Contents

1 PURPOSE ........................................................................................................................................... 3
2 PROCESS ............................................................................................................................................ 3
  2.1 Step 1 – Complete ICT and Confidentiality Forms ........................................................................ 3
  2.2 Step 2 – Receive your Password ................................................................................................. 3
  2.3 Step 3 – Log into “My Apps” ....................................................................................................... 3
  2.4 Access Training .......................................................................................................................... 8
3 HELP AND ASSISTANCE .............................................................................................................. 10
  3.1 Reset Password or Unlock Account ........................................................................................... 10
1 PURPOSE

The purpose of this document is to provide instruction on the EQSafe on-boarding process for External Contractors and other parties involved in the Contractor on-boarding. All Main Roads external Contractors that require access to EQSafe will be issued with a C or an R number through the on-boarding process. The acquisition of C or R numbers and subsequent on-boarding steps are detailed in this document.

2 PROCESS

Access to the EQSafe system is through a cloud-based portal called "My Apps". Gaining access to this system involves three steps:

- Step 1 – Complete the on boarding forms
- Step 2 – Receive your Password
- Step 3 – Login to “My Apps”

2.1 Step 1 – Complete ICT and Confidentiality Forms

To initiate the on-boarding process please ensure you have completed the following two forms sent through to you by your Main Roads Representative, Representative’s Delegate, Superintendent or Superintendent’s Representative.

- ICT Access Form For External Access
- Confidentiality Agreement Form for External Access.

Note: When completing these forms please ensure you complete all sections marked with an “X” electronically except where a signature is required.

Once these forms have been completed please ensure you send a scanned copy back to your Main Roads contact who initially emailed you the forms. The forms will be authorised before sending to the IT Service Desk for processing.

2.2 Step 2 – Receive your Password

An EQSafe Administrator will email you your “C” or “R” number credentials. Please note it may take up to 5 business days for the IT Service Desk to process these forms.

Once this information has been received, contact the IT Service Desk on 08 9323-4306, quote your “C” or “R” number and request that you require your new “My Apps Password.”

Please also advise the IT Service Desk that you do not have a Main Roads asset.

2.3 Step 3 – Log into “My Apps

To access EQSafe:

1. Please follow the link https://myapps.microsoft.com
   o If you already have a myapps account with your employer please ensure you are signed out of your account.
2. Use your Main Roads Email to sign in `firstname.lastname@mainroads.wa.gov.au`

3. Enter the password provided by IT Service Desk.
   - Please note the password expires in 90 days.

4. Select EQSafe on your My Apps Homepage.
   - If EQSafe does not appear please contact the `eqsafe@mainroads.wa.gov.au` inbox.
5. If you have multiple myapps accounts it will ask you to “Pick an account”, please select your Main Roads account.

6. You will then be asked to provide more information, please select “Next”.

7. To ensure you can reset your password and to keep your account secure, you must set up at least one of the two authentication settings (phone or email). We recommend using your mobile phone for the authentication setting.

   - Please select “I want to set up a different method”
8. Please select Phone from the dropdown and click Confirm.

9. • Change the dialling code to Australia (+61).
   • Enter your mobile phone number.
   • Select “Text me a code”
   • Click Next.
10. You will receive a text message with a code number.

11. Enter the code number in the blank field and select “verify”.

12. Select “Done” to complete this process.
2.4 Access Training

Welcome to the EQSafe Homepage.

1. To access training please click on the Procedures Library option on the left hand side of the portal.

2. Click on “Procedure Library”.

3. Expand the options by clicking on the arrows.
   - For system training expand “Contractor EQSafe Training”.

![EQSafe Homepage - Main Roads WA](image)
4. Expand Contractors User Manuals.

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor EQuSAE Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor User Manuals</td>
<td></td>
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<td>On-Boarding Package</td>
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<tr>
<td>Training Videos</td>
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<td>FAQs</td>
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<tr>
<td>Incident Investigation - Guidelines and Templates</td>
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<tr>
<td>Shared Learnings</td>
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5. To open the Manuals click on “Download” under link.

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<tr>
<td>1. Basics, Event Workflows and Responsibilities</td>
<td>Download</td>
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</tr>
<tr>
<td>2. How to Register a New Event / Submitter Role</td>
<td>Download</td>
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<tr>
<td>2.1 How to Register an Environmental Incident</td>
<td>Download</td>
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<tr>
<td>3. Contractor Moderator Role</td>
<td></td>
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<tr>
<td>4. Contractor Event Report Manager Role</td>
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<tr>
<td>5. Event Report Tab Requirements Training</td>
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3 HELP AND ASSISTANCE

If you have any issues with access, please screenshot and email to EQSAFE@mainroads.wa.gov.au or call IT Service Desk on 9323 4306 and use the trigger words “myapps” or “Unable to access myapps”.

3.1 Reset Password or Unlock Account

Reset of password can only happen once every 24 hours. If you have already changed your password and you will like it reset please contact Main Roads IT Service Desk, 08 9323 4306. By default, a password reset will also unlocks account.

1. Go to http://myapps.microsoft.com
2. Click on “Can’t access your account?”

3. Click on “Work or School account”
4. Enter your Main Roads email address and the Captcha code and click Next

5. Choose one of the contact method for verification
6. Follow the prompt and if required, enter the verification code and click Next

![Get back into your account](image)

7. Enter a new password and click Finish

Remember that your new password has to comply with the standard Main Roads password requirements:

a) Is at least eight (8) characters long

b) Does not contain your username or a word from your Display Name. e.g. E12345, BLOGGS, Joe

c) Contains characters from 3 (or more) of the following:
   i. upper case letters (A through Z)
   ii. lower case letters (a through z)
   iii. numbers (0 through 9)
   iv. non-alphanumeric symbols or special characters such as ( ) ! @ # $ % ^ & * = + - [ ] < > / ? \ 

d) Cannot be reset more than once in a 24 hour period.

e) Expires every 90 days.