



John Holland

Contractor Management System

**PHASE 3: User Guide for Mernda Rail Extension Project
Employee Registration**

Mernda Rail Extension Project

The John Holland Contractor Management process for the Mernda Rail Extension Project is outlined below in three parts:

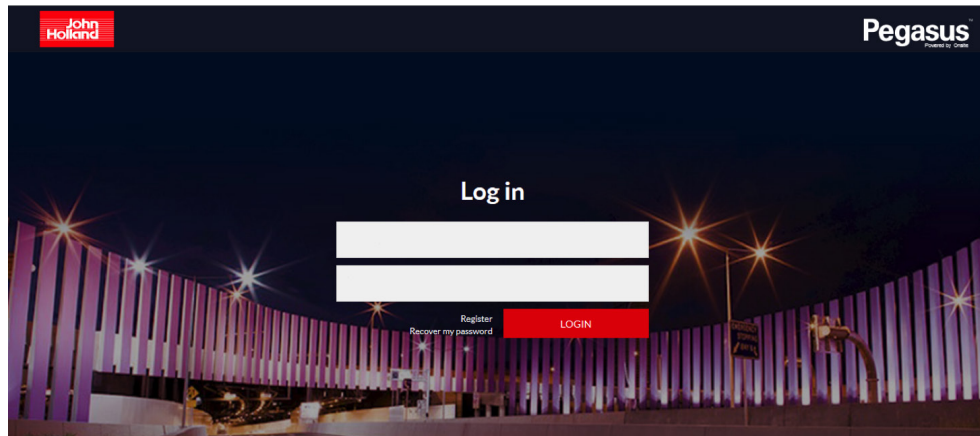
1. John Holland business registration
Upon successful awarding of contract, you will be invited to complete:
2. John Holland post-contract award assessment
3. John Holland worker registration and induction bookings

This user guide will step you through phase 3: Contractor to Register Individuals.

Once you have completed Phase 1 and Phase 2, and both phases have been verified, you will be notified by Pegasus to commence with phase 3; registering your individual workers in the John Holland roles portal. Once you have registered and booked your contractor into training, the contractor will receive a details to login to the online induction platform where they can complete their inductions.

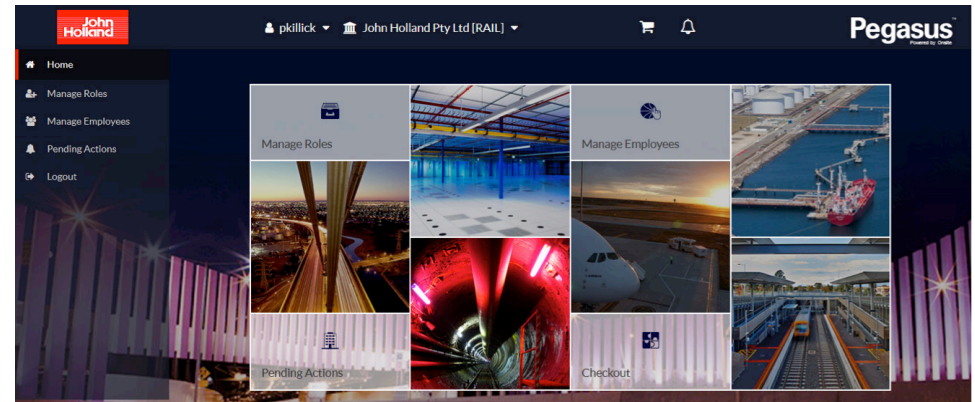
John Holland Contractor Management System

Please follow this step-by-step guide to register employees and assign roles for the Mernda Rail Extension Project in the John Holland Contractor Management System.



Step 1

Please go to <https://johnholland.poweredbyonsite.com> and login to the Companies roles portal using the login details you nominated during registration.



Step 2

From the home dashboard, select “Manage Roles.”

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

The screenshot shows the Pegasus HR system interface. The top navigation bar includes the John Holland logo, user 'pkillick', company 'John Holland Pty Ltd [RAIL]', and the Pegasus logo. The left sidebar contains links for Home, Manage Roles, Manage Employees, Pending Actions, and Logout. The main content area is titled 'Dashboard / Employees' and is split into two columns: 'Employees Available' and 'Employees Selected'. The 'Employees Available' column has a red 'ADD NEW EMPLOYEE +' button and a list of two employee cards, each with a red 'x' icon and a right arrow. The 'Employees Selected' column has a search bar and a message 'Please select employees from the employees available list'. A red 'CHECKOUT' button is at the bottom right.

Step 3

Search for your employee by entering the person's first or last name, when you see the person in the list click on their name to expand their profile.

The screenshot shows the 'Personal Information' form. The 'Card Shipping Address' section has a 'Type:' dropdown set to 'Communicate to:' and a 'Card Shipping Address' label. Below this is the 'Edit Card Shipping Address' section with three input fields: 'Attention to *', 'Address *', and 'Town/City *'. To the right of these fields are three red buttons: 'PERSON', 'COMPANY', and 'CLEAR'.

Step 4

You will be prompted to update the individual's details, and add an email address for their online induction details to be sent to.

Please note, if you default the setting to "Company" it will populate the company administration email address and all online induction details and links will be sent to the company administration email.

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

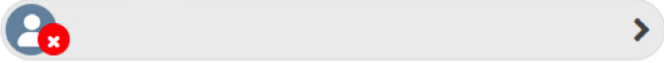
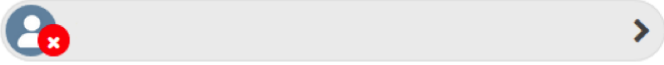
Dashboard / Employees

Employees Available

Select employees to add to action list

stewart

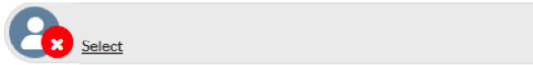
ADD NEW EMPLOYEE +



Employees Selected

These are the employees you will action

Search



CONTINUE

CHECKOUT

Step 5

Once you have confirmed these details, select “Continue” to add the role.

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

The screenshot shows a web interface titled "Roles for" with a light blue header. Below the header is a search bar labeled "Search". The main area is a large white rectangle. At the bottom, there is a grey button labeled "Back to Selected Employees" and a red button labeled "ADD NEW ROLE".

Step 6

Select "Add New Role."

The screenshot shows a web interface titled "Add New Roles" with a dark grey header. Below the header is a search bar labeled "Search". To the right of the search bar is a dropdown menu showing "Mernda Worker 1". Below the search bar is a large white rectangle. At the bottom, there is a grey button labeled "ADD 0 ROLES" and a red button labeled "ADD NEW ROLE".

Step 7

Select the role you wish to add to the employee, then select "Add # Roles."

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Roles for

Search

Mernda Worker 1

Back to Selected Employees

ADD NEW ROLE

Competencies for

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 4/5

OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

Generic.Familiarisation.Mernda Face-to-Face Familiarisation

Generic.InductionFOUNDATIONS of HSE

Project.Induction.Mernda Rail Extension Online Induction

Step 8

You will now be required to upload any required documentation for the role.

Click on the first competency to begin the supplying your documentation.

Competencies for

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 4/5

OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

Generic.Familiarisation.Mernda Face-to-Face Familiarisation

Generic.InductionFOUNDATIONS of HSE

Project.Induction.Mernda Rail Extension Online Induction

Photo

OPTIONAL 0/1

Back to Employee Roles

Competency

OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

Select evidence for: OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

Select or Upload Document

Save & Next




Step 9

Click “Select or Upload Document”

REGISTERING YOUR EMPLOYEES AND ADDING ROLES



Competency

OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

[Add more documents](#)

Extra information required:

Issue Date	dd/mm/yyyy	
Expiry Date	dd/mm/yyyy	
Comments		

Cancel
Save
Save & Next

Step 10

Select “Upload New Document” when the Document Library appears. Locate and upload the document from your computer

The selected document/s will now display in the Document Library. Select the document that you are uploading against the competency. Select the relevant page/s, then click “Select # document/s.”

Step 11

Enter the document information, then select “Save & Next.”

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Competencies for

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY

5/5

OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

>

Generic.Familiarisation.Mernda Face-to-Face Familiarisation

>

Generic.InductionFOUNDATIONS OF HSE

>

Project.Induction.Mernda Rail Extension Online Induction

>

Photo

>

OPTIONAL

0/1

Back to Employee Roles

Competency

Generic.Familiarisation.Mernda Face-to-Face Familiarisation

Once the application is submitted the employee will be enrolled into our online training platform. Please ensure they check their email for instructions.

☒ Enroll in required courses for competency?

Next

Checkout

Step 12

If a competency is issued via training, tick to “Enroll in required courses for competency,” then select “Next” or “Checkout.”

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

Competencies for Daniel Wilson

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY

3/5

OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)

>

Photo

>

Generic.Familiarisation.Mernda Face-to-Face Familiarisation

>

Generic.InductionFOUNDATIONS OF HSE

>

Project.Induction.Mernda Rail Extension Online Induction

>

Competency

Photo Upload

Upload

Save & Next

Step 13

Enter the document information, then select “Save & Next.”

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

Competencies for Daniel Wilson

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 3/5

- OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)
- Photo**
- Generic.Familiarisation.Mernda Face-to-Face Familiarisation
- Generic.InductionFOUNDATIONS of HSE
- Project.Induction.Mernda Rail Extension Online Induction

OPTIONAL 0/1

- First Aid.Certificate.First Aid

Back to Employee Roles

Competency

Photo Upload

Upload

Save & Next

Step 14

To upload a photo to your employee's profile, select "Upload."

Dashboard / Employees / Selected Employees / Roles / Competencies / Upload

Competencies for Daniel Wilson

Role Mernda Worker 1

Search

Expand All | Collapse All

MANDATORY 3/5

- OH&S-WHS.Certificate.Work Safely in the construction industry (CPCCOHS1001A)
- Photo**
- Generic.Familiarisation.Mernda Face-to-Face Familiarisation
- Generic.InductionFOUNDATIONS of HSE
- Project.Induction.Mernda Rail Extension Online Induction

OPTIONAL 0/1

- First Aid.Certificate.First Aid

Back to Employee Roles

Competency

Photo Upload

Done ✓

Cancel Save Save & Next

Step 15

Crop the photo, then select "Done" and "Save & Next."

REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Employees Available

Select employees to add to action list

stew

ADD NEW EMPLOYEE +

Employees Selected

These are the employees you will action

Search

Select

CONTINUE

CHECKOUT

Step 16

You may now complete the same process for other employees. or you can checkout and finalise the payment process.

Once you have added the role to the employees, select “Checkout.”

John Holland

pkillick John Holland Pty Ltd [RAIL]

Home

Manage Roles

Manage Employees

Pending Actions

Logout

Dashboard / Checkout

Shopping Cart

Item No.	Item	Details	Quantity	Price/unit	Total
JHG001	Training Enrollments		3	\$10.00	\$30.00
JHG001	Mernda Rail Extension Online Induction for Shaun Stewart	Edit	1	\$10.00	Remove
JHG001	Mernda Project: Face to Face Induction for Shaun Stewart	Edit	1	\$10.00	Remove
JHG001	for Shaun Stewart	Edit	1	\$10.00	Remove
Subtotal:				\$30.00	
Tax (10%):				\$3.00	
Total:				\$33.00	

PayPal / Credit Card

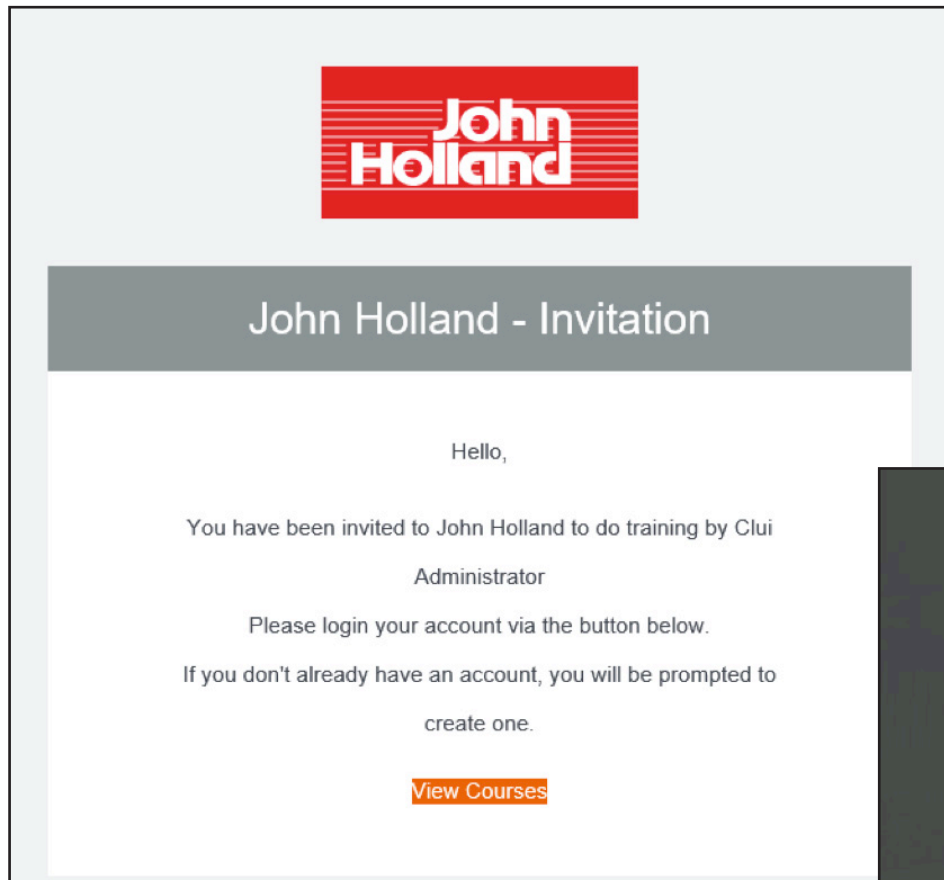
Purchase Order

Checkout \$

Back

Step 17

Review the items in your shopping cart, before selecting your payment preference then “Checkout.”



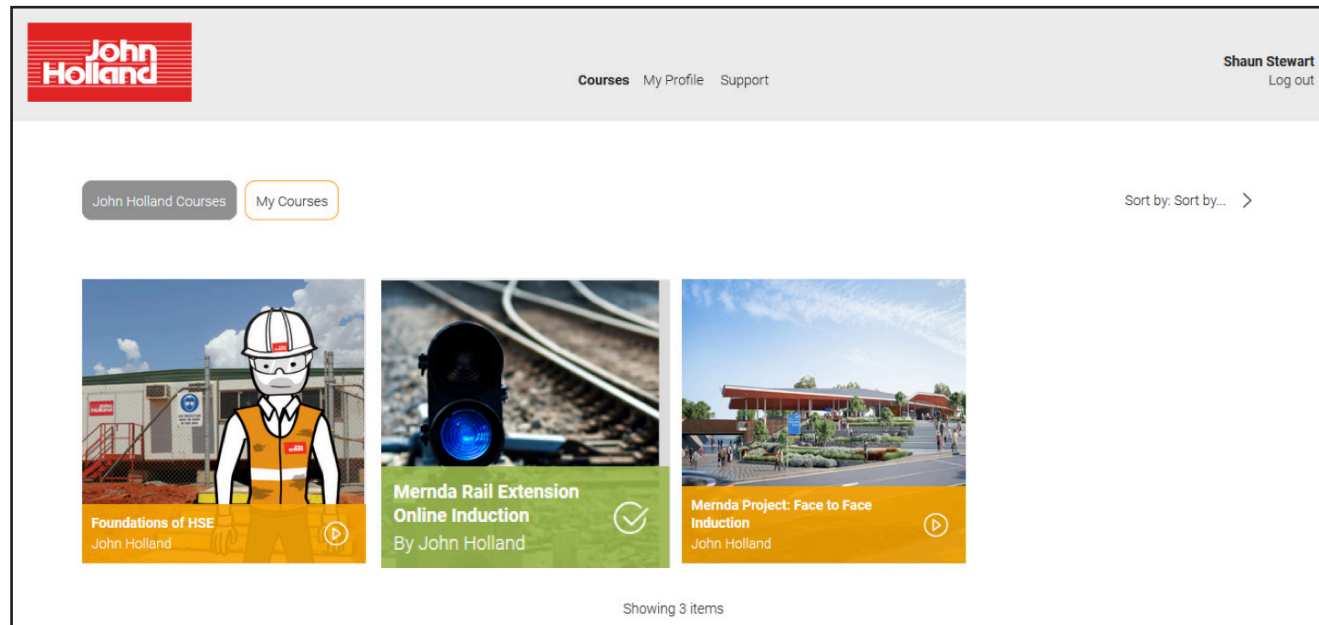
Step 18

Individual contractors that have been enrolled in training courses by their administrator will need to create an e-Learning account. The worker/s will receive an email that contains links to the e-Learning platform.

If the contractor/s already have an Onsite login, they can set up their e-Learning account using the same username and password.

The screenshot shows a dark-themed form titled "Accept Invitation". It contains several input fields: "First Name" with the value "Shaun", "Last Name" with the value "Stewart", and "ONSITE-1245196". Below these is a field labeled "Create a new password". At the bottom, there is a checkbox that is checked, followed by the text "Accept [Terms and Conditions](#) and [Privacy Policy](#)". A large orange button labeled "Continue" is at the very bottom.

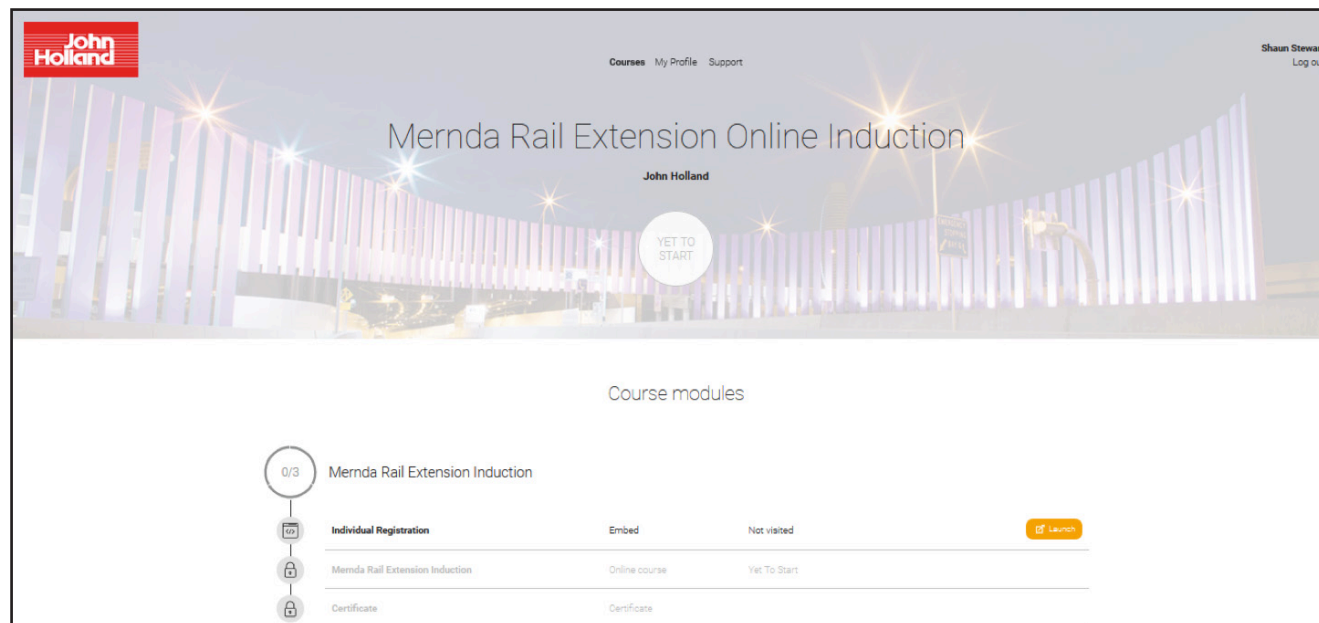
REGISTERING YOUR EMPLOYEES AND ADDING ROLES



Step 19

Once the contractor has logged into the e-Learning platform, the list of courses they are required to complete will be visible.

Click on the course to begin. The yellow tile status indicates that the course is outstanding, once the course has been successfully completed it will become green.



Step 20

On beginning a training course, a summary will appear.

For the Mernda Rail Extension Online Induction, contractors will be required to start by completing an individual registration. Select "Launch."

Please note, the course modules have a dependency requirement. You must complete each section in order and will not be able to access the next section until you have met the course module requirements.

Individual Registration

John Holland Mernda Project - Individual Registration

Congratulations on joining the Mernda Rail Extension Project.

Before commencing the online Induction requirements, we would appreciate it if you could answer the following questions to capture your personal details and to assist us in supporting your safety, training and education while on the project.

Some of this information is being captured so we can comply with reporting requirements and will be treated in complete confidence, ensuring your anonymity at all times.

Thanks for taking the time to complete this and welcome to the team.

Acknowledgement

By completing this registration process, I understand that the information I provide will be utilised by the project or head contractor to provide mandatory statistical reporting to the client and government representatives. *

Step 21

Complete the individual registration. Once you have completed this, if you are not automatically redirected to the course modules dashboard, select “Exit.”

Course modules

1/3 Mernda Rail Extension Induction

Individual Registration	Embed	Visited
Mernda Rail Extension Induction	Online course	Yet To Start
Certificate	Certificate	

Launch

Step 22

Select “Launch.”

To complete this induction you must have Adobe Flash installed.

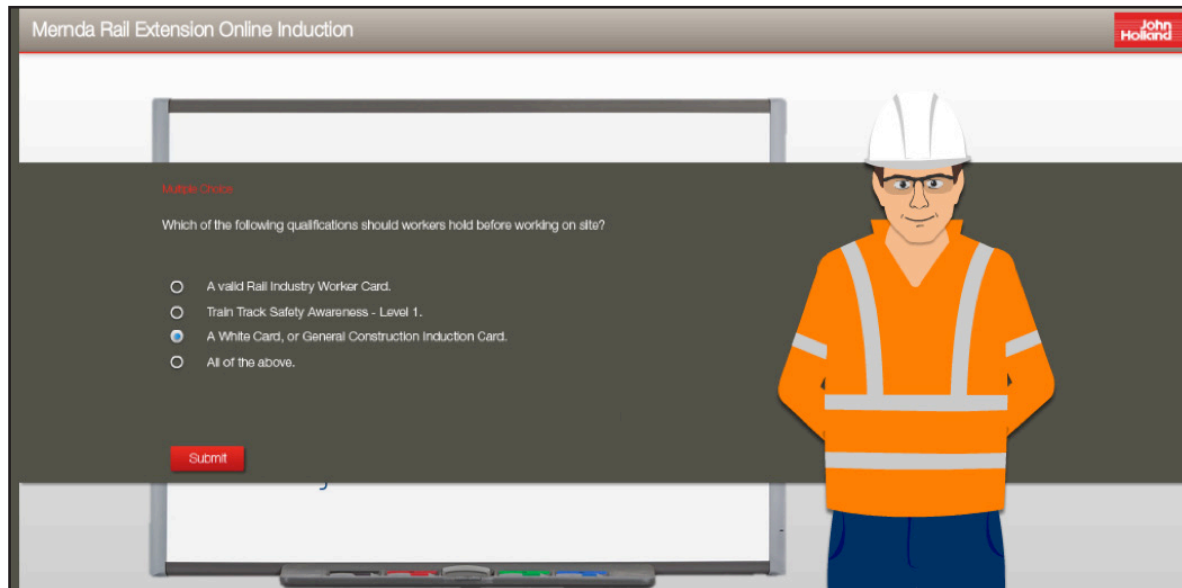
In the latest versions of some browsers, Flash is restricted.

Issues that may arise if Flash is not installed or supported can include:

- Grey screen displays when the second module of this induction launches
- Some PCs automatically update to the latest browser version. This can cause fire wall restrictions to block access to Flash.

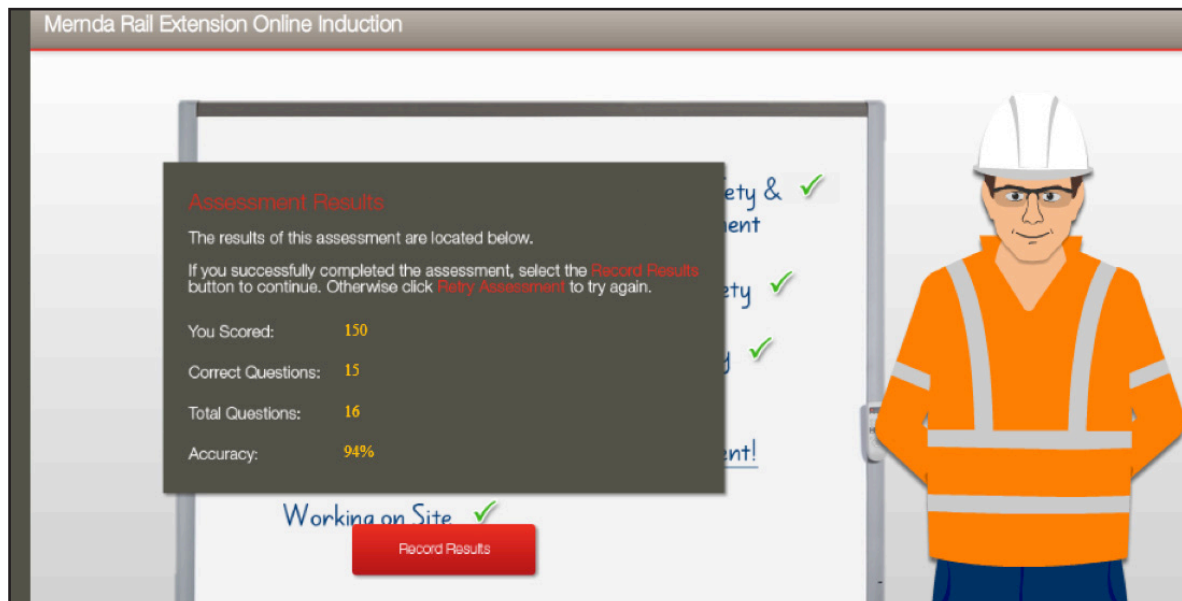
Please note, Flash is not supported on Apple products like iPads and iPhones.

REGISTERING YOUR EMPLOYEES AND ADDING ROLES



Step 23

Progress through the induction, reading the information and answering the questions.

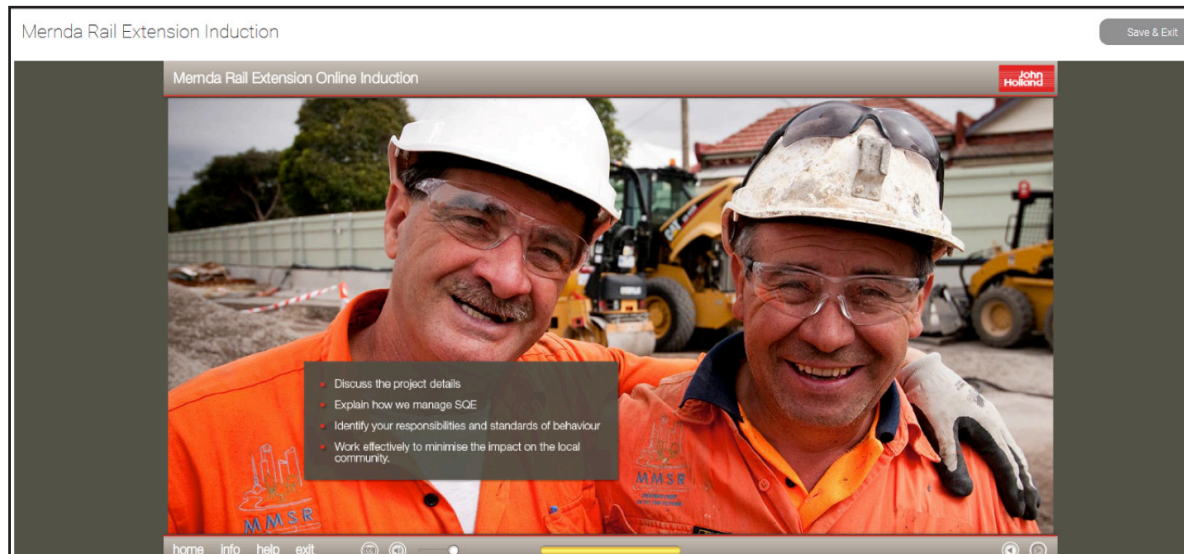


Step 24

Once the assessment has been completed, the results will be displayed.

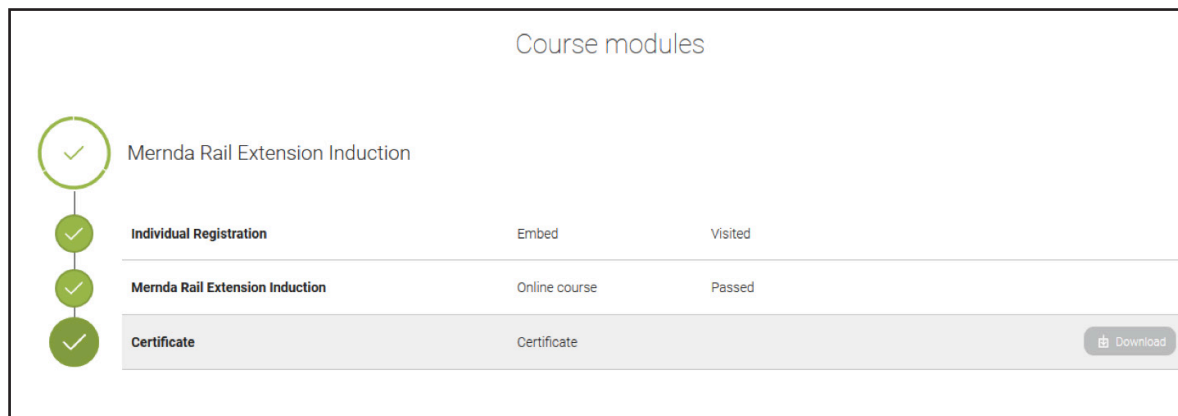
Once you have completed the induction, select "Save & Exit."

REGISTERING YOUR EMPLOYEES AND ADDING ROLES



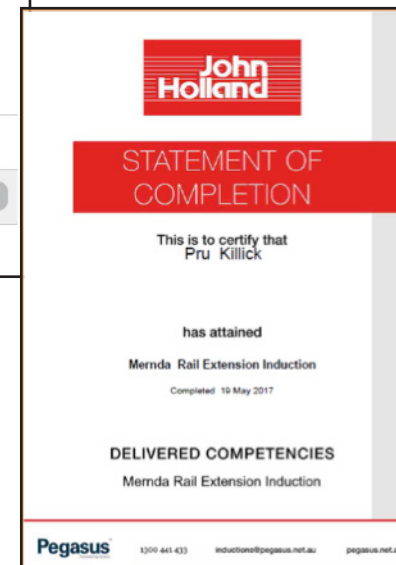
Step 25

Once you have completed the induction, select "Save & Exit."



Step 26

View the course summary and download the induction certificate from the individual's profile.



REGISTERING YOUR EMPLOYEES AND ADDING ROLES

Select session - Mernda Project: Face to Face Induction

Please select from the available dates below.

Events

Mernda Project: Face to Face Induction
1 date available

May 2017

22 May 2017

Mernda Project: Face to Face Induction
Epping
Time: 07:00 - 08:00
Location: 323 McDonalds Road
Epping VIC 3076
Available seats: Unlimited

Select

Back Skip

Step 27

Once the online induction is completed, you will be able to book into the site face to face induction.

Available dates will display in a yellow circle. Click the date you wish to book into, then click "Select."

Select session - Mernda Project: Face to Face Induction

Please select from the available dates below.

Events

Mernda Project: Face to Face Induction
1 date available

May 2017

22 May 2017

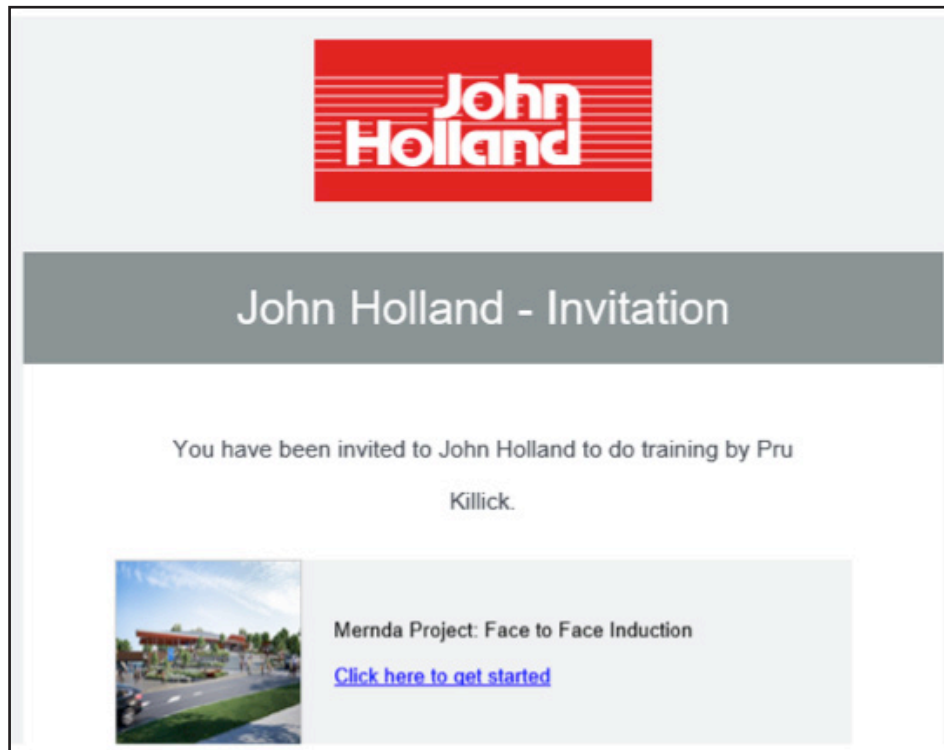
Mernda Project: Face to Face Induction
Epping Selected
Time: 07:00 - 08:00
Location: 323 McDonalds Road
Epping VIC 3076
Available seats: Unlimited

Select

Back Submit

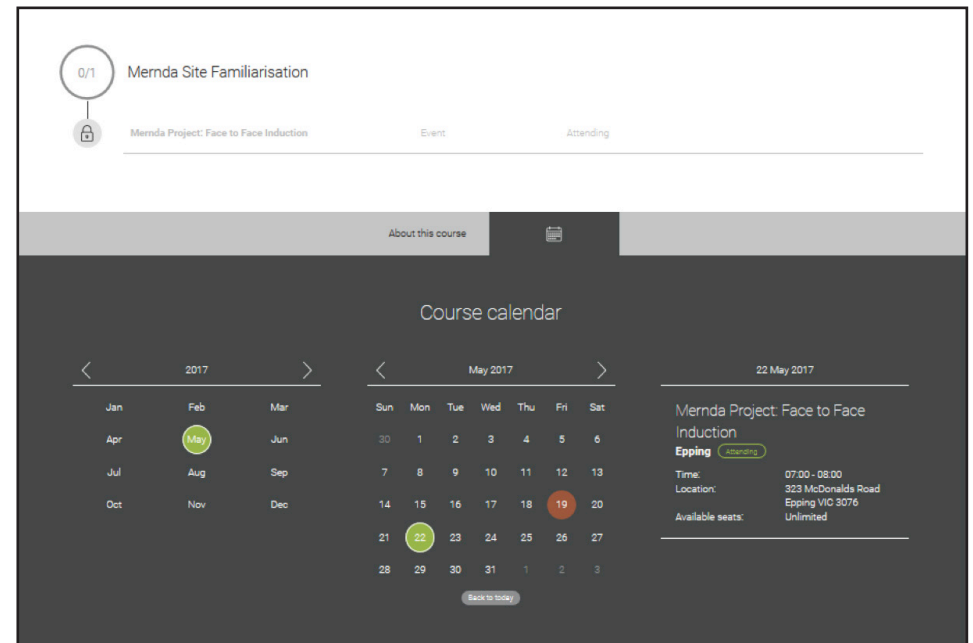
Step 28

The date will display as green once it you have confirmed it. Next, select "Submit."



Step 29

Confirmation of the face to face induction date will be received by email.



Step 30

Clicking the link in the confirmation email will take the individual to the event detail, to review the event detail click on the calendar icon

This event will display as locked until verified by site administration once the course has been attended and successfully completed.



For questions or assistance please call 1300 217 380
or email johnholland@pegasus.net.au