Go to ‘https://cdp.curtin.edu.au’

Select the ‘Login’ button

Login using your credentials

Select the ‘Project Registration’ button

Check the details and select the ‘Approve’ button or;

Provide rejection details and select the ‘Reject’ button

Please ensure this request is via the Lead Consultant or approved Contractor you have engaged for your Curtin University Project and then either approve or deny their registration.

Select ‘Requests’ and then the ‘Book In Requests’ button

Check the list of documents and select the ‘Approve’ button or;

Provide rejection details and select the ‘Reject’ button

Please ensure the submission has complied with the following requirements and either approve or deny the Book In Request;

- Is the correct Curtin Project Number used throughout documentation?
- Have all disciplines submitted their documentation required, ensuring a singular complete package?
- Are all ‘Operation & Maintenance’ manuals included for this project?