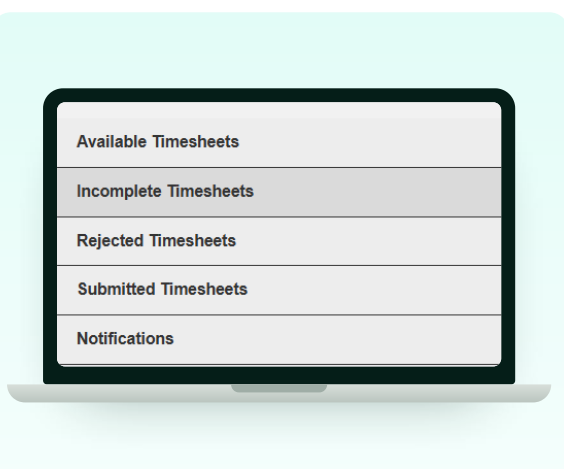


Candidate portal.

Log in, set up your account and submit your timesheets. Pick your device. Each side is a complete guide, from log in to finish.



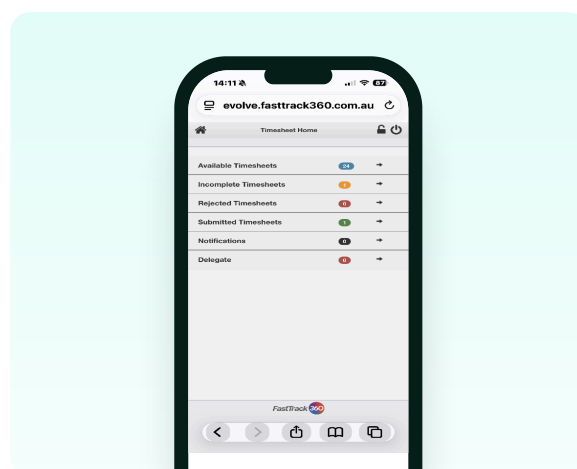
Desktop

Follow the steps on a laptop or desktop.

[Go to desktop steps](#)

Set-up	02–03
Navigate	04
Timesheet tabs	05
Attendance	06
Reimbursements	07

[Open desktop portal](#)



Mobile

Follow the steps in your phone's browser.

[Go to mobile steps](#)

Set-up	08–09
Timesheet Home	10
Open a timesheet	11
Enter hours	12
Submit	13
Reimbursements	14

[Open mobile portal](#)

Desktop · Log in

Log in on desktop.

Your consultant sends you everything you need to get started.

Link

Portal link

Click to open the candidate portal on desktop.

[Open desktop portal](#)

Username

Your username

Sent to you by your consultant.

Password

Temporary password

Also sent to you by your consultant.

01

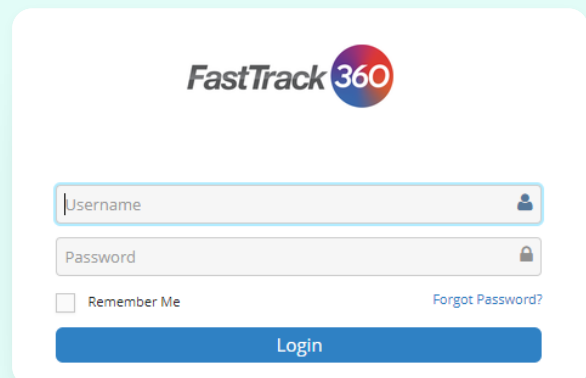
Open the portal.

Click **Open desktop portal** above, or go to **evolve.fasttrack360.com.au** in your web browser.

02

Enter your details.

Type the username and temporary password from your consultant into the fields, then click **Login**.



The login screen for FastTrack 360. It features the logo at the top. Below it are two input fields: 'Username' with a user icon and 'Password' with a lock icon. There is a 'Remember Me' checkbox and a 'Forgot Password?' link. A blue 'Login' button is at the bottom.

— The portal login screen



Logging in for the first time? The system will ask you to set a new password. The next page walks you through it.

Set up your account.

The first time you log in, the system asks you to reset your password.

- 01 **Enter your temporary password.**
Use the temporary password most recently provided by your consultant.
- 02 **Create your new password.**
Create your new password, then confirm it.
- 03 **Log in again.**
Once your new password is created, you will be prompted to log in **again**.
- 04 **Use your new password.**
Log in with your username and your **new** password.
- 05 **Choose a security question.**
Select a security question and enter your answer.
- 06 **Need a new password?**
Use **Forgot Password?** on the login screen, or ask your consultant to reset it for you.

You do not have security question, Please save it first to continue....

Security Question :

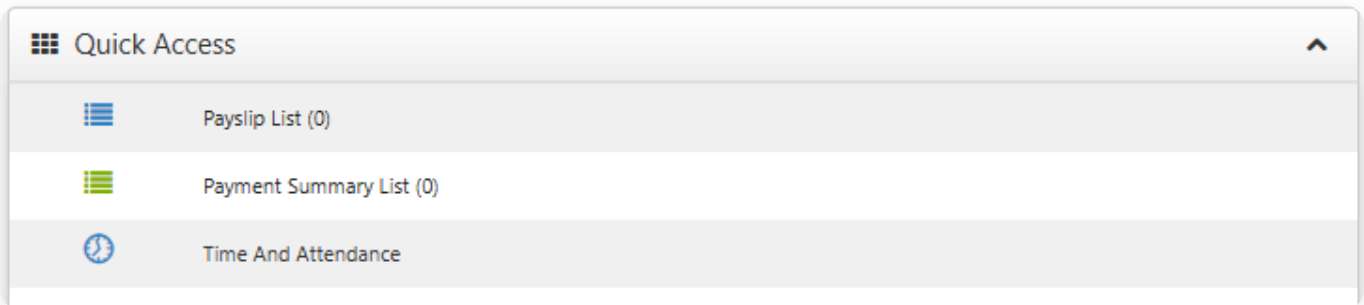
Security Answer :

[Save Changes](#)

— Step 5: your security question

Navigate the portal.

Scroll down, or use the Quick Access menu on the right.



Payslip list

View and print your payslips.

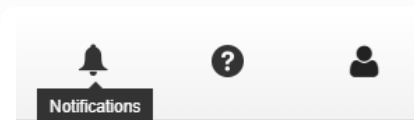
Payment summary list

View and download your payment summaries.

Time and attendance

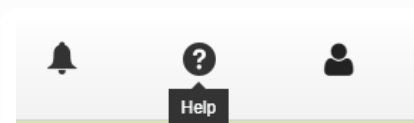
Opens in a new browser tab. View, complete and submit timesheets for approval.

Header menu



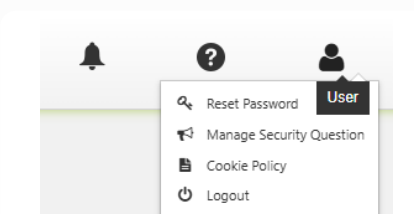
Bell: notifications

Shows timesheet notifications when your agency has set this up.



Question mark: help

Opens a guided walkthrough of the portal's features.



Profile

Reset your password, manage your security question, view the cookie policy and log out.



Timesheet screen shortcuts

Padlock resets your password, the question mark opens help and the power icon logs you out.

Your timesheet screen.

Five tabs sort your timesheets by status, so you always know what needs doing next.

Available Timesheets	0
Incomplete Timesheets	0
Rejected Timesheets	0
Submitted Timesheets	0
Notifications	0

— Timesheet Home

Available Timesheets you have not yet completed.

Incomplete Timesheets you edited or recalled and saved, but have not yet submitted for approval.

Rejected Timesheets your client rejected. Amend them and resubmit for approval.

Submitted Timesheets you submitted that are waiting for client approval.

Notifications Messages sent to you through the system.

Good to know

Future-dated timesheets do not show.

You only see the current week, plus any outstanding timesheets from previous weeks.

Attendance.

Add the hours you worked for each day.

Attendance (7)

Work Date	Attendance Type	Start Time	End Time	Break Items : Start	End	Project Items : Start	End
07/09/2026 - Mon		hh:mm	hh:mm	hh:mm	hh:mm		
08/09/2026 - Tue		hh:mm	hh:mm	hh:mm	hh:mm		
09/09/2026 - Wed		hh:mm	hh:mm	hh:mm	hh:mm		
10/09/2026 - Thu		hh:mm	hh:mm	hh:mm	hh:mm		

Available timesheets: attendance

01

The **Start** and **End** times may already be filled in. Review them and update where needed.

02

If the fields are blank, enter the start and end times for each day you worked.

03

In **Break Items**, enter the **Start** and **End** time of your break. Click + to add another break.

04

To add **Project Items**, click the + symbol. Your agency will tell you if this is needed.

05

Click **Save** to keep your progress, then **Submit** to send your timesheet to your client for approval.

Additional Items (0)

Date	Item
------	------

Reimbursements (0)

Date	Item
------	------

Attachments (0)

Filename

Comments (0)

Date	Comment
------	---------

Expandable sections sit below attendance

Desktop · Reimbursements

Extras, covered.

Reimbursements

Due reimbursement for travel or accommodation? Email your consultant directly. They will work with our Accounts team to arrange payment.

Include all relevant receipts and supporting documents with your request.

Processed weekly

Tuesday

Send your request to your consultant by close of business each Tuesday.

Comments

Use Comments for payments that cannot be entered within your hours, such as an on-call allowance.

- 01 Open the relevant timesheet.
- 02 Expand **Comments** by clicking the arrow on its bar, then click + (Add).
- 03 Add a comment confirming the date and on-call period.
- 04 Click **Save**.

Example comment

“On-call allowance for [date], from [start time] to [end time].”

Additional Items (0)

Date

Item

Comments (0)



Date

Comment

— Comments sit with your other sections

Open desktop portal

Mobile · Log in

Log in on mobile.

Your consultant sends you everything you need to get started.

Link

Portal link

Tap to open the candidate portal on mobile.

[Open mobile portal](#)

Username

Your username

Or your sign-in email, from your consultant.

Password

Temporary password

Also sent by your consultant.

01

Open the portal.

Tap **Open mobile portal** above, or open the link in your phone's web browser.

02

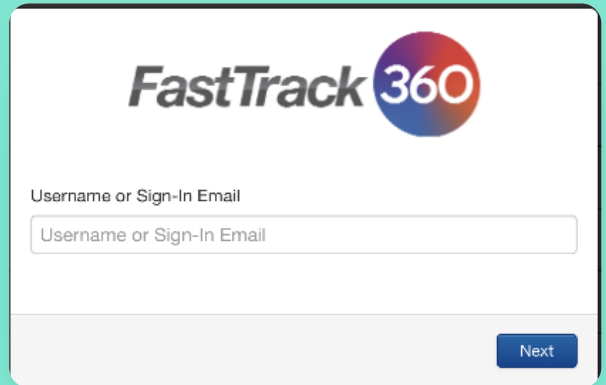
Enter your username.

Type your username or sign-in email, then tap **Next**.

03

Enter your password.

Enter your temporary password when prompted, then log in.



The image shows a mobile login screen for FastTrack 360. At the top is the FastTrack 360 logo. Below it is a label 'Username or Sign-In Email' followed by a text input field containing the same text. At the bottom right is a blue button labeled 'Next'.

— The portal login screen



Logging in for the first time? The system will ask you to set a new password. The next page walks you through it.

Set up your account.

The first time you log in, the system asks you to reset your password.

Enter your temporary password.

- 01 Use the temporary password most recently provided by your consultant.

Create your new password.

- 02 Create your new password, then confirm it.

Log in again.

- 03 Once your new password is created, you will be prompted to log in **again**.

Use your new password.

- 04 Log in with your username and your **new** password.

Choose a security question.

- 05 Select a security question and enter your answer.

Need a new password?

- 06 Ask your consultant to reset it for you.

You do not have security question, Please save it first to continue....

Security Question :

Security Answer :

Enter Your Answer

Save Changes

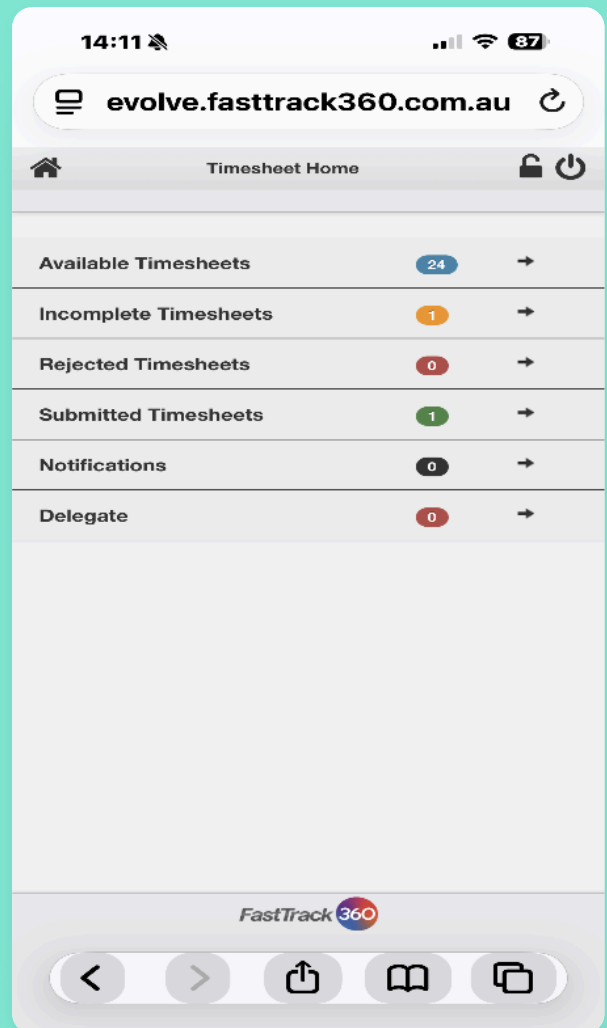
— Step 5: your security question

Find your timesheets.

Tabs sort your timesheets by status.

Available	Timesheets you have not yet completed.
Incomplete	Edited or recalled and saved, but not yet submitted.
Rejected	Rejected by your client. Amend and resubmit.
Submitted	Waiting for client approval.
Notifications	Messages sent to you through the system.

i Future-dated timesheets do not show. You only see the current week, plus any outstanding timesheets from previous weeks.



— Timesheet Home

Mobile · Open a timesheet

Open your timesheet.

Pick a timesheet from your available list.

01

Tap Available Timesheets.

Your available timesheets show the client, position, start date and end date.

02

Tap the timesheet to open it.

The dates are the timesheet period, not your full placement.

T/S Type	Client	Job Position	Start Date	End Date
AR		Receptionist	29/06/2020	05/07/2020

Showing 1-1 of 1 entries << First < Previous | Next > Last >>

— Available Timesheets

Timesheet buttons



Back arrow	Returns you to the previous screen.
Message	Sends a message to the approver. Your employer or agency may not use this, so check first.
Save	Moves the timesheet to Incomplete Timesheets. Use it to enter hours day by day.
Submit	Sends the completed timesheet to the approver.

Enter your hours.

Add start and end times for each day you worked.

01

Tap the arrow beside **Attendance** to expand it.

02

Check **Start Time** and **End Time**. Update them, or enter them if blank.

03

In **Break Items**, tap + and enter the start and end time of your break.

04

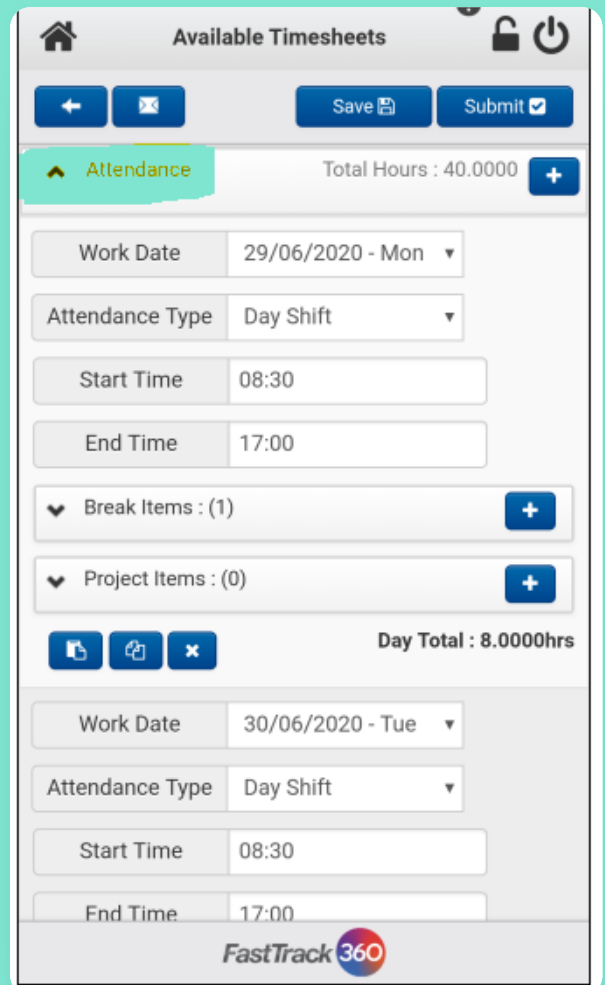
To add **Project Items**, tap +. Your agency will tell you if this is needed.

05

Tap **Save** to keep your progress.



Only enter a timesheet code if you have been told to.



— Attendance for each day

Submit and fix.

Send your timesheet, recall it, or correct it if it is rejected.

Submit

When the timesheet is complete, tap **Submit**. If anything is missing or incorrect, an error message appears. Fix it, then tap **Submit** again.

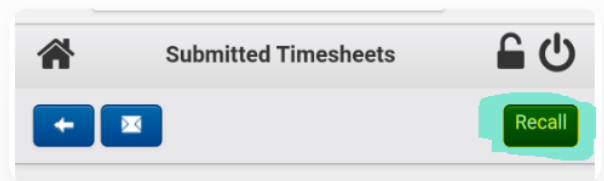
Recall a submitted timesheet

01 Open **Submitted Timesheets**.

02 Select the timesheet.

03 Tap **Recall**. It moves to Incomplete Timesheets.

04 Make your changes, then tap **Submit** again.

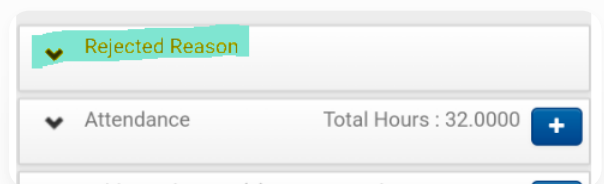


Fix a rejected timesheet

01 Open **Rejected Timesheets** and select the timesheet.

02 Expand **Rejected Reason** to see why.

03 Make the changes, then tap **Submit**.



Once approved, a timesheet leaves your Submitted Timesheets list.

Mobile · Reimbursements

Extras, covered.

Reimbursements

Due reimbursement for travel or accommodation? Email your consultant directly. They will work with our Accounts team to arrange payment.

Include all relevant receipts and supporting documents with your request.

Processed weekly

Tuesday

Send your request to your consultant by close of business each Tuesday.

Comments

Use Comments for payments that cannot be entered within your hours, such as an on-call allowance.

- 01 Open the relevant timesheet.
- 02 Expand **Comments** by tapping the arrow on its bar, then tap + (Add).
- 03 Add a comment confirming the date and on-call period.
- 04 Tap **Save**.

Example comment

“On-call allowance for [date], from [start time] to [end time].”

Attendance	Total Hours : 40.0000	+
Additional Items (0)	Total Quantity : 0	+
Reimbursements	(0)	+
Attachments	(0)	+
Comments	(0)	+

— Tap + beside a section to add to it

Open mobile portal

Need a hand?

Talk to your consultant.

Your consultant is your first contact for password resets, reimbursements and any timesheet questions.

Open desktop portal

Open mobile portal

evolvetalent.com.au

[Back to contents](#)