



ECU MobiliseMe™ Support Documentation

Version 3.2 (For Contractors)

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Welcome to MobiliseMe™

This support documentation introduces you to MobileMe's main functionality of the learning portal.

<https://ecu.mobilise-me.com/>

This system can be accessed on Windows, Apple and Android devices (including computers, smart phones and tablets).

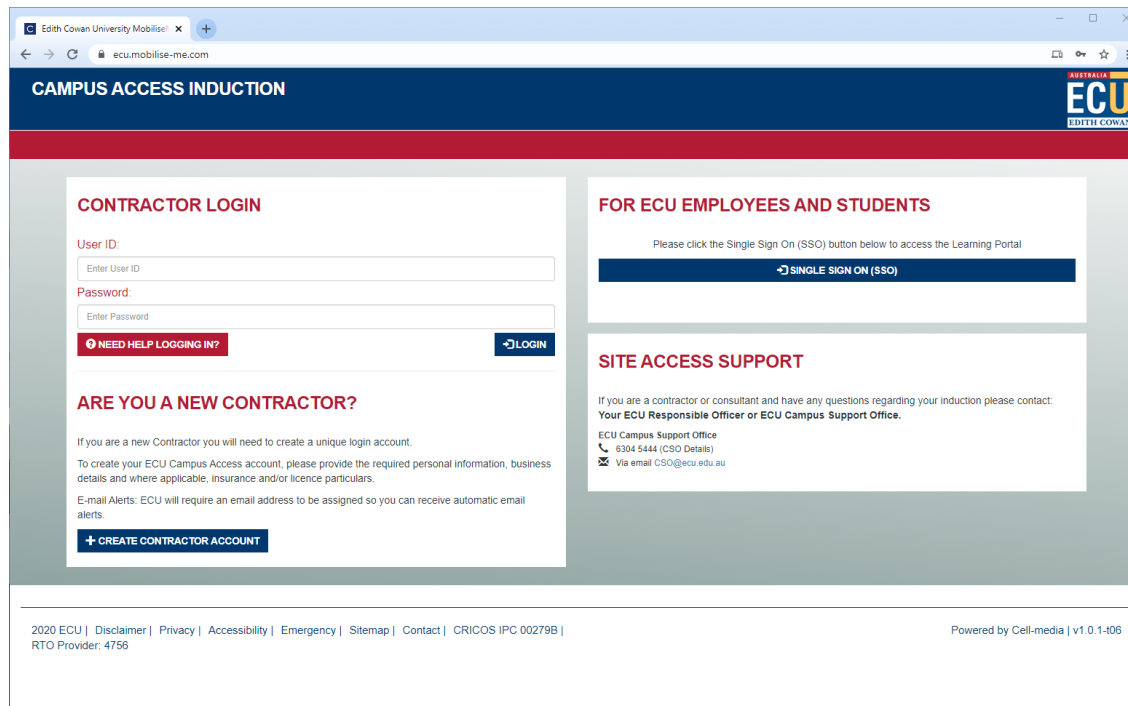
MobiliseMe™ supports the latest versions of the following browsers:

- Microsoft Edge
- Mozilla Firefox
- Google Chrome

There is a new level of access available for companies where a select person (for example, the Project Manager) can be set as the Company Administrator. This allows this person to: view the people listed under their company's name, set up new people to complete the induction, update individuals' information or reset passwords, update company information and documentation, run reports, and be able to manage their workers seamlessly.

If you would like to designate someone to be the Company Administrator for your company, please contact the Campus Support Office at csu@ecu.edu.au.

Login Portal



To access the ECU MobiliseMe™ system, you must have an active account created by either the Contractor self-registration option, Employee and Students SSO or created for you by a System Administrator.

An existing/previously registered Contractor must log in via the CONTRACTOR LOGIN and Employees and Students must use the SINGLE SIGN-ON (SSO) option.

If a Contractor believes they have an existing account or are having trouble logging in, they can use the “Need Help Logging In?” option to retrieve their login details via an email.

If the Contractor is new to ECU MobiliseMe™ and needs to create an account, please use the CREATE CONTRACTOR ACCOUNT feature on the Login Portal.

Create Contractor Account

The screenshot shows a web browser window with the URL `ecu.mobilise-me.com/Portal/index/userdetails`. The page features a dark blue header with the ECU Edith Cowan University logo. Below the header is a red navigation bar with the text "USER DETAILS" and "SITE ACCESS DETAILS". The main content area is titled "USER INFORMATION" and includes a note: "Please supply the following information. Fields marked with an asterisk are mandatory". The form contains the following fields:

- USERNAME:** Generated on Creation
- PASSWORD:** Generated on Creation
- * FIRST NAME:** Enter FIRST NAME
- * SURNAME:** Enter SURNAME
- PREFERRED NAME:** Enter PREFERRED NAME
- GENDER:** --Please Select One--
- DATE OF BIRTH:** Enter DATE OF BIRTH (dd/mm/yyyy)
- * PHONE NUMBER: (numbers only - no spaces)** Enter PHONE NUMBER
- * EMAIL ADDRESS:** Enter EMAIL ADDRESS
- EMERGENCY CONTACT NUMBER: (numbers only)** Enter EMERGENCY CONTACT NUMBER
- EMERGENCY CONTACT NAME:** Enter EMERGENCY CONTACT NAME

A red "SUBMIT" button is located at the bottom right of the form.

New Contractors can create their own account by using the Create Account/Registration page.

Each user is permitted to have a single inductee account which is dictated by the following logic:

- The username is a unique value - accounts are not permitted to share usernames.
- The combination of first name, surname and date of birth is unique and used to identify an existing Contractor.
- The combination of first name, surname and email address is unique and used to identify an existing Contractor.

Existing Contractors will be instructed to use the "Need Help Logging In?" option to retrieve their login details via an email.

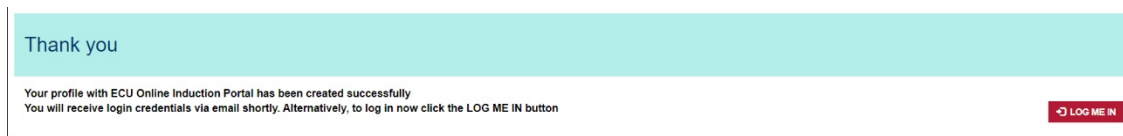
After all mandatory inputs have been completed, click the SUBMIT button to complete the registration.

A successful registration:

1. generates a unique username in the format surname.firstname
2. generates a password
3. sends a confirmation email with the Contractor login details to the Contractor
4. provides the Contractor with the option to login immediately to the system and direct them to the MY ACCESS & LEARNING PORTAL.

Please remind the user to check their junk mail folder should this email not be received.

The following box appears at the top of the window confirming account creation.



Contractors then receive an email with their username and password to log into the system and complete the assigned inductions.

Please note: the first time you log in, you will be prompted to update your password.

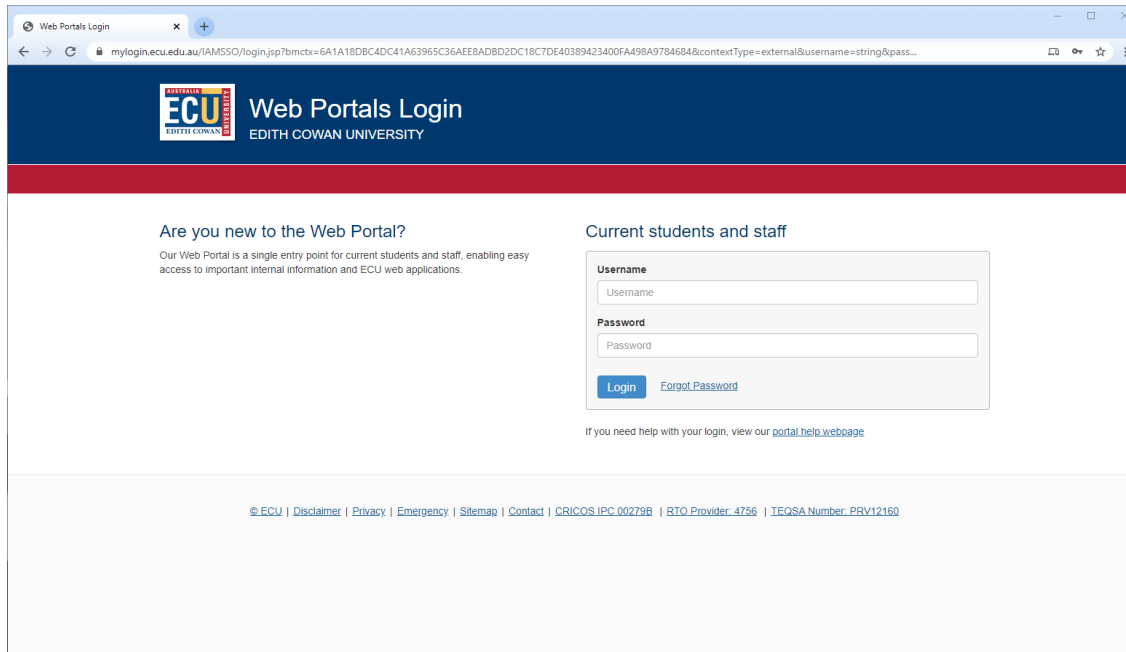
The screenshot shows a web browser window with the URL ecu.mobilise-me.com/Portal/index/passwordchange. The page features the ECU University logo in the top right corner and navigation links for 'USER DETAILS' and 'SITE ACCESS DETAILS' in a red bar. The main content area is titled 'PASSWORD CHANGE' and contains the following text: 'If required, please use the following fields to update the password. Passwords must be at least 8 characters and contain 1 uppercase letter, 1 lowercase letter, 1 number and 1 non-dictionary character (!@#%\$)'. Below this text are two input fields: 'PASSWORD:' with a placeholder 'Enter PASSWORD' and 'CONFIRM PASSWORD:' with a placeholder 'Enter CONFIRM PASSWORD'. A red 'SUBMIT' button is located to the right of the second field. At the bottom of the page, there is contact information for the ECU Campus Support Office, including a phone number (6304 5444) and an email address (CSO@ecu.edu.au). The footer contains copyright information for 2020 ECU, a list of links (Disclaimer, Privacy, Accessibility, Emergency, Sitemap, Contact), a CRICOS IPC number (002798), and the text 'Powered by Cell-media | v1.0.1-106'.

The screenshot shows a web browser window with the URL ecumobilise-me.com/index.php/Help. The page title is 'CAMPUS ACCESS INDUCTION' and features the ECU logo. A central form titled 'PASSWORD REMINDER' contains the following text: 'If you've previously been on site you may have an existing ECU Learner profile. If we can identify you from the below information, we'll email your username and new password to the email address listed on your Edith Cowan University profile.' The form is divided into two steps. Step 1, 'Please enter your first name and surname in the mandatory fields below.', includes three input fields: 'FIRST NAME:' (placeholder: 'Enter your first name'), 'SURNAME:' (placeholder: 'Enter your surname'), and 'USERNAME:' (placeholder: 'Enter your Username'). Step 2, 'Use a suitable field below to best locate your profile', includes two input fields: 'EMAIL ADDRESS:' (placeholder: 'Enter your email address') and 'DATE OF BIRTH:' (placeholder: 'Enter your date of birth'). At the bottom of the form are two buttons: a red 'RETURN TO LOGIN PAGE' button and a blue 'CHECK' button. Below the form, contact information for the ECU Campus Support Office is provided, including the phone number 6304 5444 and email address CSO@ecu.edu.au. The footer contains a navigation menu with links for '2020 ECU | Disclaimer | Privacy | Accessibility | Emergency | Sitemap | Contact | CRICOS IPC 00279B |' and the text 'Powered by Cell-media | v1.0.1-106'.

Contractors can retrieve their login details or reset their password by accessing the 'Need Help Logging In?' screen. Based on the entered details, the system searches the available data for the Contractor and sends a password-retrieval email to the Contractor's designated email address.

If you have completed the induction before but the system cannot locate your account from the details you have provided, please contact your Company Administrator in the first instance and then the Campus Support Office.

Single Sign-On (SSO)



ECU Staff and Students needing to log in to complete any training or re-complete inductions can use Single Sign-On (SSO).

If there are issues with the SSO process, please visit the help webpage:

<https://www.ecu.edu.au/web-portals/login-help>

Logging Out

To logout of the ECU MobiliseMe™ System, click the LOGOUT button on the top right of the menu bar.



My Access & Learning Portal

The screenshot shows a web browser window with the URL ecu.mobilise-me.com/index.php/Portal/index/onlinelearning. The page features the ECU Edith Cowan University logo in the top right corner and a red navigation bar with the text "ONLINE TRAINING".

The main content area is titled "MANDATORY INDUCTION REQUIREMENTS" and contains the following text: "The following inductions must be completed prior to each Contractor, Consultant or Visitor arriving on site:"

There are two induction cards displayed:

- CONTRACTORS**
Estimated Runtime : 30 mins
Completed: 100% 04/08/2010
- MECHANICAL & ELECTRICAL CONTRACTORS**
Estimated Runtime : 45 mins
Completed: 100% 04/08/2010

Below the cards, there is a section titled "NON MANDATORY" with a placeholder image of a person on a scissor lift. Below this, there is contact information for the ECU Campus Support Office:

If you are a contractor or consultant and have any questions regarding your induction please contact:
Your ECU Responsible Officer or ECU Campus Support Office.

ECU Campus Support Office
5304 5444 (CSO Details)
Via email CSO@ecu.edu.au

At the bottom of the page, there is a footer with the text: "2020 ECU | Disclaimer | Privacy | Accessibility | Emergency | Sitemap | Contact | CRICOS IPC 00279B | Powered by Cell-media | v1.0.1-106 RTO Provider: 4756"

Please note: Contractors and Employees/Students will have different MY ACCESS & LEARNING PORTAL views. Employees/Students can only see the ONLINE TRAINING tab (as above).

The screenshot shows a web browser window with the URL ecu.mobilise-me.com/index.php/Portal/index/userdetails. The page features a dark blue header with the ECU logo and a red navigation bar with the following menu items: USER INFORMATION, SITE ACCESS DETAILS, MANDATORY DOCUMENTATION, LICENCES AND OTHER UPLOADS, ACKNOWLEDGEMENT, ONLINE TRAINING, and PASSWORD CHANGE. The main content area is titled "USER INFORMATION" and includes a sub-header "Please supply the following information. Fields marked with an asterisk are mandatory". The form contains the following fields:

- USERNAME:** cell.media (locked)
- * SURNAME:** Media
- GENDER:** NOT DECLARED
- * EMAIL ADDRESS:** mobilise@cell-media.com
- EMERGENCY CONTACT NAME:** 0000000000
- * FIRST NAME:** Cell
- PREFERRED NAME:** Cell-media
- DATE OF BIRTH:** 30/01/2020
- * PHONE NUMBER: (numbers only - no spaces):** 3132313123
- EMERGENCY CONTACT NUMBER: (numbers only):** 1111111111

A red "SUBMIT" button is located at the bottom right of the form. Below the form, there is a "SITE ACCESS SUPPORT" section with the text: "If you are a contractor or consultant and have any questions regarding your induction please contact Your ECU Responsible Officer or ECU Campus Support Office."

The USER INFORMATION tab allows an individual to update their information.

All fields can be changed except the USERNAME, which is locked to preserve the account uniqueness.

Please note: the more details that are completed, the easier it is for the system to retrieve your details and for the Company Administrator to manage the workers for the company.

Site Access Information

SITE ACCESS INFORMATION

Please supply or update the following site specific information. Fields marked with an asterisk are mandatory

* ACCESS TYPE: SUBCONTRACTOR ACCESS

* CAMPUS: JOONDALUP

* INDUCTION ALLOCATION CATEGORY: SUBCONTRACTOR ACCESS

SITE REQUEST REASON: Testing

* WORK TYPE: Asset Delivery (building works & refurbishments)

COMPANY: To Register a new Company, please select REGISTER NEW COMPANY

RESPONSIBLE OFFICER: Avril O'LEARY

SUBMIT

APPLICATION	SITE ACCESS REQUIRED	REASON FOR ENTRY	COMPANY	ROLE	CAMPUS	RO	REQUEST STATUS
01/04/2020 (SUPERSEDED)	VISITOR ACCESS	Testing	CELL-MEDIA	Asset Delivery (building works & refurbishments)	JOONDALUP	Tracey Lee Edwards	System Approved via Auto Approval Setting 01/08/2020 1:44 AM
04/08/2020 (SUPERSEDED)	SUBCONTRACTOR ACCESS	Testing	CELL-MEDIA	Asset Delivery (building works & refurbishments)	JOONDALUP	Avril O'LEARY	System Approved via Auto Approval Setting 04/08/2020 3:54 PM

For Contractors only, the SITE ACCESS INFORMATION tab is where they can populate their site access requirements (such as WORK TYPE, COMPANY, RESPONSIBLE OFFICER and CAMPUS).

The Site Access History records any changes to the Contractors SITE ACCESS DETAILS.

ECU MobiliseMe™

ecu.mobilise-me.com/Portal/index/mandatorydocumentation

ECU AUSTRALIA EDITH COWAN UNIVERSITY

USER INFORMATION SITE ACCESS DETAILS MANDATORY DOCUMENTATION LICENCES AND OTHER UPLOADS ACKNOWLEDGEMENT ONLINE TRAINING PASSWORD CHANGE

PLEASE PROVIDE THE FOLLOWING MANDATORY INFORMATION

If evidence upload is required, the following files are accepted: PDF, JPEG, GIF, PNG (Word documents are not accepted)

Max. File Size: 4 MB

PUBLIC AND PRODUCTS LIABILITY WORKERS COMPENSATION

PUBLIC AND PRODUCTS LIABILITY

CERTIFICATE EXPIRY DATE:
Enter Expiry Date

DOCUMENT UPLOAD:
Choose File No file chosen

SUBMIT

If you are a contractor or consultant and have any questions regarding your induction please contact:
Your ECU Responsible Officer or ECU Campus Support Office.

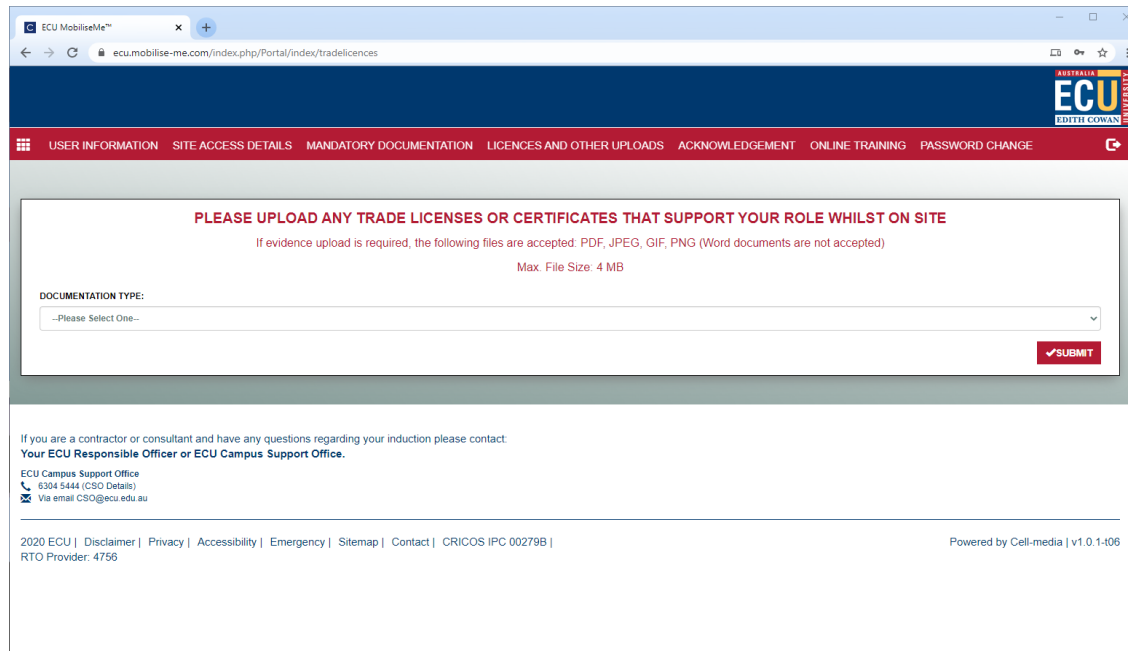
ECU Campus Support Office
6304 5444 (CSO Details)
Via email CSO@ecu.edu.au

The MANDATORY DOCUMENTATION tab allows Contractors to upload their Public and Products Liability and Workers Compensation documentation to MobiliseMe™.

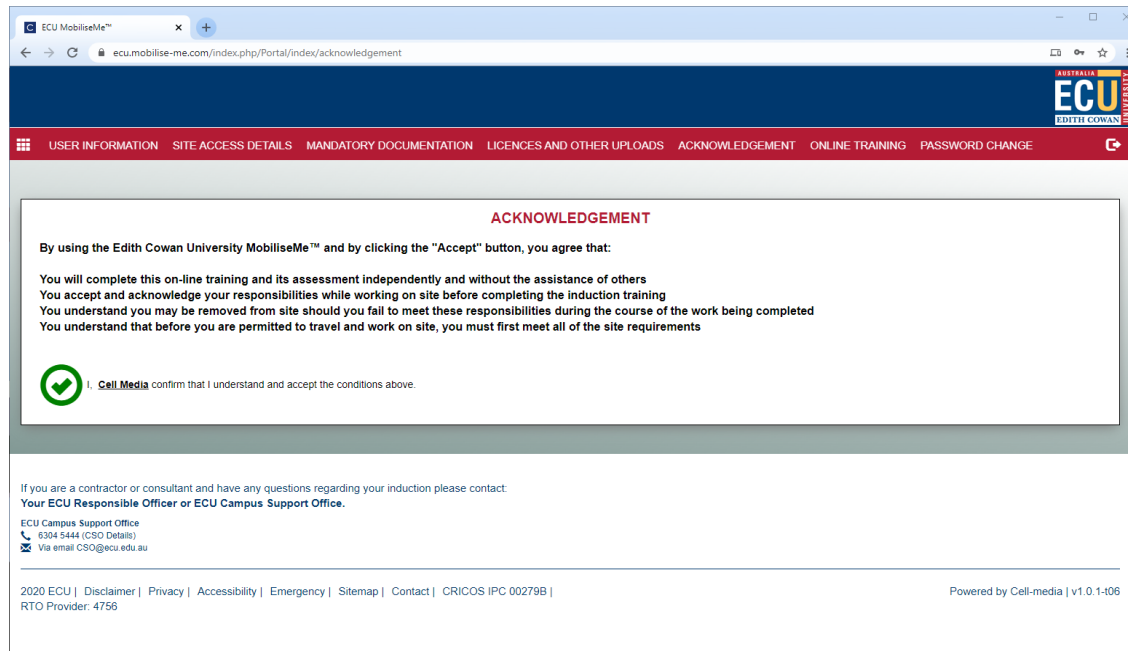
Please note: if you are the Main Contractor, you need to upload the company's insurance documents in the Mandatory Documentation tab. If you are a Subcontractor, you do not need to use this tab.

Uploading insurance on behalf of your Contractor is not advisable because the documentation uploads where the Administrator's Company is registered (not on an individual basis).

To upload documentation to MobiliseMe™, simply CHOOSE FILE and browse to the document on your computer and press SUBMIT.



Contractors can upload any trade licences or certificates to support their role on site (e.g. ELECTRICAL LICENCE, MEDICALS, MOTOR VEHICLE, PHOTO IDENTIFICATION and PROFESSIONAL INDEMNITY).



If you are logging in for the first time or being redirected from a successful account creation, the Contractor is presented with the ACKNOWLEDGEMENT page.

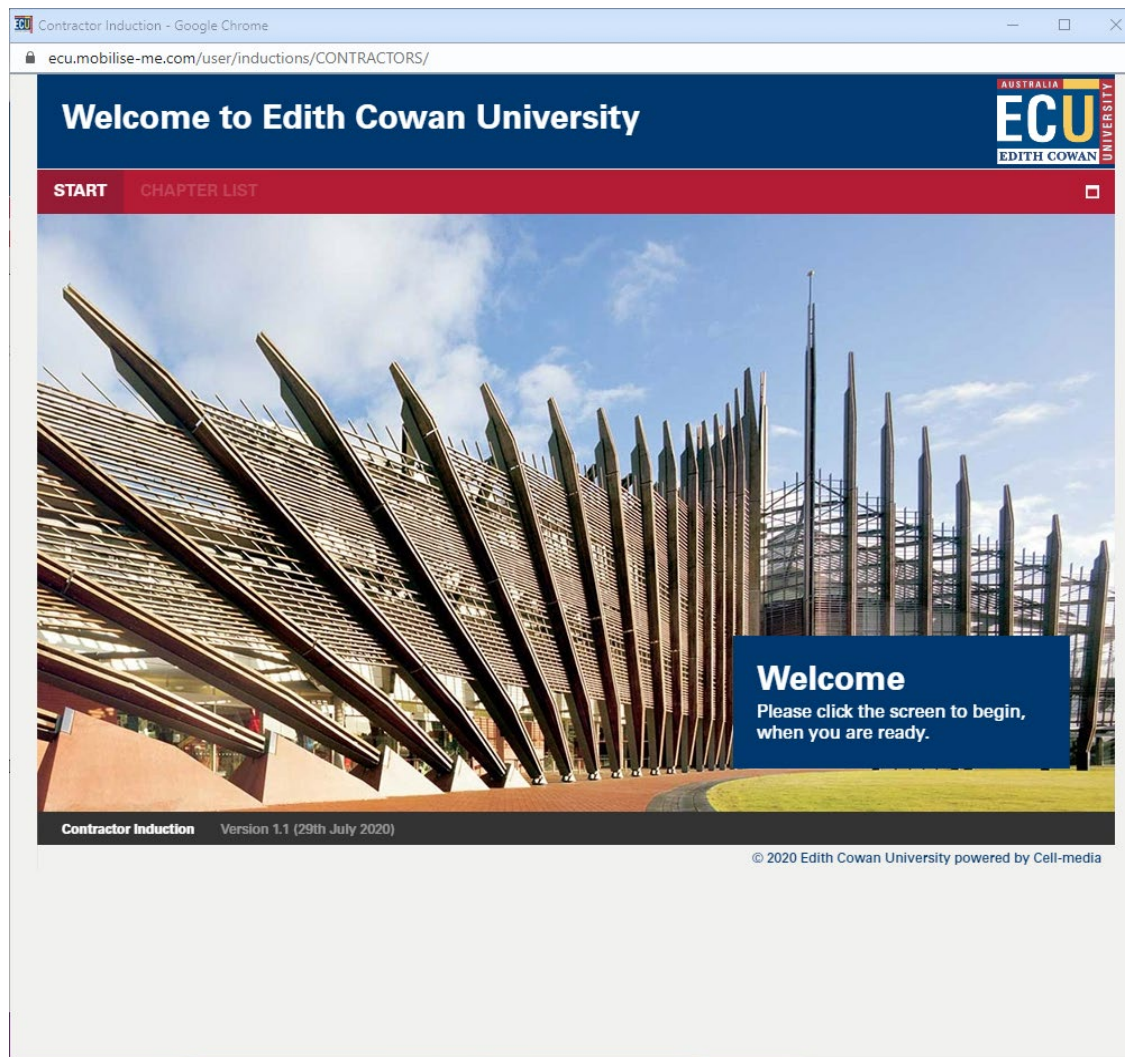
The Contractor must understand and accept the conditions before gaining access to the ONLINE TRAINING tab.

The system allows the individual to update their account information and password via the USER INFORMATION and PASSWORD CHANGE options.

The screenshot shows a web browser window with the URL ecu.mobilise-me.com/index.php/Portal/index/onlinelearning. The page features a dark blue header with the ECU logo and a red navigation bar with links: USER INFORMATION, SITE ACCESS DETAILS, MANDATORY DOCUMENTATION, LICENCES AND OTHER UPLOADS, ACKNOWLEDGEMENT, ONLINE TRAINING, and PASSWORD CHANGE. The main content area is titled "MANDATORY INDUCTION REQUIREMENTS" and contains the text: "The following inductions must be completed prior to each Contractor, Consultant or Visitor arriving on site:". Below this, there are two induction cards. The first card is for "CONTRACTORS" with an estimated runtime of 30 mins and a completion status of 100% on 04/08/2010. The second card is for "MECHANICAL & ELECTRICAL CONTRACTORS" with an estimated runtime of 45 mins and a completion status of 100% on 04/08/2010. At the bottom of the page, there is contact information for the ECU Campus Support Office and a footer with copyright and provider information.

This page lists all available inductions, separated into mandatory inductions (as per the Induction Allocation Category) and non-mandatory inductions. Click each induction image to launch the induction.

Please note: all mandatory inductions must be completed prior to site access.



Each induction opens within its own window. To save progress, the user can simply close the browser window and return to the MY ACCESS & LEARNING PORTAL page.

Please note: Employees and Students can access induction links directly from the ECU Web Portals.

Once the induction has been completed, a printable certificate appears on the screen. You will also receive an email confirming the completion.

Password Change

PASSWORD CHANGE

If required, please use the following fields to update the password.
Passwords must be at least 8 characters and contain 1 uppercase letter, 1 lowercase letter, 1 number and 1 non-dictionary character (!@#%\$)

PASSWORD:

CONFIRM PASSWORD:

SUBMIT

If you are a contractor or consultant and have any questions regarding your induction please contact
Your ECU Responsible Officer or ECU Campus Support Office.

ECU Campus Support Office
6304 5444 (CSO Details)
Via email CSO@ecu.edu.au

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Contractors can manually update their passwords from this screen.

The user must enter a new password into the PASSWORD and CONFIRM PASSWORD fields.

Please note: Employees and Students cannot change their password from the MobiliseMe™ system.



Cell-media

www.cell-media.com