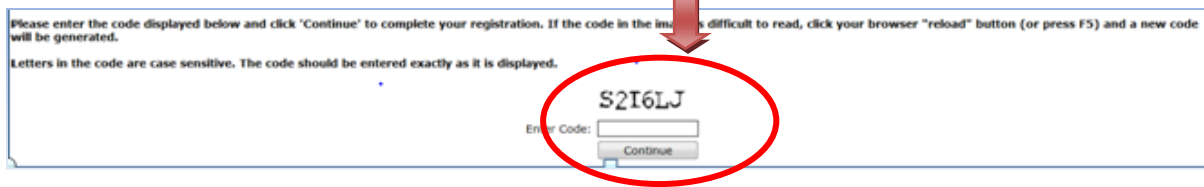


EMPLOYEE/CANDIDATE REGISTRATION PROCESS

1. Go to www.workpro.net.nz
2. Click on 'Register here to get work ready'
3. Complete all requested information, and click 'submit'.
4. A screen appears which contains most of the information contained in the registration form.

Type in the number and letter sequence



Please enter the code displayed below and click 'Continue' to complete your registration. If the code in the image is difficult to read, click your browser "reload" button (or press F5) and a new code will be generated.

Letters in the code are case sensitive. The code should be entered exactly as it is displayed.

S2I6LJ

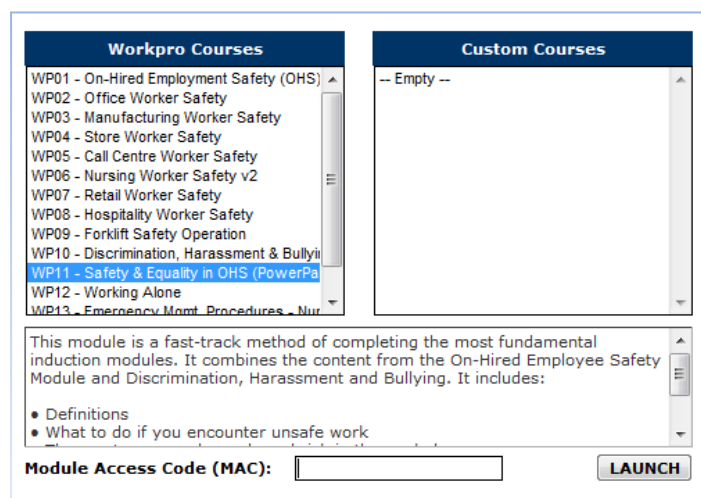
Enter Code:

If the number and letter sequence match, a final 'successful notification' screen is displayed; this screen shows your username (firstname_surname) and your Candidate Identification Number (CIN).

If you entered an email address at registration, a confirmation of your details including your password will also be emailed.

5. Once the successful notification message appears, enter your username (**DO NOT COPY AND PASTE YOUR USERNAME INTO THE LOGIN AREA**) and password into the login area and click 'enter'.

6. Click on Induction Modules in the Tool Bar, select the module you have been asked to complete, enter the Module Access Code (MAC) provided by your employer and click LAUNCH to start the module.



Workpro Courses	Custom Courses
WP01 - On-Hired Employment Safety (OHS)	-- Empty --
WP02 - Office Worker Safety	
WP03 - Manufacturing Worker Safety	
WP04 - Store Worker Safety	
WP05 - Call Centre Worker Safety	
WP06 - Nursing Worker Safety v2	
WP07 - Retail Worker Safety	
WP08 - Hospitality Worker Safety	
WP09 - Forklift Safety Operation	
WP10 - Discrimination, Harassment & Bullying	
WP11 - Safety & Equality in OHS (PowerPa	
WP12 - Working Alone	
WP13 - Emergency Mgmt. Procedures - Nur	

This module is a fast-track method of completing the most fundamental induction modules. It combines the content from the On-Hired Employee Safety Module and Discrimination, Harassment and Bullying. It includes:

- Definitions
- What to do if you encounter unsafe work

Module Access Code (MAC):

9. Once you have completed your course/s, your Candidate Identification Number (CIN), PIN & password will be sent to the registered mobile number for future reference.