How to Complete Online Induction Training

Purpose

This document will help you complete the online induction training that has been assigned to you.

Resources and Tools

What is required?
A computer with Internet access

How long does the Induction take?
Approximately 3 hours, although this will depend on what you need to complete and your skill level.

Completing the Assessment
Assessments will only include questions about the content you have covered.

You must select the correct response from the list without help from anyone.

Process Outline

Step 1
Access the Portal

Step 2
Log into the System

Step 3
Complete Induction

Step 4
Receipt

Step 1: Access the Portal

The portal is an internet based resource and can be accessed via the following website
http://da.integralcs.com/home/login/induction

Downer

Step 2 – Log into the System

How you log in will depend on if you are a
   a) Returning User
   b) New User

a) If you are a 'Returning User', log in using the User Name and Password you chose previously. If you have forgotten your password, click the 'change or reset password' link and a new password will be sent to your nominated email account.

b) If you are a 'New User', click the 'create account' icon. Create your account by filling in all the required details. Be sure to remember your user name and password.

Step 3 – Complete Induction

Once you have logged into the system, the training that has been assigned to you will be available.

a) Read the instructions and click 'Next' to continue.


b) Click on the 'Start Training' icon to begin.

c) Click on the 'View' Icon to open the presentation.
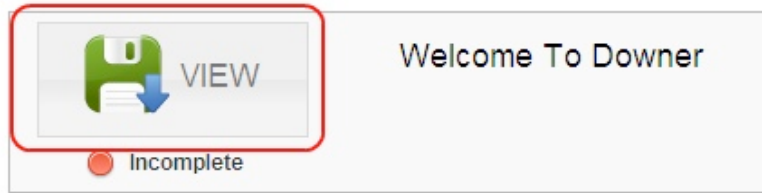
Please allow a few minutes for the presentation to open. Read the presentation.

Once you have viewed the presentation, you may choose to leave it open while you complete the assessment. If not, click close the presentation to continue

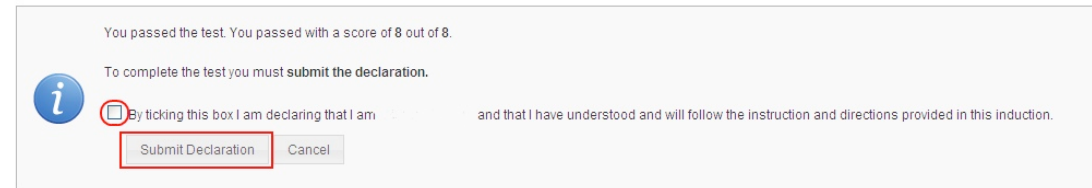d) Click on the 'Start' icon to open the assessment.
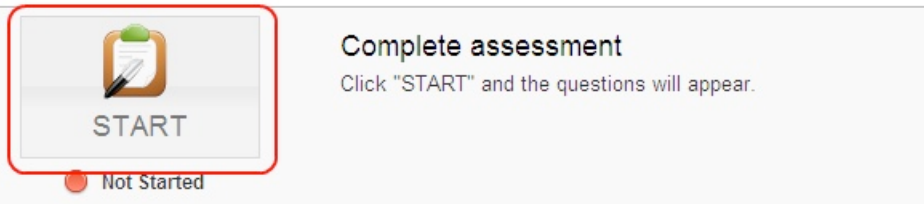
e) Complete the multiple choice assessment and click 'Submit' at the bottom of the page once complete. You can refer to the presentation if required.
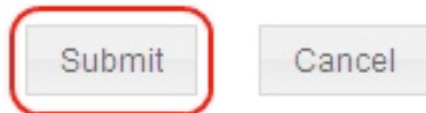

If you do not achieve the required pass mark (which will vary, depending on course requirements), you will be asked to redo the presentation and assessment.

f) Once you have passed the assessment, you must agree to the declaration to state you have completed the assessment yourself. Click 'Submit Declaration.'


You passed the test. You passed with a score of 8 out of 8.

To complete the test you must submit the declaration.

By ticking this box I am declaring that I am   and that I have understood and will follow the instruction and directions provided in this induction.

Submit Declaration   Cancel

g) Click 'view all my available course' to return to the initial screen.

Test Complete

You have successfully completed the course module.
View all my available courses.
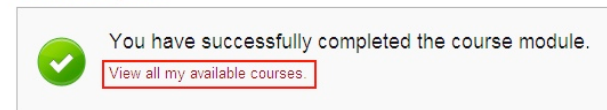
At this point, you can choose to continue your training (begin from Step 3) or log out and continue later.
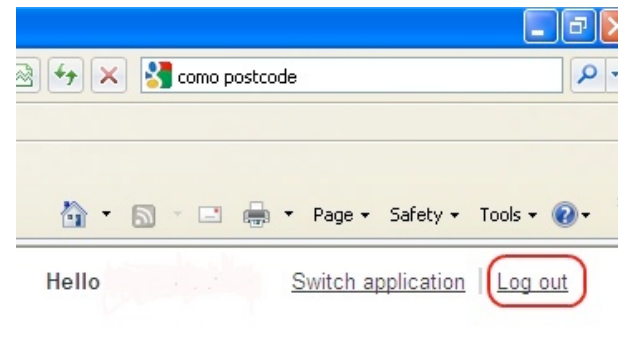
Step 4 – Receipt

Once you have completed the training, you will see this screen.

If you choose, you can click the 'Print Receipt' icon to print or save a copy of your completion receipt.

Alternatively, the receipt can be viewed within CS Integral at a later date by clicking the 'Training History' icon on the home page.

From here, you can print your receipt at any time by clicking the 'Print Receipt' icon. Your receipt will always be stored in the system.

Need help?

If you require any assistance with completing your training, please feel free to contact the Training Department on the details below.

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