



### LMS Landing Page Overview

Our new global Learning Management System (LMS) is here! Below you will find a quick reference to navigating the new landing page.

View your assigned courses here by due date

View your list of registered courses without an assigned session

The screenshot shows the 'My Learning' dashboard. It is divided into several sections: 'My Learning Assignments' with a search bar and filters, a 'DUE LATER' section with a course card for 'Victoria - OH&S Due Diligence Awareness Training for Managers', and a 'DUE ANYTIME' section with two course cards: 'Code of Business Conduct - Core Training' and 'SafeLand USA Certificate (Basic Orientation)'. To the right, there is a 'Learning History' section with a 'View All' button and a 'MOST RECENTLY ADDED' card for 'Accessing Occupational Medic...'. Below that is an 'Available Scheduled Offerings' section with a card for 'SafeLand USA Certifica... Houston, USA'. On the far right, there is a 'Find Learning' search bar, 'Recommendati...' and 'Featured' sections with icons, and a 'My Curricula' section with a 'Due Later (2)' indicator. At the bottom right, a 'Links' section is highlighted with a dashed red box, containing 'Leaders' Toolkit', 'Learning Library', 'Options and Settings', and 'Reports'.

View your training completions

Useful Links

Reports



Our new global learning platform (Learning Management System) is here! To help you with navigating around the new system, we've included some handy information below to show you how to do some of the key processes

### How do I find learning?

#### 1. Finding the LMS

Click on the web link to access the LMS:

<https://bhpbgo.plateau.com/learning/user/nativelogin.do>

#### 2. Login using the following credentials:

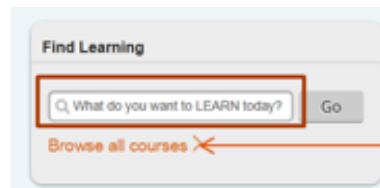
**Username** – Your ID number with NW in front e.g. ID123456

**Password** – Temporary Password

BHP Asset	ID acronym	Example
Coal (BMA / BMC)	SC	SC123456
Coal (NSWEC)	NEC	NEC123456
Western Australia Iron Ore (ERMS)	IO	IO123456
Nickel West (DOTS)	NW	NW123456
Olympic Dam (SureSite)	OD	OD123456
Minerals America	MA	MA123456

#### Finding learning items

Use the **Find Learning** tile, or click on **Browse all courses** to search for specific learning items. Once you find the learning item, you can assign it to yourself



### How can I complete learning?

#### Register for learning

Where self-registration is available, choose the session you want to attend by clicking '**Register Now**'. To cancel, you can do so via your Learning Plan.



#### Complete learning

Assigned learning will appear under your Learning Assignments tile on your landing page. If training is:

- **Online**, click '**Start Course**' to launch it
- **Classroom or instructor led**, you will be prompted to register for an available session
- You can also **remove** self-assigned training as a drop-down option





You will need to follow 3 steps to generate a report

### 1 Select the type of report you want to generate

Back  
Reports

Select a Report from the list below to run a report for yourself or your subordinates.

Report Name

- > Curriculum Status
- > Item Status
- > Learning History
- > Learning Hours
- > **Learning Plan**

### 2 Fill the required parameters

Run Learning Plan

User:  Self  Include Alternate Subordinates

Report Title:

Report Header:

Report Footer:

Report Destination:

Report Format:

Mask User IDs

Page Break Between Records

Sort By:  Item  Required Date  Assignment Type  Curriculum  Program

List By:  All  Needs  Requirements

### 3 View Report

SAP SuccessFactors Report Title Header

User ID	User Name	Role, Function			
Learning Plan					
Entity ID	Entity Title	Entity Type	Required Date	Days Assignment	Curriculum Complete
CLASSROOM	WAO Part	Item		REQ	CO170811
REC&M&L&OFC	Control - TLO				
(Rev 1 -	Ameslee				
11/09/2017	Theory				
12:36 AM					
Ameslee					
Year					
CLASSROOM	WAO Part	Item		REQ	CO170811
REC&M&L&OFC	Control - TLO				
(Rev 1 -	Ameslee				
11/09/2017	Manual Test				
12:36 AM	Full				
Ameslee	Completion				
Year					
ONLINE	17881	Code of		REQ	
(Rev 1 -	Business				
28/02/2017	Control 2017				
11:53 PM					
Ameslee					
Year					
ONLINE	17881	Competition	Item	01/10/2017 30	REQ
(Rev 1 -	28/04/2016				
10:57 PM					
Ameslee					
Year					

Footer  
Oct 10, 2017, 11:43 PM