

With the exception of the Industry Specific Induction, all induction requirements are available online through Arrow's learning portal The Learning Space, which provides 24/7 access to online courses and tracks your completed learning. Specific courses available:

- The online induction comprising two parts
 - HSE induction
 - Arrow Facility/Field site specific HSE induction
- Land Access Induction

You will need to self-register and create a profile for The Learning Space before starting any training. Once your profile is set up, you will be taken directly to your personal homepage where you can access the courses. Your login details and links will be emailed to you for future access.

It is your responsibility to ensure you have completed your online induction requirements prior to accessing an Arrow site. If you have not completed these, or cannot provide your Land Access Induction card or printed training record, you will not be able to start work.

Ensure you have access to a printer to print your Land Access Induction card/training record

Need help?

In the event of issues accessing the Learning Space or completing an online course, contact Arrow ICT Service Desk on +61 7 3012 4848 (press 8) for assistance.

Please note: Other technical issues must be addressed by your IT department.

If you have forgotten your password, click the link to [reset your password](#).

STEP ONE: SELF REGISTRATION AND ACCESS

1. For first time registration and access, go to <https://www.arrowenergy.com.au/suppliers-contractors/supplier-portal/contractor-training-and-site-access-requirements>.
2. Under *Online learning portal* click the link [self register and access for the first time](#).
3. Complete the form and click **Login**.

Your profile will be created and you will be automatically logged in and ready to start your training.

Returning user

Once you have registered, access and log in to the site here: <https://arrowenergy.csod.com/>



* First Name:

* Last Name:

* E-mail Address:

Username:

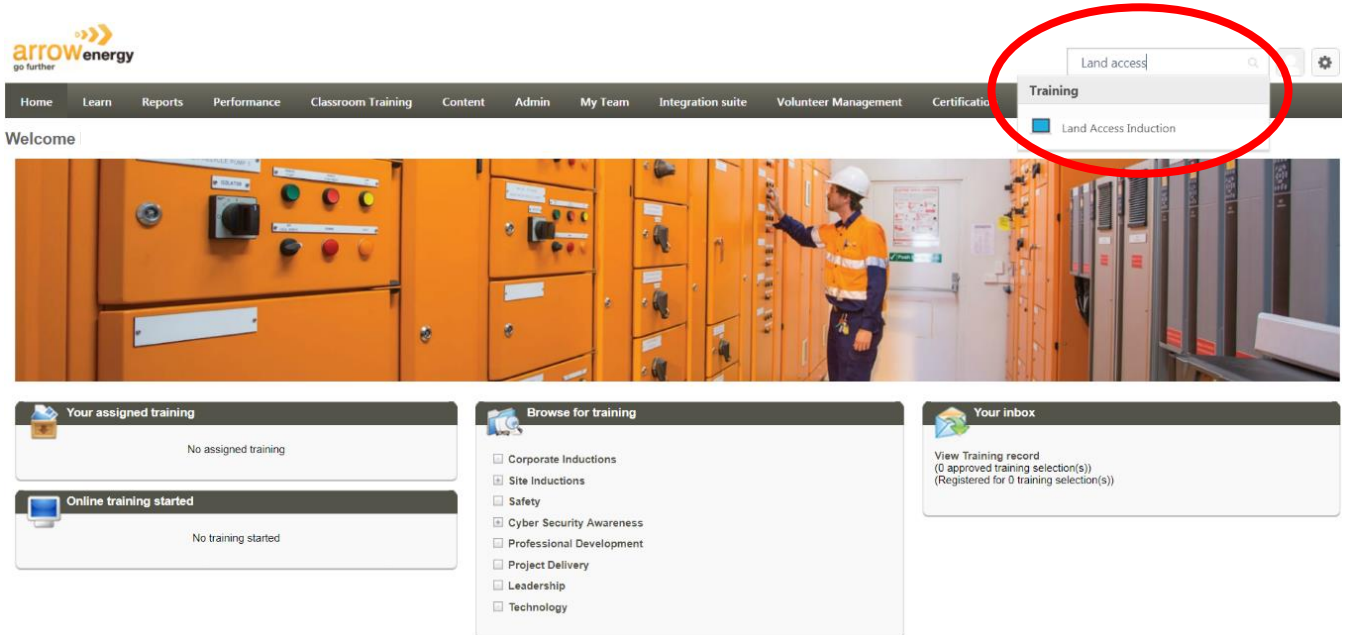
* New password:

* Confirm password:

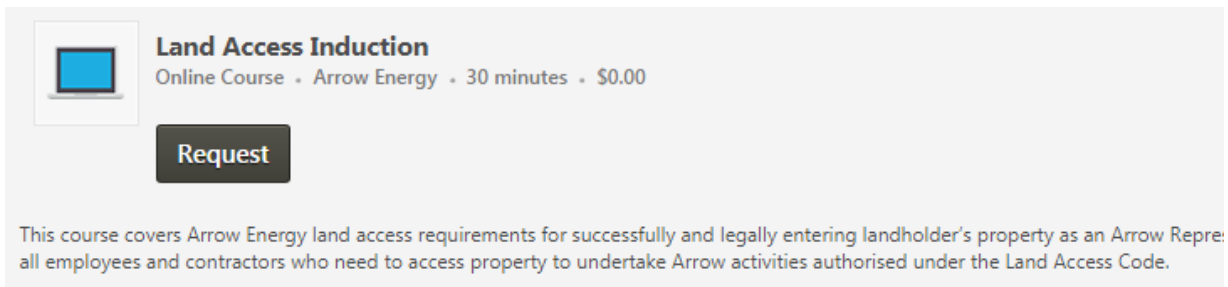
* Passwords must contain alpha and numeric characters
* Passwords cannot have three or more consecutive characters the same
* Passwords must be 6 - 20 characters
* Passwords cannot have leading or trailing spaces
* Passwords cannot be the same as the Username, User ID or e-mail address.

STEP TWO: COMPLETE REQUIRED TRAINING

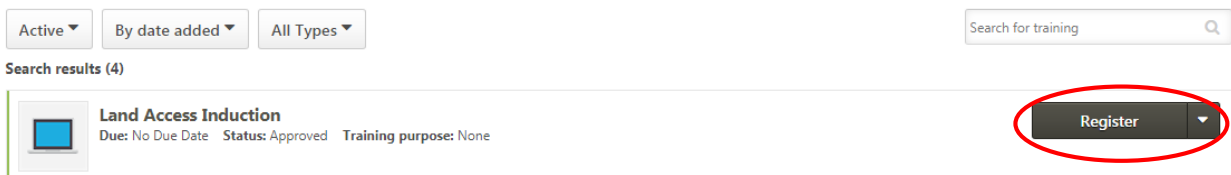
1. Search for the course you need to complete using the **Search** bar in the top right corner.



2. From the search list click the course name. The course details page will open.
3. Select **Request**. The course will now be assigned to you.

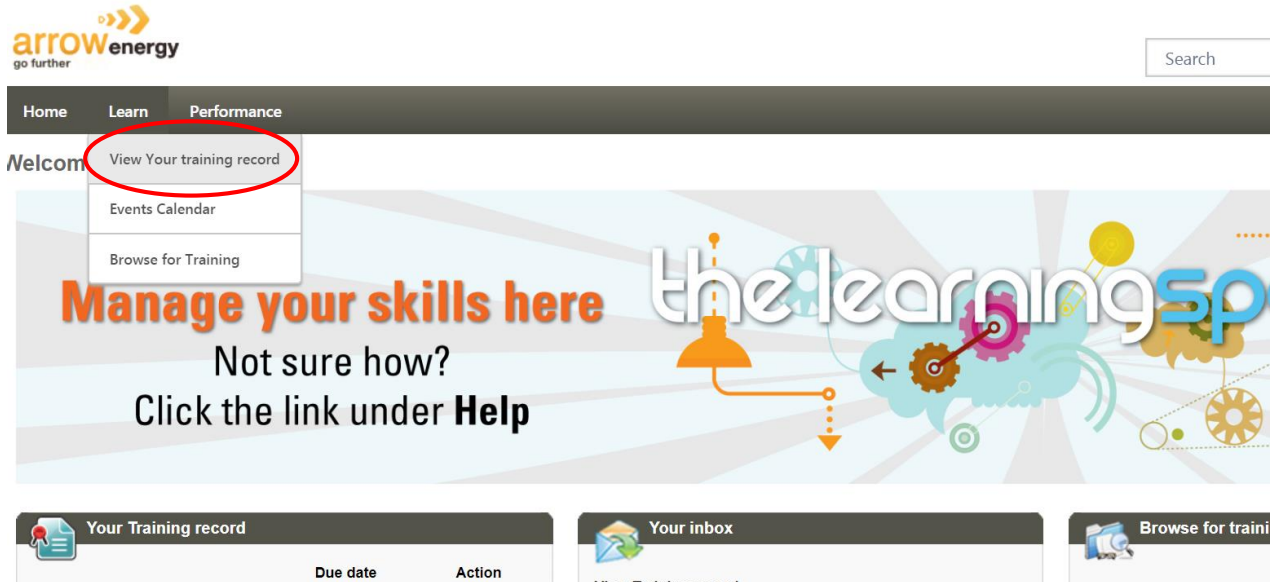


4. Click **Register** then **Launch** to start your online training.



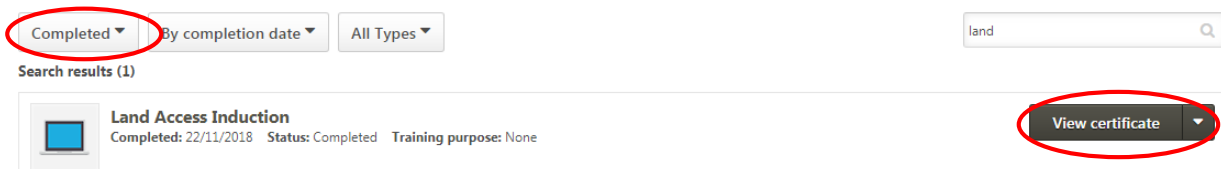
If you need to leave and re-access the course

If you need to leave the course before finishing - close the window. You can re-launch the course from **View your training record**. Select **Yes** to resume where you left off.

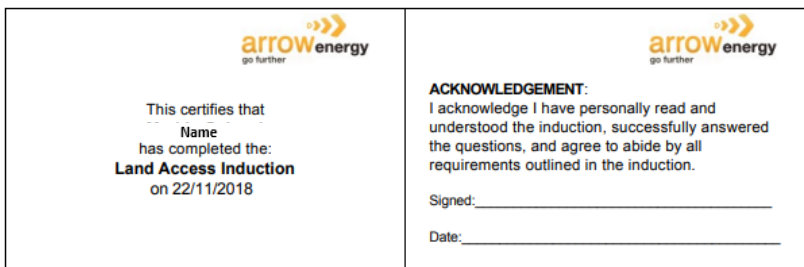


STEP THREE: PRINT YOUR INDUCTION CARD/ COMPLETED TRAINING RECORD

1. Go to the **Completed** tab
2. Find the course name and click **view certificate** to print a copy



3. Ensure you sign and date the card if required



Cut here. Keep this induction card with you at all times and produce the card when requested.