

Arrow Energy - Contractor Access to Learning Space

It is your responsibility to ensure you have completed your online induction requirements prior to accessing an Arrow site. If you have not completed these, or cannot provide your Land Access Induction card, you will not be able to start work.

Ensure you have access to a printer to print your Land Access Induction card.

For technical help contact 07 03012 4848 press 8

Access first time - The Learning Space has changed. You will need to create a new profile even if you have completed online training previously.

STEP ONE: SELF REGISTRATION

1. Go to the following web page <https://learningspace.arrowenergy.com.au>
2. Click the link to self-register and create your profile
3. Complete the form and click **Login**.

Your profile will be created and you will be automatically logged in.



* First Name:

* Last Name:

* E-mail Address:

Username:

* New password:

* Confirm password:

* Passwords must contain alpha and numeric characters
* Passwords cannot have three or more consecutive characters the same
* Passwords must be 6 - 20 characters
* Passwords cannot have leading or trailing spaces
* Passwords cannot be the same as the Username, User ID or e-mail address.

STEP TWO: COMPLETE REQUIRED TRAINING



Welcome Jim



| | | |
|---|---|--|
| Your inbox View Training Record (0 approved training selection(s)) (Registered for 0 training selection(s)) | Browse for training <input type="checkbox"/> Inductions | Help For instructions on completing online courses go to: https://learningspace.arrowenergy.com.au Contact your Arrow representative for direction on you required training. Technical issues - Arrow ICT Service desk 07 3012 4848 select 8 |
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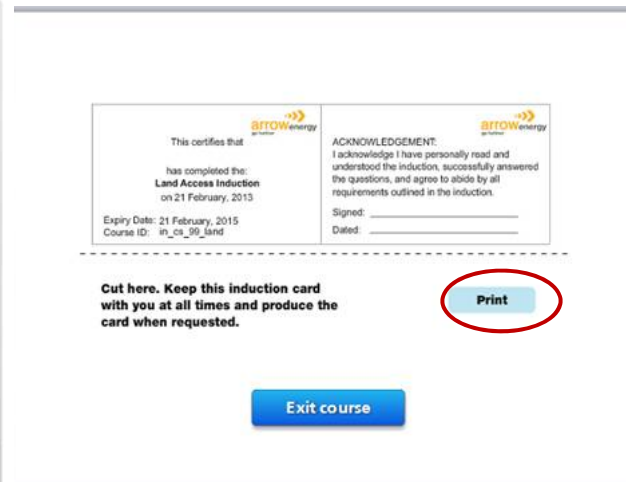
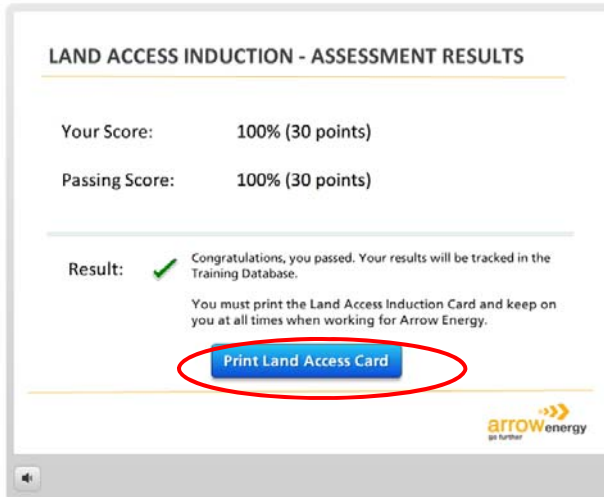
1. On your home page click the **Browse for training** title bar
OR use the topics to find the course e.g. Inductions | Land Access
2. Click the course name and then **Request**.
3. The course will now be assigned to you. Click **Launch** to start your training.

If you need to leave the course before finishing - close the window. When you open it again it will give you the option to return to where you were.

You can re-launch the course from **View your training record**



Land Access Induction - When you passed the course you will be instructed to **Print** your Land Access Induction Card. **Ensure you have access to a printer.**



STEP THREE: CHECK YOUR COMPLETION

You can check your completion under **View your training record – Completed** tab.

