



KEYERA



# CMDS Validator Package

This package will cover:

- Logging into CMDS
- Your Home Page
- Self-Assessment
- Your Training Plan
- E-Learning
- Validating
- Applying for Certification

<https://www.keyeracmds.com/>



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## Logging into CMDS

Go to <http://www.keyeracmds.com/> and click “**Sign In**” (top right corner)

Enter your email address and password.

Click “**Login with Email**”.

NOTE:

- You must use the email address that matches the one used in CMDS
- If this is your first time signing in, or you have reset your password, your password will be cmds246. You will be prompted to change your password (cmds246 is your old password).
- If you forget your password, click the link beside “**Reset my Password**”.



## Home Page – From Top to Bottom

### Sidebar

- Home** Home: click to navigate home at any time.
- Reports** Reports: brings you to a list to access and run all CMDS reports.
- Tools** Tools: brings you to a list of the CMDS tools available to you.
- People** People: search for users in CMDS
- 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 highlighted and several shortcut tools are available for users to quickly access the most commonly used tools in CMDS (e.g., My Training Plan)

The screenshot shows the CMDS Home Page with the 'Shortcuts' tab selected. The top navigation bar includes tabs for Shortcuts, Profiles, Roles, Contacts, Logins, Training Sessions, and Help. Below the navigation bar are seven rounded rectangular boxes, each containing an icon and a label:

- My Dashboard (clock icon)
- My Training Plan (location pin icon)
- My Education & Training (award ribbon icon)
- My Profiles (person icon)
- Validate Competencies (scales icon)
- e-Learning (people icon)
- Change Password (key icon)
- Select Organization (building icon)



- 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, then you will see them listed under “Workers”.
  - Managers can click on the speedometer icon next to the user’s name and be directed to the users’ dashboard to see where the user currently stands in their training.
  - 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 Box**

- Shows a bar graph breakdown of your Profiles.



- 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		Secondary Profile	
Status	Competencies	Status	Competencies
Not Completed	<div style="width: 42%;">42</div>	Not Completed	<div style="width: 277%;">277</div>
Needs Training	0	Needs Training	0
Self-Assessed	<div style="width: 6%;">6</div>	Self-Assessed	2
Submitted for Validation	0	Submitted for Validation	0
Validated	0	Validated	0
Expired	0	Expired	1
Not Applicable	0	Not Applicable	0

**Select Secondary Profile Here** 

#### 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).

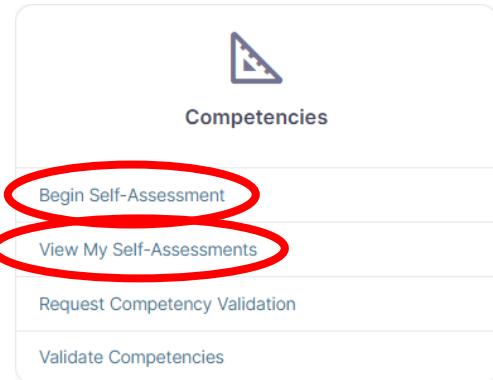


## Self-Assessment Guide

There are a variety of ways to access your competencies to perform your self-assessments.

### 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.
  - Note: you can use the search to locate a specific competency, category, or criticality.



### Method 2: From your profile(s)

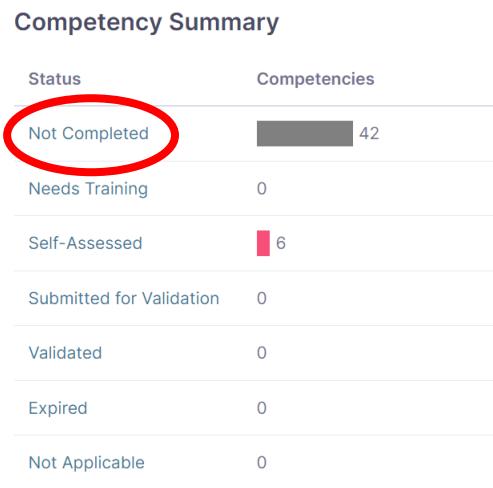
- From your home page, select "**My Profiles**" under 'Shortcuts'.
- Click on the Profile name that you would like to self-assess on.
- Click on the competency number for which you would like to self-assess.
  - Note: you can use the search to locate a specific competency, category, or criticality.

Number	Summary
100.0082	Explain the purpose, describe the process, and demonstrate the knowledge of the Management of Change (MOC) process.
100.0119	Describe the event reporting process.
100.0260	Discuss and demonstrate safe work authorization.

### 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 of any of your secondary profiles, use the dropdown under 'Secondary Profile'.

Select a profile to display chart





### 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 ‘Achievement 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**”. This sends an email notification to your validator informing them that you are ready to be checked out on your submissions.

### Locating Specific Competencies for Self-Assessment

- 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.
- Once you locate the competency you are interested in, follow the same self-assessment process as above.

Criteria	
CMDS Test Inc. #2	Category
Administration Guide	Priority
CMDS Testing II DLRP Supervisor (CMDS Testing II)	Self-Assessment Status
Alberta	Validation Status
Competency #	Person Competencies
Old Competency #	
Keyword	

**Search** **Clear**

### 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:

- 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**”, bottom left. This will send an email to your assigned validator informing them that you are ready to be validated on the competencies listed.
  - NOTE: Your validator will only be able to validate you if they themselves are validated in that competency.
  - 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.

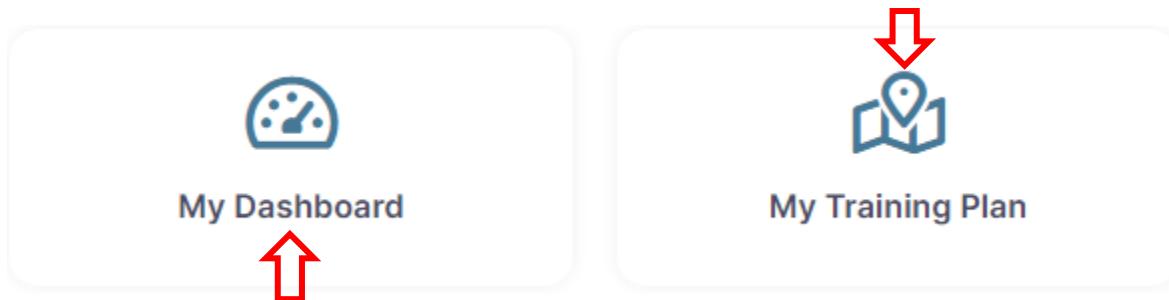


## Reviewing and Signing Off on Items Assigned to Your Training Plan

If you have been **assigned** a document for review, an eLearning module 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 achievements in my training plan. By default, this screen shows only incomplete training; check this box to show completed training also.*”
- Click on the **name** of the achievement you are looking to complete.
- Review the attachments under ‘Achievement Downloads’ and click “**Sign Off**”.



### Option #2:

- Click “**My Dashboard**” under ‘Shortcuts’.
- To view the assigned items using the ‘Compliance Summary’, click on the colored text to the right (e.g., **1 out of 3 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	



## 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 using the ‘Compliance Summary’, click on the colored text to the right in each area (e.g., **12 out of 13 completed**).
- 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 ‘Achievement Downloads’, read/review its content.
- Click “**Sign Off**”.

The screenshot shows two main sections. On the left, under 'Modules', there is a red flag icon next to '05 Combustion'. Below it, under 'Site-Specific Operating Procedures', there is a green flag icon next to 'Testing MAY 2022'. A red arrow points from the 'Testing MAY 2022' section to the 'Achievement Downloads' section on the right. In the 'Achievement Downloads' section, there is a green button labeled 'Sign Off' with a checkmark icon. Above the 'Sign Off' button, the text reads: 'By clicking the "Sign Off" button I am confirming I have read the document, fully understand the content, and accept any requirements.' Below the 'Sign Off' button, there is a link to 'CMDS Testing in Demo and Live Highlights.pdf'.

## For Assigned eLearning:

- To view what you have been assigned for completion, click “**My Training Plan**” under the ‘Shortcuts’ tab. OR using the ‘Compliance Summary’ in “**My Dashboard**”, click on the colored text to the right (e.g., **12 out of 13 completed**).
- 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.**

## 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 that item.
- **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.
  - 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.
  - NOTE: Modules can contain multiple lessons and multiple quizzes.
- You can then review the lesson content and take the quiz by clicking “**Start Quiz**”.
  - 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**”.
  - You will **not** be given the same quiz twice.
  - 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.
  - To return to the module, click “**Return to Course Outline**”.
  - To return to the list of available modules, click the **company logo** in the top left of the screen.
- **If you would like a copy of the certificate, you can find it on ‘Achievements’ under the Module name at any time:**

The screenshot shows two main sections of the eLearning platform. On the left, the 'Course Outline' section displays a list of modules under '02 Applied Mathematics'. The 'Module' section is expanded, showing '02 Applied Mathematics' and 'Quiz' items. On the right, the 'Achievements' section for '02 Applied Mathematics' is shown, listing one achievement: '02 Applied Mathematics' (Granted: Jul 5, 2022, Expiry: Jul 5, 2022, Status: Valid). A green 'Download' button is visible next to the achievement details.

- From the list of available eLearning modules, you can search for a specific module using the ‘**Search catalog**’ bar.
- Type in the ‘Search catalog’ bar and click Search.



- Once you have searched for something, you **MUST** clear your search criteria to obtain the full list of available modules again.
- To do so, go back to **Search catalog**, delete the keyword, and press enter, or press the “**X**”.

**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 most recent grade, 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 do not 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



## Validating Competencies

### From your Home Page

- Under the 'Shortcuts' tab, click "**Validate Competencies**".
- OR scroll down to your 'Learning Portal' and click "**Validate Competencies**".
- You will see a list of the individuals for who you are the validator and who have submitted competencies for validation.
  - NOTE: If someone is missing from this list, they may not have submitted their competencies for validation OR you may not be validated in the competencies that they have submitted.
  - To confirm who your 'Learners' are (individuals for which you are the validator), from your home page, click the "**Contacts**" tab and you will see your 'Learners' listed.
- Click on the person's **name** that you would like to validate.
- Click on the competency you would like to validate them on.
- Scroll down and indicate whether or not you agree with the person's self-assessment.
- You will then have to give a reason for your validation. You can select a canned comment from the list or type your own or both.
- Click "**Next**" to move to the next competency submitted for validation.

### Bulk Validating

- Click "**Tools**" under 'General'.
- Under 'Bulk Update' click "**Validate Competencies**".
- Use the 'Person' dropdown to find the person you would like to validate (to filter the list, start to type the first name of the person you are looking for until they display).
- Use the 'Profile' dropdown to find the profile you would like to validate them in.
- Select the 'Self-Assessment Status'.
- You can then check the box next to the competencies you would like to apply the validation to, or "**Select All**".
- Select "**Yes**" or "**No**" to indicate whether you agree with the self-assessments and give a reason for your validation.
  - NOTE: This validation, including your comments, will be applied to all the competencies you have selected.
- Click "**Save**".

### Things to Remember

- You can only validate in competencies that you yourself are validated in.
- When you disagree with a person's "Yes" self-assessment, CMDS automatically assigns "Needs Training" to the competency.
- During the validation, you are verifying that the person is competent, and their self-assessment is valid.



- During the validation you may want to check the individual's "**My Education & Training**" to see if they have completed their assigned sign offs, eLearning, and are up-to-date on all their Safety Certificates.
  - To view a person's "**My Education & Training**", click "**People**" under 'General'.
  - Expand Criteria to search up the person.
  - Click "**Education**" to the right of the person's name.

Administration Guide      lovelyn2@keyeracmds.com      Aug 01, 2023      1      Profiles      Education  
CMDS Test Inc. #2      Competencies      Training Plan

**Do you agree with this self-assessment?**

**Add your reason by selecting from the canned comments...**

**Or add your own comment here.**

**Click "Next" to validate the next competency.**

## Validation

Do you agree with the candidate's self assessment?

Yes

No

## Validator Comments

Add Comment

As a validator, I have personally

Add Comment

As a validator, I have personally

Add Comment

This candidate has adequate ex

Add Comment

The candidate has previously be

Add Comment

I agree that this competency is r

Add Comment

As a validator I have tested this competency -- \_\_\_\_\_ (name)

Add Comment

The candidate's certificate was

Add Comment

I disagree because the candidat

Add Comment

I disagree because the candidat

**REMINDER:** You must enter a comment in order to finish yo

Previous

Next

Cancel



## Applying for College Certification

### View your Eligibility

- Scroll down to your 'Learning Portal'.
- Under 'College Certificates', click "**View My Eligibility**".
- Available College Certificates are listed; if you are eligible to apply, green flags will be displayed.
- If you are not yet eligible, a red warning icon will show.
- If **nothing is displayed** in the "View My Eligibility" screen, then it is possible your assigned profiles do not meet college requirements, contact your account manager to discuss further.

### Applying

- To apply for a certificate, click "**Send Request**".

#### Gas Processing Certificate

Requirements and Eligibility Status	Institution
<p>Core Hours: Total 214.50 Required 193.05 Completed 214.50 ( 100% )</p> <p>Non-Core Hours: Total 952.50 Required 666.75 Completed 952.50 ( 100% )</p> <p>You have met the requirements for this certification.</p>	<p><input type="radio"/> Lakeland College Click the "Send Request" button to send an email application for this certificate.</p> <p><b>Send Request</b></p>

- By clicking "Send Request", you **automatically notify** Keyera CMDS Administration, and the required paperwork will be emailed to you shortly. There is NO need for you to contact the college.
- Once you receive the required paperwork, please **FULLY** complete the forms, and send them back to Keyera. We will make sure your application is received by the college.

### Assessing your Qualifications

- If you do not currently qualify for the certificate that corresponds to your experience/area of expertise in, you can click "**View missing competencies**".
- Competencies showing "**Not Completed**" can be completed by accessing your assigned profiles.
- Competencies showing "**Not Assigned**" have not been assigned to you via any of your profiles. Please contact your account manager to discuss competency assignment.



## 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** dropdown in CMDS.
  - Email [admin\\_cmds@keyera.com](mailto:admin_cmds@keyera.com)
- If you are interested in registering for the Validator Course, go to <https://www.keyeracmds.com/>, click “**VALIDATOR TRAINING**” on your home page, click on the upcoming session you would like to attend. You will be contacted with the course details within 2 working days of submitting your registration.
  - Please note: you must finish your self-assessments prior to attending the Validator Course
- Check out the CMDS Blog for up-to-date CMDS information <https://www.keyeracmds.com/blog>. “Subscribe” to stay in the loop!