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@carni valssi.com with your questions.



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.

TO ACCESS GLADIS ON YOUR PERSONAL DEVICE Click on the link in the 'free sites' list

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The Insider		Internet.pocruises.com	
Cunard Training Site		Ocean Pay	
Code of Safe Workin Carnival UK Pension			
Corporate Clothes	acheme	OceanPay International	
New Joiners Survey		Cintra iQ	
Environmental Cultur	te Survey	My Cintra	
Perks At Work		Magsaysay crew	
Mission to Seafarers UK GOV - Travel Advi			
OK GOV - Travel Advi Ocean Pav	ce	Magsaysay Online	
OceanPay Internatio	nal	Singa crew	
Cintra iQ		ICICI Bank	
My Cintra		BACARDI Cruise Competition	
Magsaysay crew			
Magsaysay Online Singa crew		Filipino Magsaysay Crew Survey	
ETA Visa (Local Leav	(m)	Indian Crew Survey	
E-Visitor - Subclass		Articulate online compliance trainin	na
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GLADIS			-
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	Login	FAQ	
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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)

*			
Login			
Email Address/User ID	Email Address/User ID		
Password	Password		
Remember Me			
	Login Forgot Password?		

Setting up Password Re-set Security Questions

You are able to setup Security Questions that will allow you to reset your password if you forget it. You must first activate these by going to <u>http://gamain3301.marinels.local/PagesHome/Logon</u> and providing your answers to the available questions. If you do not have internet connectivity please try again at another time. If you do not wish to add these now you may continue to logon by clicking Continue. Click the hyperlink to access the shoreside server login page.

Continue

Login with your user ID and password

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Security Qu	estions		
		can be used to reset it. Please provide answers to at least 3 of the available questions. Y use them to reset your password.	'ou will
What is your birth year?	Your answer		
What is your first boss' name?	Your answer		
What is your pet's name?	Your answer		
	Submit Answers		
Logon			
Logon Email Addre	ss/User ID	Email Address/User ID	
Email Addre	ss/User ID Password	Email Address/User ID Password	
Email Addre			
Email Addre	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



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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.

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My Courses	Instructor	Course Cat	alogue		
ACTIVE CO	Details >				
(GDPR) Data	entials	Ø			
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Environmental Awareness Video 2016					
Environmental Training CBT					

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

Go and find a senior officer
Throw a lifebuoy or any floating object to the person

Run and get help

Go and find a senior officer
Throw a lifebuoy or any floating object to the persor

If you spot a person in the water, what should you do BEFORE you raise the alarm?

O Choose an option and then select the forward arrow to proceed

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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



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

Click here when done

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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.