

Company Registrations

A company must register and be approved via the William Adams Contractor Management System to access the Online Induction System.

All contractors working on William Adams sites must be inducted prior to commencement of works.

As of 1st January 2016, all applicable Contractors must have completed the new William Adams Online Induction.

Contact your William Adams representative or sheq@wadams.com.au to register.

Inducting Employees

Upon completing the registration process you would have received an email with a link to verify your 'My Rapid' account email.

When returning to the system after successful registration and activation of your account, visit: <https://my.rapidglobal.com/Web/Account/LogOn/1107>



Select **Administrator** to manage inductees, company details or documents. Enter your **Email address** and **Password** to log in.

If you already have a 'My Rapid' account, log in with the above link, select 'Rapid Contractor' and then 'William Adams Pty Ltd'.

Purchasing Credits

- Credits need to be purchased prior to issuing passwords to inductees.
- 1 credit per inductee is required.
- Multiple credits can be purchased.
- Credits can be purchased using a credit card.
- Each credit cost \$27.50 (GST inclusive).
- The General Induction is valid for 2 years.

To purchase credits:

- Select the **Purchase Credits** button on the left hand side of the screen
- Complete all fields displayed
- Click **Purchase**

Issuing Passwords

To issue a password:

- Click on the **'Issue Password'** tab
- Select if the Inductee is a New Inductee or an Existing Inductee
- For a new inductee, add the Inductee's Name and Email Address
- Click **'Next'**

Resending a Password

If an inductee cannot access the email sent containing their password or you wish to email a password to an alternate email address you can re-send the password. To resend a password to an existing inductee:

1. Click on the **'Resend Password'** tab
 2. Find the inductee's record and then click the **'Issue'** button.
 3. Amend the name or email address if required and then click on the **'Send'** button
- The system defaults to search for passwords issued within the past 7 days but passwords issued prior to that can be viewed by changing the date options at the top of the screen.

Viewing Inductee Records

The Inductee reports tab provides a summary of inductee records which includes existing, deactivated and expiring inductee records.

To view inductee records:

1. Click on the **'Inductee Reports'** tab.
2. Select the **date range** that you wish to search an inductee record for.
3. Inductee records will be displayed for all passwords issued during the date range selected.

Inducting Employees

Once an inductee receives their induction email and password they need to complete the following steps:

1. Click the link provided in the email or visit <https://my.rapidglobal.com/Web/Account/LogOn/1107>
2. Select **Worker**
3. Enter the password
4. Click on the name of the course and work through the course using the **Next** button
5. Once completed print the completion certificate