

SitePass captures information about businesses and employees and delivers induction training online.

Follow the steps below to set up your employee account in SitePass.

- Type **http://cmv.com.au** in to your browser
- Click on the CMV Safe logo 
- Select CMV Contractor Management (SitePass) to commence the registration process.
- Select **Register** under SitePass Registration
- Select **New Employee Registration**
- On the Welcome to SitePass page, select **Start**.  
*Please take note of the personal information you will need to provide*
- After reading the Terms & Conditions, mark the check box and select **Agree**
- Create your employee account – **Logon details**.  
*Allocate yourself a username and password and record these details as you will need to refer to these again during the registration process*
- In **Business Details** select the business you work from the drop down box  
*The business you work for must be registered before you can create employee accounts*
- Complete the **Personal Details** section

**Please note that during the registration process, you will receive two email alerts at the email address you have supplied. Please ensure you can access your email during this registration process either on another device or on the device you are currently using**

- Enter the **Industry** you work within and the **Trade or Qualification** that best describes the service you are providing.  
*See the Industry table overleaf to assist you*
- On the **SitePass Relationship** box select the CMV business you will be providing services to. This may already be populated by your business account administrator. Once complete click **Next**
- You will now receive an email alert at the email address you have provided – **'Account Authorisation'** containing an authorisation code. Enter the code and you will be redirected to the log in page.

Once entered, the authorisation code will trigger a second email alert – **'Account Creation'** confirming your account details and navigation tips for SitePass. You should store this securely.

Log in with the username and password you created earlier and **Go to SitePass**

- On the SitePass dashboard screen, the information you are required to record into SitePass is displayed on the left panel – **workflow**
- To complete the workflow requirements for your business, the mandatory requirements on each workflow step must be completed and the **Save and Submit for Approval** button pressed. A green tick symbol will be displayed next to each workflow step when the process is complete
- For **Licences**, some licence types are already listed on the main screen. Select the relevant licence to supply the required information and click **Save and Submit for Approval**

- **External Training** is not a mandatory field, however additional training information can be entered on this screen
- **Relationship** information will already be populated from an earlier step but can be updated here if necessary

## Induction Training

- For **Induction Training**, the CMV Contractor Induction Course title appears on the screen. Select the [launch course icon](#) on the far right of this screen
- To commence the course, click on **Welcome** on the contents page and progress through the course. Your progress is automatically saved. You can log off and close the window at any time during your training
- To log back in to the induction course, use your username and password and select **Continue Training** to access the induction contents page. Select the section you wish to continue from.
- All pages must be completed. The course takes approximately 20-30mins to complete. The course offers an audio option which can be turned on or off. There is an option to print a certificate of training.

## Induction Cards

- On completion of the CMV Group Contractor Induction, a paper copy of your induction card can be printed from the **SitePass employee summary page** and used onsite immediately
- An Induction Card for each employee who completes the induction course will be mailed to the business address supplied
- Induction cards will have an expiry date of 2 years from the time the induction was completed. A reminder will be emailed toward the end of the period for users to renew their induction.
- The induction card is valid at any CMV Group site

## Site Safety orientation

- A brief site orientation will be conducted each time a contractor arrives on a CMV Group site.
- The site orientation will include site specific information not contained in the online induction such as emergency exits and standard operating procedures

## Help

- If you encounter any difficulties with the SitePass system, click on the Help & Support tab on the Sitepass login page to access frequently asked questions and answers. If you require further assistance please contact [hr@cmv.com.au](mailto:hr@cmv.com.au) or telephone (08) 8238 5566 during business hours.