

Obtaining the HSE Induction Certificate

Quick reference guide



The HSE Induction Certificate is required to be uploaded to Permitted. There are three methods of obtaining a valid certificate if you cannot locate it in your own personal files. You may complete the induction again through Litmos (required if induction has expired), retrieve a copy from Litmos or retrieve a copy from Maximo.

1 Take the HSE Induction through Litmos

The HSE Induction is held in a different system than Permitted and any issues need to be raised with the TechnologyServiceDesk@Transurban.com.

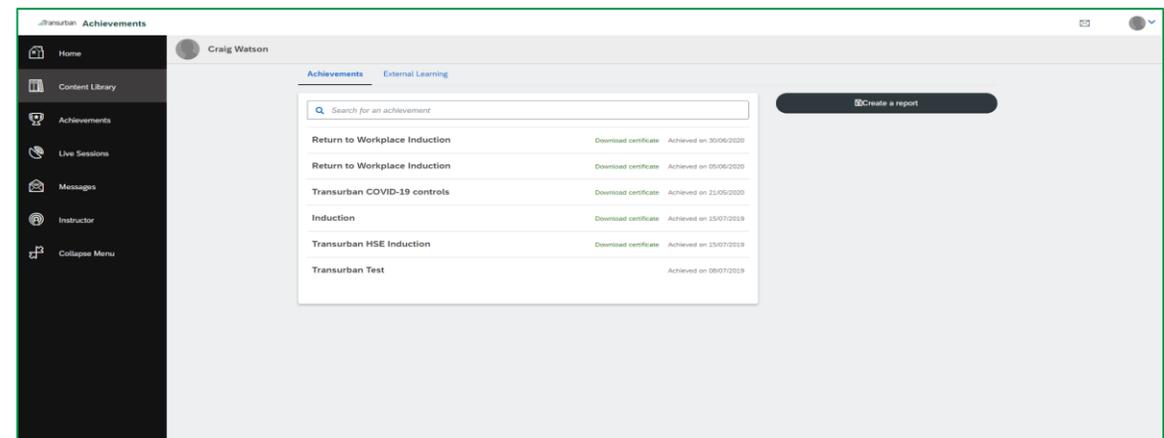
1. Go to <https://transurban.litmos.com.au/self-signup/>
2. Fill in your details and with the code “NSW Assets”
3. You will be sent an email with the training courses.
4. Click on the link (one time use) in the email to complete the induction.
 1. In Transurban Home Office Location enter ‘Not Applicable’
5. For subsequent access and enrollments use <https://Transurban.litmos.com.au>
6. When you have completed the inductions go to Achievements on the left side and download your certificate which will be needed to upload into Permitted

Important note – When raising a request with the Transurban Service Desk please be specific in your request: include reference to the system you need assistance with (Permitted/Litmos/Maximo), your name, the asset you are accessing, your company and a description of your issue.

2 HSE Induction Certificate from Litmos

Litmos accounts are deactivated after 3 months but can be reactivated to retrieve your certificate if it is still valid.

1. Request your Litmos account to be reactivated by either emailing the help desk at TechnologyServiceDesk@transurban.com or calling 1300 166 214.
2. Once your account is reactivated go to <https://Transurban.litmos.com.au/account/login> and login.
3. Once you have logged in, on your homepage select “Achievements” on the left-hand menu and download the relevant certificate.



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3 Extracting HSE Induction Certificate from Maximo

1. Login to Maximo at <https://ams.Transurban.com/maximo/webclient/loping/login.jsp> using your username and password
2. On the left-hand side of the page find the application for 'Self Service' and click on 'Personal Information.'
3. Click on 'Attachments' (next to your profile picture)
4. Click on the link 'Induction' to open the HSE Induction Certificate you previously uploaded
5. Save the image to be able to upload to Permitted
6. If you have any problems email the help desk at TechnologyServiceDesk@transurban.com

