

REGISTER EMPLOYEES TO YOUR COMPANY

Any of your employees working at Flinders need to be associated with your business in our system. Each individual needs a sponsored Flinders Authentication Name (FAN) before you can do this.

Subcontractors also have the option to register their company and employees directly with the University.

REGISTER AN EMPLOYEE ON A COMPUTER

- Go to the [Register a contractor/employee page](#).
- Log in using your FAN and password.
- Start typing the names of your employees into the 'Contractors to be added' field, and click the correct name from the list that appears. You can add multiple individuals.
- Click Submit.

REGISTER AN EMPLOYEE IN THE MOBILE APP

- Alternatively, you can add employees in the 'ServiceNow Agent' app. Log in using your FAN and password (refer to 'Install the ServiceNow Agent app' quick reference guide for download instructions).
- Select the three dots at the top right of your screen (iPhone) or the green + button (Android) and then 'Register a contractor'.
- Select your company in the supplier field, then search for the name of the contractor you want to add. You can add multiple individuals.
- Select the 'Submit' button at the top right of your screen (iPhone) or the green arrow button (Android) and follow the prompts to submit. You may see error messages pop up temporarily, please ignore these.
- Your contractors/employees will automatically be registered to your company.
- New individuals registered to your company (including you) will then receive an email invitation to complete an online induction before carrying out work.

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 pfid@flinders.edu.au.