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1. Purpose of the Guide

This guide provides instructions how to setup and login to your Donesafe Worker Profile, how to complete the GeelongPort Access Induction and book into GeelongPort Security Office to receive your GeelongPort Access Pass.

For assistance with Donesafe issues please contact donesafe@geelongport.com.au.

GeelongPort Donesafe Website - [GeelongPort Donesafe](#)

2. Setup and Login to your Donesafe Profile

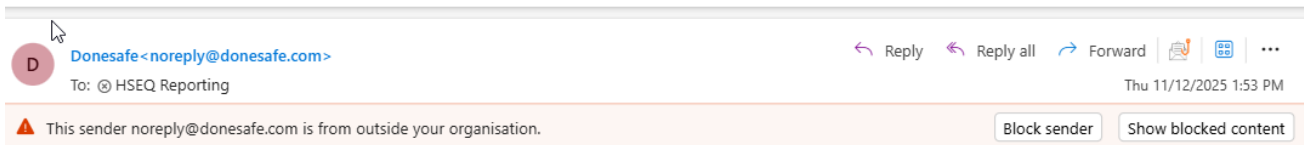
Step 1.

Business Administration creates Worker profile in Donesafe.

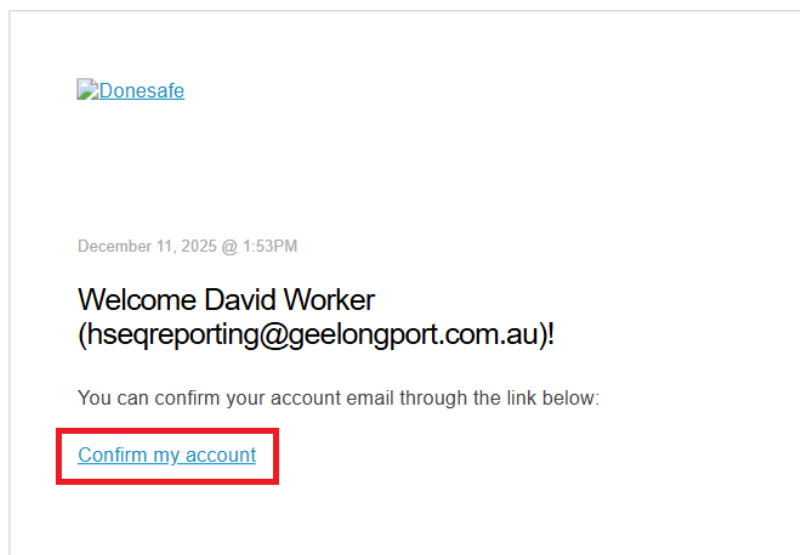
Worker receives Confirmation Instructions email from Donesafe (noreply@donesafe.com)

Open the email and click on the Confirm my account link (highlighted in red)

Confirmation instructions



Caution: This email originated outside GeelongPort. Think before you click or reply.



Step 2.

Enter in your email address and click on the Forgot your password? button (highlighted in red)

Please use below forgotten password form to reset your password

Email
test@example.com

Forgot your password?

Sign in Need to confirm your account?

Step 3.

Worker receives Reset password instructions email from Donesafe (noreply@donesafe.com)

Open the email and click on the Change my password link (Highlighted in Red)

Reset password instructions

Donesafe <noreply@donesafe.com>
To: HSEQ Reporting Thu 11/12/2025 2:03 PM

⚠ This sender noreply@donesafe.com is from outside your organisation. Block sender Show blocked content

Caution: This email originated outside GeelongPort. Think before you click or reply.

December 11, 2025 @ 2:03PM

Hello David Worker
hseqreporting@geelongport.com.au!

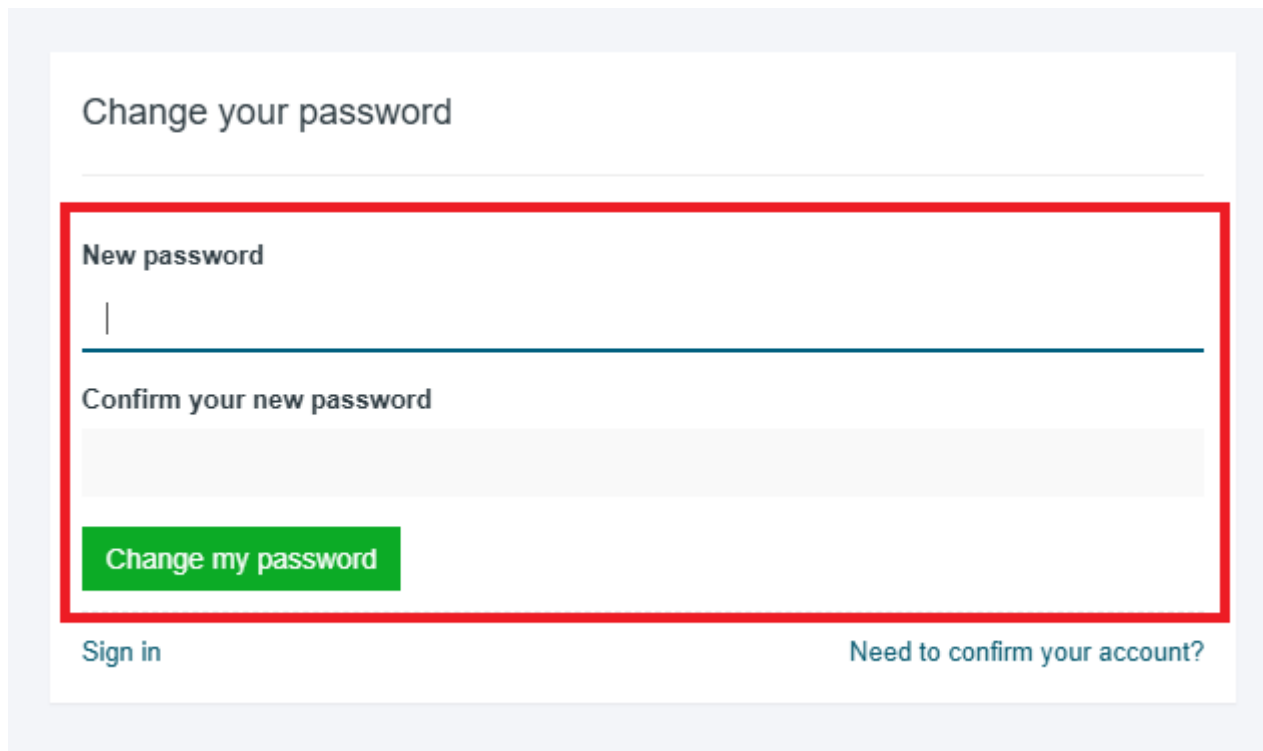
Someone has requested a link to change your password. You can do this through the link below.

[Change my password](#)

If you didn't request this, please ignore this email.
Your password won't change until you access the link above and create a new one.

Step 4.

Enter in your New password and Confirm your new password and click on the Change my password button (Donesafe Worker Dashboard will open)



Change your password

New password

Confirm your new password

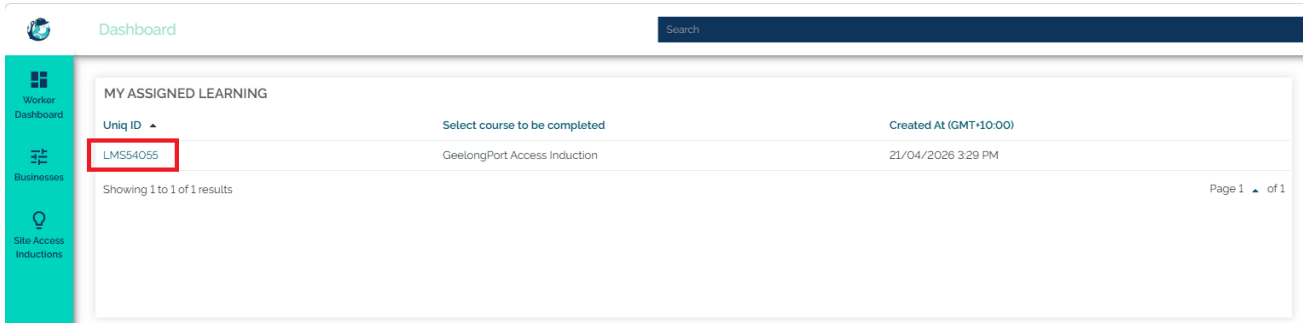
Change my password

[Sign in](#) [Need to confirm your account?](#)

3. Completing the GeelongPort Access Induction on Laptop

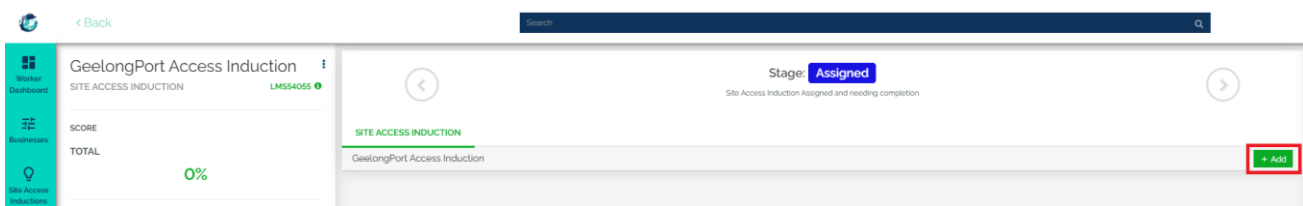
Step 1.

Worker Dashboard – Click on the Uniq ID under My Assigned Learning (highlighted red)



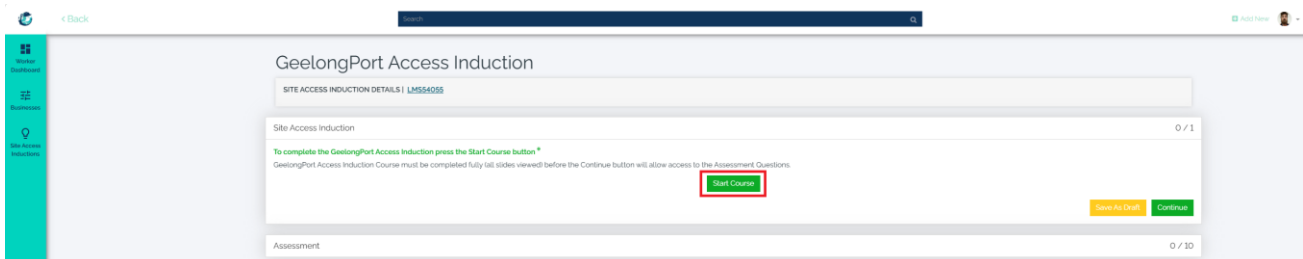
Step 2.

Click on the Add button (highlighted red)



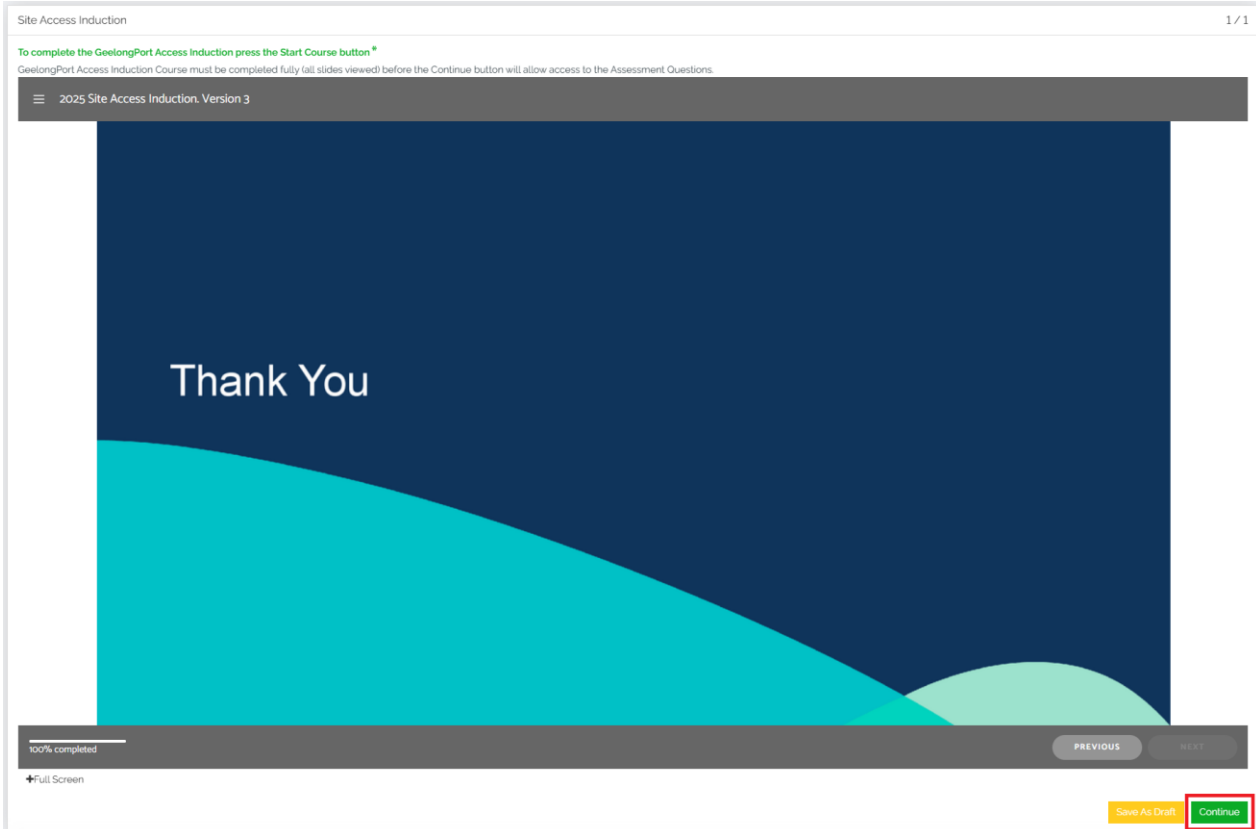
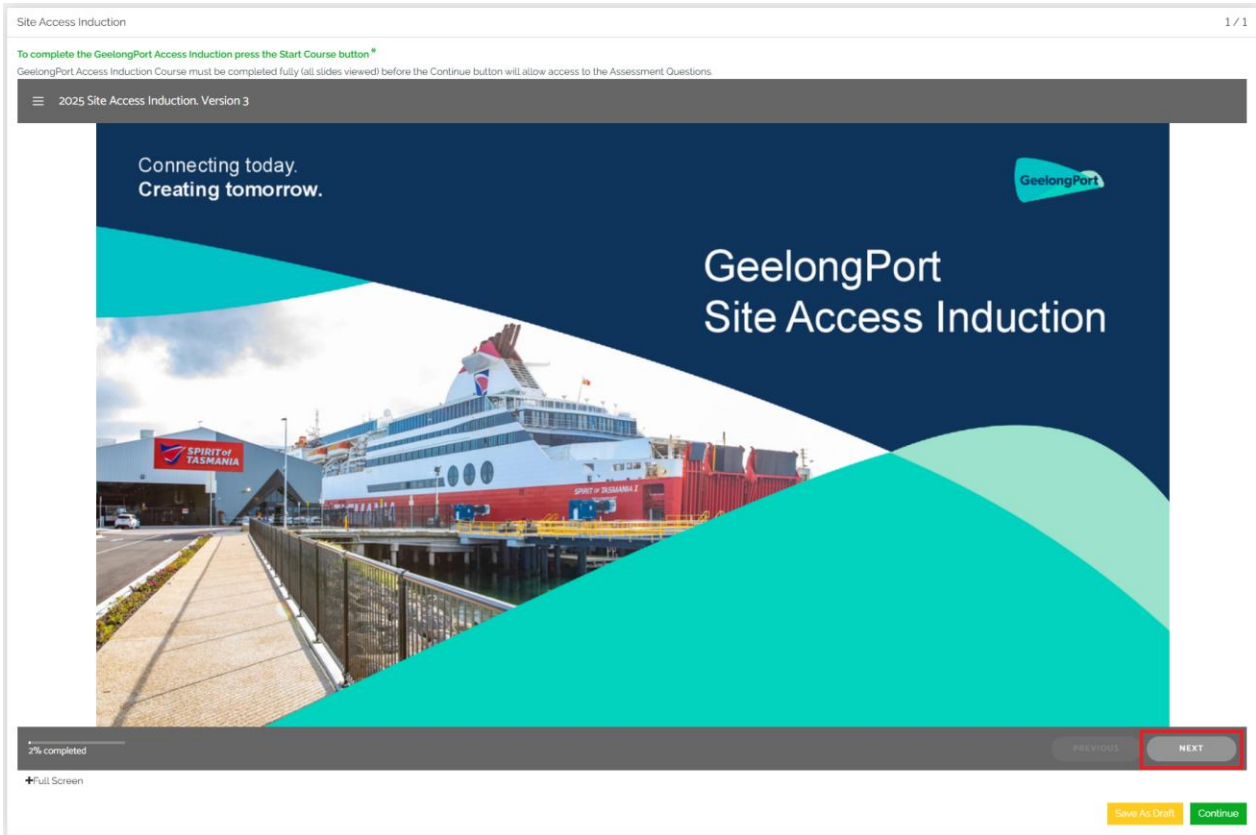
Step 3.

Click on the Start Course button (highlighted red)



Step 4.

Read through the GeelongPort Site Access Induction slides, use the next button (highlighted red) to progress until you come to the last slide and then click on the Continue button (highlighted red)



Our values: Anchored in safety | Because we live here too | It takes all of us | Embrace new possibilities

Step 5.

Complete the Induction Questionnaire, tick the Declaration and click on the Complete button (highlighted red). If a question is answered incorrectly information regarding the question will be provided. Please review the provided information and resubmit your answer.

All personnel must complete a separate, Safety Induction with their employer before commencing any work activities at GeelongPort. *

True False

Smoking and vaping is allowed anywhere within GeelongPort. *

True False

Visitors are allowed to perform work on-site at GeelongPort if they are escorted by a fully-inducted Host. *

True False

Pedestrians must give way to all vehicles and mobile equipment at GeelongPort. *

True False

Which of the following is NOT a prohibited item at GeelongPort? *

Select...

What should you do if you encounter a spill at GeelongPort? *

Select...

What is the speed limit for vehicles and mobile equipment at GeelongPort? *

Select...

What is the minimum standard for Personal Protective Equipment (PPE) required in all Operational areas within GeelongPort? *

Select...

What should you do during an evacuation at GeelongPort? *

Select...

Declaration

By ticking this box, I am declaring that I that I have understood and will follow the instruction and directions provided in this Site Access Induction. *

Yes

Step 6

Worker receives 100% score, GeelongPort Access Induction is completed and worker can log out of Donesafe.

The screenshot shows the Donesafe interface for a worker's induction status. On the left, a sidebar menu includes 'Worker Dashboard', 'Businesses', and 'Site Access Inductions'. The main content area displays 'GeelongPort Access Induction' with a score of '100.00%' highlighted in a red box. Below the score, it shows 'TOTAL' and '100.00%'. The right side of the screen shows the 'Stage: Assigned' and 'Site Access Induction Assigned and needing completion'. At the bottom, it identifies the worker as 'David Worker: GeelongPort Access Induction' with a 'Complete' button and a progress indicator '30/30'. The date and time '© 21/04/2026 at 3:36 PM' are also visible.

4. Completing the GeelongPort Access Induction on Phone / Tablet

Step 1.

Worker Dashboard – Click on the Uniq ID under My Assigned Learning (highlighted red)



MY ASSIGNED LEARNING		
Uniq ID ▲	Select course to be completed	Created At (GMT+10:00)
LMS54071	GeelongPort Access Induction	22/04/2026 8:11 AM

Showing 1 to 1 of 1 results Page 1 ▲ of 1

Step 2.

Scroll down the screen and click on the Add button (highlighted red)

Stage: **Assigned**

Site Access Induction
Assigned and needing completion

SITE ACCESS INDUCTION

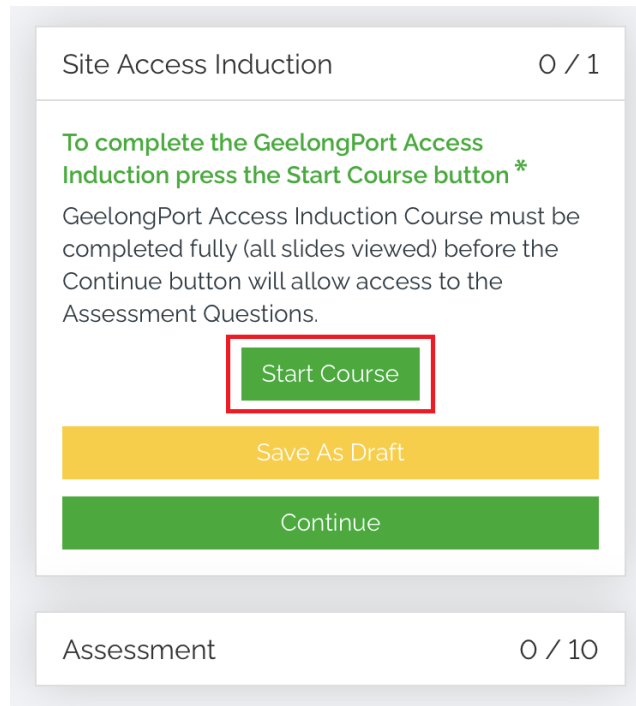
GeelongPort Access Induction + Add

Related To +

David Worker - Test Business

Step 3.

Click on the Start Course button (highlighted red)



Site Access Induction 0 / 1

To complete the GeelongPort Access Induction press the Start Course button *

GeelongPort Access Induction Course must be completed fully (all slides viewed) before the Continue button will allow access to the Assessment Questions.

Start Course

Save As Draft

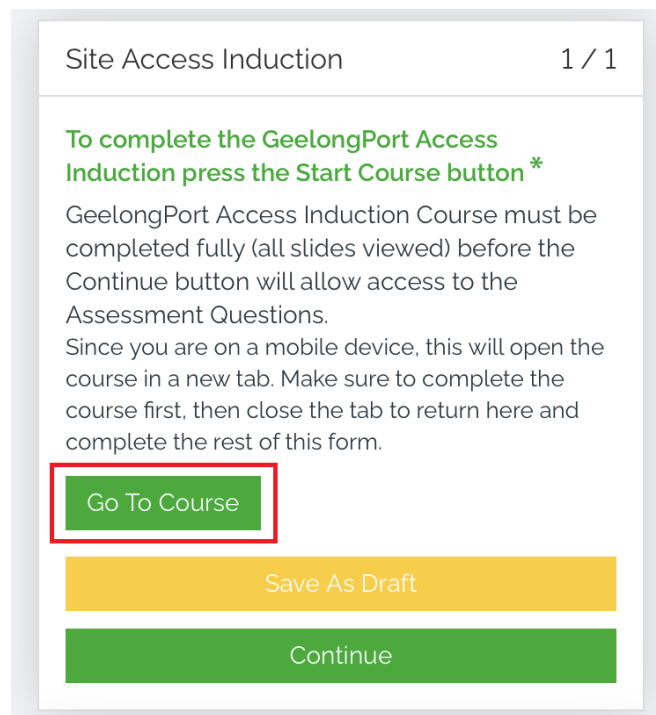
Continue

Assessment 0 / 10

Step 4.

Click on the Go To Course button (highlighted red).

Since you are on a mobile device, this will open the course in a new tab. Make sure to complete the course first, then close the tab to return here and complete the rest of this form.



Site Access Induction 1 / 1

To complete the GeelongPort Access Induction press the Start Course button *

GeelongPort Access Induction Course must be completed fully (all slides viewed) before the Continue button will allow access to the Assessment Questions.

Since you are on a mobile device, this will open the course in a new tab. Make sure to complete the course first, then close the tab to return here and complete the rest of this form.

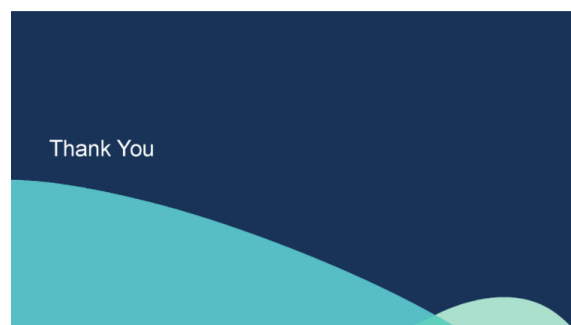
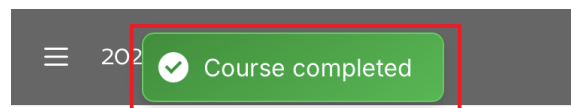
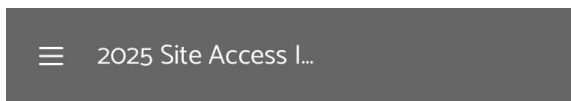
Go To Course

Save As Draft

Continue

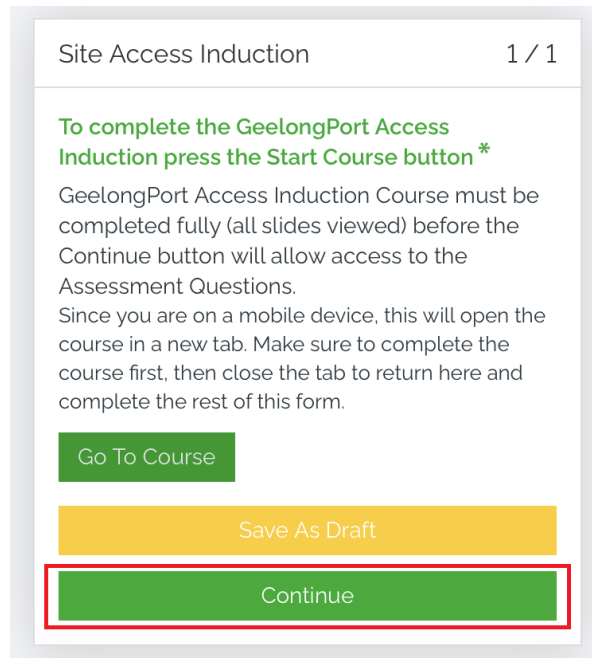
Step 4.

Read through the GeelongPort Site Access Induction slides, use the next button (highlighted red) to progress until you come to the last slide where it will say Course Completed (highlighted red)



Step 5.

Close the GeelongPort Site Access Induction slides tab and return/open the Site Access Induction tab and click on the Continue button (highlighted red)



Site Access Induction 1 / 1

To complete the GeelongPort Access Induction press the Start Course button *

GeelongPort Access Induction Course must be completed fully (all slides viewed) before the Continue button will allow access to the Assessment Questions.

Since you are on a mobile device, this will open the course in a new tab. Make sure to complete the course first, then close the tab to return here and complete the rest of this form.

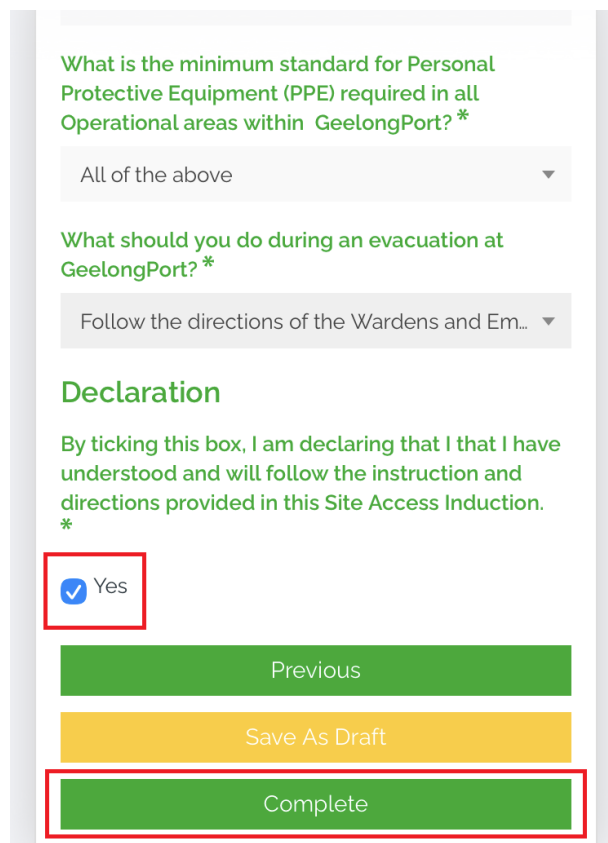
Go To Course

Save As Draft

Continue

Step 6.

Complete the Induction Questionnaire, tick the Declaration and click on the Complete button (highlighted red). If a question is answered incorrectly information regarding the question will be provided. Please review the provided information and resubmit your answer.



What is the minimum standard for Personal Protective Equipment (PPE) required in all Operational areas within GeelongPort? *

All of the above

What should you do during an evacuation at GeelongPort? *

Follow the directions of the Wardens and Em...

Declaration

By ticking this box, I am declaring that I that I have understood and will follow the instruction and directions provided in this Site Access Induction. *

Yes

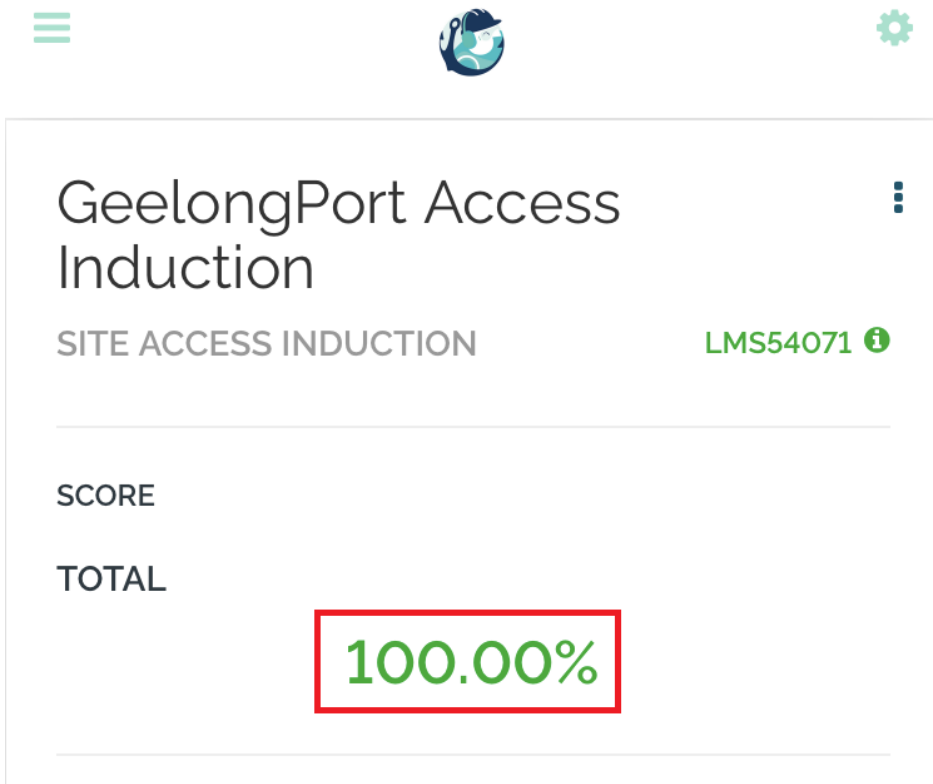
Previous

Save As Draft

Complete

Step 6

Worker receives 100% score, GeelongPort Access Induction is completed and worker can log out of Donesafe.



The screenshot shows the Donesafe interface with a navigation menu, a worker profile icon, and a settings gear. The main content area displays 'GeelongPort Access Induction' with a vertical ellipsis menu icon. Below this, it shows 'SITE ACCESS INDUCTION' and 'LMS54071' with an information icon. A horizontal line separates this from the 'SCORE' section, which shows 'TOTAL' and a large green '100.00%' score enclosed in a red box.

5. Book an Appointment to Receive GeelongPort Access Pass

To gain or renew your GeelongPort Access Card you will be required book in an appointment at GeelongPort Security Office 138-140 Corio Quay Road, North Geelong Vic 3214.

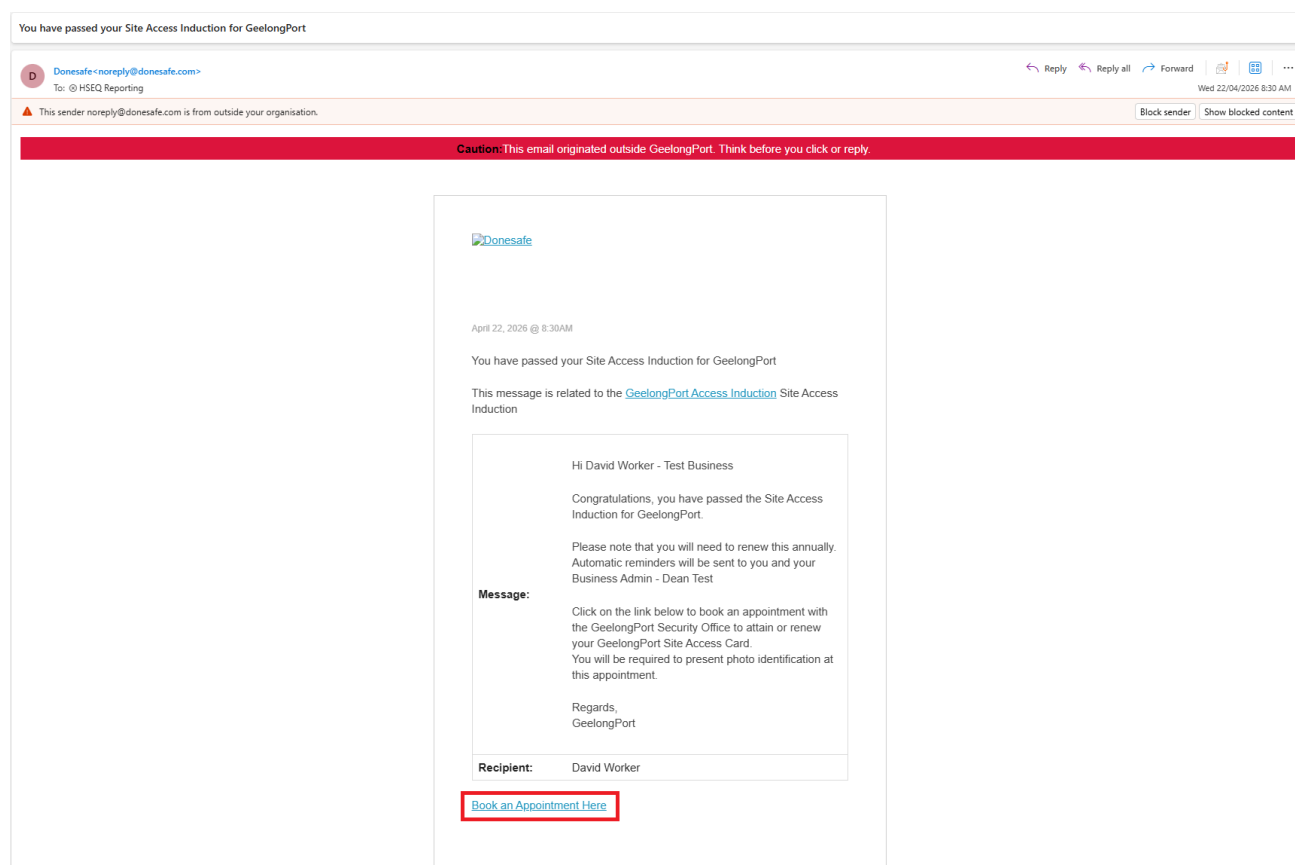
On the date and time of your appointment you will be required to present photo identification (e.g. Drivers Licence) and be required to have a headshot photograph taken.

This can be completed by using the link in the email from Donesafe on successful completion of GeelongPort Access Induction or by visiting the GeelongPort Website.

5.1. Use Link: Passed GeelongPort Access Induction Email

Step 1.

Click on the “Book an Appointment Here” (highlighted red)

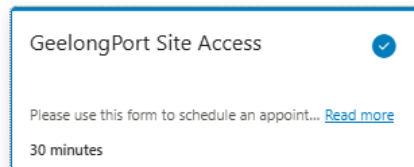


The screenshot shows an email interface. At the top, it says "You have passed your Site Access Induction for GeelongPort". The sender is "Donesafe <noreply@donesafe.com>" and the recipient is "HSEQ Reporting". The date is "Wed 22/04/2026 8:30 AM". A red banner at the top of the email body reads "Caution: This email originated outside GeelongPort. Think before you click or reply." The main content of the email is a message from GeelongPort, dated "April 22, 2026 @ 8:30AM". The message text is: "You have passed your Site Access Induction for GeelongPort. This message is related to the [GeelongPort Access Induction](#) Site Access Induction. Hi David Worker - Test Business. Congratulations, you have passed the Site Access Induction for GeelongPort. Please note that you will need to renew this annually. Automatic reminders will be sent to you and your Business Admin - Dean Test. **Message:** Click on the link below to book an appointment with the GeelongPort Security Office to attain or renew your GeelongPort Site Access Card. You will be required to present photo identification at this appointment. Regards, GeelongPort. **Recipient:** David Worker. At the bottom of the message, there is a red-bordered button that says "Book an Appointment Here".

Step 2.

Fill in all required information for Date, Time and Your Details (highlighted red) and click on the book button (highlighted red)

GeelongPort Site Access Card Appointment Booking System



Booking for **GeelongPort Site Access**

April 23

DATE

< > April 2026

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TIME

10:00 AM	10:30 AM	11:00 AM
11:30 AM	12:00 PM	1:00 PM
1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM

All times are in (UTC+10:00) Canberra, Melbourne, Sydney

ADD YOUR DETAILS

First and last name *
First and last name

Email *
Email

Address
Address

Phone number *
Add your phone number

Add any special requests
Add any special requests

Book

Our values: Anchored in safety | Because we live here too | It takes all of us | Embrace new possibilities

5.2. Use GeelongPort Website

Step 1

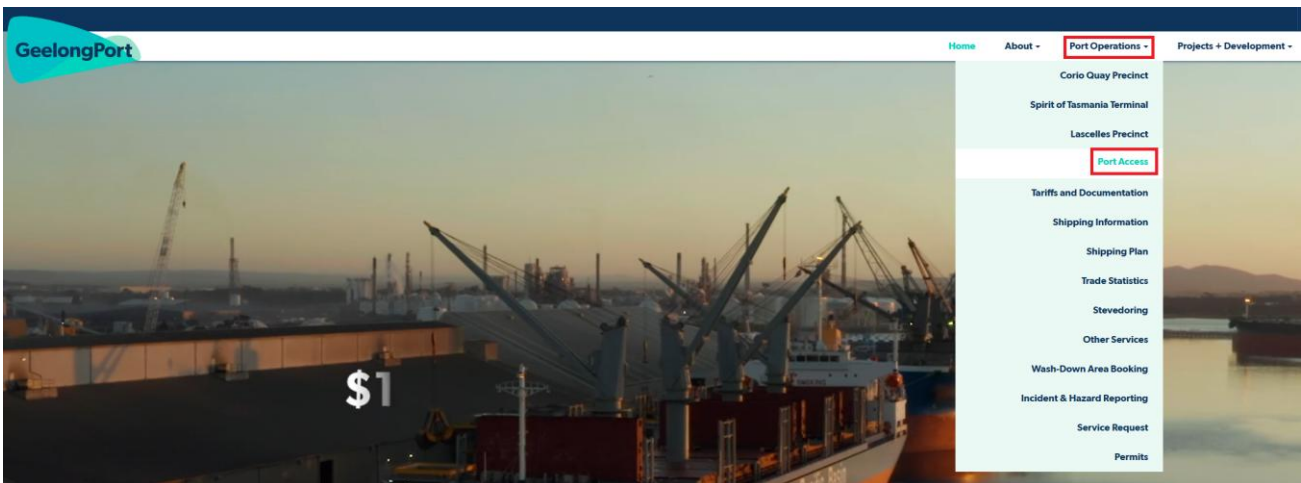
Use the below link to access the GeelongPort website.

[GeelongPort Website](http://www.geelongport.com.au) (www.geelongport.com.au)

Step 2.

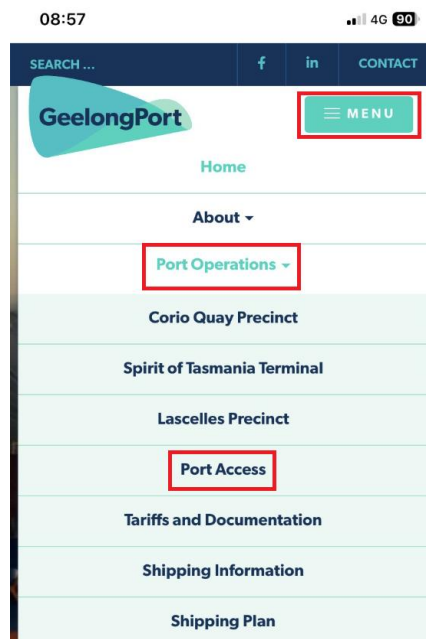
Laptop / Desktop Computer

Click on the Port Operations tab (highlighted red) and then on Port Access tab (highlighted red)



Phone / Tablet

Click on the Menu tab (highlighted red), then on the Port Operations tab (highlighted red) and then on Port Access tab (highlighted red)



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Step 2.

Fill in all required information for Date, Time and Your Details (highlighted red) and click on the book button (highlighted red)

GeelongPort Site Access Card Appointment Booking System

GeelongPort Site Access ✓

Please use this form to schedule an appoint... [Read more](#)

30 minutes

Booking for **GeelongPort Site Access**

April 23

DATE

< > April 2026

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TIME

10:00 AM	10:30 AM	11:00 AM
11:30 AM	12:00 PM	1:00 PM
1:30 PM	2:00 PM	2:30 PM
3:00 PM	3:30 PM	4:00 PM

All times are in (UTC+10:00) Canberra, Melbourne, Sydney

ADD YOUR DETAILS

<p>First and last name *</p> <input type="text" value="First and last name"/>	<p>Add any special requests</p> <input type="text" value="Add any special requests"/>
<p>Email *</p> <input type="text" value="Email"/>	
<p>Address</p> <input type="text" value="Address"/>	
<p>Phone number *</p> <input type="text" value="Add your phone number"/>	

Book