

ELMO Quick User Guide – Contractor Self-Registration

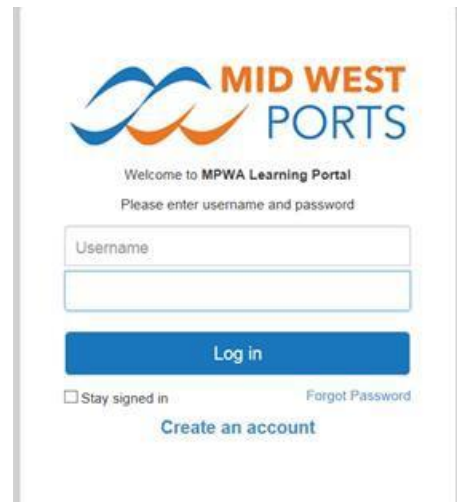


Induction Assistance and Support

Contact Workforce Development Officer
Phone 08 9964 0551
Email mwpa.training@midwestports.com.au

How to complete the induction

1. Open the ELMO Portal (click the link): <https://midwestports.elmotalent.com.au>.
2. Select **Create an account**.
3. Enter your details into the form:
 - a. Enter your **Username** as **firstname.lastname** (using your own first and last name)
 - b. Under **Company**, search for your company name in the drop-down list. You can start typing your company name and it will come up automatically.
 - i. If it does not show in the list, please select Other. Once you have done this, contact us on the phone number above so we can add your company to the system.
 - c. **MSIC Number** – if you do not have one, leave it blank.
 - d. **Employment Status** will be **Contractor**.
 - e. **Department** will be **Contractor Non MWPA**.
 - f. **Position** will be **Contractor non MWPA**.
4. Click the **Submit** button. You should now receive a message from the page confirming that your account has been successfully registered.
5. You should also receive an email on the Mid West Ports letterhead containing a link to confirm your account. Click the link in the email to confirm your account.
6. Once you have completed your registration, it can take a few minutes for your enrolment to come through. You will receive another email. Once received, click on the link and you can begin.
7. Once you log in, you will see the induction on your home page as well as in your 'Learning' tab. The induction consists of 5 modules; please ensure you complete all 5 modules to receive your completion certificate.



Sign up with your details

Your user account has been registered successfully. Please check your email for instructions to activate your account

