



Trainee Introduction Brochure EPITS

HOME PERSONAL DETAILS TRAINING OVERVIEW REMARKS GO TO CMS LOG OUT

Introduction to EPITS

The Electronic Personnel Induction and Training System (or EPITS) is an e-learning system. It is an internet-based application which is developed to provide an environment to learn and qualify for different e-modules at any time and at any place. Working for Total Nederland requires that you are aware and understand the procedures and work practices that apply to your job.

EPITS applies to all personnel that work for Total E&P Nederland.

Getting started

To get started with EPITS you need a computer with internet access. Open your internet browser and enter the following address: <https://tepnl.cataly.com>. At first time login you need to register. You will receive a registration key from your hierarchy. For Total personnel the registration key is TEPNL and for contractors the registration key is the contract number under which you perform your work at Total.

Registration in EPITS

1. Click on the button [Sign up for a new account].
2. Enter your registration key. [Continue].
3. You will see the name of your company. Confirm by selecting [Yes] and clicking on [Continue]. If this is not the company which pays you directly, go to 'registration for companies'.
4. Enter your personal details. Then click on the [Continue] button.
5. A profile will be created for you based on your answers to a number of questions. The training modules you are required to follow in EPITS are linked to your profile. Once you have answered the questions, click on [Finish].
6. As soon as the data has been sent, you will receive an e-mail with a temporary password. Use the password to access the system.
7. You will be asked to change your password. Choose a password that is easy for you to remember.
8. You are now ready to start working in EPITS.

Registration for companies

1. If you are not working for this company directly, select [No], click on the [Continue] button
2. Select the company which you are working for, then click on the [Continue] button. If your company is not in the list, select 'Other' and click on [Continue].
3. Now you have to must fill in the data. Confirm this by clicking on the [Continue] button.

Working with EPITS

Once you are logged-on to EPITS you find a grey banner with the following links:

Home	Allows you to go back to the starting page.
Personal Details	Shows your personal details and allows you to change your password, e-mail address, training profile or phone number.
Training Overview	Allows you to start an e-learning module or to start a questionnaire. The modules that are marked as required are mandatory and need to be completed successfully in order to qualify for your training profile.
Remarks	Allows you to issue questions or remarks on EPITS or one of the modules.
Go to CMS ³	Allows you to access relevant CMS documents that are related to your e-learning modules.
Logout	Allows you to logout. When you are away from your computer it is recommended to logout in order to prevent unauthorized use of EPITS.



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TRAINING OVERVIEW

02. WORKING WITH THE CORPORATE MANAGEMENT SYS. **REQUIRED**

You have not started any questionnaires for this module

[Start training](#) | [Questionnaire](#) | [Vragenlijst](#)

03. ORG. RELATED TO THE CMS AND DOCUMENT CONTROL **REQUIRED**

You have not started any questionnaires for this module

[Start training](#) | [Questionnaire](#) | [Vragenlijst](#)

10. GOING OFF-SHORE **REQUIRED**

You have not started any questionnaires for this module

[Start training](#) | [Questionnaire](#) | [Vragenlijst](#)

11. WORK PERMITS **REQUIRED**

You have not started any questionnaires for this module

[Start training](#) | [Questionnaire](#) | [Vragenlijst](#)

20. EMERGENCY RESPONSE **REQUIRED**

You have not started any questionnaires for this module

[Start training](#) | [Questionnaire](#) | [Vragenlijst](#)

01. BASICS OF THE TOTAL CORPORATE MANAGEMENT SYS.

You have not started any questionnaires for this module

[Start training](#) | [Questionnaire](#) | [Vragenlijst](#)

Training and Qualification

During registration are requested to select the training profile that applies to your job. Based on this profile you are required to complete a set of e-learning modules that are related to the activities you are about to perform.

In the 'Training Overview' you find a list of all e-learning modules that are available in EPITS. The modules that are marked as **required** are mandatory to qualify for your job, but you are also invited to view one of the other modules of your interest.



Working with E-Learning Modules

To start an e-learning module, you click on the [Start training] button



When you have selected an e-learning module, it will automatically start playing the introduction of the module. Press **[F11]** to get a full screen view. The e-learning module has several features that allow you to learn the module in your own speed. On the left hand side of the screen you find a column which shows the main topics that are subject to the training module.

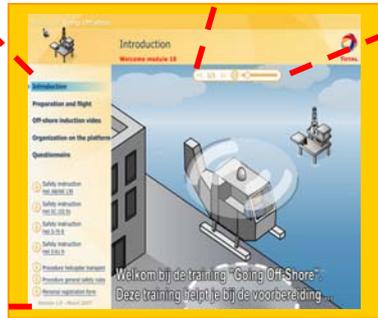


The links in the column on the left side of your screen allow you to switch forward and backwards between the different subjects of the module.

The 'i'-buttons provide you with additional information on a specific subject



The control bar in the animation allows you to move forwards and backwards.

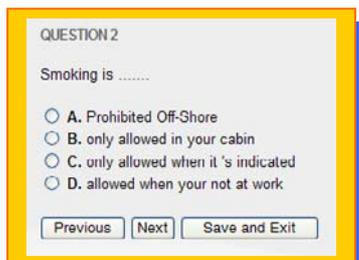


When the animation is ended, you can click on the 'forward arrow' to move to the next animation.

When you have finished the training, you are invited to answer 10 questions. To qualify for your training profile, you need to complete all required e-learning modules. You are encouraged to also complete non required modules.



Click on the [questionnaire] button to start a new questionnaire.



The questions are multiple-choice. When answering the questions you are allowed to switch between the questions. The questionnaire allows you to stop and save you answers and to proceed in a later stage. You may also review your answers and change as you like.

When you click [finish] your answers will be frozen and you will get an overview of your training result.

Questions of Feedback

If you have any questions of feedback on EPITS you can send an e-mail to the system owner: Tepnl.ep-cms@ep.total.nl.