

# HOW WE WORK AROUND HERE: SECUREPASS FOR CONTRACTOR BUSINESS ADMINS

**CAPITAL THINKING.  
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VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

# HOW WE WORK AROUND HERE

## CONTENTS

- [How we work around here](#)
- [Introducing SecurePass](#)
- [SecurePass](#)
- [How SecurePass works for Contractor Business Admins](#)
- [Step 1: Activating your account](#)
- [Step 2: Completing your registration](#)
- [Step 3: Log in to SecurePass](#)
- [Step 4: Edit Business page if required](#)
- [Step 5: Check Employee loaded details](#)
- [Step 6: Edit Employee details](#)
- [Step 7: Creating new Employees](#)
- [Bookmark this website](#)
- [Key information](#)
- [Contact details](#)

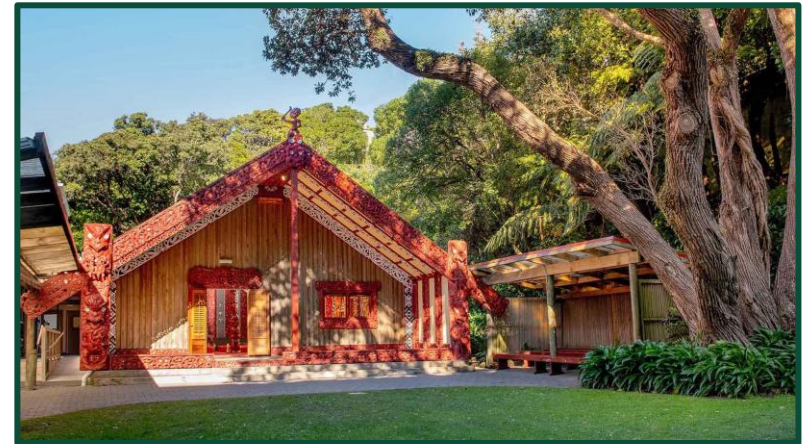


Click to follow link to the relevant part of this training.

# HOW WE WORK AROUND HERE

Welcome to the Te Herenga Waka—Victoria University of Wellington’s ‘How we work around here’ process document.

This document includes a comprehensive overview of the steps necessary to use SecurePass, for Contractor Business Admins.



# INTRODUCING SECUREPASS

SecurePass for contractors is a cloud-based software system allowing our contractors to stay safe when they are working across all Te Herenga Waka Victoria University of Wellington buildings and halls.



# SECUREPASS

SecurePass is a contractor system allowing workers to sign in and out of buildings and halls of residence at Victoria University of Wellington. The QR codes to use with the SecurePass app will be placed at entry/exit points to our buildings and at entrances to halls of residence. Kiosks are also available at Security offices and entrances to halls of residence.

SecurePass automatically checks your contractor permissions are met before allowing you to sign-in and enter our site. It provides real-time visibility of who is on site at any one time.

# HOW SECUREPASS WORKS

## FOR THE CONTRACTOR BUSINESS ADMINISTRATOR

- The system records compliance information about contractor businesses and employees
- The system provides induction training online.
- It also provides Contractor Business Admins ability to check and verify live information for their business and employees.



# NAVIGATING: CONTRACTOR BUSINESS ADMIN

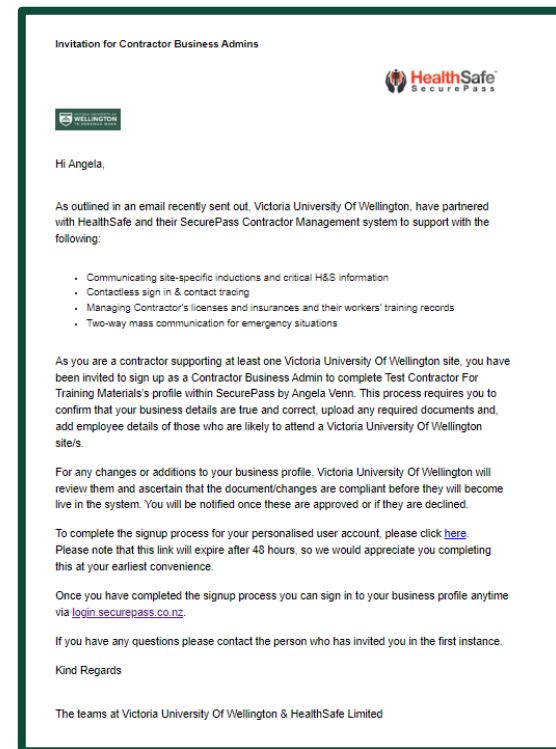
## STEP 1: YOUR EMAIL INVITE AND ACTIVATING YOUR ACCOUNT

When you are on-boarded by Victoria University within SecurePass you will receive an email invite to SecurePass.

**Please note you will need to activate your account within 48 hours of receiving this notification.**

Please see a sample of the email you will receive. The email will be sent by [no-reply@securepass.co.nz](mailto:no-reply@securepass.co.nz), so check your spam folder if it doesn't arrive as expected.

[Home](#) link

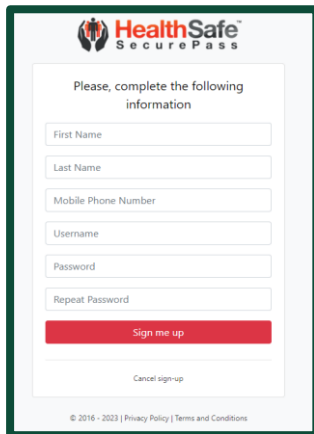


# NAVIGATING: CONTRACTOR BUSINESS ADMIN

## STEP 2: COMPLETING YOUR REGISTRATION

Once you have received the email please click on the link in the email

Once you have clicked the link you will be taken to the following screen to complete your registration:

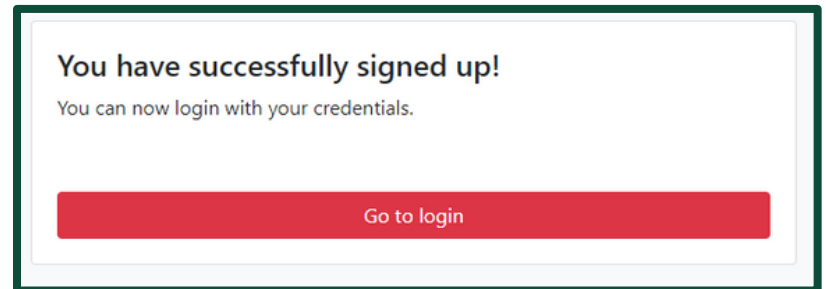


The screenshot shows a registration form for HealthSafe SecurePass. The form is titled "Please, complete the following information" and contains the following fields: First Name, Last Name, Mobile Phone Number, Username, Password, and Repeat Password. A red "Sign me up" button is located below the Repeat Password field. A "Cancel sign-up" link is at the bottom of the form. The footer of the form reads "© 2016 - 2023 | Privacy Policy | Terms and Conditions".

Home link

To ensure you complete your registration successfully please ensure you enter the correct details in all fields.

Once all areas are completed please click on 'Sign me up'. You will then see this screen:



The screenshot shows a confirmation screen with the text "You have successfully signed up!" and "You can now login with your credentials." Below this text is a red button labeled "Go to login".

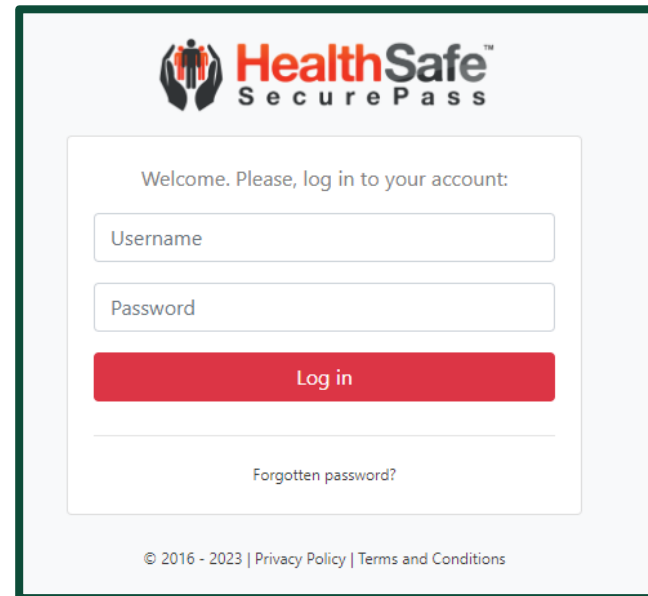


# NAVIGATING: CONTRACTOR BUSINESS ADMIN

## STEP 3: LOG IN TO SECUREPASS

Once you have successfully completed your registration you can now log into SecurePass using the website:

<https://login.securepass.co.nz/login/>



The screenshot shows the HealthSafe SecurePass login interface. At the top, there is a logo for HealthSafe SecurePass. Below the logo, the text reads "Welcome. Please, log in to your account:". There are two input fields: "Username" and "Password". Below these fields is a red "Log in" button. At the bottom of the form, there is a link for "Forgotten password?". At the very bottom of the page, there is a copyright notice: "© 2016 - 2023 | Privacy Policy | Terms and Conditions".

[Home](#) link

# NAVIGATING: CONTRACTOR BUSINESS ADMIN

## STEP 4: EDIT BUSINESS PAGE IF REQUIRED

Once you have successfully logged into SecurePass using your login details you will be taken to your business page, which looks like the image below.

If any changes are required, please edit the fields, and ensure you click on 'save changes'.

The screenshot displays the 'Contractor Business Admin' interface. At the top, there are navigation links for 'List of Contractor Businesses' and 'Save Changes'. The main content area is divided into two tabs: 'Contractor Business Profile' (selected) and 'Employees'. Under 'Contractor Business Profile', there is a 'Business Details' section with the following fields:

- Contractor Business Name: Test Contractor
- Description of services: Hvac
- Contractor Business Type: VUW Contractor
- Company Phone Number: 0225635248
- Company Email: sarah.forster@vuw.ac.nz
- Contractor Business Admin Name: Sarah Forster
- Contractor Business Admin Email: sarah.forster@vuw.ac.nz
- Address: 16 Kelburn Parade, Kelburn, Wellington, New Zealand
- Country: New Zealand
- City: Wellington

Below the business details is a 'Documents & Dates' section with an 'Archived Documents' tab. It features a table with columns for Name, Description, File Size, Uploaded By, Expiry Date, and Data. The table contains one entry: 'Insurance' with an 'Add expiry date' link. There is an 'Add Document' button and a search field.

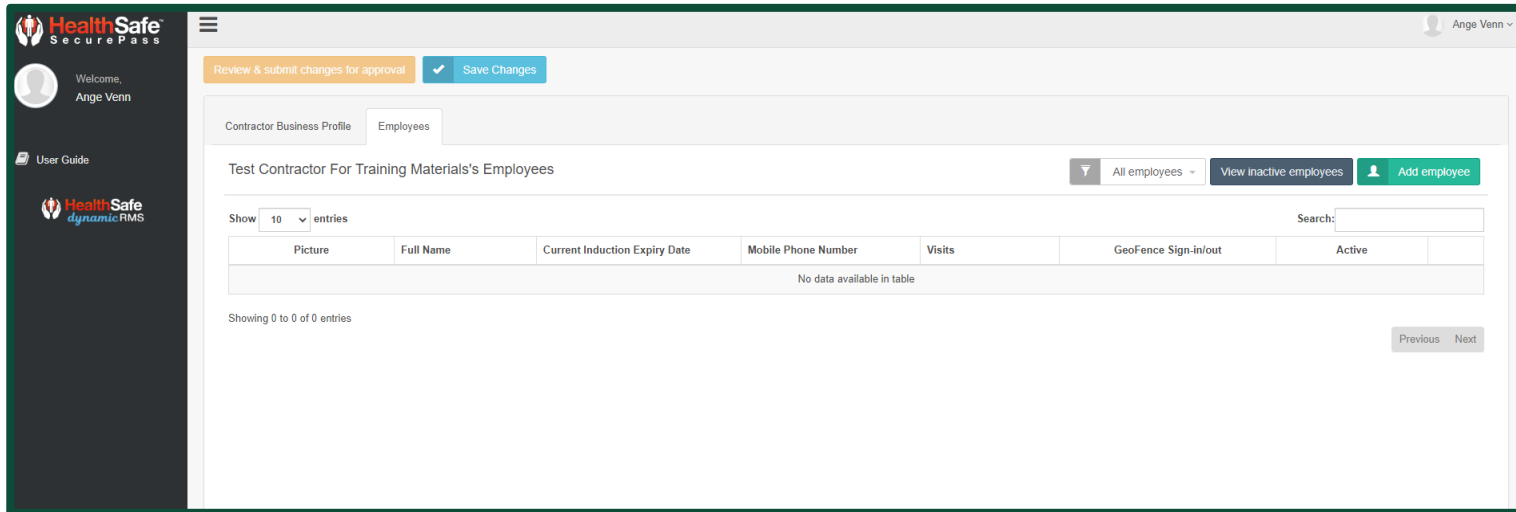
All changes made in SecurePass will send a notification to the University site system admin team for approval.

[Home](#) link

# NAVIGATING: CONTRACTOR BUSINESS ADMIN

## STEP 5: CHECK EMPLOYEE LOADED DETAILS

Once you have reviewed your business details, please check your employee loaded details for your team on the next tab.



The screenshot displays the HealthSafe Contractor Business Admin interface. The user is logged in as Ange Venn. The interface shows the 'Employees' tab for the contractor 'Test Contractor For Training Materials's Employees'. The table below shows no data is available.

Picture	Full Name	Current Induction Expiry Date	Mobile Phone Number	Visits	GeoFence Sign-in/out	Active
No data available in table						

Showing 0 to 0 of 0 entries

[Home](#) link

# NAVIGATING: CONTRACTOR BUSINESS ADMIN

## STEP 6: UPDATE EMPLOYEE DETAILS (1 OF 2)

### 1. Updating an employee's details

If an employee's details have changed, please select 'edit' and update the necessary details and select 'save changes'.

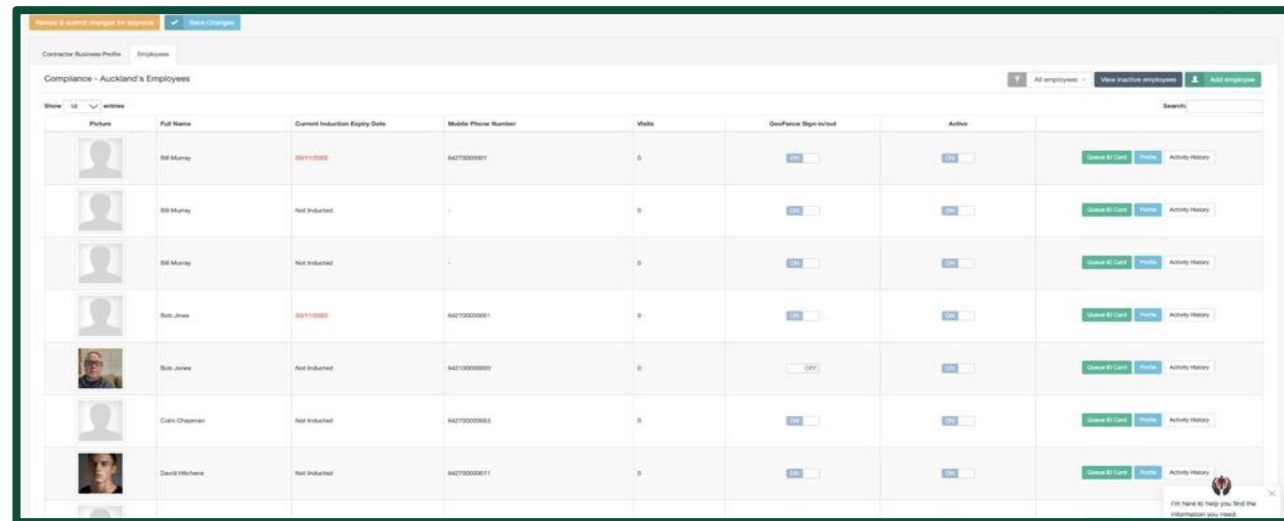


Photo	Full Name	Current Induction Expiry Date	Mobile Phone Number	Mails	Geofence Sign-in/Out	Active	Action
	Bill Murray	2021-10-20	64270000001	0	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Update &amp; Card</a> <a href="#">Profile</a> <a href="#">Activity History</a>
	Bill Murray	Not Inducted	-	0	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Update &amp; Card</a> <a href="#">Profile</a> <a href="#">Activity History</a>
	Bill Murray	Not Inducted	-	0	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Update &amp; Card</a> <a href="#">Profile</a> <a href="#">Activity History</a>
	Bob Jones	2021-10-20	64270000001	0	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Update &amp; Card</a> <a href="#">Profile</a> <a href="#">Activity History</a>
	Bob Jones	Not Inducted	64270000000	0	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Update &amp; Card</a> <a href="#">Profile</a> <a href="#">Activity History</a>
	Carl Chapman	Not Inducted	64270000000	0	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Update &amp; Card</a> <a href="#">Profile</a> <a href="#">Activity History</a>
	David Mitchell	Not Inducted	64270000001	0	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Update &amp; Card</a> <a href="#">Profile</a> <a href="#">Activity History</a>

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[Home](#) link

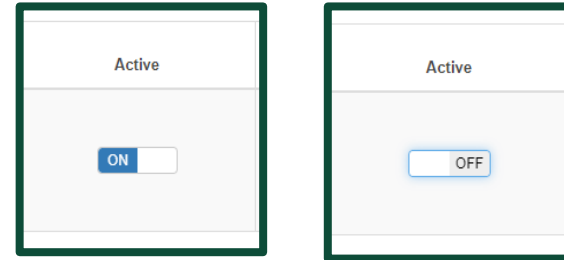
# NAVIGATING: CONTRACTOR BUSINESS ADMIN

## STEP 6: UPDATE EMPLOYEE DETAILS (2 OF 2)

Changes may be required for employees. Please see below how to make changes to your employees within SecurePass.

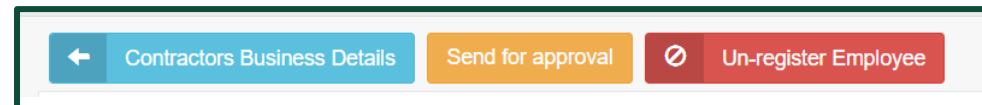
### 2. If an employee no longer works at the University

Please click on the 'active' switch to turn it to the 'off' position. If they return to the university in the future, simply put it back to the 'on' position.



### 3. If an employee has left your organisation entirely

If an employee has left your organisation entirely, choose 'un-register employee' from the three buttons along the top.



All changes made in SecurePass will send a notification to the University site system admin team for approval.

[Home](#) link

# NAVIGATING: CONTRACTOR BUSINESS ADMIN

## STEP 7: CREATING NEW EMPLOYEES

To create a new employee, follow these steps:

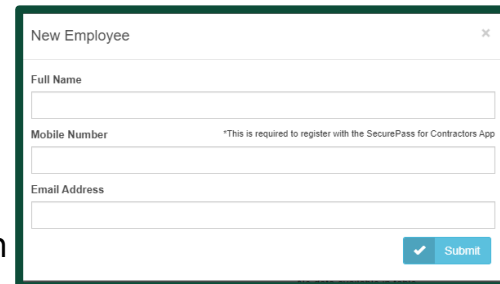
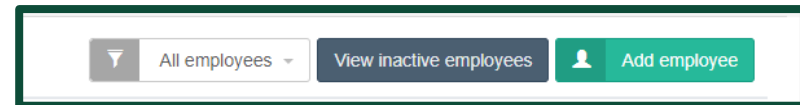
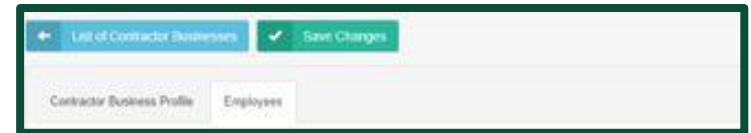
To create a new employee, follow the below steps:

- 1. Select the Employees tab**
- 2. Now select 'Add Employee'**
- 3. Now enter the following details into the new employee box.**

Once entered, click on 'Submit'.

All changes made in SecurePass will send a notification to the University site system admin team for approval.

[Home](#) link

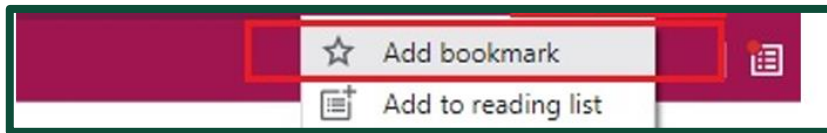
A screenshot of a 'New Employee' form. The form has a title bar with 'New Employee' and a close button. It contains three input fields: 'Full Name', 'Mobile Number' (with a note: '\*This is required to register with the SecurePass for Contractors App'), and 'Email Address'. A blue 'Submit' button with a checkmark is located at the bottom right of the form.

# NAVIGATING: CONTRACTOR BUSINESS ADMIN

## BOOKMARK THIS WEBSITE

As you will be using this site frequently, we suggest you might want to bookmark this website on your computer using the following steps.


A bookmark is a place holder for a web page that will allow you quick access to that page instead of having to browse to it or search for it. Instead of typing a web page in Google, clicking the bookmark will direct you to that page immediately.



TIP: Most internet browsers will allow you to use Ctrl+D (a keyboard shortcut), to quickly pull up the menu for creating a bookmark.



### Google Chrome example

1. Open Google Chrome
2. Go to the website you want to bookmark
3. Then select the The  icon that allows users to bookmark a page in Google Chrome. The icon is far right side of the address bar.
4. A menu will appear: name bookmark, select the folder, and click 'Done'

# KEY INFORMATION

## HAZARD IDENTIFICATION

- Familiarise yourself with the building in which you are working.
- If you note any new hazards, notify your University liaison.

## EVACUATION PLAN

- Familiarise yourself with the building in which you are working.
- You need to view the evacuation plan to ensure you are familiar with the exit points should the need arise.

**ALWAYS FAMILIARISE YOURSELF WITH THE BUILDING YOU ARE WORKING IN. IF YOU HAVE ANY QUESTIONS, REACH OUT TO YOUR UNIVERSITY LIAISON**



Miramar Creative Centre



**ANY QUESTIONS?**

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VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

# THANK YOU FOR LISTENING

## CONTACT DETAILS:

### UNIVERSITY LIAISON

Property Services liaison: Mandie Dolden, [mandie.dolden@vuw.ac.nz](mailto:mandie.dolden@vuw.ac.nz)

Accommodation liaison: Julia Trotter, [julia.trotter@vuw.ac.nz](mailto:julia.trotter@vuw.ac.nz)

### SECUREPASS WEBSITE

[support.healthsafe.co.nz](http://support.healthsafe.co.nz)

### UNIVERSITY WEBSITE

[www.wgtn.ac.nz/healthandsafety/contractors/working-together/securepass-for-contractors](http://www.wgtn.ac.nz/healthandsafety/contractors/working-together/securepass-for-contractors)

