

CAT[®] MINESTAR[™] SOLUTIONS

MINING TECHNOLOGY ACADEMY USER GUIDE



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OVERVIEW

To attend any technical training courses, you need to be registered in the MTA, or the Mining Technology Academy. It is a “university” hosted by **Docebo**, which is a portal for all training received, training activated, learning materials, and certificates.

The types of learning courses presented through MTA are the following:

- **eLearning**
A self-paced online course completed by you via the MTA website.
- **ILT**
Sometimes referred to as offline courses that are delivered by an instructor in a classroom environment. If you are scheduled to take an ILT course, an MTA instructor will enroll you into the correct courses.
- **Learner Materials**
A guide that is accessible to you that can either be a Participant Guide (PG) or a Workbook. This will help you in completing the ILT. Once you have completed these in the MTA, you will have access to learner materials at any time. Please note, not all ILT courses have these materials.

SIGN IN

To sign in:

1. Launch a web browser and go to <https://miningtechnologyacademy.docebosaaS.com/>.
2. Enter your **username** and **password** into the sign in form. Use the credentials that you received via email.

Note: If you are signing in for the first time, you need to register or click the link in the email you received from an admin at Minestar_training@mining.cat.com.

3. Click **Sign In**.

The image shows a browser window with the URL <https://miningtechnologyacademy.docebosaaS.com/>. The page title is "Sign In" and it prompts the user to "Please insert your username and password to proceed". The form contains two fields: "Username (Required)" with the value "johndoe@mta.com" and "Password (Required)" with masked characters. A red "SIGN IN" button is highlighted. Below the form are links for "Forgot your password?" and "New user? Register".

The email notification below shows a message from the Mining Technology Academy. It includes the following text:

Dear [Name],

Please find your requested login information for Mining Technology Academy below.

Your username is: [\[Username\]](#)

If you already know your password, click [here](#).

If you are logging in for the first time or need to reset your password, click [here](#).

Please contact us with any questions.

Thank you.

MineStar Training Team

minestar_training@cat.com

4. In some cases, the system may ask you to change the password upon first login. This allows you to customize your own password, which will only be known by you. If this happens, enter your **current password** and your **new password**. Press **Change Password** to confirm.

4

Change Password

You are required to change your password in order to access your platform

Your Current Password (Required)

New Password (Required)

Confirm New Password (Required)

[SIGN OUT](#) [CHANGE PASSWORD](#)

REGISTER

To create a new account:

1. Launch a web browser and go to <https://miningtechnologyacademy.docebosaas.com/learn/register>.
2. Complete the **User Profile** fields.
3. Use the **Branch Name** dropdown menu to select the branch applicable to you.
 - a. Cat (Internal)
 - b. Dealer
 - c. Customer (by region)
4. Click the checkbox to accept the **Privacy Policy**.
5. Click **Next**.

The screenshot shows a web browser window with the URL miningtechnologyacademy.docebosaas.com/learn/register. The page title is "Register" and it includes the instruction "Begin your new learning experience by simply filling out this form." The form is divided into two steps: "1 User Profile" and "2 Additional Fields". The "User Profile" step includes the following fields: "Email (Required)", "First Name (Required)", "Last Name (Required)", "Password (Required)", "Retype Password (Required)", "Language (Required)", and "Time Zone (GMT +08:00) Asia/Shanghai". The "Additional Fields" step includes a "Branch Name" dropdown menu with "_CAT (Internal)" selected, a checkbox for "I accept the terms of the privacy policy View Privacy Policy (Required)", and a "Sign In" link for "Already registered?". A "NEXT" button is located at the bottom right of the form. Numbered callouts (1-5) point to the browser address bar, the form fields, the branch name dropdown, the privacy policy checkbox, and the "NEXT" button, respectively.

6. Complete the **Additional Fields**.

- a. **Cat Internal** – use the dropdown menu to select the appropriate Group and then fill in the Job Role.
- b. **Dealer** – use the dropdown menu to select the appropriate Dealer Name or Dealer Code (e.g., Finning Canada or N030) and then fill in the Job Role.
- c. **Customer** – use the dropdown menus to select the appropriate Customer Name and Mine Site (e.g., Customer Name: Acacia, Mine Site: North Mara). And then, fill in the Job Role.

Note: Use the scroll function of the dropdown menu or simply type a few letters of the site name or your current employer to search.

7. Click **Register**.

The screenshot shows the 'Register' form for the 'Cat Internal' group. The 'Additional Fields' section is highlighted with a yellow box and a '6' in a yellow circle. This section contains two dropdown menus: 'Internal Group (Required)' and 'Job Role (Required)'. Below these is the text 'Already registered? Sign In'. At the bottom right, there is a 'REGISTER' button highlighted with a yellow box and a '7' in a yellow circle, and a 'PREVIOUS' button to its left.

The screenshot shows the 'Register' form for the 'Dealer' group. The 'Additional Fields' section is highlighted with a yellow box and a '6' in a yellow circle. This section contains two dropdown menus: 'Dealer Name (Required)' (with 'Finning Canada (N030)' selected) and 'Job Role (Required)'. Below these is the text 'Already registered? Sign In'. At the bottom right, there is a 'REGISTER' button highlighted with a yellow box and a '7' in a yellow circle, and a 'PREVIOUS' button to its left.

The screenshot shows the 'Register' form for the 'Customer' group. The 'Additional Fields' section is highlighted with a yellow box and a '6' in a yellow circle. This section contains two dropdown menus: 'Customer Name - EAME (Europe, Africa, Middle East) (Required)' (with 'Acacia' selected) and 'Mine Site - EAME (Required)' (with 'North Mara' selected). Below these is a 'Job Role (Required)' dropdown menu. Below this is the text 'Already registered? Sign In'. At the bottom right, there is a 'REGISTER' button highlighted with a yellow box and a '7' in a yellow circle, and a 'PREVIOUS' button to its left.

8. You will receive a confirmation message on the screen, and the platform will send you an email from Minestar_training@mining.cat.com. The email will contain a link that you need to click to confirm your identity.

8



Registration Request Sent

In order to complete your registration, please click the confirmation link in the email that we have sent to [redacted]

We have received your subscription request with the following information:

UserID : [redacted]

To complete the registration process, please click on the link below, (or copy it in your web browser address bar)

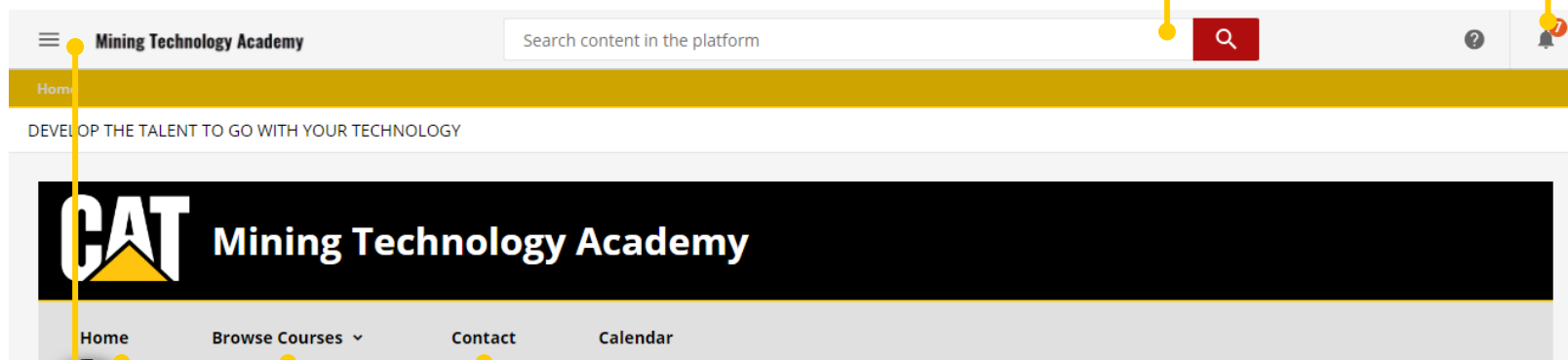
<https://miningtechnologyacademy.docebosaas.com/learn/user/confirm-registration/>

This request will be valid for the next 48 hours

NAVIGATION

The bell icon shows the recent notifications, which are the same as emails that are sent from Minestar_training@mining.cat.com. If you have any unread notifications, a small number appears over the icon to indicate the number of notifications that you have yet to read.

The search bar lets you search for courses, learning plans, content, assets, questions and answers, and catalogs in MTA.



This page shows the contact details of the MineStar Training Team.

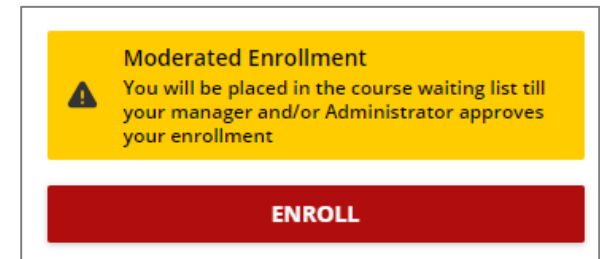
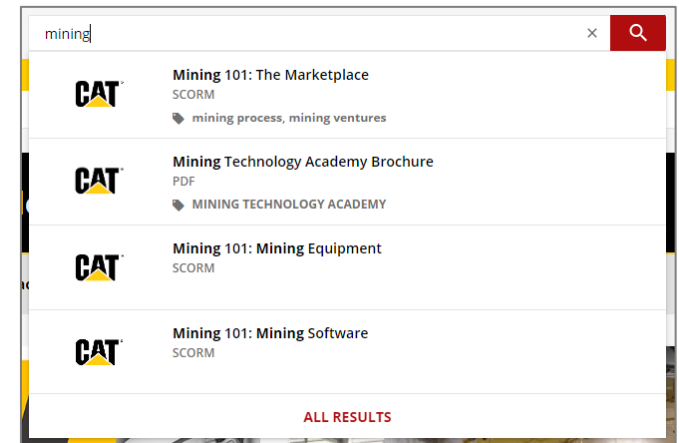
This page shows all the available eLearning and Instructor-Led/Classroom courses sorted by product.

This is the first page that you will see when logged in. It shows the featured courses, video, quick links, and your enrolled trainings. If you need to return to the homepage at any time, click on the logo button in the upper-left corner.

Search

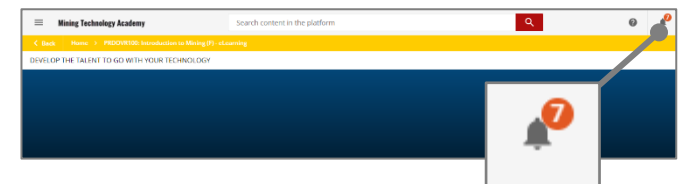
Once you enter the search term into the text area, the recommended content matching your criteria will appear below the bar. You can click the title of the content to view it. To see all search results, click **All Results** or the **magnifying glass**.

On the search results page, press the title of the content to access that area of the platform. Please note that if you don't have permission to access that specific content you will receive a message like the one below. This means that your enrollment will be pending for approval when you click Enroll.



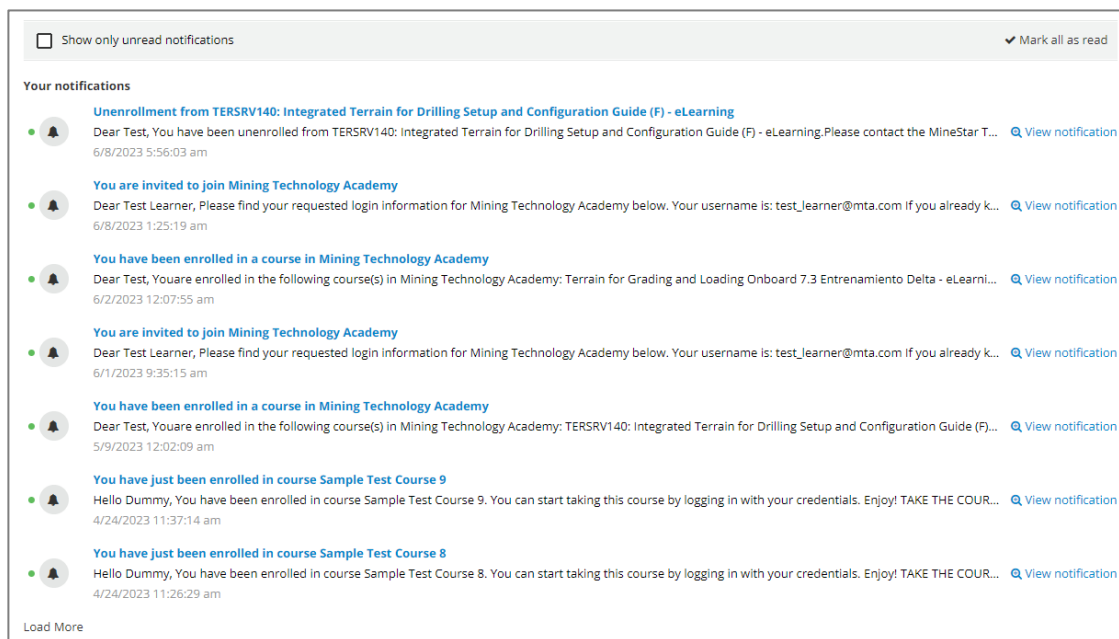
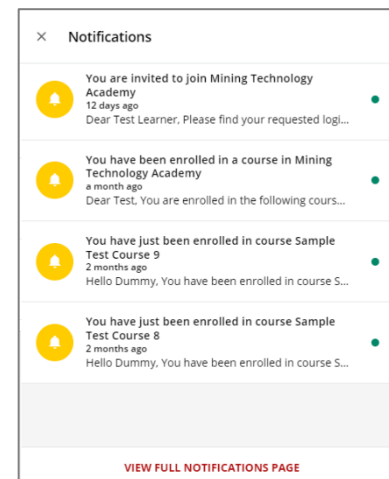
Notifications

Click the **bell icon** to view your recent notifications. If you have any unread notifications, a small number appears over the icon to indicate the number of notifications that you have yet to read.



Click the **View Full Notifications Page** item at the bottom of the slide-out panel to see all notifications.

On the top of the main Notifications page, you can use the option to see only unread notifications, or you can mark all notifications as read. Click the **bell icon**, the **notification tile**, or the **View Notification item** to read the notification.



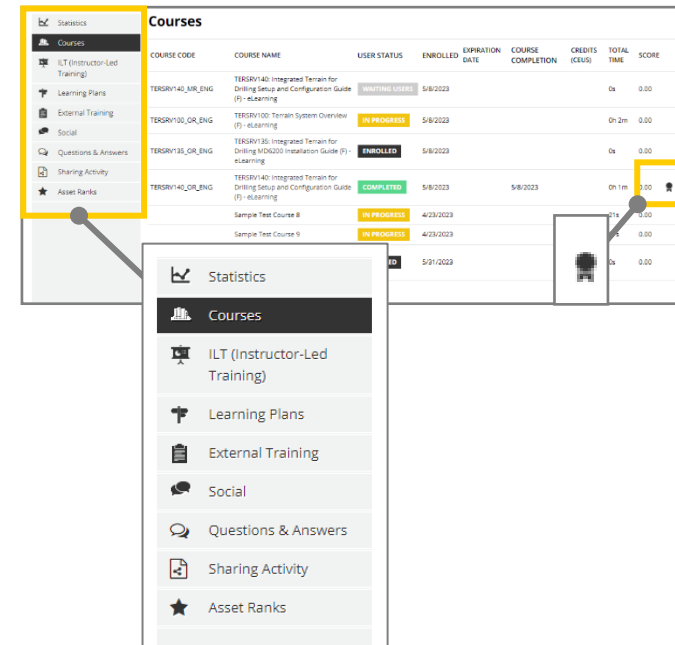
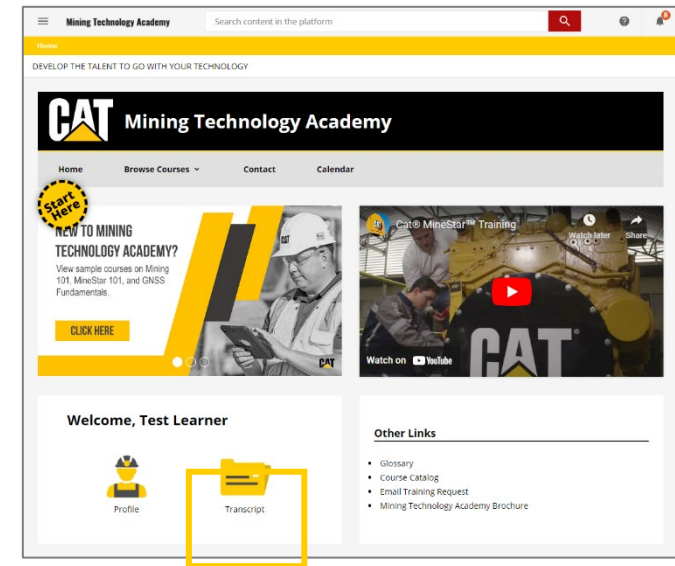
Transcript

Click **Transcript** from the home page to view your transcript.

This contains all courses that you are enrolled in, have in progress, and completed.

Completed course will have a certificate icon. Click on the **icon** to download the certificate for that course.

- **Statistics** – summarizes your general information, such as your user level, email, any groups you belong to, your subscription date, last access date, total time you spent in the platform (total time is the sum of the sessions time for each of the courses you are enrolled in), and the number of active courses in which you are enrolled.
- **Courses** – list of courses in which you are enrolled (active enrollments), as well as your archived enrollments, if any. Use the Enrollment Status dropdown to switch between the active and the archived enrollments.
- **ILT** – the list of the ILT (Instructor-Led Training) sessions in which you are enrolled. Each row displays course and session information, the date of enrollment, the number of hours of attendance, your status in the session, and your score. Click on the course and session information, to be directed to the course page.
- **Learning Plans** – the list of learning plans in which you are enrolled. Each row displays the learning plan name and code, the number of courses in the learning plan, and your progress in the learning plan (displayed as a percentage).
- **External Training** – Sometimes, your company may want you to report training activities performed on third-party systems. In your platform, you're able to upload your external training activities and certificates.



- ***Social** – summary of your social activities related to forums, which includes the total number of posts, the number of open discussions, average post rating, post rating details, and weekly forum activity.
- ***Questions & Answers** – overview of the quality, quantity, and timing of both questions and answers. Statistics include the number of questions asked and answered, the number of answers that have likes, dislikes, or the Best Answer marker; activity per channel, and where you fall in the rankings for answer quality, first-to-answer rate, and participation rate.
- ***Sharing Activity** – overview of the assets you shared. Statistics include the average rating of all your shared assets, the number of shared contents, the total number of views of all of the shared content, the average watch page, activity per channel, and graphs displaying the timelines of asset shares and views.
- ***Asset Ranks** – shows a list of all the assets you shared. Using the column names, you can sort the list by views, rating, invitations set, watch rate, or reaction time.

Note: *These features may be disabled and may not apply.

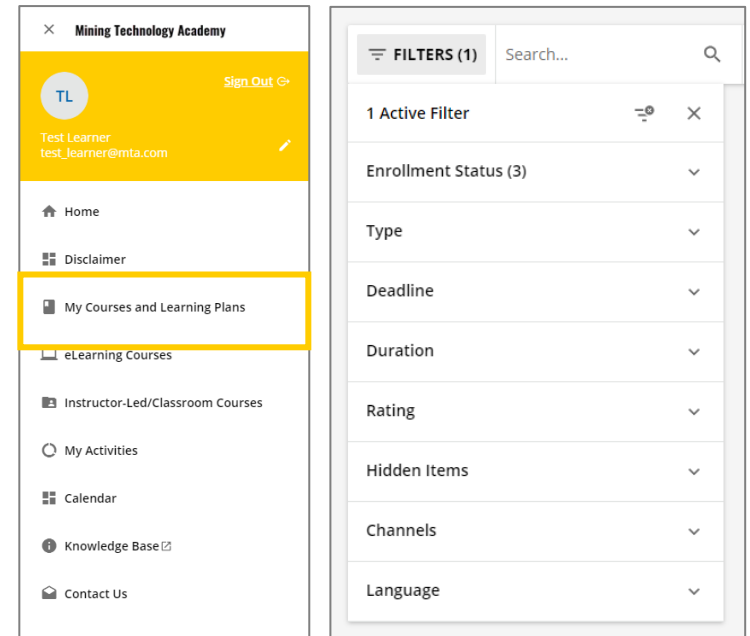
My Courses and Learning Plans

Click **My Courses and Learning Plans** from the main menu to view all the courses and learning plans in which you are enrolled in.

The My Courses and Learning Plans page lists all the courses and the learning plans you are enrolled in. You can filter which courses you want to view by pressing the Filters item at the top of the page.

- **Enrollment Status** – Not Started, In Progress, or Completed.
- **Type** – E-Learning, ILT (Instructor-Led Training), or Learning Plan.
- **Deadline** – All Deadlines, No Deadline, This Week, This Month, or This Year.
- **Duration** – All durations, Custom duration
- **Rating** – From one to four stars.
- **Hidden Items** – Don't show hidden items, show also hidden items, show hidden items only.
- **Channels** – Check the channels that you want to apply as filters.
- **Language** – Select the course/learning plan language (multiple selection is available).

Note: The filters are applied in real-time, meaning you don't need to press a confirm button to see them applied to the list of courses. To reset the filters, click the **Clear Filters** item at the top of the filters menu. You can also use the search bar at the top of the filters menu to search for a specific course or learning plan.



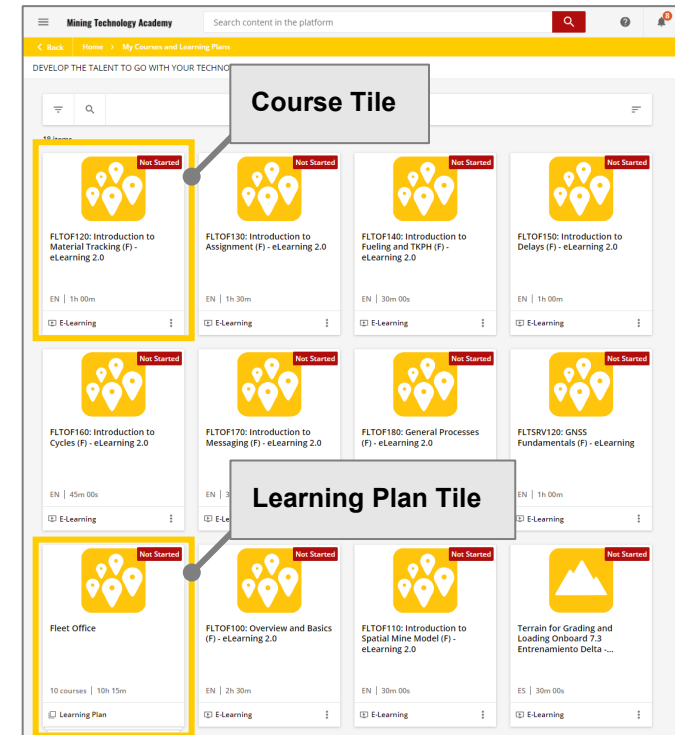
ACCESSING COURSES AND LEARNING PLANS

The courses and learning plans are identified by a tile on the page.

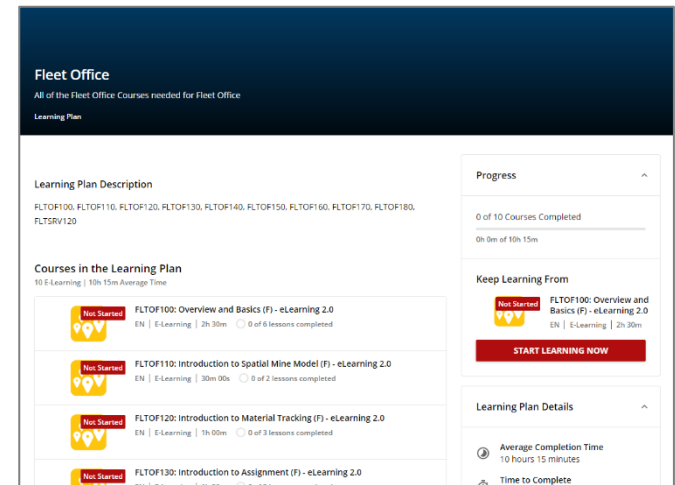
Course tiles display these details along with the course name: course type, course duration, your progress in the course. Depending on the course configuration, you may see additional information such as course rating, and whether the course is locked or not.

Learning plan tiles display these details along with the learning plan title: number of courses composing it, the duration, and your progress in it.

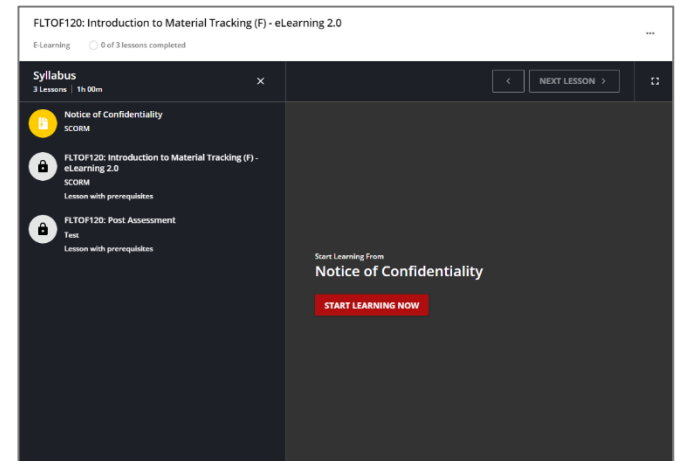
To open a course or a learning plan, click on its **tile** and start navigating it.



When accessing a learning plan, you will see the list of courses composing it.



When selecting a course, you will have access to the related training material.



FAQ'S

? What is available to Dealer and Customer with an eLearning Subscription for MTA? (Caterpillar can verify if a subscription is in place)

The subscription allows the number of users identified in the agreement letter to access all eLearning courses (eLearning courses are identified with the “eLearning” name in the title). All other courses not titled as eLearning are Instructor-Led and not part of the eLearning subscription.

? What if a User took an Instructor Led class and they have the login for MTA, but no eLearning subscription?

The user can review and retain materials such as participant guides and workbooks which were received in-class. Access to additional eLearning requires a subscription. Additional instructor-led courses must be booked as outlined below.

? How can a Dealer or Customer enroll in Instructor Led training courses?

Option 1: Send an email to minestar_training@cat.com to inquire about the available ILT courses.

Option 2: The Dealer and/or Customer go through Train-the-Trainer (TTT) Qualification program and purchase the Material with an MTA subscription to enable them to train Internally and Externally.



FURTHER INFORMATION



For any login issues, or further information, please contact MineStar on the [MineStar Training page](#).



CAT.COM/MINING

Wherever there's mining, there are challenges. Lowering costs. Keeping people safe. Working more efficiently. Managing your assets. Reducing fuel consumption.

And wherever there are challenges, there's Caterpillar. We don't just sell mining equipment; we solve problems. We're a true business partner who shares your goal of mining excellence — however you define it. And we have the knowledge, products, technologies, and solutions to help you get there.

WHEREVER THERE'S MINING, **WE'RE THERE.**

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