

HOW TO COMPLETE TRUCK DRIVER INDUCTION

1. An email will be sent to you by a GrainCorp onsite representative. From the email, go to [GrainCorp's People Hub](#) to register and access the learning platform:



Welcome to PeopleHub Learning at GrainCorp

GrainCorp is committed to the safety of all visitors who come to our sites. To ensure you are familiar with our safety procedures and site facilities you will need to complete a site induction.

Please click [here](#) to be directed to our PeopleHub Learning site where you will have access to our site induction, from here you will need to register as a New User.

At registration you will need a:

- User Id – We recommend using your email address.
- Registration code – GRAINCORP

Once registration is complete it may take 15 – 30 minutes for access to the system to be granted.

Please select **Ports Site Specific Induction – XXXX** to complete your learning.

If you receive an error message while trying to access your site induction, please wait 5 minutes and try again as your registration may not be complete.

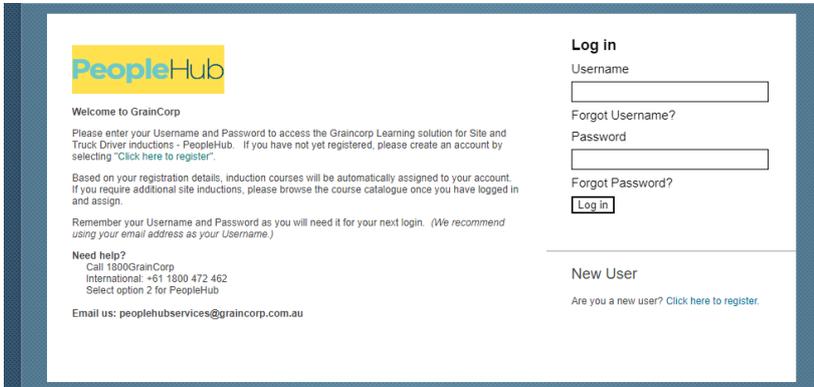
It is important to complete all assigned inductions prior to coming on site. Once you complete the induction please print the certificate and bring it to the GrainCorp site ready to present, on your first visit.

PeopleHub Learning is best viewed using Chrome.

If you need support please see attached training resources or contact peoplehubservices@graincorp.com.au.

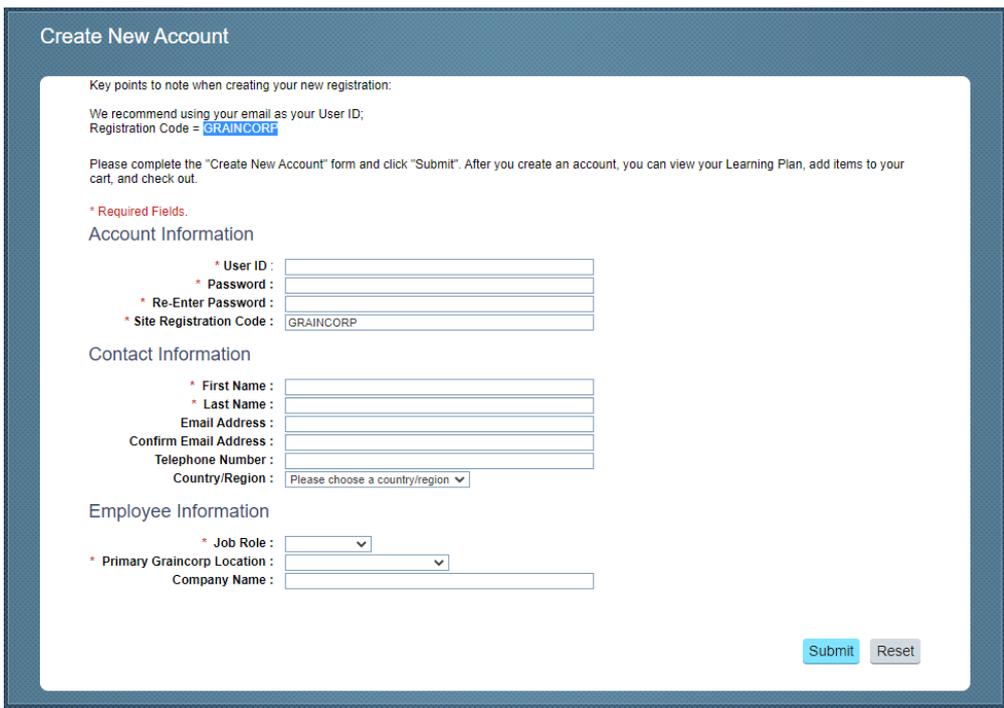
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2. For first time users, select 'Click here to register'.



The screenshot shows the PeopleHub login interface. On the left, there is a 'Welcome to GrainCorp' message with instructions on how to register and login. On the right, there is a 'Log in' section with input fields for 'Username' and 'Password', and links for 'Forgot Username?' and 'Forgot Password?'. Below the login fields is a 'Log in' button. At the bottom right, there is a 'New User' section with a link to 'Click here to register'.

3. Complete your account, contact and employee information and select 'Submit' – note that it is important to set the site registration code to GRAINCORP in capital letters otherwise the form will re-set



The screenshot shows the 'Create New Account' form. It includes a 'Key points to note when creating your new registration' section, followed by a 'Registration Code' field with the value 'GRAINCORP'. The form is divided into three main sections: 'Account Information', 'Contact Information', and 'Employee Information'. Each section contains several required fields (marked with an asterisk) and a 'Submit' button at the bottom right.

Account Information

- * User ID :
- * Password :
- * Re-Enter Password :
- * Site Registration Code :

Contact Information

- * First Name :
- * Last Name :
- Email Address :
- Confirm Email Address :
- Telephone Number :
- Country/Region :

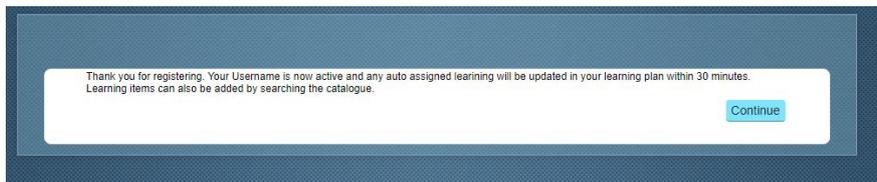
Employee Information

- * Job Role :
- * Primary Graincorp Location :
- Company Name :

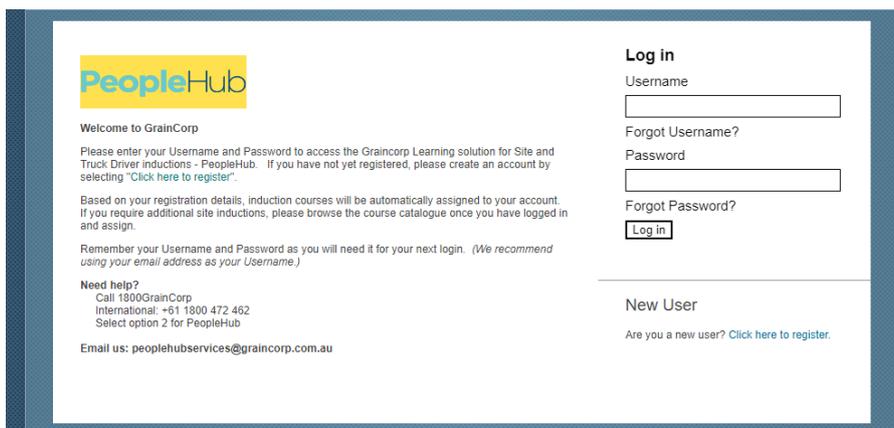
4. Click 'continue' and this will redirect you to the home page to login

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5. You will now be redirected back to the home page where you will need to enter the username and password that you created and select 'Log in'.



6. Once you have successfully logged in, your assigned training will appear on the left hand side under 'My Learning Assignments'.

If you have selected 'Other' in the job role field when creating your account. The specific Site Induction module will automatically appear in the 'My Learning Assignments' tile.

If you have selected 'Truck Driver' in the job role field when creating your account. The Truck Driver Induction module will automatically appear in the 'My Learning Assignments' tile, however you may be required to complete additional learning (i.e. Site Induction)

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Sydney South NSW 1235

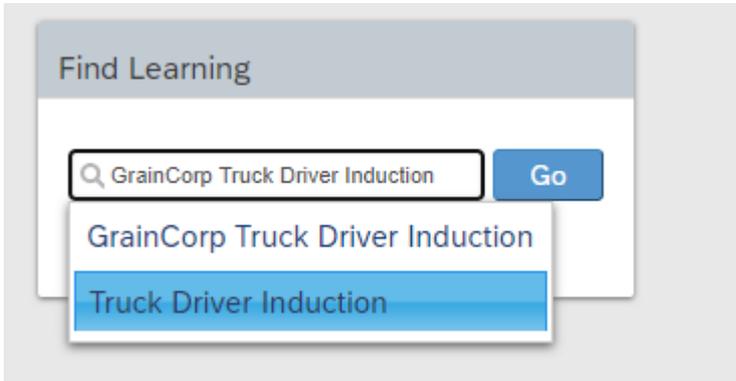
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F 02 9325 9180

graincorp.com.au

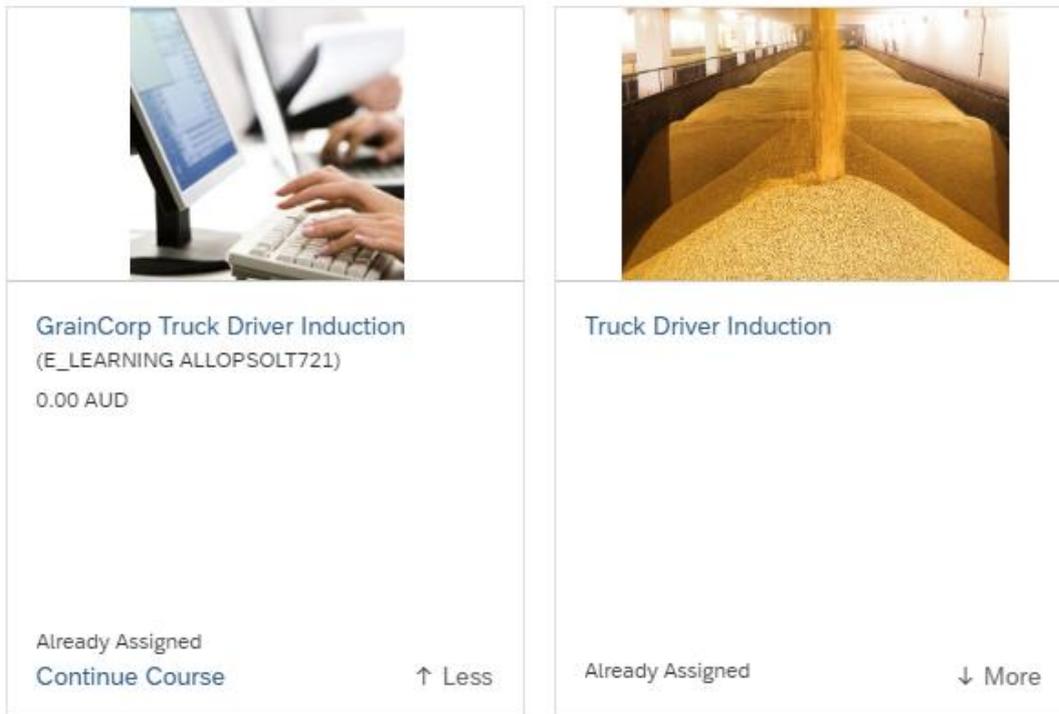
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7. Search for Truck Driver Induction in the find learning button



8. Select either of these tiles to assign the induction to yourself



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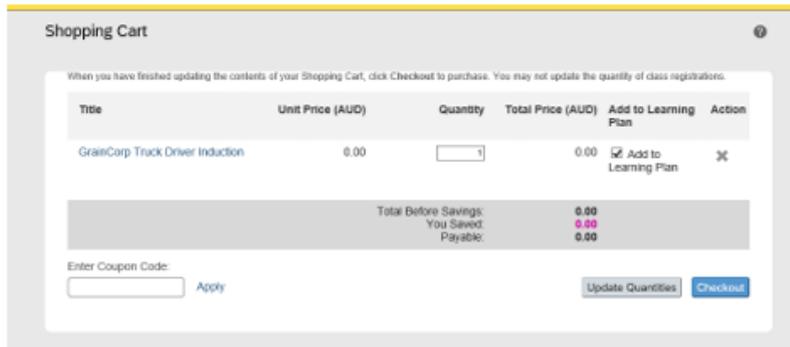
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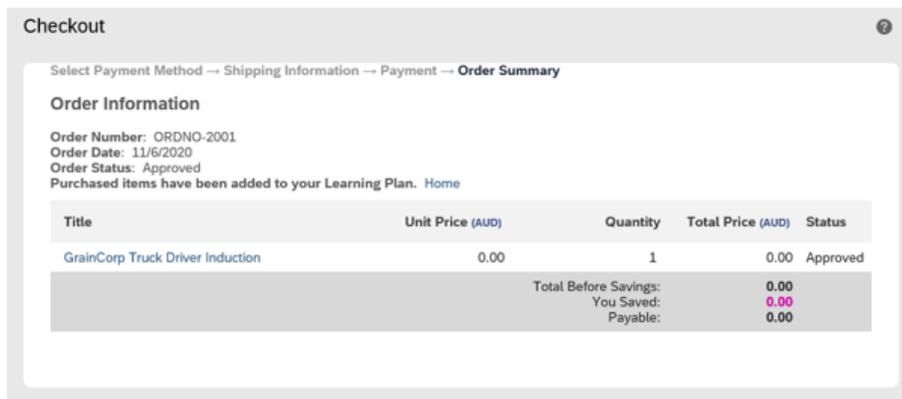
graincorp.com.au



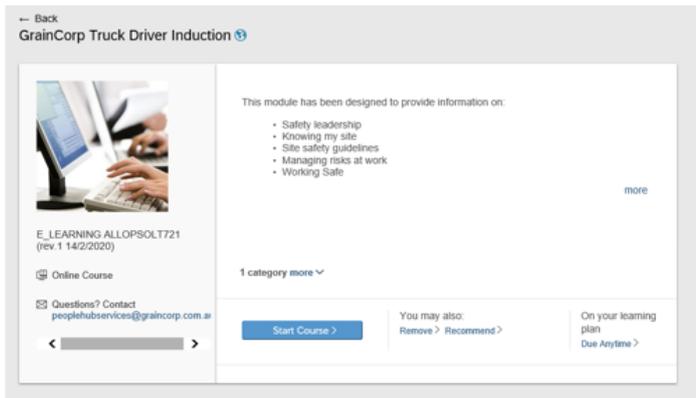
9. Click on checkout to add the induction to your cart



10. Click on the hyperlink "GrainCorp Truck Driver Induction"

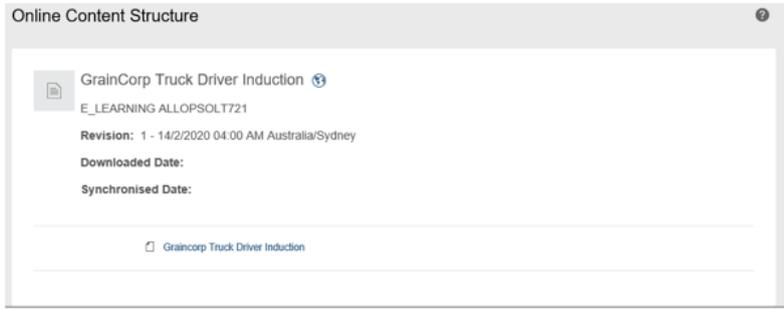


11. Click on start the course

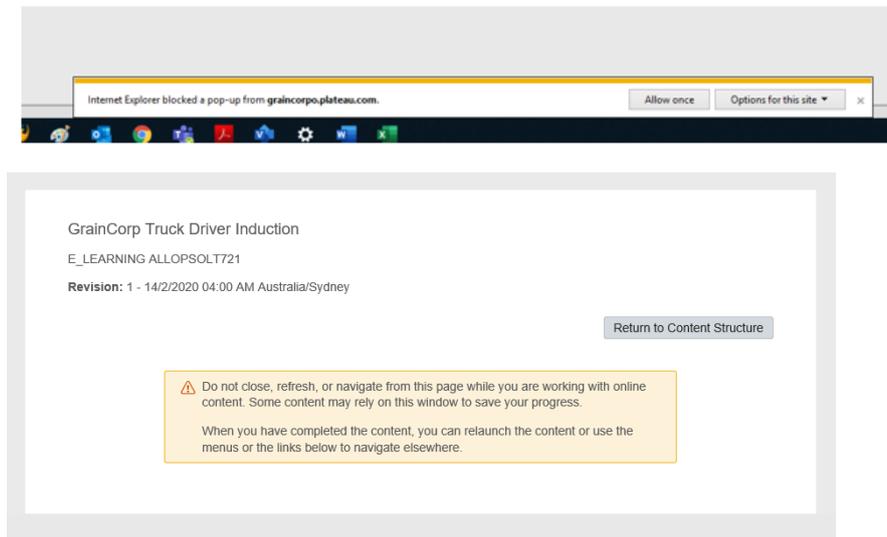


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12. Click on the hyperlink "GrainCorp Truck Driver Induction"



13. Accept the popup



14. Click on launch



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15. Enter your license number and truck registration number

Graincorp Truck Driver Induction Exit course

Welcome Sarah Knight-Gregson,

This module will take you through information you need to know to visit our sites.
It will take approximately 30 minutes to complete and requires a 100% pass mark.

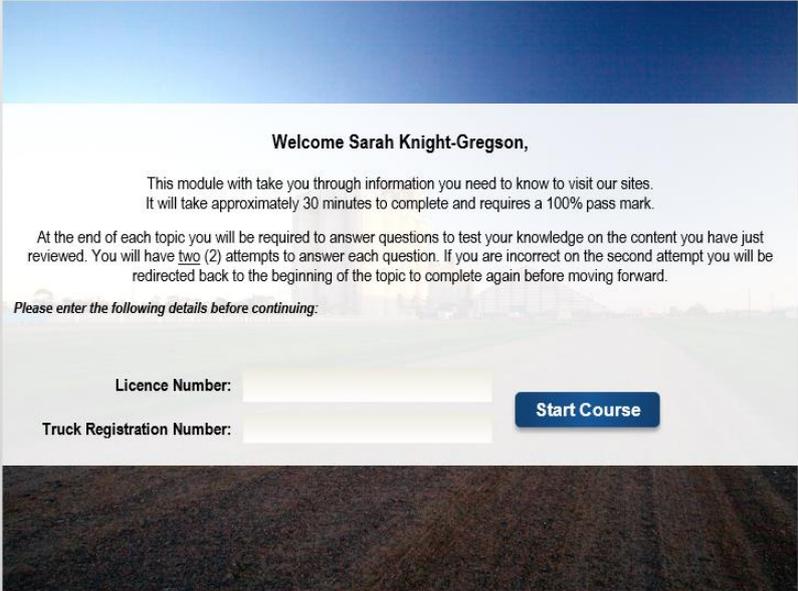
At the end of each topic you will be required to answer questions to test your knowledge on the content you have just reviewed. You will have two (2) attempts to answer each question. If you are incorrect on the second attempt you will be redirected back to the beginning of the topic to complete again before moving forward.

Please enter the following details before continuing:

Licence Number:

Truck Registration Number:

Start Course





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