



**ON-LINE ACCESS TALKS FOR
CONTRACTS TO CEPSA CENTERS**

Revision 4 – April 2023

Welcome to the program "Security session for access to Cepsa centers".

To access the access session, you just have to enter the portal that is located at the address: <https://campuscp.aulaslms.com/contratas/portal/index.php?lang=en>, and register by clicking on the "Registration Form" button. Select the corresponding flag so that the content is displayed in Spanish or English.

The screenshot shows the top navigation bar with the CEPSA logo, flags for UK and Spain, and an "Access your sessions" button. Below it is a menu with "Presentation" (selected) and "Registration Form". A note below the menu reads: "If you are a user of the system to access the platform with credentials. Otherwise, fill out the Pre-registration form."

You must fill in all the data and select where you want to access:

The screenshot shows the "Registration Form" with the following fields: Name, Surname, NIF/NIE, Email, Company, Password, and Confirm Password. Below the fields is a section titled "Select centers on which you want to access" with three radio button options: Site San Roque, Site Palos, and Site Canarias. A note above the form states: "All fields are required, except the picture. Before submitting this form, it is very important to check the information, since once sent there is no possibility to change this data. Verify that the email is correct and active, any communication from center will be sent to your address (password changes, etc)."

Remember and write down the Email you used to complete the registration form, as it will be used to send you the information and to reset or recover your password when you need it.

Check that you have correctly entered your **NIF/NIE/Passport Number**, the numbers and using lowercase letter.

It is **important** that you **read and accept the Privacy Policy of the site** so that the registration can be processed. The Privacy Policy is accessible from the link.

I have read and accept the **Privacy Policy**



At the moment of completing the registration, if everything went well, we will send you an email. Remember to indicate an active email address, which you can easily consult, as all communications will arrive there.

Estimated student: We inform you that your registration has been correctly executed. You can access your course with the following data:

User: 88556677T

Password:ROJO_1992

Access <https://campuscp.ingenia.es/contratas/portal> to take the course / s corresponding to the centers you've selected.

This is an automated message, do not respond this email.

You can only register once, but you can request access to other centers once you have your user.

My sessions

[Access Session Site Canarias](#) Passed online (Ver justificante)

Links

If you have doubts you can consult the [FAQ](#) or the [user manual](#)

Legacy

[Legal Notice](#)

Order centers

[Request access to other center](#)

To access the login session on successive occasions, you can enter by entering your credentials in the section "Access your sessions". If you forget your password, you can retrieve it by clicking on "Remember password", **an email with the new keys will be sent to the email you have indicated on the registration form.**

Depending on the sites selected, you will need to perform login sessions associated with them. To access a login session, click on the title of the session and follow the on-screen instructions.

Once inside you must carefully read the welcome message and press **"Enter"**.

Access Session Site Canarias

SERVICE COMPANIES QUESTIONNAIRE | SESSION IN SAFETY FOR ACCESS - REFINERY TENERIFE, PETROCAN, ESA'S CEPSA AVIATION, CMD AND THE MILITARY BASES OF GANDO AND GUACIMETA.

In this session you will learn safety regulations, occupational risk prevention and environmental compliance in all areas of CEPSA.

To allow you to access to the refinery you should watch the entire video with special attention to its content, and after this answer the questionnaire about safety and environment satisfactorily.

You have 3 attempts for day to complete the questionnaire.

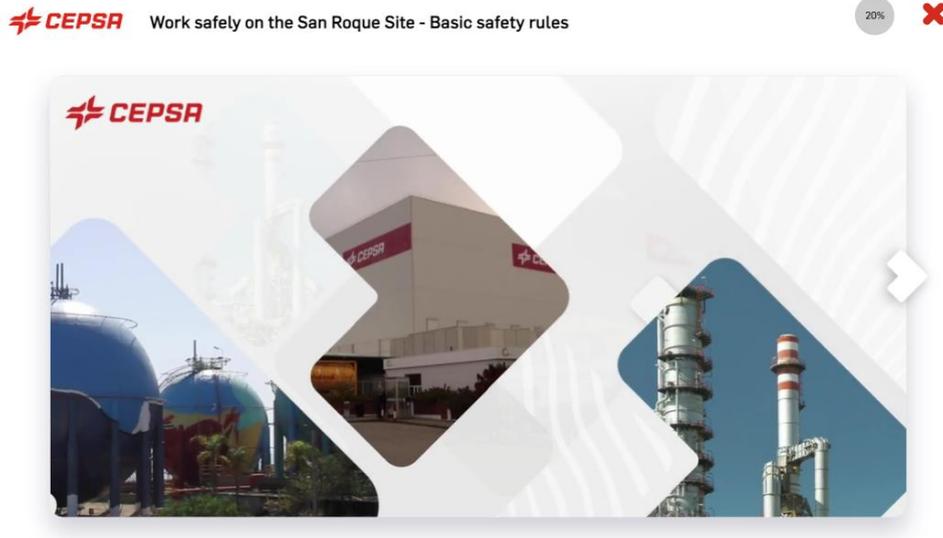
Click the **Enter** button to open the session and follow the instructions.

Enter

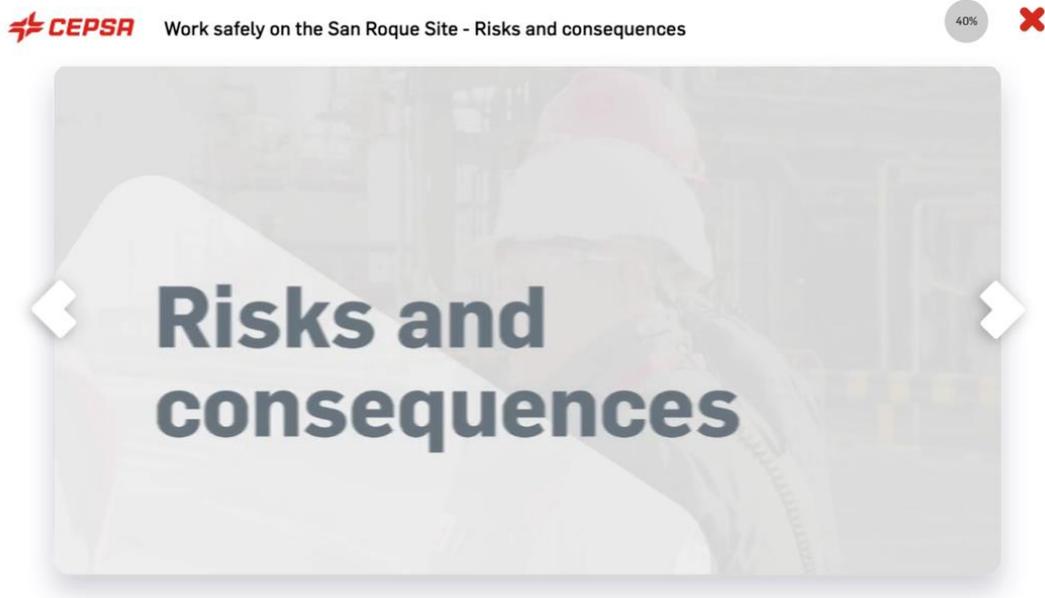
In your browser, the address bar may see an icon that says you have pop-ups locked . Click on it and **allow the pop-ups** of “https://campuscp.aulaslms.com/contratas/”.

Next, you must carefully view the online.

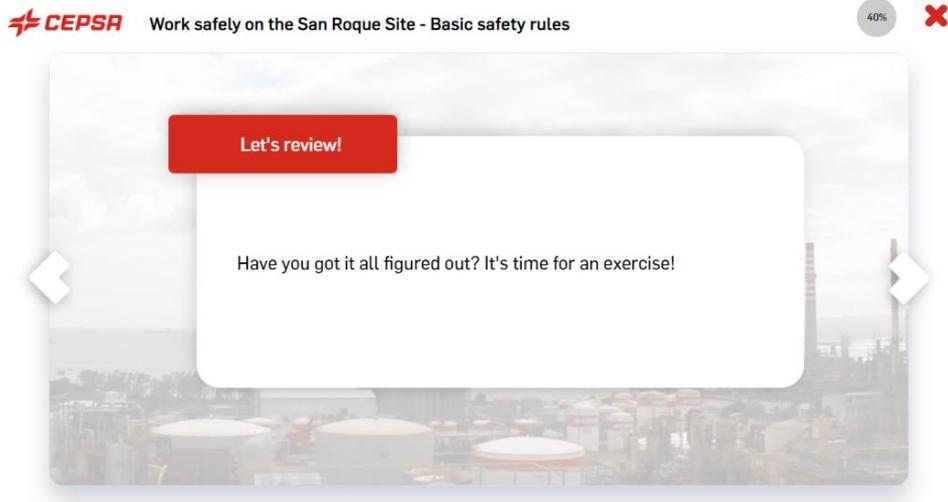
The content plays automatically and will stop at the end of each block.



In Review mode (once the content is read), you can **fast forward or backward** through the blocks by pressing the button on the far right or left of the screen respectively.



You can also check your mastery of the topics, doing the **review exercises** that are interspersed in the content blocks.

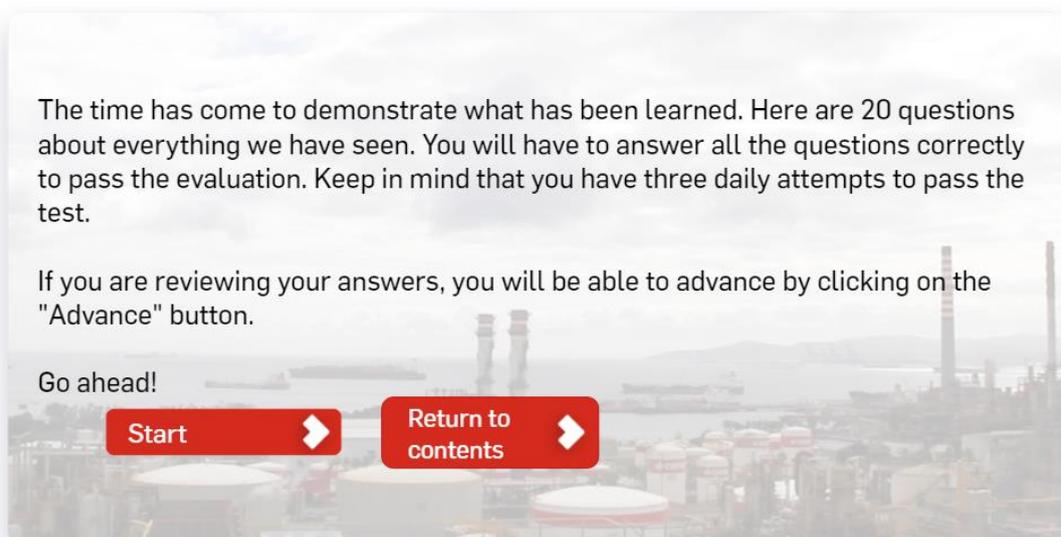


You have **three attempts** to do the exercise and if the third one did not give the correct solution, we would show it to you so that you could continue.

Once all the blocks are finished, you can access the **final questionnaire** or re-read the contents.

The final questionnaire consists of **20 random questions, which you have to answer correctly** to overcome the access session, otherwise you must review the content again.

Each day you will have 3 attempts to overcome the access session. If you exhaust your attempts one day you can continue the next day.





Once the online access session is over, you will receive an e-mail and your status will change to "passed".



Estimated MARIA JIMENEZ JIMENEZ

Please note that you have passed the session to access the center: Refinería Gibraltar y Cepsa Química
Puente Mayorga

CEPSA reserves the right to refuse the on-line session and the obligation to do it in person.

This is an automated message, do not respond to email

When a worker passes an access session of a Site, he does so for all the centers included in the access session of the Site.

However, each center, independently, can reject the request and force the worker to perform the access session in person.

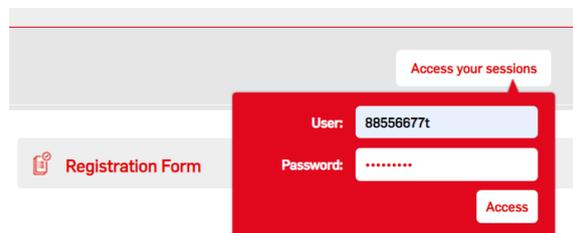
Frequently asked questions (FAQ)

The following are answers to the most common questions:

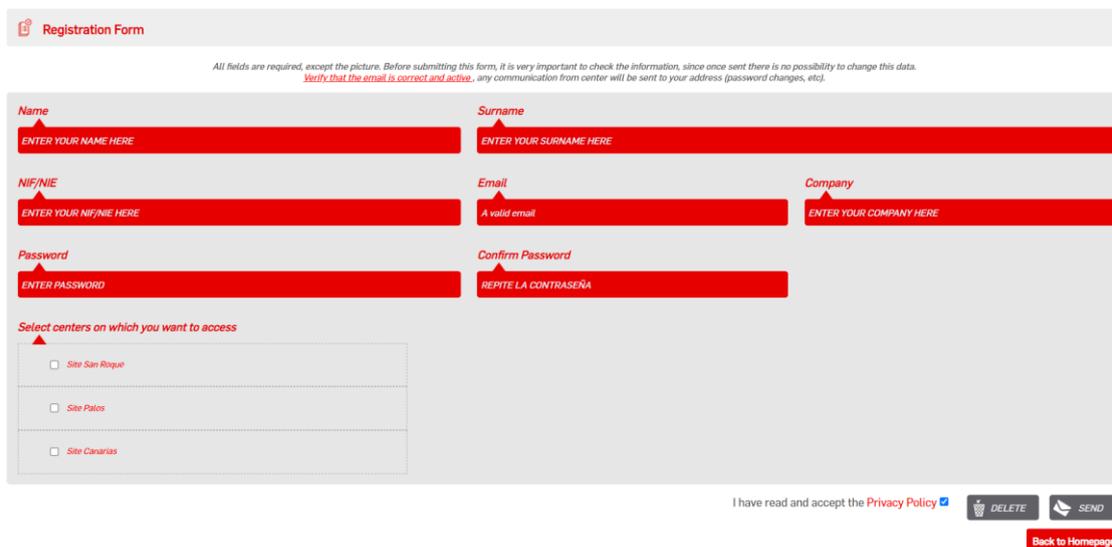
I- How do I access the content of the Site access talk?

There are two possibilities:

a) If you are registered click on the button "Access your sessions", on the right of the screen. Enter your username and password. Click on "Access" and you will enter the system.



b) If you are not registered, click on the "Registration Form" and complete the information contained therein, it is necessary to fill in all the fields, since they are mandatory. **Check your NIF/NIE/Passport Number** (numbers and letter) **and the email** you will use, click on the Site(s) you want to access, accept the Site Privacy Policy and click on "SEND". You will receive an email with your credentials to the email address you provided. Sign up with an active email address that you can easily view. Once you have them, follow the steps in the previous point.



Registration Form

All fields are required, except the picture. Before submitting this form, it is very important to check the information, since once sent there is no possibility to change this data.
Verify that the email is correct and active, any communication from center will be sent to your address (password changes, etc).

Name
ENTER YOUR NAME HERE

Surname
ENTER YOUR SURNAME HERE

NIF/NIE
ENTER YOUR NIF/NIE HERE

Email
A valid email

Company
ENTER YOUR COMPANY HERE

Password
ENTER PASSWORD

Confirm Password
REPITE LA CONTRASEÑA

Select centers on which you want to access

- Site San Roque
- Site Pales
- Site Canarias

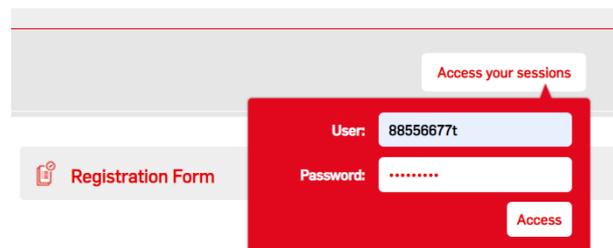
I have read and accept the [Privacy Policy](#)

DELETE SEND

Back to Homepage

2- I can't access my account/ I don't remember my password/ I forgot my password

To log in, enter the “Username” (usually your DNI/NIE in lowercase letters) and the password you entered when you signed up. If you don't remember it, click on “Remember Password” and fill in the details you are asked for. An email with your credentials will be sent to the email address with which you registered for the platform.



3- When I register, when trying to register as a user, the message appears on the screen: “The request could not be processed. There is already an inscription with your NIF or email”

The platform already has the data you are trying to enter (NIF/NIE, Email or both). It is not possible to register with an email address that is already registered on the platform. The email address is unique to each person, you can use Gmail, hotmail, company accounts etc., but they cannot already be in use on the platform. You cannot have the same email account for two different users.

If you are not sure of your login details, click on “Remember Password”, complete the form and your credentials will be sent to you to access the platform. Once in the platform you will be able to check your data by accessing your profile.

4- I've changed my password and can't access

If you've recently updated your password, the old password may still be recorded in your browser. Delete the one that automatically appears on the form and manually type the new one.

If you do not remember the password, click on "remember password" and a new one will be sent to the email address you have put in the registration form.

5- The confirmation of having passed the access talk has not reached my email.

Check that it's not in your email spam, such as junk mail.
Verify that the email address listed on the platform is correct.

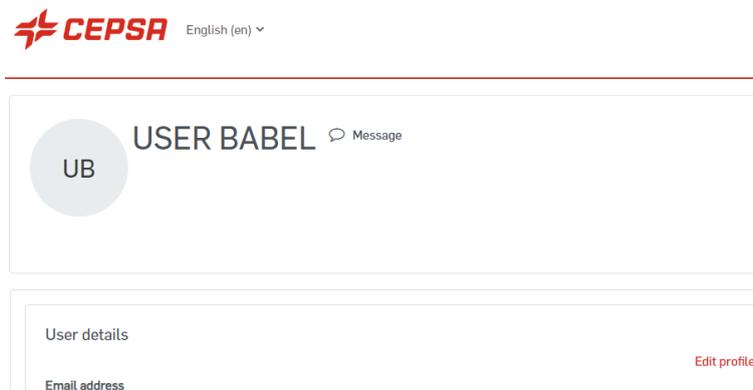
You can generate a receipt on the platform, if you access the "My sessions" section and click on download proof that is next to the "Site Access Session".

6- How do I change my profile details?

1°) Tap on your name at the top right of the screen and click on 'Profile' in the drop-down menu.



2°) In "User details" click on "Edit profile".



3°) On the page that appears, modify the data you want to change from your profile.

4°) Click at the bottom of the page, on "Update personal information" to record changes to the platform.

You can change almost all the data in your profile, but it is not possible to change the DNI/NIE. To be able to do so you have to contact the technical support of the platform, sending an email to: campuscp@babelgroup.com

7- The Online does not play

We recommend that you use Google Chrome as if your browser does not support the content, there may be things that do not display correctly.

1º) Verify that you have the pop-up blocker disabled.

In the address bar an icon with a red "x" will appear , click on it and allow pop-ups of "https://campuscp.aulaslms.com".

2º) Cookies must be enabled in the browser. Two "cookies" are used:

- MoodleSession: You must allow it as it is used to keep the service running from one page to another. When you exit the platform or close the browser, the 'cookie' is destroyed.
- Moodleid: Automatically remember your username every time you return to the site. You can do without it and manually type in your username each time you want to log in.

3º) You can also try to chat on another computer or mobile device.

4º) If you have a VPN connection, disable it and access it directly through your available internet connection (office / home).

8 - Where can I read the site's Privacy Policy?

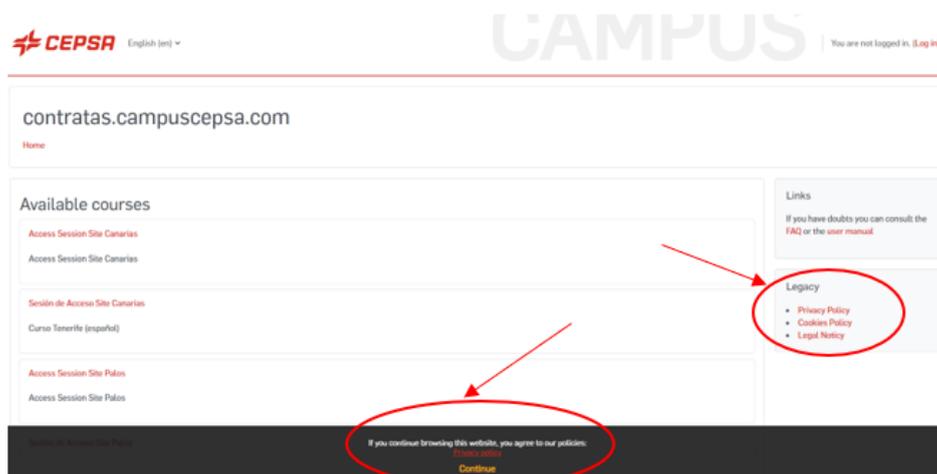
The Privacy Policy can be viewed from different sections, whether you are authenticated on the platform or otherwise.

1º) From the registration form, clicking on the corresponding link.

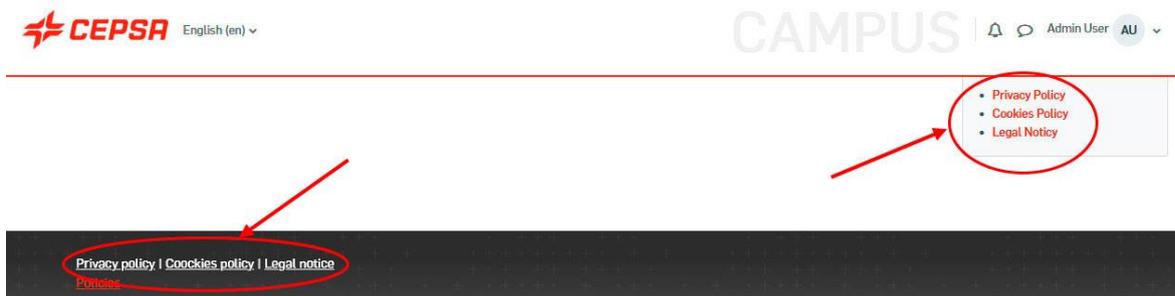
I have read and accept the **Privacy Policy**



2º) Before accessing, from the footer or the Legal section on the right side.



3°) Once authenticated, from the footer or the Legal section on the right side.



9 - My session is expired, how can I renew it?

You must access the session you want to renew by clicking on the corresponding title:

My sessions

[Access Session Site Canarias](#) Passed online [[See supporting document](#)]

Next press the "Repeat session" button. This action will clear the Passed status from the previous session and set it to Not Passed. This will allow you to do it again.

Access Session Site Canarias

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You have 3 attempts for day to complete the questionnaire.

Click the Enter button to open the session and follow the instructions.

You have already passed this session. The date of improvement is: 14-10-2022 having a validity of 2 years. You can repeat the session to have a new term

[Repeat session](#) [Return](#)

10- What happens if I click the "Repeat session" button and my session hasn't expired yet?

The "Repeat session" button **should only be clicked if the session is expired** and you need to renew it.

You have already passed this session. The date of improvement is: 14-10-2022 having a validity of 2 years. You can repeat the session to have a new term



If you press the "Repeat session" button, the session is deleted from the database and the status of your session goes to the initial state: Not passed. This action is **not reversible**.