

How to Use Workhub Quick Reference Guide

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.

Welcome to Workhub	Please verify your information	×	
Hi		- 1	
Welcome to Workhub!	Surerus Murphy JV requests that you keep your information updated.		
Surerus Murphy JV has created an account for you.	Please review the information and verify that it is still relevant.	_	
Log In Information	Contact Information	~	
Email:	Address Information		
last Name:		Ť.	
Company: Surerus Murphy JV			
Getting Started Login in to your account and verify your information. 	Emergency Contacts Required)	
 Review your company's requirements (orientations, training courses, policies, procedures, etc.) based on your position. Links to each element are conveniently located on the Dashboard page. Regularly set aside time to complete the requirements assigned to you in the system. 	Add New Contact		
You, your supervisor, and key administrators, may receive monthly emails providing updates on your compliance status.		-	
Login	Confirm and Continue		

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.

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.

WORKER DASHBOARD			
Jane Doe			
Calgary (SMJV Head (uffice)		
OLODING & COMPLEXINGE		*	
UNRUNNO & CUMPLIANCE			
	PN COMPLIANCE	10.01	
nline Training	Certificates	Policies	
nline Training 1 Optional	Certificates 11 To Do 0 Dony	Policies 1 To Do D Dono	
nline Training Optional rocedures	Certificates 11 To Do O Dorse Bulletins	Policies To bo Boow Competencies	

*The Compliance Bar



 X
 Certificates

 MI
 TO DO

 All
 Missing (1)

 CERTIFICATE TYPE
 PRIORITY

 01 Drug & Alcohol Test
 Required

 03 Proof of Address (Permanent Residence)
 Required

 04 PCST
 Required
 Missing

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	B Save
UPLOAD CERTIFICATE FILE	Certificate Name: * 01 Drug & Alcohol Test
	Issue Date *
Drag the File here or Browse Computer	Expiry Date E
Accepted file types: .doc,.docx.gif.jpeg.jpgpdfpng	No Expir 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.

X Policies			
			Search Q
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.



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.
- <u>Third Party Contractors</u>- 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, ortablet
 - 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, TrainingAdministrator: 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