

# GUIDELINE



**Table 1 – English Links**

Training Module	Target Audience	When to complete	Link
Lendlease GMR Passport Stream 5	Supply Chain Front Line Leaders working on site for longer than 90 days, or returning to multiple operations,	Within 1 month after the 90 day period.	<a href="#">GMR Passport Stream 5</a>
Orientation Part A (Australia Building)	JV and Alliance employees and workers	Before commencement on site (Link to be sent on engagement)	<a href="#">Orientation Part A – Building</a>

## External Learning Platform

### Instructions and Trouble shooting

#### Software and Hardware

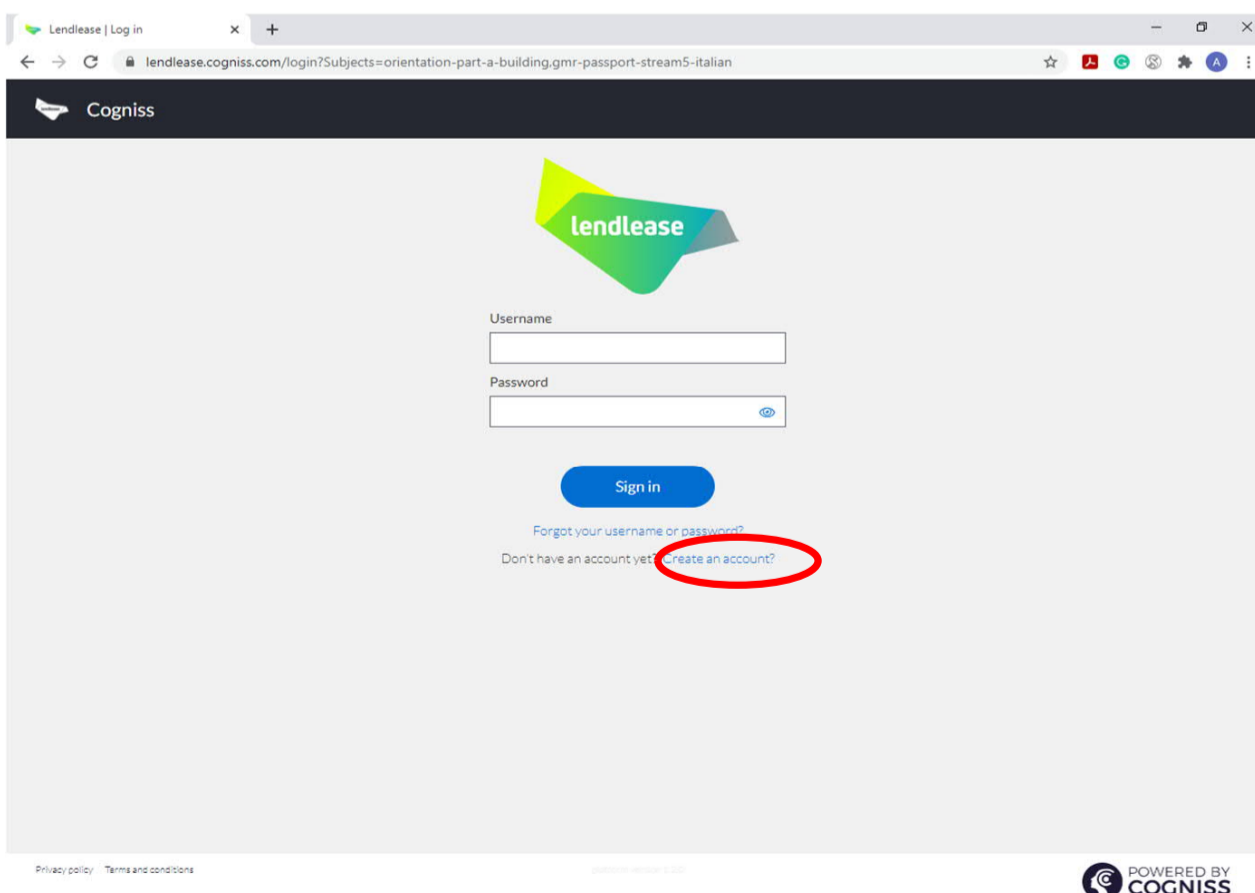
- Your computer must have a Browser Type listed below and **Adobe Flash 13**. The minimum bandwidth for the modules to perform relatively well is 360 kilobits per sec (kbs). The software requirements for running the GMR Passport are listed below.

Hardware / Software	Minimum requirement
Windows Settings	Windows XP or later
Mac OS X	Lion 10.7 or later
Browser Type and Version	Microsoft Edge Chrome Safari
Screen size	1024 x 768 pixels or larger
Sound	Computer speakers, ear-phones or headset

### Registration Process

#### Step 1 - (Example used is Stream 5 passport. Process is similar for all modules)

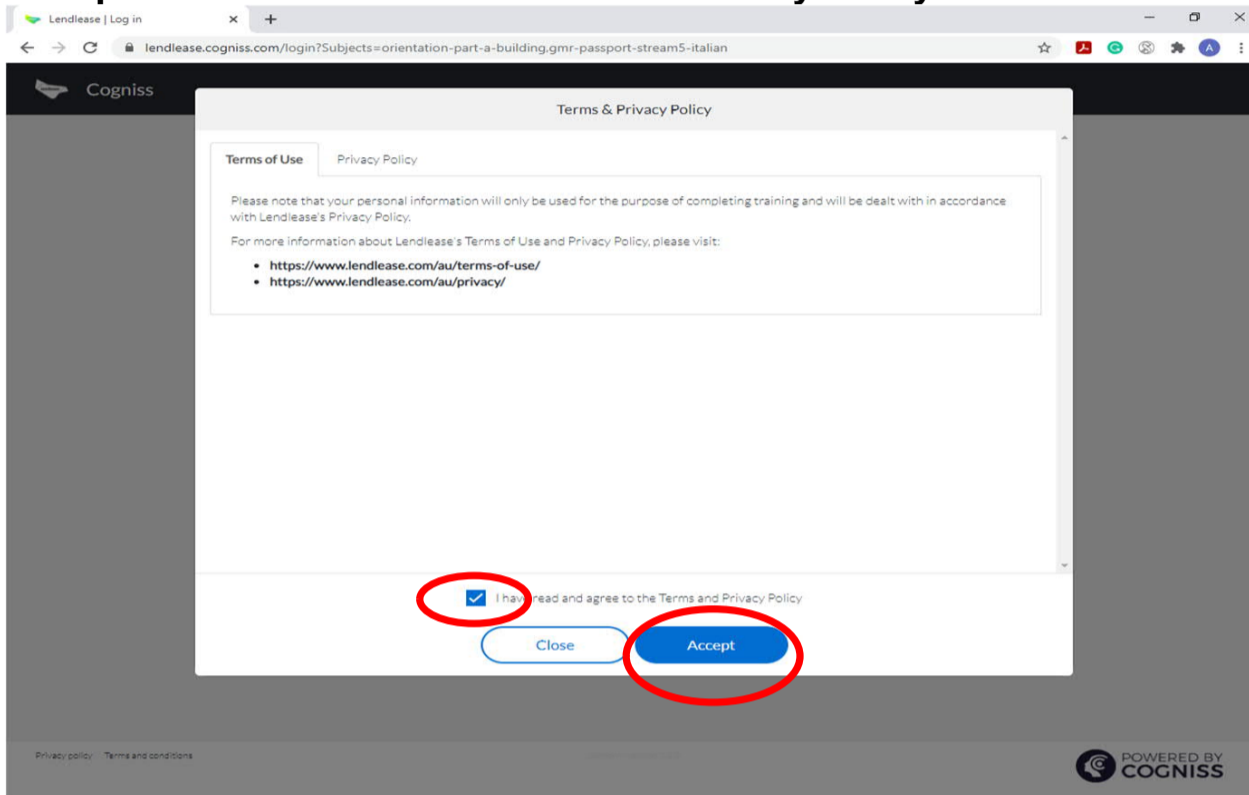
Click on "Create an account"



## External Learning Platform

### Step 2

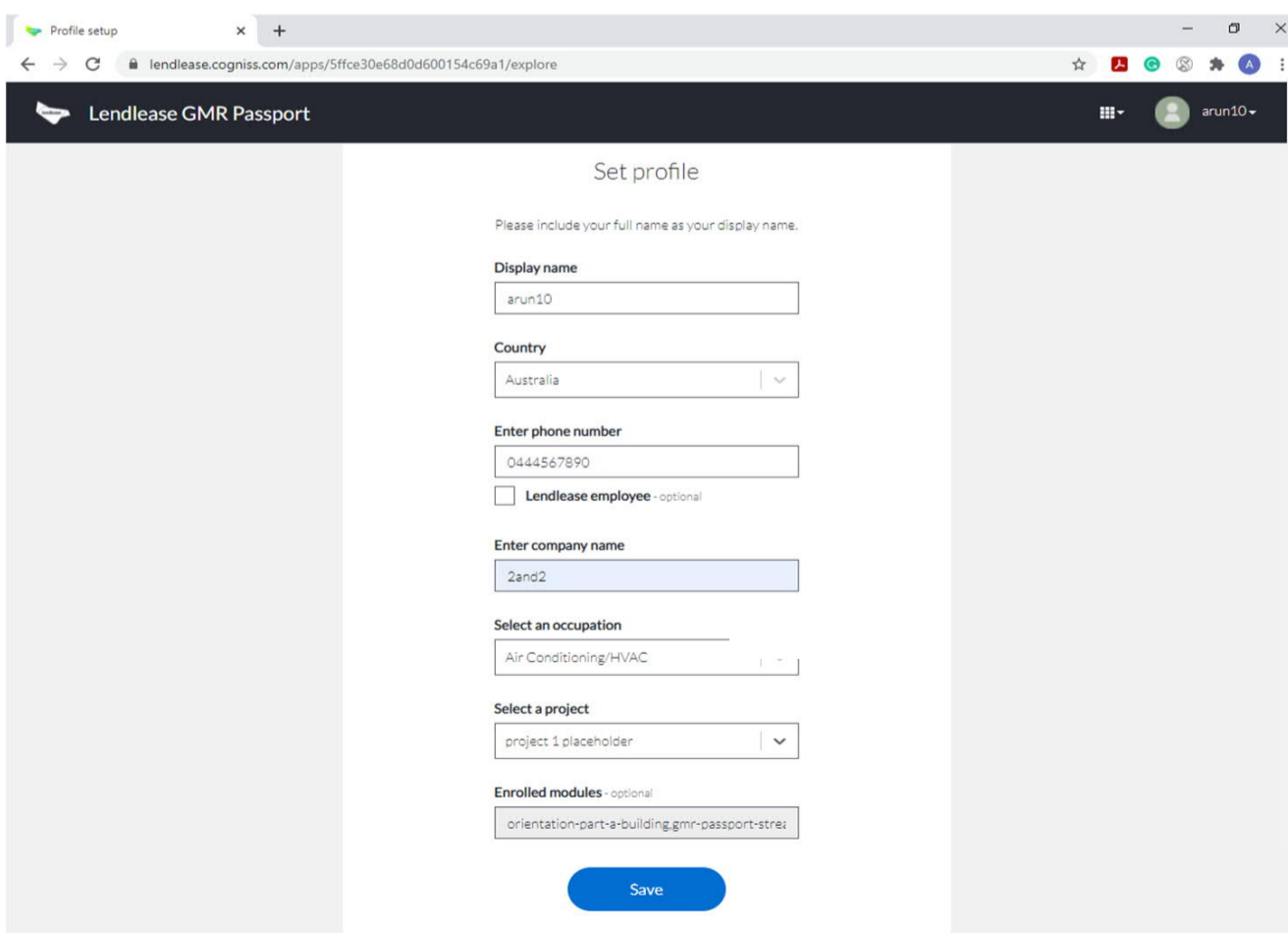
#### Accept the terms and conditions and Privacy Policy screen



### Step 3

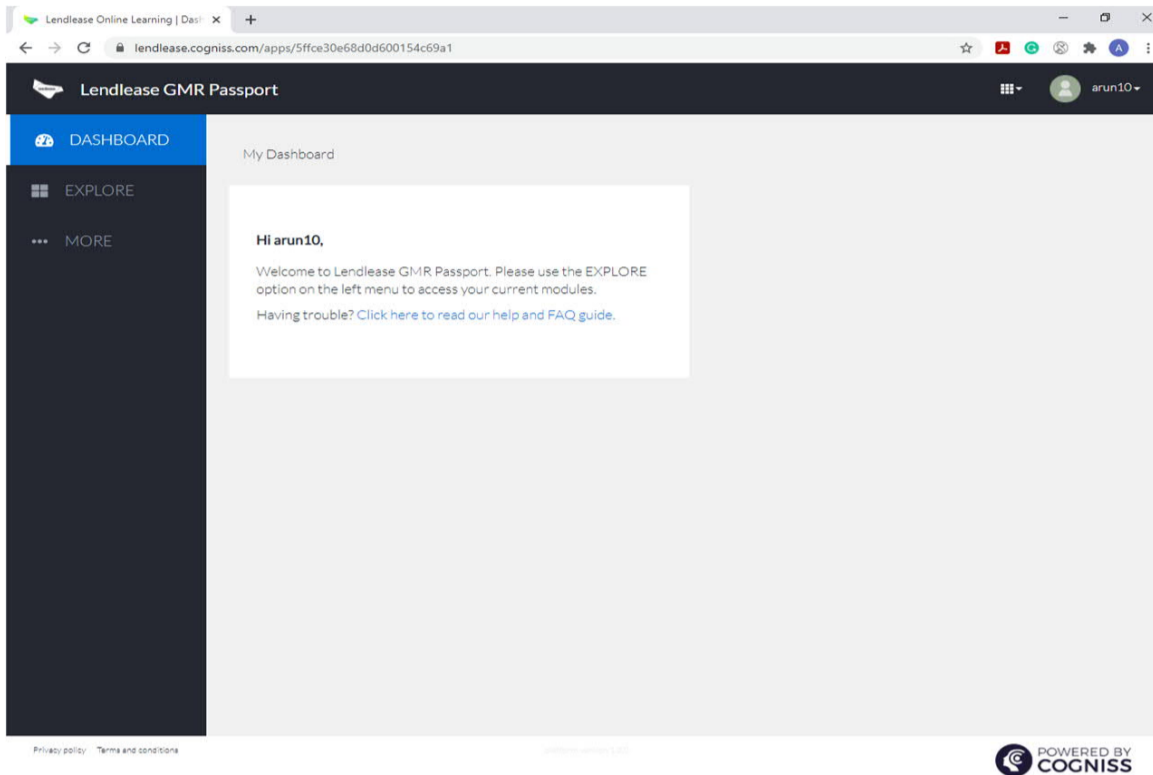
Complete your profile.

The Project name is the one you are working on currently.



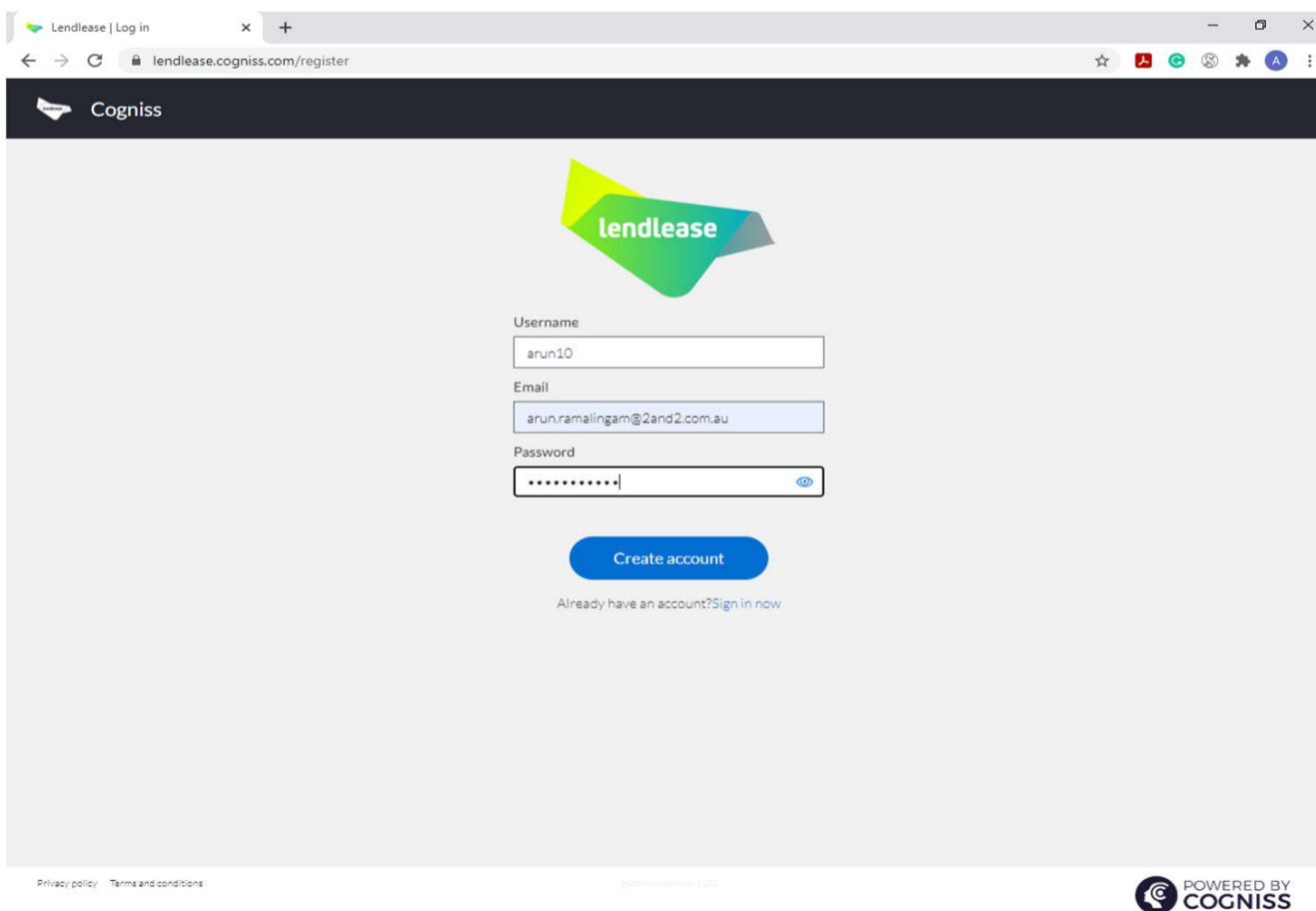
## External Learning Platform

### Receive confirmation



### Step 4

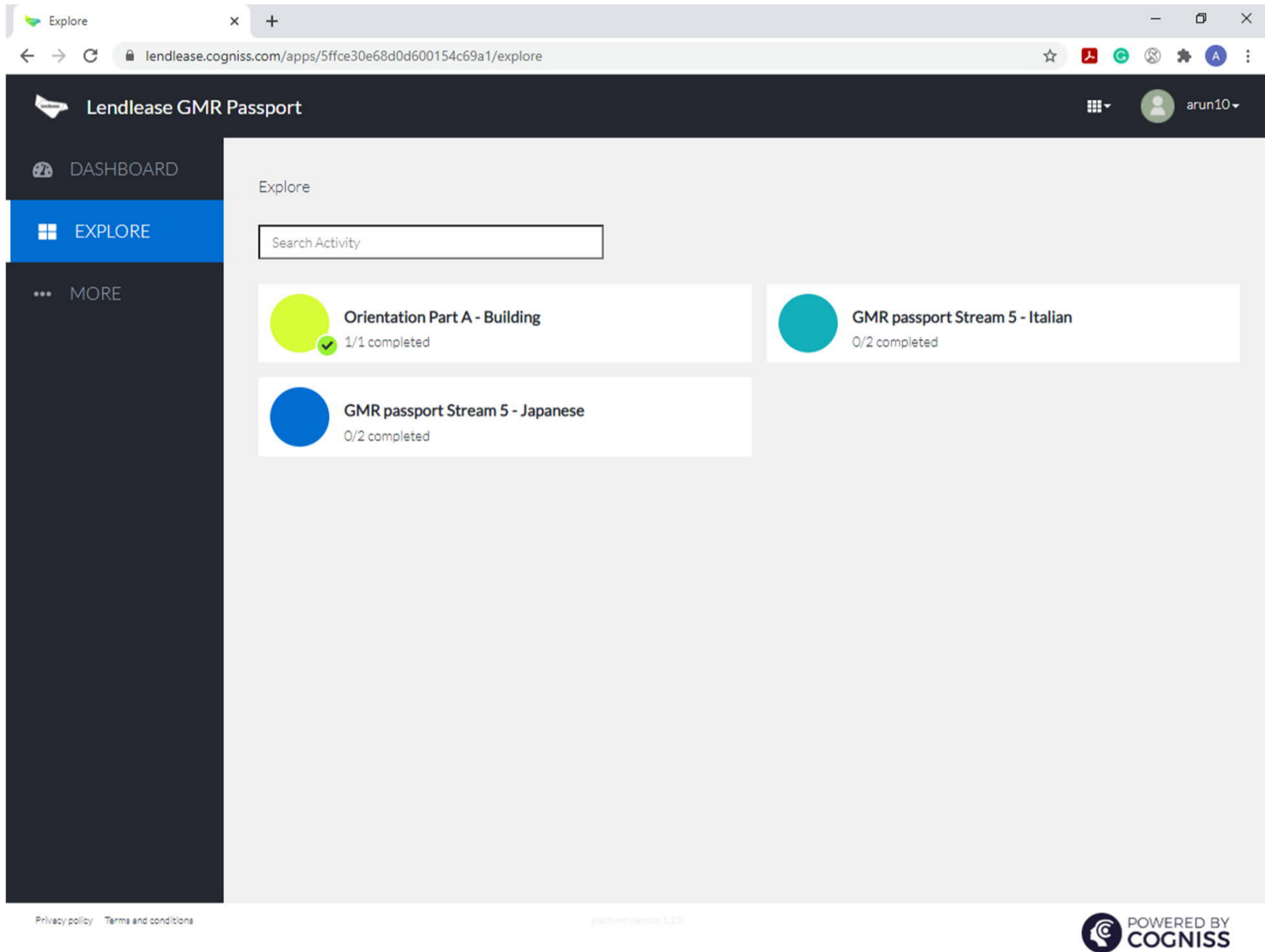
If you have already created an account previously on this platform, use the email and password you used for your first course to log in



## External Learning Platform

### Step 5

Click on 'Explore' on the left side panel to see your courses



The screenshot shows a web browser window displaying the 'Explore' page of the Lendlease GMR Passport application. The browser address bar shows the URL: `lendlease.cogniss.com/apps/5ffce30e68d0d600154c69a1/explore`. The application header includes the title 'Lendlease GMR Passport' and a user profile 'arun10'. The left sidebar contains navigation options: 'DASHBOARD', 'EXPLORE' (highlighted in blue), and 'MORE'. The main content area, titled 'Explore', features a search bar labeled 'Search Activity'. Below the search bar, three course cards are displayed:

- Orientation Part A - Building**: 1/1 completed (indicated by a green checkmark)
- GMR passport Stream 5 - Italian**: 0/2 completed
- GMR passport Stream 5 - Japanese**: 0/2 completed

At the bottom of the page, there are links for 'Privacy policy' and 'Terms and conditions', a version number 'platform version 1.2.0', and a logo for 'POWERED BY COGNISS'.

### Step 6

Click on the course assigned which may have more than one section. You need to complete both to receive your completion confirmation.

**Note – All modules contain audio - you will require headphones**

### Step 7

After completing each of the assigned modules, you will see a certificate displayed that you can screenshot and save to your phone.

You'll also receive an email confirmation of completion.

## External Learning Platform

