Logging into CMDS

https://www.keyeracmds.com/ and click **"Sign In"** (top right corner)

Enter your email address and password.

Click "Continue".

NOTE:

- You must use the email address that matches the one used in CMDS
- If this is your first time signing in, your password will be **cmds246**
- You will be required to change your password to one that is a minimum of 6 characters long
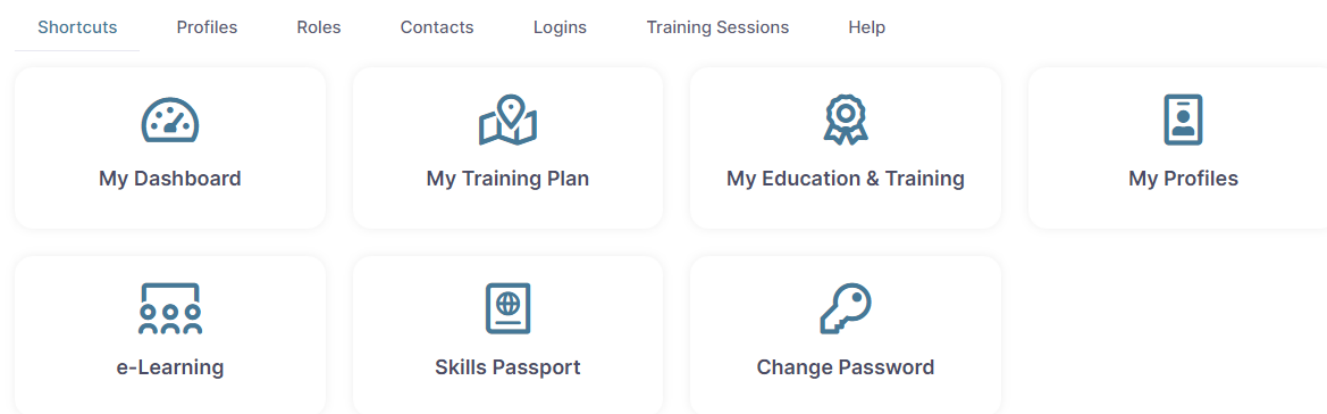- If you forget your password, click **"Reset my password"** to reset it

Home Page – From Top to Bottom

Sidebar

Home Home: click to navigate home at any time.

Profiles Profiles: lists the profiles assigned to your account.

Request Validation Request Validation: lists the competencies for which you have assessed your skill and are ready to submit to your validator.

Self-Assessments Self-Assessments: lists the critical and non-critical competencies assigned to you.

Training Plan Training Plan: lists your assigned training (default displays incomplete training).

Home Page Box

- 7 tabs are available – **Shortcuts, Profiles, Roles, Contacts, Logins, Training Sessions, and Help**
- **'Shortcuts'** tab is the default display, and several shortcut tools are available for users to quickly access the most commonly used tools in CMDS (e.g., My Training Plan).

Shortcuts	Profiles	Roles	Contacts	Logins	Training Sessions	Help

My Dashboard   My Training Plan   My Education & Training   My Profiles

e-Learning   Skills Passport   Change Password

- Users can view the information under each of the 7 tabs by clicking on the tab name (e.g., 'Profiles').
- The **'Contacts'** tab contains a list of your manager(s), supervisor(s), and validator(s). If you are a manager, supervisor, and/or validator you will also see a list of the individuals you manage, supervise, and/or validate.
  - If you are a Manager and have people assigned to you, you will see them listed under "Workers".

- o   Managers can click on the speedometer icon next to the user's name and be directed to the user's dashboard to see where the user currently stands in their training.
- o   If you are a Validator, you will see the people assigned to you listed under "Learners".

Profile(s) Required for Compliance box

- Click **"My Dashboard"**.
- Use the **'Show'** dropdown to toggle between "primary profile only" and "all profiles requiring compliance".
- When "primary profile only" is selected, the name of your primary profile will display, and the competency totals in the 'Compliance Summary' will reflect your primary profile only.
- When "all profiles requiring compliance" is selected, the competency totals in the 'Compliance Summary' will reflect all profiles requiring compliance.
- The 'Compliance Summary' breaks down each compliance category, showing your percent complete in each area. To view the assigned items, click on the colored text to the right (e.g., **1 out of 3 completed**).
- The 'Learning Summary' box shows any additional training that you have been assigned. To view the assigned items, click on the colored text to the right (e.g., **3 out of 4 completed**).

Compliance Summary

⚑	Time-Sensitive Safety Certificates	0.0%	0 out of 1 completed
⚑	Additional Compliance Requirements	0.0%	0 out of 1 completed
	Critical Competencies	-	0 out of 0 validated
⚑	Non-Critical Competencies	0.0%	0 out of 48 validated
⚑	Codes of Practice	0.0%	0 out of 1 signed off
	Safe Operating Practices		
⚑	Human Resources Documents	0.0%	0 out of 1 signed off

Competency Summary

- Shows a bar graph breakdown of your Profile(s).
- Click on the status (e.g., **Expired**) to access the competencies.
- To view a bar graph on your secondary profiles, select the profile from the dropdown.

Competency Summary

Status	Competencies
Not Completed	42
Needs Training	0
Self-Assessed	6
Submitted for Validation	0
Validated	0
Expired	0
Not Applicable	0

Secondary Profile

Status	Competencies
Not Completed	277
Needs Training	0
Self-Assessed	2
Submitted for Validation	0
Validated	0
Expired	1
Not Applicable	0

Select Secondary Profile Here

0009: Field Operator (Alberta,)

Definitions:

- **Primary Profile (Required for Compliance):** The job profile that best matches the job you are performing the majority of the time.
- **Secondary Profiles (Required for Compliance):** Job profiles that contain a mandatory skill set for supporting or additional functions required for your job.
- **Secondary Profiles (Not Required for Compliance):** Job profiles not required to safely and effectively complete your current job role (often roles you are training in).

Self-Assessment Guide

There are a variety of ways to access your competencies to perform your self-assessments. **NOTE: As an administrator, you may not have a profile and may not have to complete self-assessments. This information might be for information only.**

Method #1: Using your learning portal

- From your home page, scroll down to your 'Learning Portal'.
- Listed under 'Competencies', click **"Begin Self-Assessment"** or **"View My Self-Assessments"**.
- **"Begin Self-Assessment"** will bring you to the next competency waiting to be self-assessed
- Once you click **"View My Self-Assessments"**, click on the competency number for which you would like to self-assess.
  - o Note: you can use Criteria to locate a specific competency, category, or criticality.
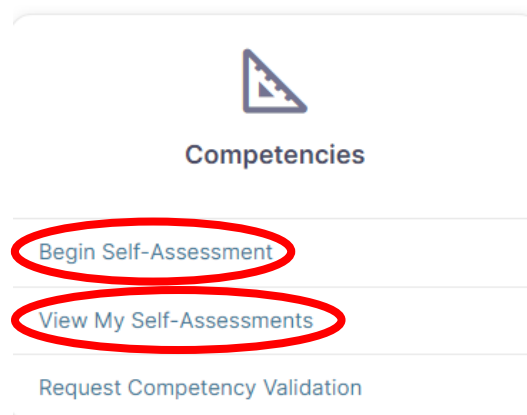
Method #2: From your profile(s)

- From your home page, select **"My Profiles"** under 'Shortcuts'.
- Click on the Profile name that you would like to self-assess on.
- Click on the competency number for which you would like to self-assess.
  - o Note: you can use Criteria to locate a specific competency, category, or criticality.

Method #3: Using your competency summary bar graph

- Click **"My Dashboards"**.
- Click **Not Completed** in the 'Competency Summary' bar graph.
- To access your expired competencies in your primary profile, click **Expired** in your 'Competency Summary' bar graph.
- To generate a bar graph on any of your secondary profiles, use the dropdown under 'Secondary Profile'.

Secondary Profile

Select a profile to display chart ⌄

Competency Summary

Status	Competencies
Not Completed	42
Needs Training	0
Self-Assessed	6
Submitted for Validation	0
Validated	0
Expired	0
Not Applicable	0

Completing your self-assessment:

- Using any of the above methods, once you are viewing the competency for which you would like to self-assess on, review attached 'Achievements and Downloads', if required, review the 'Knowledge and Skills', then complete your "Self-Assessment".
- Click **"NEXT"** to be taken to the next competency. This saves your response. You do not have to click "Submit for Validation" after every self-assessment.
- Once you have completed several self-assessments, and are ready to notify your validator, click **"Submit for Validation".**
- Review the list of completed competencies and click **"Submit for Validation"** in the bottom left.
  - This sends an email notification to your validator informing them that you are ready to be checked out on your submissions. NOTE: For competencies which have been self-assessed, but not submitted, no notifications are sent to your validator.

Locating Specific Competencies for Validation

- When using any of the above methods, you can isolate a specific competency number, search for key words, isolate critical competencies, and/or search for expired competencies
- Expand the 'Criteria' box
- Using the dropdowns and search boxes, enter the applicable information and click **"Search"**

Submitting Your Competencies for Validation

Once you have completed a number of self-assessments, and would like to notify your validator that you are ready to be validated on your self-assessments:

- From your home page, scroll down to your 'Learning Portal'.
- Under 'Competencies', click **"Request Competency Validation"**.

- You will see a list of all your self-assessed competencies that are ready for validation, click **"Submit for Validation"**. This will send an email to your assigned validator informing them that you are ready to be validated on the competencies listed.
    - o NOTE: Your validator will only be able to validate you if they themselves are validated in that competency
    - o You can verify who your assigned validator(s) are by going to your home page, clicking on the **"Contacts"** tab, and looking for your listed Validator(s). If no one is listed, contact your manager, administrator, or account manager.

Reviewing and Signing Off on Items to Your Training Plan

If you have been **assigned** a document for review, an eLearning for completion, or a safety certificate that is required, you will see this reflected on your dashboard.

Option #1:
- To view what you have been assigned for completion, click **"My Training Plan"** under the 'Shortcuts' tab.
- Display will default to show **ONLY items NOT COMPLETE**.
  - To see BOTH complete and incomplete training, click the **box** next to "*Show all of the resources in my training plan. By default, this screen shows only incomplete training; check this box to show competed training also.*"
- Click on the **name** of the achievement you are looking to complete.
- Review the attachments under 'Training Achievements'/'Achievement Downloads' and click **"Sign Off"**.
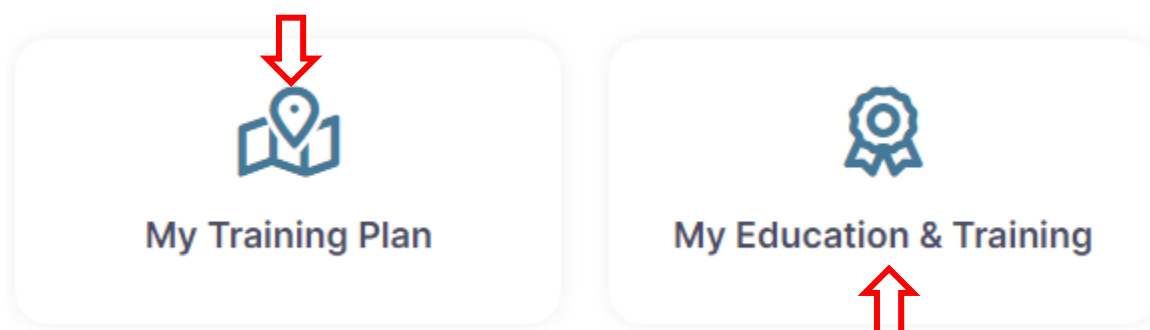
Option #2:
- To view what you have been assigned, click **"My Education & Training"** under the 'Shortcuts' tab.
  - NOTE: Everything you are assigned, regardless of if it is or isn't in your training plan, can be found here. If you are working on completing required training, please use Option #1 to find your required training.
- Based on the flags, you can tell what education you have completed and what is waiting to be completed.
  - A *green flag* means that the training is completed and valid.
  - A *red flag* means that the training is pending or expired.

- Click on the **name** of the achievement you are looking to complete.
- Review the attachments under "Training Achievements"/"Achievement Downloads" and click **"Sign Off"**.

For Codes of Practice, Safe Operating Practices, Additional Compliance Requirements, Site-Specific Documents, and Training Guides;
- To view what you have been assigned for completion, click **"My Training Plan"** under the 'Shortcuts' tab. OR click **"My Education & Training"** under the 'Shortcuts' tab.
- For any of the categories listed above, you are required to **READ/REVIEW** and **SIGN OFF** that you **understand** the content.
- Click on the document you would like to sign off on
- Open the document(s), under 'Training Achievements'/'Achievement Downloads', read/review its content.
- Click **"Sign Off"**.
- This will remove the item from your training plan and show it as complete.

For Assigned eLearning:
- To view what you have been assigned for completion, click **"My Training Plan"** under the 'Shortcuts' tab. OR click **"My Education & Training"** under the 'Shortcuts' tab.
- Click on the eLearning module title to open/complete the module.
  - You must complete the associated quiz with a grade of *90% or higher.*

For Time-Sensitive Safety Certificates:
- Your organization may choose to track your required safety tickets in CMDS.
- If your required/assigned TSSC is expired or not complete it will show in your 'Training Plan'.
- You cannot remove this item or mark it as complete. **You must contact your local administrator and show proof of completion. Your administrator will then update your completion status.**

Further Information
- **Clock icons** mean there is a time clock on that achievement. Once you sign off on that achievement, it will expire at a set interval from the sign off date (e.g., 1 year) at that time you will have to re-review the achievement.
- **Red flags** mean you have not yet signed off on or completed that achievement.
- **Green flags** mean you have completed reviewing the achievement and signed off.

eLearning User Guide

- Access **"e-Learning"** from the 'Shortcuts' tab on the home page OR scroll down to your 'Learning Portal' and click **"e-Learning Modules"** under 'Achievements'.
- You will see a list of the available modules open in a new screen or tab – modules are displayed alphabetically.
  - o You can also search by category by expanding the **"Module"** 'Categories' and clicking on the name of the category you are looking for.
- To access a module, click the title and register for the course by clicking **"Start"**.
- The module will then display.
  - o NOTE: Modules can contain multiple lessons and multiple quizzes.
- You then review the lesson content and take the quiz by clicking **"Start Quiz"**.
  - o NOTE: Quizzes contain at least 10 questions and a grade of 90% or higher is required to pass.
- Complete the quiz, answering every question, and click **"Complete"**.
- You will get a confirmation message asking you to confirm your submittal. Click **"Confirm"**.
- Your quiz results are then displayed. You are given the option to attempt the quiz again by clicking **"retry this assessment"**.
  - o You will **not** be given the same quiz twice.
  - o Generally, you are allowed 3 attempts, and then the system will lock you out of the quiz for 24 hours.
- Viewing the quiz counts as an attempt.
- A passing mark will generate a certificate for your records. **If you would like a copy of the certificate, you can find it on the left-hand side under the Module name at any time:**

- To return to the module when viewing the quiz, click **"Return to Course Outline"**.
- To return to the list of available modules, click the company logo in the top left corner.

- From the list of available eLearning modules, you can search for a specific module using the **"Search catalog"** bar.
- Type in a keyword related to your search and click the magnifying glass, **"Search"**.

- Once you have searched for something you **MUST** <u>clear</u> your search criteria to obtain the full list of available modules again.

Please Note:
- If a module contains multiple lessons, with more than one quiz, an average grade of 90%+ must be achieved to pass.
- CMDS records your <u>most recent grade</u>, not necessarily your highest mark.
- Modules are organized by category; the same module may appear in more than one category.
- For a record of completed eLearning, see your **"My Education & Training"** in CMDS.
- There is **NO FEE** per module and users can "enroll" in as many modules as they would like.
- You <u>do not</u> have to attempt the quiz.
- We have done our best to make all videos and images viewable to all users. If a file is not loading, please try accessing eLearning on an alternate browser.
    - We encourage the use of these browsers with CMDS:
        - Microsoft Edge
        - Google Chrome
        - Firefox

Terms and Definitions

- **ACR –** Additional Compliance Requirements; general compliance category, allows each organization to track and assign training requirements that may not fall into one of the existing categories.
- **CMDS –** Competency Management and Development System
- **CMDS blog –** information sharing platform where news and updates are posted http://www.keyeracmds.com/blog
- **COP –** Code of Practice; generally segregated due to the Alberta OH&S Code requirement stating that organizations must have a code of practice for all listed harmful substances (e.g., Benzene and Asbestos).
- **Critical competency –** a competency that addresses a high-risk activity or subject. Generally, this competency is marked time sensitive and requires revalidation at a set interval (e.g., 1 year).
- **eLearning Modules –** unique to CMDS, these modules provide users with additional information and short quizzes to test their understanding. Generally, completing an eLearning module is optional unless otherwise indicated by your organization/manager/validator.
- **HRD –** Human Resource Document; a document that requires employee review and sign off (e.g., a corporate drug and alcohol policy).
- **Primary Profile –** Required for Compliance; the job profile that best matches the job you are performing the majority of the time.
- **Secondary Profiles (Not Required for Compliance) –** profiles not required to safely and effectively complete your current job role.
- **Secondary Profiles (Required for Compliance) –** profiles that contain a mandatory skill set for supporting or additional functions required for your job.
- **SOP –** Safe Operating Practice.
- **SSOP –** Site-Specific Operating Procedure; generally, a document that describes the steps that must be followed to perform a task, typically the start-up, shut down, or maintenance of a piece of equipment or process.
- **TG –** Training Guides.
- **TSSC –** Time Sensitive Safety Certificates; certificates that are generally time sensitive in nature (e.g., First Aid and Ground Disturbance).

Additional Information

- If you require help or have a question, you can:
    - Contact your local admin
    - Contact your account manager
    - Submit a help request from the **"Help"** drop down in CMDS
    - Email admin_cmds@keyera.com
- If you are interested in registering for the Validator Training Course, go to http://www.keyeracmds.com, click **"Validator Training"** on your home page, and click on the upcoming session you would like to attend to register. OR use the **"Validator Training"** tab in CMDS to register for the upcoming session.
    - You will be contacted with the course details within 2 working days of submitting your registration.
    - Please note: you must be finished your self-assessments prior to attending the Validator Course.
- Check out the CMDS Blog for up-to-date CMDS information http://www.keyeracmds.com/blog **SUBSCRIBE** to stay in the loop!