PETRINEX
CANADA'S PETROLEUM INFORMATION NETWORK

TIP

WELCOME TO THE NEW AND IMPROVED PETRINEX ON-LINE TRAINING PLATFORM

Over the last two years we have been working on an on-line training module rewrite project which is now complete. All of the Petrinex training modules have also been updated to a new look and feel.

The biggest change is that each module includes both the knowledge portion and the step-by-step/exercise portion in one module. The knowledge portion includes information related to both jurisdictions (AB and SK), and users have the choice to complete the step-by-step examples and exercises for either jurisdiction. To complete the module users are **not** required to complete both jurisdiction paths.

As part of this training module rewrite project, it was determined that an update to the platform for accessing the modules was also required. The new Learning Management System (LMS) platform was released on Dec 7, 2015 and provides access to the on-line training modules as part of the Petrinex Resource Centre.

There are a number of changes that we would like to highlight:

New User Access Options:

Browser Availability: Users access their training profile and the on-line training modules from the same login link on the Resource Centre, however they can now use any of the following browsers:

- Google Chrome
- Internet Explorer
- Mozilla Firefox
- Safari (Mac)

Self-Registration: Users will now be able to create their personal profile and register for access to the online-training site by using the Self-Registration process from the login page.

Note: Once you have created your profile, click on the "Contact Us" link for assistance in getting access to the catalogue of courses available.

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Forgot your login name?: Click on this link and you will be asked for the email address that is on your training profile and your login name will be emailed directly to you.

Forgot your password?: Click on this link and you will be asked to submit your login name and you will be prompted to answer a security question to reset your password.

Contact Us: Click on the "Contact Us" button on the header in your profile to contact us for questions related to training module issues or access problems.

New Portal Pages:

Home: Messages will be posted related to new modules being released, modules being updated, or any information that is necessary to broadcast to our users related to training.

Ask: Users now have the opportunity to ask questions and receive a response back to the email address that is on your training profile. We expect that this will be a very valuable tool, especially for CAPPA students.

Note: Questions received will be tallied and expect to see a "Frequently Asked Questions" section. We will also be building on the "Ask" page to develop an "Expert Directory" where users will be able to find an expert and direct a question directly to these experts.

My Profile: Users will be able to update their profile information with emails, phone numbers, and company names from the "Edit Profile link". From this same link, users are also able to change their passwords and set up security questions which will be required when requesting your password from the "Forgot your password" link.

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Updated Portal Pages:

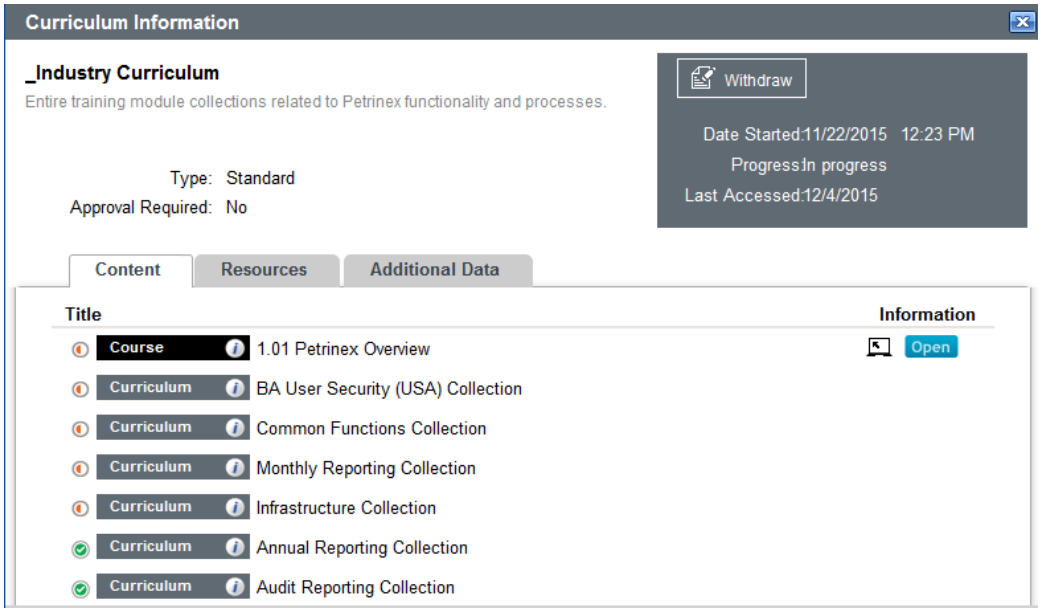
Learn: The "Learn" page layout is very different from the old platform.

Module Access: In the old system you would see your collection access broken down into "collections" with folders showing the status of your training. You will no longer see this type of collection tracking.

Allocations	☐ ■ ☐
Pipeline Splits	☐ ■ ■
Infrastructure	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
Allowable Cost - AB Only	☐ ■ ☐ ■ ☐ ☐ ☐

Curriculums have been set up for different Petrinex groups which include module collections of the various processes and functionality in Petrinex.

- All **Industry** users have been set up with the "Industry Curriculum".
- All **CAPPA** students have been set up with the "CAPPA Certification Curriculum".
- All **Ministry** (AER, AB Energy, ECON Support, and APMC staff) have been set up with the "Ministry Curriculum".



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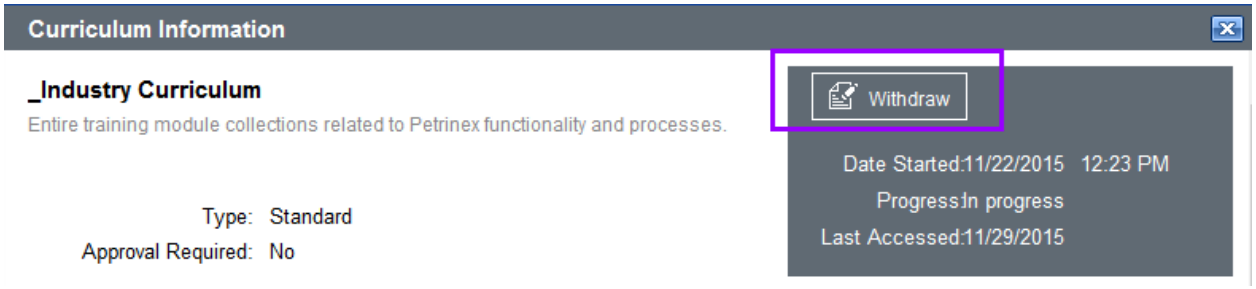
Another new option is that if you feel you do not require this curriculum or course, you have the opportunity to withdraw from the curriculum/course and choose the appropriate course/collection/curriculum from the Catalogue. (See additional information below)



Module Completions: In the old system you would see your module completions as "Red, Black, White" folders showing the status of your module completions. You will no longer see this type of completion tracking.

- The symbol indicates a module that has been started
- The symbol indicates a completed course (module)
- There is a new symbol which indicates that the entire collection of modules have been completed.

If you have access to more than one Curriculum/Collection and complete a module, that completion carries forward into all Curriculum/Collections that you have access to.

We have carried forward all of the information from the old TRACCESS platform and created "active" profiles for all users who have accessed their profile since January 1, 2015. All other users who have not accessed their profile since Jan 1, 2010 have been set up with an "inactive" profile which can be set to "active" upon request by contacting the Petrinex Service Desk at Petrinexsupport@petrinex.ca who will forward the request to the training team.

New Learning Options:

As was mentioned above, users have the choice to access the entire collection or individual process collections or individual courses. You can access this information from the "**Catalogue"** link on the bottom footer of your profile.

Courses: All of the modules are entered into the system as a separate course. To improve the look of the "My Assignments" windows in each profile, we have however

included them into collections and curriculums. The only module that has been set up as a separate course in training profiles is 1.01 Petrinex Overview.

Users will be able to choose individual courses from any of the curriculums or collections included in the catalogues.

Collections: The following is a list of the collections:

- Entire Petrinex Training Module Collection
- Annual Reporting Collection
- Audit Reporting Collection
- BA User Security Administrator (USA) Collection
- BA Change Collection
- Common Functions Collection
- Infrastructure Collection
- Monthly Reporting Collection

Curriculums: The following is a list of the collections:

- CAPPA Certification Curriculum (includes Levels 1-5 requirements)
- Industry Curriculum (includes all collections)
- Ministry Curriculum (includes all collections with exception of USA collection)
- Petrinex Staff Curriculum (includes all collections)

Transcripts: By clicking on the "Transcripts" link on the footer of your profile, you will have access to another valuable tool available to users. This is the availability of a transcript of your completed courses. This transcript can be used as a "quick review" of the status of your completions without having to go through each curriculum/collection to see if the module is completed. Another use of the transcript is the ability to print a copy of the transcript of completed modules to provide to supervisors to show compliance of training requirements.

More information: Click on the **"Contact Us"** button on your profile