VPC LEARNING – CONTRACTOR INSTRUCTIONS QUICK GUIDE

To access the Contractor Portal click here

SYSTEM ACCESS

Log In

All existing users must re-set their password to access the system.

1. Enter your **User ID.**

2. Contact your manager if unsure.Enter your **Password.**
3. Click **Submit.**

Login

User ID

Forgot User ID?

Password

Forgot your password?

Submit

Need help logging in?

If you are having trouble logging in please contact:

vpc@visy.com.au

Registering as a new user

New User

Are you a new user? Click here to register.

All new users to the system must fill out the registration form below.

Field Name	Description of Field		
*UserID:	Enter UserID – Create a UserID based on your name. If auserID already exists as the one you are entering (error will appear), you will need to select a new UserID. For example, john.contractor	*Email Address:	Enter your Email Address: This is necessary fornotifications from the system. For example, **johntestcontractor@visy.com**
*Password:	Enter your Password. Your Password will be hidden withasterisks. For example: ***********	Telephone Number:	This is necessary for contact on site. For example: **0499899499**
*Re-Enter Password:	Re-Enter your Password. Your Password will be hiddenwith asterisks. For example: ***********	Country/ Region	Enter your Country or Region. For example, **Australia**
*Security Question:	Enter a Security question you will remember: This securityquestion will be helpful if you ever forget your password, to allow you to reset your password. For example, **What is the Colour of your Car?**	*Contractor Vendor Number:	Select your vendor number from the drop-down list. For example, Visy - 123456
*Re-Enter Security Answer:	Re-Enter your security answer. Your Password will behidden with asterisks. For example, ***********	*Contractor Role:	Select your Contractor Role. Select the area of work from the drop-down list. For example, Maintenance
*First Name:	Enter the First name & Last name (please enter your fullfirst name and last name, do not use an initial or a shortened name. For example: **John**	*Contractor Site:	Select the site you will be attending, so the correct induction can be assigned to you. For example, Dandenong (Board))
*Last Name:	Enter your Middle Name. For example, **Test**	*Is a Contractor:	Select the Contractor Yes option for the modules to automatically assign to your profile. For example: Yes

PLEASE NOTE THAT THE MODULES AND THE MODULE LIBRARY WILL TAKE UP TO ONE (1) HOUR TO ASSIGN TO YOU, ONCE YOU HAVE REGISTERED IN THE SYSTEM.

CERTIFICATES MUST BE CARRIED ON YOUR PERSONNEL AT ALL TIMES WHILST YOU ARE ON SITE.