

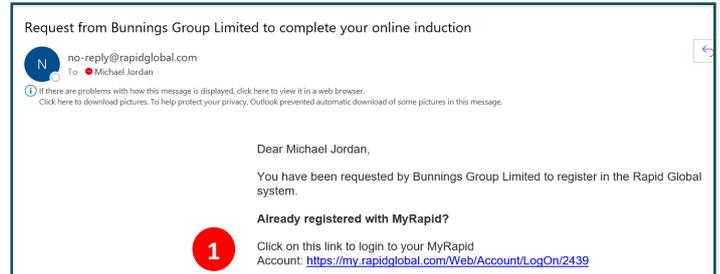
# Bunnings Rapid Global Online Portal – Handy hints for Inductees

Inductees/Trainees will receive an email from their Contractor Company containing an Induction key (a set of numbers and letters) inviting them to complete their online induction in the Rapid Global Bunnings online portal. The email contains instructions for both first time registration and those who are already in the Rapid System but do not have a Bunnings profile.

**Note:** When registering, please use a pc or laptop, rather than your mobile phone.

## FIRST-TIME REGISTRATION

1. Click on the link in your email invitation.
2. Enter your Induction key and last name. (The induction key starts with the letters 'PE')



Enter Induction key

.....

(This is your own Induction key(s). Each user must create their own MyRapid account.)

Enter last name

Jordan

Add

3. You'll then create your **MyRapid** account by completing your contact details and adding a password.

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We need a little more information to create your MyRapid account

Name

Contractor Example

Email

contractor@example.com

Mobile number

04XX XXX XXX

Create MyRapid password

Confirm MyRapid password

Cancel Create Account

By creating this account you agree to our Terms & Conditions.

**Note:** You will need to verify your mobile number and will be sent a verification SMS.

Once completed, a Bunnings tile will be added to the portal for access to the Trainee Dashboard.



## Trainee Dashboard

4. Upload any required documents by clicking on the **Upload Pending Document** tab.
5. Then complete any of the specified courses by clicking on the **Complete Pending Course** tab.

**Note:** You can only complete your courses after you have UPLOADED ANY REQUIRED DOCUMENTATION.

