HOW WE WORK AROUND HERE: SECUREPASS FOR WORKERS

HOW WE WORK AROUND HERE

Welcome to 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 Workers.
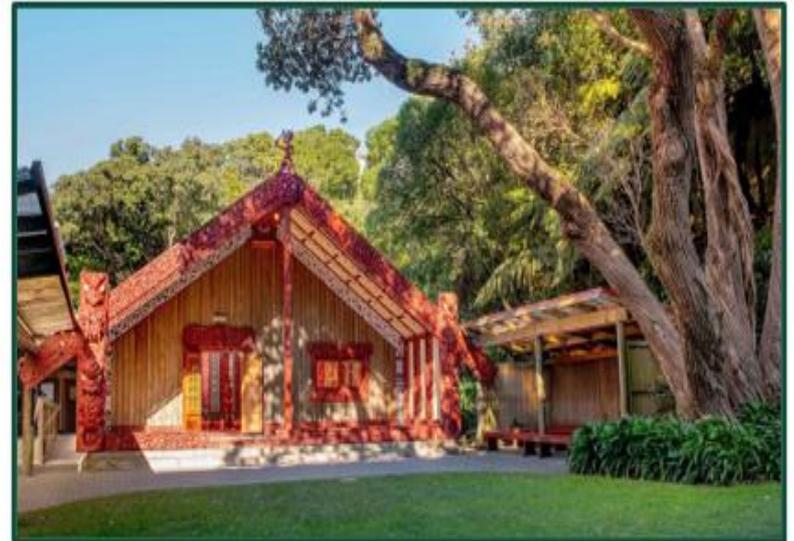
HOW WE WORK AROUND HERE

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INTRODUCING SECUREPASS

SecurePass is an easy-to-use, comprehensive efficient contractor management solution that allows for contactless check-in to all Te Herenga Waka—Victoria University of Wellington buildings and halls of residence.

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 Campus 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.
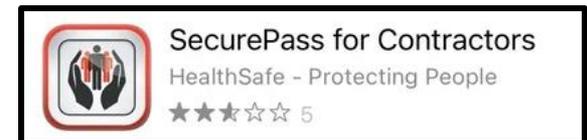
REGISTERING:WORKERS

PREREQUISITE
iOS DEVICES

1. Your Apple device must be iPhone 5 or above.
2. Please ensure you have the current version of iOS installed. You can check this from settings > general > software update. If your version is not the current version, please follow the on-screen instructions to carry out the update.
3. When you open the application for the first time, you will be asked to grant the SecurePass mobile application permissions to some required functionalities. Please accept.

Download and Installation Instructions
1. Go to the App Store on your Apple device.
2. Search for "SecurePass for Contractors".
3. The application will show as per the image to the right.
4. Install the application and follow the step-by-step guide below.

SecurePass for Contractors
HealthSafe – Protecting People
★★★☆☆ 5

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1. Open your 'SecurePass for Contractors' app. When your phone prompts the below message, Tap 'Allow While Using App' to allow your phone to access the device's location, permission to send notifications, and allow it to take pictures.
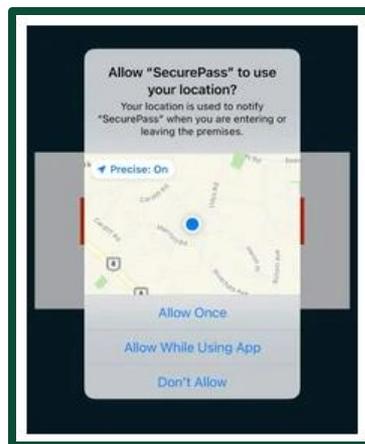
Please Note: The SecurePass application will not work properly if you deny access to these features. If you deny access by accident, please re-enable it through your phone settings. Alternatively, you can reinstall the application for this message to pop up again.

CAPITAL THINKING.
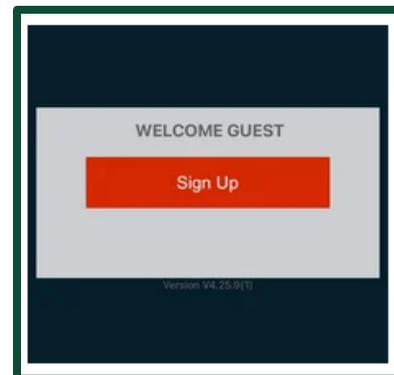**GLOBALLY MINDED.**
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2. Please begin the initial application setup by tapping on the 'Sign Up' button.

3. Start the signup process by selecting your country code and entering your mobile phone number into the provided field.
    Example: If your New Zealand phone number is 021 000 999, the format to input is 6421000999.

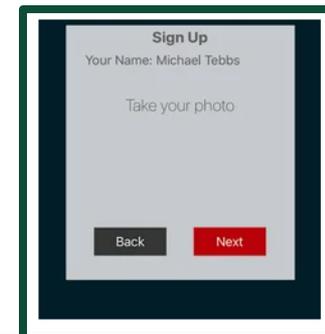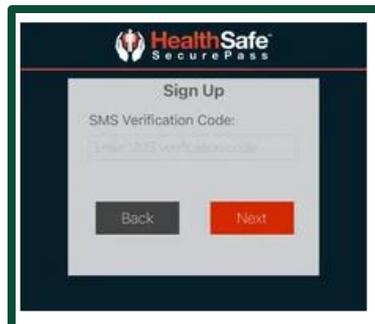   Once you have completed this step you will see the following screen:

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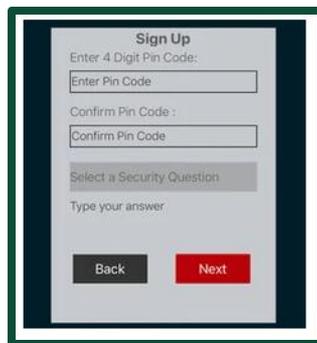
REGISTERING:WORKERS

4. You will receive an SMS containing a 5-digit verification code to verify that you are signing in from an approved smartphone. This code will be sent to the mobile phone number registered in the SecurePass system by the Company Administrator.

5. During the signup process, you will be asked to take a photo of yourself. Please take your photo by tapping on the 'Take your photo' text in the centre of the screen. Please note that you should be pre-registered in the system prior to signing up.

•   Note: It is important that you take a clear photo for security purposes.

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6. You will then be asked to come up with your 4-digit confidential pin number which you will use every time you sign into a location that you are approved for. Complete the signup process by selecting and answering a security question that you will be required to answer for a password reset in the future.

7. Once you have successfully signed up, SecurePass will display the screen below, click 'OK'. You will then be asked to perform the emergency 'shake' test using your phone.

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8. To initiate the emergency 'shake' test,
   Press the 'Start' button and swiftly
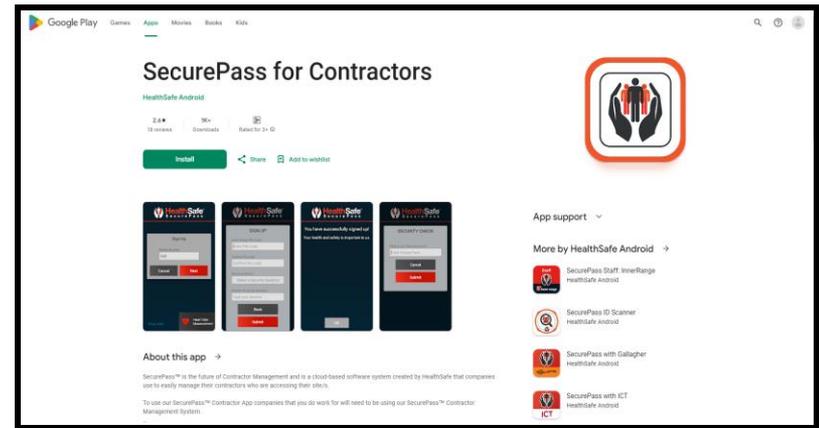   shake the phone.

9. Once the emergency 'shake' test
   is successfully done,
   click 'OK' on the screen shown.

- Note: In some instances, there
  may be an initial fail and the
  SecurePass system will request
  that you retry the shake test.

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Download app from Google Play

1. Open Google Play.
   - On your device, use the Play Store app   .
   - On your computer, go to play.google.com.
2. Find an app you want
3. When you pick an app, tap **Install.**

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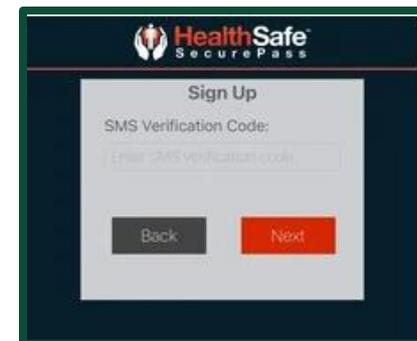
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1. Open your 'SecurePass for Contractors' app. When your phone prompts the below message, begin the initial set up by tapping on the "Sign In" button.

2. Start the signup process by selecting your country code and entering your mobile phone number into the provided field. Example: If your New Zealand phone number is: 021 000 999, input it in this format: 6421000999

1. You will receive an SMS containing a 5-digit verification code to verify that you are signing in from an approved smartphone. This code will be sent to the mobile phone number registered in the SecurePass system by your Contrator Business Administrator.


https://support.healthsafe.co.nz/contractor-first-time-registration-android-devices

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4. During the signup process, you will be asked to take a photo of yourself. Please take your photo by tapping on the 'Take your photo' text in the centre of the screen. Please note that you should be pre-registered in the system prior to signing up. **Note: It is important that you take a clear photo for security purposes.**

5. You will then be asked to come up with your 4-digit confidential pin number which you will use every time you sign into a location that you are approved for. Complete the signup process by selecting and answering a security question that you will be required to answer for a password reset in the future.
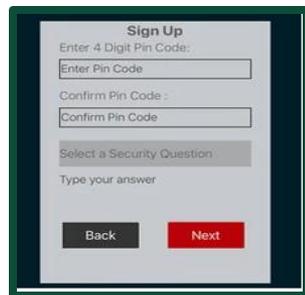
6. Once you have successfully signed up, SecurePass will display the screen below, click 'OK'.

7. You will then be asked to perform the emergency 'shake' test using your phone. Once the emergency 'shake' test is successfully done, click 'OK' on the screen shown. Please Note: In some instances, there may be an initial fail and the SecurePass system will request that you retry the shake test.

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NAVIGATING:WORKERS

To successfully sign into a building and/or Halls of Residence at Te Herenga Waka—Victoria University of Wellington you must have been added to SecurePass by your employer and completed the registration process/induction requirements.

If there are any missing or invalid expiry dates for your **company** that are mandatory requirements set by Te Herenga Waka—Victoria University of Wellington, you may not be able to sign in.

If there are any missing documents or expiry dates or an invalid expiry date in your **individual** profile that is a mandatory requirement set by Te Herenga Waka—Victoria University of Wellington (this includes your induction expiry date), you may not be able to sign in.

Please note there are two options for signing in:
- Via the SecurePass QR codes.
- via the SecurePass Kiosks located at all Security Offices and all Student Halls

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NAVIGATING:WORKERS

When undertaking works at Te Herenga Waka—Victoria University of Wellington, you will find QR codes positioned across all buildings including student accommodation. We strongly encourage you to utilise the printed QR codes to sign in to SecurePass.

QR codes are positioned at various entry/exit points across the University, and the sign-in process is completed using the SecurePass Contractors' app on your mobile device.
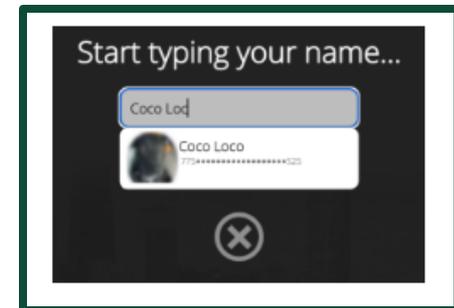

Rutherford House
Contractor sign in/out

SP_RH_01

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NAVIGATING:WORKERS

Our kiosks are located at all Security Offices and Student Halls, and you complete the sign-in process using your own mobile phone.

Registered workers can sign in via an iPad kiosk by typing their names.

Your name will only appear if they have been registered in the system and are not already signed in at the site. You must enter your full first name and the first two or three letters of your last name before your name will appear for you to select.

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KEY INFORMATION

HAZARD IDENTIFICATION	EVACUATION PLAN
▪ Familiarise yourself with the building in which you are working. ▪ If you note any new hazards, notify your University liaison.	▪ 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**

ANY QUESTIONS?

THANK YOU FOR LISTENING

CONTACT DETAILS

UNIVERSITY LIAISON
Property Services liaison: Mandie Dolden, mandie.dolden@vuw.ac.nz
Accommodation liaison: Julia Trotter, julia.trotter@vuw.ac.nz

SECUREPASS WEBSITE
support.healthsafe.co.nz

UNIVERSITY WEBSITE
www.wgtn.ac.nz/healthandsafety/contractors/working-together/securepass-for-contractors

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