



ArcelorMittal
DOFASCO | HAMILTON

Third Party Employee User Guide: Third Party Compliance System



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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.

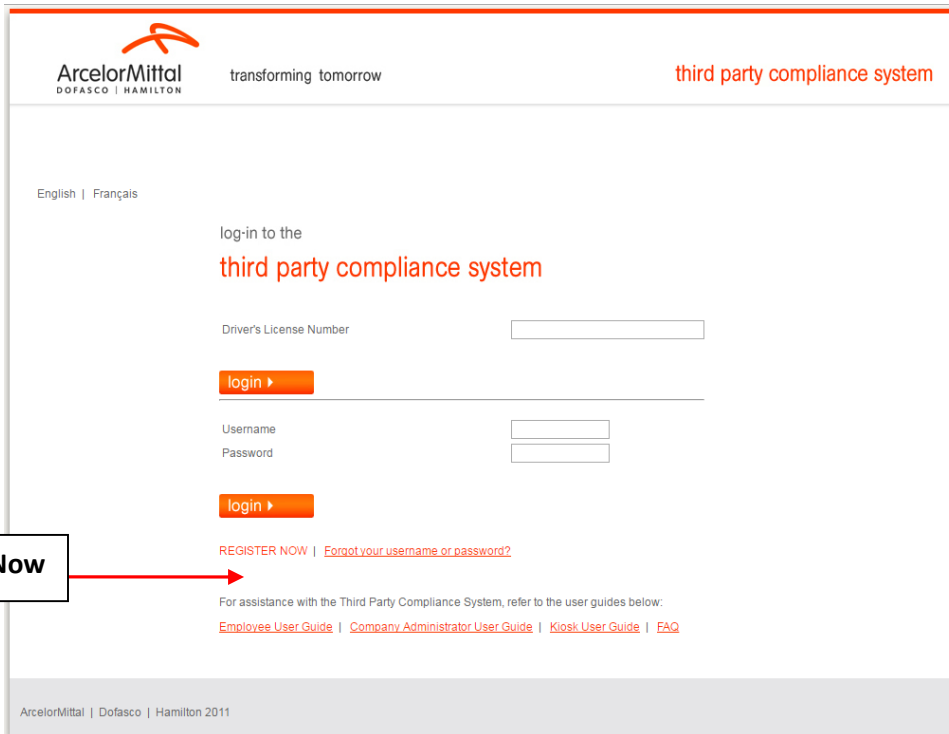
There are two ways to register:

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

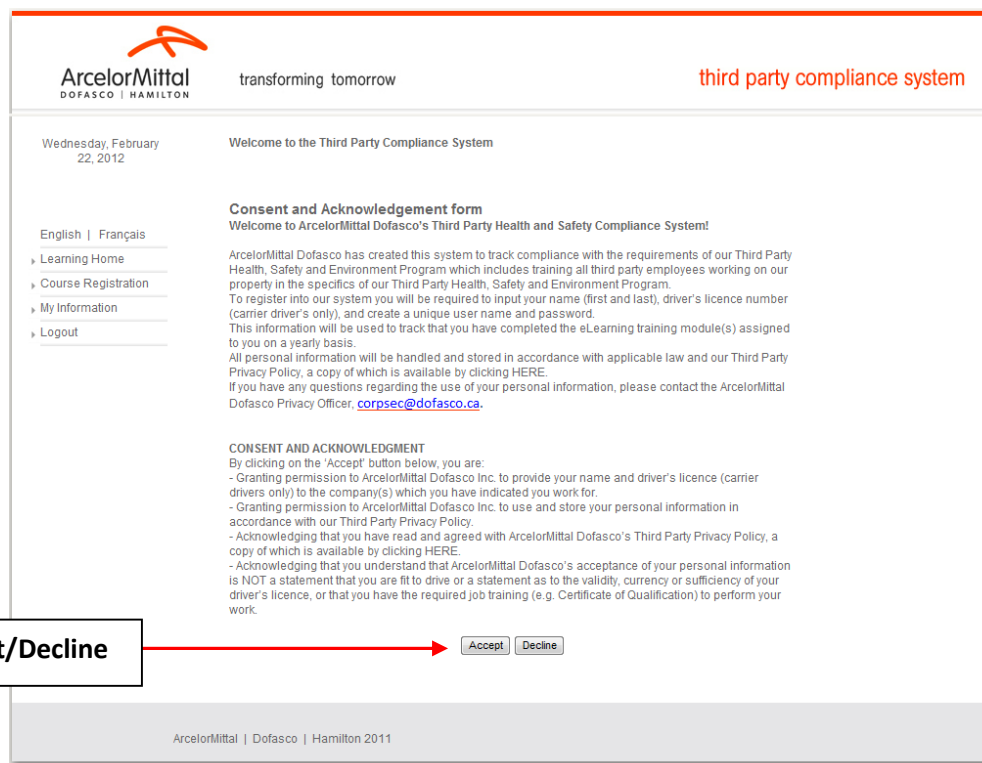
Employee Self Registration:

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 license 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.

The screenshot shows a registration form titled "You are registering in to third party compliance system". At the top left, there are language options for "English" and "Français". At the top right, there is a link for "Back to Home Page".

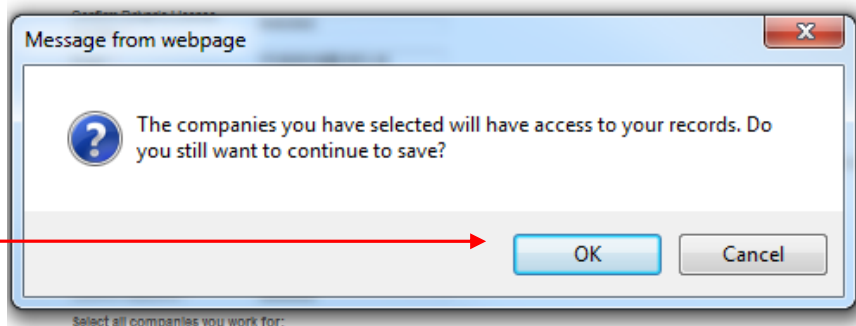
The form is divided into several sections:

- User Information:** This section contains a question "Are you working for a carrier company?" with radio buttons for "Yes" and "No". Below this are input fields for "First Name", "Last Name", "Driver's License Number", "Confirm Driver's License Number", "Email", "Confirm Email Address", "Username", and "Password". A note specifies that the license number should exclude hyphens, spaces, and asterisks. The password requirements are: 8-10 alphanumeric characters, not containing the user's account name or parts of their full name exceeding two consecutive characters, at least eight characters in length, and containing characters from three of the following: English uppercase characters (A through Z), English lowercase characters (a through z), and Base 10 digits (0 through 9). A "Confirm Password" field is also present.
- Available Companies:** A scrollable list of companies is provided, including "1046858 Ontario Inc.", "1376904 Ontario Inc. / Arthur Upton", "1389754 Ontario Inc.", "1417800 Ontario Inc.", "1446206 Ontario Inc.", "1617069 Ontario Ltd.", "1707843 Ontario Ltd", "4Refuel", "A & F Kistemaker Limited", "A & J Enterprises", "Aaron Transport", "Action Express Ltd.", "Adelkimo Trucking", "Agway Metals", and "Alain Giroux Tranport".
- Selected Companies:** An empty scrollable box for the user to place selected companies.
- Buttons:** "Add" and "Delete" buttons are located between the available and selected company lists. At the bottom of the form, there are "Save" and "Cancel" buttons.

Three callout boxes with red arrows point to specific parts of the form:

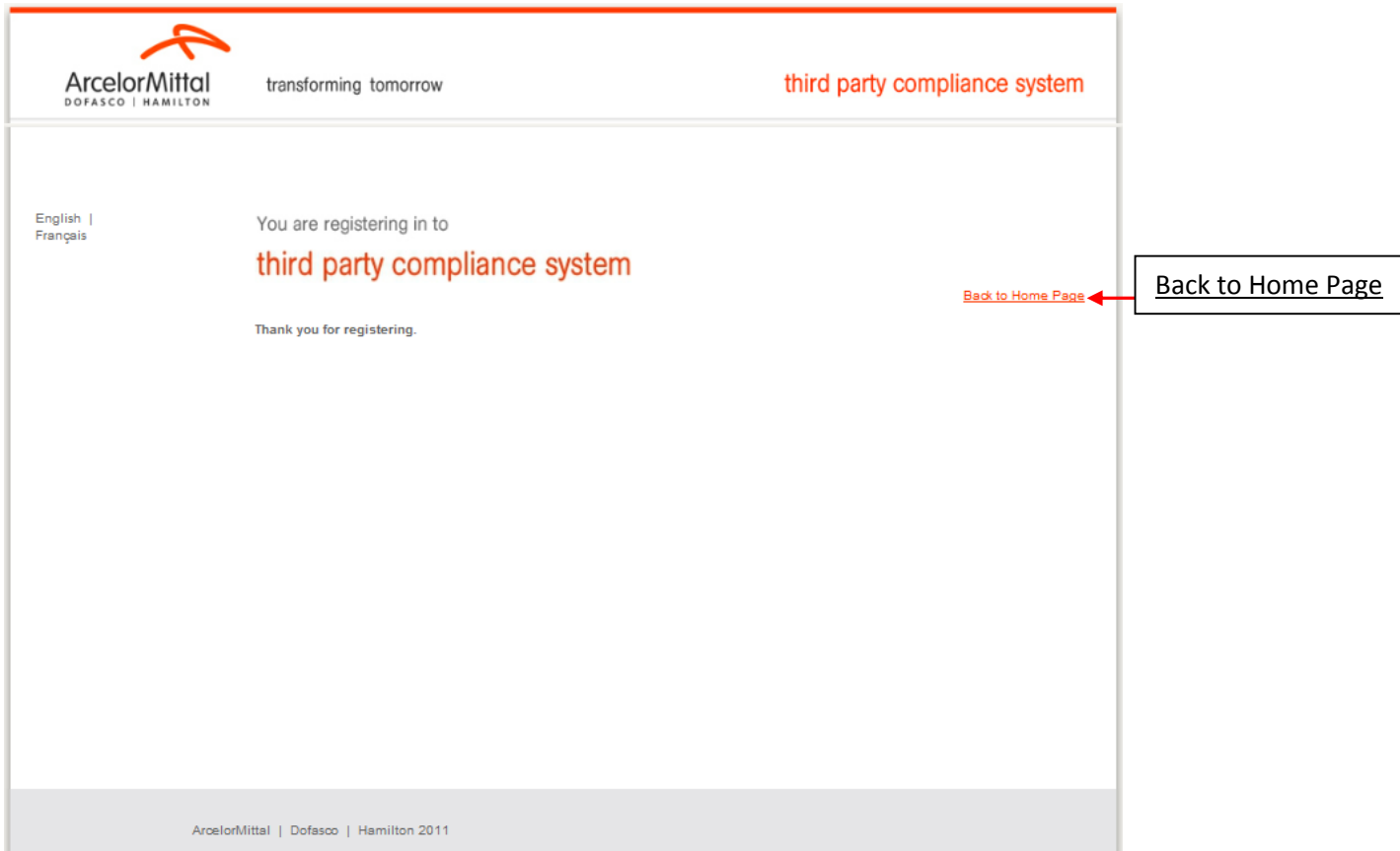
- User Information:** Points to the "User Information" section header.
- Are you working for a Carrier Company? Yes/No:** Points to the radio button selection area.
- Available Companies:** Points to the scrollable list of company names.
- Save/Cancel:** Points to the "Save" and "Cancel" buttons at the bottom.

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 password,
- 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'utilisateur et votre mot de passe sont les suivants:

Nom d'utilisateur: 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**. Two methods of logging in are available:

1 – Enter your Driver’s License Number

OR

2 – Enter your Username and Password

Then click the **Log-in** button. The credentials are validated and then the Learning Home page will open.

The screenshot shows the login page for the ArcelorMittal third party compliance system. The page header includes the ArcelorMittal logo with the tagline 'transforming tomorrow' and the text 'third party compliance system'. Below the header, there are language options for 'English' and 'Français'. The main heading is 'log-in to the third party compliance system'. There are two login methods: 1. Driver's License Number: A text input field labeled 'Driver's License Number' with an orange 'login >' button below it. A callout box labeled 'Drivers License' has an arrow pointing to this input field. 2. Username and Password: Text input fields for 'Username' and 'Password' with an orange 'login >' button below them. A callout box labeled 'Username/ Password' has an arrow pointing to the Username field. Below the login options, there is a link for 'Forgot your username or password?' with an arrow pointing to it from a callout box labeled 'Forgot your username or password?'. At the bottom, there are links for 'REGISTER NOW', 'Employee User Guide', 'Company Administrator User Guide', 'Kiosk User Guide', and 'FAQ'.

Forgot Your Username or Password?

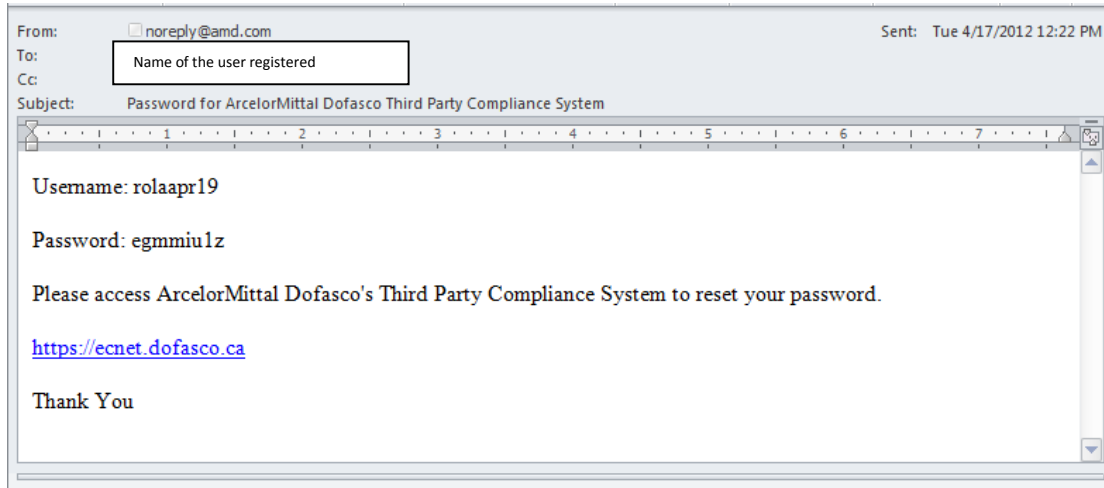
To retrieve a forgotten username or password click on the Forgot your username or password? link. The following window will pop up:

The pop-up window has a grey header with the text 'Forgot your username or password?'. Below the header, it says 'Enter your username or email address here: (Your password will be emailed to you)'. There is a text input field for the user to enter their username or email address. Below the input field is a blue 'Submit' button.

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.

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

Monday, March 12, 2012

Welcome to the Third Party Compliance System rolasung los banos

English | Français

- Learning Home
- Course Registration
- My Information
- Logout

My Courses

My Courses | Completed Courses

Active Courses

You are not registered for any courses

Required Courses (Select either the English or French version of your required course.)

Carrier

- [Third Party Carrier Compliance Course](#)
- [Cours abordant la conformité des transporteurs de tierce partie](#)

Select the course 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.'**

Wednesday, February 22, 2012

Welcome to the Third Party Compliance System rolafeb22 los banos

Course Registration

This page allows you to search courses based on Course Category, keyword search, start/end dates and course type. If no search criteria is specified then all available courses will be displayed.

Search for a Course

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Search By Category:

Search By Location:

Page 1 of 1

Third Party Carrier Compliance Course

Description -
 Course Prerequisites - None
 Certificate Prerequisites - None

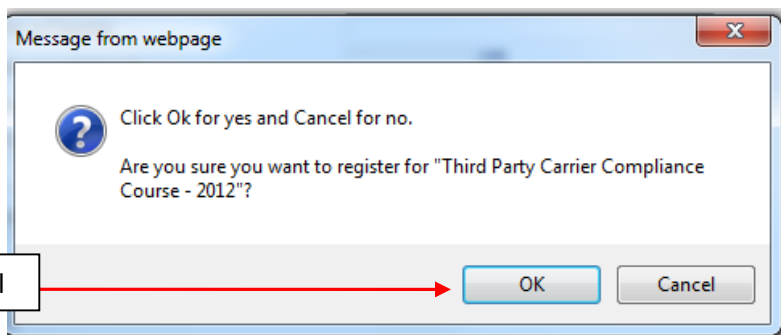
Session	Date	Location	Enrolment	
2012	Tue Dec. 20, 2011 1:00AM - Mon Dec. 31, 2012 1:00AM		22 out of Unlimited	Register

Page 1 of 1

ArcelorMittal | Dofasco | Hamilton 2011

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.'**

Third Party Carrier Compliance Course

Description -
Course Prerequisites - None
Certificate Prerequisites - None

Enrolled

Session	Date	Location	Enrolment		
2012	Tue Dec. 20, 2011 1:00AM - Mon Dec. 31, 2012 1:00AM		23 out of Unlimited		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.

Thursday, February 23, 2012 Welcome to the Third Party Compliance System Becky Graves

Navigation Panel

- English | Français
- ▶ **Learning Home**
- ▶ Course Registration
- ▶ My Information
- ▶ Manage My Employees
- ▶ Logout

My Courses

My Courses Completed Courses

Active Courses

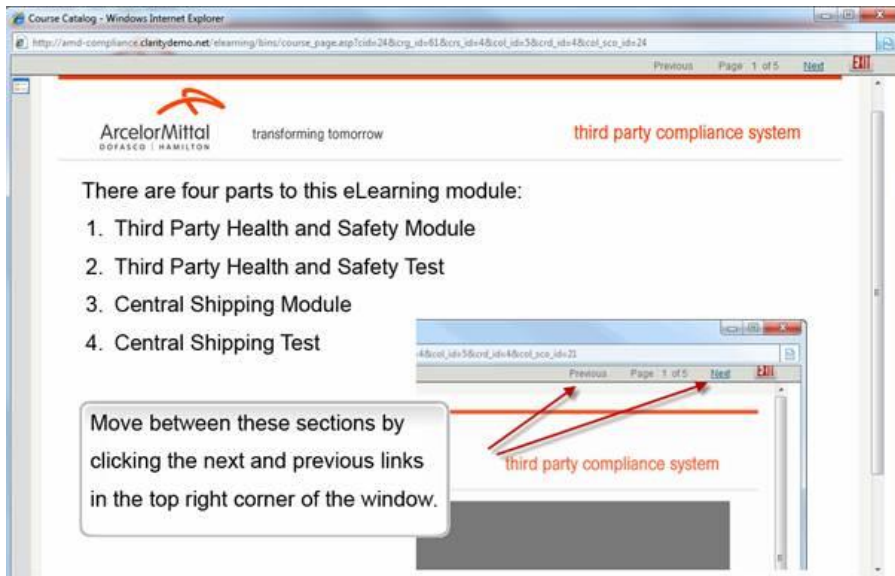
Name	Date
Third Party Carrier Compliance Course - 2012	20/12/2011 - 31/12/2012

Required Courses

Carrier
Third Party Carrier Compliance

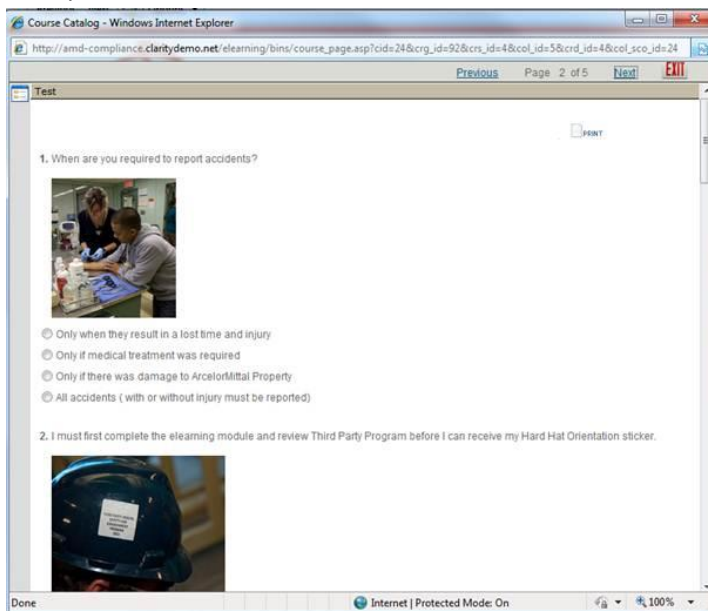
This will open the eLearning module and certification test(s). The first screen that appears is the instruction page on how to use and navigate through the eLearning module and test(s).

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:

Score: 1 / 1
Your answer: True
Correct answer: True

10 Question: Before I move my load I must ensure an adequate level of securement.

Score: 1 / 1
Your answer: True
Correct answer: True

Results	
Score	10 / 10
Percent	100 %
Lapsed Time (MM:SS)	00:22

You have passed this test. Click [here](#) to continue the course .
You may now [view your certificate](#)

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:

[Previous](#) [Page 5 of 5](#) [Next](#) [Exit](#)

Session Summary

You may now [view your certificate](#).

[Close window](#)

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 screenshot shows the ArcelorMittal Third Party Compliance System interface. The header includes the ArcelorMittal logo and the text 'transforming tomorrow' and 'third party compliance system'. The main content area is titled 'Completed Courses' and contains two tables. The first table, 'Completed Courses', has columns for 'Name' and 'Date'. The second table, 'Completed Certificates', has columns for 'Name', 'Received', 'Expires', and 'Print'. A red arrow points to the 'Print' icon in the 'Completed Certificates' table.

Completed Courses	
Name	Date
Third Party Carrier Compliance Course - 2012	06/02/2012

Completed Certificates			
Name	Received	Expires	Print
Third Party Carrier Compliance	06/02/2012	06/03/2012	

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).

The screenshot shows an email notification titled 'ArcelorMittal Dofasco Certificate Expiry Notification'. The email is from noreply@amd.com and is addressed to Mary Rolieta Los Banos. The notification states that the Third Party Carrier Compliance Certificate will be expiring on 4/28/2012 8:24:34 AM and requests that the user complete the 'Third Party Carrier Compliance Course' before that date to remain compliant.

ArcelorMittal Dofasco Certificate Expiry Notification
From: noreply@amd.com
Sent: Fri 3/30/2012 12:01 AM
To: Mary Rolieta Los Banos
Cc: Name of the user registered

Your Third Party Carrier Compliance Certificate will be expiring on 4/28/2012 8:24:34 AM .

Please complete the "Third Party Carrier Compliance Course" before 4/28/2012 8:24:34 AM to remain compliant.

Thank you for your cooperation.
ArcelorMittal Dofasco

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.

English | Français

- Learning Home
- Course Registration
- My Information**
- Logout

My Information

Grades | Transcript | Roles | **My Information**

Camwise Brave

First Name	<input type="text" value="Cameron"/>
Last Name	<input type="text" value="Olsen"/>
User Type	Employee
Driver's License Number*	<input type="text"/> Please exclude all hyphens, spaces and asterisks in the license number
Email	<input type="text" value="cameron.olsen@clarity.ca"/>
Username	<input type="text" value="colsen"/> (6-10 alphanumeric characters)
Password	Change my password

Company Information

Select all companies you work for:

* Only third party companies that are compliant with ArcelorMittal Dofasco's Health and Safety requirements are listed. If a third party company is not listed, it is not currently compliant with ArcelorMittal Dofasco's Health and Safety requirements.

Available Companies:	Selected Companies:
<ul style="list-style-type: none">1046858 Ontario Inc.1389754 Ontario Inc.1417800 Ontario Inc.1446206 Ontario Inc.1446206 Ontario Inc. / Bailey M1473348 Ontario Inc. (HS Stee1660559 Ontario Inc.1707843 Ontario Ltd1707843 Ontario Ltd / Paul Ma1749722 Ontario inc.1857068 Ontario Inc.1892552 Ontario Inc2158845 Ontario Inc.2347854 Ontario Inc. / RIMS T.2842-8175 Quebec Inc. / Franc4Refuel6365612 Canada Inc.6607603 Canada Inc.	<ul style="list-style-type: none">Jackson's Inc

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.

Reset Password

Password must adhere to the following:
Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
Be at least eight characters in length
Contain characters from three of the following:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)


New Password:

Confirm Password:

Internet | Protected Mode: On 100%

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.



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third party compliance system


Monday, September 12, 2016

Welcome to the Third Party Compliance System Camwise Brave

English | Français

- ▶ Learning Home
- ▶ Course Registration
- ▶ My Information
- ▶ Logout

My Transcript



Grades | **Transcript** | Roles | My Information

Year: [2016](#) [2015](#) [2014](#) [2013](#) [2012](#)


Certificates		
Year 2016		
Certificate	Received	Expires
Scrap Delivery	Sep. 12, 2016	Sep. 12, 2017
Third Party Compliance Certificate	Sep. 12, 2016	Mar. 12, 2017
Certificat de conformité Transporteur de tierce partie	Sep. 9, 2016	Oct. 9, 2016
French Scrap	Sep. 1, 2016	Oct. 1, 2016

External Learning Events
No Results Found

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Roles

The Roles Tab under the **My Information** section will display all **Roles** associated with your Driver Profile. Here you can view all **Certifications** required and the courses associated with that certification. The Roles tab will show Drivers when they have received their Certification and when that **Certification Expires**.



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third party compliance system

Monday, September 12, 2016 Welcome to the Third Party Compliance System Camwise Brave

English | Français

- ▶ Learning Home
- ▶ Course Registration
- ▶ **My Information**
- ▶ Logout

My Roles and Required Certificates

Grades
Transcript
Roles
My Information

Camwise Brave				
Role	Carrier Scrap Delivery			
Required Certificates	Role : Carrier			
	Certificate Name	Status	Received	Expires
	Certificat de conformité Transporteur de tierce partie	✓	Sep. 9, 2016	Oct. 9, 2016
	Third Party Compliance Certificate	✓	Sep. 12, 2016	Mar. 12, 2017
	Role : Scrap Delivery			
	Certificate Name	Status	Received	Expires
	Scrap Delivery	✓	Sep. 12, 2016	Sep. 12, 2017
	Other required certificates			
	Certificate Name	Status	Received	Expires
	Third Party Compliance Certificate	✓	Sep. 12, 2016	Mar. 12, 2017
Other Certificates				
	French Scrap	✓	Sep. 1, 2016	Oct. 1, 2016
	Scrap Delivery	✓	Sep. 12, 2016	Sep. 12, 2017

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