Job Aid Competence Management System (CMS) Guide for Participants

Date: June 2022 Version 3.0



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Competence Management System (CMS) Account

This guide will show participants the steps for using the Competence Management System (CMS). Participants are reminded to keep account information private. It should not be shared with anyone. The Competence Management System (CMS) will store all the participants training information (e.g. Personal Track Safety (PTS) Training), certifications, and audit information.

Creating an account

To create a Competence Management System (CMS) account, participants will require a unique email address. Participants will not be able to create an account using a universal shared email address (e.g. shared company email address).

From the Metrolinx Safety Competence login page, participants will click on the *Self Registration* icon.

https://mxsafetycompetence.csod.com/login/render.aspx?id=defaultclp



Participants will enter the required information in the following fields to complete the account profile set up:

- First Name
- Last Name
- Email Address

Further information is required from the participants.

Participants will click on the options icon the **Division** box.

ne! Register to Create your Login A * Required Field * First Name: Your * Last Name: Name * Email Address: Youremail@.com * Division: Contractors 避 📷 * Passwords must contain both upper and lower case letters
 Passwords must contain bigha <u>and</u> numeric characters.
 Passwords must be 6 - 20 characters.
 Passwords contain have leading or trailing spaces.
 Passwords connot be the same as the Username. User ID, or email * Passwords must contain at least one special characteria * New password Ab14%#26 Example * Confirm password Ab14%#26 Already a user? Login here Return to Browsing? Click here 🗸 l'm not a robot Cancel Log In

u	e:		
	Your Company		Q Search
			(13 Results) 1 2 >
	Title	ID	Parent
	Business Technology	Business_Technology	Metrolinx
	Capital Projects Group	Capital_Projects_Group	Metrolinx
	Communications	Communications	Metrolinx
9	Contractors	Contractors	Metrolinx
	Finance	Finance	Metrolinx
	General Counsel & Corporate Secretary	GeneralCounsel_CorporateSecretary	Metrolinx
	Human Resources & Enterprise Centres of Excellence	HumanResources_EnterpriseCentresExcellence	Metrolinx

Participants can click the *expand icon* full list of **Contractors.**

Participants can use the Text filter box to further narrow

Participants can select the applicable division/company by looking through the populated list for the company

to view the

beside

itle:	ID:	
		Q, Searc
II > Metrolinx > Contracto	ж s >	(787 Results) 1 2 3 4 5 >
Title	D	Parent
2232420 Ontario Ltd	Contractor_001	Contractors
3 Bell Painters Ltd	Contractor_002	Contractors
4Sight Utility Engineers	Contractor_711	Contractors
4Transit	Contractor_739	Contractors
5005249 Ontario Inc.	Contractor_004	Contractors
A&B Rail Services	Contractor_005	Contractors
AATECH SCIENTIFIC	Contractor_006	Contractors

4

the search.

required.

Participants must follow the password requirements listed.

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha <u>and</u> numeric characters.
* Passwords must be 8 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.
* Passwords must contain at least one special character.



Participants will click on the *I'm not a robot* checkbox for the green check mark and then click *Log In*.



This will complete the creation and first-time login to the Competence Management System (CMS) account.

orning						
Welcome, Your Name						
					Nitrite	
					No.	
States of States of States		17	•			
Part Parts	TER FOR BTC SECCION	PEADY FOR THE S	VAN2	~~~		
Click h	ere to register for the PTS g and choose your session.	Click here to attend the PTS exam.	i to	=_=		=
			i an	2		
		-6	<u>)</u> -) Antonio (con P		
	VISIT YOUR	LEARNER HOME	R	-		
				Restfunites Ex	Undeter some sonfite	
Your Tra	nsoript	No assigned building		10000.0	opuate your prome	
Compete	844					
		Due Date	Expiration			

How to Register for a Session

From the **Welcome** page participants have a few options to register for a Personal Track Safety (PTS) session.

Participants can hover the cursor over **REGISTER FOR PTS SESSION** from the **Welcome** page and click <u>here.</u>

Home Learning		
Welcome, Your Name		
		and the second second
	÷ 9*	
No. of Concession, name	H.	A CONTRACTOR OF THE
REGISTER FOR PTS SESSION	READY FOR THE EXAM?	
Click here to register for the PTS Training and choose your session.	Click here to attend to the PTS exam.	
	<u></u>	
	-````	
VISITY	OUR LEARNER HOME	
Your Transcript		
	No assigned training	
Competence		
	Due Date	Expiration
Pending Evaluations		
	No Pending Evaluations	

This will open the **Event** section of the program.

Participants can view the full Personal Track Safety (PTS) overview by clicking Show More.



This will open the **Full Session** details.

Details	
This program will adva Metrolinx-owned and includes railway, infras fences, or if no fence, Specific Work Plan (SS and risks of this enviro	ance your knowledge in rail safety requirements and practices when working in operated on railway cornidor subdivisions and the Right-of-Way (ROW). This tructure, rail/maintenance/syover yards, and all property between property everywhere within 30 feet from the outermost rail or as specified in the Ste WP). All individual working on our rail network must be trained in the hazards smmeth before they can begin work.
Provider	Metrolinx Personal Track Safety
Available Language(s)	English (US)
Credits	1
Subject(s)	Personal Track Safety
ogen res	Personal Track Safety Overview: • Introduction • If tor Outy • Governance, Ralway, and Track Ownership • Rail Operations and Rules • Riskis in the Failway and Control Messures • Human Factors and Situational Avareness • Human Factors and Situational Avareness • Hourskeeping • Safe Work Planning • Job Briefing Session, Record, and Requirements • Radia and Communications • Emergency Communication Procedures • Safety Culture and Maintaining your PTS Card
Fraining Contact	Mt/Safety/Competence@metrolinx.com PTS Course Administration Show Less

Participants can view all scheduled events on the **Upcoming Sessions** screen by clicking *Show More*.

Date	(Ascending) V	6 Session
JAN	PTS - Jan 06 2022	
6	Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 6, 2022, 9:00 AM EST Virtual	View Details
	English (US)	TTA ANALA AVAILANTE
JAN	PTS - Jan 11 2022	
11	Tue, Jan 11, 2022, 8:30 AM - 3:30 PM EST Register by Tue, Jan 11, 2022, 9:00 AM EST Virtual	View Details 🗸 🗸
	English (US)	.172 seats available
JAN	PTS - Jan 13 2022	
13	Thu, Jan 13, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 13, 2022, 9:00 AM EST Virtual	View Details 🗸 🗸

Date	(Ascending)	6 Session
JAN	PTS - Jan 06 2022	
6	Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 6, 2022, 9:00 AM EST Virtual	View Details Vithdrawn
	English (US)	
JAN	PTS - Jan 11 2022	
11	Tue, Jan 11, 2022, 8:30 AM - 3:30 PM EST Register by Tue, Jan 11, 2022, 9:00 AM EST Virtual	View Details V
	English (US)	
JAN	PTS - Jan 13 2022	
13	Thu, Jan 13, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 13, 2022, 9:00 AM EST Virtual	View Details V
	English (US)	
JAN	PTS - Jan 20 2022	
20	Thu, Jan 20, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 20, 2022, 9:00 AM EST Virtual	View Details View Details
	English (US)	
JAN	PTS - Jan 25 2022	
25	Tue, Jan 25, 2022, 8:30 AM - 3:30 PM EST Register by Tue, Jan 25, 2022, 9:00 AM EST Virtual	View Details View Details
	English (US)	
JAN	PTS - Jan 27 2022	
27	Thu, Jan 27, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 27, 2022, 9:00 AM EST Virtual	View Details 🗸
	English (US)	200 seats available

Participants will select a session date that has seats available and click *View Details*.

Details

EVENT

Personal Track Safety

Details	5	
This pro Metroli nclude fences, Specific and risk	ogram will advance your knowledge in rail safety re nx-owned and operated on railway corridor subdit s railway, infrastructure, rail/maintenance/Jayover or if no fence, everywhere within 30 feet from the Work Plan (SSWP). All individuals working on our c of this environment before they can begin work.	equirements and practices when working in isions and the Right-of-Way (ROW). This yards, and all property between property outermost rail or as specified in the Site rail network must be trained in the hazards
	Show More	
Uncon	ning Sessions	
Date	(Ascending) ~	6 Session
JAN	PTS - Jan 06 2022	_
6	Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 6, 2022, 9:00 AM EST Virtual	View Details V
	English (US)	
JAN	PTS - Jan 11 2022	
11	Tue, Jan 11, 2022, 8:30 AM - 3:30 PM EST Register by Tue, Jan 11, 2022, 9:00 AM EST Virtual	View Details V
	English (US)	
JAN	PTS - Jan 13 2022	
13	Thu, Jan 13, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 13, 2022, 9:00 AM EST	View Details 🗸 🗸

Sessi	on Details X	(
SESSI0 PT 196	s - Jan 06 2022	
Ē	Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 6, 2022, 9:00 AM EST	
\odot	Virtual CAN	
\odot	7 hours	
۲	English (US)	
ବ୍ର	Personal Track Safety	
Å	150 out of 200 seats available	
•	MxSafetyCompetence@metrolinx.com PTS Course Administration	
	Show More	
PARTS	5 / SCHEDULE	
JAN	Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST	
6	PTS - Jan 06 2022 Your Name Virtual	
	PTS - Jan 06 2022	
	Request ~	J

6 PTS - Jan 06 Your Name	022		
Virtual			
PTS - Jan 06	022		

After participants click *Request* the **Session Details** information will be updated to read *View Training Details*.

Participants can click *View Training Details* and view more details about the Personal Track Safety (PTS) session.

Personal Track Safety Event Personal Track Safety						
						Request Exemption
Training Details						
	Provide: Metricul Researd Task Levy Duration: The angine and Sarahara System Provides and Intel Description: The angine and Sarahara System Provides and Intel Sarahara Sarahara Sarahara Sarahara Sarahara Sarahara Sarahara Sarahara Sarahara Sarahara Team, Jili, Mass News Annual Annual Sarahara Team, Jili, Mass News Annual Sarahara Sarahara Team, Jili, Mass News Annual Sarahara Team, Jili, Mass News Annual Sarahara Team, Sarahara Sarahara Sarahara Sarahara Sarahara Sarahara Sarahara Sarahara Team, Sarahara Sarahara Sarahara Sarahara Sarahara Team, Sarahara	I majumenta and partos wher working in Nations-series and parts (2007) All consumers of the series o	ted on nahesy contor subdivisions and the R Inte Neards and nake of the environment be Othered v2:07sontec=107b18227s/3283a6	pno//Wy (ROW) This includes raisesy into we Phy an begin and. 2191800ex-edox-4080-4486-428ebb/10%	studur, pilmantananalayoreryans, and j	al popelly between properly fances, or find fance, everywhere within 33 feet from the
Day	Part Name	Description	Starts Ends	Add to Calendar Training Hours	Instructor	Location
Thursday	PTS - Jan 08 2022	PTS - Jan 00 2022	1/0/2022 1/0/202 8/20 AM EST 3/30 PM	Add to Calendar 7 Hour(s) 0 Minute EST	(a) Mark Camaron (Primary)	Virtual
Training Progress Details						
	Station Registered Training Propose: Data Dates: Nove Registral Ministrations: Mail and it of 1 parts for double completion. Administration Research 1: MTL - are 58 2022; 194					

Participants can add the date of the session to a calendar by clicking Add to Calendar. Note: Depending on how participants are registering, this will reflect how the Add to Calendar option performs (e.g. Smartphone, Tablet, or Computer).

_	Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
	- ¹	- are realized	besonpaon	ound	LINGS	That to outchidar	inding field 5	instructor	Loodion
	Thursday	PTS - Jan 06 2022	PTS - Jan 06 2022	1/6/2022 8:30 AM EST	1/8/2022 3:30 PM EST	Add to Calendar	7 Hour(s) 0 Minute(s)	Mark Cameron (Primary)	Virtual

Once the participant has registered for the Personal Track Safety (PTS) session a confirmation email will be sent to the participant (sample shown here).

Confirmation Teams Se	ssion Registration
MX Safety Competen Required	ze <mxsafetycompetence@metrolinx.com></mxsafetycompetence@metrolinx.com>
Date of Session	♥ Virtual
Dear Your Name:	
You have registered for the fo	llowing training:
 Title: Personal Track S 	afety
 Training Link: <u>https://</u> 	mxsafetycompetence-pilot.csod.com%252fdeeplink%252fssodeeplink.aspx%253fmodule%
 Training Hours: 7 Hou 	rs 30 Minutes
Location:	-
 Training Date: Date of S Training Time: 8:20 A 	ession
 Training Time: 8:30 A 	1
Join Microsoft Teams meeting	
Thank you and kind regards	
Metrolinx Safety Competence	Management System Team

On the date of the Personal Track Safety (PTS) session, participants will click on the <u>Join Microsoft</u> <u>Teams Meeting</u> link to access the session.

Participants can hover over *Learning* from the top left corner of the **Welcome** page. Participants will then click *Events Calendar*.



IMPORTANT:

If you cannot log into Microsoft Teams using your email, please sign in ANONYMOUSLY. This will not impact attendance, as attendance will be captured using a different method.

This will open a new window with the upcoming dates of Personal Track Safety (PTS) in a calendar format.

~	METROLINIX						
2	SMETROLINX						
Hom	e Learning						
E	vents Calendar						
<	January, 2022 >						
	SUNDAY	MONDAY	TUESDAY	WEDNE SDAY	THURSDAY	FRIDAY	SATURDAY
	26	27	28	29	30	31	1
	2	3	4	5	6 Personal Track Balety 820 AM EST - Vinue	7	8
	9	10	11 Personal Track Safety 2 D AV EST - Virtual	12	13 Personal Track Safety E33 AMEST - Vinual	14	15
	16	17	18 Personal Track Safety EXD AM EST - Virial	19	20 Personal Track Safety 200 AMEEST - Venue	21	22
	23	24	25 Personal Treek Safety E30 AV EST - Virual	26	27 Personal Track Safety 833 AM EST - What	28	29

Click *Personal Track Safety* and it will open the *Session Details* window.

Participants can now click Request.

Sessi	ion Details X	
SESSI	ON	
PT	S - Jan 06 2022	
Ē	Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 6, 2022, 9:00 AM EST	
٢	Virtual CAN	
\odot	7 hours	
۲	English (US)	
\$	Personal Track Safety	
Ž	150 out of 200 seats available	
•	MxSafetyCompetence@metrolinx.com PTS Course Administration	
	Show More	
PART	S / SCHEDULE	
JAN	Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST	
6	PTS - Jan 06 2022 Your Name Virtual	
	PTS - Jan 06 2022	
	Request ~	



Participants can click *View Training Details* and view more details about the Personal Track Safety (PTS) session.

Personal Track Safety Event: Personal Track Safety								
							Request Exemption	Move to Archived Transcript
Training Details								
	Paysian Medician Personal Yana Bahyi Dominin Yanaya Manata Description: This program and boars pay an encoding an input Besterithinis: This program and the basis and session 10: PT 1: and 90 2020 Session 20: PT 1: and 90 20: PT 1: and 90 2020 Session 20: PT 1: and 90 20: PT 1	safeg requirements and positions where werking in Nationic-series Networks (National Associations and an and Proteins Associations Asso	e and generated on rainleay control reupdowspro- te transmit in the fragment and index of the account RevErV114400naee6.v301hounteer%1743271xH	and the Right-of mment before th	Yey (ROM). This includes rainey, infrashudura, yy an hagin ano. 200aa edoo-495-6456-6286e00110%22142482	talimanterancelayour yanta, and al property ber	waan property Ninces, or if no Ninces, away	venere wittin 30 feet flow the
Day	Part Name	Description	Starte	Ends	Add to Calendar Training Hours Instru	actor	Location	
Thursday	PTS - Jan 08 2022	PTS - Jan 06 2022	16/2022 8/30 AM EST	1/6/2022 3:30 PM EST	Add to Calendar 7 Hour(s) 0 Minuta(s) Mark	Camaron (Primary)	Virtual	
Training Progress Details								
	States: Registered Training Propose: Doe Date: Hore States for the States of 4 space for source completion: Attendence Record: 1. PTI - yan 05 2022 : NA							

Participants can add the date of the session to a calendar by clicking Add to Calendar. Note: Depending on how participants are registering, this will reflect how the Add to Calendar option performs (e.g. Smartphone, Tablet, or Computer).



Once the participant has registered for the Personal Track Safety (PTS) session a confirmation email will be sent to the participant (sample shown here)

Oriedance	
Date of Session	Virtual
ear Your Name:	
u have registered for th	ne following training:
Title: Personal Tra	ck Safety
Iraining Link: <u>nttp</u>	<u>s://mxsaretycompetence-pilot.csod.com%252rdeepiink%252rssodeepiink.aspx%253rmodule%</u> Hours 30 Minutes
 IF3IDIDG HOURS' / I 	noura so rindica
 Training Hours: 7 1 Location: 	
Location: Training Date: Date	of Session
 Training Hours: 71 Location: Training Date: Date Training Time: 8:3 	: of Session 0 AM
 Training Hours: 71 Location: Training Date: Date Training Time: 8:3 	: of Session () AM

On the date of the session participants will click the <u>Join Microsoft Teams Meeting</u> link to access the Personal Track Safety (PTS) session.

Participants can register by clicking *Select Session* from the **Your Transcript** section on the **Welcome** page.



IMPORTANT:

If you cannot log into Microsoft Teams using your email, please sign in ANONYMOUSLY. This will not impact attendance, as attendance will be captured using a different method.

Participants will select a session date that has seats available and click *View Details*.

	1	
Detail	S	
This pro Metroli nclude fences, Specific and risl	ogram will advance your knowledge in rail safety requ nx-owned and operated on railway, corridor subdivisi- s railway, infrastructure, rail/maintenance/layover yar or if no fence, everywhere within 30 feet from the ou Work Plan (SSWP). All Individuals working on our rai s of this environment before they can begin work.	irrements and practices when working in ons and the Right-of-Way (ROW). This ds, and all property between property termost rail or as specified in the Site I network must be trained in the hazards
	Show More	
Uncon	ning Sessions	
Date	(Ascending)	6 Session
JAN	PTS - Jan 06 2022	
6	Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 6, 2022, 9:00 AM EST Virtual	View Details
	English (US)	
JAN	PTS - Jan 11 2022	
11	Tue, Jan 11, 2022, 8:30 AM - 3:30 PM EST Register by Tue, Jan 11, 2022, 9:00 AM EST Virtual	View Details V
	English (US)	or a posse drahaure
JAN	PTS - Jan 13 2022	
13	Thu, Jan 13, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 13, 2022, 9:00 AM EST	View Details 🗸 🗸

EVENT

Personal Track Safety

This will open the **Session Details** window and participants will click *Request* for the date selected.



PARTS	/ SCHEDULE
JAN	Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST
6	PTS - Jan 06 2022 Your Name Virtual
	PTS - Jan 06 2022

After participants click *Request* the **Session Details** information will be updated to read *View Training Details*.

Participants can click *View Training Details* and view more details about the Personal Track Safety (PTS) session.

Personal Track Safety							
Event Personal Track Safety							
							Request Exemption 📴 Move to Archived Transc
fraining Details							
	Provider: Metrolins Personal Track Safety						
	Duration: 7 Hours 0 Minutes						
	Description: This program will advance your knowledge in rail safet sutermost rail or as associated in the Site Boacifo Viork	/ requirements and practices when working in Metrolinx-owned Plan (SSWP). All individuals working on our rail network must	I and operated on railway conider subdivisions a be trained in the heaterds and risks of this environ	nd the Right-of ment before th	Way (ROW). This includes railway, infrastructure, railmaintenance/layove av can beain work.	er yards, and all property between pro	perty fences, or if no fence, everywhere within 30 feet from the
	Locator Number: 196						
	Session ID: PTS - Jan 08 2022						
	Subjects: Hall > Personal Track Safety Credits: 1						
	Teams_URL: https://eams.microsoft.com//meetup-join/19%Jameet	ng_2m/wMDE5NDEx072kNC00MzBjUXE02mH2mJN/YxMmP	RmNTY 1%40thread.v2/07context=%7b%2273d%	2%3#%22191	100es-edico-408o-8458-dic29abo0/10%32%3c%22Cid%22%3s%22480P	12c0-e15e-4d4e-8234-	
	58 do 1181 https://www.si.doi.event/si.iNET/Si/aHtarrForOn3	Jatrue%7d5ctype#a5role#a					
	Sli.do_Code: #PTS01062022						
	Price: Price Not Set						
	Refunds:	At instantion					
	Peruality for Withdrawal:						
	Penalty for No Show:						
	Schedule:						
Day	Part Name	Description	Starts	Ends	Add to Calendar Training Hours Instructor	Lo	cation
Thursday	PTS - Jan 05 2022	PTR - Jan 06 2022	1/6/2022	1/8/2022	Add to Calendar 7 Houris 0 Minute(s) Mark Cameron (Primary)	100	tual .
			\$ 30 AM EST	3:30 PM EST			
Training Progress Details							
	Status Reciptored						
	Training Purpose:						
	Due Date: None						
	Required Attendance: Must attend 1 of 1 parts for course completion. Attendance Record: 1, PTE - Jan 06 2022 - N/a						

Participants can add the date of the session to a calendar by clicking Add to Calendar. Note: Depending on how participants are registering, this will reflect how the Add to Calendar option performs (e.g. Smartphone, Tablet, or Computer).

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Thursday	PTS - Jan 06 2022	PTS - Jan 06 2022	1/8/2022 8:30 AM EST	1/8/2022 3:30 PM EST	Add to Calendar	7 Hour(s) 0 Minute(s)	Mark Cameron (Primary)	Virtual

Once the participant has registered for the Personal Track Safety (PTS) session a confirmation email will be sent to the participant (sample shown here)

Date of Session	♥ Virtual
ear Your Name:	
u have registered for th	e following training:
Title: Bersonal Trac	/ Cafeby
 Training Link: https 	s://mxsafetycompetence-pilot.csod.com%252fdeeplink%252fssodeeplink.aspx%253fmodule%
Training Hours: 7 H	lours 30 Minutes
Location:	
 Training Date: Date 	of Session

On the date of the session participants will click on the <u>Join Microsoft Teams Meeting</u> link to access the session.

IMPORTANT:

If you cannot log into Microsoft Teams using your email, please sign in ANONYMOUSLY. This will not impact attendance, as attendance will be captured using a different method.

If participants cannot find a session with an open seat, click on the arrow in *Select a Session* from the **Event** section and a drop-down menu will open.

Personal Track Safety Last Updated 02/16/2021 Duration 7 hours, 30 minutes Details	EVENT Personal Track Safety Not Kunnet	EVENT Personal Track Safety
This program will advance your knowledge in rail safety requirements and practices when work Metroline-owned and operated on railway corridor subdivisions and the Right-of-May (ROW). To includes railway, infrastructure, rail/maintenance/layover yards, and all property between prope fences, or if no fence, everywhere within 30 feet from the outermost rail or as specified in the Si Specific Work Phan (SSWP). All individuals working on our rail network must be trained in the ha and risks of this environment before they can begin work.	ing in his try te zards	Select a Session
show more		View Training Details
Date (Ascending) V 6 50	essions	Save for Later
JAN PTS - Jan 06 2022		Notify Me of New Sessions
6 Thu, Jan 6, 2022, 8:30 AM - 3:30 PM EST Register by Thu, Jan 6, 2022, 9:00 AM EST Virtual	~	

This will open a new screen titled **Interest Tracking.**

Personal Track Safety			
7			
Enter your comments here			
Notify me when sessions are scheduled at	any location		

In the **Comments** box participants can add the requirements needed and click *Submit*.

Personal Track Safety		
Comments		
Enter your comments here Requirements added here.	-	

Withdrawing from a Session

Participants can withdraw from a session by completing the following steps.

From the Welcome page participants will click Withdraw in the Your Transcript section.

This will open the Withdraw Registration screen.

Participants can select from a pre-populated list of Reasons to



	ng			
thdraw Reg	istration			
ou withdraw your reg	gistration for this session	, you will immediately be	e withdrawn from the	e roster.
ession Details				
	Event Name: Pers	onal Track Safety		
	Date / Time:			
	Location: Virtu	a		
SESSION WITHD	RAWAL OPTIONS			
ease select a reason	0		~	
lease select a reason				
ther				
ancelled Day of Clas	5			
			-	
ound More Appropria	ate Training			
liness				
orlement Weather				
eaving the Company				
ersonal Reasons				
	candidate (input name of	replacement in comments	; box below)	
leplace with another				
leplace with another	nnict			
leplace with another leschedule due to cor	nnict			

withdraw.

Participants can use the **Comments** section to type the reason.

Once completed participants will click Submit and this will remove the participant from the session.

Home Learning
Withdraw Registration
If you withdraw your registration for this session, you will immediately be withdrawn from the roster.
Session Details
Event Name: Personal Track Safety Date / Time: (1) 1/6/2022 8 30 AM - 1/6/2022 3:30 PM Location: Virtual
SESSION WITHDRAWAL OPTIONS
Please select a reason 🗸
Comments
Type the reason here.
Submit Cancel

Update your Profile

Participants must complete the **Update your profile** section in the Competence Management System (CMS) to receive the certification and identification card.

Ver
tarring

RECISTER FOR PTS SESSION

Click hards to register for the PTS

</ta

From the **Welcome** page participants will click Update your profile.

The **Preferences** page includes all the required information that participants must complete to receive the Personal Track Safety (PTS) certification and Identification card.



The address provided must be accurate. The identification card will be sent to the participant at the listed address.

Participants will hover the cursor over the **Options** icon and click the option that requires updating.

Participants can update the **Email Address** and **Password** used for the Competence Management System (CMS) account from this location.

Participants can create a New	Password following the
criteria listed and confirm the	password.

Once completed participants will click Save.

Participants can change the **Email Address** associated with the account and **confirm** the email address.

Once completed participants will click Save.



Change Password	×
The new password must match the following criteria:	
 Passwords must contain both upper and lower case letters. Passwords must contain alpha and numeric characters. Passwords cannot be the same as the previous 24 passwords. Passwords sunst be 8 - 20 characters. Passwords cannot have leading or trailing spaces. Passwords cannot have the same as the Username, User ID, or email Passwords must contain at least one special character. 	I address.
New password	
Confirm password	
	Cancel Save



Participants must update the photo associated with the Competence Management System (CMS) account.

Participants will hover the cursor over the Arrow icon and

click Change.

Change Settings

Please select a time zone.

Preferences

Time Zone:

Browse and upload a profile pho cropping and focus tool to adjust	oto below. Recommended size is 150 x 174 pixels. Use the st the view of the photo once the upload is complete.
Choose File No file chosen	
Photo:	D Card View:

This will open the **Upload Photo** option for participants. Participants will click Choose File and upload a photo that meets all the requirements.

Note: Depending on how participants are interacting with the Competence Managements System (CMS), this will reflect how the Upload Photo option performs (e.g. Smartphone, Tablet, or Computer).

Participants must upload a photo that is current and:

Does not have a face covering



Does not have a hat







Is not wearing sunglasses





Is facing forward

Is not a copy of a photo







The next screen will show participants the uploaded image and how it will appear on the **ID Card View**.

If the image meets the photo requirements participants will click *Save*.

If the image is turned sideways but meets the requirements participants can click *Save*.

Once the image is uploaded participants will see the uploaded photo in the **Preferences** section and in the **Universal Profile** location at the top right of the page.





Upload Photo

Browse and upload a profile photo below. Recommended size is 150 x 174 pixels. Use the cropping and focus tool to adjust the view of the photo once the upload is complete.

 Choose File
 No file chosen







Welcome Page

When participants log into the Competence Management System (CMS) account, it opens to the **Welcome** page.

This is the page where participants can:

- View personal training information.
- View course catalogues that have been assigned.
- View transcripts for status of progress.
- View learning and audit completions.

To access the **Welcome** page at any time, hover over **Home** in the top navigation bar and click *Welcome* from the dropdown list.



To access the following information participants will hover the cursor over **Learning** and choosing from the options in the dropdown list.



Your Transcript

This section displays the participants learning courses (selected or assigned) in a structured list. From the **Welcome** screen participants will click *Your Transcript*.



Participants have the following options from this screen:

- Search for training
- Bio
- Active

-≫ METROLINX		
Home Learning		
Your Name Bio 🔻 Transcript		
Your Name > Transcript: Your Name		
Transcript: Your Name		
Use the transcript to manage all active training.		
Active By Date Added All Types	Search for training	٩
	Hide Certifie	ed Certifications
Personal Track Safety (PTS) Certification Due : No Due Date Status : Certified (Renewal in Progress) Expiration Date :		
1		

Participants will hover over the **Bio** option and click *About*. This will open a new screen.

Bio 🔺 Transcript	
About	Your Name Transcript Your Name Transcript: Your Name Use the transcript to manage all active training.
	Active By Date Added All Types Search Results (1)
	Personal Track Safety (PTS) Certification Due : No Due Date Status : Certified (Renewal in Progress) Expiration Date : 6/30/2023

Participants can review and update the **Bio** information.

Image	Your Name ^{Safey}		
About	Direct Phone Mobile Phone Email	Address Canada	
	Location		
subjects			
Team			
	Your Name		

From the **Your Transcript** page participants can click *Active* for more detailed information.

Use the transcrip	it to manage all active training.
Active Search Resu	By Date Added All Types All Types Personal Track Safety (PTS) Certification
	Due : No Due Date Status : Certined (Renewal in Progress) Expiration Date :

This will open a new dropdown box with the options **Completed** or **Archived**

Active 🔻	By Date	Added 🔻	All Types 🔻			
✓ Active						
Compl	eted ed	Track Safe	ty (PTS) Certifica	ation	Expiration Date	

completed will show all courses completed.
--

Completed *	By Completion Date *	All Types 🔻	
earch Results (2)		
Co Con	urse one ipleted : 6/30/2020 Status : Con	pleted	

Use the transcript to r	nanage all active	training.	
Archived	Dy Title 🔻		
Archived *	by fille *	All Types *	
Search Results ())		

From the main **Your Transcript** page participants can click *By Date Added*. This will allow participants to search by:

- Title
- Status
- Training Type
- Due Date

Active -	By Date Added 🔻		
Search Resu	By Title		
	By Status	(Cortification	
	✓ By Date Added	tified (Renewal In Progress) Expiration Date :	
	By Training Type		
	By Due Date		

Competence

From the **Welcome** page participants can select *Competence*.

	X	NUL -
READY FOR THE EXAMP TITL Click here to region for the FTS Click here to region for the FTS	<u>-</u> ~	
 `~`	_	
🔠 Year Transcript	inter a	Update your profile
Computance		

This will allow the same options as *Your Transcript*.

Active 🕈	By Date Added ▼	All Types 🔻	
arch Result	ts (1)		
	Personal Track Safe	ety (PTS) Certification	
0	Due: No Due Date Stati	us : Certified (Renewal In Progress)	Expiration Date :

Pending Evaluations

From the **Welcome** page participants will see if there are any *Pending Evaluations* that require attention.



READY FOR THE EXAM?

From the **Welcome** page participants can click *READY FOR THE EXAM*? the once the Personal Track Safety (PTS) session has been completed. Participants will click on here to launch the exam.

KW11692-			
Welcome, Your Name			
States in case of		· 0	
State of the local division in the		We have a second s	
5	REGISTER FOR PTS SESSION	READY FOR THE EXAM?	
l	Click here to register for the PTS Training and choose your session.	Click here to attend to the PTS exam.	
	VISIT YO	UR LEARNER HOME	

This will open a new screen where participants will Launch Test and complete the examination.

TEST	
SS_PTS Final Assessment	TEST SS_PTS Final Assessment
Details	(In Progress)
UAT Test Assessment	

After clicking *Launch Test* the instructions for the exam will open in a new screen.

This will open the Personal Track Safety (PTS) exam.

Participants will follow the steps in the exam screens.

When ready participants will click on the Continue icon.

The exam must be completed in one sitting and participants must use the *Back* and *Next* options at the bottom of the pageto move through the exam.

When the exam is complete participants will click Submit Final Answers.

Participants must achieve an eighty (80%) percent on the exam to pass.

If participants were not successful in completing the exam a screen will open with the option to Retake.

Participants will have three (3) attempts to complete the exam. If the participants cannot complete the exam in three (3) attempts they will be required to complete the Personal Track Safety (PTS) session again.

Once the exam has been successfully completed the information will be added to the participant's profile. From the **Welcome** page participants can see the completed Personal Track Safety (PTS) exam in multiple ways.

METROLINX TEST TEST **SS PTS Final Assessment** SS PTS Final Assessment Last Updated 01/25/2021 Duration 45 minutes Details UAT Test Assessment Show More

Please do not use your Browser buttons to navigate in the Please use the navigation buttons at the bottom of each page.

Complete the test in full in one sitting as you will not be able to start and pause the tes

Your test answers will not be recorded if you navigate using the Browser

Examination Instructions

Warning:

Cancel Contin







Participants can click *Your Transcript* to view the information.

Welcome, Your Nam	ne		
			No. of Concession, Name
	••	. 0	-
	REGISTER FOR PTS SESSION Click here to register for the PTS	READY FOR THE EXAL	47
E	Training and choose your session.	the PTS exam.	
		<u>`</u>	6
	VISIT YOUR)-
		<u>``</u> ````	`

From the new screen participants can see key information about the certification including:

- Status
- Expiration Date

→> METROLINX	
Home Learning	
Use the transcript to manage all active training.	
Active* By Date Added * All Types * Search Results (1) All Types *	Search for training Q
Personal Track Safety (PTS) Certification Due: Status : Certified Expiration Date :	Manage 🔻

Participants can click *Personal Track Safety (PTS) Certification*. This will open a more detailed report of the session and exam.

	me 1						
ersonal Tra	ck Safety (PTS) Certification						
						Move to Ar	rchived Transcri
Certification Det	ails						
Title:	Personal Track Safety (PTS) Certification			Revok	e Place Or	h Hold P	rogress Report
Description:	Personal Track Safety (PTS) Certification						
Family:	Safety						
Category:	Personal Track Safety						
Current Status:	Certified (Renewal In Progress)						
Current Period:	PTS Certification Renewal						
Current Version:	1.0						
Required Credits:	2.00						
F 10 11							
Earned Credits:	0.00						
Earned Credits:	0.00						
Due Date:	None						
Due Date:	None						
Due Date: Expiration Date: CERTIFICATION	None						
Earned Credits: Due Date: Expiration Date: CERTIFICATION	None						
Due Date: Expiration Date: CERTIFICATION	uuu None	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
Due Date: Expiration Date: CERTIFICATION TITLE PTS Session (R	None Registed Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
Earneo Creotts: Due Date: Expiration Date: CERTIFICATION TITLE [®] PTS Session (R [®] Personal Tr [®] DTS act (Second Second	None separad Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) ack Safety	TYPE	CREDITS	STATUS	OPTIONS ReRequest	CREDITED	DETAILS
Lameo Credits: Due Date: Expiration Date: CERTIFICATION TITLE PTS Session (R Personal Tr PTS Test (Requi	0.00 None squired Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) ack Safety red Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)	TYPE	CREDITS 1.00	STATUS Completed	OPTIONS ReRequest	CREDITED	DETAILS
Due Date: Expiration Date: CERTIFICATION TITLE PTS Session (R Prs Test (Requi PTS Compe	None	TYPE Event Test	CREDITS 1.00 1.00	STATUS Completed Completed	OPTIONS ReRequest ReRequest	CREDITED No No	DETAILS DETAILS
Earned Creats: Due Date: Expiration Date: CERTIFICATION TITLE PTS Session (R PTS Session (R PTS Test (Requi PTS Compe History	0.00 None equired Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) ack Safety red Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) tency Test	TYPE Event Test	CREDITS 1.00 1.00	STATUS Completed Completed	OPTIONS ReRequest ReRequest	CREDITED No No	DETAILS
Earned Creats: Due Date: Expiration Date: CERTIFICATION TITLE [®] PTS Session (R [®] PTS Session (R [®] PTS Compe History Approval Histor	0.00 None equired Credits: Min = 1.00. Max = 1.00 / Acquired Credits: 0.00] ack Safety rest Credits: Min = 1.00. Max = 1.00 / Acquired Credits: 0.00) tency Test	TYPE Event Test	CREDITS 1.00 1.00	STATUS Completed Completed	OPTIONS ReRequest ReRequest	CREDITED No No	DETAILS

Participants can also access the Personal Track Safety (PTS) certification by clicking *Ready for the Exam*? option.

Personal Track Safety (PTS) Certification

Your Name		
on		
Completion Date	•	
for successfully completing the Metrolinx Personal Tr	ack Safety Course.	
PTS ID Card # Your Image		
	Due Date	Expiration
the Frending Evaluations		
No Pending Evolut	tions	

From the screen that opens participants will see the **Completed** icon.

	_	
PTS Con	npetency Test	TEST
Last Updated 02/10,	/2021 Duration 1 hour, 30 minutes	PIS Competency lest
Details		Training was successfully completed and
You have succes course. Refer to course informat completion of tl This certificate v mail.	sfully attended the Personal Track Safety session and are at the presentation slides from the Microsoft Live Event session ion (accessible on the PTS website) to answer the test questis he online competency test, you will be able to print your tem will be considered your proof of completion until you receive	he final stage of the 1 and the supporting PTS ins. Upon successful porary PTS certificate. View Certificate View Certificate
	Show More	
Prereauisites		
10.00		

Participants can choose *View Certificate* to view a new screen of the Personal Track Safety (PTS) certificate.

From this screen participants can choose to:

- 1. Download a copy
- 2. Print a copy
- 3. Enlarge or shrink the image

3. CustomCertificate.aspx	1 / 1 - 100% + 🗄 🔊	<mark>1.± 2.⊖</mark> :
Personal	Track Safety (PTS) Certi	fication
	This certificate is presented to:	
	Your Name	
	on	
	Completion Date	
	for successfully completing the Metrolinx Personal Track Safety Course.	
	PTS ID Card #	
	Your	
	Image	

VISIT YOUR LEARNER HOME

From the Welcome page participants can click VISIT YOUR LEARNER HOME.



This new window will allow participants to update the account details.



Participants have three (3) choices from the first section.



1. When participants click *Your Image,* it will open the **Bio** section and participants can update the information there.

-≫ METRO	LINX		
Home Learning			
	io		
Description for this tab displays	s here. This is <i>html friendly</i> and can be configured in	the Universal Profile General Preferences.	
Your Image Safet	ır Name y		
Di	rect Phone	Address	
M	abile Phone nail	Canada	
Lo	cation		
Subjects			
			ø
Team			
	Your Name Your Image		

2. When participants click *Completions,* it will open the **Transcript** section. All the options previously detailed are available here.

nscript: Your Name e transcript comange all active training.	
Completed * By Completion Date * All Types *	Search for training Q,
Personal Track Safety Completed : Status : Completed	View Training D View Training Details Move to Archived Training Details
TTS Competency Test Completed : Status : Completed	View Certificate View Certificate
	Review Manage View Training Details Move to Archived Transcript

3. When participants click *Hours,* it will open the **Transcript** section.

transcript to manage all active training.	
Completed * By Completion Date * All Types *	Search for training Q
Personal Track Safety Completed : Status : Completed	View Training D View Training Details
PTS Completency Test Completed : Status : Completed	Move to Archived Transcrip View Certificate View Certificate View Certificate
	view Certificate Reciew Manage View Training Details



When participants click *Transcript View* it will open the **Transcript** section with all the completed training for view. Participants can also search through the training completed.

Use the transcript to manage all active training.	Search for training Q
Personal Track Safety (PTS) Certification 🔶 Due: No Due Date : Status : Certified (Renewal in Progress) Expination Date :	Manage 👻

When participants click *ASSIGNED / NO DUE DATE* it will open a detailed breakdown of the participants **Training Details**. Participants can view the training and the Personal Track Safety (PTS) certification.

	Training Details	
Personal Track Safety (PTS) Certification	Personal Track Safety (PTS) Certification Certication + Safety + Personal Track Safety Manage	
Certified (Renewal In Progress)	PERIOD: PERSONAL TRACK SAFETY (PTS) CERTIFICATE DUE: 50 DAYS FROM START DATE REQUIRED CREDITS: 2.00	
Manage	Regulrements	Credits
	PTS Session	MIN 1.00 - MAX 1.00
	Personal Yrack Safety	1.00
	• PTS Test	MIN 1.00 - MAX 1.00
	PTS Competency Test	1.00
	PERIOD: PTS CERTIFICATION RENEWAL DURATION: 3 YEARS REQUIRED CREDITS: 2.00	
	Requirements	Credits
	PTS Session	MIN 1.00 - MAX 1.00
	Personal Track Safety	1.00
	• PTS Test	MIN 1.00 - MAX 1.00
	PTS Competency Test	1.00

When participants click *Continue Learning* section it will open the same detailed breakdown as listed above.



When participants click on *Saved for Later* it will display the information that participants have previously saved.

The example shown here is for Personal Track Safety (PTS) session. Participants can remove the saved items by clicking *Remove from Saved*.



Participants can click *Most Popular*. This will take the participant to the Personal Track Safety (PTS) registration page. As more courses are added this information will be updated accordingly.



Exemption Request

An exemption to the Personal Track Safety (PTS) session can be requested. These are the steps required to do so participants must register for a Personal Track Safety (PTS).

After the participant has registered for a Personal Track Safety (PTS) session, participants will hover the cursor over the **Learning** option on the **Welcome** page and click *View Your Transcript*.



This will open the **Transcript** page. Participants will click *View Training Details* on the Personal Track Safety (PTS) session and click *Request Exemption*.

) > Your Name > Transcript: Your Name transcript: Your Name	-
Active By Date Added All Types Search Results (4)	Search for training Q.
Personal Track Safety (Starts 1/11/2022) Uwe : No Due Date Status : Registered	View Training D_ View Trainin
•	View Training Details Request Exemption Move to Archived Transcript

This will open a text box titled **Request Exemption.**

Participants can Indicate Reason from a dropdown set of options when **Other** is hovered over.

Participants will click Confirm once the information is

This will update the **Transcript** page.

Participants can add Comments.

provided.

ive By Date Added All Types	Search for training

Any supporting documents or training records may be requested from the administrator.



Request Exemption	×
Indicate Reason	
Other	•
Comments *	
Type the information required	0
	Cancel



