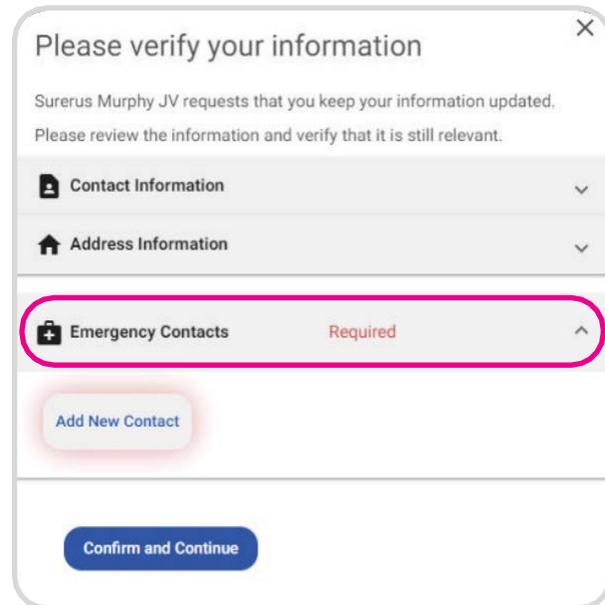
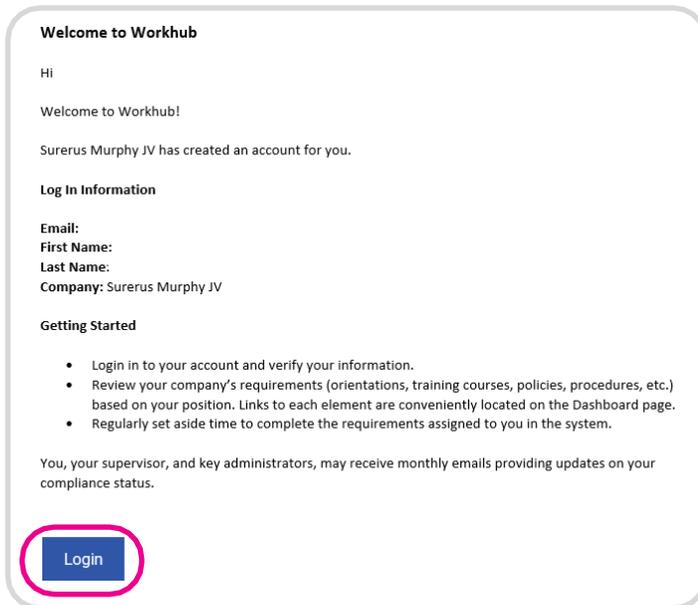


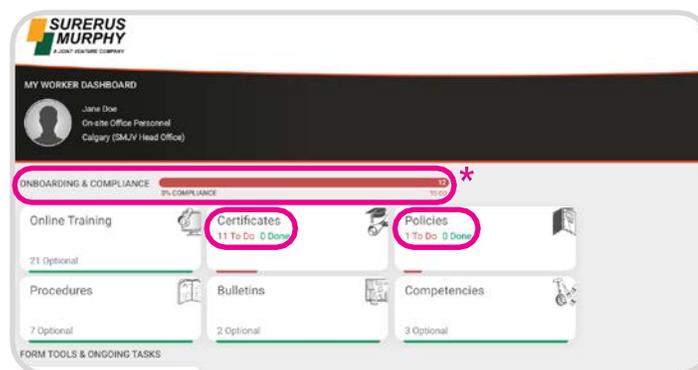
Step 1 | Getting Started

Click "Login" in the Welcome Email from Workhub. It will prompt you to set up your password and verify your email address. Next, add or confirm your personal phone number and emergency contact information. You will **not** be able to login without completing this step.

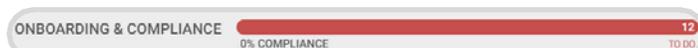


Step 2 | The Dashboard

On your dashboard, select "Certificates" and "Policies" to complete all "To Do" (make it red) compulsory items. Once completed, they will turn green, and your compliance bar will increase as you complete your required tasks. It is important to note that you must reach 100% compliance before mobilizing to your work site.

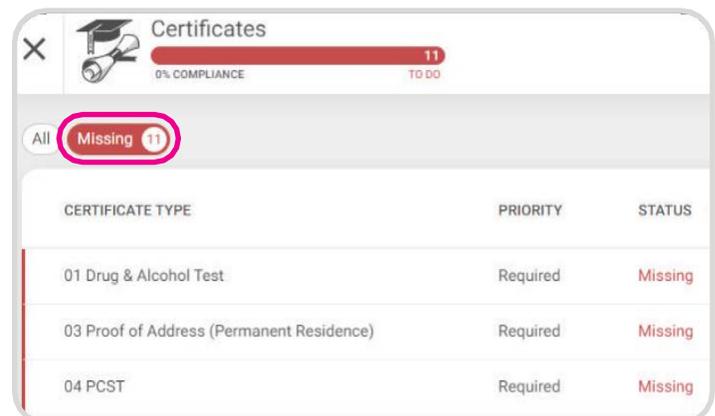


*The Compliance Bar



Step 3 | Certificates

Click "Missing" at the top to display the items required for your position. Then click on a certificate needed from this list to determine how to complete the training or upload a document. Please note that you do not have to complete any optional training courses.



Step 4 | How to Upload Documents

To upload a document:

- Click on the relevant certificate type.
- Browse your computer or phone to attach the certificate.
- Insert the issue and expiry dates, then click “Save”.

Once uploaded, your document is awaiting approval from an administrator. Please note that any online training courses over Workhub will automatically generate a certificate for you. You will **not** have to upload the certificate.

CERTIFICATE
01 Drug & Alcohol Test

Save

UPLOAD CERTIFICATE FILE

Drag the File here or
Browse Computer

Accepted file types: .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png

Certificate Name: *
01 Drug & Alcohol Test

Issue Date *

Expiry Date
No Expiry

Course Provider

Certificate Number

Step 5 | Policies

Click “Missing” on the top left to display all required policies for your position. Then, click on the policy.

Policies

0% COMPLIANCE TO GO

All Missing

SECTION / TITLE	PRIORITY	STATUS	LATEST VERSION
3.2 Code of Conduct and Ethics Policy	Required	Missing	1.5
2.1 Anti-Bribery and Anti-Corruption Standard	Optional		3.0
3.3 Drug & Alcohol Standard	Optional		1.3

A prompt will appear for you to accept the policy. Please read until the timer runs out.

Please respond to the policy

Accept Policy Decline Policy

Summary & Troubleshooting

Ensure your dashboard shows 100% compliance next to responsibilities before your first shift at your assigned work site.

- If your dashboard shows 100%, then congratulations. You are ready to start on site.
- If not, please complete all required certificates and policies.
- **Third Party Contractors**- Please note that a designated company representative should be submitting all requests to the Safety Administrator to have their employees registered for Workhub in a single email. Provide the name, email address, phone number, job number, and company name in the email.

- **For best results:**
 - Use a desktop computer, laptop, or tablet
 - Use Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari. Workhub is **not** compatible with Internet Explorer
 - Enable all cookies and pop-ups
- **For more information, contact:**
 - **Sina Parks, Training & Engagement Lead:**
403.923.9743 or sina.parks@surerus-murphy.com
 - **Carmen Mach, Training Administrator:**
403.477.0596 or carmen.mach@surerus-murphy.com
- **Workhub Support Team: Available Mon- Fri from 8am to 5pm MST**
 - **Local:** 1.403.668.6402
 - **Toll Free:** 1.403.668.6403