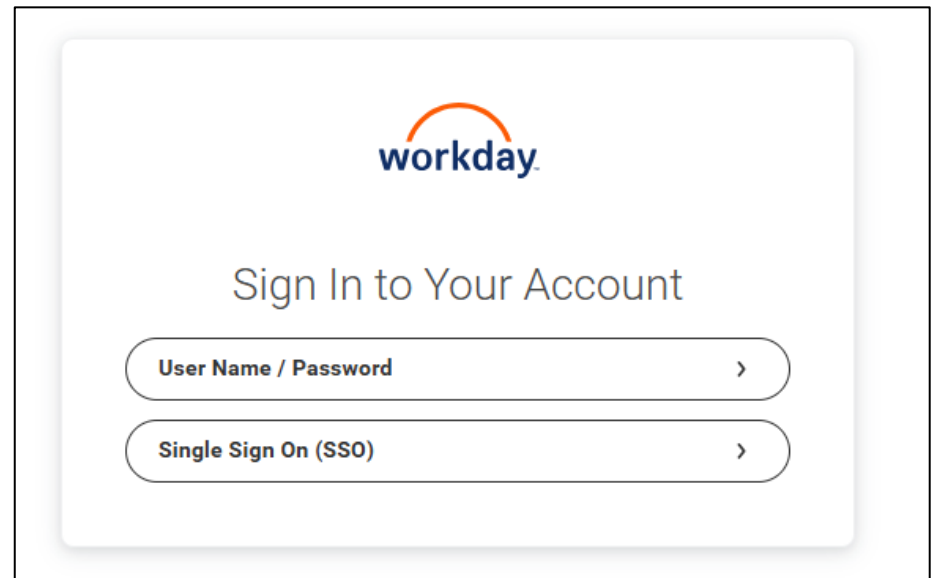
Enter your code

Enter the code we sent to paulalewis30@yahoo.co.nz.

5

[Didn't get a code?](#)

Step 5: Enter your code, then continue from [Step 12](#) to log into our [Workday Learning](#) system.





Sign In to Your Account

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