

Main Contractors User Guide

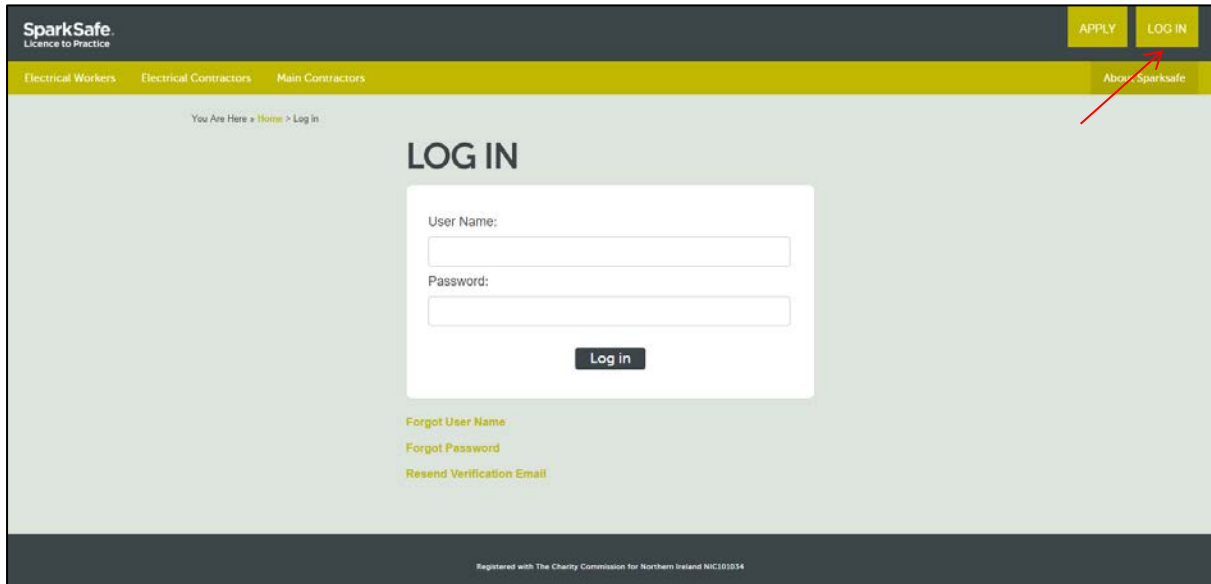
Accessing Your Member's Area

Please ensure your internet browser is set to Google Chrome at all times when using the SparkSafe LtP System.

Login Screen

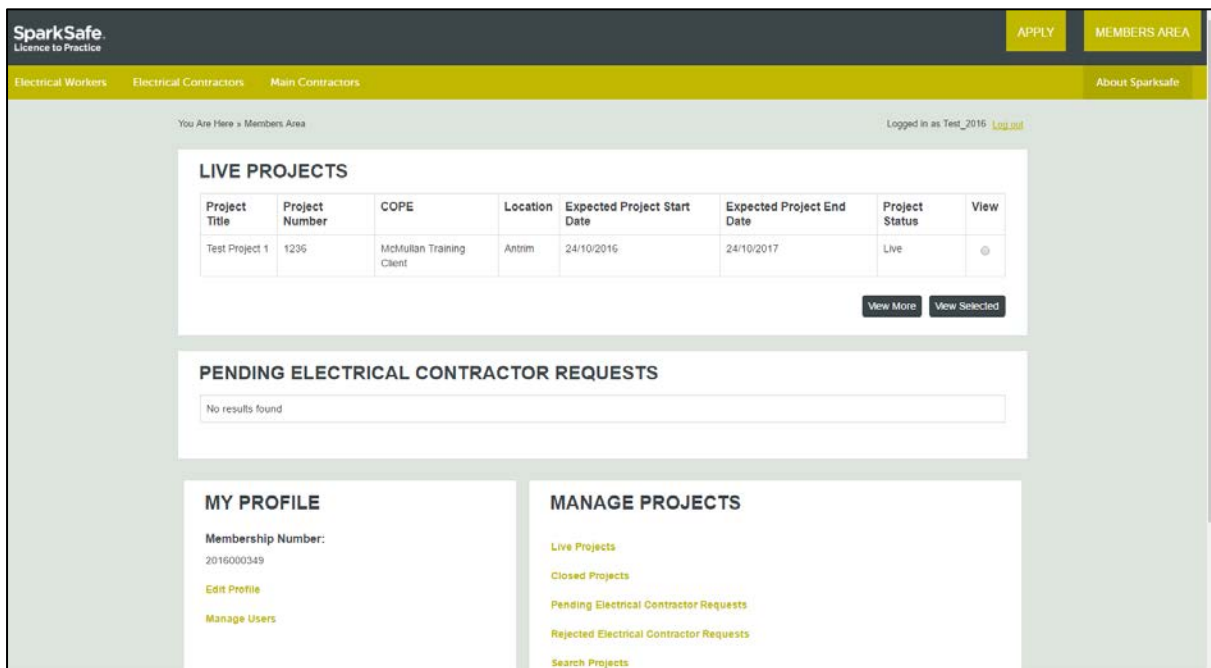
To access the Main Contractor Member's Area, users must click on the "Log in" option which can be found beside the "Apply" button on the global navigation (Fig 1.1).

Fig. 1.1



Users must then enter their User Name and Password (created during the application process) and click the Log in button. If the login details match, then the user will be taken to the Main Contractor Member's Area (Fig. 1.2).

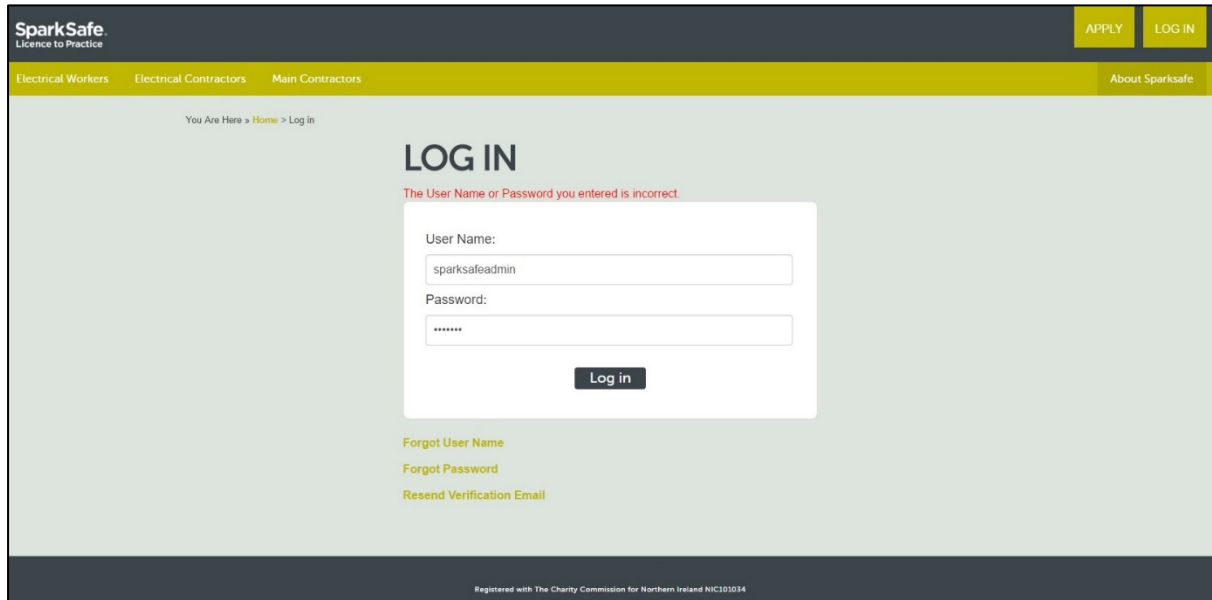
Fig. 1.2



Invalid Login

If the login details do not match (i.e. the user entered the incorrect User Name and/or Password) the warning message below will be displayed (Fig. 1.3).

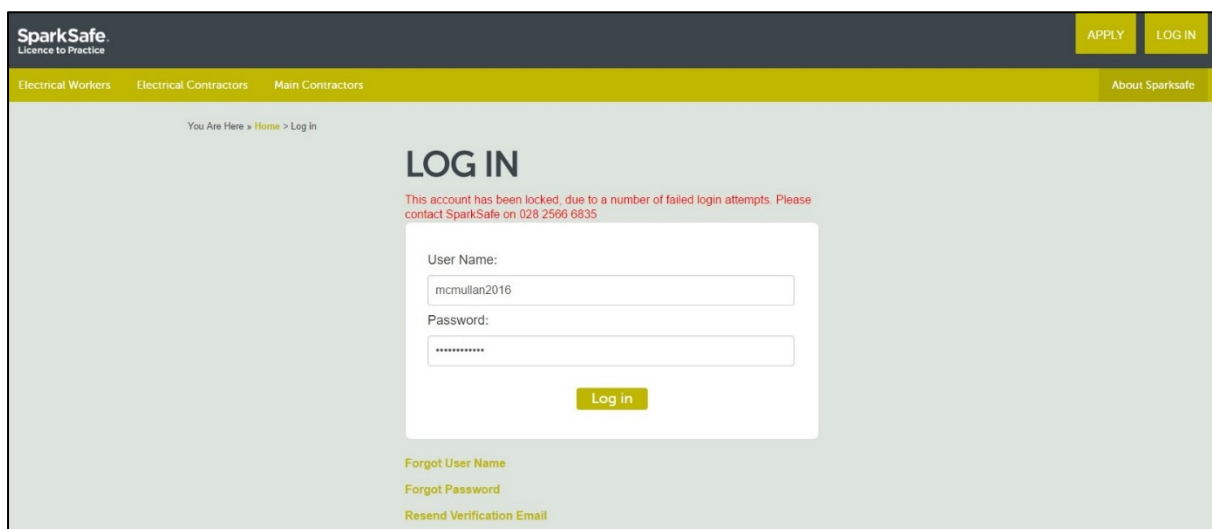
Fig. 1.3



Invalid Login - Locked Account

If you enter your User Name and/or Password incorrectly three times or more, you will be locked out of the system. If your account has been locked, the warning message below (Fig. 1.4) will be displayed.

Fig 1.4

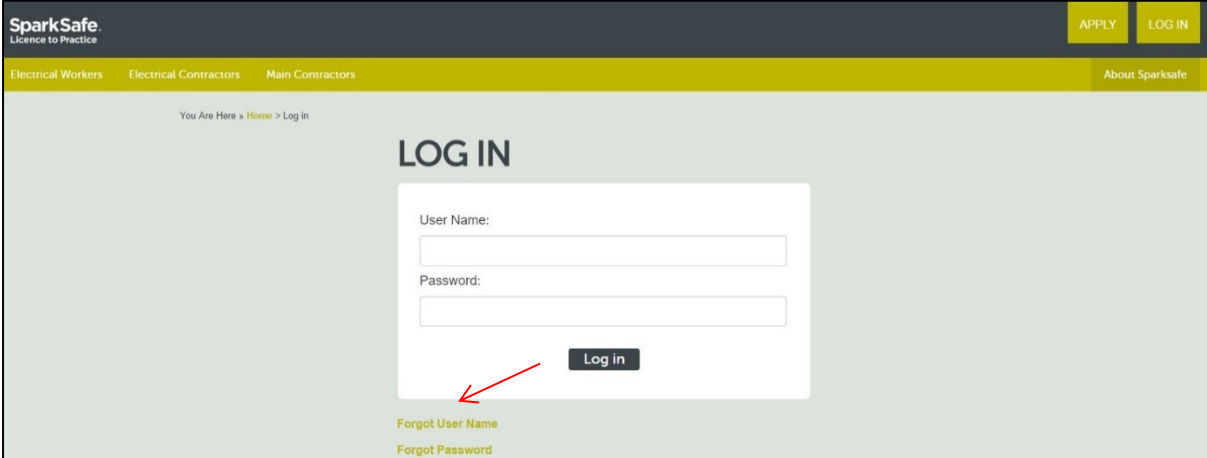


Please note that user accounts can only be unlocked by the SparkSafe Team. Therefore, please take care when providing your login details.

Forgot User Name

If you have forgotten your User Name, click on the “Forgot User Name” option below within the login area (Fig 1.5).

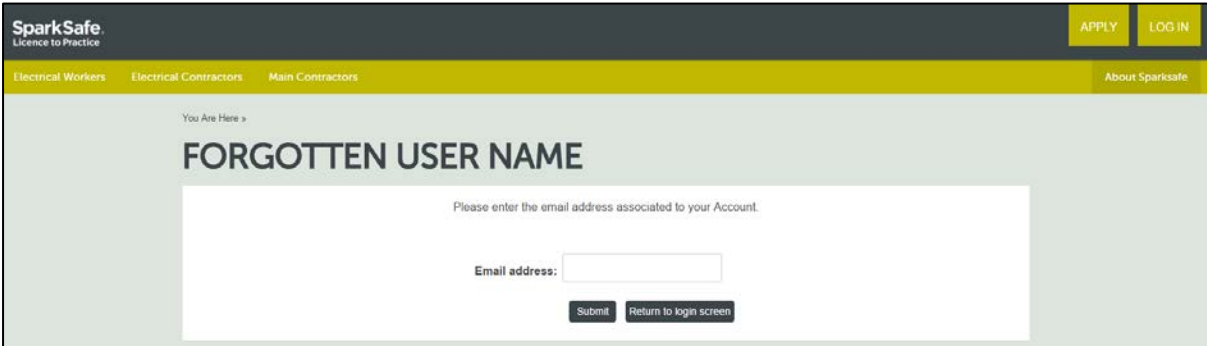
Fig. 1.5



The screenshot shows the SparkSafe login page. At the top left is the SparkSafe logo and 'Licence to Practice'. On the top right are 'APPLY' and 'LOG IN' buttons. Below the logo is a navigation bar with 'Electrical Workers', 'Electrical Contractors', and 'Main Contractors'. A breadcrumb trail reads 'You Are Here > Home > Log In'. The main heading is 'LOG IN'. Below it is a form with 'User Name:' and 'Password:' labels, each followed by an input field. A 'Log in' button is at the bottom of the form. Below the form are two links: 'Forgot User Name' and 'Forgot Password'. A red arrow points to the 'Forgot User Name' link.

You will then be asked to enter the email address associated to your account (Fig. 1.6).

Fig. 1.6

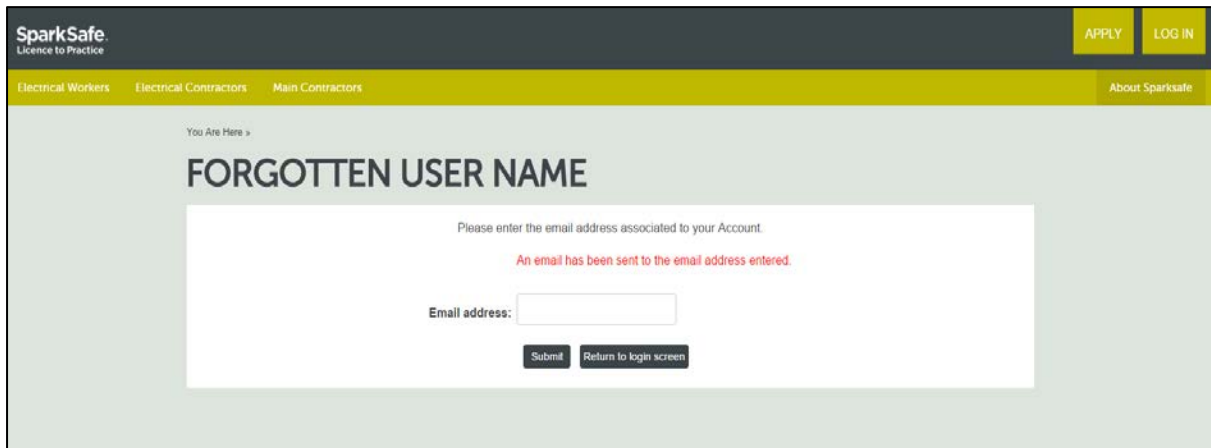


The screenshot shows the 'FORGOTTEN USER NAME' page. At the top left is the SparkSafe logo and 'Licence to Practice'. On the top right are 'APPLY' and 'LOG IN' buttons. Below the logo is a navigation bar with 'Electrical Workers', 'Electrical Contractors', and 'Main Contractors'. A breadcrumb trail reads 'You Are Here >'. The main heading is 'FORGOTTEN USER NAME'. Below it is a form with the text 'Please enter the email address associated to your Account.' and an 'Email address:' label followed by an input field. At the bottom of the form are two buttons: 'Submit' and 'Return to login screen'.

If you enter an email address that is recognised by the system, an email reminder will be sent listing the User Name associated to the email address provided.

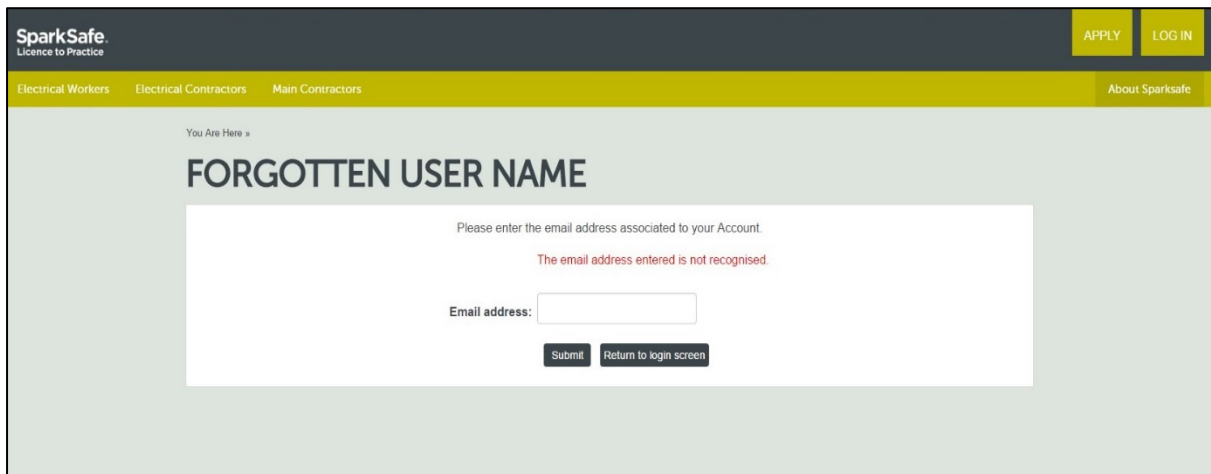
Once you have entered your email address, the screen will be updated to let the user know an email has been sent (Fig. 1. 7).

Fig. 1.7



If you provide an email address that is not recognised by the system, the error message below will be displayed (Fig. 1.8).

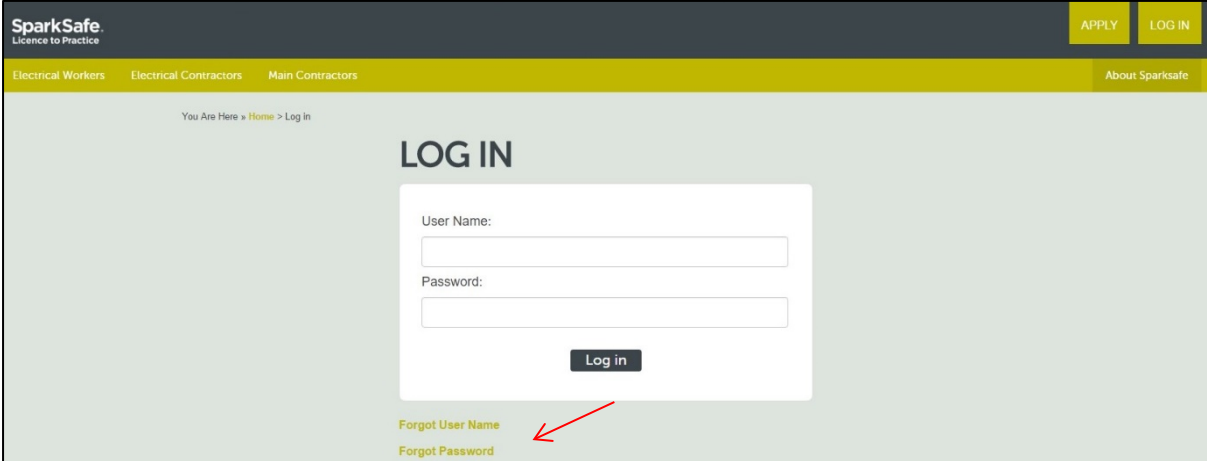
Fig. 1.8



Forgot Password

If you have forgotten your password, click on the “Forgot Password” option below within the login area (Fig. 1.9).

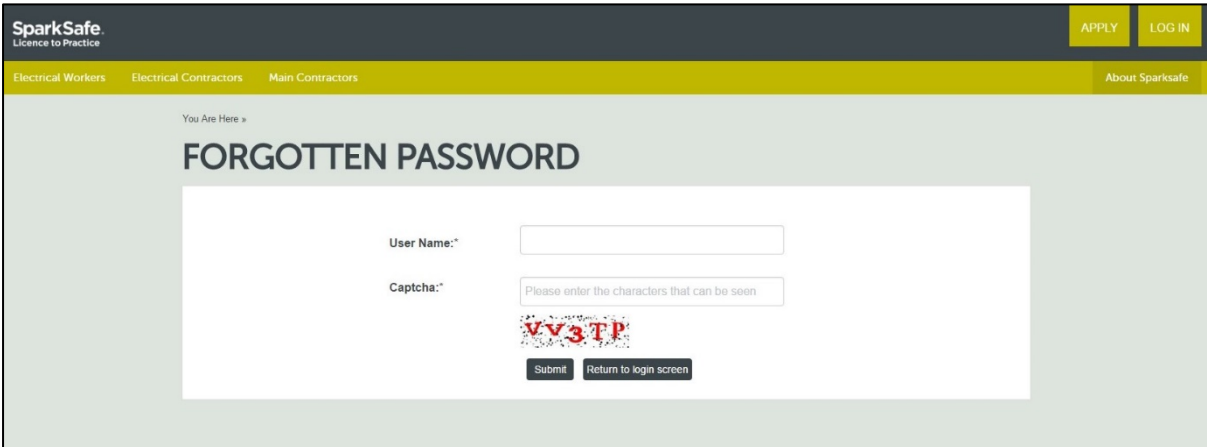
Fig. 1.9



The screenshot shows the SparkSafe website's login page. At the top, there is a navigation bar with 'SparkSafe Licence to Practice' on the left and 'APPLY' and 'LOG IN' buttons on the right. Below this is a secondary navigation bar with 'Electrical Workers', 'Electrical Contractors', and 'Main Contractors' on the left, and 'About Sparksafe' on the right. The main content area features a 'LOG IN' heading and a form with 'User Name:' and 'Password:' input fields, and a 'Log in' button. Below the form, there are two links: 'Forgot User Name' and 'Forgot Password'. A red arrow points to the 'Forgot Password' link.

You will be asked to enter your User Name (Fig. 1.10).

Fig. 1.10

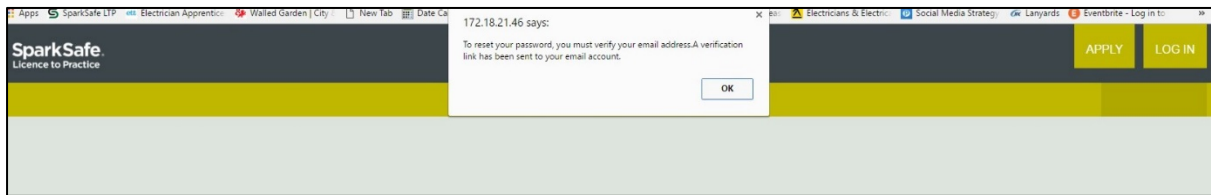


The screenshot shows the SparkSafe website's 'FORGOTTEN PASSWORD' page. At the top, there is a navigation bar with 'SparkSafe Licence to Practice' on the left and 'APPLY' and 'LOG IN' buttons on the right. Below this is a secondary navigation bar with 'Electrical Workers', 'Electrical Contractors', and 'Main Contractors' on the left, and 'About Sparksafe' on the right. The main content area features a 'FORGOTTEN PASSWORD' heading and a form with 'User Name:*' and 'Captcha:*' input fields, a captcha image showing 'VV3TP', and 'Submit' and 'Return to login screen' buttons.

If you enter a User Name that is recognised by the system, an email will be sent to that address listing the password associated to the User Name.

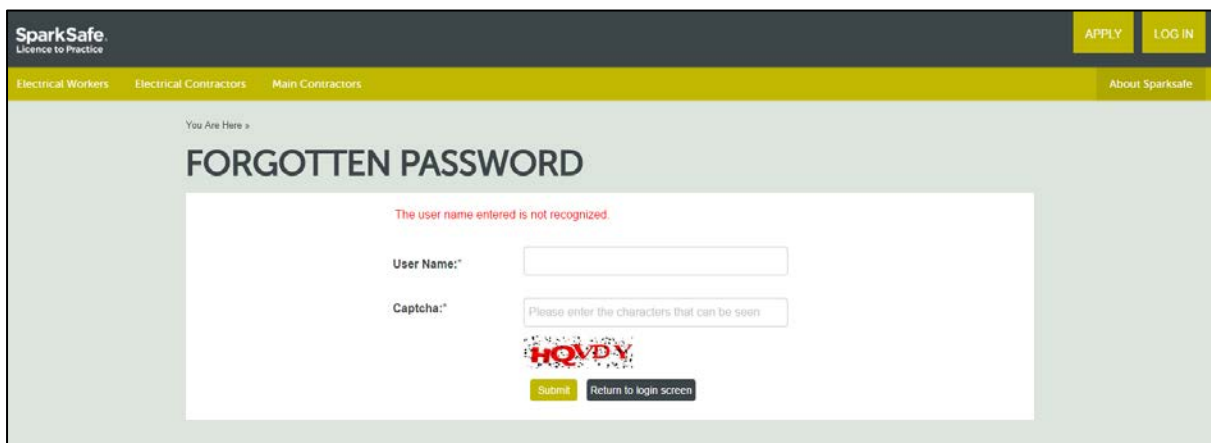
Once you have entered your User Name, the screen will be updated to let the user know an email has been sent (Fig. 1. 11).

Fig. 1.11



If the User Name is not recognised by the system, the error message below will be displayed by the system (Fig. 1.12).

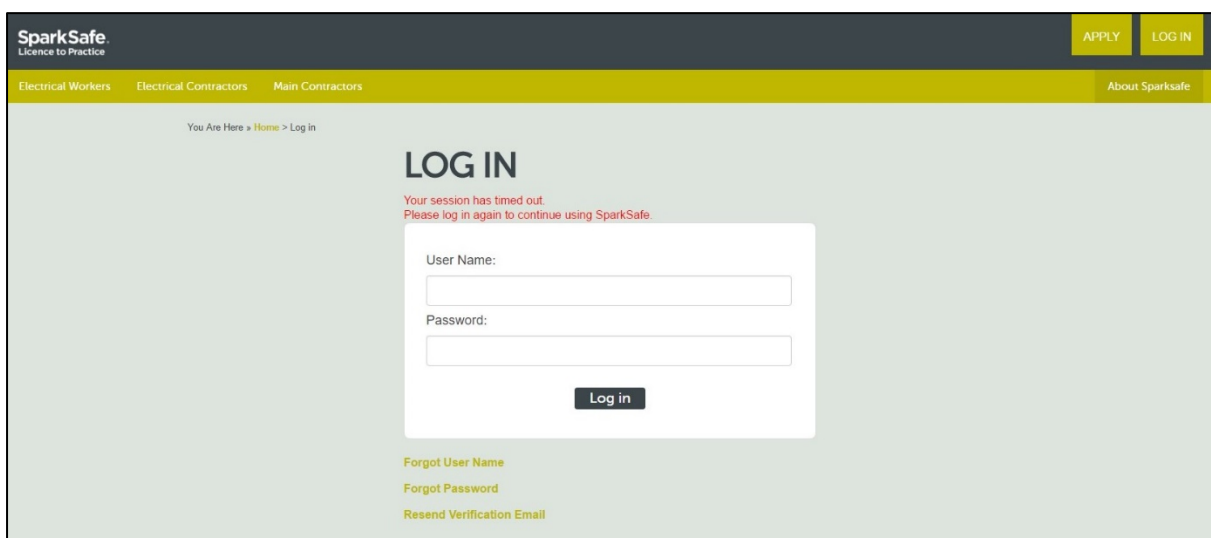
Fig. 1.12



Time Out Message

If you are inactive on the system for 20 minutes or more, the system will “time out”. The warning message below will be displayed (Fig. 1.13).

Fig. 1.13



To regain access to the system, you will have to log back into the system with your User Name and Password.

Exiting the System

If you wish to exit the system, you should always ensure that you log out. To do this you must select the “Log out” option which is displayed below the Global Navigation (Fig. 1.14). You will then be directed to the Log in Screen.

Fig. 1.14

