

Site Induction

Creating a new, or reactivating an existing LMS account



Who is this guide for?

- Everyone who comes to Prominent Hill needs to complete the Prominent Hill induction process. This is done through the Learning Management System (LMS).
- This guide is for all new starters or returning travelers to Prominent Hill to help them either set up a new LMS account (new starters) or reactivate an existing LMS account (returning travelers who haven't been on site for more than 12 months), so they can complete their induction.
- No travel can be booked until all required induction course(s) and required documents are completed.
- Please ensure pop ups are "ENABLED" on your web browser. A step-by-step guide to complete your profile and enable pop ups is located on the front page of the LMS Website.

Returning Travelers who already have an existing LMS account with Prominent Hill:

If you already have an existing LMS account with Prominent Hill and have not been to Prominent Hill Operations for twelve months or greater, you need to redo your Health questionnaire.

Some documents, such as Photo Identification, may have also expired, and so these need to be checked and an updated copy may need to be uploaded. Follow the below instructions to complete this.

Step 1: Login to your existing LMS account



Username

Password

Log in

Create new account
Lost password?

Enter your username and password.
(Do not create a new profile)



If you do not know your username please contact
OZ Minerals IT Support - Ph: 1800 337 300

If you have forgotten your password select the
'lost/forgotten password' function an email will
be forwarded to your listed email address.

Step 2: Complete courses

Complete the courses listed under the heading 'My Development Plan' or select 'All courses' to manually enroll into a course.

New starters who don't have an existing LMS account with Prominent Hill:

If you have never been to Prominent Hill you will need to set up a new LMS account.

Follow the below steps to create your account, upload your identification and complete the mandatory courses.

Step 1: Create New Account

Create New Account

Go to LMS and click Create New Account
<https://lmsozmin.inxsoftware.com/>

Step 2: Create New Account

General User Details

First name*

Surname*

Email address*

Email (again)*

Account Details
(Please use sentence case only)

Example:

✓ Joe Bloggs 1 Johns Street Adelaide

✗ joe bloggs 1 johns street adelaide

Your Details

Salutation*

Gender*

Date of birth*

Place of birth*

Nationality*

Passport No

Aboriginal/Torres Strait Islander

Home Port*

Mobile*

Work phone

Street Address*

Suburb*

State*

Postcode*



Please make sure you put your full name as it appears on your photo ID (no nicknames).

Employer

Other Employer - if your employer is not listed above

Employment Class*

Induction Type*

Role*

Work Port*

Worksite*

Have you previously been to an OZ Minerals site?

Select relevant Role type:

- PROM HILL – OZ Minerals Staff (OZ Prom Hill workforce only)
- PROM HILL– Visitors (Visitors to Prom Hill)
- PROM HILL - Contractors (Contractors at Prom Hill)
- PROM HILL Engineering OZ Minerals Staff & Contractors (All people working within the Engineering department at Prom Hill)
- Adelaide Office - OZ Minerals Staff & Contractors (OZ Minerals Adelaide workforce only)

Step 3: Account Completion

Create my new account

Once completed, click Create my new account. This will show you your username that you will use to login.



Record your username and password because it will **not** be sent to you.

Step 4: Documentations And Courses That Require Completion

Required Documentation

- o CC - Approved Photographic Identification
- o CC - Police Clearance
- o NC - Driver's Licence

All courses ...

Once you are in your LMS profile, on the left side of your screen you will see the required documentations and courses that you need to complete.

Step 5: Uploading Required Documentation

File submissions Maximum size for new files: 10MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Please upload your documentation one file at a time by using the File Submissions section under the Required Documentation Section.

Note: All uploaded documentation **must** be clear, legible and submitted **prior** to travel bookings. If it is not, we will need to ask you to submit it again.



5.1 Your Photo

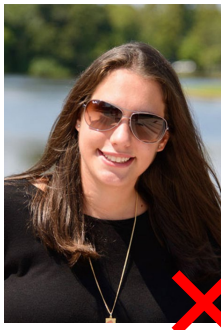
You photo needs to be a **Colour frontal headshot** with a **White background**

NO hats or beanies are allowed in your photo
NO sunglasses are allowed in your photo



5.2 Approved Photographic Identification.

- A clear, colour headshot.
- Expired Identification will **not** be accepted.
- Acceptable forms of I.D:
 - Australian Drivers Licence.
 - Australian Proof of Age Card.
 - Passport.



5.3 Australian Police Clearance.

- Must be a **PDF** copy of the clearance.
- Applications, receipts or International Police clearances will **not** be accepted.
- Clearance must be under 12 months old.

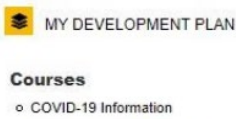
5.4 Covid Vaccination Certificate *(optional)*

5.5 Other Documentation

Role Specific documentation such as:

- High-Risk Work License.
- Crane Operator Tickets.
- Riggers Tickets.
- Other Relevant Tertiary Certificates must also be uploaded.

Step 6: Required Courses/Induction



The following modules must be completed in LMS prior to arriving on site. These can be accessed by clicking the course title under the Courses section.

- Prominent Hill Site Induction
- Prominent Hill Health Questionnaire
- Prominent Hill Covid-19 Online Training

Step 7: Completion

Once all the documentation and details have been completed, please advise your Site Host so that your travel can be finalised.

END