



BROWZ RETAIL CONTRACTOR INDUCTIONS


‘HOW TO COMPLETE THE TRAINING’

A guide for ALL Contractors to complete the Lendlease Retail Contractor Inductions

It has been requested that you complete the Lendlease Retail Online Contractor Inductions. Head to: <https://app.browz.com/BrowzSystem/SelfSignup/Employee/LendLease>

Please enter your company name, first and last name, and email address. Use the validation code “LLC9510” and click save

Unaffiliated Contractor Registration

 **BROWZ™**

Company Name *

Last Name *

First Name *

Cell Phone

Email *

Validation Code *



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You will receive an email from BrowzOperations. Click on the URL in the body of the email to navigate to the log in page

Hi Joe,

Please follow the below link and sign into your Lendlease induction using the Log In details provided below.

It is important that you complete this induction prior to commencing work on any Lendlease Retail site. You will be required to produce your induction completion certificate at the Retail Centre therefore it is important you take a screen shot of your completion certificate, email it to yourself, or print a copy for easy access.

If you have any issues please contact BROWZ on 1800 751 409.

Thank you for your commitment to working towards Lendlease's vision of 'Incident and Injury Free.'

LINK <http://browz.learnshare.com>

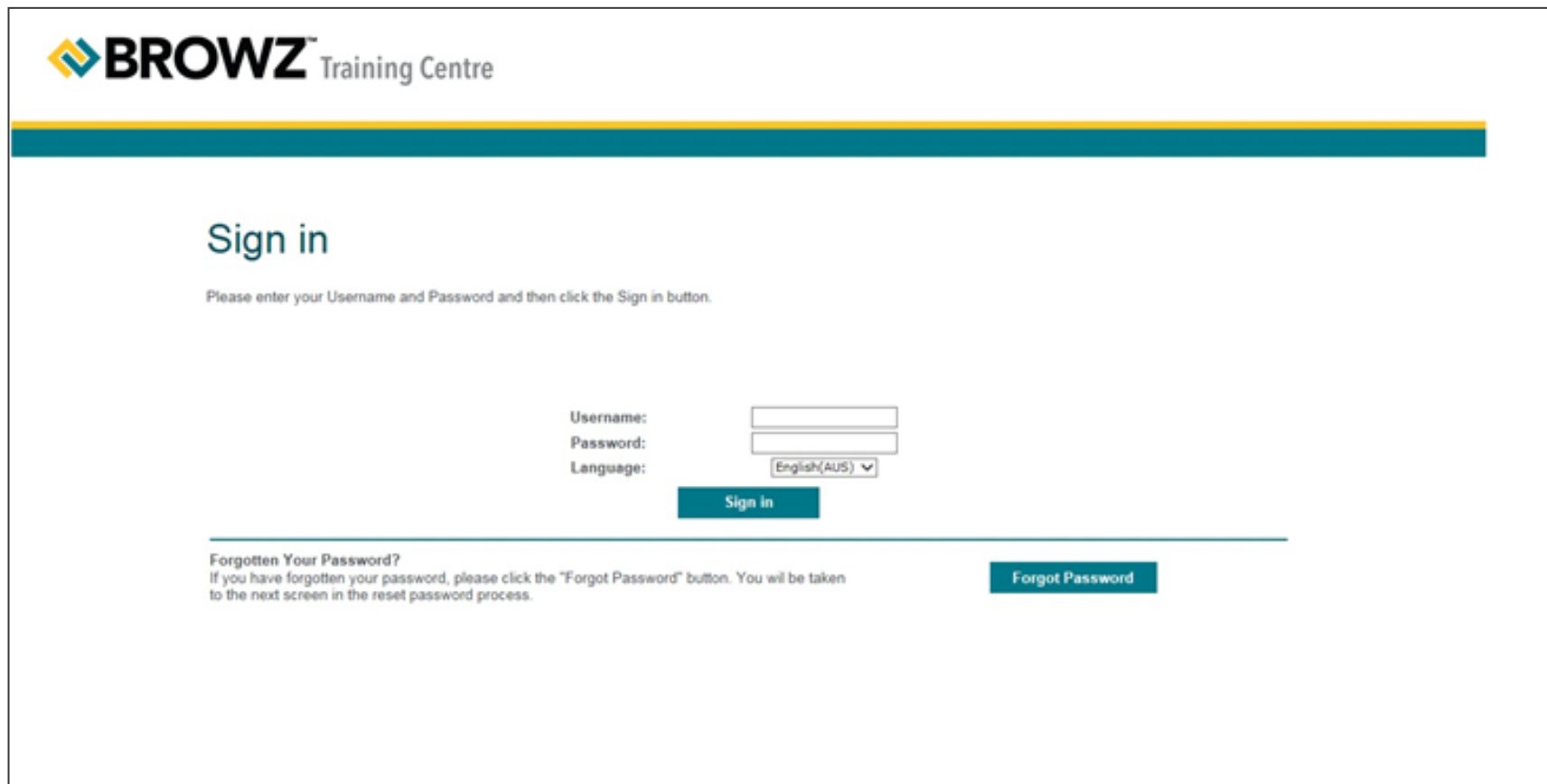
UserID: JoeBloggs

Temporary Password: Welcome1

*Regards,
Lendlease*



Use the Username and Password provided in the email from BrowzOperations to complete the Training Centre Sign In page and click 'Sign in'



The screenshot shows the 'Sign in' page for the Browz Training Centre. At the top left is the logo 'BROWZ Training Centre'. Below the logo is a horizontal bar with a yellow top half and a teal bottom half. The main heading is 'Sign in' in teal. Below the heading is the instruction: 'Please enter your Username and Password and then click the Sign in button.' The form contains three fields: 'Username:' with a text input box, 'Password:' with a text input box, and 'Language:' with a dropdown menu currently set to 'English(AUS)'. Below these fields is a teal 'Sign in' button. At the bottom left, there is a link for 'Forgotten Your Password?' with the text: 'If you have forgotten your password, please click the "Forgot Password" button. You will be taken to the next screen in the reset password process.' To the right of this text is a teal 'Forgot Password' button.

Use the navigation bar at the top of the page to look at your training plan, training history, and update your password. Only complete the inductions for the site you are accessing.

My Training

[Training Plan](#) [Training History](#) [Update Password](#) [Logout](#)

Training Plan for Tim Jackson

Your Training Plan tracks your training.

[Print Training Plan](#)

Required Learning

Course Name ▲ ▼	Media Type ▲ ▼	Status ▲ ▼	Date Started ▲ ▼	Completion Deadline ▲ ▼
▶ Lendlease - Armadale Site Specifics	On-Line Training	Incomplete	2/3/2016	
▶ Lendlease - Craigieburn Site Specifics	On-Line Training	Not Started		
▶ Lendlease - Erina Fair Site Specifics	On-Line Training	Not Started		



Get started by clicking on the first online training module and the induction will launch. You are required to complete both a Lendlease Corporate Induction, and a Site Specific Induction for each site you enter.

My Training

[Training Plan](#) [Training History](#) [Update Password](#) [Logout](#)

Training Plan for Test Deuchrass

Your Training Plan tracks your training.

[Print Training Plan](#)

Required Learning

Course Name ▲ ▼	Media Type ▲ ▼	Status ▲ ▼	Date Started ▲ ▼
▶ Lendlease Cairns Site Specific Induction	On-Line Training	Not Started	
▶ Lendlease Macarthur Square Site Specific Induction	On-Line Training	60% Incomp...	16/02/2016
▶ Lendlease Settlement City Site Specific Induction	On-Line Training	Not Started	
▶ Lendlease Corporate Induction	On-Line Training	Not Started	




Use the arrows at the bottom right of the page to navigate through each induction

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Northgate – Site Specific Information

Site	Details here
Alarm Tones	BEEP – Alert / WHOOP - Evacuate
Emergency Assembly Area[s]	As per Evacuation Plan.
Loading Dock	Loading Docks are not intended for general use or parking. All deliveries to be coordinated with tenant.
Parking	As per Centre Management Instructions.
Recycling / Waste Management	All waste to be removed from site.
First Aid Kit Locations	Centre Management Office

A red rectangular box highlights two blue navigation arrows at the bottom right of the page. The left arrow points left and the right arrow points right.

Once your training is complete, click 'Yes' to view your training certificate

The screenshot displays the BROWZ Training Centre user interface. At the top left is the logo and name "BROWZ Training Centre". At the top right, it says "Welcome, Harry Baldwin". Below the header is a navigation bar with "My Training" selected, and other options: "Training Plan", "Training History", "Update Password", and "Logout". The main content area is titled "LendLease - Northgate Site Specifics" and includes a "Return to Learning Plan" link. A table lists training items with columns for "Target Audience", "Delivery Method", "Time", and "Provider". The first item is "On-Line Training" with a time of "0" and provider "BROWZ". Below the table are "Back" and "Add to Plan" buttons. A "Description" section is also visible with similar buttons. A modal dialog box is open in the center, asking: "Your Course Completion Certificate is now available. Would you like to view the certificate now?" with "Yes" and "No" buttons.

Target Audience	Delivery Method	Time	Provider
	On-Line Training	0	BROWZ

Once you complete your induction, either take a screen shot of your certificate, click the 'Print' icon or 'Save' onto your computer to email to yourself



*****Reminder – you will be required to produce proof of each induction completion to the Retail Centre upon request. Please save a copy to your smart phone, print a copy of the completion certificate , or email it to yourself for easy access. Failure to produce your completed induction certificate will mean you will be asked to stop work until you can do so.**



Thank you for completing your Online Contractor Induction. We appreciate your commitment to ensuring we achieve Lendlease's vision of being 'Incident and Injury Free'

