



ArcelorMittal
DOFASCO | HAMILTON

Third Party Company Administrator User Guide: Third Party Compliance System



© Clarity.ca Inc.
710, 603 7th Ave SW
Calgary, AB T2P 2T5
Ph: 403.705.5900

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About this Document

This document is meant as a guide for the Administrator (Admin) of Third Party Companies that work at ArcelorMittal Dofasco. This guide describes how to access and use the administrator functionality of the Third Party Compliance System (TPCS). In addition to administrator functionality, a company Admin also has full access to the Employee functionality of the Third Party Compliance System (see Third Party Employee User Guide). The Third Party Compliance System can be accessed at the following internet address, <https://www.ecnet.dofasco.ca>.

About the Third Party Compliance System

The Third Party Compliance System (TPCS) 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 a yearly basis (every 12 months) by all third party employees prior to working at ArcelorMittal Dofasco.

Person having administrative rights in the TPCS can also use the system to manage employees that work for their company.

Administrative rights to the TPSC will only be granted to companies that have successfully passed ArcelorMittal Dofasco's Third Party Health and Safety qualification process. Upon successful qualification, an email will be sent to the company administrator designated during the qualification process. This email will contain a user name and temporary password.

Third Party Compliance System Access

AMD Admin Email

Sent: Thu 5/24/2012 1:02 PM

To:

Company Admin

Your company, Test Carrier Company, has successfully passed ArcelorMittal Dofasco's Third Party Health and Safety qualification process.

Please access The Third Party Compliance System at the following internet address to complete the registration process.

Internet Address: <https://www.ecnet.dofasco.ca>

Username: 2975

Password: 2975

Refer to the Third Party Company Administrator User Guide for instructions on completing the registration process.

Thank You

Logging into the System

The Third Party Compliance System can be accessed through the following internet address, <https://www.ecnet.dofasco.ca>. This will display 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.

English | Français

log-in to the
third party compliance system

Drivers Licence # → Driver's License Number

login >

Username/Password → Username
Password

login >

[REGISTER NOW](#) | [Forgot your username or password?](#)

For assistance with the Third Party Compliance System, refer to the user guides below:
[Employee User Guide](#) | [Company Administrator User Guide](#) | [Kiosk User Guide](#) | [FAQ](#)

Upon initial log-in the My Information page will appear. Complete the required information and change your username and password. The username must be 6-10 alphanumeric characters.

Friday, April 20, 2012

Welcome to the Third Party Compliance System Jasen Enterprises Company Admin

English | Français

- Learning Home
- Course Registration
- My Information**
- Manage My Employees
- Manage Companies
- Reports
- Logout

My Information

Jasen Enterprises Company Admin	
First Name	Jasen Enterprises
Last Name	Company Admin
User Type	Company Admin
Driver's License Number*	<input type="text"/> <small>Please include all hyphens, spaces and asterisks in the license number</small>
Email	jburditt@clarity.ca
Username	268 <small>(6-10 alphanumeric characters)</small>
Password	Change my password
Company	Jasen Enterprises
User Activation	Active
<input type="button" value="Update"/>	

Change your password by clicking the [Change my password](#) link. The following pop-up window will appear reminding you of the password requirements that must be adhered to. When finished click "Save" to reset your password.

Reset Password - Windows Internet Explorer

http://amd-compliance.claritydemo.net/elearning/bins/changeP:

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%

As a company admin you are not required to enter your driver's license number.

If you are an admin for a Carrier/Transportation company AND you are also a driver for the Carrier/Transportation company, you will be required to add yourself as an employee in TPCS (see Add New Employee section of this user guide) and complete the Third Party Compliance Course. The Learning Home page is used to view the learning course(s) available to you (refer to the Third Party Employee User Guide for instructions on how to complete a course).

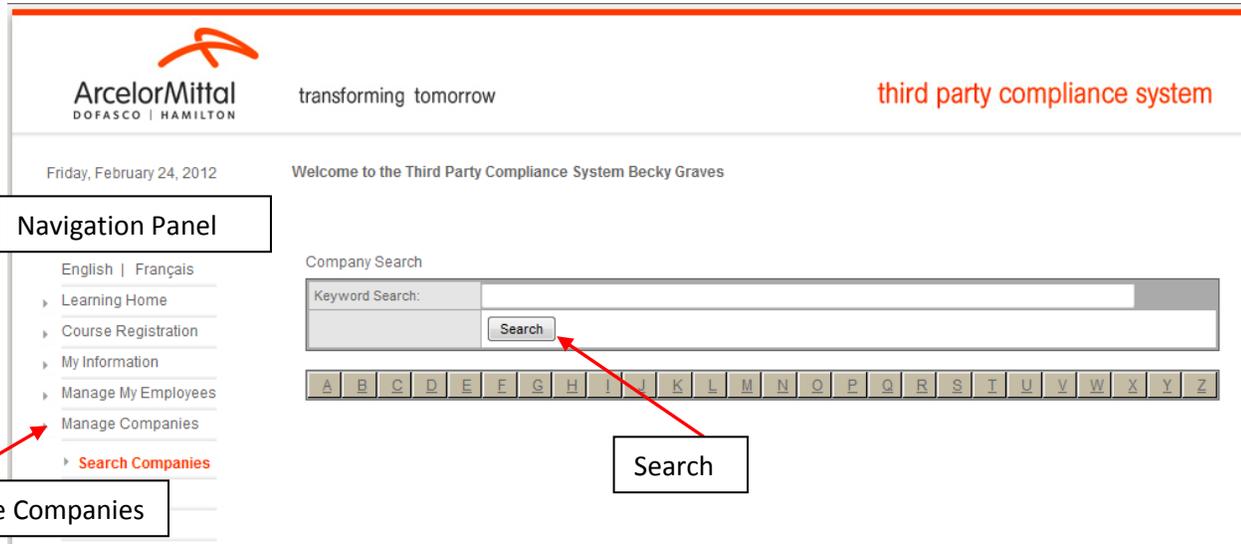
Company Administrator Functions

As the Company Administrator you have the ability to perform the following functions in the TPCS to manage company information and employees working for your company:

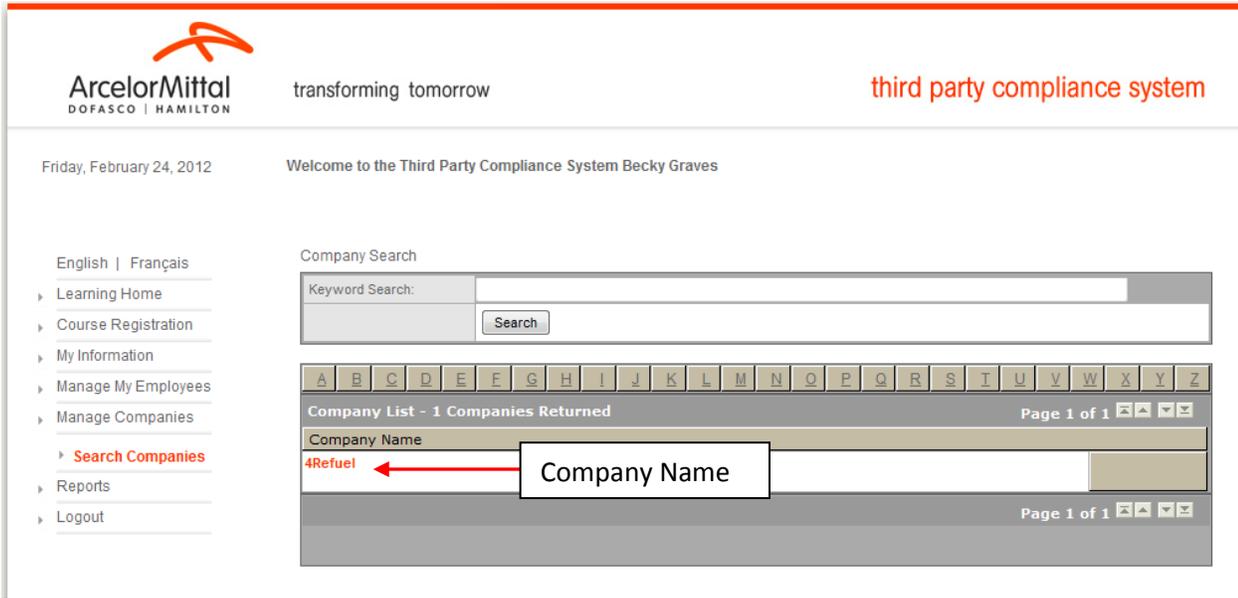
- Manage Companies
- Add a new employee
- Associate/disassociate an employee to your company
- View the certification status of an employee
- Generate reports

Manage Companies

As a Company Administrator you can edit the details of the company you work. To do this, select the **Manage Companies** option on the left navigation panel. The **Company Search** Page will appear.

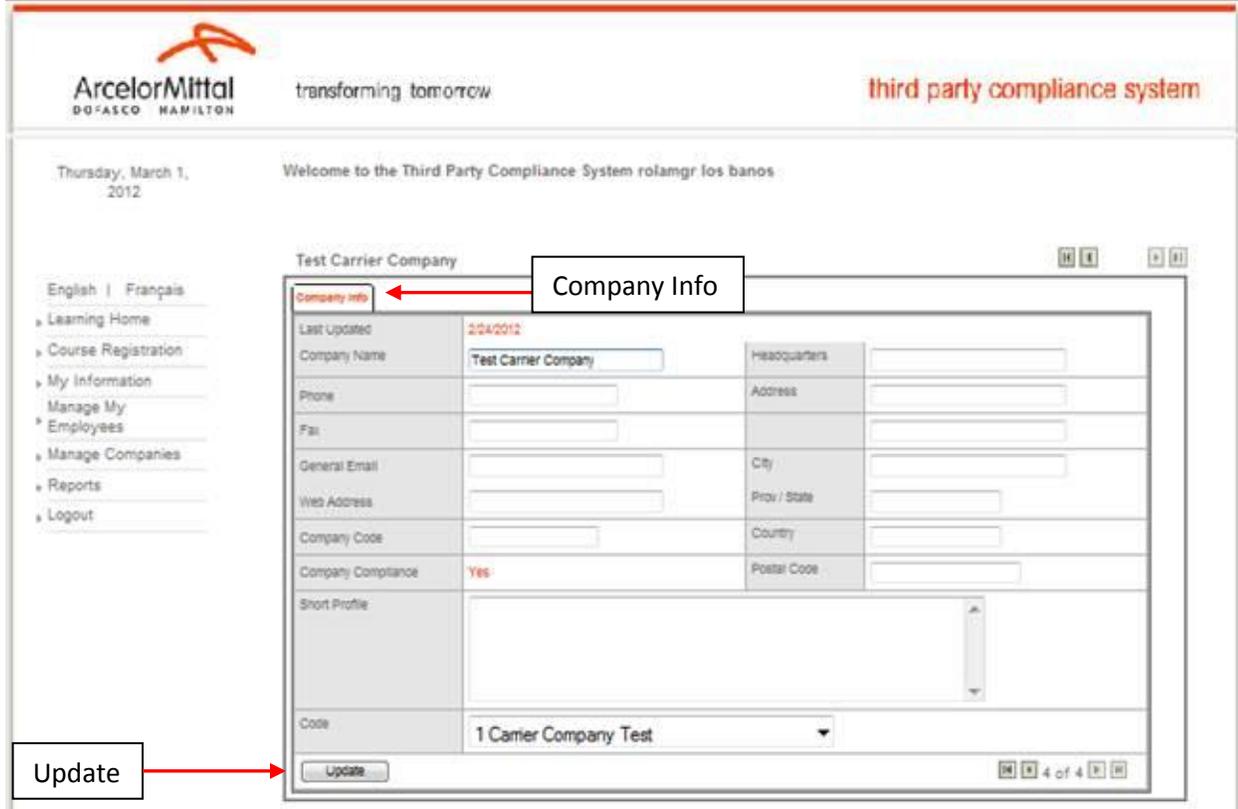


Select “**Search**” in the **Keyword Search Box** to display the company name(s) that you have administrative rights to.



Click on the company name to open the **Company Information (Company Info)** page.

Enter or change any of the information on this page and then click **“Update”** to save.



Add a New Employee

Employees can register themselves into TPCS, but as a company Administrator you can also add a new employee into the TPCS for your company. To do this, click the “**Manage My Employees**” option in the left navigation panel, and then click the “**Add New Employee**” sub-option that appears. The **Add New Employee** page will appear.

The screenshot shows the 'Add New Employee' page in the TPCS system. The page header includes the ArcelorMittal logo and the text 'transforming tomorrow' and 'third party compliance system'. The left navigation panel has 'Manage My Employees' and 'Add New Employee' highlighted. The main form contains the following fields and options:

- User Information**
- First Name: *
- Last Name: *
- User Type: Employee (dropdown)
- Email: *
- Driver's License Number: * (Please include all hyphens, spaces and asterisks in the license number)
- Username: * (6-10 alphanumeric characters)
- Generate Random Password: Yes (selected) No

Callout boxes and arrows highlight the following elements:

- 'Manage My Employees' in the navigation panel.
- 'Add New Employee' in the navigation panel.
- 'Add Employee' (a callout box pointing to the 'Add New Employee' button).
- 'Generate password Yes/No?' (a callout box pointing to the 'Yes' radio button).

Enter the new employee's information into the required field (*). The employee's driver's license is only required for employees working for Carrier/Transportation company(s).

The system can auto-generate a password, or you can create a password for the employee. Once you have complete entering the required information click “**Add New Employee**”.

An email will be sent to the employee containing their username, password and link to the TPCS site. The employee will be required to access the TPCS to complete the registration process and required course(s).

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

 noreply@amd.com

Sent: Mon, 10/27/2015 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.

Associate/Disassociate an employee with a Company

Company Administrators can associate or disassociate employees with the companies they manage. You will receive an email every time an employee adds you to the list of companies they are working for. Access the Third Party Compliance System to associate them to your company.

Delete Reply Forward Spam Move...

Company Association Request/Demande d'association à une compagnie

Friday, April 27, 2012 12:23 AM

From: Company Admin <oreply@amd.com>

To: mrlosbanos@yahoo.com.ph

Brian Sillett is requesting to be associated with your company in ArcelorMittal Dofasco's Third Party Compliance System. Please access the system using the link below to associate this employee with your company.

Brian Sillett fait la demande d'être associé à votre compagnie dans le système de conformité de tierce partie d'ArcelorMittal Dofasco. S'il vous plaît accéder le système en utilisant le lien suivant pour associer cet employé avec votre compagnie.

<https://ecnet.dofasco.ca>

Thank you/Merci

Associate an Employee

To associate an employee to a company first select the **Manage My Employees** option in the left navigation panel of TPCS. The Employee Directory search page will open.

The screenshot shows the ArcelorMittal Dofasco Third Party Compliance System interface. At the top left is the ArcelorMittal logo with the tagline 'transforming tomorrow'. The top right says 'third party compliance system'. Below the header, it displays the date 'Thursday, June 2, 2016' and a welcome message: 'Welcome to the Third Party Compliance System sungki park'. On the left is a navigation menu with options like 'Learning Home', 'Course Registration', 'My Information', 'Manage My Employees' (highlighted in red), 'Add New Employee', 'Manage Companies', 'Reports', and 'Logout'. The main content area is titled 'Employee Directory' and includes instructions: 'To search ALL employees, enter information into one of the fields below (First Name, Last Name, Driver's License Number, Activation Status). If none of the fields are populated, the search will return only employees assigned to your company.' Below this is a search form with fields for 'First Name', 'Last Name', 'Driver's License Number', and 'Activation Status' (a dropdown menu). There is a 'Results' field showing '25' and 'Results per page'. A 'Search' button is present, with a red arrow pointing to it from a larger 'Search' button. At the bottom of the search form is an alphabetical navigation bar with letters A through Z.

Perform a search by entering criteria into any of the fields and then clicking **Search**. Or bring up a list of names of employees that are managed by the company Administrator by clicking the **Search** button (with no criteria entered).

Thursday, June 2, 2016

Welcome to the Third Party Compliance System sungki park

English | Français

- › Learning Home
- › Course Registration
- › My Information
- › **Manage My Employees**
 - › Add New Employee
- › Manage Companies
- › Reports
- › Logout

Employee Directory

To search ALL employees, enter information into one of the fields below (First Name, Last Name, Driver's License Number, Activation Status). If none of the fields are populated, the search will return only employees assigned to your company.

Employee / Manager Search			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Driver's License Number	<input type="text"/>	Activation Status	Select ▼
Results	25 ▼	Results per page	
Search			

Search Results - 3 returned			Page 1 of 1
Last Name ▲	First Name	Expiry date	
alex	alex	Certificat de conformité Transporteur de tierce partie - January 11, 2014	
alex	alex	Third Party Compliance Certificate - June 30, 2014	
Alos	Arola		

Page 1 of 1

Search results will display. Click on an employee name to open the employee's personal profile. Click to check the Associated checkbox – this will associate the employee to your same Company.

Thursday, June 2, 2016

Welcome to the Third Party Compliance System sungki park

English | Français

- › Learning Home
- › Course Registration
- › My Information
- › **Manage My Employees**
 - › Add New Employee
- › Manage Companies
- › Reports
- › Logout

My Information

Employee Transcript	Employee Roles	Employee Information
Arola Alos		
First Name	<input type="text" value="Arola"/>	
Last Name	<input type="text" value="Alos"/>	
User Type	Employee ▼	
Driver's License Number*	<input type="text" value="13579"/>	Please exclude all hyphens, spaces and asterisks in the license number
Email	<input type="text" value="mrtester@test.ca"/>	
Username	<input type="text" value="mrtest"/> (6-10 alphanumeric characters)	
Associated	<input type="checkbox"/> (Roles: <input checked="" type="checkbox"/> Carrier <input type="checkbox"/> Third Party (non-carrier) <input type="checkbox"/> Scrap Delivery <input type="checkbox"/> Coke & Iron)	
Company	1417800 Ontario Inc.	
User Activation	Active	
Update		

Check to Associate



Disassociate an Employee

If an employee is no longer working for the company, they must be disassociated.

To disassociate an employee from a company first select the **Manage My Employees** option in the left navigation panel of TPCS. The Employee Directory search page will open.

The screenshot shows the ArcelorMittal TPCS interface. The header includes the ArcelorMittal logo, the tagline "transforming tomorrow", and "third party compliance system". The date is Thursday, June 2, 2016, and the user is logged in as "sungki park". The left navigation menu has "Manage My Employees" highlighted. The main content area is titled "Employee Directory" and contains a search form. The form has fields for "First Name", "Last Name", "Driver's License Number", and "Activation Status". There is a "Results per page" dropdown set to 25 and a "Search" button. A red box highlights the "Search" button with an arrow pointing to it. Below the search form is an alphabetical index bar.

Perform a search by entering criteria into any of the fields and then clicking **Search** to bring up the employee's name that is to be disassociated. Click on the name in the search results to bring up the employee's personal profile. You will notice that the **Associated** box is checked, click it to uncheck it and then click **Update** to save and disassociate the employee from the company.

The screenshot shows the "My Information" page for an employee named "Joon morning Jung". The page has tabs for "Employee Transcript", "Employee Roles", and "Employee Information". The "Employee Information" tab is active. The form contains the following fields: "First Name" (Joon morning), "Last Name" (Jung), "User Type" (Employee), "Driver's License Number*" (1234663333), "Email" (junghun.shin@clarity.ca), "Username" (joon1234), "Associated" (checked), "Roles" (Carrier, Third Party (non-carrier), Scrap Delivery, Coke & Iron), "Company" (1417800 Ontario Inc.), and "User Activation" (Active). A red box highlights the "Associated" checkbox with an arrow pointing to it, and the text "Uncheck to Disassociate" is written next to it. An "Update" button is at the bottom of the form.

View Certification Status of an Employee

Company Administrators can check on the progress and status of an employee's certification.

To view an employee's certification status select the **Manage My Employees** option in the left navigation panel of TPCS. Perform a search in the **Employee Directory** that appears. Click on the name of the employee to be viewed to bring up their personal profile.

Thursday, June 2, 2016

Welcome to the Third Party Compliance System sungki park

English | Français

- Learning Home
- Course Registration
- My Information
- Manage My Employees**
- Manage Companies
- Report
- Log Out

Employee Transcript Employee Roles **Employee Information**

alex alex

First Name	alex
Last Name	alex
User Type	Manager
Driver's License Number	<input type="text"/> <small>Please exclude all hyphens, spaces and asterisks in the license number</small>
Email	arisman@clarity.ca
Username	alex123 <small>(6-10 alphanumeric characters)</small>
Associated	<input checked="" type="checkbox"/> (Roles: <input checked="" type="checkbox"/> Carrier <input checked="" type="checkbox"/> Third Party (non-carrier) <input type="checkbox"/> Scrap Delivery <input checked="" type="checkbox"/> Coke & Iron)
Company	1417800 Ontario Inc.
User Activation	Active

Click on the **Employee Transcript** tab. The current year's information will open. Click on previous years to view that info.

The following info is included here:

- Course Name, Status, Grade and Date of Completion
- Certificate(s) Earned, Date of receipt and Date of Expiry

Thursday, June 2, 2016

Welcome to the Third Party Compliance System sungki park

English | Français

- ▶ Learning Home
- ▶ Course Registration
- ▶ My Information
- ▶ **Manage My Employees**
- ▶ Manage Companies
- ▶ Reports
- ▶ Logout

Employee Transcript



Employee Transcript | Employee Roles | Employee Information

Year: 2012 2011 2010 2009 2008

Courses				
Course Name	Credit hours	Status	Grade	Date
Year 2012				
Third Party Carrier Compliance Course		Passed	100	Jan. 23, 2012
Grand Total		0		

Certificates		
Year 2012	Received	Expires
Third Party Carrier Compliance	Jan. 23, 2012	Feb. 23, 2012

External Learning Events
No Results Found

View/Edit Employee Roles

Roles determine the required courses/certificates for the user to be considered compliant.

To view or edit an employee's roles in a company, first select the **Manage My Employees** option in the left navigation panel of TPCS. The Employee Directory search page will open.

Thursday, June 2, 2016

Welcome to the Third Party Compliance System sungki park

English | Français

- ▶ Learning Home
- ▶ Course Registration
- ▶ My Information
- ▶ **Manage My Employees**
 - ▶ Add New Employee
- ▶ Manage Companies
- ▶ Reports
- ▶ Logout

Employee Directory

To search ALL employees, enter information into one of the fields below (First Name, Last Name, Driver's License Number, Activation Status). If none of the fields are populated, the search will return only employees assigned to your company.

Employee / Manager Search																													
First Name:	<input type="text"/>	Last Name:	<input type="text"/>																										
Driver's License Number	<input type="text"/>	Activation Status	<input type="button" value="Select"/> ▼																										
Results	25 <input type="button" value="v"/> Results per page																												
<input type="button" value="Search"/>		<input type="button" value="Search"/>																											
<table border="1"> <tr> <td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td> </tr> </table>				A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z				

Perform a search by entering criteria into any of the fields and then clicking **Search**. Or bring up a list of names of employees that are managed by the company Administrator by clicking the **Search** button (with no criteria entered).

Thursday, June 2, 2016

Welcome to the Third Party Compliance System sungki park

English | Français

- ▶ Learning Home
- ▶ Course Registration
- ▶ My Information
- ▶ **Manage My Employees**
 - ▶ Add New Employee
- ▶ Manage Companies
- ▶ Reports
- ▶ Logout

Employee Directory

To search ALL employees, enter information into one of the fields below (First Name, Last Name, Driver's License Number, Activation Status). If none of the fields are populated, the search will return only employees assigned to your company.

Employee / Manager Search			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Driver's License Number	<input type="text"/>	Activation Status	Select ▼
Results	25 ▼	Results per page	
<input type="button" value="Search"/>			

Search Results - 3 returned			Page 1 of 1
Last Name ▲	First Name	Expiry date	
alex	alex	Certificat de conformité Transporteur de tierce partie - January 11, 2014	
alex	alex	Third Party Compliance Certificate - June 30, 2014	
Alos	Arola		

Page 1 of 1

Click on an employee name to open the employee's personal profile. The roles that are assigned to the employee will have checkmarks beside them. Check/uncheck roles to assign/un-assign them from the employee; click Update to save all changes.

Thursday, June 2, 2016

Welcome to the Third Party Compliance System sungki park

Employee Roles

English | Français

- ▶ Learning Home
- ▶ Course Registration
- ▶ My Information
- ▶ **Manage My Employees**
 - ▶ Add New Employee
- ▶ Manage Companies
- ▶ Reports
- ▶ Logout

My Information

Employee Transcript	Employee Roles	Employee Information
Joon morning Jung		
First Name	<input type="text" value="Joon morning"/>	
Last Name	<input type="text" value="Jung"/>	
User Type	Employee ▼	
Driver's License Number*	<input type="text" value="1234663333"/>	Please exclude all hyphens, spaces
Email	<input type="text" value="junghun.shin@clarity.ca"/>	
Username	<input type="text" value="joon1234"/> (6-10 alphanumeric characters)	
Associated	<input checked="" type="checkbox"/> (Roles: <input type="checkbox"/> Carrier <input type="checkbox"/> Third Party (non-carrier) <input type="checkbox"/> Scrap Delivery <input type="checkbox"/> Coke & Iron)	
Company	1417800 Ontario Inc.	
User Activation	Active	
<input type="button" value="Update"/>		

**Check to Assign/Roles
Uncheck to Un-assign Roles**

To view additional Role information click on the **Employee Roles** tab. Here the role(s) assigned to the employee are listed along with all of the required certificates under each role, indicating if the employee has received the necessary certification and when it was received and when it will expire.


transforming tomorrow
third party compliance system

Thursday, June 2, 2016
Welcome to the Third Party Compliance System sungki park

English | Français

- ▶ Learning Home
- ▶ Course Registration
- ▶ **My Information**
- ▶ Manage My Employees
- ▶ Manage Companies
- ▶ Reports
- ▶ Logout

Employee Roles and Required Certificates

Employee Transcript
Employee Roles
Employee Information

Joon morning Jung

Role	Carrier Scrap Delivery			
Required Certificates	Role : Carrier			
	Certificate Name	Status	Received	Expires
	Certificat de conformité Transporteur de tierce partie	✘		
	Cours abordant la conformité des transporteurs de tierce partie	✘		
	Third Party Compliance Certificate	✘		
	Third Party Carrier Compliance Course	✘		
	Third Party Compliance Course 2012	✘		
	Third Party Compliance Course 2013	✘		
	Role : Scrap Delivery			
	Certificate Name	Status	Received	Expires
	Scrap Delivery	✘		
	Scrap Delivery Course	✘		
	Other required certificates			
	Certificate Name	Status	Received	Expires
	Third Party Compliance Certificate	✘		
Other Certificates				

Generate Reports

There are 3 reports accessible to the company Administrator. These are:

- OnSite Violation Report
- Onsite Exam Results per Company
- OnSite Exam Results for Company

Onsite Violation Report

This report will summarize for a given period of time the number of violations a company has had.

Select one or all Kiosk Tests, enter start and end search dates and then click search.

Kiosk Test :

OnSite Violation Report

~

Company	No. of Company Violations	No. of Drivers	Not Registered	Not Certified	Expired Certification	Not Associated
1417800 Ontario Inc.	0	29	0	11	18	0
Jackson's Inc	0	9	0	0	0	9

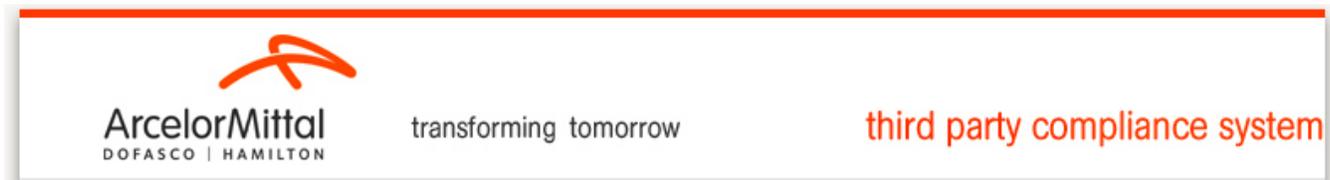
- **No. of Company Violations** column refers to the number of times a company has attempted to come on-site but were no longer compliant with the requirements of ArcelorMittal Dofasco's Third Party Health, Safety and Environment Program.
- **No. of Drivers** column refers to the number of employees that came on site in a given period of time.
- **Not Registered** column refers to the number of times a non-registered employee attempted to come on site.
- **Not Certified** column refers to the number of times a registered employee has attempted to come on site but the employee has not passed the required course(s).
- **Expired Certification** column refers to the number of times a registered employee has attempted to come on site with an expired certification.
- **Not Associated** column refers to the number of drivers that used the Kiosk who are NOT associated with the company that he/she selected.

Onsite Exam Results Per Company

This report is for Carrier Companies only.

This report summarizes company performance based on how drivers performed on the Remote Registration Kiosk Test for a given time period.

Select one or all Kiosk Tests, enter start and end search dates and then click search.



Kiosk Test :

OnSite Exam Results Per Company

~

Company	Drivers	w/ Wrong Answer	1 Wrong	2 Wrongs	3 Wrongs
1417800 Ontario Inc.	79	53	17	31	5
Jackson's Inc	0	0	0	0	0

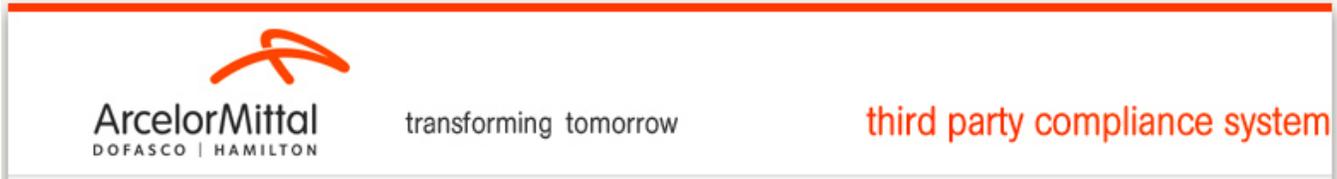
- **Drivers** column refers to the number of drivers sent to pickup/return product
- **w/ Wrong Answer** column refers to the total number of drivers who had one or more wrong answers
- **1 Wrong, 2 Wrong, 3 Wrong** columns refer to the number of wrong answers for total answered wrong

Onsite Exam Results For Company

This report is for Carrier Companies only.

This report can be generated anytime by Company Administrators (it is recommended this report be reviewed daily). The report details each time a specific driver has taken the Remote Registration Kiosk Test and what the individual's test results were.

Select a company under OnSite Exam Results, select one or all Kiosk Tests, enter a start date and then click search.



OnSite Exam Results 1417800 Ontario Inc. ▼

Kiosk Test : ALL ▼

06/01/2011 Search

Driver Name	Time Stamp	All Correct	1 Wrong	2 Wrongs	3 Wrongs
rolatest27	12:15:10 PM	0	0	0	0