LOGGING INTO CMDS

http://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

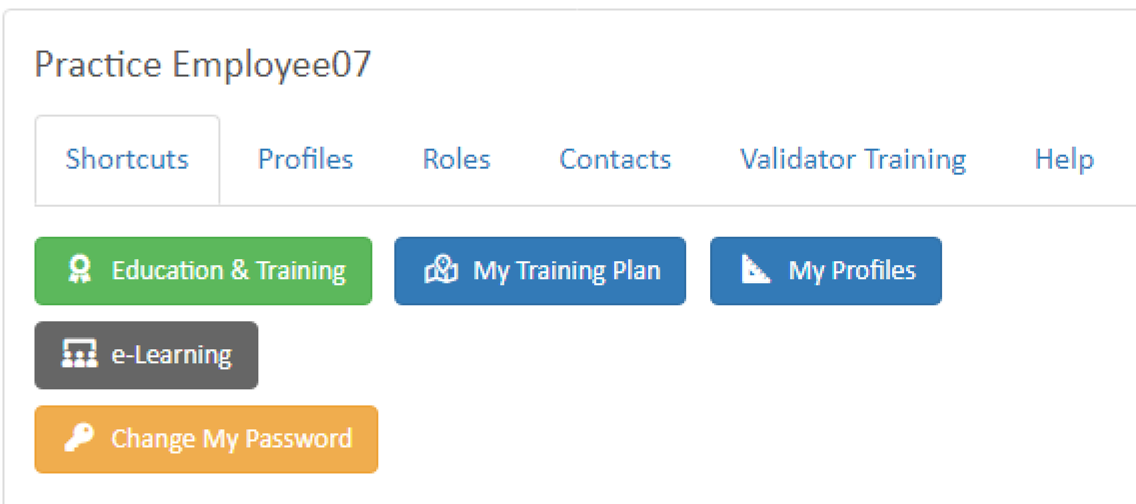
Home Page – From Top to Bottom

TOP

- Home icon – click to navigate home at any time
- Tenant icon – click to access personal information, profiles, competencies, college certificates, and resources.
- Reports icon – click to access and run all CMDS reports
- Admin icon – click to access administration functions, libraries, and bulk update tools.

User Name Box

- Name as it appears in the system is shown
- 6 tabs are available – **Shortcuts, Profiles, Roles, Contacts, Validator Training, 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).



- Users can view the information under each of the 6 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 house icon next to the user's name and be directed to the user's home page 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 "Students".

Profile(s) Required for Compliance box

- From your Home page.
- Toggle between “primary profile only” and “all profiles requiring compliance” by clicking the radio button.
- 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. **12 out of 13 completed**)
- The ‘Training Summary’ box shows any additional training that you have been assigned, to view the assigned items, click on the colored text to the right.

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 drop down

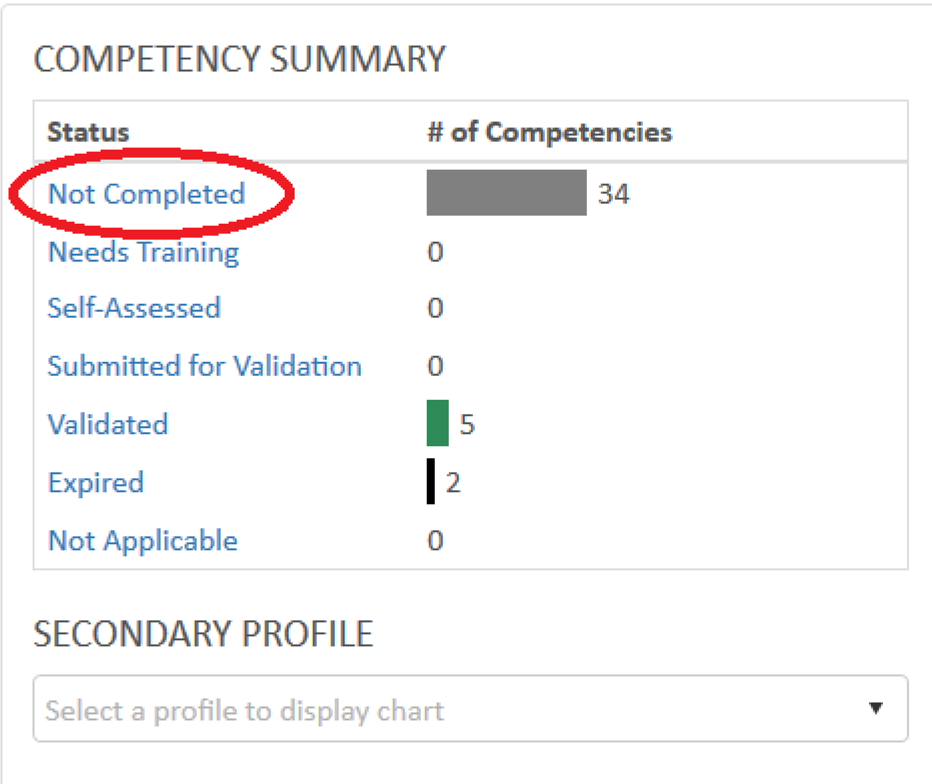
Definitions:

- **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).

There are a variety of ways to access to 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 competency summary bar graph

- From your home page, to access your "Not Complete" competencies in your primary profile, click **Not Completed** in the Competency Summary bar graph



- From your home page, 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 drop down under SECONDARY PROFILE

Method #2: From your profile(s)

- From your home page, select the **My Profiles** shortcut.
- 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.

Method #3: From the top menu

- Click your tenant icon, top right of the screen.
- Under Competencies click "Begin Self-Assessment".

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 Resources 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 <u>do not</u> 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. NOTE: For competencies which have been self-assessed, but not submitted, no notifications are sent to your validator.

Locating Specific Competencies for Self-Assessment

- When using both **method #1** and **method #2** above you can isolate a specific competency number, search for key words, isolate critical competencies, and/or search for expired competencies.
- Expand the Search box.
- Using the dropdowns and search boxes enter the applicable information and click "Filter".

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 yourself assessments:

- Click your tenant icon (top right)
- Under Competencies click "**Request 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.
    - 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 home page.

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 completed training also."*

Option #2:

- Using the Compliance Summary click on the percent complete in each area, to view the assigned items, click on the colored text to the right (e.g. **12 out of 13 completed**)

PROFILE(S) REQUIRED FOR COMPLIANCE

◉ Primary profile only ○ All profiles requiring compliance

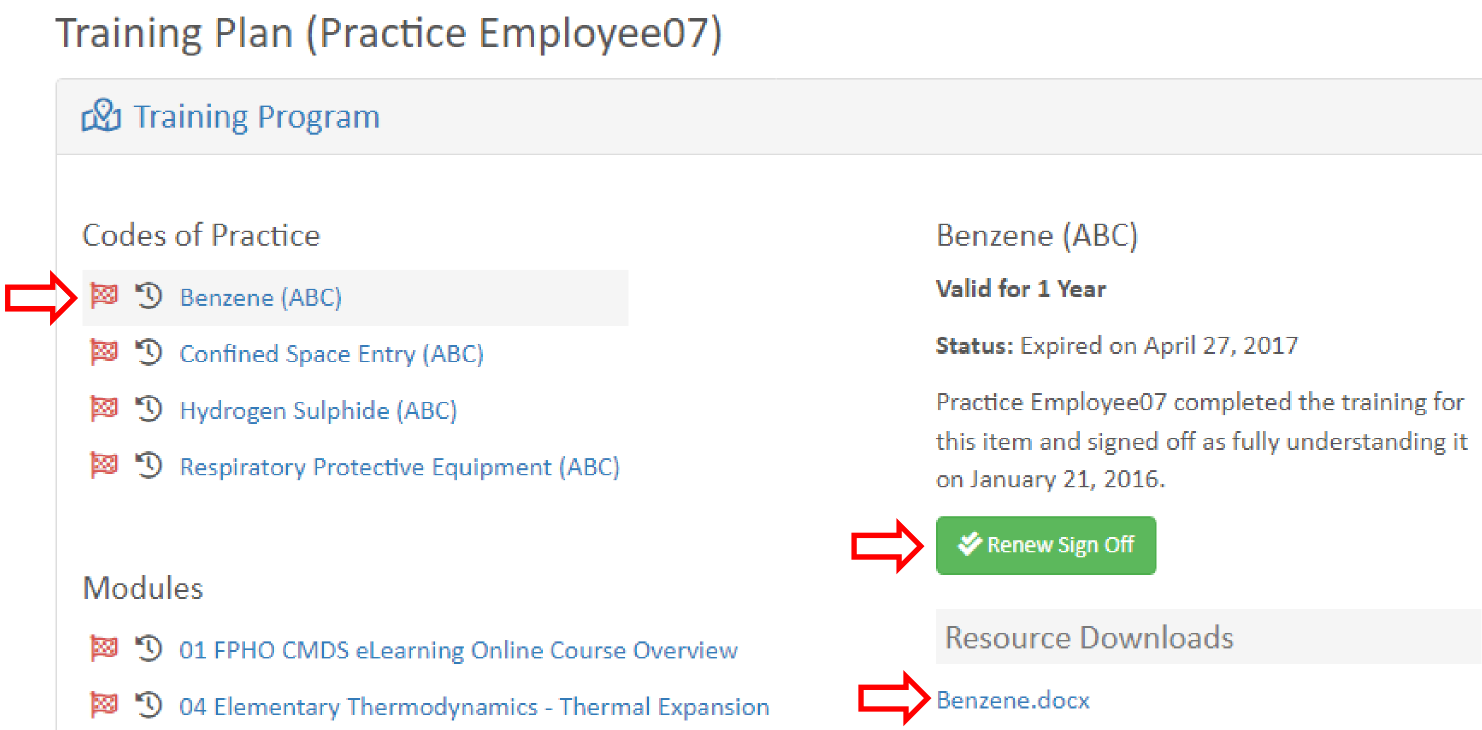
ABC 0001: CMDS Training

Compliance Summary

	Time-Sensitive Safety Certificates	100.0%	0 out of 0 completed
	Additional Compliance Requirements	100.0%	0 out of 0 completed
	Critical Competencies	27.3%	3 out of 11 validated
	Non-Critical Competencies	64.3%	18 out of 28 validated
	Codes of Practice	0.0%	0 out of 4 signed off
	Safe Operating Practices	16.7%	2 out of 12 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 hyperlinked percent complete 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**, under Resource 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 using the 'Compliance Summary' click on the hyperlinked percent complete in each area (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. Your administrator will then update your completion status.**

Further information

- **Clock icons** mean there is a time clock on that resource. Once you sign off on that resource 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 resource.
- **Red flags** mean you have not yet signed off on or completed that item.
- **Green flags** mean you have completed reviewing the resource and signed off.

- Access “e-Learning” from the Shortcuts tab on the home page OR from your tenant dropdown under Resources.
- You will see a list of the available modules open in a new screen or tab - modules are categorized based on subject matter.
- 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**.
- **Click on the Lesson** and the module will display

- 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.
- 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. **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 click “**Course Outline”**
- To return to the list of available modules click **“Course Catalog”**

- From the list of available eLearning modules, you can search for a specific module using the “**Search”** bar
- Where is says “Search by keyword” type a Keyword related to your search- Press **ENTER**
- Once you have searched for something you **MUST** clear 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 **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 "**Education and 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.

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 Course go to http://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 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!