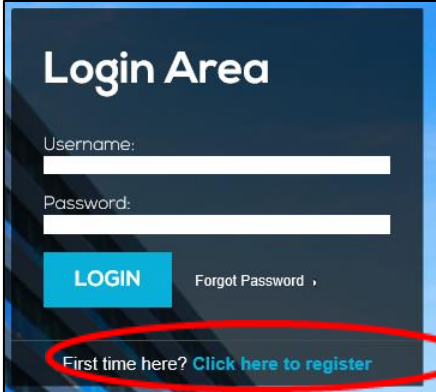


WELCOME TO MELBOURNE & OLYMPIC PARKS ONLINE INDUCTION / TRAINING SYSTEM

HOW TO REGISTER

To use our online system you MUST register first

1. Paste this link into your web browser <http://www.onlineinduction.com/mopt/> This link is a mobile friendly URL and inductions can be completed on any device
2. Register as a First Time User by clicking – [Click here to register](#)



Login Area

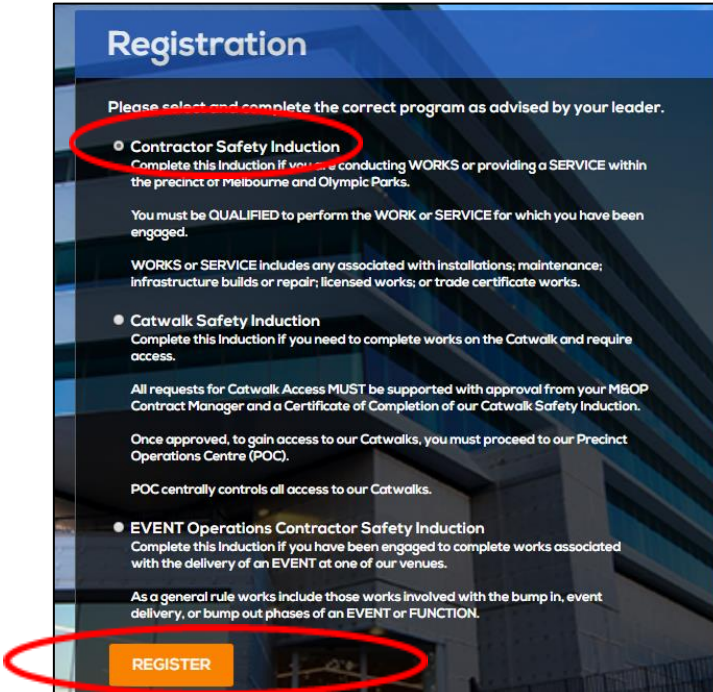
Username:
[Input Field]

Password:
[Input Field]

LOGIN [Forgot Password](#)

First time here? [Click here to register](#)

3. Select the induction/training program you have been directed to
4. Select Register



Registration

Please select and complete the correct program as advised by your leader.

- Contractor Safety Induction**
Complete this Induction if you are conducting WORKS or providing a SERVICE within the precinct of Melbourne and Olympic Parks.
You must be QUALIFIED to perform the WORK or SERVICE for which you have been engaged.
WORKS or SERVICE includes any associated with installations; maintenance; infrastructure builds or repair; licensed works; or trade certificate works.
- Catwalk Safety Induction**
Complete this Induction if you need to complete works on the Catwalk and require access.
All requests for Catwalk Access MUST be supported with approval from your M&OP Contract Manager and a Certificate of Completion of our Catwalk Safety Induction.
Once approved, to gain access to our Catwalks, you must proceed to our Precinct Operations Centre (POC).
POC centrally controls all access to our Catwalks.
- EVENT Operations Contractor Safety Induction**
Complete this Induction if you have been engaged to complete works associated with the delivery of an EVENT at one of our venues.
As a general rule works include those works involved with the bump in, event delivery, or bump out phases of an EVENT or FUNCTION.

REGISTER

WELCOME TO MELBOURNE & OLYMPIC PARKS ONLINE INDUCTION / TRAINING SYSTEM

5. Complete all fields on the Registration Form
6. When you have completed all fields on the Registration Form
 - a. Read and then Tick the Privacy Policy Box
 - b. Click REGISTER

Registration

Please fill out the registration below

Your Company:

First name:

Last name:

Your Email again:

Your Email: (This will become your username)

Choice of password:

Mobile:

Password again:

By registering you consent to the collection of your personal information in accordance with our Privacy Policy and you have read our Privacy Policy

REGISTER

7. At the bottom of our Welcome Page
 - a) Read and Tick the Acknowledgement – I have read and understood the following
 - b) Select Continue

Welcome to Melbourne and Olympic Parks (M&OP). We're so pleased you're here!

We want to make sure you have everything you need to work safely and productively whilst working in our precinct.

Our online induction portal has been designed to inform you on how to access our precinct; how we do things at M&OP; what you can expect from us; our expectations of you; safety and security in the workplace; and our emergency management procedures.

To complete an induction please refer to the advice sent to you by your Manager to ensure you complete the correct one. Each Induction contains several Modules with a quick Assessment at the end of each module. Please ensure you complete each Module and its Assessment before moving to the next. To move to the next Module simply click on the Module Title.

If you experience any issues completing your induction please contact peopleandculture@mopt.vic.gov.au

Thank you

Melbourne and Olympic Parks

I have read and understood the following:

I hereby agree that I am the person who has been given the log in details and password to access this portal. By selecting "I agree" I therefore take full responsibility for completing this induction portal personally and answering all of the questions.

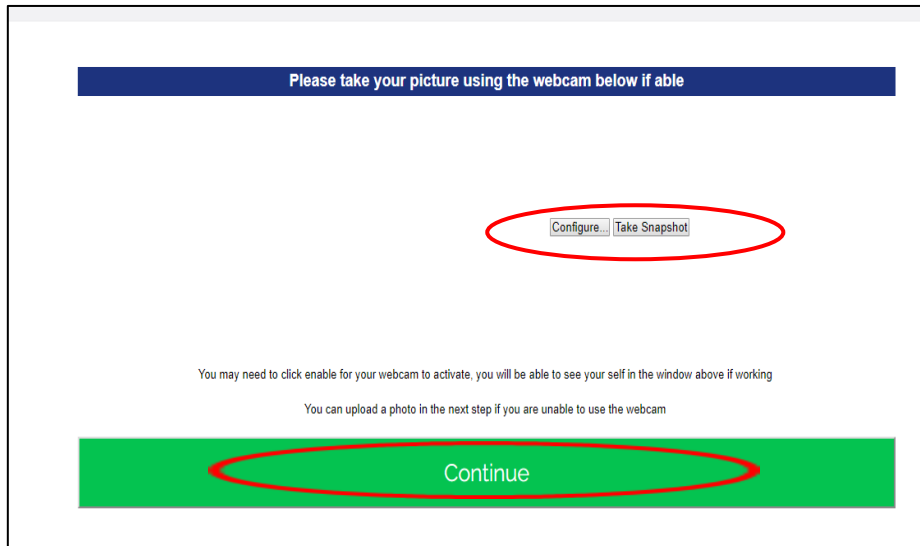
Continue

8. All Inductees must provide a photo for the Induction Card. You will be asked to take a picture of yourself via your webcam. To do so select 'Take Snapshot.'

WELCOME TO MELBOURNE & OLYMPIC PARKS
ONLINE INDUCTION / TRAINING SYSTEM

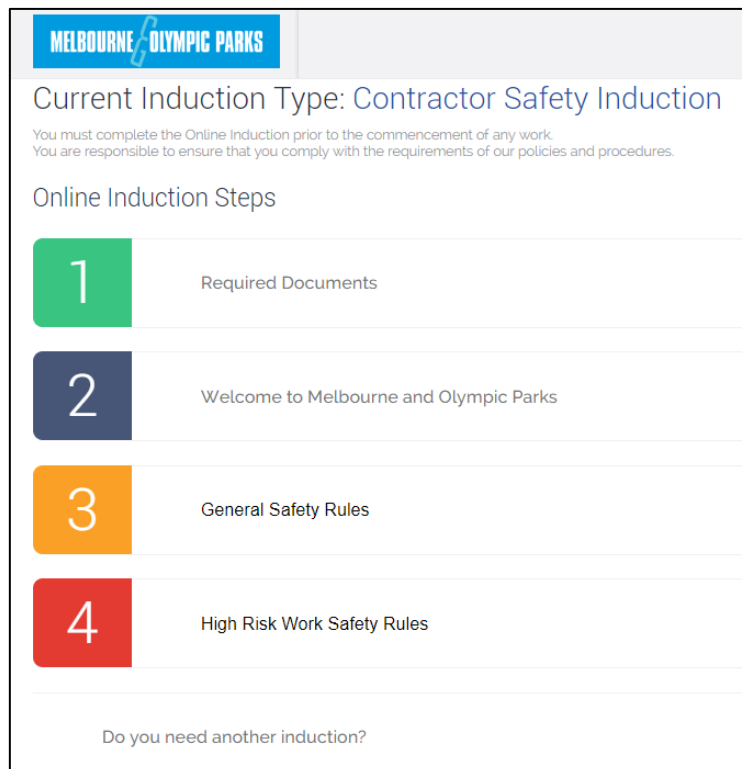
9. If you would prefer to upload a stored picture from your device later, select Continue.

Note: you will be required to upload a photo of yourself in the first 1st STEP of the induction/training program. Ensure you have a profile picture ready on your device before you commence the induction.



10. You are now registered as a User and will be redirected to the landing screen of your induction/training program

Example below:



WELCOME TO MELBOURNE & OLYMPIC PARKS
ONLINE INDUCTION / TRAINING SYSTEM

HOW TO COMPLETE AN INDUCTION

1. Our system refers to Modules as **STEPS**. All **STEPS** of an induction must be completed.
2. **STEP 1** is titled **Required Documents**. You must complete all fields here and upload a picture of yourself if you did not do so during the registration process.

This program has 3 Modules. Module 1 - LPG Cylinder and Appliance Safety, Module 2 - Soapy Water Test for Leaks Video, Module 3 - LPG Cylinder and Appliance Safety Assessment (8 questions). You must complete all three modules.

* First Name:

* Surname:

* Birthdate ddmmyyy:

* Emergency Contact Name:

* Emergency Contact Phone Number:

**If you could not provide a photo via webcam you must upload one here
(head and shoulders passport style from your device)**

Photo:

3. To upload a photo from your device
 - a. Ensure you have a photo ready to go
 - b. select browse
 - c. search your device and select the photo
 - d. photo must be
 - colour Jpeg
 - no larger than 500Kb
 - front on (face and shoulders)
 - plain background
 - no headwear (hats, sunglasses etc.)



Correct



Wearing hat



Hand in Photo

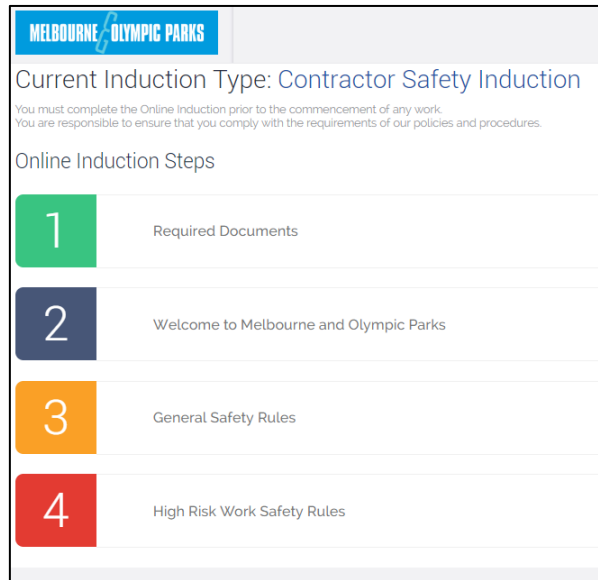


Too Dark

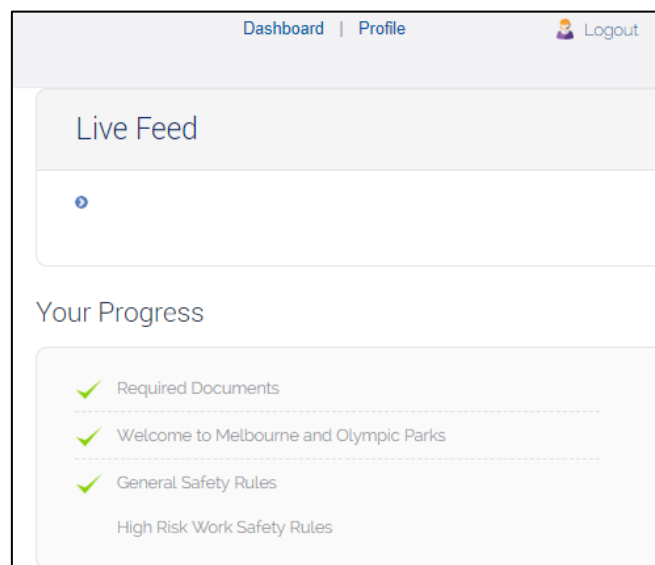
4. Select Upload
5. Select Submit and Continue

WELCOME TO MELBOURNE & OLYMPIC PARKS ONLINE INDUCTION / TRAINING SYSTEM

6. You will be directed to the **STEPS** (modules) menu page of the program you have registered to complete
7. Select **STEP 1**



8. Every time you complete a **STEP** you must select the green bar Submit and Continue at the bottom of the page
9. You will then be directed back to the ONLINE INDUCTION STEPS MENU PAGE
10. Select the next STEP
11. Note on the right hand side of the ONLINE INDUCTION STEPS MENU PAGE is a status bar called **Your Progress**. It displays which STEPS you have completed



WELCOME TO MELBOURNE & OLYMPIC PARKS
ONLINE INDUCTION / TRAINING SYSTEM

12. When you complete all required STEPS you will then be directed to the acknowledgement page. You must read the acknowledgement and click 'I agree to the above'

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

*By clicking you agree to the above

13. You will then be enabled to download your certificate onto your device. You will also be emailed a copy by the system. Please ensure you save a copy on your device.

I acknowledge that I have been inducted

I have read and understood this induction and will comply with the requirements expected of me

*By clicking you agree to the above

Thank you - You have successfully completed the Online Induction.
You will automatically receive a reminder notification to be refreshed on the induction in 1 years time.

[Download Induction Certificate](#)

[Logout](#)

Feedback on this Induction?

WELCOME TO MELBOURNE & OLYMPIC PARKS ONLINE INDUCTION / TRAINING SYSTEM

Example:

MELBOURNE & OLYMPIC PARKS

This card indicates that you have completed a M&OP Induction or Training Program. You should save a copy of this card on your personal device or computer for your record.

1. All CONTRACTORS must carry this Induction/Training Card at all times whilst on site.
2. All CONTRACTORS must sign into our Security Control Room prior to commencing any work.
3. All CONTRACTORS must show this card when requested to do so by a M&OP team member.

Induction Card: ID #

This is to certify that

Has successfully completed the Induction/Training Program detailed below.

Expiry Date
Contractor expires on Indefinite

1. This concludes the induction program for you.
2. Simply **LOGOUT** or close down your web browser.

Password

Once you have registered, if you forget your password click here

Login Area

Username:


Password:

LOGIN [Forgot Password](#)

First time here? [Click here to register](#)

3. The system will send a new password to your email address
4. Login using your user name and system generated password
5. After you have logged in, change your password here under Profile
6. Select New Password and Update

WELCOME TO MELBOURNE & OLYMPIC PARKS ONLINE INDUCTION / TRAINING SYSTEM

Dashboard | Profile  Logout

Profile

TestA TestA

Phone:

Email: TestA

Company: Test

New Password:

(Leave blank if you don't wish to change)