

BHP Billiton - Mt Arthur Inductions Onsite Inductions Booking User Guide Booking Inductions for MAC Administrator



logged out

app2
change server

Onsite Login

Please enter your Username and Password.

Username:

Password:

login

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**BHP Billiton Asset Induction Information
Website >>**

<http://www.nswecinuctions.com.au>

Overview

All employees of BHP Mt Arthur Coal must complete an online Asset Induction. The online **BHP Billiton Asset Induction (Employees)** replaces the previous face-to-face **Mt Arthur Coal Surface Induction**.

This induction costs \$110 including GST per person and is booked through Onsite. Once the MAC administrator has booked their employees into the induction through the portal, the administrator will be emailed the employees' login details to be forwarded onto the employee to complete the induction online.

At the successful completion of the training, the employee will be issued the induction competency, now visible on their profile in the Onsite Track Easy database.

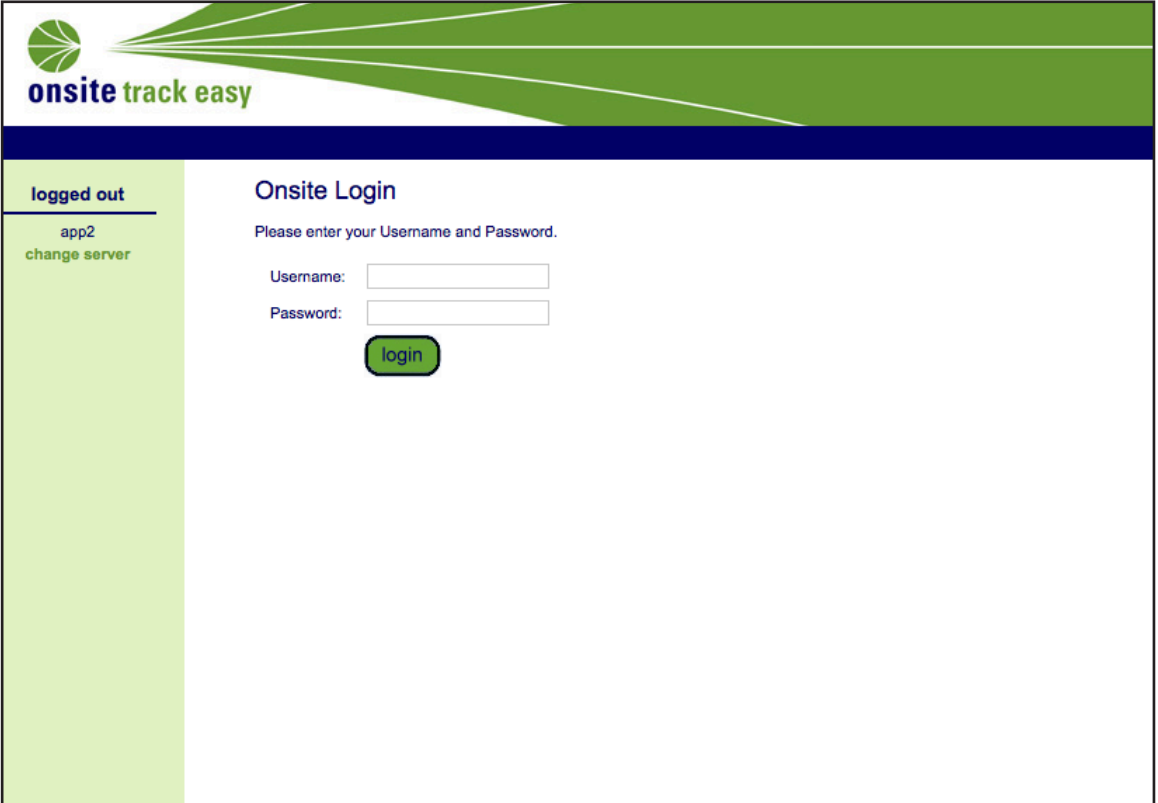
After your employee has successfully completed the BHP Billiton Asset Induction, you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role. These inductions cost \$35 + GST each and are booked and completed online.

Booking the BHP Billiton Asset Induction (Employees)

BHP Billiton Mt Arthur - Booking Inductions in Onsite

Please follow this step-by-step guide to book your employees into BHP Billiton Asset induction (Employees).

Start in Onsite here >



onsite track easy

logged out

app2
change server

Onsite Login

Please enter your Username and Password.

Username:

Password:

login

Step 1>

Login to Onsite at <https://secure.onsitetrackeasy.com.au> by using your administrator username and password.

Step 2>

From the top menu, hover over “Training” to expand the dropdown menu. Hover over “Events,” then select “List.”

Step 3>

To view all training events, leave the search field empty, then select “Search.”

Training Events for Realm: Pegasus Safety in Mt Arthur location



Search For: add

Training Provider: Delivery:

Training Types: Status:

Between: and search

Found 6 matches.

Online Events

| ID | Name | Location | From Date | To Date | Type | Capacity | Att'ees | Avail | Venue | Online Provider | Online Course | Status | Files |
|-----------------|------------------------------|-----------|-----------|-----------|------------|-------------|-------------|------------|-----------------------|-----------------|---|--------|-------|
| | | | | | | | | | | | | Open | 0 / 0 |
| | | | | | | | | | | | | Open | 0 / 0 |
| | | | | | | | | | | | | Open | 0 / 0 |
| | | | | | | | | | | | | Open | 0 / 0 |
| | | | | | | | | | | | | Open | 0 / 0 |
| 45808 | BHP Billiton Asset Induction | Mt Arthur | 26 May 16 | 02 Jun 17 | Inductions | 300 | 25 | 275 | MAC - Coursebuilder | Course Builder | Contractor CHPP Plant Overview & Departmental 1.3 | Open | 0 / 0 |
| Total: | | | | | | 1800 | 1225 | 575 | (Excluding Cancelled) | | | | |
| Percent: | | | | | | | 68% | 32% | | | | | |

Step 4>

From the training events displayed, select "BHP Billiton Asset Induction."

EVENT DEFINITION

| | | | |
|--------------------|----------------|---|---|
| Name: | Status: | Open (notes) | duplicate |
| ID: | Capacity: | 300 | <input type="checkbox"/> transfer & close |
| Basis: | Attendees: | 300 | |
| Delivery: | Waiting: | 0 | |
| Provider: | Unalloc Seats: | 0 | |
| Type: | Available: | 0 | |
| Venue: | Fill Rate: | 100% | |
| Date Range: | Reserved: | 0 (0%) | |
| List In Portal: | Not Started: | 11 (4%) | |
| Bill To Site: | Started: | 1 (0%) | |
| Sales Code: | Completed: | 288 (96%) | |
| Item Code: | | | |
| Attendee Cost: | Description: | Mt Arthur Coal - CHPP Plant Overview & Department Induction. | |
| Self-Register: | Requirements: | Requires a current Mt Arthur Surface Induction provided by Pegasus prior to booking into this course. | |
| File Upload Count: | | | |
| Req Co Approval: | | | |
| Req Site Contact: | | | |

add
add by company
add by crew

Step 5>

Once the **BHP Billiton Asset Induction (Employees)** has opened, scroll to the bottom of the page and select "Add" to book your employee to the training event.

Add Cardholder to Online Training Event

- Show Inactive
- Show Unassociated

- ▶ This is a **global contractor search** combined with the site's employees. Enter a text fragment to find matching names.
- ▶ **Unassociated** means contractors who are not associated with the site, but it may also mean their companies are not associated with the site.
- ▶ As this is an **online event** you may only add persons whose company has an **available token**.
If a person's company does not have any tokens, you can enter purchases on the company's tokens tab.

Step 6>

Enter your employee's name in the search field, then select "Search."

Add Cardholder to Online Training Event

- Show Inactive
- Show Unassociated

(add new person to Onsite if not found with search)

Found 122 matches.

Payment Method: Token

Prerequisites: **Before cardholders can be passed in this event they must have the following competency:**

-

| Name | Unavailable Because | Tokens | Unassociated | Active | ID | DOB | Type | Company | Email Address |
|-----------|-----------------------|--------|--------------|--------|-----------|-----------|------------|-----------|---------------|
| [blurred] | Missing prerequisites | 0 | Unassociated | ✓ | [blurred] | [blurred] | Contractor | [blurred] | [blurred] |
| [blurred] | Missing prerequisites | 0 | Unassociated | ✓ | [blurred] | [blurred] | Contractor | [blurred] | [blurred] |
| [blurred] | Missing prerequisites | 0 | Unassociated | ✓ | [blurred] | [blurred] | Contractor | [blurred] | [blurred] |
| [blurred] | Missing prerequisites | 0 | Unassociated | ✓ | [blurred] | [blurred] | Contractor | [blurred] | [blurred] |
| [blurred] | Missing prerequisites | 0 | Unassociated | ✓ | [blurred] | [blurred] | Contractor | [blurred] | [blurred] |

Step 7>

If your employee's name shows in the returned results, select them to add to the event by clicking on their name.

If your employee's name does not show in the results, continue to **page 8**.

| ATTENDEES & RESERVATIONS | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|------|----|-----------------|---------|--------|-----------|----------------|--------------|--------|--------|------|---------|------|------------|-------------------|---------|---------|----------|------|--|--|--|
| Attendees: | | | | | | | | | | | | | | | | | | | | | | |
| | Name | Id | Company Changed | Company | Seats | Date | Online Student | Online Enrol | Re-ind | Result | Mark | Retries | Keys | Attendance | Shop Cart Line Id | Payment | Booking | Comments | | | | |
| <input type="checkbox"/> | | | | | 1 | 10 Jun 16 | 164952 | 238550 | | | | | | ✗ | Not Started | 484054 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 27 May 16 | 163855 | 236865 | | Pass | 33 | | | ✗ | Completed | 472857 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164251 | 237472 | | | | | | ✗ | Not Started | 476202 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164252 | 237473 | | | | | | ✗ | Not Started | 476200 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164253 | 237474 | | Pass | 33 | | | ✗ | Completed | 476203 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 16 Jun 16 | 166195 | 240436 | | | | | | ✗ | Not Started | 488027 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 30 May 16 | 136642 | 236866 | | Pass | 33 | | | ✗ | Completed | 473929 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 30 Jun 16 | none | none | | | | | | ✗ | Not Started | | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 23 Jun 16 | 166196 | 240437 | Yes | Pass | 33 | | | ✗ | Completed | 493239 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 27 May 16 | 163856 | 236867 | | Pass | 33 | | | ✗ | Completed | 473501 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 31 May 16 | 164016 | 237119 | | Pass | 33 | | | ✗ | Completed | 475762 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 31 May 16 | 164017 | 237120 | | Pass | 33 | | | ✗ | Completed | 475763 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 24 Jun 16 | 166197 | 240438 | | Pass | 33 | | | ✗ | Completed | 494111 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 14 Jun 16 | 88203 | 239024 | | Pass | 33 | | | ✗ | Completed | 486395 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 09 Jun 16 | 164953 | 238551 | | Pass | 33 | | | ✗ | Completed | 483178 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 15 Jun 16 | 165281 | 239025 | | Pass | 33 | | | ✗ | Completed | 486548 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 27 May 16 | 163857 | 236868 | | Pass | 33 | | | ✗ | Completed | 472859 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 10 Jun 16 | 164954 | 238552 | | | | | | ✗ | Not Started | 484055 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 26 May 16 | 163858 | 236869 | | Pass | 33 | | | ✗ | Completed | 472232 | Token | view | edit | | | |
| <input type="checkbox"/> | | | update | | 1 | 27 May 16 | 163859 | 236870 | | Pass | 33 | | | ✗ | Completed | 473487 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164254 | 237475 | | | | | | ✗ | Not Started | 476428 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 15 Jun 16 | 165282 | 239026 | | Pass | 33 | | | ✗ | Completed | 486549 | Token | view | edit | | | |
| <input type="checkbox"/> | | | Pending | | 1 | 27 Jun 16 | none | none | | | | | | | 496211 | Token | view | edit | | | | |
| <input type="checkbox"/> | | | | | 1 | 26 May 16 | 163860 | 236871 | | Pass | 33 | | | ✗ | Completed | 472175 | Token | view | edit | | | |
| <input type="checkbox"/> | | | | | 1 | 03 Jun 16 | 164484 | 237821 | | | | | | ✗ | Not Started | 478728 | Token | view | edit | | | |
| | | | | | Total: | | | | | | | | | | | | 25 | | | | | |

Step 8>

Your employee should now show in the list of Attendees and Reservations.

You have successfully booked your employee into the **BHP Billiton Asset Induction (Employees)**.

Once you have booked your employee into the BHP Billiton Asset Induction (Employees), you'll be emailed login details to send to them so they can complete it online.

The induction consists of 10 questions that should take approximately 30 minutes to answer. The induction requires a 100% pass mark. On successful completion, the employee will have the competency added to their profile in the Onsite Track Easy database.

Employees can access site by manually entering their Onsite ID number, which displays on the certificate at the successful completion of the all required inductions.

Please note>

After your employee has successfully completed the BHP Billiton Asset Induction (Employees), you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role.

Continue to **page 15** for more details.

Booking the BHP Billiton Asset Induction (Employees) - Existing Onsite User

Add Cardholder to Online Training Event

Show Inactive
 Show Unassociated

(add new person to Onsite if not found with search)

Found 0 matches.

- ▶ This is a **global contractor search** combined with the site's employees. Enter a text fragment to find matching names.
- ▶ **Unassociated** means contractors who are not associated with the site, but it may also mean their companies are not associated with the site.
- ▶ As this is an **online event** you may only add persons whose company has an **available token**.
If a person's company does not have any tokens, you can enter purchases on the company's tokens tab.

Step 9>

Enter your employee's surname into the search field, then select "Search."

Add Cardholder to Online Training Event

Show Inactive
 Show Unassociated

(add new person to Onsite if not found with search)

Found 122 matches.
Payment Method: Token

Prerequisites: Before cardholders can be passed in this event they must have the following competency:

-

| Name | Unavailable Because | Tokens | Unassociated | Active | ID | DOB | Type | Company | Email Address |
|------------|-----------------------|--------|--------------|--------|------------|------------|------------|------------|---------------|
| [Redacted] | Missing prerequisites | 0 | Unassociated | ✓ | [Redacted] | [Redacted] | Contractor | [Redacted] | [Redacted] |
| [Redacted] | Missing prerequisites | 0 | Unassociated | ✓ | [Redacted] | [Redacted] | Contractor | [Redacted] | [Redacted] |
| [Redacted] | Missing prerequisites | 0 | Unassociated | ✓ | [Redacted] | [Redacted] | Contractor | [Redacted] | [Redacted] |
| [Redacted] | Missing prerequisites | 0 | Unassociated | ✓ | [Redacted] | [Redacted] | Contractor | [Redacted] | [Redacted] |
| [Redacted] | Missing prerequisites | 0 | Unassociated | ✓ | [Redacted] | [Redacted] | Contractor | [Redacted] | [Redacted] |

Step 10>

Check your employee is not shown in the list of existing users. If they are an existing user, click on their name.

If your employee is not listed as an employee of BHP Billiton MAC in Onsite, you will need to associate them to BHP Billiton MAC before booking them into the **BHP Billiton Asset Induction (Employees)**. To associate them, select "Add Employee."

Create Employee From Existing User

- ▶ Here are all the existing users who are not also employees. Click any name in this list to add the employee role to that user.
- ▶ Otherwise use the add button to create a new employee.

add

| Name | ID Number | Job Title |
|-----------|-----------|-----------|
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |
| [blurred] | [blurred] | [blurred] |

Step 11>

If they do not show in the list of existing users who are not also employees, go to **step 15 on page 12**.

New Employee From User Stephen Brooks

Please select an employer and default Location for Stephen Brooks.

Employer:

Default Location:

cancel

apply

Step 12>

From the dropdown fields, select the employee's Employer and Default location. Then select "Apply."

Add New Employee

| | |
|------------------------|--|
| Company: | <input type="text" value="BHP BILLITON LIMITED"/> |
| First Name: | <input type="text"/> |
| Middle Name: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| PIN: | <input type="text"/> |
| Phone 1: * | <input type="text"/> |
| Phone 2: * | <input type="text"/> |
| Email 1: * | <input type="text"/> |
| Email 2: * | <input type="text"/> |
| Address: * | <input type="text"/> |
| Town: * | <input type="text"/> |
| State: * | <input type="text"/> |
| Post Code: * | <input type="text"/> |
| Country: * | <input type="text" value="Australia"/> |
| Date of Birth: * | <input type="text" value="1"/> <input type="text" value="January"/> |
| Place of Birth: * | <input type="text"/> |
| Gender: * | <input type="text"/> |
| Drivers Lic. No: * | <input type="text"/> |
| Drivers Lic. State: * | <input type="text"/> |
| Drivers Lic. Class: * | <input type="text"/> |
| Drivers Lic. Expiry: * | <input type="text" value="19"/> |
| Fingerprint: | <input type="checkbox"/> An enrolment will be done when a logpoint requires verification |
| Employee Number: | <input type="text"/> |
| Department: | <input type="text"/> |

Step 13>

Update the employee's Onsite profile, then scroll to the bottom of the page and select "Save."

cancel

save

| ATTENDEES & RESERVATIONS | | | | | | | | | | | | | | | | | | | |
|--------------------------|------|----|-----------------|---------|--------|-----------|----------------|--------------|--------|--------|------|---------|------|------------|-------------------|---------|---------|----------|------|
| Attendees: | | | | | | | | | | | | | | | | | | | |
| | Name | Id | Company Changed | Company | Seats | Date | Online Student | Online Enrol | Re-ind | Result | Mark | Retries | Keys | Attendance | Shop Cart Line Id | Payment | Booking | Comments | |
| <input type="checkbox"/> | | | | | 1 | 10 Jun 16 | 164952 | 238550 | | | | | | ✗ | Not Started | 484054 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 27 May 16 | 163855 | 236865 | | Pass | 33 | | | ✗ | Completed | 472857 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164251 | 237472 | | | | | | ✗ | Not Started | 476202 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164252 | 237473 | | | | | | ✗ | Not Started | 476200 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164253 | 237474 | | Pass | 33 | | | ✗ | Completed | 476203 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 16 Jun 16 | 166195 | 240436 | | | | | | ✗ | Not Started | 488027 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 30 May 16 | 136642 | 236866 | | Pass | 33 | | | ✗ | Completed | 473929 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 30 Jun 16 | none | none | | | | | | ✗ | Not Started | | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 23 Jun 16 | 166196 | 240437 | Yes | Pass | 33 | | | ✗ | Completed | 493239 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 27 May 16 | 163856 | 236867 | | Pass | 33 | | | ✗ | Completed | 473501 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 31 May 16 | 164016 | 237119 | | Pass | 33 | | | ✗ | Completed | 475762 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 31 May 16 | 164017 | 237120 | | Pass | 33 | | | ✗ | Completed | 475763 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 24 Jun 16 | 166197 | 240438 | | Pass | 33 | | | ✗ | Completed | 494111 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 14 Jun 16 | 88203 | 239024 | | Pass | 33 | | | ✗ | Completed | 486395 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 09 Jun 16 | 164953 | 238551 | | Pass | 33 | | | ✗ | Completed | 483178 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 15 Jun 16 | 165281 | 239025 | | Pass | 33 | | | ✗ | Completed | 486548 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 27 May 16 | 163857 | 236868 | | Pass | 33 | | | ✗ | Completed | 472859 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 10 Jun 16 | 164954 | 238552 | | | | | | ✗ | Not Started | 484055 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 26 May 16 | 163858 | 236869 | | Pass | 33 | | | ✗ | Completed | 472232 | Token | view | edit |
| <input type="checkbox"/> | | | update | | 1 | 27 May 16 | 163859 | 236870 | | Pass | 33 | | | ✗ | Completed | 473497 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164254 | 237475 | | | | | | ✗ | Not Started | 476428 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 15 Jun 16 | 165282 | 239026 | | Pass | 33 | | | ✗ | Completed | 486549 | Token | view | edit |
| <input type="checkbox"/> | | | Pending | | 1 | 27 Jun 16 | none | none | | | | | | | 496211 | Token | view | edit | |
| <input type="checkbox"/> | | | | | 1 | 26 May 16 | 163860 | 236871 | | Pass | 33 | | | ✗ | Completed | 472175 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 03 Jun 16 | 164484 | 237821 | | | | | | ✗ | Not Started | 478728 | Token | view | edit |
| | | | | | Total: | 25 | | | | | | | | | | | | | |

Step 14>

Your employee should now show in the list of Attendees and Reservations.

You have successfully booked your employee into the **BHP Billiton Asset Induction (Employees)**.

Once you have booked your employee into the BHP Billiton Asset Induction (Employees), you'll be emailed login details to send to them so they can complete it online.

The induction consists of 10 questions that should take approximately 30 minutes to answer. The induction requires a 100% pass mark. On successful completion, the employee will have the competency added to their profile in the Onsite Track Easy database.

Employees can access site by manually entering their Onsite ID number, which displays on the certificate at the successful completion of the all required inductions.

Please note>

After your employee has successfully completed the BHP Billiton Asset Induction, you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role.

Continue to **page 15** for more details.

Booking the BHP Billiton Asset Induction (Employees) - Creating a New Onsite Profile

Create Employee From Existing User

- ▶ Here are all the existing users who are not also employees. Click any name in this list to add the employee role to that user.
- ▶ Otherwise use the add button to create a new employee.

| Name | ID Number | Job Title |
|-----------|-----------|-----------|
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |
| [Blurred] | [Blurred] | [Blurred] |

Step 15>

As your employee has not shown in the list of existing users who are not also BHP Billiton MAC employees, select "Add."

Select Employer

- **Specific Employer**

| Name |
|----------------------|
| Bhp Billiton Limited |

▶ Click on a link to return that selection to the report page.

Step 16>

Select BHP Billiton Limited as the employer.

Add Employee to Training Event

Company:

Last Name:

First Name:

Middle Name:

Date of Birth:

Drivers License Number:

cancel

ADD EMPLOYEE TO ONSITE

search for existing

- ▶ Before a new employee can be added use **search for existing** to determine if the cardholder already exists in Onsite.
- ▶ Search results will include system-wide Contractors and Employees you have permission to view from the Australia and Oceania region with a **matching last name or drivers license**.
- ▶ Enter **additional search criteria** to segregate the most likely matches from the search results for easy identification.

Include "sounds like"

Add Employee to Training Event

Company:

Last Name:

First Name:

Middle Name:

Date of Birth:

Drivers License Number:

cancel

ADD EMPLOYEE TO ONSITE

search for existing

- ▶ Before a new employee can be added use **search for existing** to determine if the cardholder already exists in Onsite.
- ▶ Search results will include system-wide Contractors and Employees you have permission to view from the Australia and Oceania region with a **matching last name or drivers license**.
- ▶ Enter **additional search criteria** to segregate the most likely matches from the search results for easy identification.
- ▶ **Select a name below** for a side-by-side comparison and the option of using that person instead of a new one.
- ▶ **A name which cannot be clicked** means the person is already enrolled in this online course (in this or another event), or does not have an email address.

Include "sounds like"

0 cardholders found.

add as new






Step 17>

Enter your employee's details, then select "Search for Existing." This will ensure you do not create a duplication in Onsite.

Step 18>

If your employee does not show as an existing cardholder, select "Add as New."

Add New Employee

| | |
|------------------------|---|
| Company: | BHP BILLITON LIMITED |
| First Name: | <input type="text"/> |
| Middle Name: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| PIN: | <input type="text"/> |
| Phone 1: * | <input type="text"/> |
| Phone 2: * | <input type="text"/> |
| Email 1: * | <input type="text"/> |
| Email 2: * | <input type="text"/> |
| Address: * | <input type="text"/> |
| Town: * | <input type="text"/> |
| State: * | <input type="text"/> |
| Post Code: * | <input type="text"/> |
| Country: * | Australia  |
| Date of Birth: * | 1  January  <input type="text"/> |
| Place of Birth: * | <input type="text"/> |
| Gender: * | <input type="text"/>  |
| Drivers Lic. No: * | <input type="text"/> |
| Drivers Lic. State: * | <input type="text"/> |
| Drivers Lic. Class: * | <input type="text"/> |
| Drivers Lic. Expiry: * | <input type="text"/>  |
| Fingerprint: | <input type="checkbox"/> <i>An enrolment will be done when a logpoint requires verification</i> |
| Employee Number: | <input type="text"/> |
| Department: | <input type="text"/> |

Step 19>

Enter your employee's details, then scroll down to the bottom of the page and select "Save."

cancel

save

| ATTENDEES & RESERVATIONS | | | | | | | | | | | | | | | | | | | |
|--------------------------|------|----|-----------------|---------|--------|-----------|----------------|--------------|--------|--------|------|---------|------|------------|-------------------|---------|---------|----------|------|
| Attendees: | | | | | | | | | | | | | | | | | | | |
| | Name | Id | Company Changed | Company | Seats | Date | Online Student | Online Enrol | Re-ind | Result | Mark | Retries | Keys | Attendance | Shop Cart Line Id | Payment | Booking | Comments | |
| <input type="checkbox"/> | | | | | 1 | 10 Jun 16 | 164952 | 238550 | | | | | | ✗ | Not Started | 484054 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 27 May 16 | 163855 | 236865 | | Pass | 33 | | | ✗ | Completed | 472857 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164251 | 237472 | | | | | | ✗ | Not Started | 476202 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164252 | 237473 | | | | | | ✗ | Not Started | 476200 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164253 | 237474 | | Pass | 33 | | | ✗ | Completed | 476203 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 16 Jun 16 | 166195 | 240436 | | | | | | ✗ | Not Started | 488027 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 30 May 16 | 136642 | 236866 | | Pass | 33 | | | ✗ | Completed | 473929 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 30 Jun 16 | none | none | | | | | | ✗ | Not Started | | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 23 Jun 16 | 166196 | 240437 | Yes | Pass | 33 | | | ✗ | Completed | 493239 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 27 May 16 | 163856 | 236867 | | Pass | 33 | | | ✗ | Completed | 473501 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 31 May 16 | 164016 | 237119 | | Pass | 33 | | | ✗ | Completed | 475762 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 31 May 16 | 164017 | 237120 | | Pass | 33 | | | ✗ | Completed | 475763 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 24 Jun 16 | 166197 | 240438 | | Pass | 33 | | | ✗ | Completed | 494111 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 14 Jun 16 | 88203 | 239024 | | Pass | 33 | | | ✗ | Completed | 486395 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 09 Jun 16 | 164953 | 238551 | | Pass | 33 | | | ✗ | Completed | 483178 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 15 Jun 16 | 165281 | 239025 | | Pass | 33 | | | ✗ | Completed | 486548 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 27 May 16 | 163857 | 236868 | | Pass | 33 | | | ✗ | Completed | 472859 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 10 Jun 16 | 164954 | 238552 | | | | | | ✗ | Not Started | 484055 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 26 May 16 | 163858 | 236869 | | Pass | 33 | | | ✗ | Completed | 472232 | Token | view | edit |
| <input type="checkbox"/> | | | update | | 1 | 27 May 16 | 163859 | 236870 | | Pass | 33 | | | ✗ | Completed | 473497 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 01 Jun 16 | 164254 | 237475 | | | | | | ✗ | Not Started | 476428 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 15 Jun 16 | 165282 | 239026 | | Pass | 33 | | | ✗ | Completed | 486549 | Token | view | edit |
| <input type="checkbox"/> | | | Pending | | 1 | 27 Jun 16 | none | none | | | | | | | 496211 | Token | view | edit | |
| <input type="checkbox"/> | | | | | 1 | 26 May 16 | 163860 | 236871 | | Pass | 33 | | | ✗ | Completed | 472175 | Token | view | edit |
| <input type="checkbox"/> | | | | | 1 | 03 Jun 16 | 164484 | 237821 | | | | | | ✗ | Not Started | 478728 | Token | view | edit |
| | | | | | Total: | 25 | | | | | | | | | | | | | |

Step 20>

Your employee should now show in the list of Attendees and Reservations.

You have successfully booked your employee into the **BHP Billiton Asset Induction (Employees)**.

Once you have booked your employee into the BHP Billiton Asset Induction (Employees), you'll be emailed login details to send to them so they can complete it online.

The induction consists of 10 questions that should take approximately 30 minutes to answer. The induction requires a 100% pass mark. On successful completion, the employee will have the competency added to their profile in the Onsite Track Easy database.

Employees can access site by manually entering their Onsite ID number, which displays on the certificate at the successful completion of the all required inductions.

Please note>

After your employee has successfully completed the BHP Billiton Asset Induction, you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role.

Continue to **page 16** for more details.

Booking the MAC CHPP Plant Induction and/or MAC Maintenance Induction in Onsite

After your employee has successfully completed the BHP Billiton Asset Induction (Employees), you may book them into the **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)** depending on their role.

To book them into **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)**, follow this user guide. However instead of selecting **BHP Billiton Asset Induction (Employees)** throughout the process, select **MAC CHPP Plant Induction (Employees)** and/or **MAC Maintenance Induction (Employees)**.

For questions or assistance:

inductions@pegasus.net.au

1300 306 384

BHP Billiton Asset Induction Information Website >>
<http://www.nswecinductions.com.au>



Safety Inductions Booking Portal

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change server
03-May-2016 12:44

Welcome

Here you may

- Apply for registration of your company with Pegasus Safety and, once your company has been registered,
- Book your employees into the classroom or online induction courses and they will be issued with Onsite work cards on completion

Register

Click the register button if you want to:

- Find out if your company is already registered
- Apply to register your company
- Check the status of a registration application

[Register](#)

Login

If your company is already registered, login here if you want to:

- Book training for your employees
- Check your employee records
- Administer your employee's Onsite work cards

[Login](#)