Procedure for Setting Up Employees in the mai™ Contractor Portal and Granting LMS (Learning Management System) Access

1. Scope

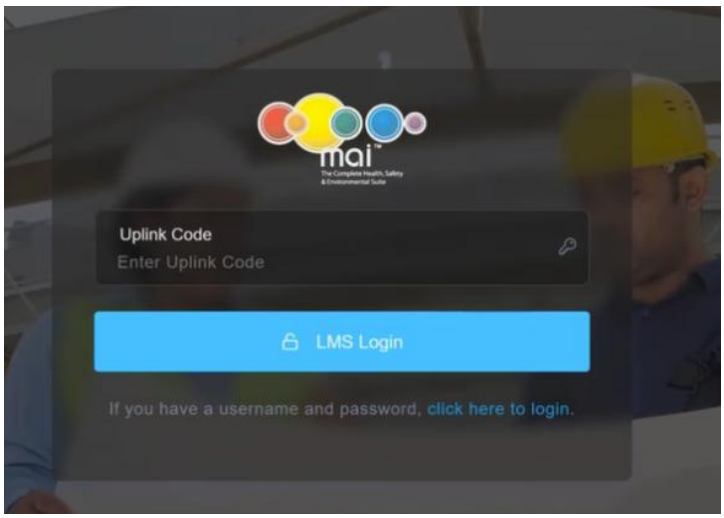
This procedure outlines how contractor administrators can create new employee profiles and assign LMS (Learning Management System) access to both new and existing employees within the **mai™ Contractor Portal**, as well as how employees can access the LMS to complete required trainings.

Note:

Contractors can log in to the system and complete the Online Induction using their individual **UPLINK Code.** The **UPLINK Code** can be viewed by both Contractor Administrators in the following areas of the system:

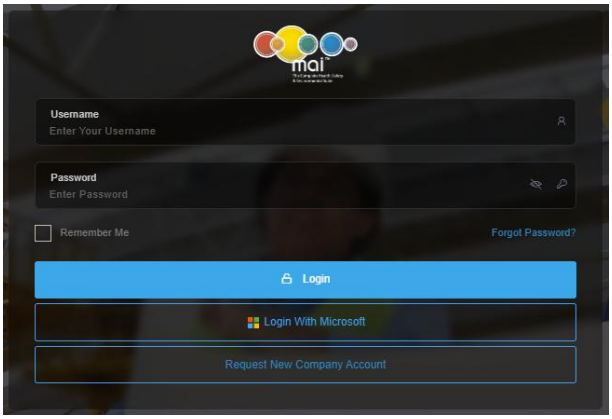
- Quick Search
- Configuration > Employees > UPLINK Code column
- Employee Profile > UPLINK Code (Top right corner of the screen)
- Employee section within the Dashboard > UPLINK Code column

To access the Online Induction, click the **INDUCTION** button on the client's landing page. On the login screen, enter your UPLINK Code and select **LMS Login**.
Once you have successfully logged in, you will be directed to the **LMS Dashboard**, where you can complete the required induction modules.

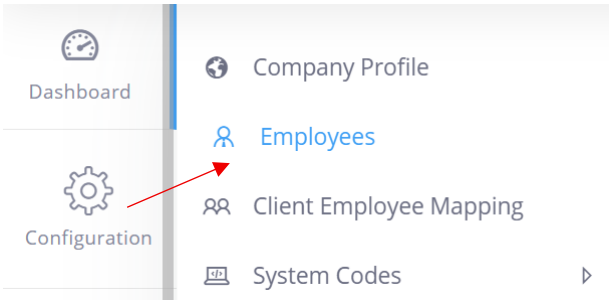


2. How Contractor Administrator can create new employee profiles and assign LMS access to both new and existing employees.(*Note: Admins already have **LMS access**, no profile changes needed*)

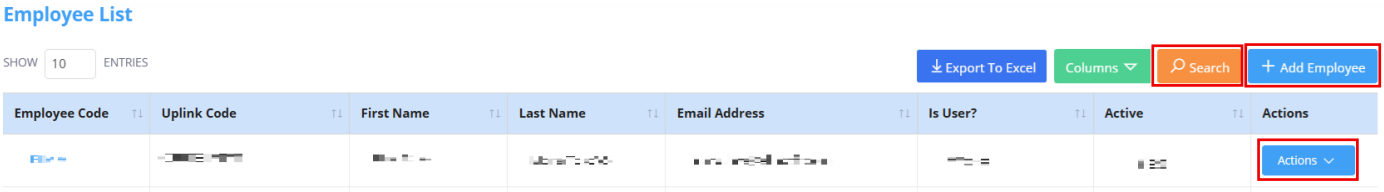
2.1 Log in to the **mai™ Contractor Portal** using your contractor admin credentials.
(Click here to access the system)



2.2 **Once logged in**, go to **Configuration** in the side menu and click on **Employees.**

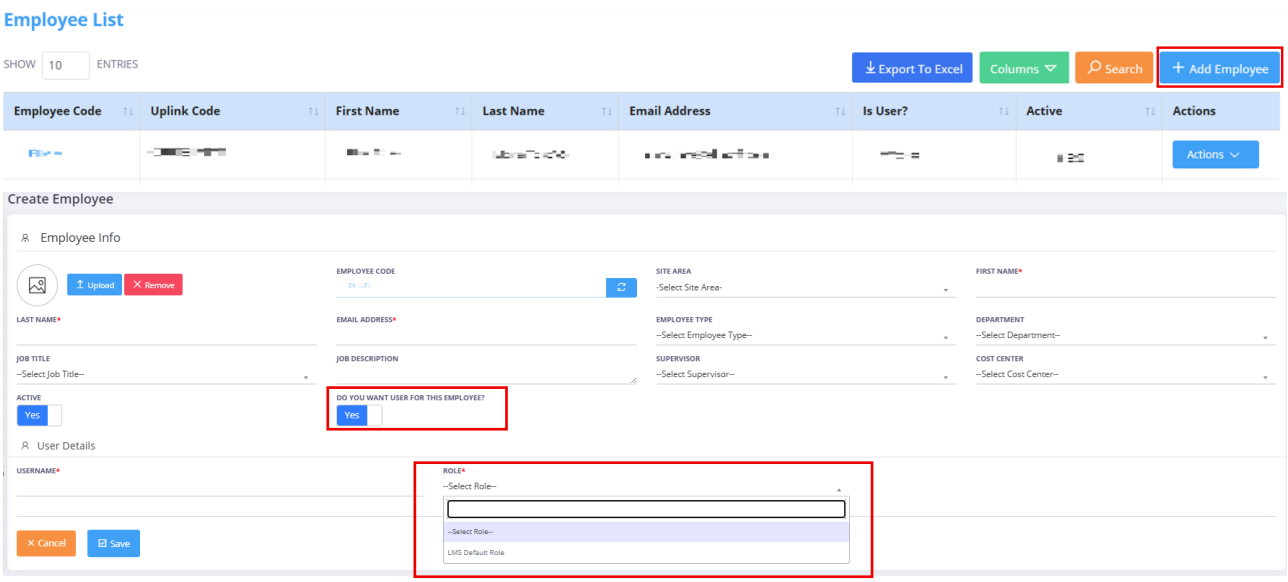


2.3 In the Employee section, you can either click Add Employee to create a new profile or use the Search button to locate existing employee profiles

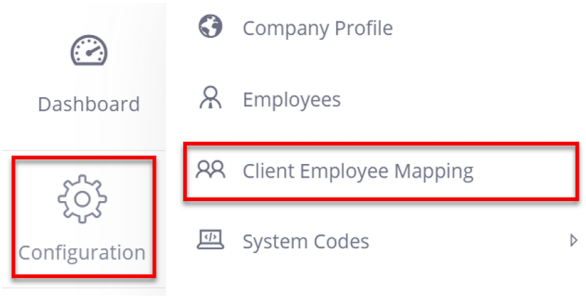


2.4 For new employees, follow these steps:

a) Click the **"+ Add Employee"** button to create a new employee profile.
b) Fill in the form.
c) Toggle **"Do you want user for this employee?"** button to **Yes.**
d) From the **Role** dropdown, select **"LMS Default Role".**
e) Click **Save** to complete the process. Once **saved**, the system **will automatically trigger an email notification** to the employee with a prompt to activate their account and log in to the system



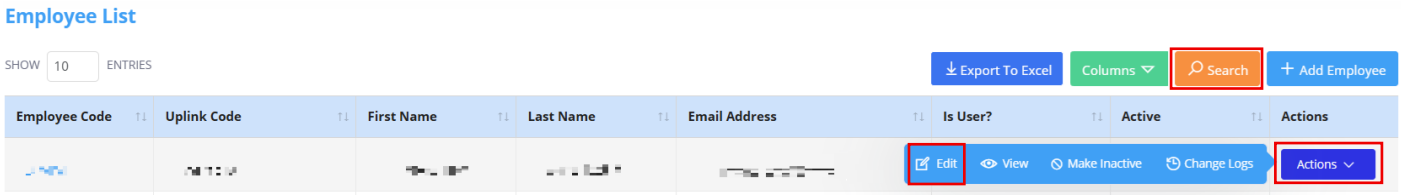
f) Please check the Client-Contractor Mapping under Configuration > Client Contractor Mapping. Select the client. The course will be visible to all employees by default. However, if specific contractor employees are assigned to the client, then only those assigned employees will be able to view the course.



2.5 For existing employee profiles, follow these steps:

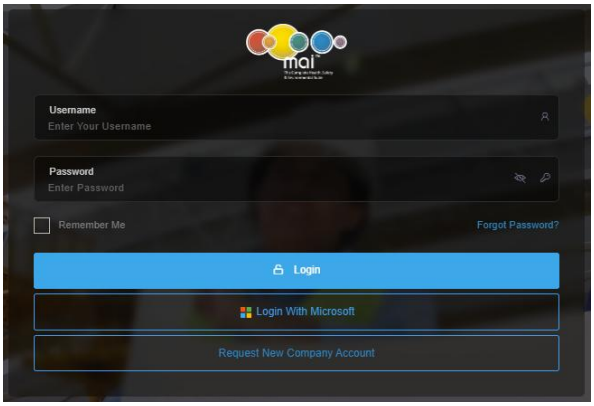
a) Use the **"Search"** button to locate the employee profile. Once found, click the **"Action"** button next to the employee and select **Edit**.
b) Follow steps **2.4(c-e)** to assign the **"LMS Default Role".**

Once **save the changes**, the system **will automatically trigger an email notification** to the employee with a prompt to activate their account and log in to the system.

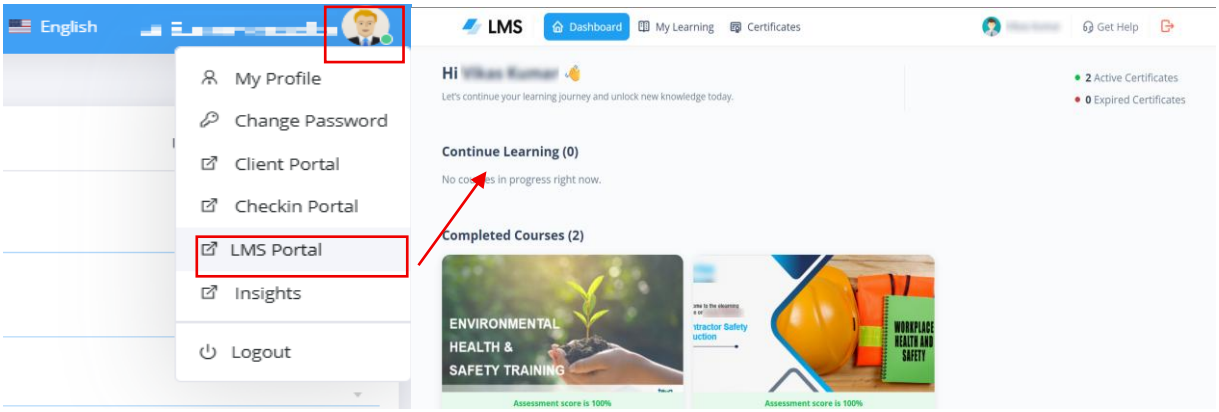


3. How Employees Can Access the LMS in the mai™ Contractor Portal.

3.1 You can access the mai™ Contractor Portal after receiving the email notification prompting you to activate your account, or by using the "Forgot Password?" option at the link below to reset your password if needed.
(Click here to access the system)



3.2 Once logged in, click on your user profile in the top-right corner of the screen. From the dropdown menu, select LMS Portal to proceed to the LMS Dashboard.



3.3 If you already have access to the **mai™ Contractor Portal**, you can also log in to the **SHEQ LMS** app (Available on both the **Google Play Store** and the **Apple App Store**) using the same username and password to complete the course. Google Play Store 4. Alternate Method: Direct Login to the LMS.

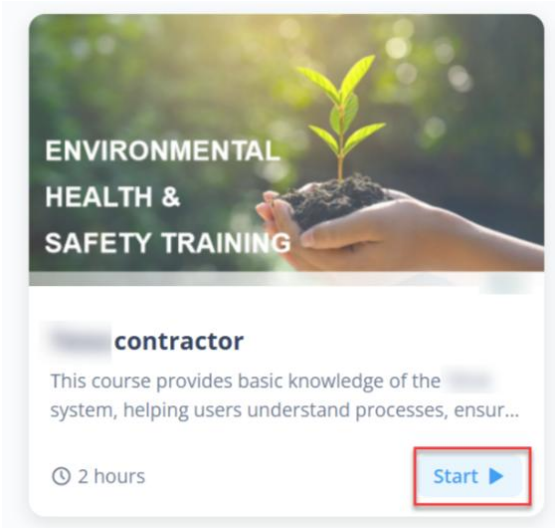
Download App

4. Alternate Method: Direct Login to the LMS.

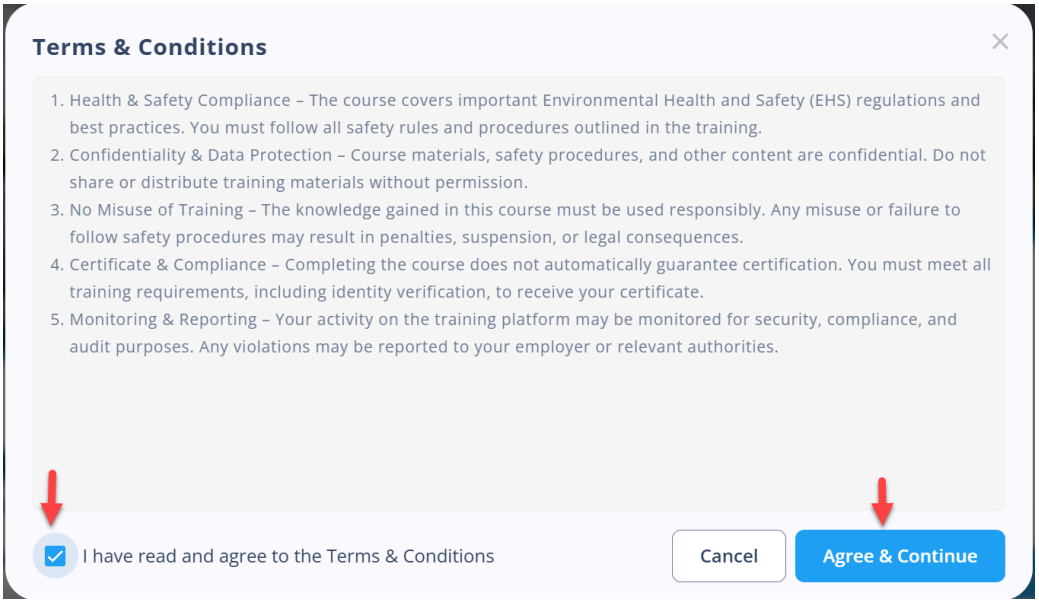
4.1 Use the direct LMS login link (Click here to access the system)
4.2 Enter your username and password on the login page or select the "Forgot Password?" option to reset your password if needed.
4.3 Upon successful login, you will land on the LMS Dashboard by default

5. Starting of a Course

5.1 Browse the available courses and select the one you wish to attend.
5.2 Click on the **"Start"** button.



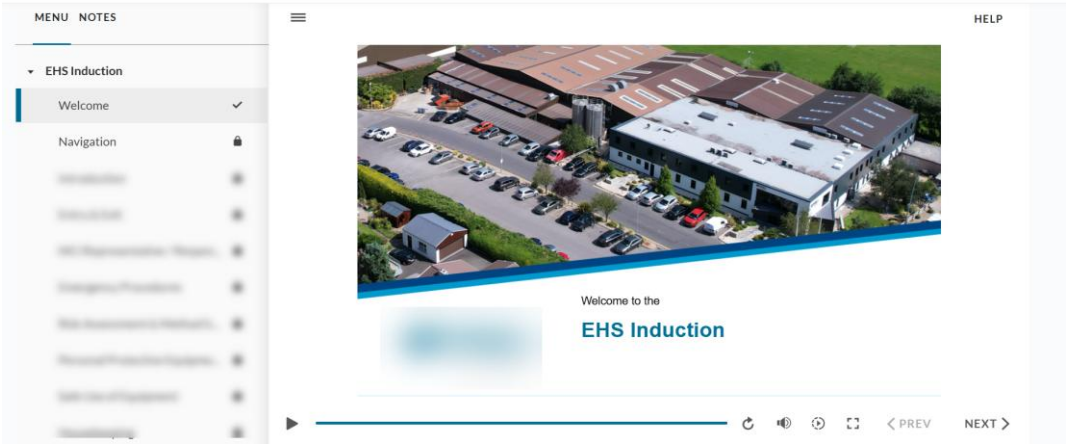
5.3 A **Terms and Conditions** screen will appear. Read them carefully. Check the **"I Agree"** box and click on the **"Agree & Continue"**



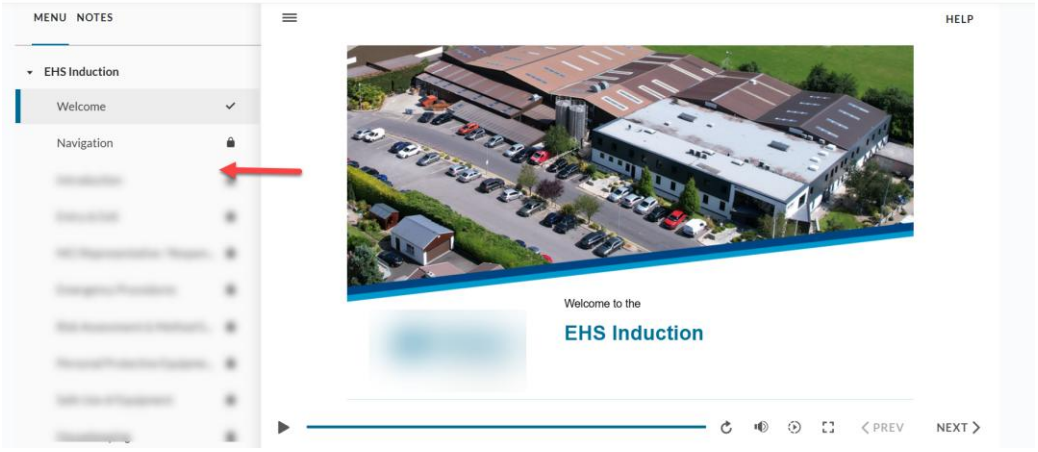
5.4 A pop-up will prompt you to **capture or upload your photo**. This photo will appear on your course certificate. If you already have a profile picture set up, you can simply select Option 3 and click **"Confirm & Start Course"**.

5.5 After starting the course, you will see the course content with the following controls:

- Replay
- Volume
- Playback Speed
- Full Screen
- Play/Pause
- Prev/Next



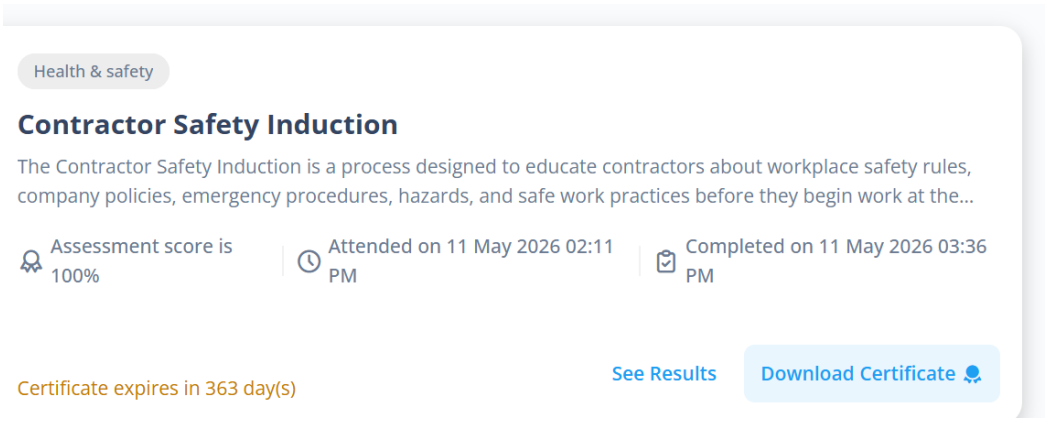
5.6 You must complete the current slide before moving to the next one.



5.7 **Knowledge checks** may appear during the course. Answer the questions and click **"Next"** to proceed.

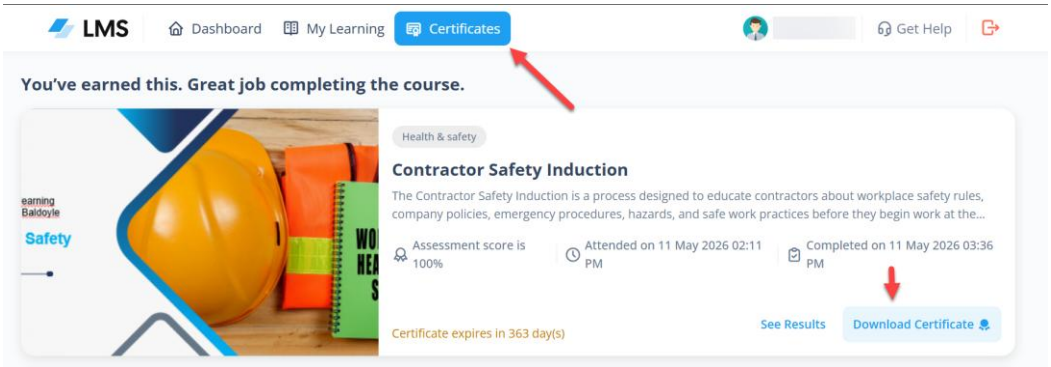
5.8 If you answer incorrectly, a pop-up will appear informing the incorrect answer has been selected.

5.9 At the end of the course, you will have to proceed with an **Assessment Test (QUIZ)**. If you attain the required passing marks, you will see an option to **download the certificate.** The certificate will automatically pass to the **mai™ contractor Portal** under the **Induction** tab of Employee. **Note**–If you answer incorrectly, we don't show any pop-up due to the security reason.



5.10 If you fail, you can re-attempt with the assessment test.

5.11 You can download your certificate from the **"Certificate" tab** in the LMS portal



5.12 Click the **download button** to save the certificate in your device.

5.13 The certificate will include:

- Your name
- Company name
- Date of completion
- Certificate expiry date
- Course name
- Unique Certificate number