

## Quick Reference Guide – Caterpillar Login Setup & Mandatory courses

### Caterpillar Login Setup

- Agency employee should have laptop/desktop with good internet connection.
- Hiring Managers will call you (Voice call) on your personal mobile to provide CWS and LAN ID password, employees should not receive the login credentials in any other mode (SMS/Voice mail/WhatsApp etc).
- Agency employees are requested to notify the below TPL contact, if you do not receive any call from your Caterpillar hiring manager till 01:00 PM on your first day of joining.

**TPL contact:** Gowrisankar S- [S\\_Gowrisankar@cat.com](mailto:S_Gowrisankar@cat.com)

Neeraja Kovuru- [Kovuru\\_Neeraja@cat.com](mailto:Kovuru_Neeraja@cat.com)

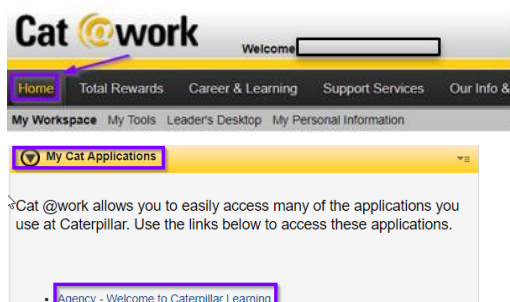
- Employees are requested to connect with below IT help desk to register your smartphone to use Symantec VIP (Multifactor Authentication)
- Hiring manager will initiate the request for Citrix account on behalf of employee and share details with employee over personal mobile, employees should not receive the login credentials in any other mode (SMS/Voice mail/WhatsApp etc).

If hiring manager/employee are facing any issues on getting the Citrix access and MFA, they can reach the below IT help desk number to get quick solution.

**Chennai** - +91-44-7170-3999      **Bangalore** - +91-80-3769-3350  
+91-44-7186-2424

### Accessing Mandatory Courses

1. From the **"Cat@Work"** homepage, click on **"My Cat Applications"** and select **"Agency – Welcome to Caterpillar Learning"**.

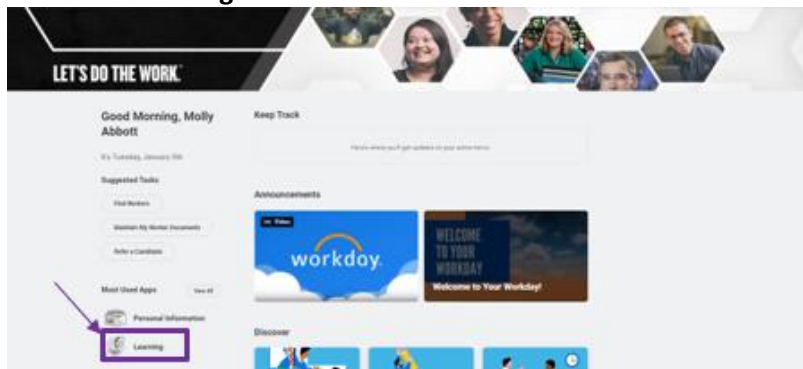


2. **Click to enter Workday**

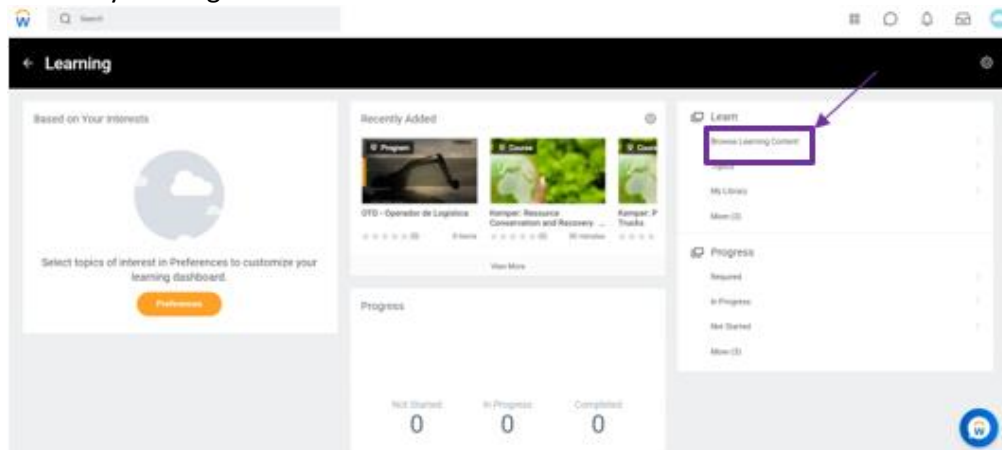
AGENCY - WELCOME TO CATERPILLAR LEARNING  
ACCESS YOUR LEARNING TODAY IN WORKDAY LEARNING!



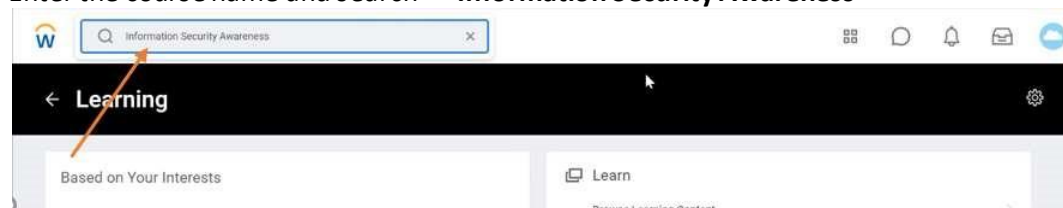
3. Click the 'Learning' Icon



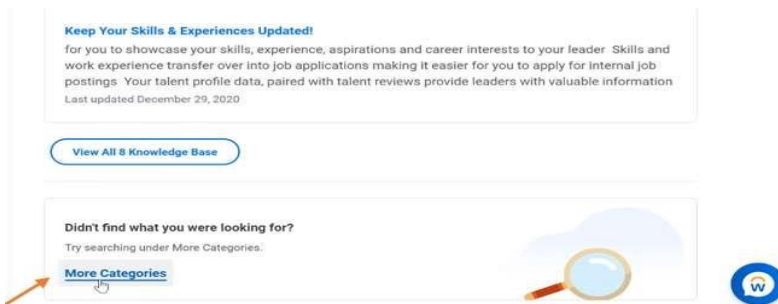
4. Click 'Browse Learning Content' to search for the following course names and complete each course on the same day of assignment start date:



5. Enter the course name and search – "Information Security Awareness"



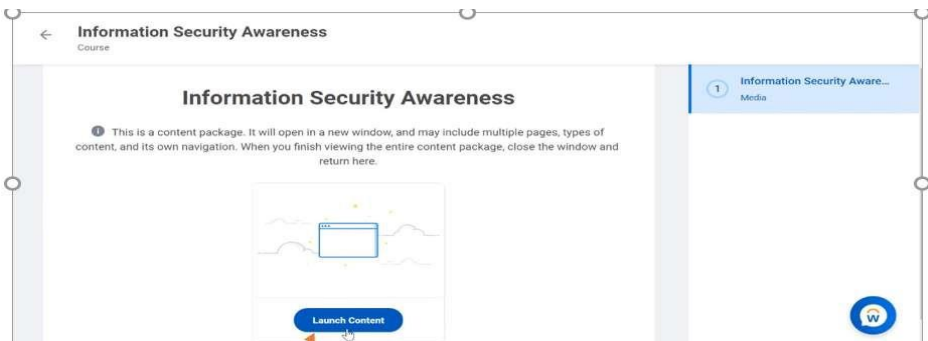
6. Bottom of your page, select "More Categories"



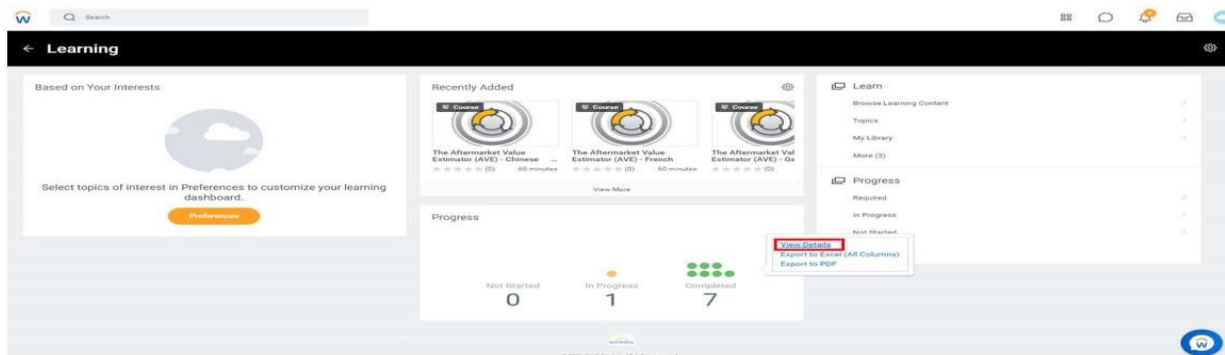
7. Click on the **course name**



8. Click on **“Start course and Launch content”**



9. Once you complete the below four courses, please share us the **screenshot** with the completion date and Your Name as shown below.



Caterpillar: Confidential Green

## Example

The screenshot displays a web application interface for a learning management system. The main content area features a table with 7 rows of course data. The table columns are: Name, Content Type, Completion Status, Date Enrolled, Completion Date and Time, Attendance Status, and Grade. The courses listed are: Intellectual Property, Caterpillar Confidential Information, Information Security Awareness, Intellectual Property, Information Security Awareness, Caterpillar Confidential Information, and Personal Protective Equipment. All courses are marked as 'Completed' with a 'Pass' grade. To the right of the table, there is a sidebar with a 'Profile Name' section and a list of navigation links: Home, My Account, Favorites, My Reports, Documentation, and Recovery Assistant. A 'Sign Out' button is located at the bottom of the sidebar. Below the table, there is a 'Progress' section with a 'Performance' button and a 'More (3)' link.

Name	Content Type	Completion Status	Date Enrolled	Completion Date and Time	Attendance Status	Grade
Intellectual Property	Digital Course	Completed	01/05/2021	01/05/2021 04:33:03 PM	Do Not Track	Pass
Caterpillar Confidential Information	Digital Course	Completed	01/05/2021	01/05/2021 03:22:36 PM	Do Not Track	Pass
Information Security Awareness	Digital Course	Completed	01/05/2021	01/05/2021 02:55:07 PM	Do Not Track	Pass
Intellectual Property	Digital Course	Completed	07/13/2020	07/13/2020 12:30:00 PM	Do Not Track	Pass
Information Security Awareness	Digital Course	Completed	07/06/2020	07/06/2020 12:30:00 PM	Do Not Track	Pass
Caterpillar Confidential Information	Digital Course	Completed	07/03/2020	07/03/2020 12:30:00 PM	Do Not Track	Pass
Personal Protective Equipment	Digital Course	Completed	09/11/2019	09/11/2019 12:30:00 PM	Do Not Track	Pass

## Course List

1. Information Security Awareness
2. Caterpillar Confidential Information
3. Technical Information Protection
4. Intellectual Property

If you face any technical issue, please connect with below IT help desk and raise a ticket to resolve the same

**Chennai** - +91-44-7170-3999      **Bangalore** - +91-80-3769-3350  
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