

Registration for New Contractors

From our [Health, safety and wellbeing for contractors'](#) website

STEP 1: Find the Certification renewal for existing contractors section and select **renew your certification for site entry.**

Our health and safety induction process

To work at one of our sites, you need to complete a site induction beforehand. There are two ways to do that – check out the options below and choose which is right for you.

Registration for new contractors

If you're a new contractor, you need to [Third Party Contractor portal](#) to complete your inductions, certificate for site entry and training modules before beginning work.

[Download a pdf instruction guide.](#)

Certificate renewal for existing contractors

If you've previously registered via our Third Party Contractor portal and undergone your induction process, you can simply [renew your certificate for site entry](#).

[Download a pdf instruction guide.](#)

Control of work system

As a Watercare contractor, you and your staff must always work safely on our sites and assets. When working on our sites you'll need to provide a work pack detailing the scope of your work, the hazards and risks involved and the planned controls to ensure that the work will be undertaken safely.

For work pack requirements, steps and documentation, please review the info below.

STEP 2: Select New User Account.



Third Party Contractor Login

Username

Password

Login

[forgot my username](#) | [forgot my password](#)

? First Time Users

Please register your profile by selecting one of the registration processes below.

[New User Account](#)

[Reactivate User Account](#)

? Resume Registration

If you have already begun the registration process you can resume it by following the link below.

[Resume registration](#)

STEP 3: Enter your email address and select **Send verification.**

New User Account

X

✉ Verification

Before you can begin registration you will need to verify your email address.

Email

paulalewis197350@gmail.com

Send verification

STEP 4: Check your email for a **verification code**.

NOTE: If you cannot see the email, check your spam or junk folder.



noreply@none.. 5:46 pm
To: paulalewis197350... >

your registration verification code

Registration Verification

The verification code for paulalewis197350@gmail.com is:

489d7f

The verification code can be entered below

[Enter verification code here](#)

STEP 5: Enter the **Verification code** and click **Submit**.

New User Account

X

🔑 Verify

Please enter the verification code sent to paulalewis197350@gmail.com

Verification code

489d7f

✉ Resend

Submit

STEP 6: Enter your **first name**, **last name**, and **contact number**. Search for your **organisation**, then select **Submit**.

NOTES:

- *Your email address will appear automatically.*
- *Your contact number must use international format, for example +64 followed by your number.*
- *If you are a sub-contractor, select the organisation that asked you to work for Watercare.*
- *If you cannot find the organisation, contact the organisation that asked you to do the work.*





paulalewis30@yahoo.co.nz

Request Form

New User Account

Email Address

paulalewis30@yahoo.co.nz

Please Enter your Contact Information

First Name*

Paula

Last Name*

Lewis

Contact Number

Please enter your contact number in international format, with no spaces or hyphens.
For example, a New Zealand number should be entered as: +64211234567

Contact Number*

+64272484357

Organisation

Please select the organisation that is directly contracted by Watercare.
If you are subcontracted, please enter the name of the company you are subcontracted to rather than your own organisation.

Organisation*

DOWNER NEW ZEALAND LIMITED ✕

Confirmation

Please ensure that all the information you have provided is accurate and complete before continuing.

Next Steps

After provisioning is complete, you will be able to access required systems. Links to individual applications will be sent via separate emails as access is provisioned.

For important information relating to working safely as a contractor, please refer to our [Health, Safety and Wellbeing for Contractors](#) page.

Submit

STEP 7: Create a **password** for your account and select **Submit**.

NOTE: Your password must include lowercase letters, uppercase letters, numbers, and special characters. This password is only for your identity account. It does not give you access to other Watercare systems.

Collaboration account

[close request](#)[show comments](#)

Your username

paulalewis197350@gmail.com

Password

Password confirmation

[← Previous](#)[Submit](#)

STEP 8: Your account has now been created.

NOTE: Only log in here again if you need to update the details you entered.

Registration Complete

A profile has been created for you - Paula Lewis
If you feel that this is a mistake and you have not gone through the registration process, please contact an administrator immediately.

Your Collaboration Account

An account has been created for you to continue to manage your profile
Your username - paulalewis30@yahoo.co.nz

[Login](#)

STEP 9: You will receive a Workday Learning email. Open the email and select the link provided.

STEP 10: Select Single Sign On (SSO).



Sign In to Your Account

User Name / Password

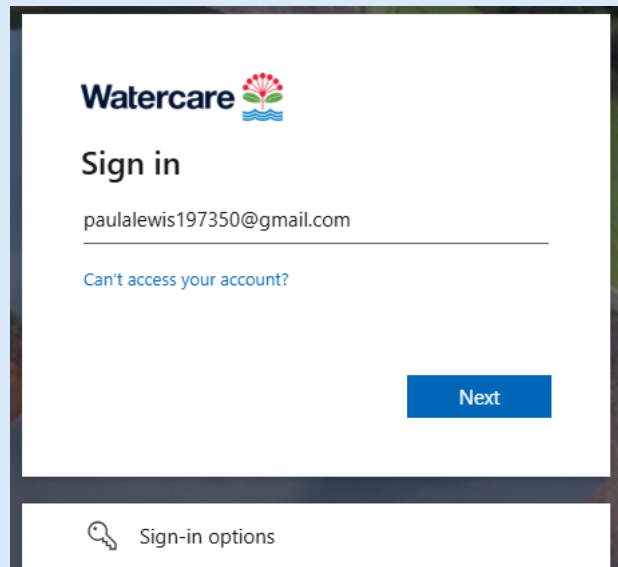


Single Sign On (SSO)



STEP 11: Enter the email address you used to register, then select **Next**.

NOTE: If you see passkey screens, go to the **Passkey screens** section in the *Troubleshooting Guide* at the end of this document.

A screenshot of the Watercare sign-in interface. At the top left is the Watercare logo, which consists of the word "Watercare" in a bold, sans-serif font next to a stylized icon of a flower or sun with blue waves below it. Below the logo, the text "Sign in" is displayed. Underneath is a text input field containing the email address "paulalewis197350@gmail.com". Below the input field is a link that says "Can't access your account?". At the bottom right of the main content area is a blue button with the word "Next" in white. At the bottom of the screen, there is a section with a key icon and the text "Sign-in options".

Watercare

Sign in

paulalewis197350@gmail.com

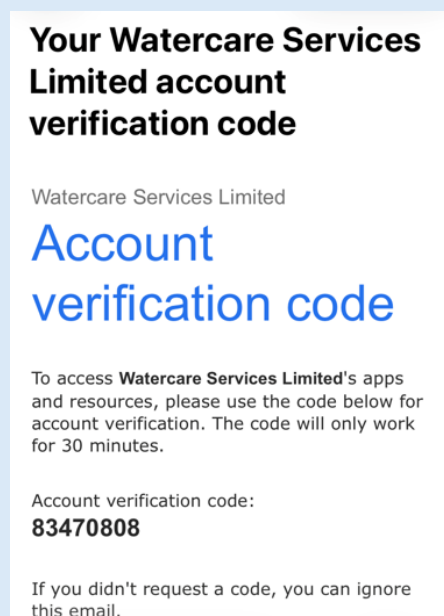
[Can't access your account?](#)

Next

Sign-in options

STEP 12: Check your email for a **verification code**.

NOTE: If you cannot see the email, check your spam or junk folder.

A screenshot of an email verification code from Watercare Services Limited. The email header reads "Your Watercare Services Limited account verification code". Below this, it says "Watercare Services Limited" followed by "Account verification code" in a large blue font. The body of the email explains that the code is for accessing Watercare Services Limited's apps and resources and that it will only work for 30 minutes. The verification code "83470808" is displayed in a bold font. At the bottom, it states that if the user didn't request a code, they can ignore the email.

Your Watercare Services Limited account verification code

Watercare Services Limited

Account verification code

To access **Watercare Services Limited's** apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:
83470808

If you didn't request a code, you can ignore this email.

STEP 13: Enter the **verification code** and select **Sign in**.



← paulalewis197350@gmail.com

Enter code

We just sent a code to paulalewis197350@gmail.com

83470808|

Sign in

STEP 14: Select **Accept**.

NOTE: This screen only appears the first time you complete this process.



paulalewis30@yahoo.co.nz

Permissions requested by:

Watercare Services Limited
watercareserviceslimited.onmicrosoft.com

By accepting, you allow this organisation to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Watercare Services Limited. **Watercare Services Limited has not provided links to their terms for you to review.** You can update these permissions at <https://myaccount.microsoft.com/organizations>.
[Learn more](#)

This resource is not shared by Microsoft.

Cancel

Accept

STEP 15: Select **Submit** or **Skip**.



Should we remember this device?

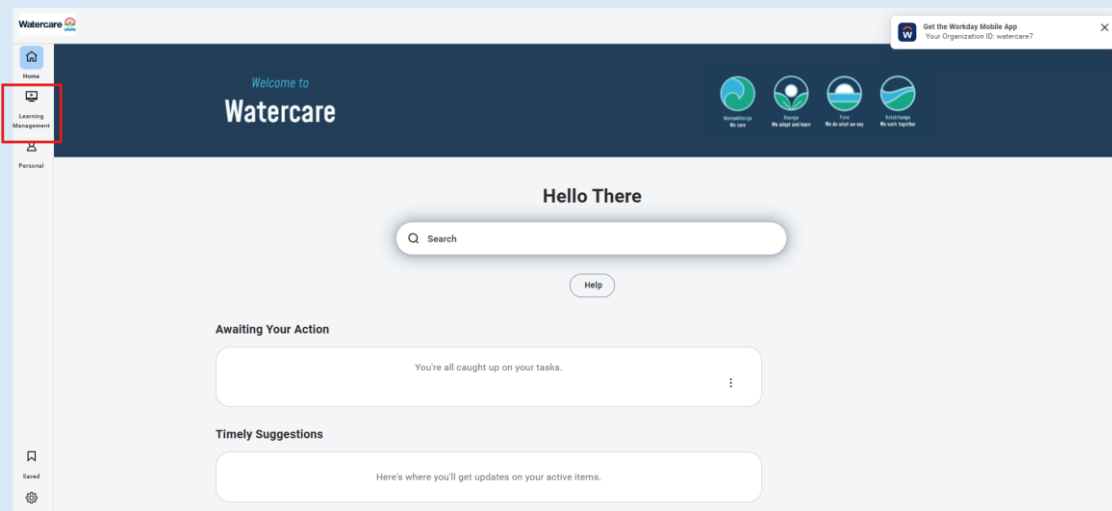
Remembering this device allows you to sign in more easily and better protect your account.

☒ Remember this device

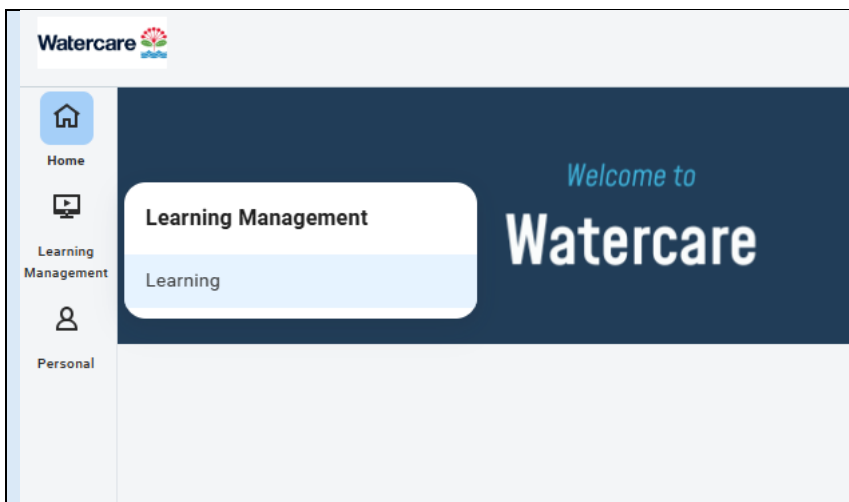
Submit

[Skip](#)

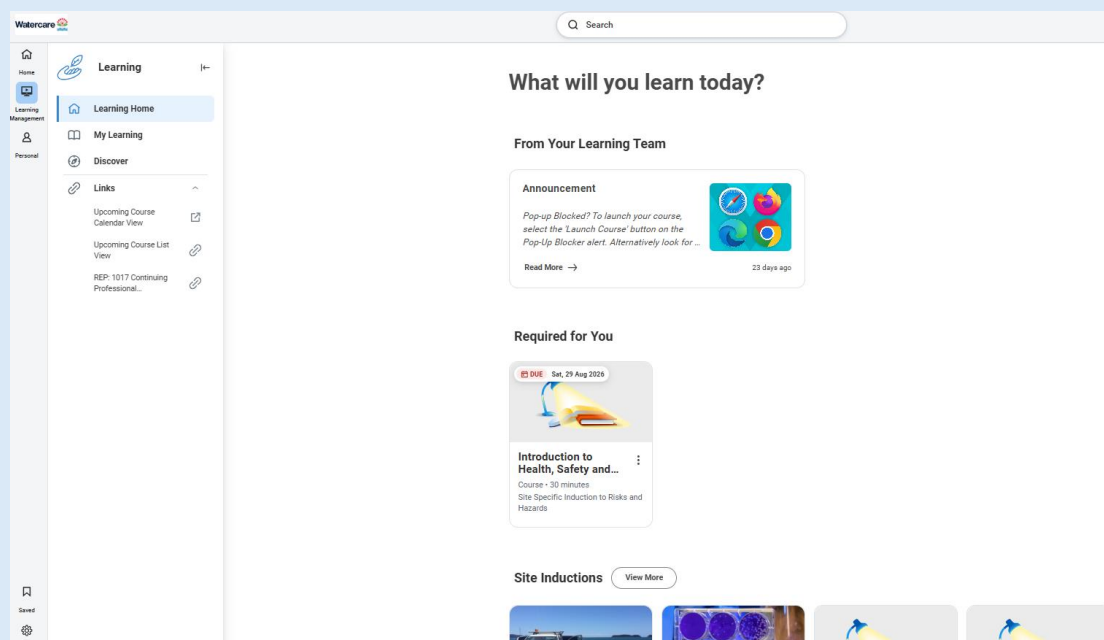
STEP 16: You are now logged in to Watercare's **Workday Learning** system.



STEP 17: Select the **Learning Management / Learning** menu option.



STEP 18: You can now access the mandatory **H&S eLearning** and **site inductions**.

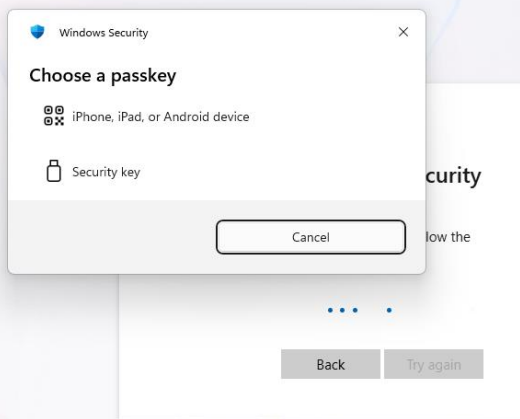


Troubleshooting

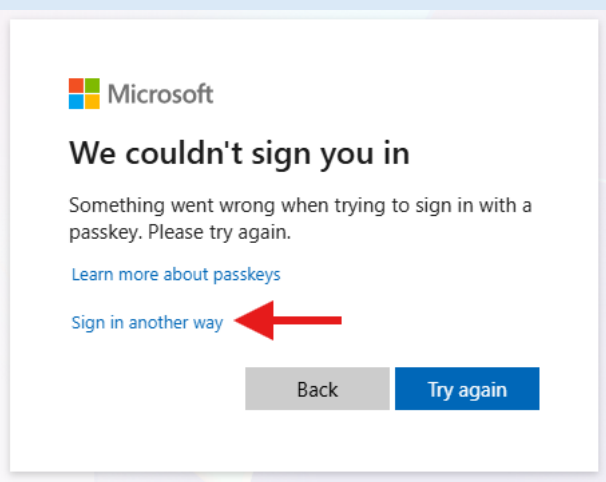
Passkey screens

If your email address is linked to a Microsoft account, you may see extra passkey screens at **STEP 11**. Follow the steps below.

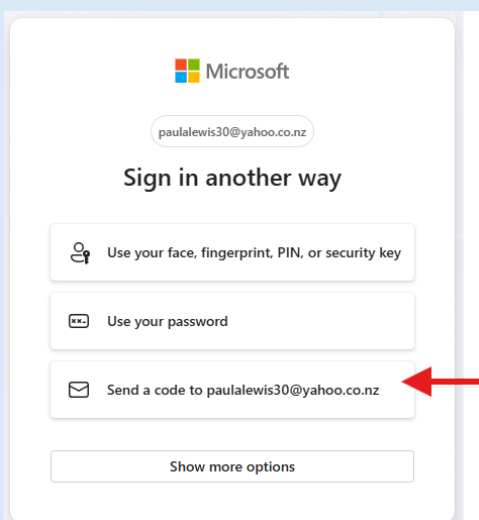
STEP 1: Select **Cancel**.



STEP 2: Select Sign in another way.



STEP 3: Select Send a code to your email address.



STEP 4: Check your email for a verification code.

NOTE: *If you cannot see the email, check your spam or junk folder.*

Your single-use code

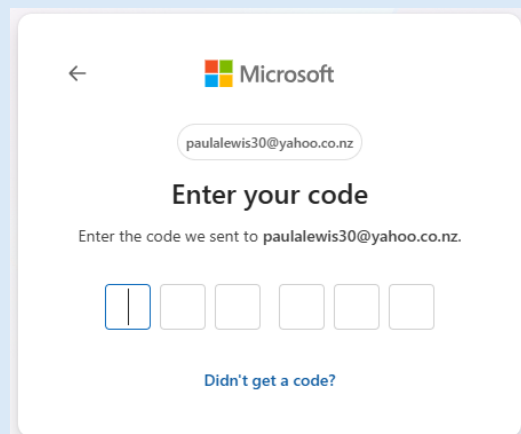
Hi paulalewis30@yahoo.co.nz,

We received your request for a single-use code to use with your Microsoft account.

Your single-use code is: 173566

Only enter this code on an official website or app. Don't share it with anyone. We'll never ask for it outside an official platform.

STEP 5: Enter your code, then continue from **STEP 11**.

A screenshot of a Microsoft account verification screen. At the top left is a back arrow. In the center is the Microsoft logo. Below the logo is a rounded rectangle containing the email address 'paulalewis30@yahoo.co.nz'. Underneath that is the heading 'Enter your code'. Below the heading is the instruction 'Enter the code we sent to paulalewis30@yahoo.co.nz.'. Below the instruction is a row of six input boxes; the first box contains a vertical line, and the others are empty. At the bottom of the screen is a link that says 'Didn't get a code?'.