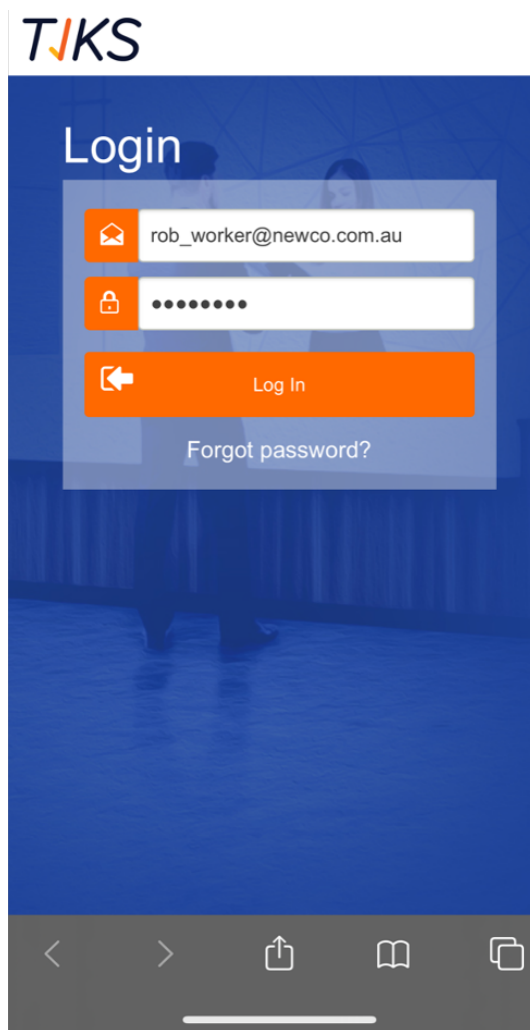


Steps to Becoming Approved

1. As an Individual Worker (known as Individual in the system), **you will receive a welcome email** advising you of your username and temporary password. The email sender is no-reply@tiks.com.au . If you cannot find the email in your **Inbox**, **please check your Junk Mail** folders, as your email provider may not recognise the sender.

Use the 'Click here' **link from the email** that takes you to the online Portal.

2. This is the login page for the online Portal. Use the **username and password** from the welcome email to login to the online Portal.

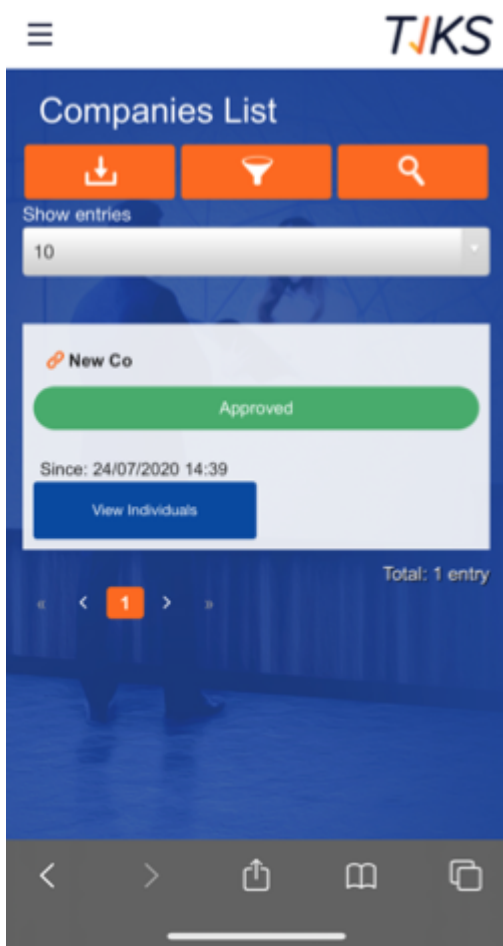


3. Once you have logged in, you will see the screen below with 2 tiles: Profile and Records. To complete your requirements and **submit your records for approval**, tap on **Records**. Tap on **Profile** if you would like to **change your password**

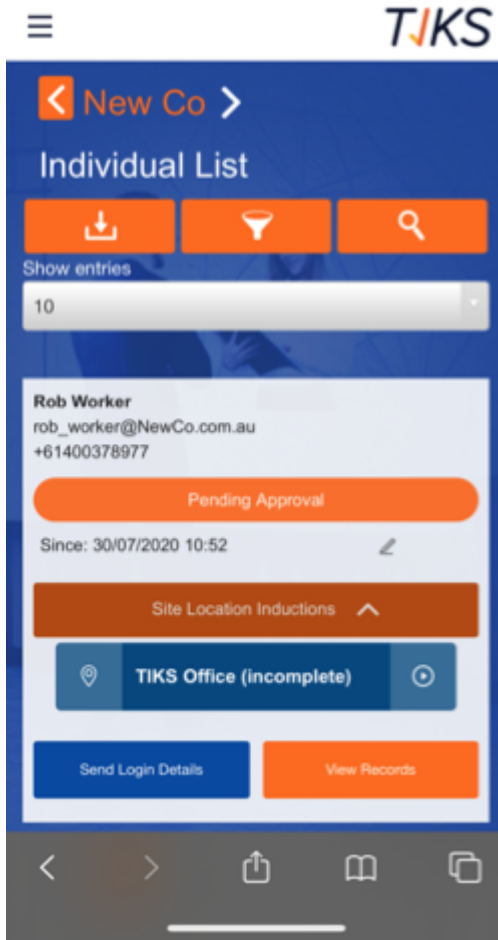
from the one provided in the email.



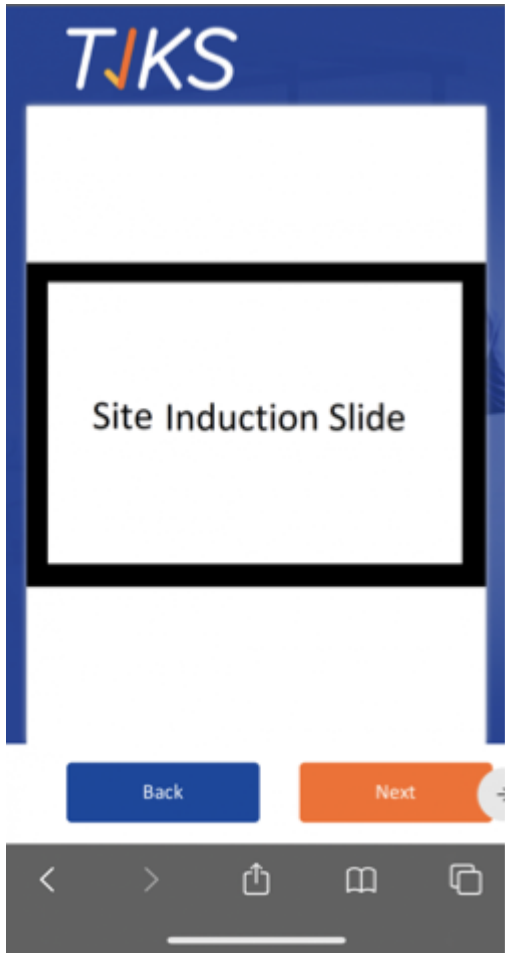
4. You will be shown your company's status, in this example New Co is Approved. Tap on **View Individuals** to see your status. If you are a **Company Administrator**, you will have a View Records button next to View Individuals; tap in View Records and go to **step 7** below to **complete your company's records**.



5. You will be shown your individual status, in this example Rob Worker is Pending Approval. You **may have** to complete an online induction, depending on the site requirements. Tap on **Site Locations Induction** to see your inductions. Tap on the **little arrow** on the right-hand side of the blue **rectangle to play the induction** (in this example, TIKS Office).



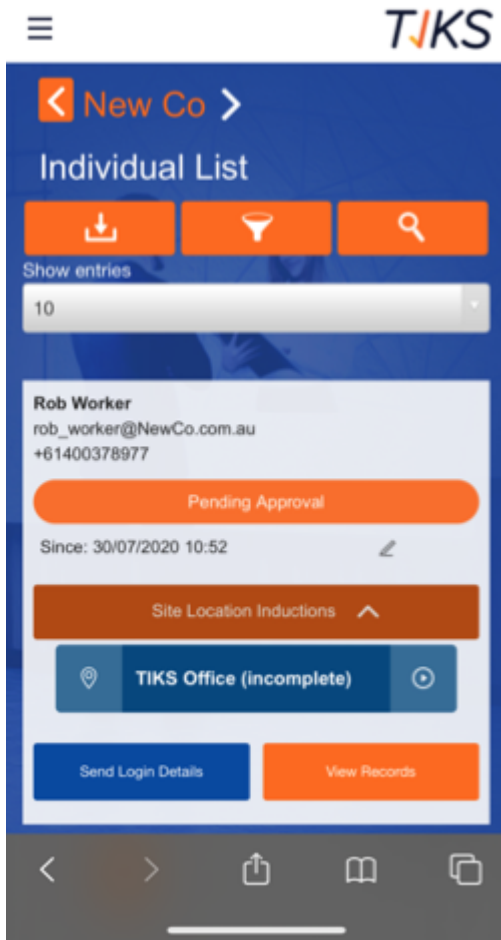
Once you tap on the Induction tile, the induction will play. You will need to watch the induction to the end of the presentation, by **tapping on Next** until you get to the end where you will be shown an **Accept** button.



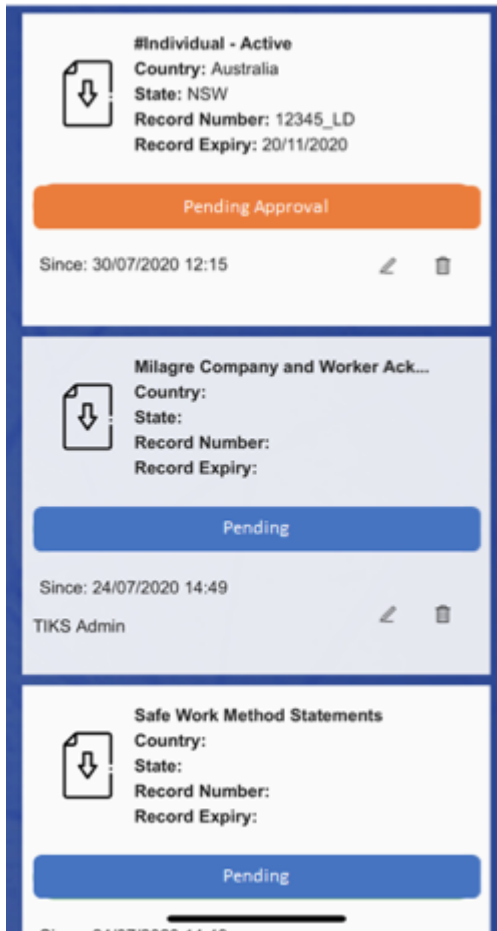
You **may** also be asked to review and acknowledge a **policy**. If this is required, the screen below will be shown immediately after you complete your induction. Tap on **Acknowledge** once completed.



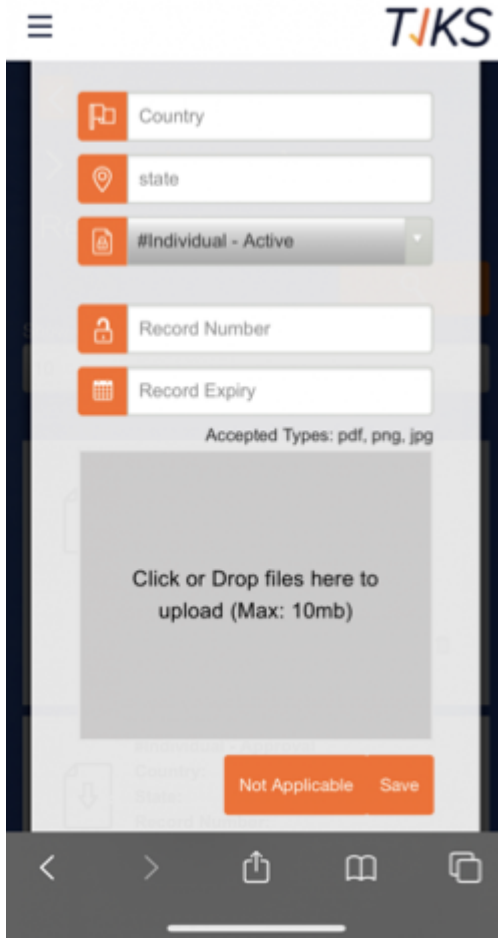
6. You will be taken back to the screen below, once you complete your induction and policies. Tap on **View Records** to complete your records.



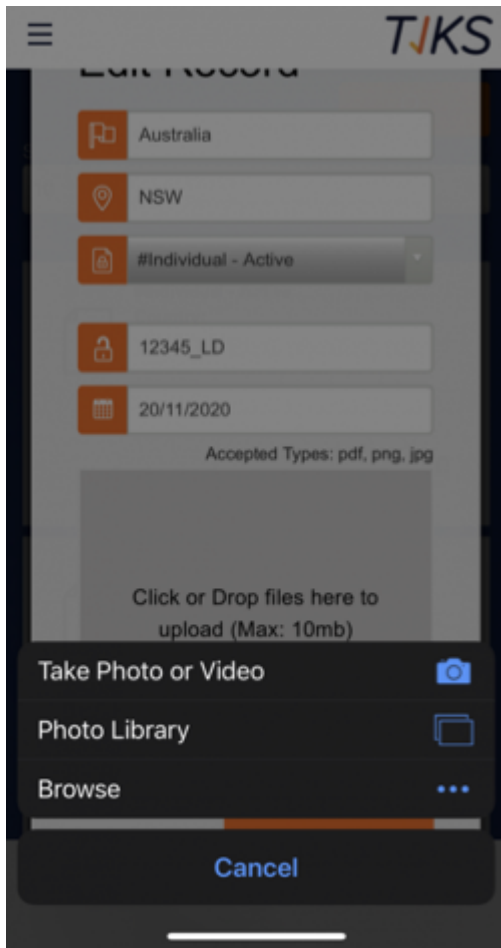
7. Once you tap on View Records on the previous screen, you will be shown the **records** you need to **complete and submit for approval**. The example below shows 3 records: one record is Pending Approval (it has been completed and submitted for approval, but not yet approved) and two records are **Pending** (they have not been completed yet). Once records are completed and approved by Admin, they will turn **Approved** (green).



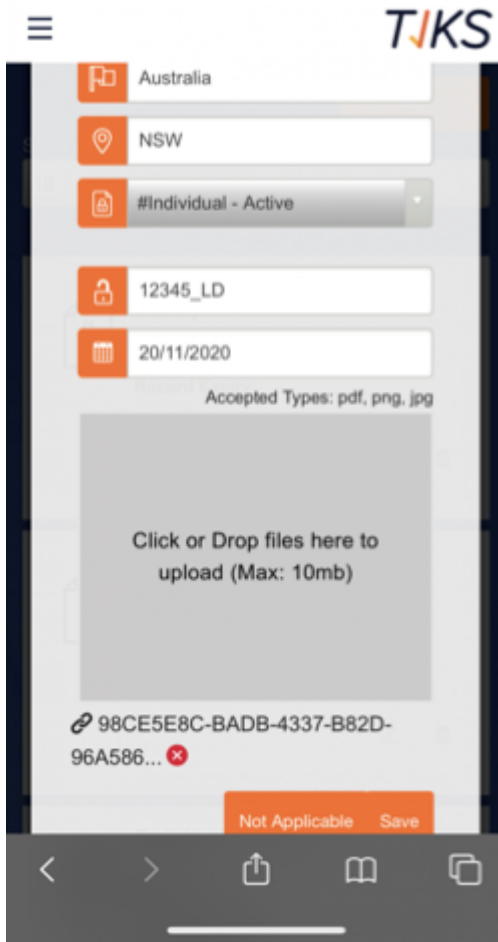
8. To **complete** a record, tap on the **Pencil Icon**, which will open the form below for you to fill out. You will need to **fill out all fields shown in the form**, and sometimes you will need to **provide evidence** in the form of an **attachment**.



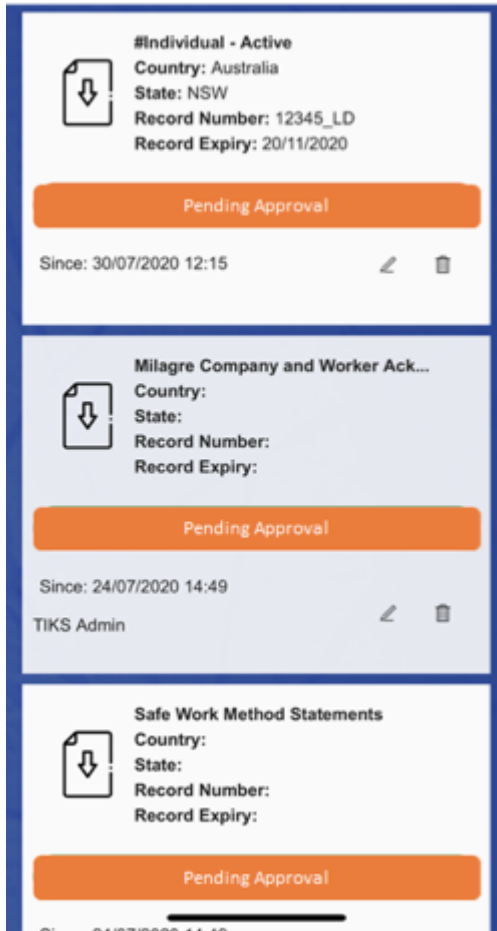
If you are completing your records from a mobile device, you will be able to add **evidence from your photo library**, take a **new photo** directly or **browse your files** to find the correct **attachment** as shown below.



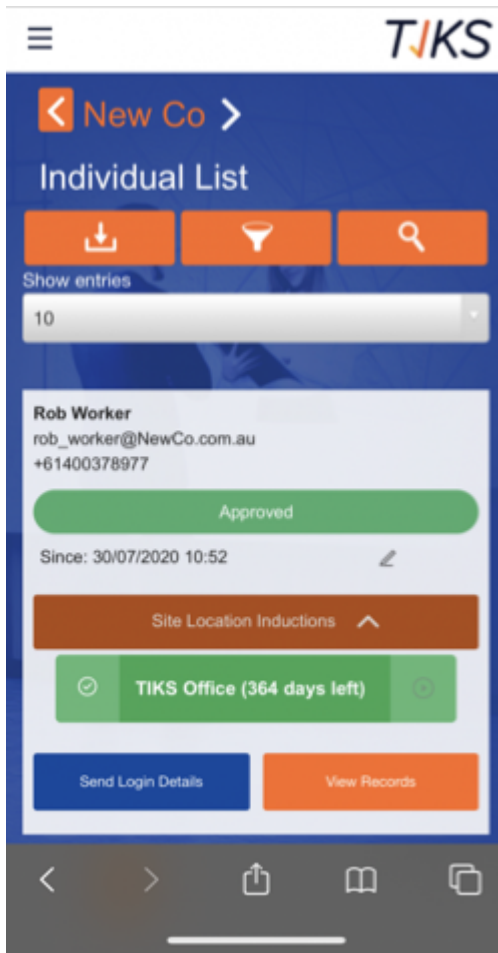
Once you have completed the form and attached your evidence, you will need to hit **Save to submit** the record for approval. If you believe **this requirement does not apply to you** (for example, you don't need a licence to perform your trade), you may select **Not Applicable** without filling out the form.



9. Once you have completed each record on your list, all your records will be in **Pending Approval** status until **approved** by Admin.



10. Once all of your **records have been approved**, your overall status to access your company site will be **Approved (green)** as shown below. If you are required to complete an online induction, you **must also complete your induction** before you come to site.



In addition, you are now able to use the **Visitor app to gain access to site**, by scanning the QR code from your app Profile via the turnstile.

Revision #3
Created 5 years ago
Updated 5 years ago