

The background of the entire page is a pattern of overlapping hexagons in various shades of teal and light blue. The hexagons are arranged in a staggered grid, creating a textured, geometric effect. The colors range from a deep, dark teal to a very light, almost white-blue.

GLADIS

GLOBAL LEARNING AND DEVELOPMENT
INFORMATION SYSTEM

Online Learning Platform
User Guide

Welcome to the
Carnival UK **GLADIS** User
Guide.

GLADIS (Global Learning
And Development
Information System) is the
Learning Management
System used by all
operating lines across
Carnival Corporation for
onboard employees to
access and complete
online learning.

You will use GLADIS to
complete the online
learning that is required
for your role to help you
do the right thing for our
business, our guests and
our environment and also
to access online personal
development to support
you to develop your skills.

If you are a Deck,
Technical or Medical
Officer you will also use
GLADIS to complete
Professional Development
Records (PDRs). For
guidance on PDRs, please
refer to the separate PDR
guide.

This document should
answer most of your
queries, but if you need to
ask any other questions,
please speak to your Fleet
Safety Trainer or Learning
and Development Officer.

You can also contact
FleetPeopleSupport@carnivalssi.com with your
questions.





TO ACCESS GLADIS ON YOUR PERSONAL DEVICE

Click on the link in the 'free sites' list

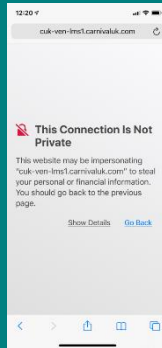
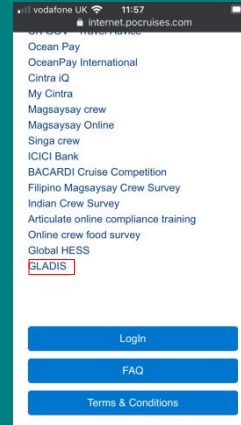
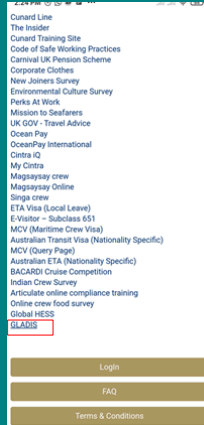
To logon onto GLADIS, you do not need a satellite signal so you can login from the company / ship network at anytime.

You can access GLADIS using a Carnival UK device connected to the network, or via a personal computer or tablet connected to the free crew WIFI.

Mobile Devices work too, but not all courses work best on mobiles due to the screen size.

Google Chrome is the preferred browser for GLADIS.

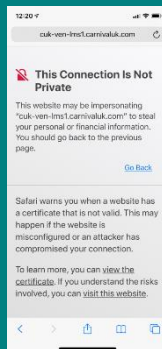
You can also speak to your Learning and Development Officer about the mobile study centres, through which you can borrow a PC to use.



When you first click the GLADIS Link, you will see this message.

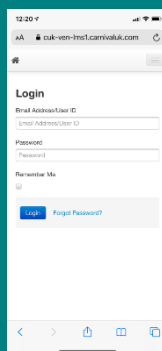
No need to worry about security, this is because GLADIS is installed onboard the ship and isn't a public website.

To access the website, click on 'Show Details'



After clicking 'Show Details' you will see this screen.

Click 'Visit this website' and the GLADIS login page will open.



Enter your username and password here. If you've not used GLADIS before then you can find login instructions on the next page of this guide.



Passwords need to be re-set every 30 days to meet our security requirements.

Set up your answers to security questions so you can re-set your password at any time yourself



USERNAME

Your 6-digit company ID Number. Include os if it's less than 6 digits (e.g. if your ID number is 134, your username is 000134)

PASSWORD

This is your Date of Birth in this format: dd-Mmm-yyyy (01-Jan-2016)

Setting up Password Re-set Security Questions

Click the **hyperlink** to access the shoreside server login page.

Login with your user ID and password

Enter your answers then click **Submit Answers** to save these and to be returned to the ship server.

The security questions will be updated on the ship's server during the next data sync later that day.

If you forget your password, you'll be able to click 'forgot password' and answer the security questions to re-set your password



Your training is automatically assigned to you based on your rank and job requirements.

These may be referred to as CBTs – this stands for Computer Based Training.

You'll be notified when to complete training by your manager, the Fleet Safety Trainer or the Learning and Development Officer

ACTIVE COURSES

Here you can see all training assigned to you

COMPLETED COURSES

Here you can see all training you have completed.

Click 'Details' to see the date you completed the course, when it expires and view your certificates

COURSE CATELOGUE

Select the Course Catalogue to access personal development via the Learning Academy, Corporate Podcasts and browse Courses in the library



You will see all courses you need to complete in the 'Active Courses' tab.

If you can't see a course here you can contact FleetPeopleSupport@carnivalssi.com or ask your Manager, Fleet Safety Trainer or Learning and Development Officer to do so for you.

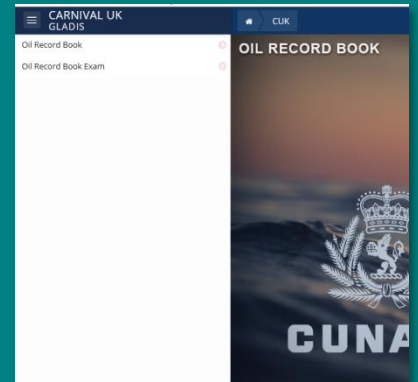
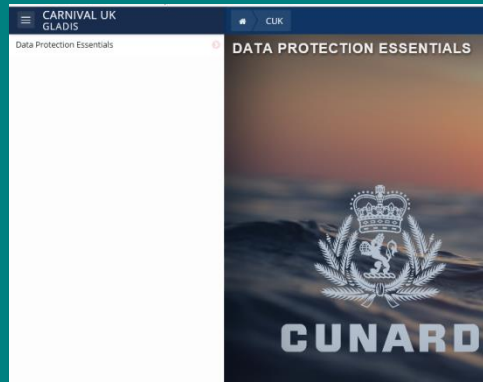


In this course there's only one section to complete – just click the title and it will load

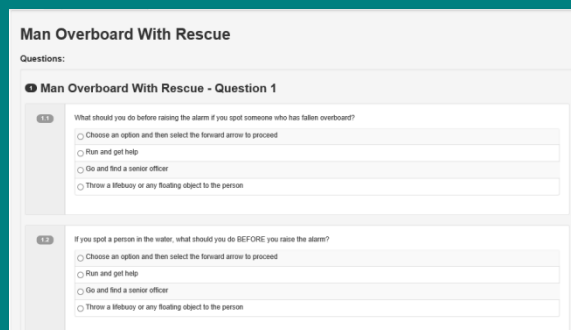
Loading a course

Click on a course title to access the course content

This course has two sections, an e-learning module and an exam. Click on each one to complete them both and finish the course



Most of the HESS elearning follows the same format. Click 'start' to begin and complete all the sections



Once you have completed all sections you can then select to take the exam. Click on "Exam" tab on the left corner.

The exam is multiple choice, once completed click the green button

[Click here when done](#)



For user support please speak to the following onboard:

- Learning and Development Officer
- Fleet Safety Trainer
- Environmental Officer
- IT Officer

Additional shoreside contacts:

FleetPeopleSupport@carnivalssi.com
deckandtechpdrs@carnivalukgroup.com

medicalpdrs@carnivalukgroup.com

FAQs

What if my personal details are wrong?

Changes to personal information, especially personal email addresses need to be submitted to FleetPeopleSupport@carnivalssi.com so that the details can be amended on Mistral. The updated details will subsequently then appear on GLADIS. Attempting to change these on GLADIS may cause access issues.

What if I can't log in on my first day onboard?

When joining a vessel, you may need to wait for GLADIS to update with your details before you will be able to log in. This will usually occur during your first day onboard at the latest

Problems logging in? Forgotten your password?

If you have forgotten your password please follow the password reset steps on GLADIS. If you have any issues with this, you can contact one of the Officers listed on the right hand side of this page. You can also request a password reset by contacting IT Support shoreside. Please note you will be requested to change your password every 30 days in line with the company IT policy.

What if elearning is not displaying correctly?

If GLADIS is not displaying correctly on the computer or you are receiving error messages when trying to access the content, this could be caused by the onboard computer settings or by using Internet Explorer .

Please try using **Google Chrome** or an alternative computer if possible before contacting the your Onboard IT Officer.

Not all e-learning will display correctly on mobile phones due to the screen size.