Maranoa Regional Council Online Induction

Contractor - Online Induction User Guide

Document #: D19/36522

Prepared on: 13 May 2019

Contractor Online Induction
Maranoa Regional Council

Get ready to work with Council

http://www.maranoa.qld.gov.au/working-with-council

Step 1

Register your business in Beakon

Step 2

Register your employees who will work with Council

Step 3

Contractor Employees complete the online induction

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Introduction

Purpose

The purpose of this manual is to provide step by step instructions for Contractor Companies to register their employees to complete the Maranoa Regional Council Online Induction within Beakon.

Scope

For users who are contractor companies, or contractor employees within Beakon.

Version Control

Doc #	Date	Modified By	Comments
D19/36522	13/5/19	Clear Logic Solutions (SSS)	Initial development of user guide document for Maranoa Regional Council.

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Step 1 – Register your Contractor Company (Business)
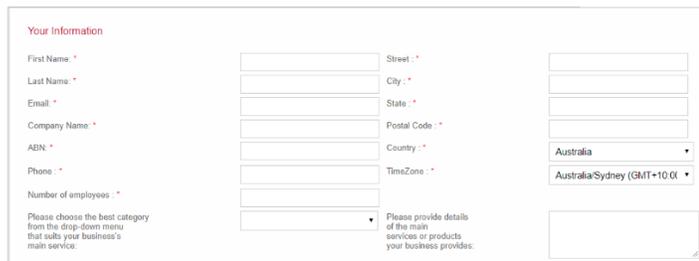

Contractor Companies can register on Beakon by visiting Council's external website link below and completing the online registration form: http://www.maranoa.qld.gov.au/working-with-council

Once you have clicked on the 'Register Now' button on the website:
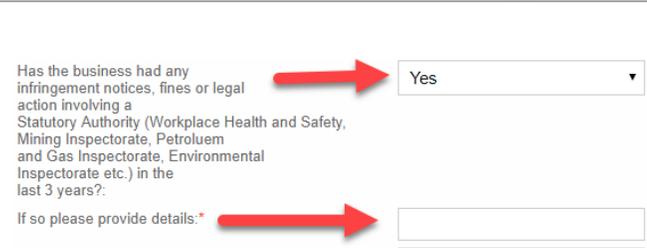
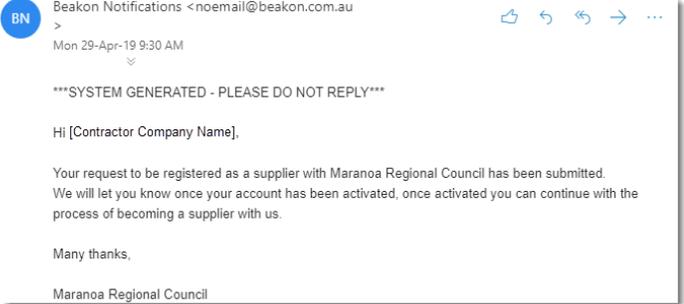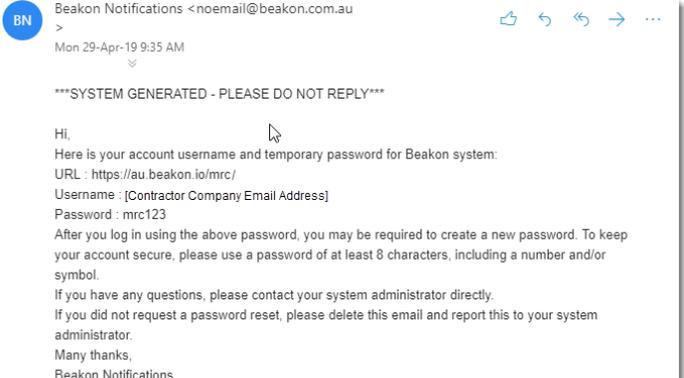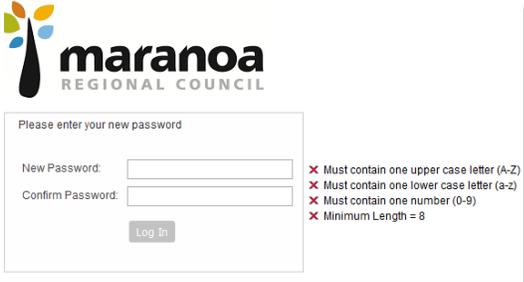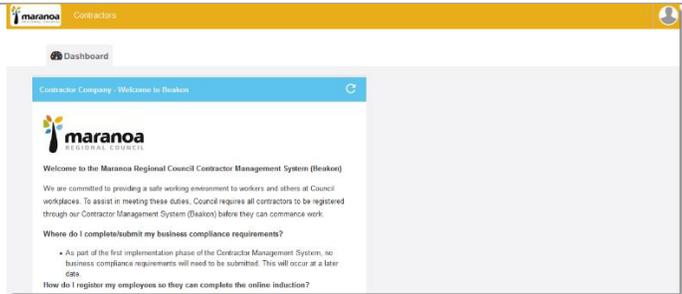|		
1.	Complete the required details on the Contractor Registration form. **Note that the email address used for the Contractor Company must be unique i.e. the email can't be used for two different Contractor Companies. (note that the same email can be used for multiple employees).**	
2.	Contractors will need to choose the category that best suits their services. The selection in this field will determine the Skill and associated compliance requirements to the Contractor Company.	
3.	If the Contractor answers one of the company history/performance questions and requires more details, businesses are required to complete the additional field that appears to provide enough information in response to the question.	

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4.	The person lodging the contractor registration form is required to complete the acknowledgement agreement before lodging.	I confirm that I am a duly authorised representative of the above listed entity and that all the information provided above is true and correct to the best of my knowledge. As the Contractor Company (entity listed above) compliance information manager, I confirm that all information provided and submitted into the Contractor Management System (Beakon) is true and correct to the best of my knowledge. I confirm that any compliance information (training, documents, declarations, etc.) required for submission by an employee of the Contractor Company is personally completed by the assigned employee.:* ☐ This field is required
5.	To lodge the form, the Contractor must click submit.	Cancel Submit
6.	Once submitted, one of Council's Contractor Managers will be sent an email advising them to review the Contractor Company's details in Beakon and set their status to 'Active'. **Please allow up to two (2) business days for the review and approval process to take place.**	Subject: A Contractor has registered in Beakon ***SYSTEM GENERATED - PLEASE DO NOT REPLY*** Hi, [Contact Name] from [Contractor Company] has self registered in Beakon. In order to review and activate the account, login into Beakon, search for the user and edit the profile, changing the status to Active. Many thanks, Beakon Notifications
7.	The Contractor Company will also receive an email confirming the submission of the form and that it is being reviewed.	Beakon Notifications <noemail@beakon.com.au> Mon 29-Apr-19 9:30 AM ***SYSTEM GENERATED - PLEASE DO NOT REPLY*** Hi [Contractor Company Name], Your request to be registered as a supplier with Maranoa Regional Council has been submitted. We will let you know once your account has been activated, once activated you can continue with the process of becoming a supplier with us. Many thanks, Maranoa Regional Council
8.	Once the Contractor Company has been activated by the Contractor Manager, they will receive temporary log in credentials.	Beakon Notifications <noemail@beakon.com.au> Mon 29-Apr-19 9:35 AM ***SYSTEM GENERATED - PLEASE DO NOT REPLY*** Hi, Here is your account username and temporary password for Beakon system: URL : https://au.beakon.io/mrc/ Username : [Contractor Company Email Address] Password : mrc123 After you log in using the above password, you may be required to create a new password. To keep your account secure, please use a password of at least 8 characters, including a number and/or symbol. If you have any questions, please contact your system administrator directly. If you did not request a password reset, please delete this email and report this to your system administrator. Many thanks, Beakon Notifications

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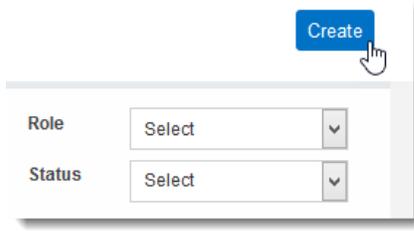|	
9. The Contractor Company uses the link in the email (it is recommended that this is bookmarked for future use) to access Beakon.	
10. On the first login Beakon will request that a new password is set.	
11. Once the new password has been set, the Contractor has now successfully registered in Beakon and arrives at the Main Page.	

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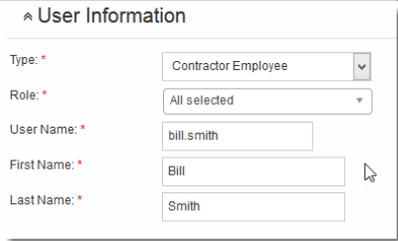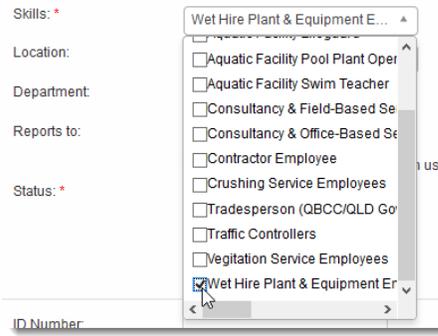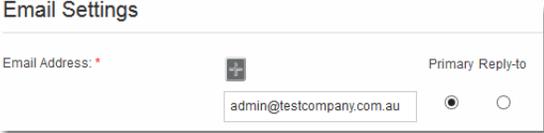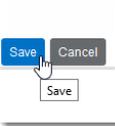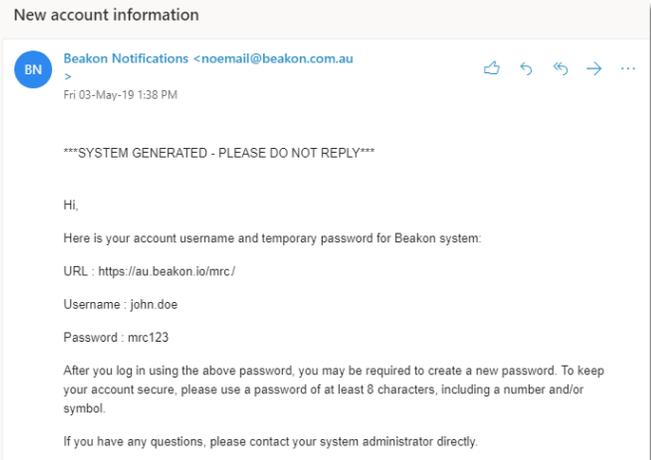*All printed copies of this document are considered 'uncontrolled'*

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Step 2 - Register your employees

Once the Contractor Company has registered, they will need to register their employees. If you are a sole-trader you will still need to register yourself as a Contractor Employee in the system if you intend to work at Council workplaces. To register Contractor Employees:

1.	Click on 'Contractors' from the main page	
2.	Click on 'Create' on the Contractors Page to display the Contractor Employee creation page	
3.	Complete the required user information	
4.	Select the Skill most relevant to the Contractor Company's services. This will assign the relevant Skill and associated compliance requirements to the contractor employee.	
5.	Location, Department, and Reports To, sections are to be left blank as they are not required for Contractors	

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6.	Select the Contractor Company (this will be limited to the Contractor Company that has signed in)	
7.	Optional: Complete the Contractor Employee Contact Details (these fields can be left blank as they are not Mandatory)	
8.	Enter in an email address for the Contractor Employee. This can either be the main Contractor Company's email address or the employee's email address. Beakon will send temporary login information to the address entered in this field. *Note: you can use the same email address for multiple employees.	
9.	Click Save to create the Contractor Employee Account	
10.	Once saved, Beakon will send a system generated email to the email address assigned to the employee account. **If you have not received the email, check your Junk Email folder.**	
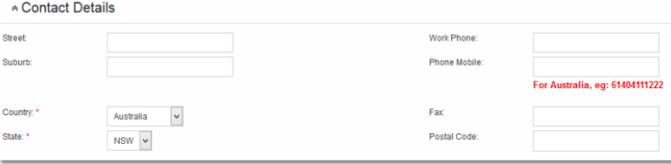
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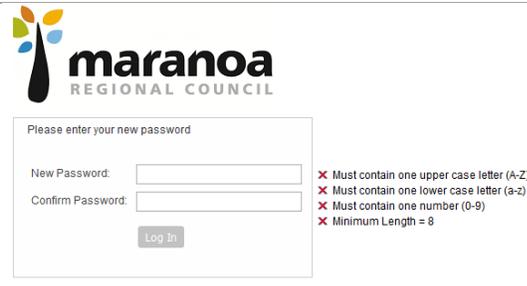## Step 3 – Contractor Employees to complete the induction

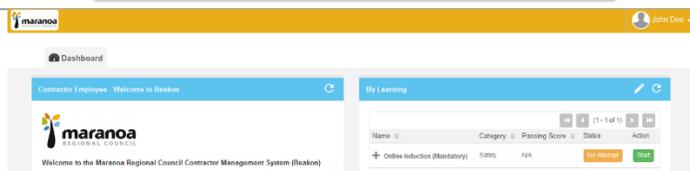Contractor Employees will need to login with their credentials that were emailed to their assigned email address.

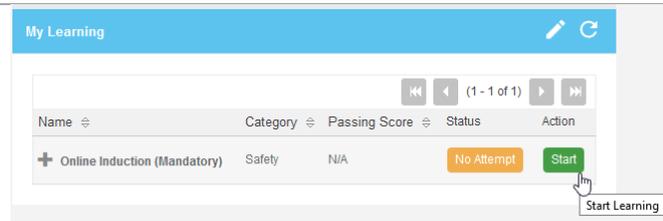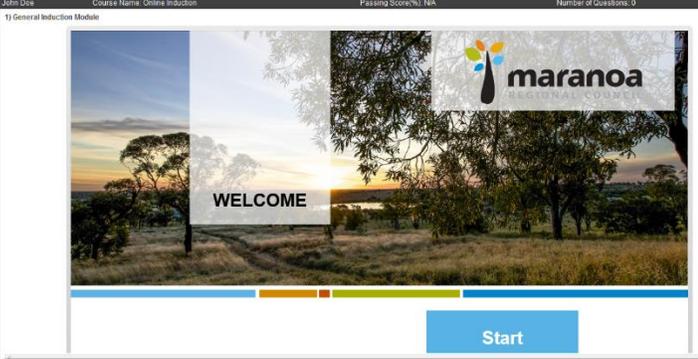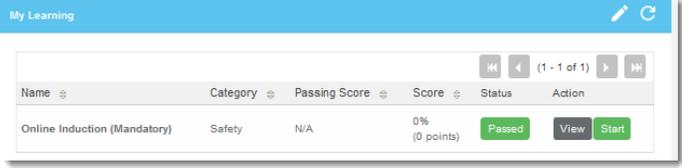|		
1.	Click on the link contained in the email address and use the temporary credentials to log in to Beakon.	
2.	On the first login Beakon will request that a new password is set.	
3.	Once the new password has been set, the Contractor Employee has now successfully logged into Beakon and arrives at the Main Page.	
4.	To start the induction, click 'Start' under the 'My Learning' tab.	

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5. Once 'Start' is clicked a new window will open and launch the Maranoa Regional Council Online Induction. The Contractor Employee will be required to complete the induction and answer the questions successfully. This should take approximately 60 minutes.	
6. Once completed, the Contractor employee clicks 'Save and Exit'	
7. This will close the induction window. On the Beakon Main page, the status of the induction will change from 'No Attempt' to 'Passed'. The button will also change from Red to Green.

*If it was not updated, click refresh, the user may be prompted to login again. | |

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Contractor FAQs

Can the same email account be used for all Contractor Employees for a Company?

Yes, the same email account can be assigned to multiple employees under the Contractor Company. Doing so may assist in providing visibility of email for monitoring Contractor Employee information, opposed to emails going to individual employee personal email addresses.

Do Sole Traders need to register their Company and one employee?

Yes, Beakon separates both elements. Compliance requirements assigned to businesses are different to those of workers. Therefore, sole traders will need to register their business and themselves as an employee.

I can't enter the employees user name in the system

The username field in Beakon is a unique identifier field, there can only be one instance of the name with no duplicates. When a user enters in a duplicate name it will produce a pop-up warning:

If this occurs, add a number to the end of the username field until the system accepts the name i.e. john.doe1, john.doe2 etc.

A contractor company did not receive emails from Beakon when registering

If a Contractor Company did not receive emails, they have most likely been sent to the email account's Junk Email folder.

A contractor company/employee has forgotten their username / password

If a Contractor Company has forgotten their username, they will need to contact a Council Contractor Manager to look up their Company in the Contractors Module and advise them their username or reset their password.

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