



Mobilise<sup>me</sup><sub>Pro</sub>

# User Support Documentation

Version 1.2

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## Welcome to MobiliseMe™

This support documentation introduces you to the Newmont Boddington MobiliseMe™ main functionality of the learning and administrative portals.

<https://newmontboddington.mobilise-me.com/>

This system can be accessed on Windows, Apple and Android devices (including computers, smart phones and tablets).

MobiliseMe™ supports the latest versions of the following browsers:

- Microsoft Edge
- Mozilla Firefox
- Google Chrome

# Login Portal

**Newmont.**

**RETURNING USER**

**USER ID:**  
Enter User ID

**PASSWORD:**  
Enter Password

[LOGIN](#) [RESET PASSWORD](#) [HELP](#)

**NEW TO THE NEWMONT BODDINGTON LEARNING MANAGEMENT SYSTEM?**

If you are a new user you will need to create your unique login account.  
To create your Newmont Boddington site access account please provide the required personal information and business details.  
**Email Alerts:** The learning & development access system will require an email address so you can receive automatic email alerts.

[+ CREATE ACCOUNT](#)

NEWMONT BODDINGTON LEARNING MANAGEMENT SYSTEM

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To access the Newmont Boddington MobiliseMe™ system, you must have an active account created for you by a System Administrator.

An existing/previously registered User must log in via the LOGIN option. If a User believes they have an existing account or are having trouble logging in, they can use the RESET PASSWORD option to retrieve their login details via an email.

If the User is new to MobiliseMe™ and needs to create an account, please contact your company administrator.

## Password Reset

The screenshot shows a web browser window with the URL <https://newmont-boddington Indo site/index.php?help>. The page features the Newmont logo at the top left. Below the logo, the heading "PASSWORD REMINDER" is displayed. A paragraph explains that if the user has a previous profile, the system will email a new password to the registered email address. The form is divided into two steps:

**Step 1:** Please enter your first name and surname in the mandatory fields below.

Fields for Step 1:

- FIRST NAME:** Enter your first name
- SURNAME:** Enter your surname

**Step 2:** Use a suitable field below to best locate your profile.

Fields for Step 2:

- ID NUMBER:** Enter your ID Number
- EMAIL ADDRESS:** Enter your email address
- DATE OF BIRTH:** Enter your date of birth

At the bottom of the form, there are two buttons: "CHECK" and "RETURN TO LOGIN PAGE".

The footer of the page contains the text "NEWMONT BODDINGTON LEARNING MANAGEMENT SYSTEM" and the "Cell-media" logo with the text "Powered by MobiliseMe™ | v2.1.4".

Users can retrieve their login details or reset their password by accessing the RESET PASSWORD screen. Based on the entered details, the system searches the available data for the User and sends a password-retrieval email to the User's designated email address.

If you have completed the Induction before but the system cannot locate your account from the details you have provided, please contact [MobiliseMeHelpline@Newmont.com](mailto:MobiliseMeHelpline@Newmont.com).

## Logging Out

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To logout of the MobiliseMe™ System, click the LOGOUT button on the top right of the menu bar.



# User Dashboard




## DASHBOARD

Please note: You have not yet completed your system **acknowledgement**. This must be completed before you can access your online training.

### USER DETAILS

USERNAME	logdat,louie	ID NUMBER	MM0013444
NAME	Louie Logdat	EMAIL ADDRESS	lui.logdat@cell-media.com
GENDER	Male	EMERGENCY CONTACT NAME	Test, Emergency
DATE OF BIRTH	1990-01-18	EMERGENCY CONTACT NUMBER	0987654321
MOBILE NUMBER	0987654321	DATE CREATED	17/05/2023



[UPDATE USER DETAILS](#) [UPDATE PASSWORD](#)

### LEARNING & DEVELOPMENT ACCESS

APPLICATION SUBMITTED	17/05/2023 2:29 PM	COMPANY	888 Electrical Solutions
SITE ACCESS REQUIRED	Business Partner	ROLE(S)	ADMINISTRATOR
INDUCTION ALLOCATION CATEGORY	Business Partner	SITE SUPERVISOR	erin.marriott@newmont.com
SITE REQUEST REASON	This is a test	FIRST DAY ON SITE	01/01/1970
LOCATION	Boddington	LAST DAY ON SITE	---
DEPARTMENT	AUS-EXP-Resource Modelling (14000121)	REGISTRATION STATUS	Incomplete - Acknowledgement Required
WORK CREW(S)	No Crew	SITE ACCESS APPROVAL	Approved - 17/05/2023 2:29 PM by SYSTEM

The USER DASHBOARD tab displays overview of an individual information and requirements.

*Please note: Any missing information will be display as a banner notification.*

## User Information

**Newmont**

DASHBOARD **USER INFORMATION** LEARNING & DEVELOPMENT ACCESS PASSWORD CHANGE ACKNOWLEDGEMENT OPTIONAL DOCUMENTATION ONLINE TRAINING TRAINING SCHEDULE LOGOUT

### USER INFORMATION

Please supply the following information. Fields marked with an asterisk are mandatory.

**USERNAME:** logdat.louie **ID NUMBER:** MM0013444

**\* FIRST NAME:**  **\* SURNAME:**

**PREFERRED NAME:**  **\* GENDER:**

**\* DATE OF BIRTH:**  **\* EMAIL ADDRESS:**

**\* MOBILE NUMBER:** (NUMBERS ONLY - NO SPACES)  **\* EMERGENCY CONTACT NAME:**

**\* EMERGENCY CONTACT NUMBER:** (NUMBERS ONLY - NO SPACES)

NEWMONT BODDINGTON LEARNING MANAGEMENT SYSTEM

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The USER INFORMATION tab allows an individual to update their information.

All fields can be changed except the USERNAME and ID NUMBER, which is locked to preserve the account uniqueness.

*Please note: the more details that are completed, the easier it is for the system to retrieve your details and for the Company Administrator to manage the workers for the company.*

To return to the main menu to change between the SYSTEM ADMINISTRATION and the MY ACCESS & LEARNING PORTAL (where you complete the Induction for yourself), click on the cube icon in the top-left corner.



**Newmont.**

DASHBOARD USER INFORMATION **LEARNING & DEVELOPMENT ACCESS** PASSWORD CHANGE ACKNOWLEDGEMENT OPTIONAL DOCUMENTATION ONLINE TRAINING TRAINING SCHEDULE LOGOUT

### LEARNING & DEVELOPMENT ACCESS

Please supply or update the following site specific information. Fields marked with an asterisk are mandatory.

<b>* SITE ACCESS REQUIRED:</b> Business Partner	<b>* INDUCTION ALLOCATION CATEGORY:</b> Business Partner
<b>* SITE REQUEST REASON:</b> This is a test	
<b>* LOCATION:</b> Boddington	<b>* DEPARTMENT:</b> AUS-EXP-Resource Modelling (14000121)
<b>* WORK CREW:</b> No Crew	<b>* ROLE:</b> ADVISOR - DRILL & BLAST
<b>* COMPANY:</b> 888 Electrical Solutions	<b>* SITE SUPERVISOR:</b> Erin Feakes
<b>* FIRST DAY ON SITE:</b> 17/05/2023	<b>LAST DAY ON SITE:</b> Enter LAST DAY ON SITE

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For Users only, the LEARNING & DEVELOPMENT ACCESS tab is where they can populate their site access requirements (such as WORK SITE, COMPANY, SITE SUPERVISOR and ROLE).

The Site Access History records any changes to the Users LEARNING & DEVELOPMENT ACCESS.

# Password Change

**Newmont**

DASHBOARD USER INFORMATION LEARNING & DEVELOPMENT ACCESS **PASSWORD CHANGE** ACKNOWLEDGEMENT OPTIONAL DOCUMENTATION ONLINE TRAINING TRAINING SCHEDULE LOGOUT

### PASSWORD CHANGE

If required, please use the following fields to update the password.  
Passwords must be between 6 and 12 characters and contain 1 uppercase letter, 1 lowercase letter, 1 number and 1 non-dictionary character.

**PASSWORD:** Enter PASSWORD

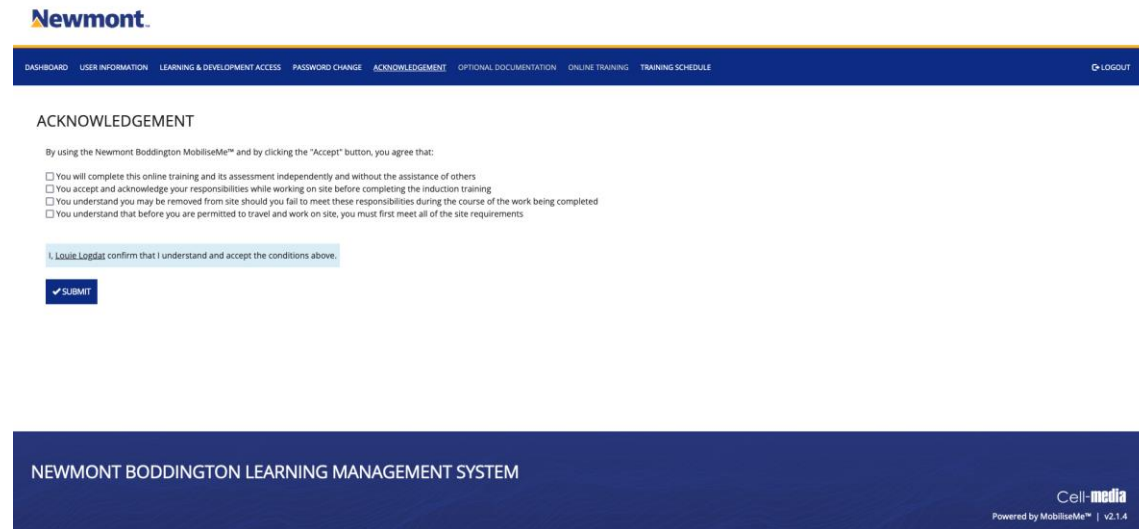
**CONFIRM PASSWORD:** Enter CONFIRM PASSWORD

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Users can manually update their passwords from this screen.

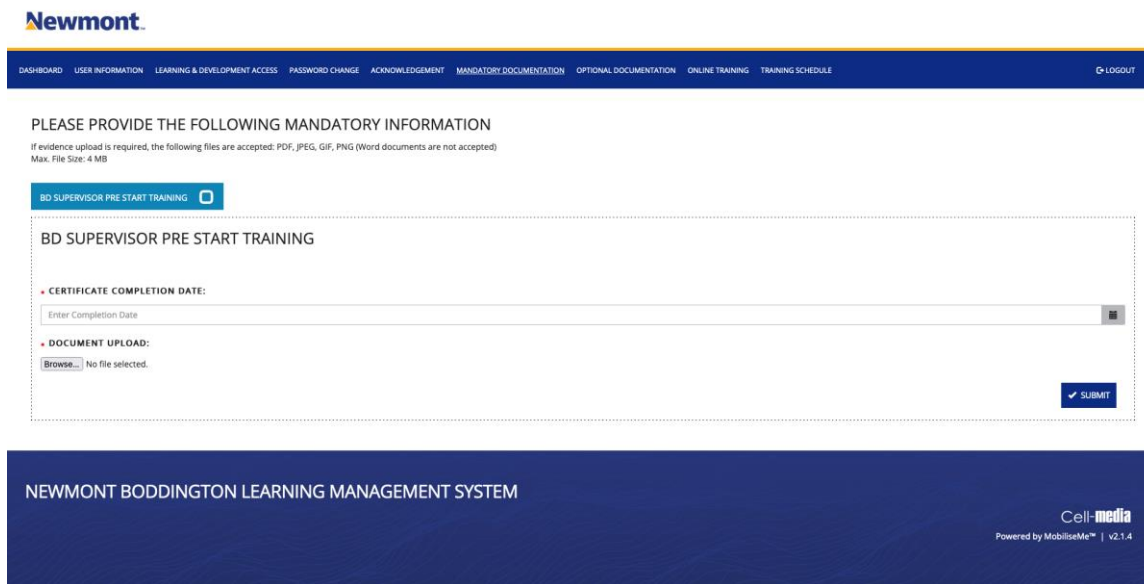
The user must enter a new password into the PASSWORD and CONFIRM PASSWORD fields.



If you are logging in for the first time or being redirected from a successful account creation, the User is presented with the ACKNOWLEDGEMENT page.

The User must understand and accept the conditions before gaining access to the ONLINE TRAINING tab.

The system allows the individual to update their account information and password via the USER INFORMATION and PASSWORD CHANGE options.



The MANDATORY DOCUMENTATION tab allows Users to upload their Trade Certificates and other Documentation to MobiliseMe™ that is required for their access to site.

To upload documentation to MobiliseMe™, simply CHOOSE FILE and browse to the relevant file on your computer and press SUBMIT.

To switch between documentation types, click the tabs and complete the required information.

*Please note: Users cannot proceed past this point until ALL documentation has been added. If there are no mandatory documentation requirements for a user, this tab will not be visible.*



### PLEASE UPLOAD ANY DOCUMENTATION THAT SUPPORT YOUR ROLE WHILST ON SITE

If evidence upload is required, the following files are accepted: PDF, JPEG, GIF, PNG (Word documents are not accepted)  
Max. File Size: 4 MB

DOCUMENTATION TYPE

--Please Select One--

Users can upload any trade licences or certificates to support their role on site (e.g., ELECTRICAL LICENCE, MEDICALS, PHOTO IDENTIFICATION, etc).

To upload documentation to MobiliseMe™, select the appropriate documentation from the drop down, fill in the details, CHOOSE FILE (where required) and browse to the appropriate file on your computer. Press SUBMIT to complete the upload.

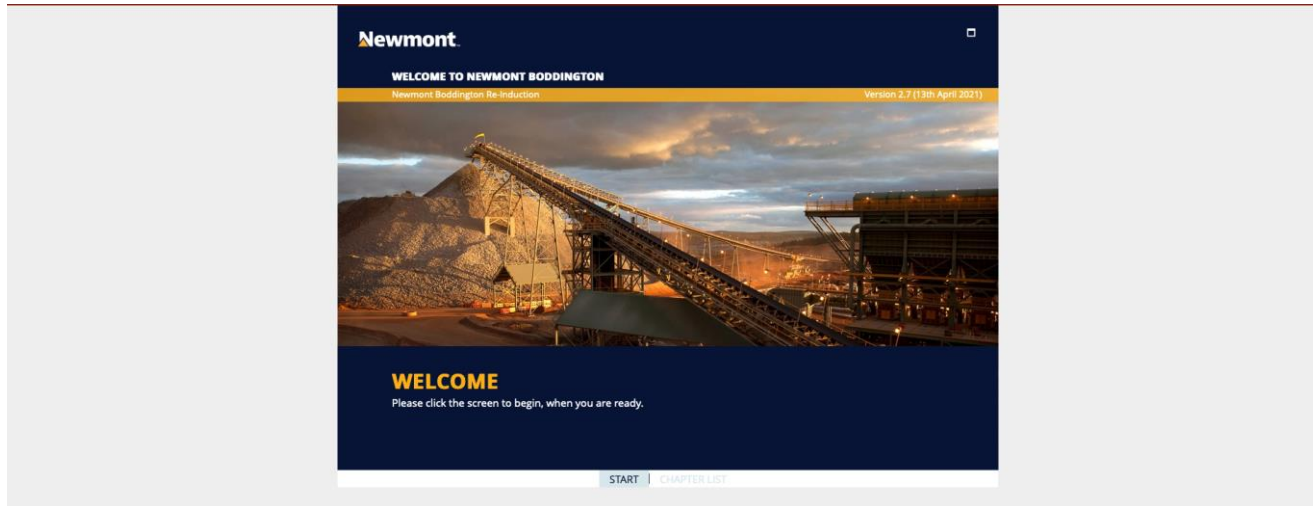
*Please note: this feature is optional.*

The screenshot shows the Newmont online training dashboard. At the top, there is a navigation bar with the Newmont logo and several menu items: DASHBOARD, USER INFORMATION, LEARNING & DEVELOPMENT ACCESS, PASSWORD CHANGE, ACKNOWLEDGEMENT, MANDATORY DOCUMENTATION, OPTIONAL DOCUMENTATION, ONLINE TRAINING (highlighted), and TRAINING SCHEDULE. A LOGOUT button is also present. Below the navigation bar, there are two tabs: 'Mandatory Induction Requirements' (selected) and 'Optional Learning'. The main content area is titled 'MANDATORY INDUCTION REQUIREMENTS' and includes a sub-header: 'The following inductions must be completed prior to each individual arriving on site.' To the right of this section is a 'SEARCH INDUCTIONS' area with a text input field labeled 'Enter INDUCTION NAME', a 'SEARCH' button, and a 'RESET' button. Below the search area, there are four training modules displayed in a grid, each with a thumbnail image of a mining site and a progress bar showing 0% completion. The modules are: 1. 'BD AHS Induction (WBT)' with an estimated runtime of 15 mins. 2. 'BD Fatality Risk Management at the Frontline (WBT)' with an estimated runtime of 30 mins. 3. 'BD Pre Task Hazard Awareness (WBT)' with an estimated runtime of 30 mins. 4. 'BD Site Induction (WBT)' with an estimated runtime of 90 mins. At the bottom of the dashboard, there is a dark blue footer bar containing the text 'NEWMONT BODDINGTON LEARNING MANAGEMENT SYSTEM' on the left and the 'Cell-media' logo with 'Powered by MobiliseMe™ | v2.1.4' on the right.

This page lists all Mandatory Training (as per the Users schedule). Click each Induction image to launch the training.

If you are looking for a specific training course, type the name in the SEARCH INDUCTIONS area and press SEARCH to filter the training.

*Please note: all mandatory inductions must be completed prior to site access. And optional learning are induction user can complete for recognition.*



Each Induction opens within its own window. To save progress, the user can simply close the browser window and return to the MY ACCESS & LEARNING PORTAL page.

Once the Induction has been completed, the completion status is updated on the MY ACCESS & LEARNING PORTAL.

# Training Schedule



DASHBOARD USER INFORMATION LEARNING & DEVELOPMENT ACCESS PASSWORD CHANGE ACKNOWLEDGEMENT MANDATORY DOCUMENTATION OPTIONAL DOCUMENTATION ONLINE TRAINING TRAINING SCHEDULE LOGOUT

SESSION USER ID	BOOKING STATUS	TRAINING STATUS	TRAINING COURSE	CLASSROOM	SESSION START	SESSION END	FACILITATOR	COMPLETION DATE
			BD Supervisor Pre Start Training	Multifunction Room Village MFC	10:00 AM - 18/05/2023	3:00 PM - 18/05/2023	Clint Coklough	

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List of User's approve face to face trainings with status and completion date.

*Please note: User can cancel a approve face to face trainings.*





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[www.cell-media.com](http://www.cell-media.com)