

Supply Chain Academy (SCA)

Job Aid

For technical questions about the SCA website:
call 1-000-000-0000 or email support@xxxxx.com

Log in to Supply Chain Academy

From Internet Explorer:

1. Open GoldNet (<http://xxxxxxxxxxx.com>)
2. Click the link **Portals**.
3. Under the **Global Portals** list, click **Supply Chain Portal**.
4. On the **Supply Chain Portal** home page, click the link **Supply Chain Academy (SCA)**.
5. On the **Academy** login page, enter your username (**Newmont email address**) and your case-sensitive password (**xxxxxxxxxx**) in the appropriate boxes.
6. Click **Enter**.



Or you can access the SCA site directly from the Internet:

<http://www.xxxxxxxxxxxxxx.com/home/default.htm>

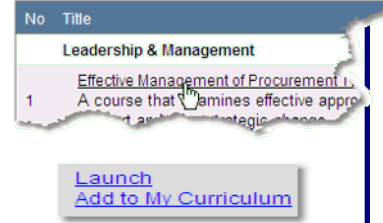
Reset Password

Forgot your password? Reset is simple.

1. From the **Supply Chain Academy** Home page, click the link **Forgot your password?** located under the **Enter** button.
2. In the **Reset Password** window, enter your Newmont email address.
3. Click the **Submit** button and your login information will be sent to your Outlook inbox.

Save a Course to your Curriculum tab

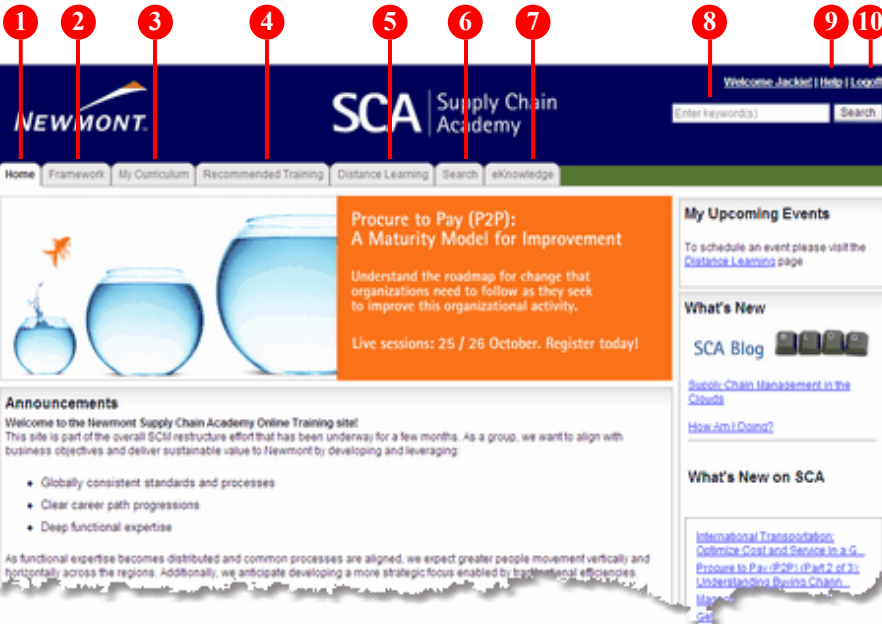
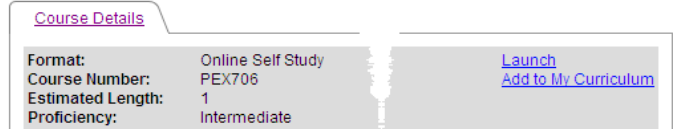
1. Locate the course on the **Recommended Training** tab (see steps in the box below).
2. Click the course title link to open the **Course Details** page.
3. Click the link **Add to My Curriculum**.
4. Enter a Target Completion Date, if desired and click the link **Add to My Curriculum**.
5. You can now launch this course from the **My Curriculum** tab.



Locate and Launch a Course

From the **Recommended Training** tab:

1. Click the link for the series of courses you wish to view.
2. On the Series page, click the link for the individual course you wish to view.
3. You will find a **Course Details** page with links allowing you to either **Launch** the course or **Add to My Curriculum** tab.
4. Once you have launched a course, you can also print the course details in .pdf form by clicking the **Print course** link located under the **Launch** and **Curriculum** links on the **Details** page.



1. **Home Page** tab - Click this tab to view your Home Page.
2. **Framework** tab - Browse through the levels and functional areas on this tab to locate and launch a course.
3. **My Curriculum** tab - Add favorite courses to this tab for quicker access by clicking the "Add to Curriculum" link on the description page of any course.
4. **Recommended Training** tab - View your recommended series of courses from this tab.
5. **Distance Learning** tab - Find a list of links to upcoming web learning sessions on this tab.
6. **Search** tab - Use this tab to search for courses based on specific criteria (i.e. Format, language, date).
7. **eKnowledge** tab - Access links to online web resources (i.e. Articles, eBooks, white papers). Also find blog links here.
8. **Site Search** - Search the entire Academy site by entering text into the box and clicking the Search button on the right.
9. **Help** - Click this link to access Academy site help.
10. **Logoff** - Exit the Academy site by clicking this link.

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