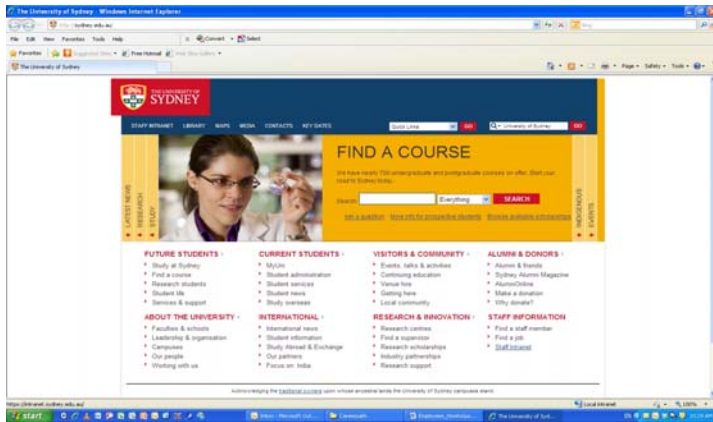


# EMPLOYEE – HOW TO GUIDE

## 1. Getting Started

- Go to University webpage <http://sydney.edu.au/>
- Click on Staff Intranet <https://intranet.sydney.edu.au/>

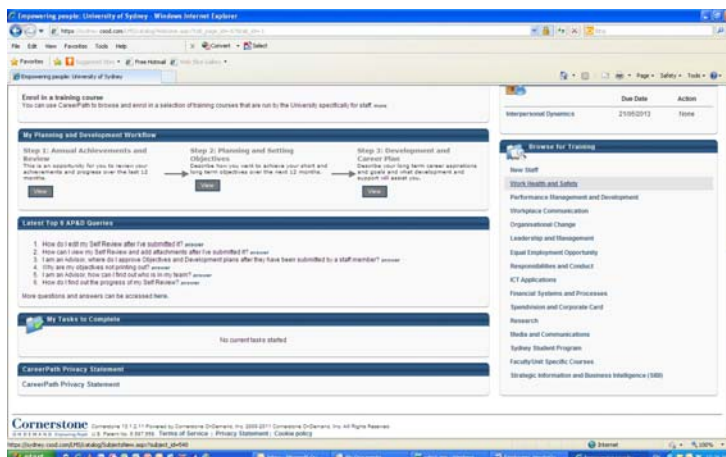


- Go to **Staff Logins** and click **Careerpath** link

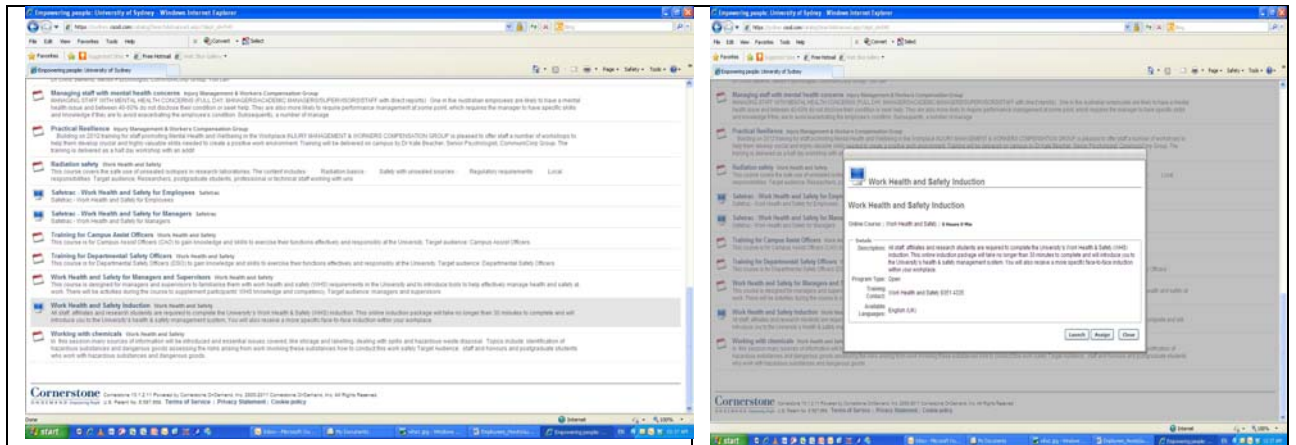


## 2. Log in and Registration

- Enter your **Unikey and Password**
- Go to **Browse for Training** and click **Work Health and Safety**



- Scroll down and search for **"Work Health and Safety Induction"**
- Click on the name of the course and click **"launch"** to start your course..



### 3. After Course Completion

- Click **View Your Training Record**;
- Click **"Completed"** menu to display the WHS induction course that you have completed;
- Click **"Print Certificate"** to print a Certificate of Attendance;

