

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

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

- Head to the CMV website, <http://cmv.com.au>
- Click on the **CMV Group** heading, then **CMV Safe** <https://cmv.com.au/cmv-group/cmv-safe/>



- Select **ACCESS SITEPASS** to commence the registration process.

- Select **Register** under SitePass Registration, > Select **New Employee Registration**

**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 for 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**

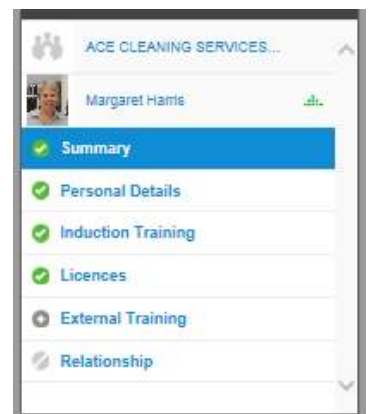
- Enter the **Industry** you work within and the **Trade or Qualification** that best describes the service you are providing.  
*See the Industry table overleaf to assist you. This may already be populated by your business account administrator*
- On the **SitePass Relationship** box select the CMV 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.

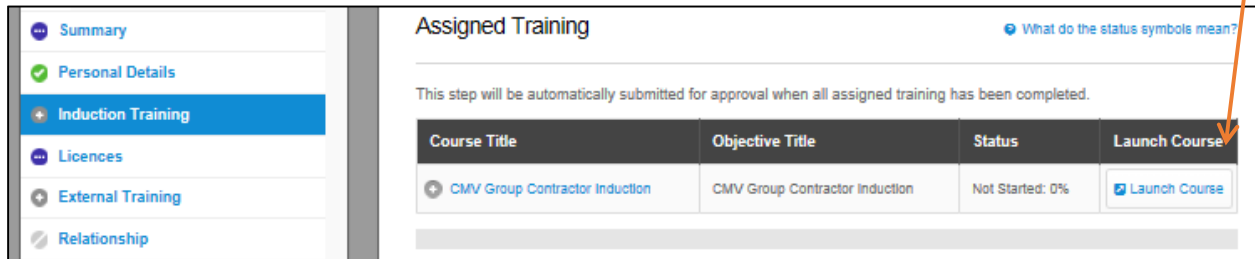
Log in with the username and password you created earlier and **Go to SitePass**


Go to SitePass

- On the dashboard screen, the information you are required to record into SitePass is displayed on the left workflow panel. To complete registration, 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 & supply the required information. 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
- 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,  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 heading topic you wish to continue from.)
- All pages must be completed. The course takes approximately 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 at completion.

### CMV Specific Site Safety orientation

- A brief site orientation will be conducted on the first occasion 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 links** on the Sitepass login page or access frequently asked questions and answers at <https://cmv.com.au/cmvm-group/cmvm-safe/> .