

Third Party Employee User Guide: Third Party Compliance System

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Table of Contents

About this Document 3
About the Third Party Compliance System 3
Employee Registration 3
Employee Self Registration: 3
Third Party Company Administrator Employee Registration: 6
Logging into the System 7
Forgot Your Username or Password? 8
Learning Home 9
My Courses Tab 9
Active Courses: 9
Required Courses: 9
Registering For a Course 10
Completing Required Course(s) 11
Completed Courses Tab 14
My Information 15
My Information Tab 15
Changing Your Password 16
Viewing Grades and Transcripts 17

About this Document

This document is intended as a guide for employees of Third Party Companies who work at ArcelorMittal Dofasco. The guide describes how to access and use the Third Party Compliance System (TPCS). The TPCS can be accessed through the following internet address, https://www.ecnet.dofasco.ca.

About the Third Party Compliance System

The Third Party Compliance System was developed to ensure all employees working for Third Party Companies at ArcelorMittal Dofasco are trained in the requirements of ArcelorMittal Dofasco's Third Party Health, Safety, and Environment Program and Handbooks. The system consists of an employee registration process and eLearning modules that must be completed on an annual basis (every 12 months) by all Third Party employees prior to working at ArcelorMittal Dofasco.

Employee Registration

All Third Party employees must be registered in the Third Party Compliance System.

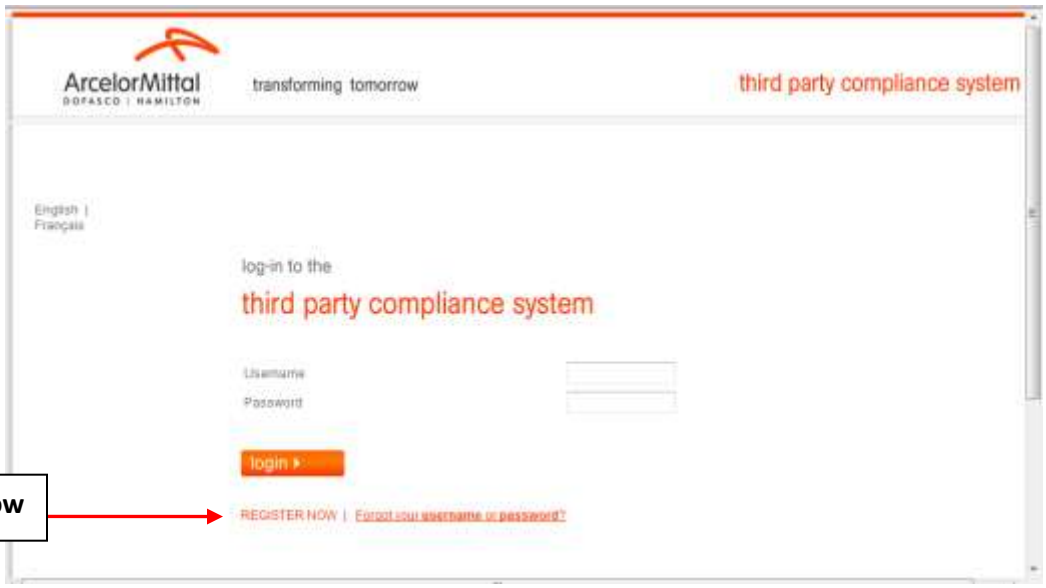
There are two ways to register:

1. Employee Self Registration OR
2. Third Party Company Administrator Employee Registration

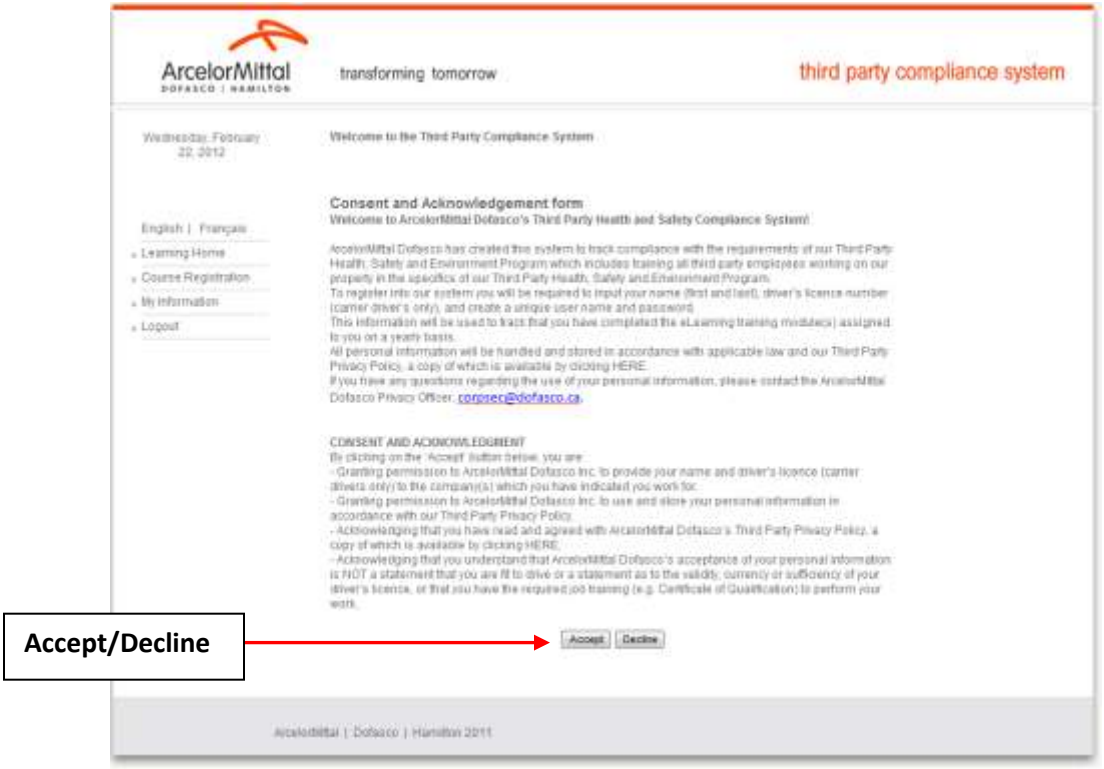
Employee Self Registration:

To register yourself into the TPCS, use the following link to access the main log-in page: https://www.ecnet.dofasco.ca.

Use the REGISTER NOW link start the registration process:

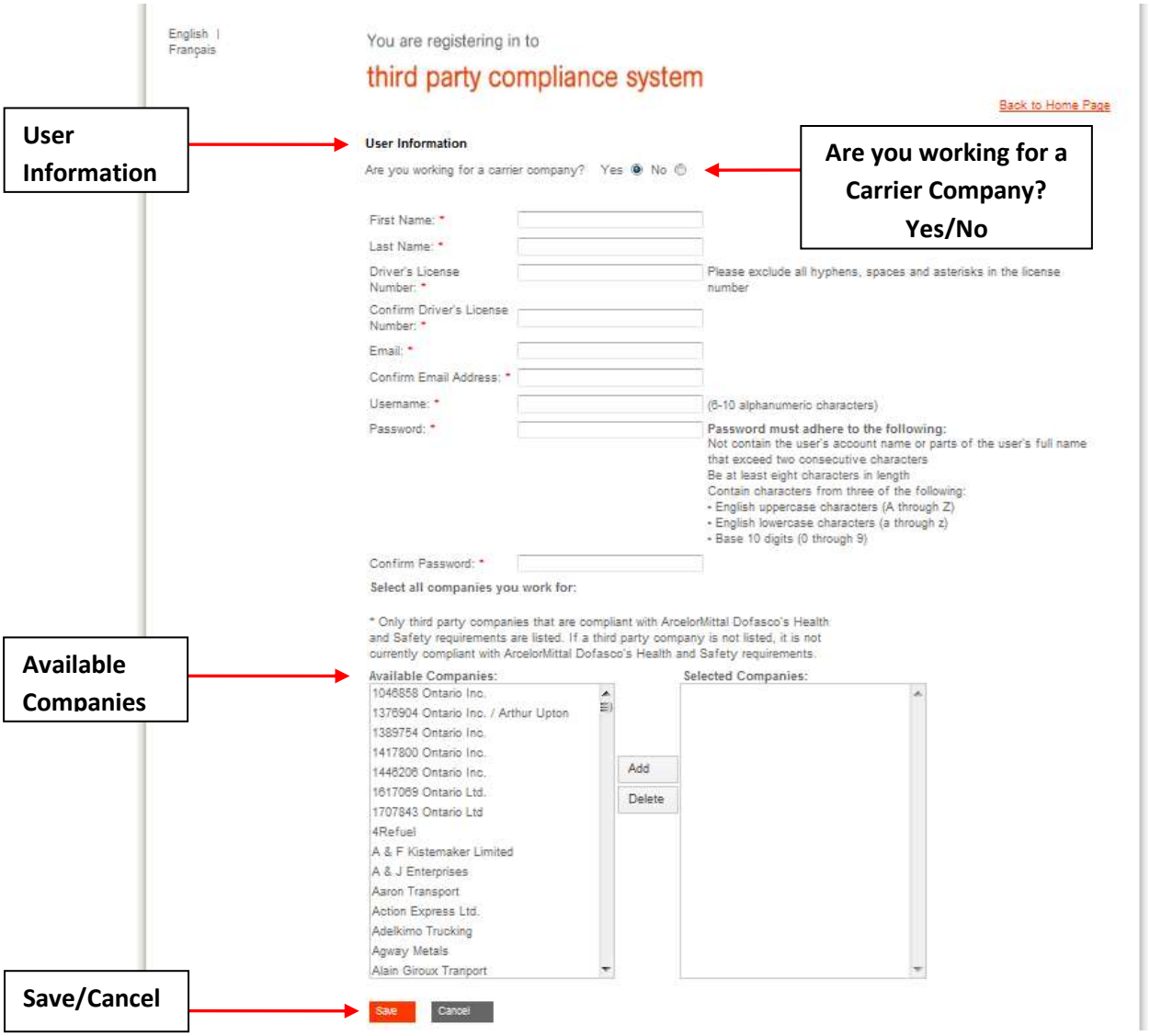


The **Consent and Acknowledgement** screen must be read and accepted to be able to continue with the registration process. If the '**Decline**' option is selected, the user will be redirected back to the main log-in page. If the '**Accept**' button is selected, the user registration screen will be displayed.

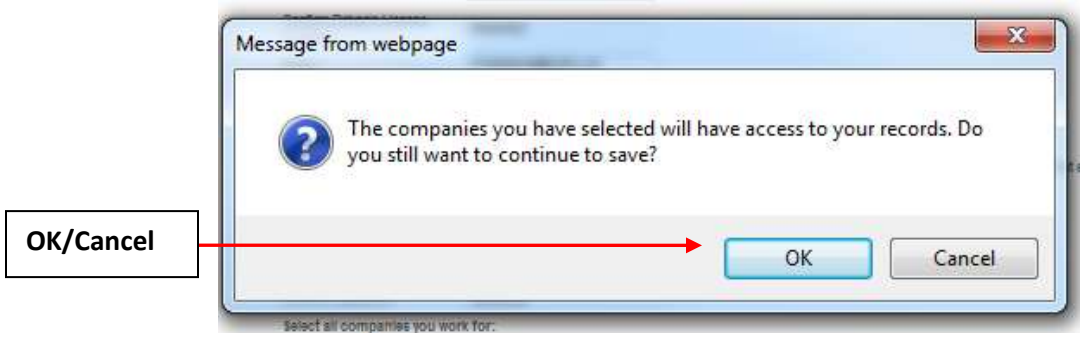


Complete the required user information:

- If you work for a Carrier/Transportation company you will be required to enter your driver licence number. This number will be used to gain access to our Central Shipping Facility. All information entered into the system is encrypted and the system has extensive information security measures in place.
- If you do not work for a Carrier/Transportation company, you will **not** be required to enter your driver licence number.
- Select the company (s) you work for from the scroll down list then click '**Add**' to associate yourself with the company. Doing this will move the name of the company(s) to the box on the right hand side of the screen. Once complete click '**Save**' to continue. Click '**Cancel**' to terminate the registration process.

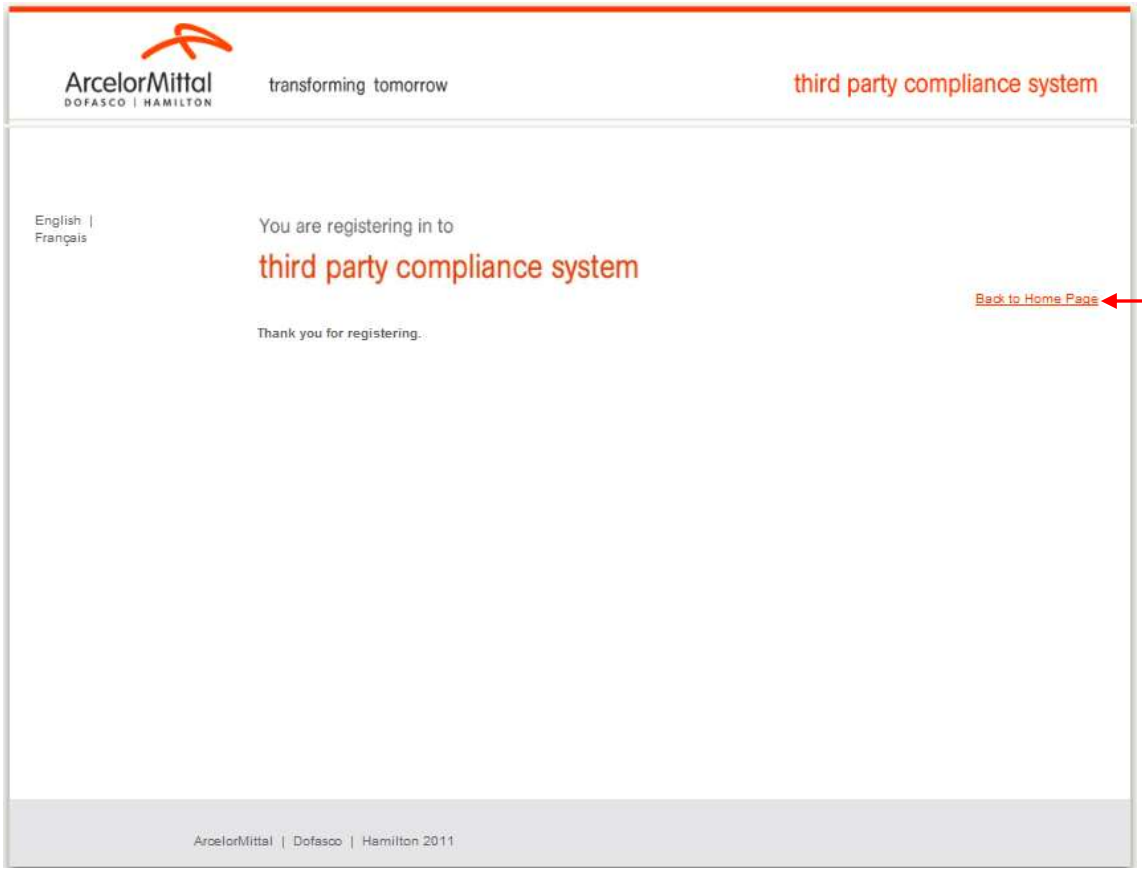


If you selected '**Save**,' a message will display informing you that all selected companies will have access to your records. Click '**OK**' to complete the registration process. Selecting '**Cancel'** will terminate the registration process.



If you selected '**OK**', the Third Party Company Administrator for the company(s) you selected will receive an email message asking them to accept you as an employee working for their company. Once this is done, the *Employee Self Registration* process is complete and the screen below will appear.

Click Back to Home Page to go back to the log-in page.



Third Party Company Administrator Employee Registration:

Employees can be registered by the Third Party Company Administrator using the '**Add New Employee**' option available only to Company Administrators. This option will automatically associate you with the company(s) you work for.

An email will be sent to you containing your username, password and link to the TPCS site. You will be required to access the TPCS to complete the registration processes which includes ensuring your driver's licence number was entered correctly (for Carrier/Transportation company driver's only), changing your password and completing the required course.

Lime: New User Registration/Lime: Enregistrement d'un nouveau usager

noreply@amd.com

Sent: Mon 4/23/2012 10:51 AM

To: Name of the user registered

New User 'rolaar24' has been registered.

Your login information is as follows:

Username: rolaar24
Password: Telus135

Please access ArcelorMittal Dofasco's Third Party Compliance System using this link https://ecnet.dofasco.ca to:

- change your passowrd,
- validate your personal information and driver's licence number,
- Complete the required course.

Thank you.

Le nouveau usager 'rolaar24' a été enregistré.

Votre nom d'usager et votre mot de passe sont les suivant:

Nom d'usager: rolaar24
Mot de passe: Telus135

S'il vous plaît accéder le système de conformité de tierce partie d'ArcelorMittal Dofasco en utilisant ce lien https://ecnet.dofasco.ca pour:

- modifier votre mot de passe,
- confirmer votre information personnel et le numéro de votre permis de conduire,
- compléter le cours requis.

Merci.

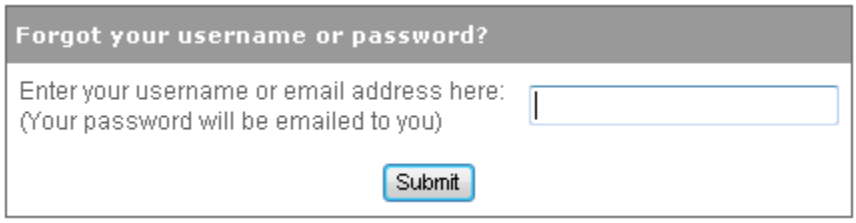
Logging into the System

Once you have completed the registration process you will be able to access the TPCS at anytime using the main **Log-in Page**. Enter your username and password in the appropriate box and click on the **Log-in** button. The system will validate the credentials and then will open the Learning Home page.



Forgot Your Username or Password?

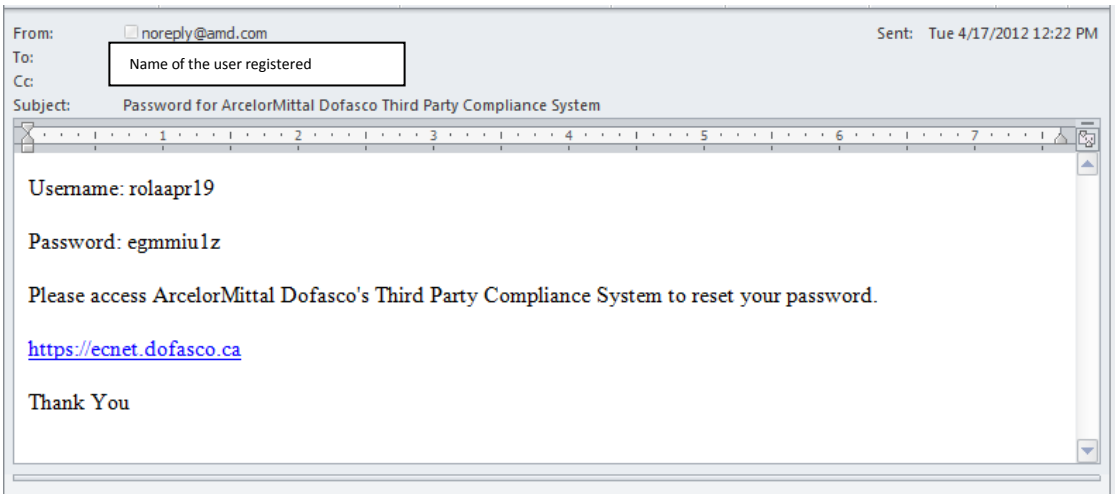
To retrieve a forgotten username or password click on the Forgot your **username** or **password?** link. The following window will pop up:



Enter your username or email address in the box and click the '**Submit**' button.

The system will email your username and password to the email address you have registered.

Example:



Learning Home

All Third Party employees working at ArcelorMittal Dofasco must be trained in the requirements of the Third Party Health, Safety, and Environment Program and Handbooks. Training is available in the format of eLearning modules. You are expected to review the content of the eLearning modules assigned to you and successfully complete the certification test on an annual basis (every 12 months).

When logging into the TPCS, the **Learning Home** page will appear containing two tabs of information: **My Courses** and **Completed Courses**

My Courses Tab

The **My Courses** tab contains 2 sections: **Active Courses** and **Required Courses**.

Active Courses:

These are all the courses you are currently registered for but have not successfully completed.

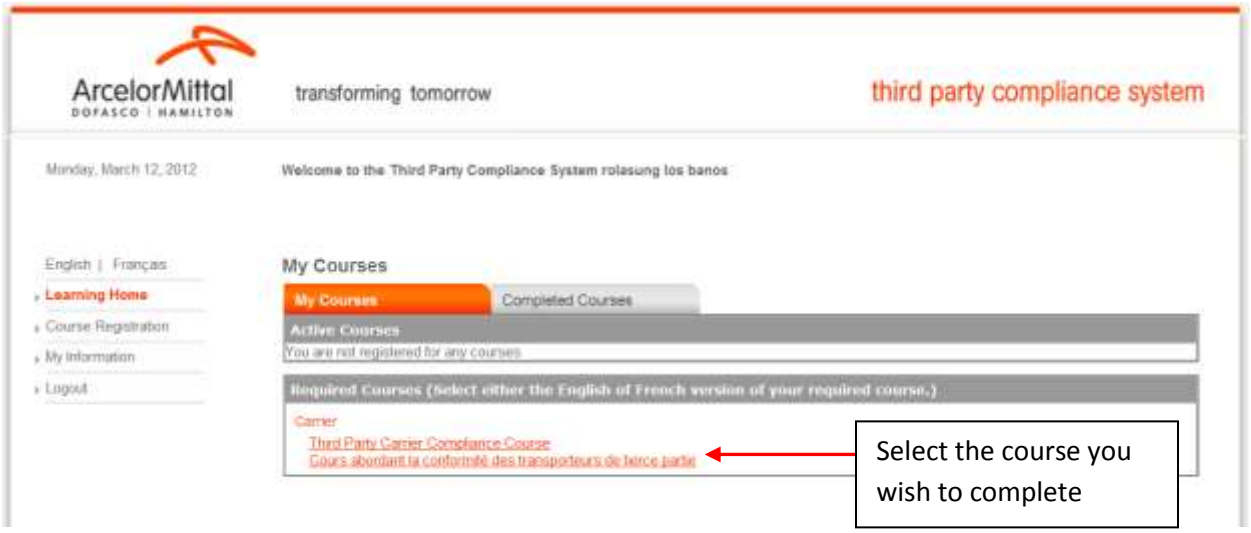
Required Courses:

This area indicates which course(s) is assigned to you. A course consists of an eLearning module and a certification test. You must **register** for the course(s) to view the eLearning module(s) and take the certification test(s). After you have successfully completed the course(s) it will no longer appear under this tab.

Course assignment is automatically determined by the TPCS. During registration, if you answered '**Yes'** to the '**Are you working for a Carrier Company**?' question you will be assigned to the **Third Party Carrier Compliance** course.

If you answered '**No**' you will be assigned the **Third Party Contractor Compliance** course. (Under development)

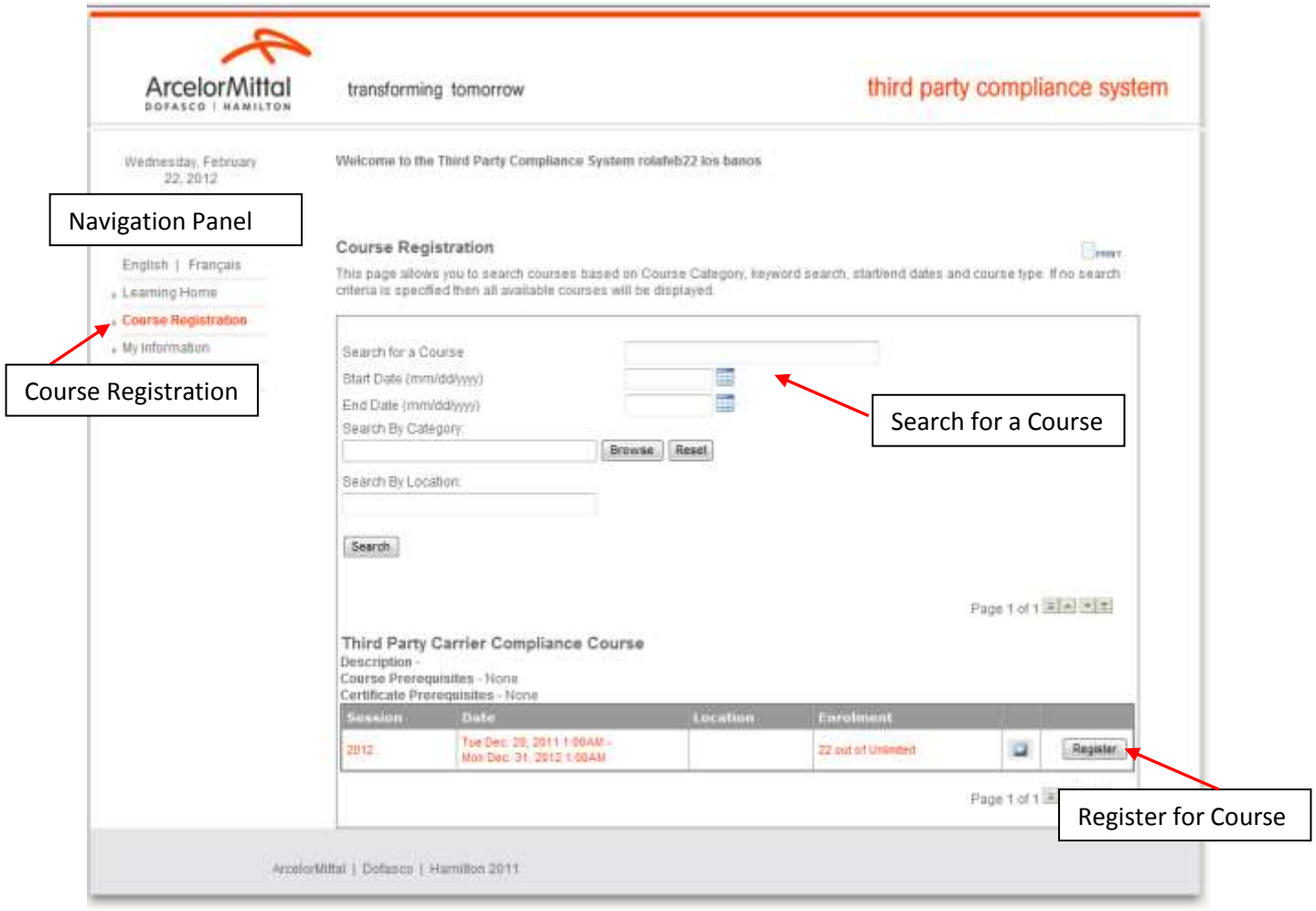
To take a course, click on the course version (English or French) you wish to complete.



This will bring you to the Course Registration page where you can press the REGISTER button to enrol in the course.

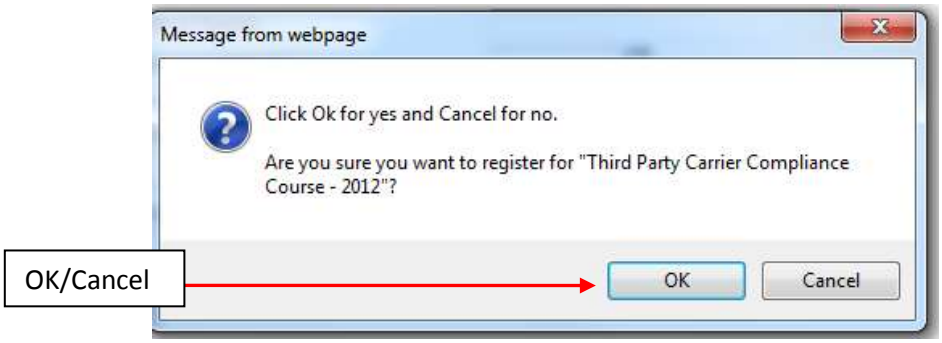
Registering For a Course

All available courses will be listed at the bottom of the screen. Register for a course by clicking '**Register**.'



The '**Search for a Course'** function can also be used to find a course in the TPCS. Enter key words into the fields to help search for a course.

Once you have clicked the '**Register'** button, the pop-up window below will appear. To confirm registration for the selected course click '**OK.'** If the wrong course is selected, click '**Cancel**.'

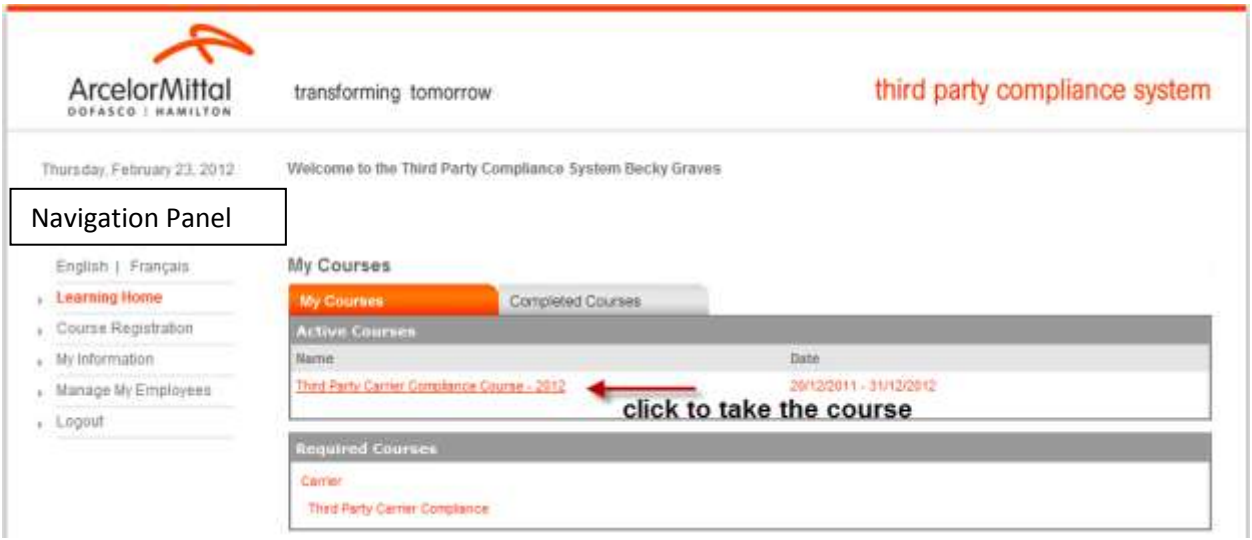


If '**OK'** is selected the **Course Registration** page will now reflect registration in the course by displaying the word '**Enrolled**.'



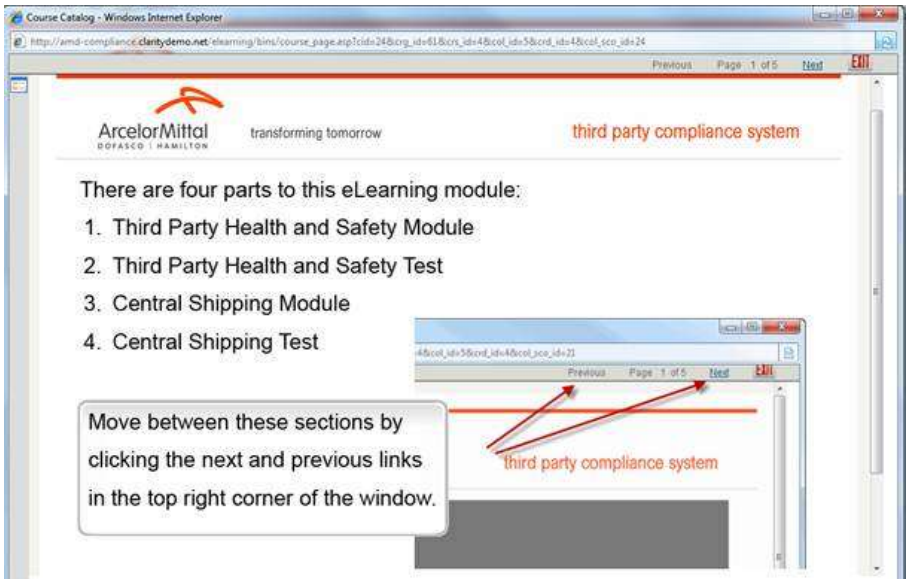
Completing Required Course(s)

From the **Learning Home** page click the course name link that appears under **Active Courses** on the **My Courses** tab.



This will open the eLearning module and certification test(s). The first screen that appears is the instruction page on how to use and navigate through the eLearning module and test(s).

Example:



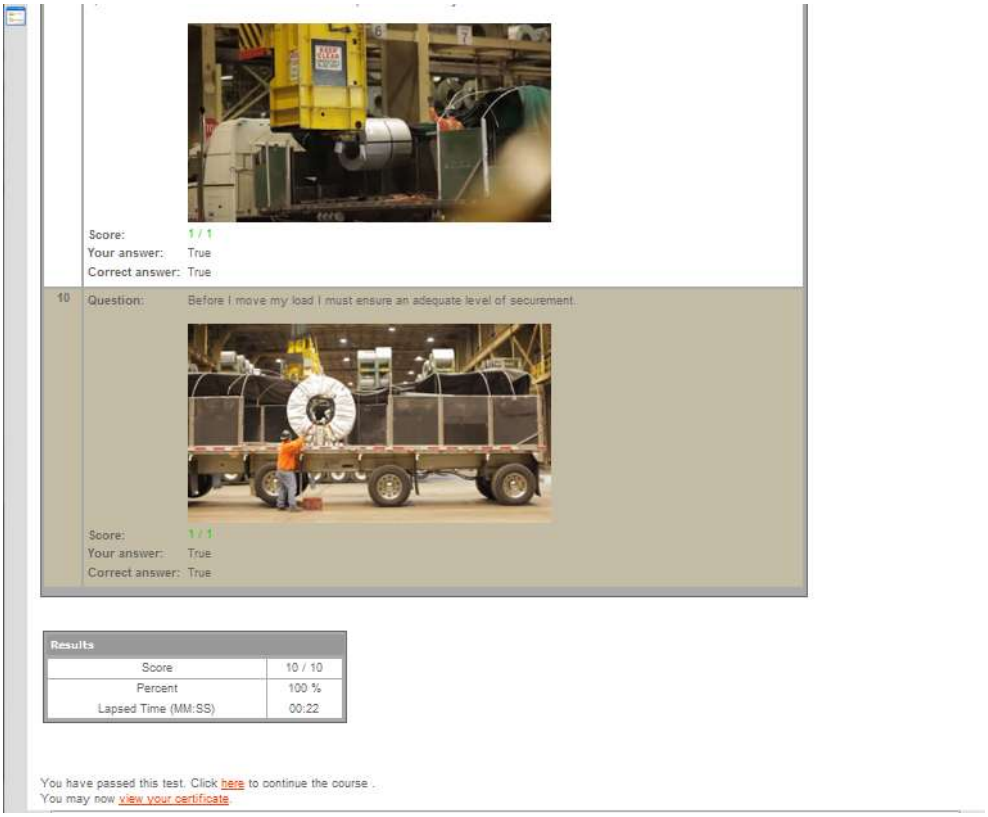
When you have completed viewing the content of the eLearning module you will be required to successfully complete the test(s).

Example:



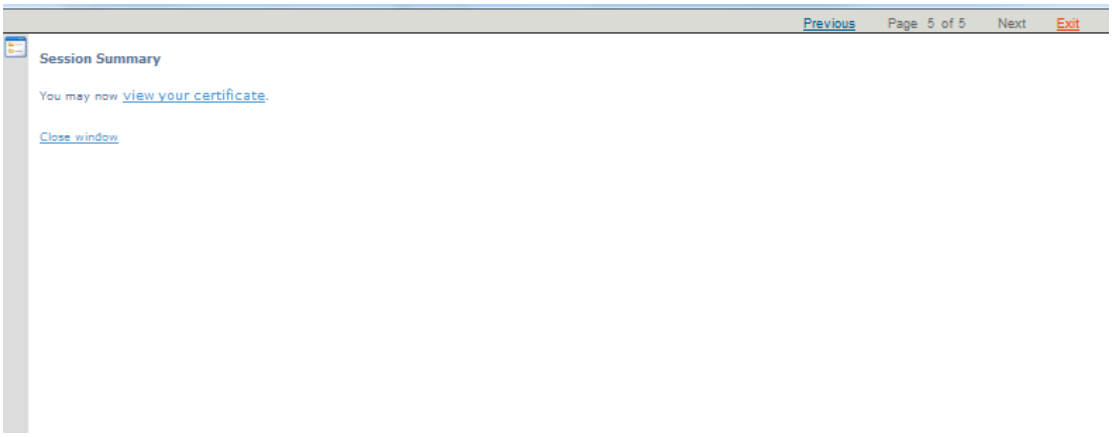
When you have completed the test, the system will display your test results. A score of 100% is required to attain your certificate.

Example:



To view your certificate, click on view your certificate. If you select the here link, the Session Summary page will display. You can also view your certificate from this page.

Example:

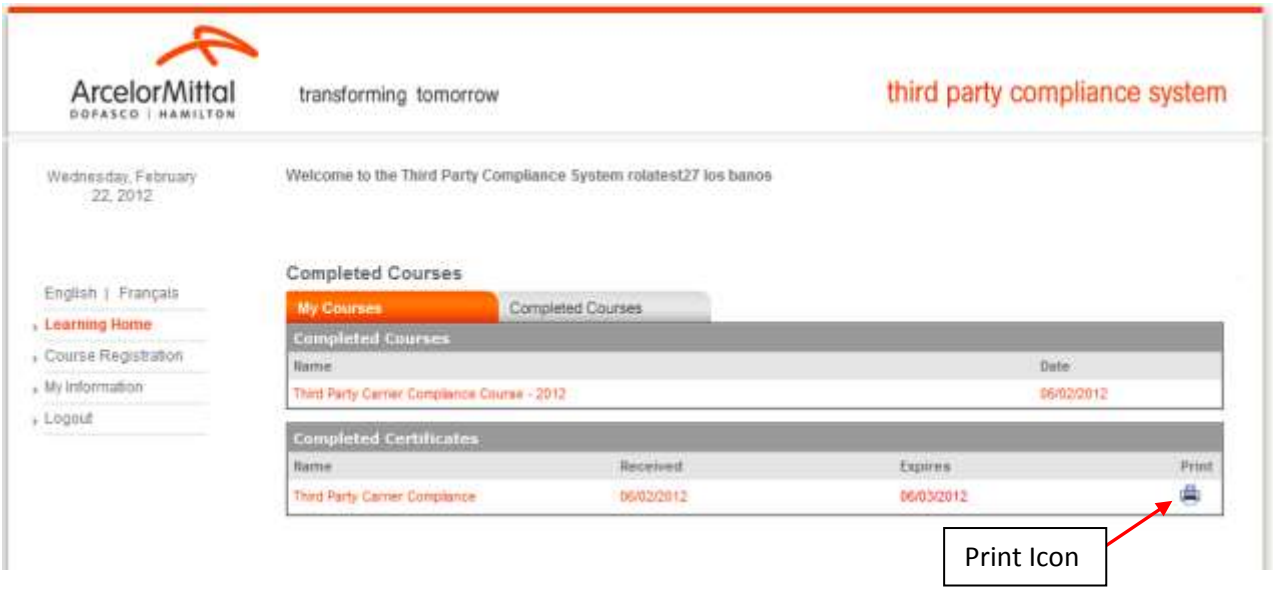


Completed Courses Tab

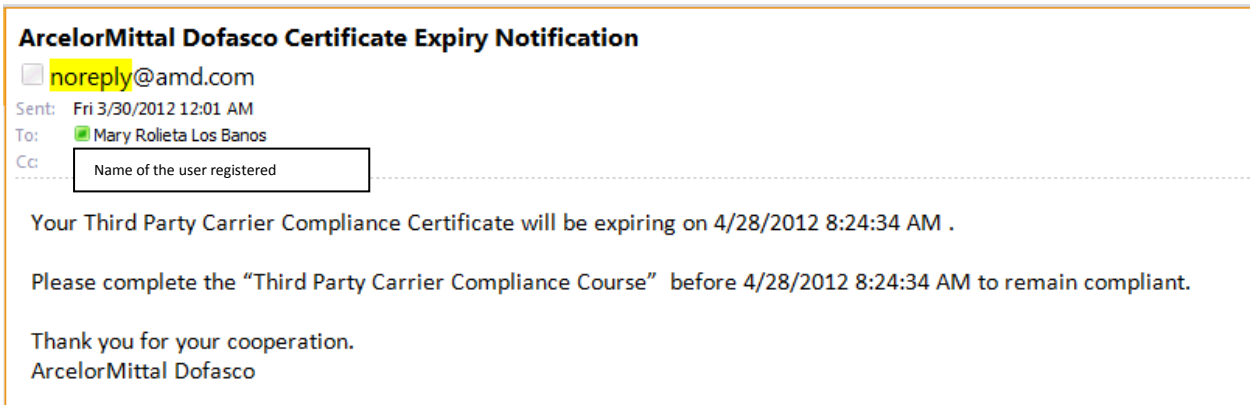
The **Completed Courses** tab displays the course(s) you have successfully completed, including the certificates attained.

By clicking on the course name completed courses can be reviewed at any time.

Clicking the **Print Icon** next to a **Completed Certificate** will open the certificate in a new window which can be then be printed to any format.



The course(s) must be completed on an annual basis (every 12 months) by all Third Party employees. You will receive an email notification at 30 days and 15 days prior to the certificate expiry date reminding you to access the Third Party Compliance System to enrol and retake the required course(s).



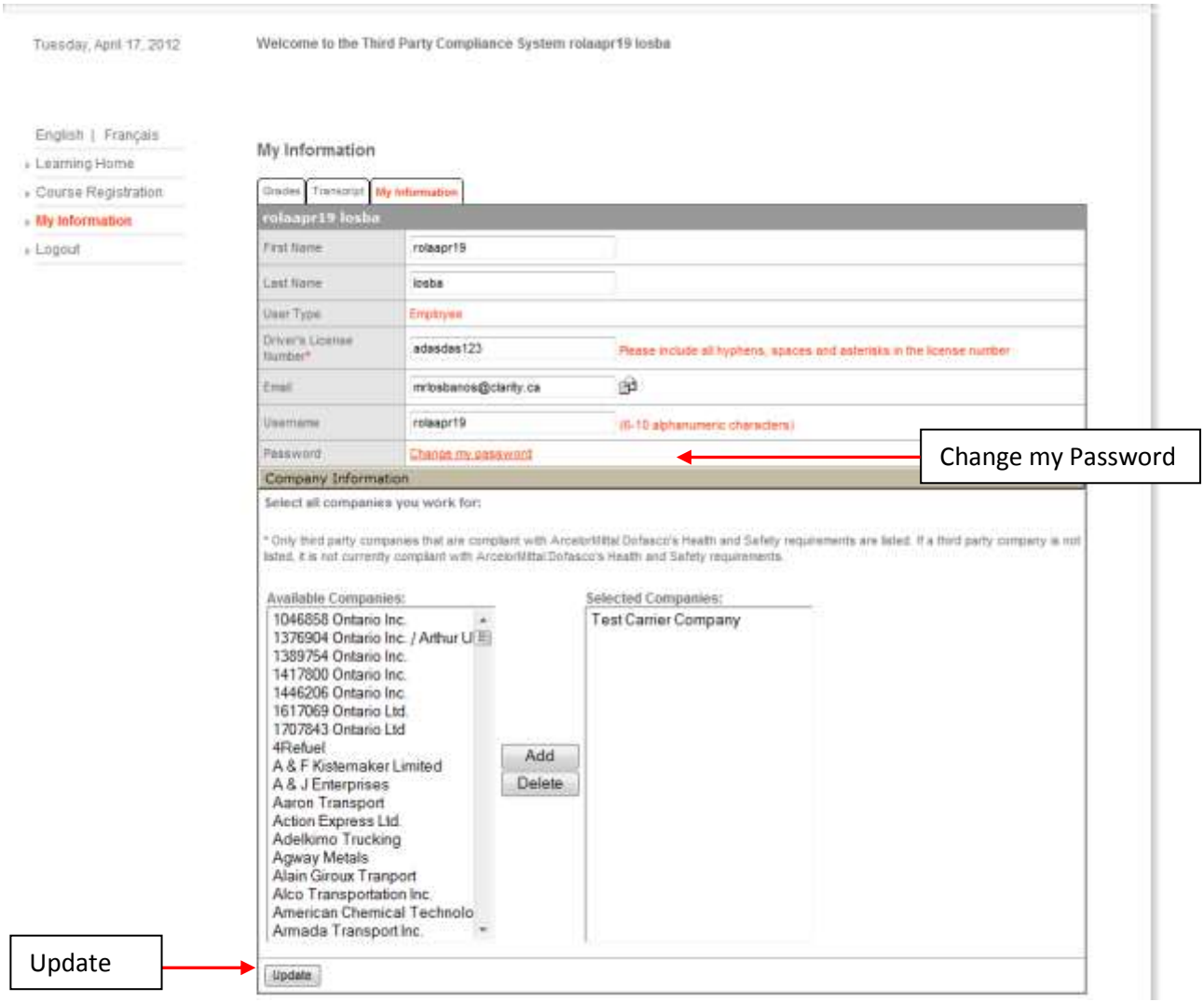
My Information

Selecting the **My Information** link from the navigation panel on the left hand side will display the **Grades**, **Transcript** and **My Information** tabs**.**

My Information Tab

The **My Information Tab** can be used to change personal information such as **first name, last name, driver's licence number, email address, username,** and **password**. This tab can also be used to update the company(s) you work for.

Enter the necessary changes then click '**Update'** to save.



Changing Your Password

Your password can be changed by clicking on the Change my Password link in the **My Information Tab**. The following pop-up window will appear describing the password requirements that must be adhered to. When finished click '**Save'** to reset your new password.



Viewing Grades and Transcripts

The Grades and Transcript tabs both display course results. Under the **Transcript tab**, the certificates earned are also displayed. The **Transcript tab** also displays course results for the previous 4 years**.**

