

# Creating and managing your account

To access the Seqwater Learning Portal, go to the Contractor Induction Page on the Seqwater website: <https://www.seqwater.com.au/contractor-information>

## 1. Creating an account

1. Click on the **SIGN UP** button.



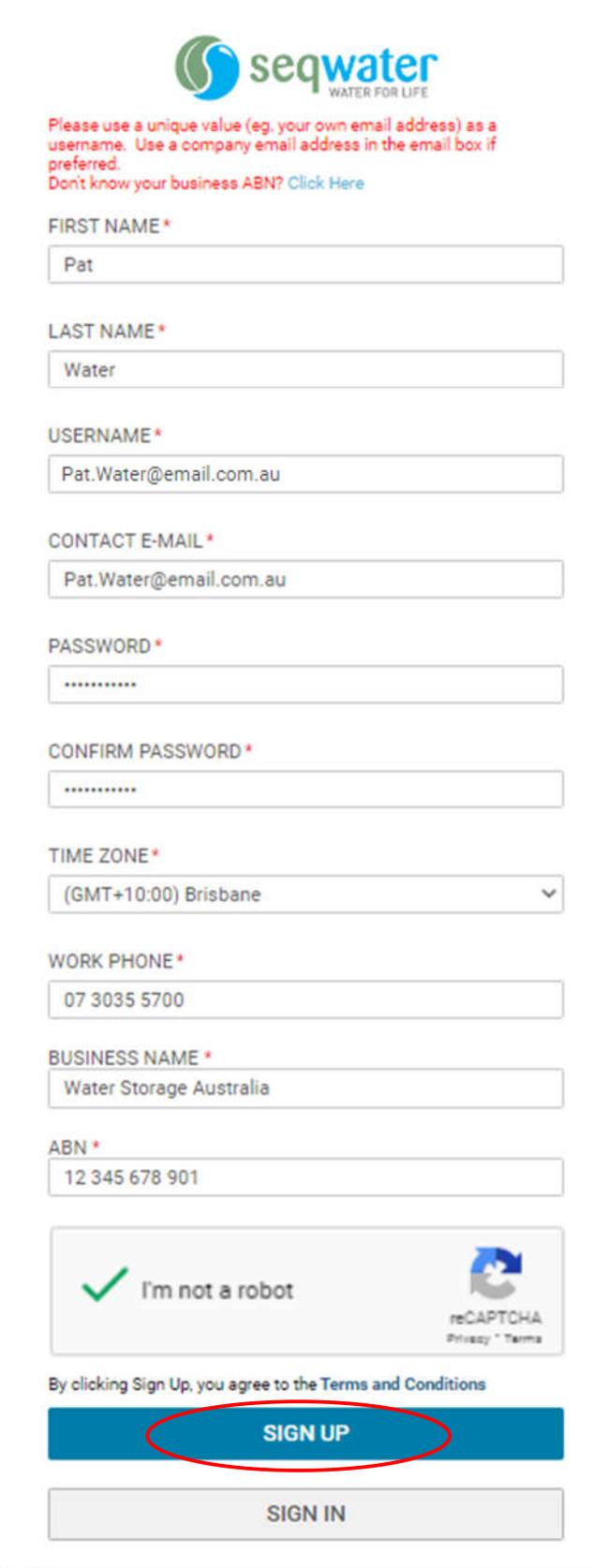
2. Fill in all fields with your details. All fields marked with a red asterisk \* are mandatory.

If you are unsure of your ABN, you can look this up with the hyperlink at the top of the form.

When choosing a password, please note the below requirements.

**Please type a password which meets these requirements.**

- Must be a minimum of 10 characters in length.
- Must contain at least one upper-case character and one lower-case character.
- Must not include any part of your login ID or name.
- Password must contain a minimum of 2 alphabetic characters.
- Password must contain a minimum of 1 numeric characters.

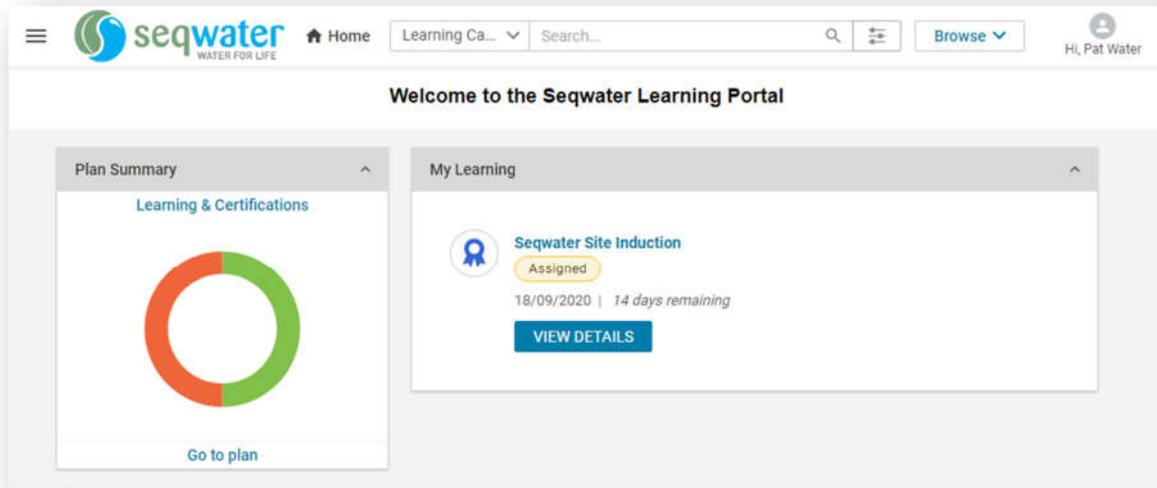


The screenshot shows a web form for creating a Seqwater account. At the top is the Seqwater logo and a note: "Please use a unique value (eg. your own email address) as a username. Use a company email address in the email box if preferred. Don't know your business ABN? Click Here". The form contains the following fields:

- FIRST NAME \***: Text input with "Pat" entered.
- LAST NAME \***: Text input with "Water" entered.
- USERNAME \***: Text input with "Pat.Water@email.com.au" entered.
- CONTACT E-MAIL \***: Text input with "Pat.Water@email.com.au" entered.
- PASSWORD \***: Password input field with masked characters "\*\*\*\*\*".
- CONFIRM PASSWORD \***: Password input field with masked characters "\*\*\*\*\*".
- TIME ZONE \***: Dropdown menu showing "(GMT+10:00) Brisbane".
- WORK PHONE \***: Text input with "07 3035 5700" entered.
- BUSINESS NAME \***: Text input with "Water Storage Australia" entered.
- ABN \***: Text input with "12 345 678 901" entered.

At the bottom of the form is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". Below the reCAPTCHA is a link: "By clicking Sign Up, you agree to the Terms and Conditions". There are two buttons: a blue "SIGN UP" button (circled in red) and a grey "SIGN IN" button.

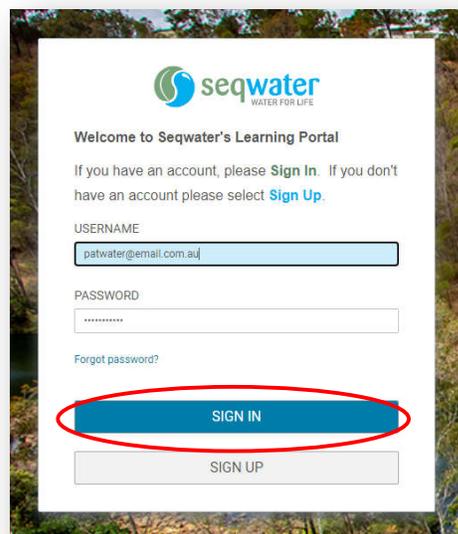
3. Upon creation of your account, you will receive an email confirmation to the Contact Email entered on the form.
4. Once creation is successful, you will be taken to your Learning Dashboard. All contractor accounts will have the Seqwater Site Induction automatically applied to the account.



## 2. Logging in to your account

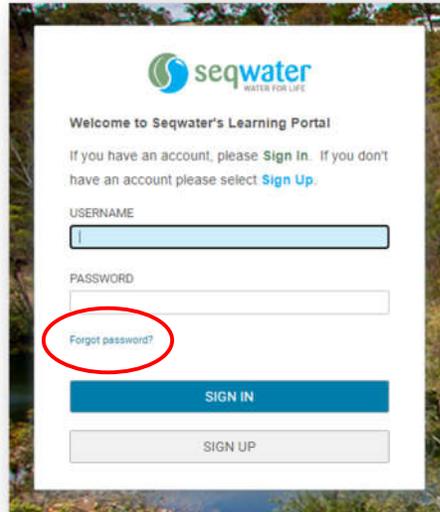
**Note:** To do this, you must have created an account and be logged in. **DO NOT** create a new account. If you have forgotten your password, please refer to section 3.

1. Enter Username in **Username** field.  
Enter Password in **Password** field.  
Click **Sign In** button.

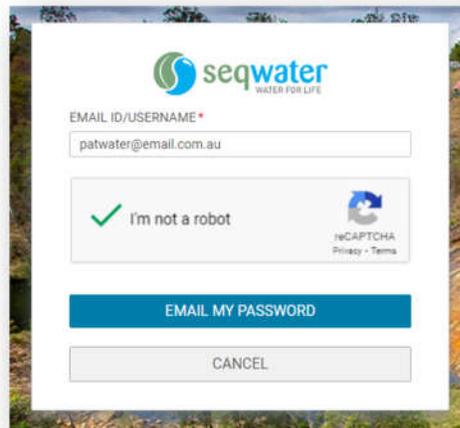


### 3. Forgotten your password

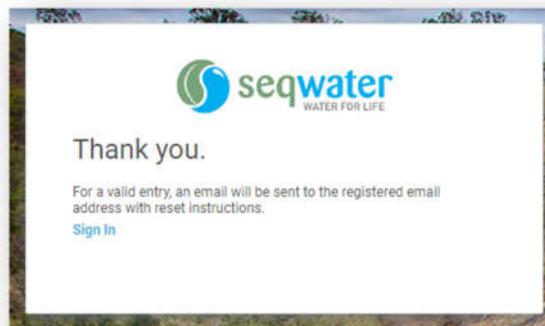
1. Click on the **Forgot password?** link



2. Enter **Email ID / Username** into the corresponding field.  
Check the **I'm not a robot** checkbox.  
Click **Email My Password** button.



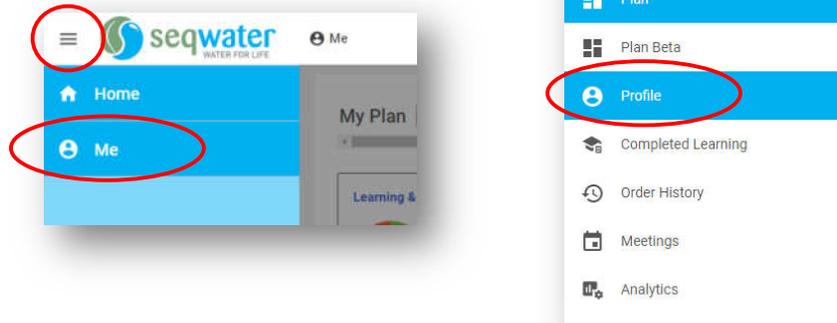
3. Follow reset instructions on email.



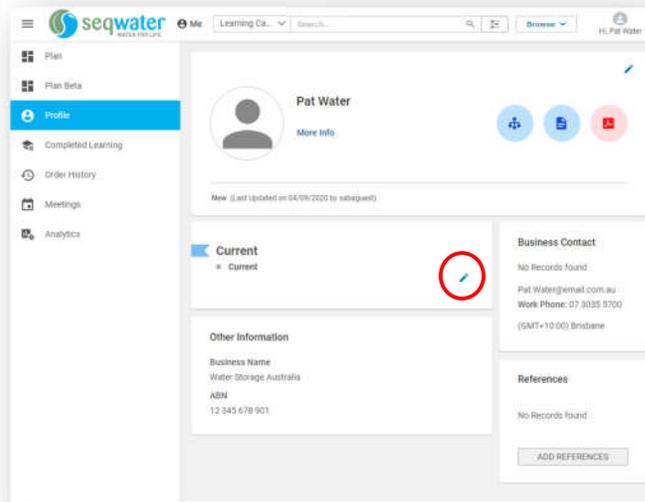
## 4. Updating your details

Please ensure your details are up to date to ensure that you receive notifications from the system.

1. Click the menu option.  
Select **Me > Profile**



2. Your profile will display.  
Select the **Edit** option next to the information you wish to edit.



3. Make the changes and click **Save**.

