![Flinders University logo]

UPLOAD A CONTRACTOR CERTIFICATE

Contractors working on University premises may be required to upload a certificate prior to undertaking work. This could include certificates such as COVID-19 Vaccination, Medical Exemption, Police Clearance or Working with Children Check.

Information provided to the University in compliance with any policy or procedure will be stored securely and treated confidentially, in accordance with relevant laws and the University's Privacy Policy.

UPLOAD A CERTIFICATE ON A PC

- Go to the Register a contractor certificate page.
- Log in using your FAN and password.
- Fill out the required details on the form.
- Upload the required certificates.
- Click submit. The details will then go to our Properties, Facilities and Development team for validating your certificate.

UPLOAD A CERTIFICATE ON THE APP

- Log in to your 'Service Now Agent' mobile app using your FAN and password.
- Select the three dots at the top-right of screen (iPhone) or the green + button in the bottom-right corner (Android).
- Select 'Register a Contractor certificate' from the list that appears.
- Select certificate type.
- Add certificate number.
- If the certificate has valid from and expiry dates, enter dates.
- Upload image of certificate which clearly shows all details.
- Answer question 'Have you attached the certificate'.
- Click 'submit'.

Your certificate will then be validated by our customer service team.
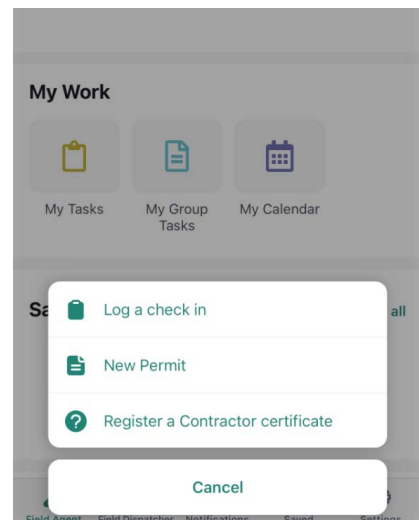
FOR SUPPORT OR MORE INFORMATION

For technical support, including questions about your FAN, password or access to the system contact our **IT service desk team** on (08) 8201 2345 during business hours. You can also log a request online using the IT help and support service in Service One.

For support with the contractor process, policy, work permits and permissions to proceed, or your work at Flinders, contact our **Properties, Facilities and Development team** on (08) 8201 2733 during business hours or email pfd@flinders.edu.au.

FLINDERS.EDU.AU/CONTRACTORS