
VPC LEARNING

CONTRACTOR INSTRUCTIONS



March 2022

Version: 1.1

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Version	Date	Author	Details
1.0	November 2021	VPC team	Release
1.1	March 2022	VPC team	Updates
1.2			
1.3			
1.4			

GETTING STARTED

OVERVIEW

What's Covered

This document outlines the requirements and process for getting Visy contractors set up in the VPC Learning System to enable induction to the business, and access to the specific sites on which attendance is required to complete works.

Why

Visy requires all contractors to pass two induction phases before being permitted onto site.

1. The first phase is the generic Visy –HSE – Induction (100-001) or for Drivers the Visy – Driver – Generic Induction with COR Awareness (103-001).
2. The second being a Site-Specific Induction (or State Specific Induction for Truck Drivers) for each site the contractor is required to work on.

Contractors will not be permitted on-site without a certificate for each. All contractor inductions are a shared responsibility between the contractor, the contracted company, procurement and the relevant Visy Contractor Manager.

How

Inductions are hosted online, accessible from any computer with an active internet connection. Some key points to make sure you can use the system and set up new contractors:

- All vendors will have an individual identifying number known as a Vendor ID from Visy Procurement. Contracting companies are responsible for providing each contractor with the Vendor ID and registering them in the system.
- Each contractor is required to provide an email address for notifications to be sent from the system. Each contractor will be automatically assigned a username in the format firstname.lastname and access to the system is immediately granted.
- Every contractor is automatically enrolled in the either the Visy – HSE – Induction (100-001) or the Visy – Driver – Generic Induction with COR Awareness (103-001) upon successful registration. This should be completed first, with a certificate printed to bring to site.
- Contractors must also complete the relevant site specific inductions which will be assigned dependant on the site name entered at registration.
- Contractors can complete other inductions by browsing the library and self-enrolling. After completing the relevant induction(s) certificates are available for printing.
- Contractors must arrive on-site with the appropriate certificates for site access.

CONTRACTOR SET UP

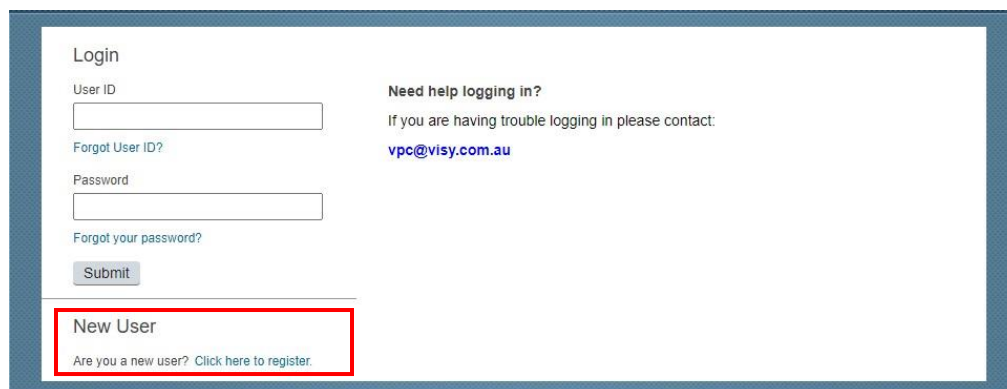
1. Go to your web browser and insert the link below or [click here](#) to be redirected

<https://visyindust.plateau.com/learning/user/portal.do?siteID=External&landingPage=login>

2. Once re-directed save the site as favourite in your browser for future access.

Register a new Contractor

3. Go to New User and click to register.



Login

User ID

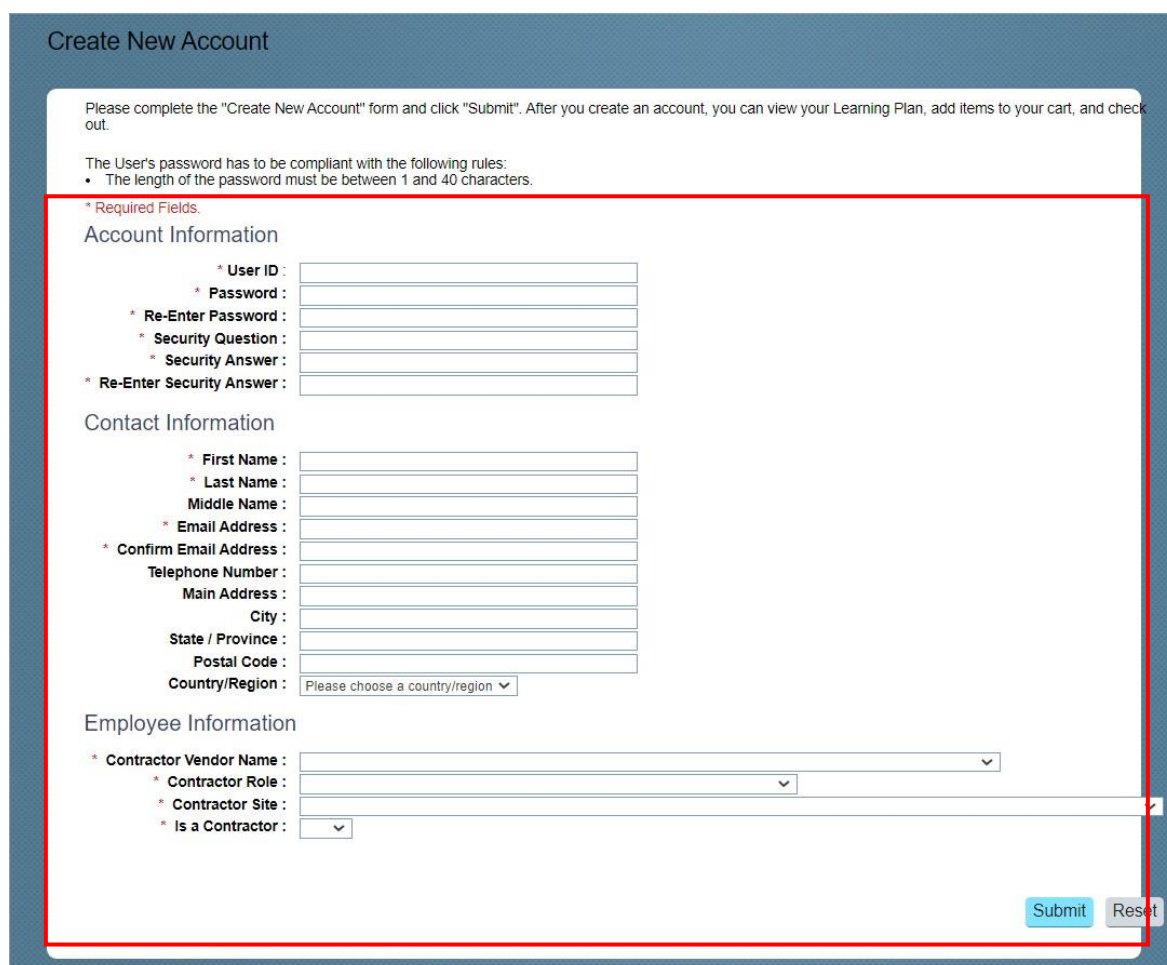
Forgot User ID? [vpc@visy.com.au](#)

Password

Forgot your password?

New User
 Are you a new user? Click here to register.

4. Complete the Create New Account registration, refer to the Required Field list details on the next page.



Create New Account

Please complete the "Create New Account" form and click "Submit". After you create an account, you can view your Learning Plan, add items to your cart, and check out.

The User's password has to be compliant with the following rules:

- The length of the password must be between 1 and 40 characters.

* Required Fields.

Account Information

* User ID :

* Password :

* Re-Enter Password :

* Security Question :

* Security Answer :

* Re-Enter Security Answer :

Contact Information

* First Name :

* Last Name :

Middle Name :

* Email Address :

* Confirm Email Address :

Telephone Number :

Main Address :

City :

State / Province :

Postal Code :

Country/Region :

Employee Information

* Contractor Vendor Name :

* Contractor Role :

* Contractor Site :

* Is a Contractor :

As required, complete the following **Account Information** *Mandatory/Required fields

Field Name	Description of Field
*UserID:	Enter UserID – Create a UserID based on your name. If a userID already exists as the one you are entering (error will appear), you will need to select a new userID. For example, JohnTestContractor
*Password:	Enter your Password. Your Password will be hidden with asterisks. For example: *****
*Re-Enter Password:	Re-Enter your Password. Your Password will be hidden with asterisks. For example: *****
*Security Question:	Enter a Security question you will remember: This security question 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?
*Re-Enter Security Answer:	Re-Enter your security answer. Your Password will be hidden with asterisks. For example, *****

As required, complete the following **Contact Information** *Mandatory/Required fields:

Field Name	Description of Field
*First Name:	Enter the First name & Last name (please enter your full first name and last name, do not use an initial or a shortened name. For example: John
*Last Name:	Enter your Middle Name. For example, Test
*Middle Name:	Enter your Last Name. For example, Contractor
*Email Address:	Enter your Email Address: This is necessary for notifications from the system. For example, johntestcontractor@visy.com
*Confirm Email Address:	Re-Enter your email address. For example: johntestcontractor@visy.com
Telephone Number:	This is necessary for contact on site. For example: 0499899499
Main Address:	Enter your Main Address. For example, 7 English Street
City:	Enter your City. For example, Essendon Fields
State/ Province	Enter your State. For example, Victoria
Country/ Region	Enter your Country or Region. For example, Australia

As required, complete the following **Employee Information** *Mandatory/Required fields

Field Name	Description of Field
*Contractor Vendor Number:	Select your vendor number from the drop down list. For example, 123456 (Visy)
*Contractor Role:	Select your Contractor Role. Select the area of work from the drop-down list. For example, Maintenance
*Contractor Site:	Select the site you will be attending, so the correct induction can be assigned to you. For example, Dandenong (Boxes & More)
*Is a Contractor:	Select the Yes option in order for the modules to automatically assign to the profile. For example: Yes

5. Select the **Submit** button to finalise details.

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.

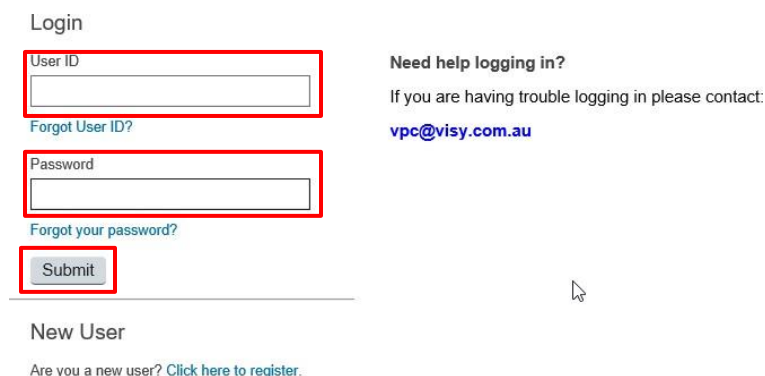
SYSTEM ACCESS

LOGGING IN

Log In

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


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



Re-set or Forgot Your Password

1. Click **Forgotten your password?**

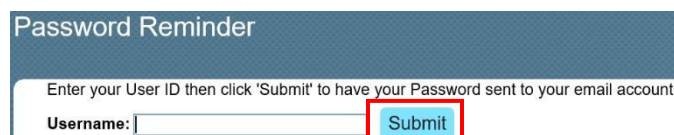
The password recovery page will display to enable you to reset your password.



Enter your **Username**. Contact your manager if unsure.

2. Click **Submit**.

A Notification will display.



Password Assistance

Please check your email for a message with a secure link and instructions to unlock your account. The secure link will expire in 24 hours and can only be used once. If you don't see our email, please check your spam folder.

Contact the administrator for assistance if you don't get the email, don't have an email account associated to your User ID or don't have access to that email account.

An email with a password reset link will be sent to the email address you entered.

3. Open the email and click on the login link to reset your password. The link opens the reset password page in the LMS for your profile.
4. Enter your new Password (Password must be 8 characters in total and contain 1 upper case letter, 1 lower case letter, 1 number, & 1 special character).
5. Confirm your password. You cannot re-use your last 3 passwords.
6. Click **Continue**.

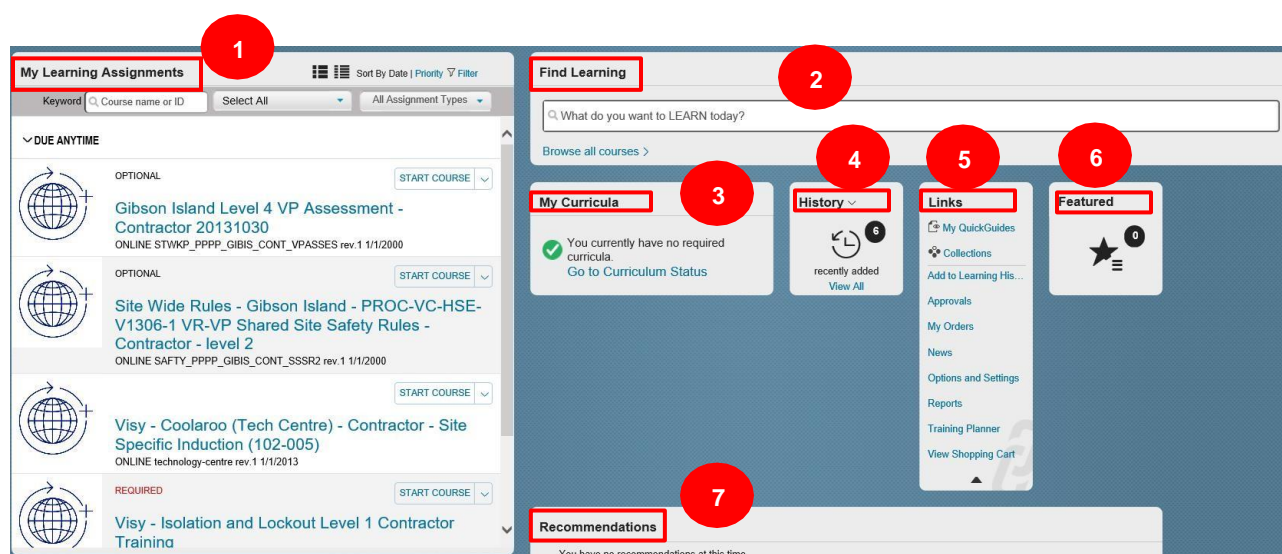
SYSTEM FEATURES

HOME PAGE DASHBOARD

General Navigation

General users have one dashboard which displays after logging in; with 7 key sections to navigate.

- | | | | | | |
|---|-------------------------|---|---------------|---|--------------|
| 1 | My Learning Assignments | 2 | Find Learning | 3 | My Curricula |
| 4 | History | 5 | Links | 6 | Featured |
| 7 | Recommendations | | | | |



My Learning Assignments

Home page: This will display **Learning** that has been assigned to you.

Switch to Card View or Switch to List View

This will display the courses in a different view by selecting either of the display views buttons.



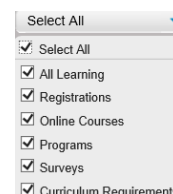
Sort by Date or Priority: You can view your courses to display in **Date** or **Priority** order.

Date | Priority

Keyword

Filter: You can filter your courses to display in **Keyword**, **Select All** or **All Assignment Types** order

Keyword Course name or ID Select All All Assignment Types



Keyword: You can search using a word to streamline your Course Content.

Keyword

Select All: You can use drop down filter option and streamline your search.

All Assignment Types: You can streamline your search to **All Assignment Types** or **Required**.

All Assignment Types
Required

Find Learning

Search field: What do you want to LEARN today?

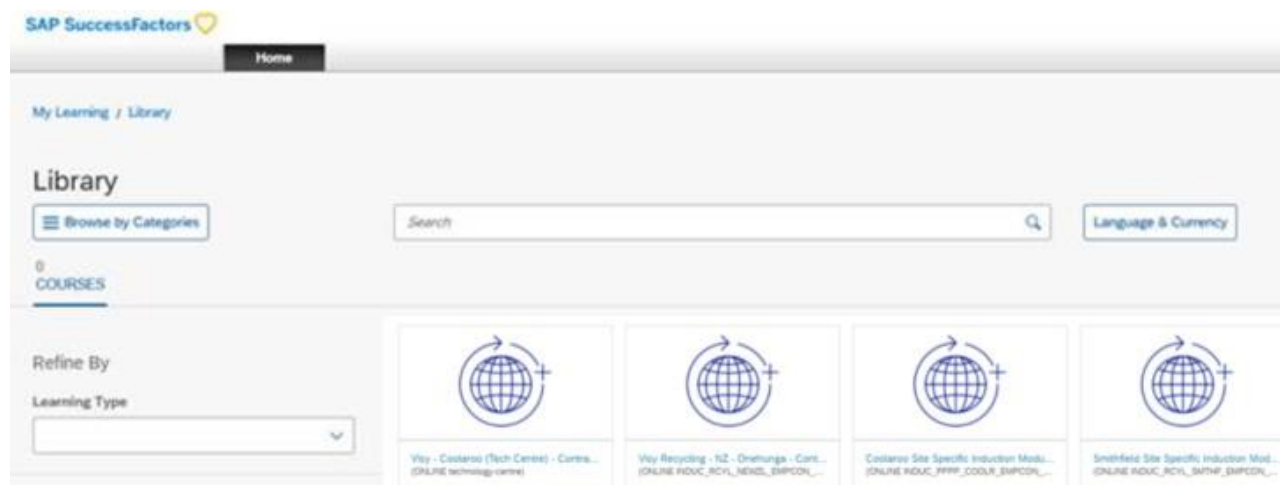
If known, type your course title into this search field to display the course from the **Library** full list of courses.

Browse all courses >: Click on this link to display the full list of courses from the **Library**. The **Library** will display below with the list of all courses from the **Library**.

Find Learning

What do you want to LEARN today?

[Browse all courses >](#)



My Curricula

This section shows the available courses that has been assigned to you.

History

This section shows the courses that has been completed by you.

Click on **View All** link to display all your courses.

Links

This section shows the quick links for quick access to access different sections of the Learning system.

The number of quick links determine what you have been given access to for your Role.

Featured

This section shows the courses that has been featured to display first so it is easier to open.

The number in the **Featured** section will display the how many courses are located in there.

Recommendations

This section shows the courses that has been recommended for you to complete.

My Curricula

✓ You currently have no required curricula.
[Go to Curriculum Status](#)

History

recently added
[View All](#)

Links

[My QuickGuides](#)
[Collections](#)
[Add to Learning His...](#)
[Approvals](#)
[My Orders](#)
[News](#)

Featured

0

Recommendations

You have no recommendations at this time.

CONTENT LIBRARY

Search for Courses

1. Click **Browse all courses >** link to display all courses in the system.

Find Learning

Q What do you want to LEARN today?

[Browse all courses >](#)

If you know the name of the course title you can type it in the search field: **What do you want to LEARN today?** and click on the **Go** button.

Q What do you want to LEARN today?

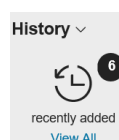
2. Click **Start** button to commence the course immediately.

3. The course will load to be completed.
4. Click **x Exit** to stop and exit the course when needed.

Display Course Completion

All Learning completed will display in **History** section.

















1. Click **View All** to display all your completed courses.
2. This **Completed Work** window will display below. Click on the appropriate course title to open course details.



← Back

Completed Work

Show Completions:

Completion Date * ▼	Title <input type="text"/>	Status <input type="button" value="All"/>	Action
17/11/2021 02:31 PM	 Working at Visy - Test	Completed	
29/10/2021 01:50 PM	 Working at Visy - Test	Completed	
21/10/2021 03:45 PM	 Working at Visy - Test	Completed	
21/10/2021 03:43 PM	 Working at Visy - Test	Completed	
21/10/2021 03:36 PM	 TESTINGMOBILETM	Completed	
21/10/2021 03:09 PM	 Working at Visy - Test	Completed	
15/10/2021 10:36 AM	 Working at Visy - Test	Completed	
15/10/2021 10:31 AM	 Working at Visy - Test	Completed	

Items: 8

* All dates are for Australia/Sydney time zone.

MANAGE COURSES

Assign a Course to Yourself

From the **Learning** home page you can search the **Library** to assign yourself a course.

1. Click Browse all courses > to search the Library.

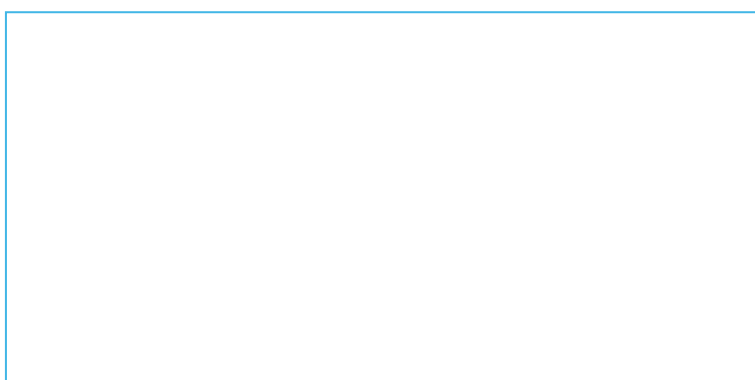
[Browse all courses >](#)

If known, you can type in the name of the course you are wanting to assign to yourself.

Click in the **Search** field, **What do you want to LEARN today?** located in the **Find Learning** tile and type in the name/title of Course and click on the **Go** button.



The following window will be display:

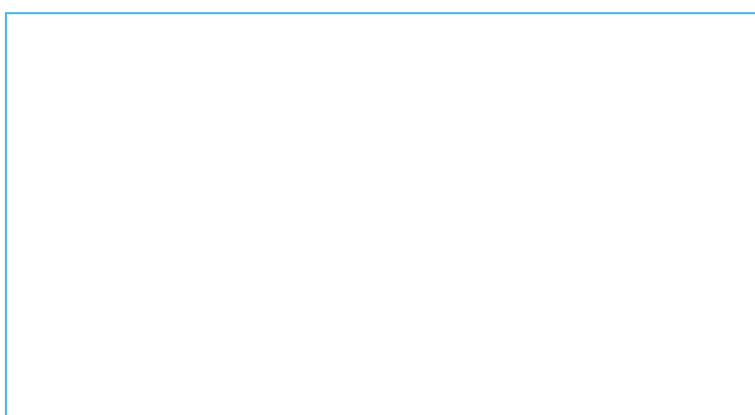


If required, you can filter your options when searching for a course by click the drop-down options under the **Refine By** section.

2. Click in the **Search** button and type in **Visy Induction** and press **Enter** key on your keyboard.



The following window will display.



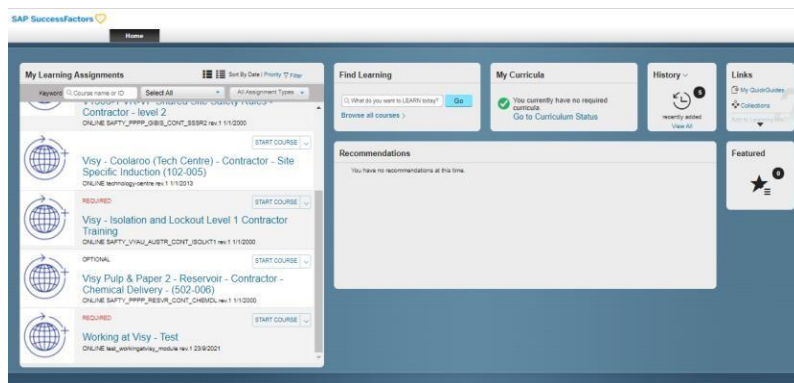
The search word that you typed into the search field will streamline your search to a list of courses available for that word.

3. Click on the **Start Course** link to commence course immediately.
4. Click **Back** button if you want to post pone completing your course at another time.

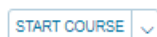
COMPLETE ASSIGNED LEARNING

When **Learning** is assigned to you then you will receive an **Email Notification** from **Visy People Connect – VPC** prompting you to complete the **Learning**.

1. Log into your **Learning** via URL:
<https://visyindust.plateau.com/learning/user/portal.do?siteID=External&landingPage=login>
 The following window will display.



2. Click **Start Course** link to complete any required courses that has been assigned to you.



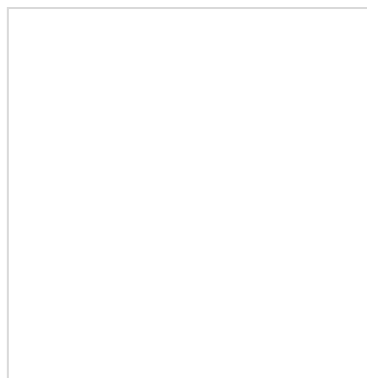
The following window will display.



3. Click on the **(blue course name hyperlink)** at the bottom to open the content of your **Learning**.



The following window will display (*indicative screen-shot only*).



4. Click **Start** button to commence the course.

Once you have completed your course it will be added to your **Learning History**.

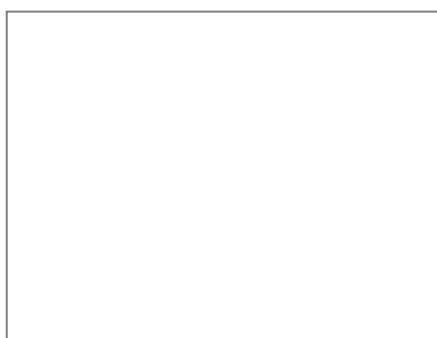
MOBILE DEVICE ACCESS

ACCOUNT SET UP

1. Go to your web browser on the mobile phone and insert the link below or [click here](#) to be redirected

<https://visyindust.plateau.com/learning/user/portal.do?siteID=External&landingPage=login>

2. The following window will display.



3. Log on using your registered UserID and Password.

As required, complete the following fields:

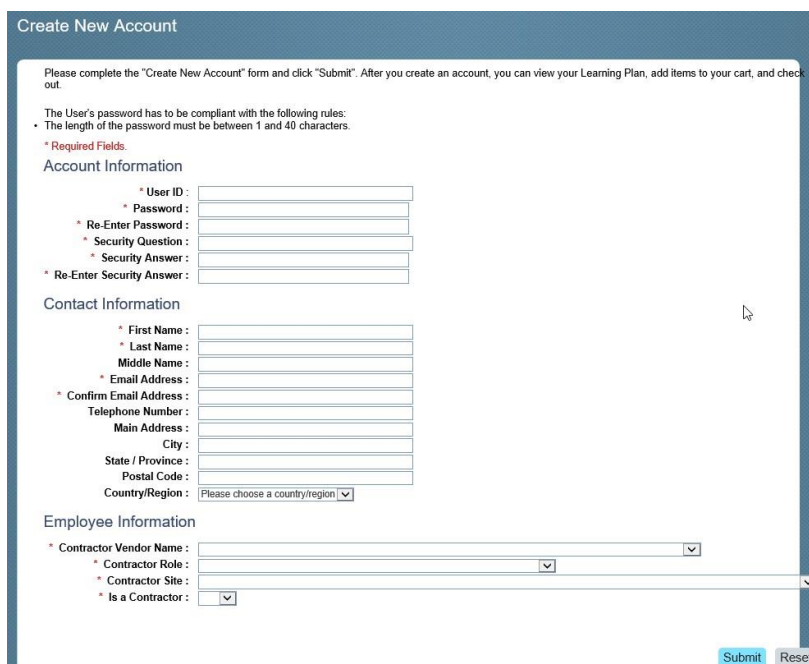
Field Name	Description of Field
UserID	Enter your User ID you have previously registered as. Or as per your previous user ID you have used in the previous LMS system. If you have forgotten your user ID click on the 'Forgot User ID' option underneath the field. For example: TeganMcGann
Password	Enter your Password. You will need to change your Password if it is the first time that you are logging in. Your Password will be hidden with asterisks in Production. For example: *****

If you have already registered as a new account on a PC these steps are not required.

If you have not yet registered, the New Account set up steps are required.

Tap the **Click on here to register** (blue text) link.

The following window will display.



As required, complete the following **Account Information** *Mandatory/Required fields:

Field Name	Description of Field
*UserID:	Enter UserID – Create a UserID based on your name. If a userID already exists as the one you are entering (error will appear), you will need to select a new UserID. For example, JohnTestContractor
*Password:	Enter your Password. Your Password will be hidden with asterisks. For example: *****
*Re-Enter Password:	Re-Enter your Password. Your Password will be hidden with asterisks. For example: *****
*Security Question:	Enter a Security question you will remember: This security question 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?
*Re-Enter Security Answer:	Re-Enter your security answer. Your Password will be hidden with asterisks. For example, *****

As required, complete the following **Contact Information** *Mandatory/Required fields:

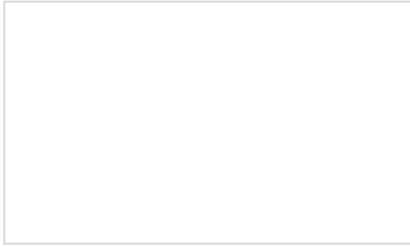
Field Name	Description of Field
*First Name:	Enter the First name & Last name (please enter your full first name and last name, do not use an initial or a shortened name. For example: John
*Last Name:	Enter your Middle Name. For example, Test
*Middle Name:	Enter your Last Name. For example, Contractor
*Email Address:	Enter your Email Address: This is necessary for notifications from the system. For example, johntestcontractor@visy.com
*Confirm Email Address:	Re-Enter your email address. For example: johntestcontractor@visy.com
Telephone Number:	This is necessary for contact on site. For example: 0499899499
Main Address:	Enter your Main Address. For example, 7 English Street
City:	Enter your City. For example, Essendon Fields
State/ Province	Enter your State. For example, Victoria
Country/ Region	Enter your Country or Region. For example, Australia

As required, complete the following **Employee Information** *Mandatory/Required fields:

Field Name	Description of Field
*Contractor Vendor Name:	Select a Name from the drop-down list. Select your vendor name from the drop-down list (this needs to match the name at the top of the welcome message and the vendor number you entered to access the site). For example, Fulto - 231801
*Contractor Role:	Select your Contractor Role. Select the area of work from the drop-down list. For example, Maintenance
*Contractor Site:	Select the site you will be attending, so the correct induction can be assigned to you. For example, Dandenong (Boxes & More)
*Is a Contractor:	Select the Contractor Yes or No for reporting purposes. For example: Yes

ACCESS YOUR LEARNING

1. The following window will display on your mobile device.



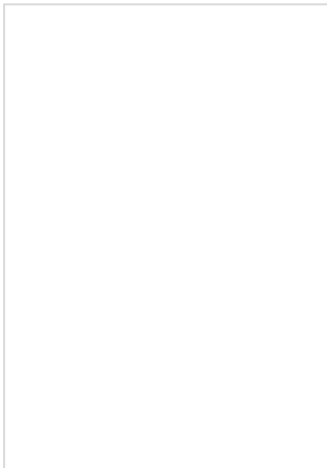
2. Click the drop-down arrow to display what has been assigned to you.



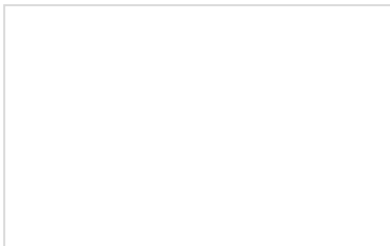
3. Click Course Title that you are wanting to complete.



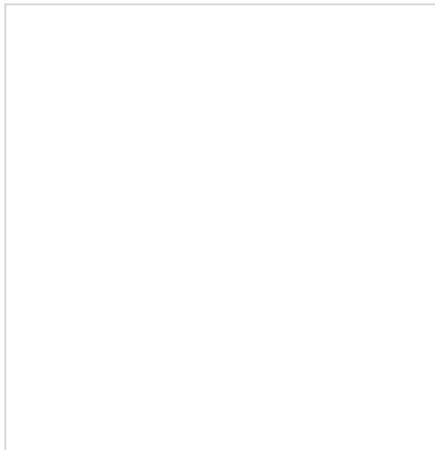
4. Click **Start Course**.



5. Click the **Name of Course** (blue text)

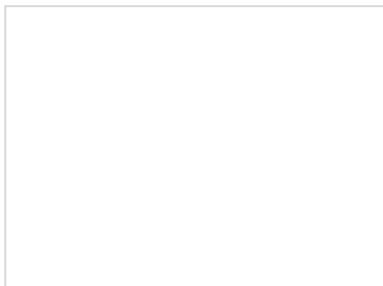


6. Click the **Start** button.



If required, complete the course in landscape mode (turn mobile device around or upside down) if the **Start** button does not operate in portrait (straight up mode).

7. The following window will display.



You will see a tick next to the course once you have completed your **Learning**. It will be also be removed from your **Learing** plan list.