

CMDS Quick Start Guide for New Users

COMPETENCY MANAGEMENT & DEVELOPMENT SYSTEM (CMDS)

New User Request

Access the Internet

Type in the Internet address of the CMDS Website

<http://www.keyeracmds.com/>

Press **Enter**.

Select the “Competencies” tab from the top of the page and then select “Competency Db” from the right hand options.

Click on **New User**

Read **Confidentiality of Information Agreement**

If you agree, click on “**I agree to the terms**” to proceed.

Complete “**New User Request**” information

Fill out the form as completely as possible. **Make extra sure your email address is correct**, as the system uses this address for all communication with you.

Click “**Submit Request**”

Your LOGIN and PASSWORD will be emailed to you. (usually within 48 hrs.)

Exit CMDS Db, Your company admin/acct. mgr must approve your request.

Approved Users

Log into CMDS Db from the Internet (see details above)

- Enter your **Login**
- Enter your **Password**

Click **Proceed** & then **Enter**

***Optional** - If you are a multi-company user: select a company from the drop down window now.*

Profiles

NOTE: Some company's already pre-assign appropriate profiles. Contact your admin or Company account manager to find the proper profiles. Do not add irrelevant profiles.

Click **Assessments**

Click **All Profiles**

- Click "*YourCompany*" **Profiles** and then click **Select Profiles**
- You may review the profiles for your company here.
- To view competencies, click on the **Profile number**.
- The **RED** numbers indicate critical competencies.

Optional – Some companies have progressive profile(s), ask your company admin:

For example:

- Level 4 – (new employee) – Demonstrate/Describe/Discuss Process.**
- Level 3 – Perform independently on Equip.**
- Level 2 – Troubleshoot Equip.**
- Level 1 – (Lead Op) – Start Up and Shut Down Equip.**

- Click on **Review Competency Details**.
 - Theory - Knowledge
 - Tasks - Skills
- Click on **Acquire this Profile** if appropriate for your position.

This profile is now added to your suite of profiles. Select acquired profile on the left-hand menu to see your profiles.

Self Assessments

At this point you can start your self-assessments.

Click **Assessments**.

Click **Acquired Profiles**.

Click on the profile number of the profile, you wish to start **self-assessing**.

Self-Assessments provide a facility for you to state how experienced, current and comfortable you are on both particular subject matter and performing related tasks. The questions below are generally asked of each competency.

How competent are you (includes theory and practice)?

Work Independently
Require Assistance with Theory

Require Assistance with Tasks
Learning
No Experience
Not Applicable

When was the last time you used/reviewed this competency?

0 to 6 months
6 months to 1 year
1 to 2 years
2 to 3 years
More than 3 years
Never

How much experience in this competency do you have?

Less than 1 year
1 to 2 years
2 to 3 years
3 to 4 years
More than 4 years
No Experience

Quiz Based: Some competencies are also tested online.

You may cycle through and self-assess on as many competencies as you like on a particular profile. Competencies that are used in many profiles need only be assessed once – the system will indicate if you have already assessed a competency.

Click the **Submit for Validation** button.

NOTE: Unless you “Submit for Validation” after you’ve self-assessed your validators will not be notified that you are ready to validate.

Validation Process

Your validator will be notified when you have completed and submitted your self-assessments. A meeting will be set-up at a mutually convenient time.

- ❑ A Validator will determine which competencies are relevant for your current position;
- ❑ The Validator will indicate the competencies which are Not Applicable (NA) and which Needs Training (NT);
- ❑ Validator will provide on-site training with you or will direct you to where you can get the required training;

Ancillary Services

You can change your password or other personal information through the “personal” button on the main menu.

Review:

Make sure you understand:

How to acquire a Profile.

How to complete a self-assessment.

How to submit your self-assessment for validation.

Academic Certification

- ❑ Submit completed profile assessments to Lakeland College for the issuing of the Process Operator Certificate.
- ❑ Contact your Validator, Admin or Account Manager to explain the next steps of to secure your certificate(s).