



Shell Brunei MobiliseMe™ Support Documentation

Version 1.0

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Welcome to MobiliseMe™

This support documentation introduces you to MobileMe's™ main functionality of the learning portal.

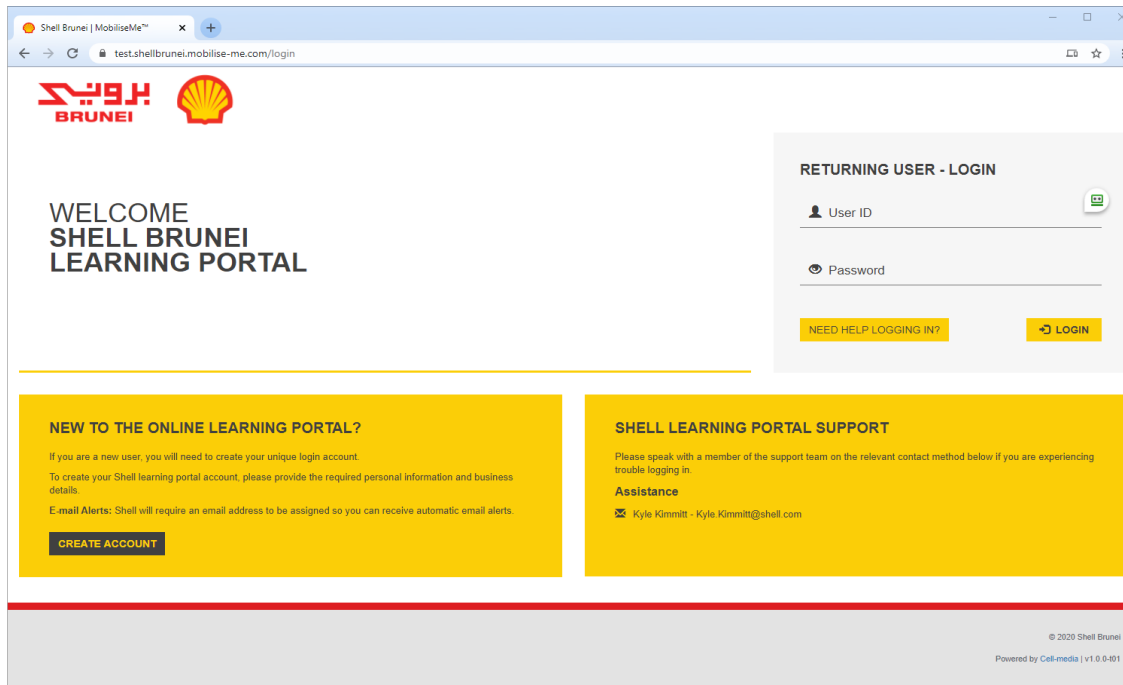
<http://shellbrunei.mobilise-me.com/>

This system can be accessed on Windows, Apple and Android devices (including computers, smart phones and tablets).

MobiliseMe™ supports the latest versions of the following browsers:

- Microsoft Edge
- Mozilla Firefox
- Google Chrome

Login Portal



To access the Shell Brunei MobiliseMe™ system, you must have an active account created by either the self-registration option or created for you by a System Administrator.

An existing or previously registered user must login via the RETURNING USER – LOGIN option.

If a user believes they have an existing account or are having trouble logging in, they can use the “Need Help Logging In?” option to retrieve their login details via an email.

If the user is new to Shell Brunei MobiliseMe™ and needs to create an account, please use the CREATE ACCOUNT feature on the Login Portal.

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test.shellbrunei.mobilise-me.com/selfregistration

NEW USER - REGISTRATION

INDUCTION ALLOCATION CATEGORY *
-- Please Select Option --

SHELL SAFETY PASSPORT NUMBER

FIRST NAME *
LAST NAME *

EMAIL ADDRESS *
DATE OF BIRTH *

COMPANY *
-- Please Select Option --

COMPANY NAME

RETURN TO LOGIN PAGE

CREATE NEW USER

SHELL LEARNING PORTAL SUPPORT

Please speak with a member of the support team on the relevant contact method below if you are experiencing trouble logging in.

Assistance

Kyle Kimmitt - Kyle.Kimmitt@shell.com

New users can create their own account by using the NEW USER - REGISTRATION page.

Each user is permitted to have a single user account which is dictated by the following logic:

- The BSP employee number is a unique value - accounts are not permitted to share ids.
- The combination of first name, surname and date of birth is unique and used to identify an existing user.
- The combination of first name, surname and email address is unique and used to identify an existing user.

Existing users will be instructed to use the “Need Help Logging In?” option to retrieve their login details via an email.

After all mandatory inputs have been completed, click the SUBMIT button to complete the registration.

A successful registration:

1. generates a unique username in the format surname.firstname
2. generates a password
3. sends a confirmation email with the user login details to the user
4. provides the user with the option to login immediately to the system and direct them to the LEARNING PORTAL.

Please remind the user to check their junk mail folder should this email not be received.

Shell Brunei | MobiliseMe™

test.shellbrunei.mobilise-me.com/help

WELCOME SHELL BRUNEI LEARNING PORTAL

SHELL BRUNEI LEARNING PORTAL SUPPORT

Assistance
✉ Kyle Kimmitt - Kyle.Kimmitt@shell.com

PASSWORD REMINDER

If we can identify you from the below information, we'll email your username and new password to the email address listed on your Shell Brunei Learning Portal profile. Please enter your details below and click the Check button to continue.

***FIRST NAME:**
Enter your first name

***SURNAME:**
Enter your surname

***EMAIL ADDRESS:**
Enter your email address

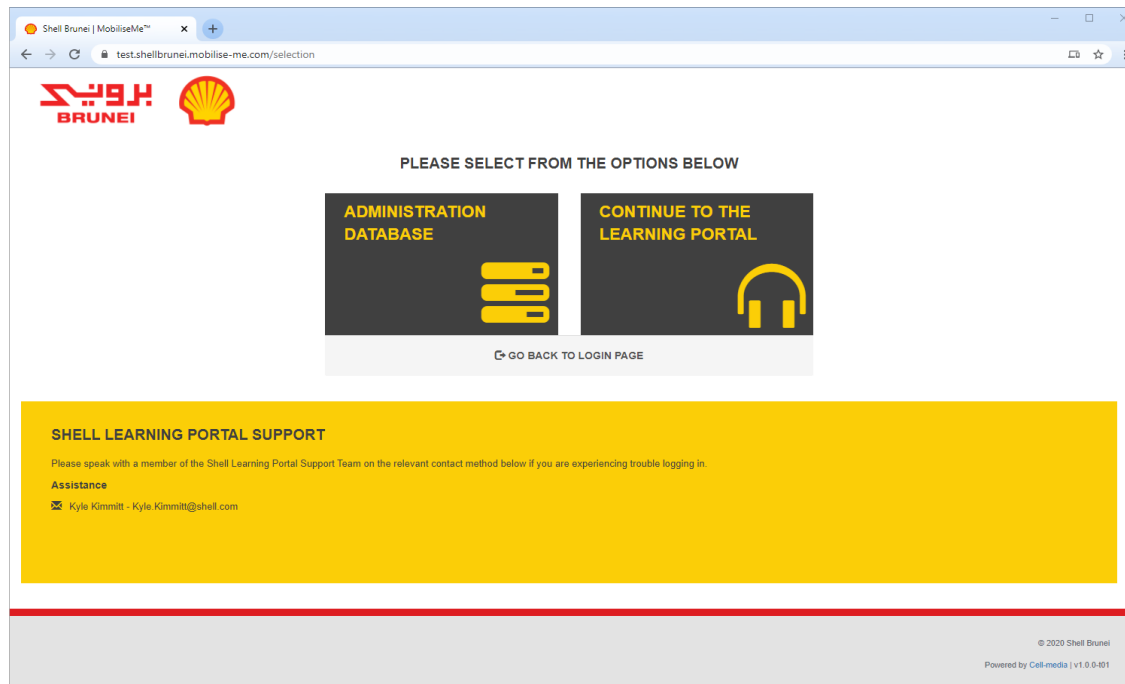
[RETURN TO LOGIN PAGE](#) [CHECK](#)

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Users can retrieve their login details or reset their password by accessing the 'Need Help Logging In?' screen. Based on the entered details, the system searches the available data for the user and sends a password-retrieval email to the user's designated email address.

If you have completed the induction before but the system cannot locate your account from the details you have provided, please contact your Administrator in the first instance and then Shell Brunei.

Selection Portal



All accounts have access to the LEARNING PORTAL. Each user can also be promoted to receive access to the ADMINISTRATION DATABASE.

If the user has been granted Administrative access, they are presented with the SELECTION PORTAL screen after logging in.

They can either enter the system as an Administrator or as an Inductee via the LEARNING PORTAL option.

Please note: the SELECTION PORTAL screen options are dependent on your user access level and company.

Switching Portals

To return to the main menu to change between the ADMINISTRATION DATABASE and the LEARNING PORTAL (where you complete the induction for yourself), click on the cube icon in the menu bar.

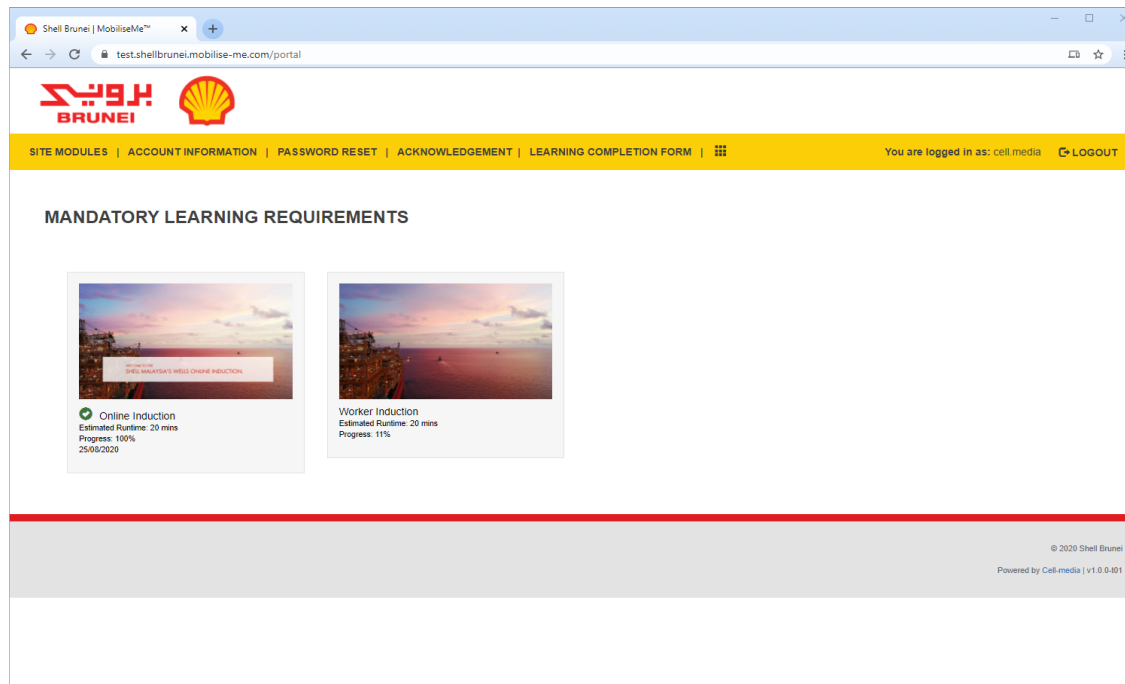


Logging Out

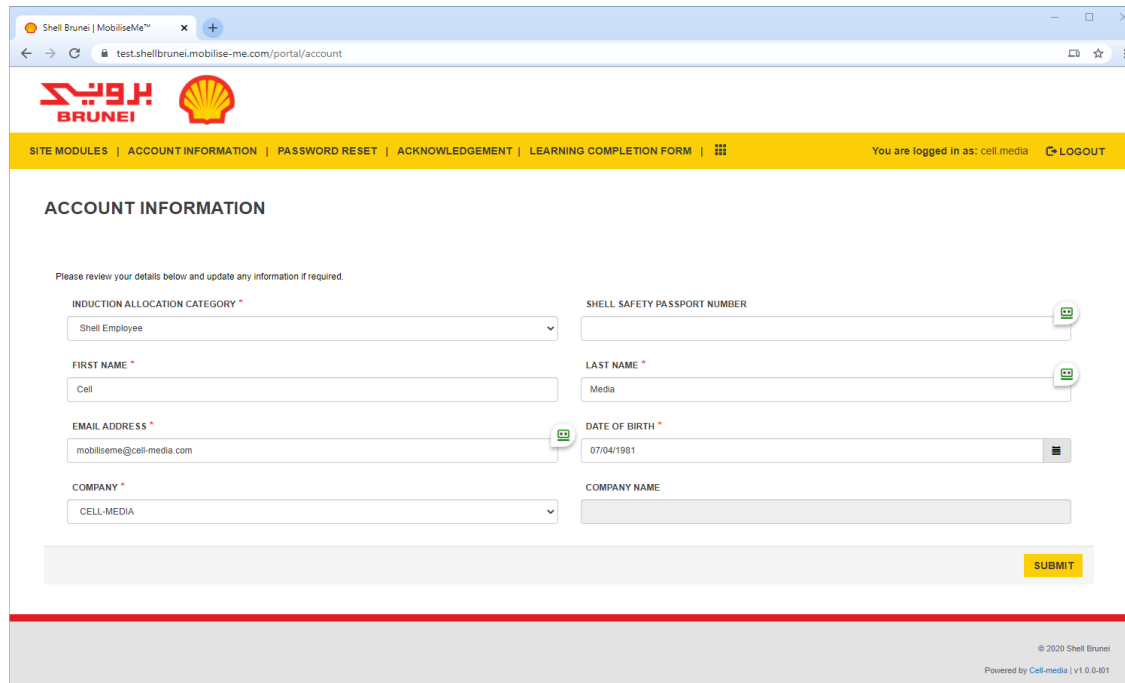
To logout of the Shell Brunei MobiliseMe™ System, click the LOGOUT button on the top right of the menu bar.



Learning Portal



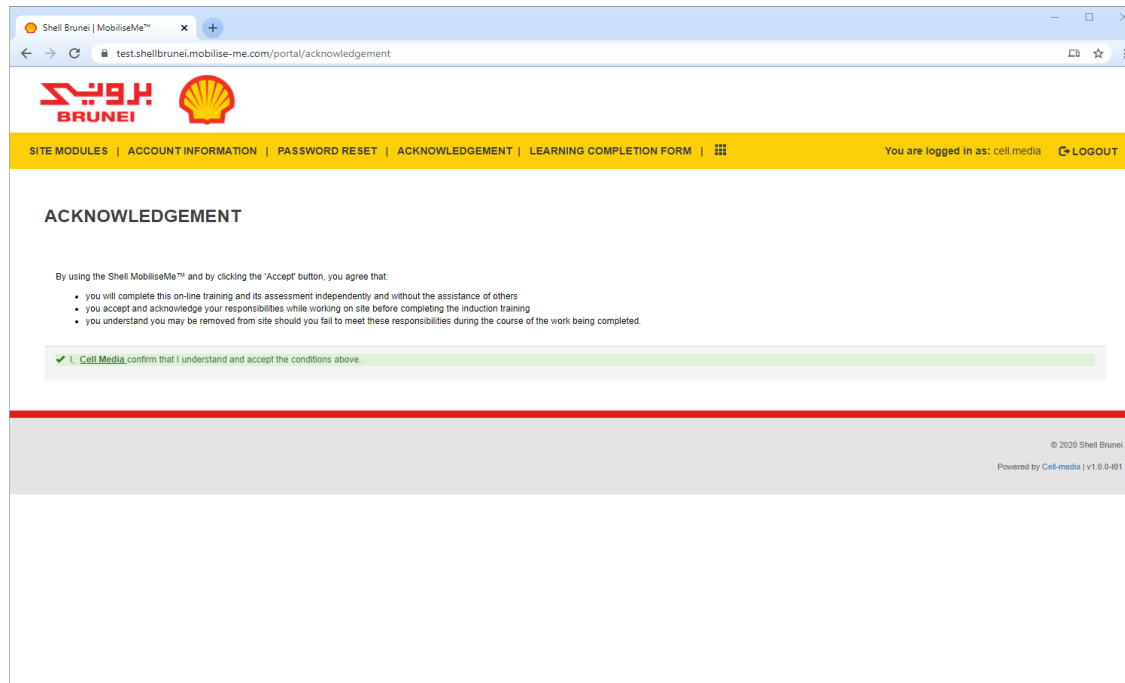
Please note: Users will have different LEARNING PORTAL views, dependent on their allocated inductions.



The ACCOUNT INFORMATION tab allows a user to update their information.

All fields can be changed except the SAFETY PASSPORT NUMBER, FIRST NAME, SURNAME and DATE OF BIRTH fields, which are locked to preserve account uniqueness.

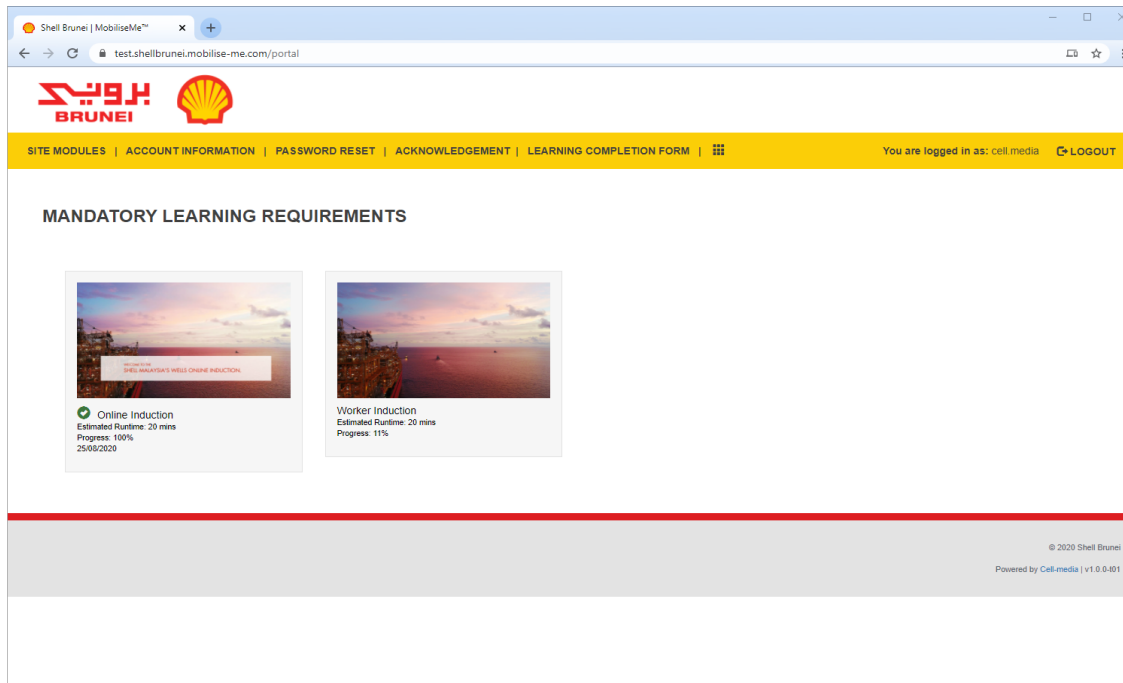
To return to the main menu to change between the ADMINISTRATION DATABASE and the LEARNING PORTAL (where you complete the induction for yourself), click on the cube icon in the menu bar.



If you are logging in for the first time or being redirected from a successful account creation, the user is presented with the ACKNOWLEDGEMENT page.

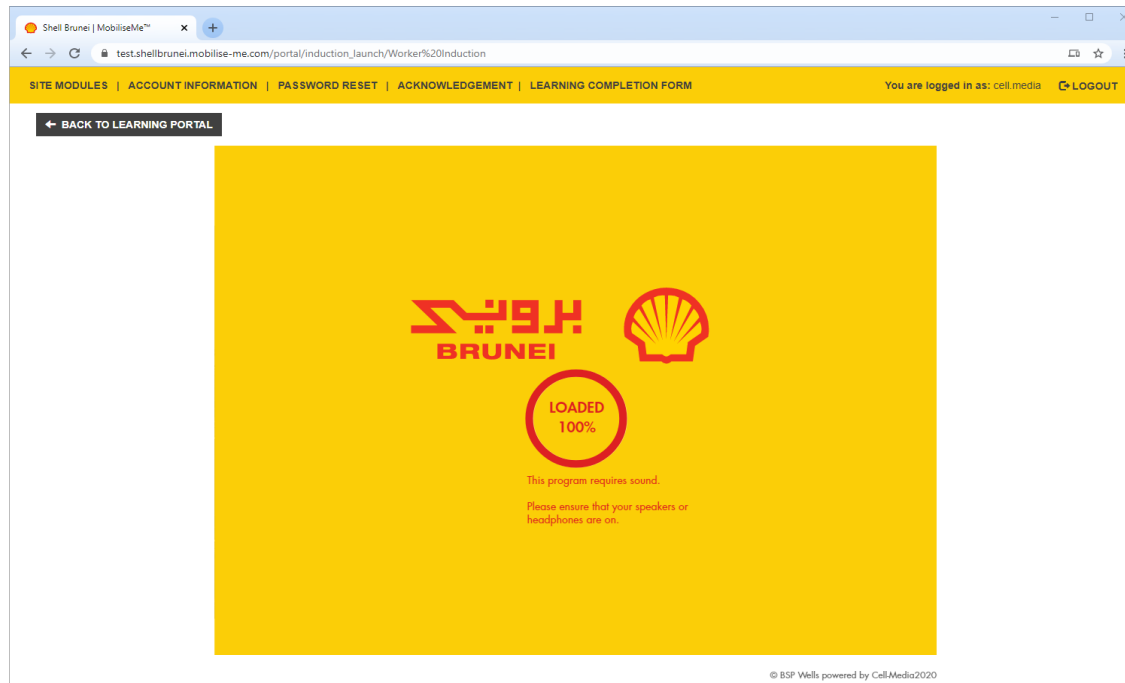
The user must understand and accept the conditions before gaining access to the SITE MODULES tab.

The system allows the user to update their account information and password via the ACCOUNT INFORMATION and PASSWORD RESET options.



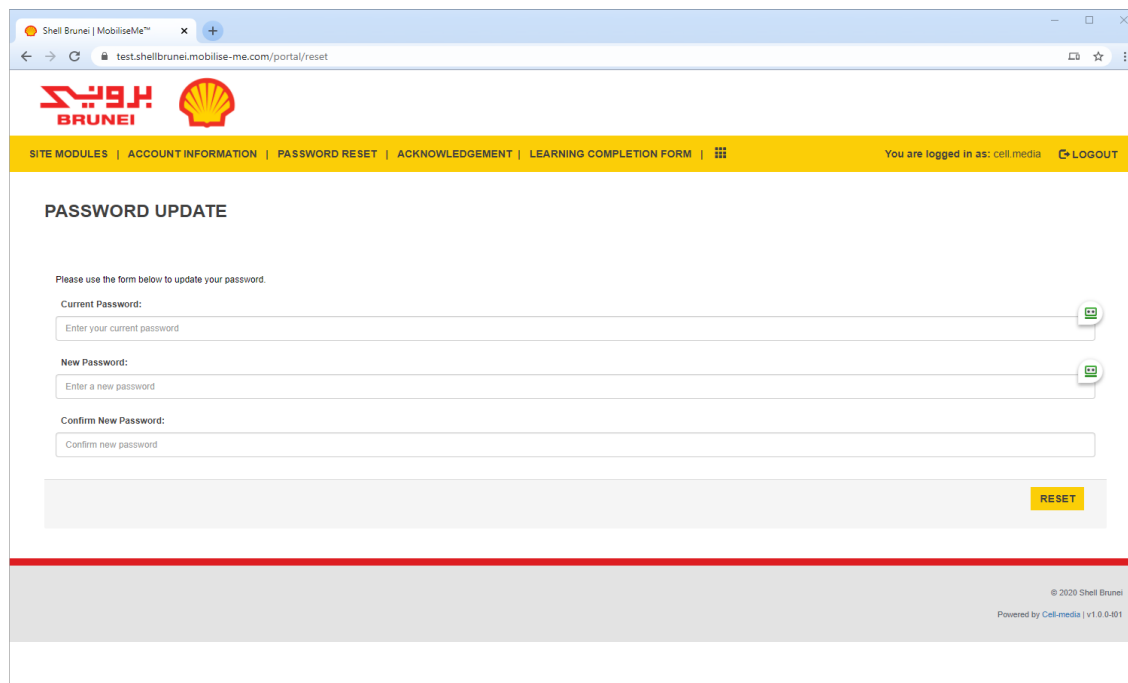
This page lists all available inductions (as per the Induction Allocation Category). Click each induction image to launch the induction.

Please note: all mandatory inductions must be completed prior to site access.



Each induction will launch within MobiliseMe™. To save progress, the user must press the BACK TO LEARNING PORTAL button and return to the LEARNING PORTAL page.

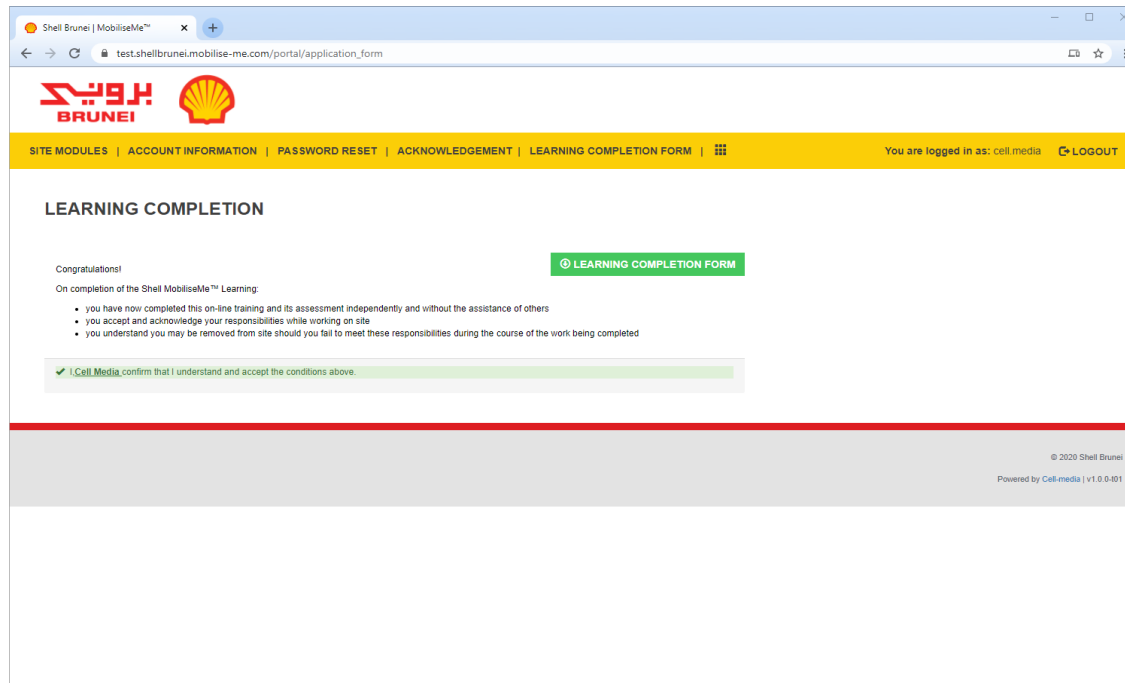
Once the induction has been completed, a printable certificate appears on the screen. You will also receive an email confirming the completion.



Users can manually update their passwords from this screen.

During account creation the system will construct an 8 character alphanumeric password unique to each account. The individual may choose to keep the original password or use the fields below to change it to a more memorable sequence.

The user must enter a new password into the PASSWORD and CONFIRM PASSWORD fields, before pressing the RESET button.



Once a user has completed all their allocated inductions, they can access their LEARNING COMPLETION FORM. They must complete any acknowledgements and can then download a PDF detailing their completed inductions and induction validity.

The background is a vibrant blue gradient with a perspective effect, creating a sense of depth and movement. It features numerous horizontal and diagonal lines of varying lengths and opacities, some appearing as bright, glowing streaks. The lines converge towards a vanishing point in the center, giving the impression of a tunnel or a high-tech corridor. The overall aesthetic is clean, modern, and digital.

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