Register your account

This document guides you through the registration process to create your worker account on the Sitepass system.

Step 1: Email invitation

You will have received an invitation email from your employer. Click the **'Connect now'** button in the body of the email to begin the registration process, or you can navigate to **aal.mysitepass.com.au** and register using the invitation code in the email.

Step 2: Your account details

At the registration screen, enter your **name**, **email** and a secure **password** you'll remember. You can always reset your password later if you forget it. Check your details are correct and then agree to the terms and conditions. To continue click the **'Create account'** button.

Step 3: Verify your email

A verification email will be sent to your email address. When you receive it, click the **'Verify email address'** button to continue the registration process. Note: be sure to check your junk/spam folder if it hasn't arrived.

Step 4: Add a photo

Your client will need a way to identify you when visiting a worksite. Add a clear, easily identifiable photo of yourself; once uploaded it can be rotated, resized and cropped to suit.

Step 5: Primary contact details

Add your primary email address and mobile phone number so we're able to contact you about your account or worksite related emergencies.

Step 6: Complete

At this stage, you're ready to complete the registration process and dive into Sitepass. Click **'Finish Setup'** to be taken to your Sitepass Dashboard.

NEED ASSISTANCE?

Speak with your business manager or contact the Sitepass support team:

✉ **support@mysitepass.com** or 📞 **1300 89 89 76**

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Migrate your account

This document guides you through the migration process to update your worker account on the new Sitepass system.

Step 1: Visit the client portal

To begin, you will need to visit your client's Sitepass portal. Navigate to **aal.mysitepass.com.au** and login to access your Sitepass account.

Step 2: Login

Enter your **username**, and **password** to access your account. If you've forgotten your password you can use the password reset feature. **Note**: if you've forgotten your username, you will need to contact support.

Step 3: Update your account

You will be asked to select a new **username** which must be your **email address.** If you already have an account on the system using this email address, you will be asked to login and your migrated account will be merged to your existing account.

Step 4: Verify your email

A unique verification code will be sent to your email address. When you receive it, enter the code into the '**Verification code'** field to continue the registration process. **Note**: be sure to check your junk/spam folder if it hasn't arrived.

Step 5: Add a profile picture

Your client will need a way to identify you when visiting a worksite so make sure your photo is a clear and easily identifiable photo of yourself; once uploaded it can be rotated, resized and cropped to suit. Make sure all your other account and contact details are up to date before continuing.

Step 6: Complete

At this stage, your account migration will be complete and you're ready to dive into the new version of Sitepass.
Click '**Finish Setup'** to be taken to your Sitepass Dashboard.

NEED ASSISTANCE?

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✉ **support@mysitepass.com** or 📞 **1300 89 89 76**

aal.mysitepass.com.au

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