



Learning Management System User Guide: Energy Business Academy (EBA) 1.0



RESTRICTED

CONTENTS

1	• Sign Up	Pg. 3
2	• Login	Pg. 8
3	• Password	Pg. 9
4	• Dashboard	Pg. 12
5	• Courses	Pg. 20
6	• Modules	Pg. 21
7	• Topics	Pg. 27
8	• Quiz	Pg. 29
9	• Key Takeaway	Pg. 34
10	• Events	Pg. 36
11	• About	Pg. 41
12	• Resources	Pg. 42
13	• Help	Pg. 43
14	• Account	Pg. 44

This document is issued as Energy Business Academy Learning Management System User Guide.

The web version of this manual will be the CONTROLLED version. Any revisions and updates of the User Guide will be incorporated in the web version. Any hard copies of the manual are deemed to be 'UN-CONTROLLED'.

SIGN UP

Step 1



1

Visit via web browser:

<https://lms.bsjvsupplierdevelopment.com.bn/>

2

Click 'Sign up' to Register

Login

Sign up

3

Do you run a business?

Yes

No

- Click 'Yes' button if you are a business owner
- Click 'No' button if you do not own a business

SIGN UP – FOR INDIVIDUAL

Step 2

Back
←

Fill In Personal Details

First Name Last Name

Date of Birth

Mobile Phone

Email

Gender

Localisation ⓘ

IC No. IC Color

Please select which Supplier/Vendor Training Programs you have participated in

Cancel
Submit

Click 'Back' to refer to the previous question

1 Fill in your Personal Details in the provided fields

2 Click 'Submit' button to proceed with the registration & 'Cancel' button to cancel the registration process

Click 'i' for definition of Localisation

Localisation ⓘ

Rakyat Jati
 Brunei Citizen belonging to one of the indigenous groups of the Malay race namely Belait, Bisayah, Brunei, Dusun, Kedayan, Murut and Tutong ; holding Brunei Yellow Smart Card Identity

Local
 Brunei Citizen means subjects of His Majesty the Sultan and Yang Di-Pertuan; holding a Brunei Yellow Smart Card Identity

Non-Local
 Permanent Resident of Brunei Darussalam; holding Brunei Red/Purple Smart Card Identity

International
 Foreigners; holding Brunei Green Smart Card Identity or International Passport

SIGN UP – FOR INDIVIDUAL

Step 3

Successful registration! ✓


Thank you for your registration to the Energy Business Academy.

A **temporary password** has been sent to your email address. Please use the temporary password to log in. After logging in, you will be required to create a new secure password.

If the email is not in your primary email folder, kindly check your junk/spam folder.

1

- Prompt message shown upon successful registration
- Notification of temporary password sent to your registered email



Hello!

This is your **temporary password**.

399370

Please use the temporary password to log in. After logging in, you will be required to create a new secure password.

2

- Temporary password sent to your registered email

SIGN UP – FOR BUSINESS OWNER

Step 1

Fill in Company Details

Company Name

Company Type

Company Address

Date of Operation

Position in Company

Company Localisation ⓘ

Company Sector

Website

Social Media

No. of Employees

Company Revenue

Cancel

1

Fill in Company Details in the provided fields

2

Click 'Submit' button to proceed with the registration & 'Cancel' button to cancel the registration process

Click 'i' for definition of Company Localisation

Company Localisation ⓘ

Rakyat Jati

- Fully owned by **Rakyat Jati Brunei Citizen**; belonging to one of the indigenous groups of the Malay race, namely, Belait, Bisayah, Dusun, Kedayan, Murut or Tutong
- Owner(s) holding a Brunei Yellow Identity Card

Local

- Fully owned by **Local Brunei Citizen or Local Brunei Citizen and Rakyat Jati Brunei Citizen**
- Owner(s) holding a Brunei Yellow Identity Card

Joint Venture

- Owned by **Rakyat Jati Brunei Citizen and Foreign Person/International Company**
- Either Owner(s) holding a Brunei Purple/Red Identity Card

SIGN UP – FOR BUSINESS OWNER

Step 2

Successful registration! ✓


Thank you for your registration to the Energy Business Academy.

A **temporary password** has been sent to your email address. Please use the temporary password to log in. After logging in, you will be required to create a new secure password.

If the email is not in your primary email folder, kindly check your junk/spam folder.

1

- Prompt message shown upon successful registration
- Notification of temporary password sent to your registered email



Hello!

This is your **temporary password**.

399370

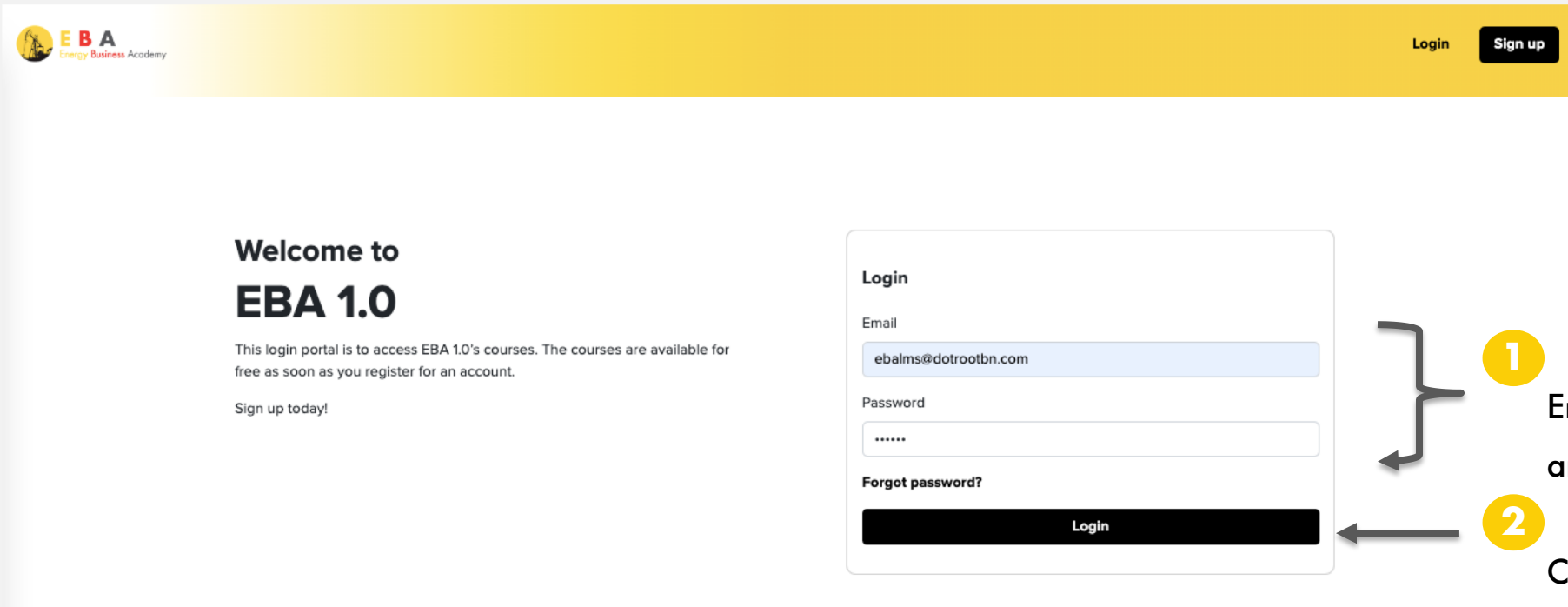
Please use the temporary password to log in. After logging in, you will be required to create a new secure password.

2

- Temporary password sent to your registered email

LOGIN

Step 1



The screenshot shows the EBA 1.0 login page. At the top left is the EBA Energy Business Academy logo. At the top right are 'Login' and 'Sign up' buttons. The main content area has a 'Welcome to EBA 1.0' heading and a paragraph explaining the login portal. Below this is a 'Sign up today!' link. The login form is centered and contains an 'Email' field with 'ebalms@dotrootbn.com', a 'Password' field with six dots, a 'Forgot password?' link, and a 'Login' button. A bracket on the right side of the form groups the email and password fields, with a yellow circle containing the number '1' next to it. An arrow points from a yellow circle containing the number '2' to the 'Login' button.

1

Enter registered email address and the temporary password

2

Click 'Login' to proceed

CHANGE PASSWORD

Step 1

Change Password

New Password

Confirm New Password

Change Password

1 Upon login, you are required to change password (min 8 characters) in the provided fields

2 Click 'Change Password' button to proceed with a new password

Password successfully changed! ✓

You may login with your new password

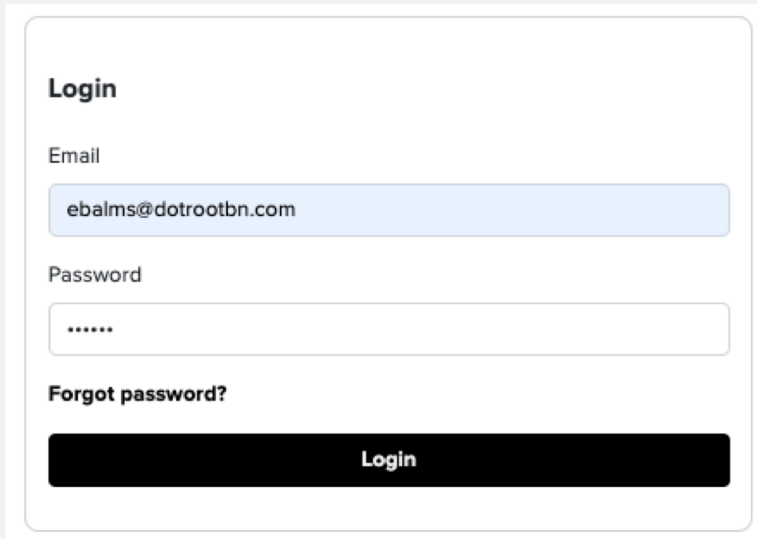
Login

3

- Notification of successful password change
- Click 'Login' to login with new password

FORGOT PASSWORD

Step 1

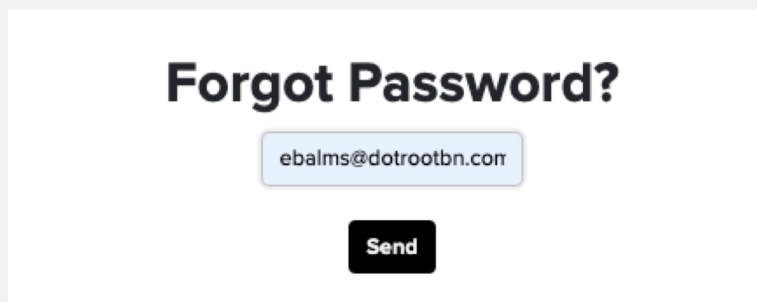
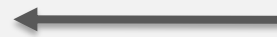


The screenshot shows a login form with the following elements:

- Login** header
- Email** label above a text input field containing `ebalms@dotrootbn.com`
- Password** label above a password input field containing six dots
- Forgot password?** link below the password field
- Login** button at the bottom

1

Click 'Forgot password?' to reset password



The screenshot shows the 'Forgot Password?' page with the following elements:

- Forgot Password?** header
- Text input field containing `ebalms@dotrootbn.com`
- Send** button below the input field

2

- Enter registered email address and click 'Send'.
- An email will be sent to reset password



FORGOT PASSWORD


Step 2

Forgot Password?

A reset password link has been sent to your registered email address. Kindly check your junk/spam folder if email not found.

Send

1 Notification of reset password email sent



Hello!

Reset Your Password

To reset your email address password, click on the button below. If you don't want to reset your password, please disregard this email.

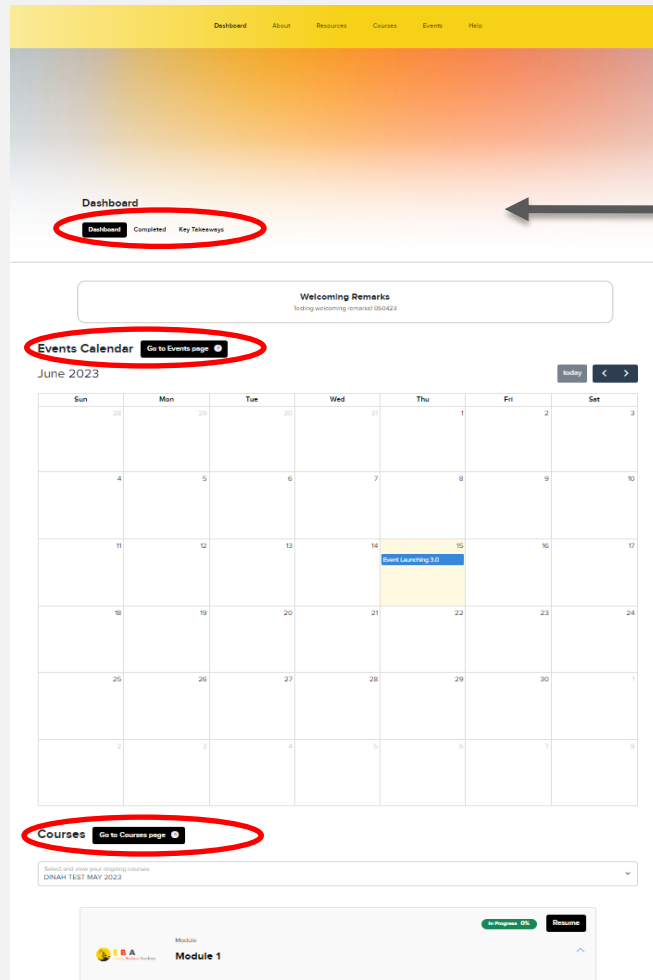
[Reset Password](#)

2

- Reset password email sent
- Click 'Reset Password' link to access 'Change Password' page

DASHBOARD

Step 1



1

- At the 'Dashboard' page, user may view 'Dashboard', 'Completed' and 'Key Takeaways'

- At the 'Dashboard' page, user may view 'Dashboard', 'Completed' and 'Key Takeaways'

- Welcoming Remarks, Events Calendar and Courses can also be viewed

DASHBOARD: EVENTS

Step 1

Events Calendar [Go to Events page](#)

June 2023 today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13 Website launch 3.0	14	15	16	17
18	19	20	21	22	23	24

1

- All upcoming events can be viewed by Months in the 'Events Calendar' page
- Click on Event to view details

DASHBOARD: EVENTS


Step 2


Website launch 3.0 ×


Go to event info

Meeting Room

Slots Availability 15

 **Date & Time**
Tue Jun 13 2023 00:00:00 GMT+0800 (Brunei Darussalam Time)

 **Venue**
testing saja

 **Link**
Upon registering to the event you will receive the meeting link via email.

Close

1

• Event details

DASHBOARD: COURSES


Step 1

Courses

Go to Courses page

Select and view your ongoing courses
DINAH TEST MAY 2023

Module

 **Module 1**

In Progress 0% **Resume**

Topic 1: module 1 topic 1

50%

Topic 1: module 1 topic 2

50%

1


- Click the arrow to view more

DASHBOARD: COURSES

Step 2

Courses [Go to Courses page](#)

Select and view your ongoing courses
Energy Business Academy 1.0 2023

 Module **Introduction to Oil & Gas**

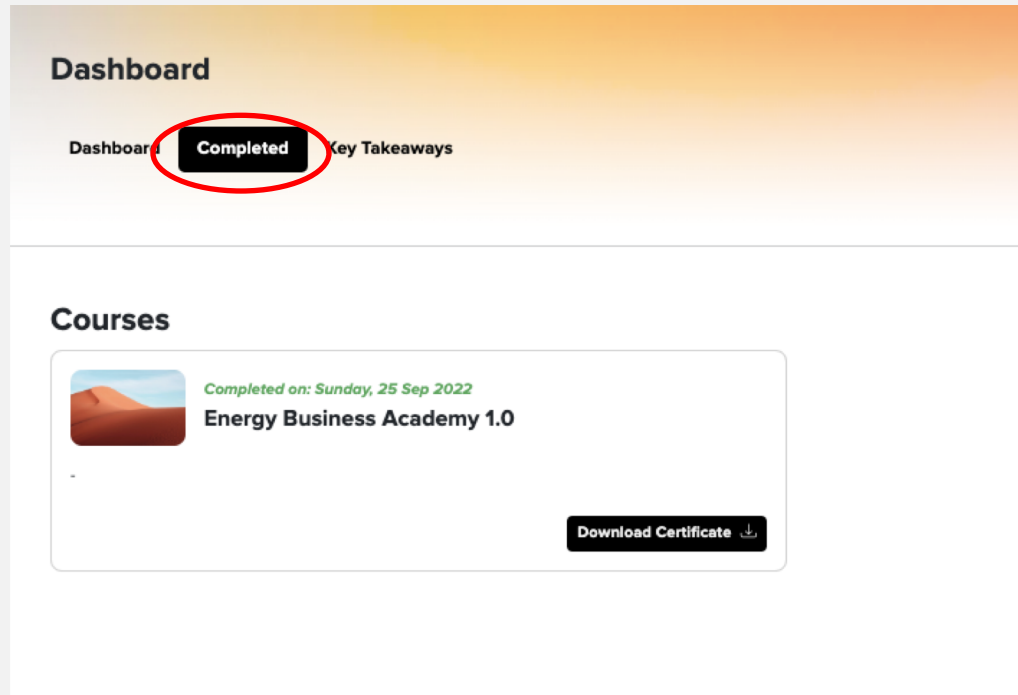
In Progress 20% [Resume](#)

1

- The status of the registered course can be viewed in 'Courses' section

DASHBOARD: COMPLETED

Step 1

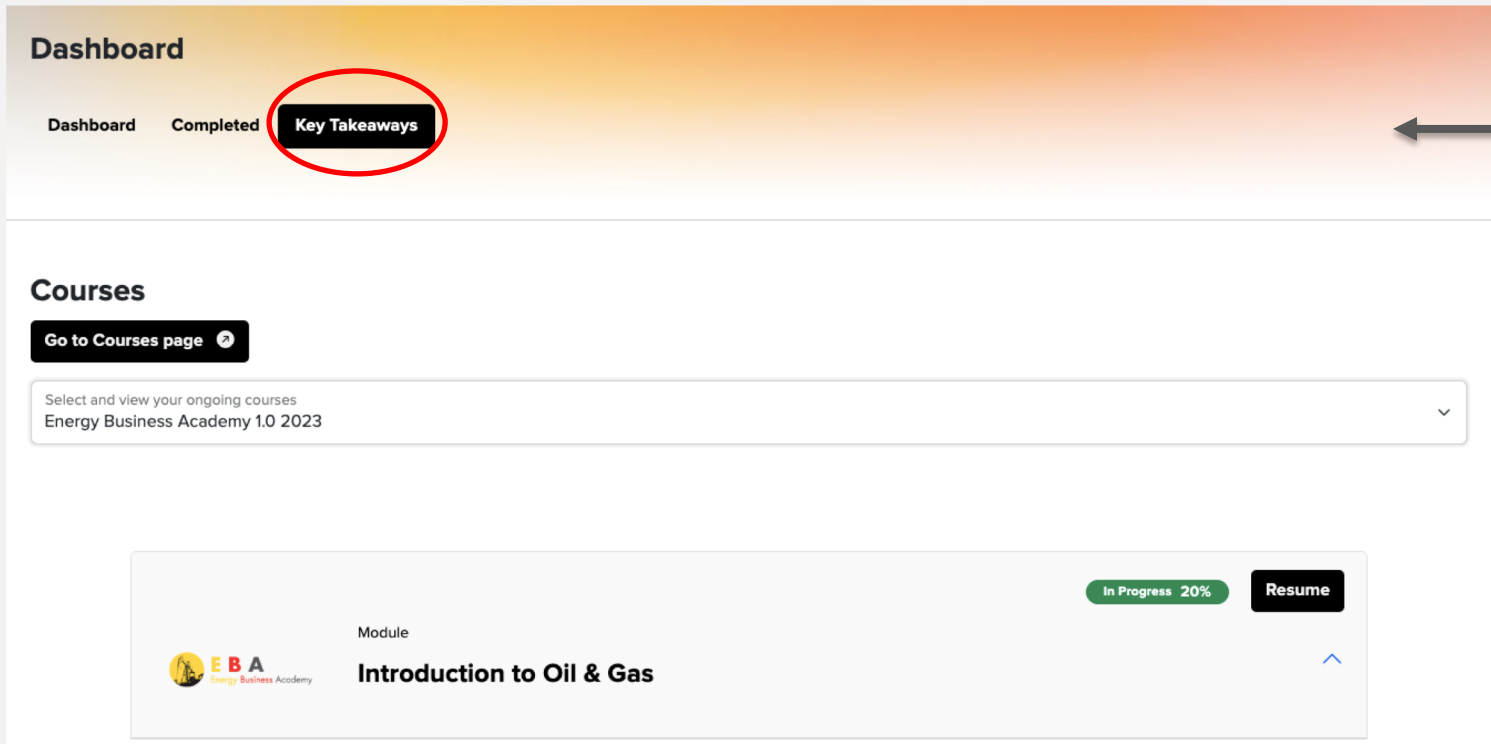


1

- Click 'Completed' tab to view list of course completed
- Certificate will be issued upon completing the registered course; can be downloaded and printed

DASHBOARD: KEY TAKEAWAYS

Step 1




The screenshot shows the EBA dashboard interface. At the top, there is a navigation bar with three tabs: 'Dashboard', 'Completed', and 'Key Takeaways'. The 'Key Takeaways' tab is highlighted with a red circle. Below the navigation bar, there is a 'Courses' section with a 'Go to Courses page' button and a dropdown menu showing 'Energy Business Academy 1.0 2023'. At the bottom, there is a module card for 'Introduction to Oil & Gas' with a progress indicator 'In Progress 20%' and a 'Resume' button.

1

- Click 'Key Takeaways' tab to access Key Takeaways page

DASHBOARD: KEY TAKEAWAYS

Step 2

Courses
Go to Courses page 

Select and view your ongoing courses
Energy Business Academy 1.0

Module

Introduction to Finance for Entrepreneurs

In Progress 67%

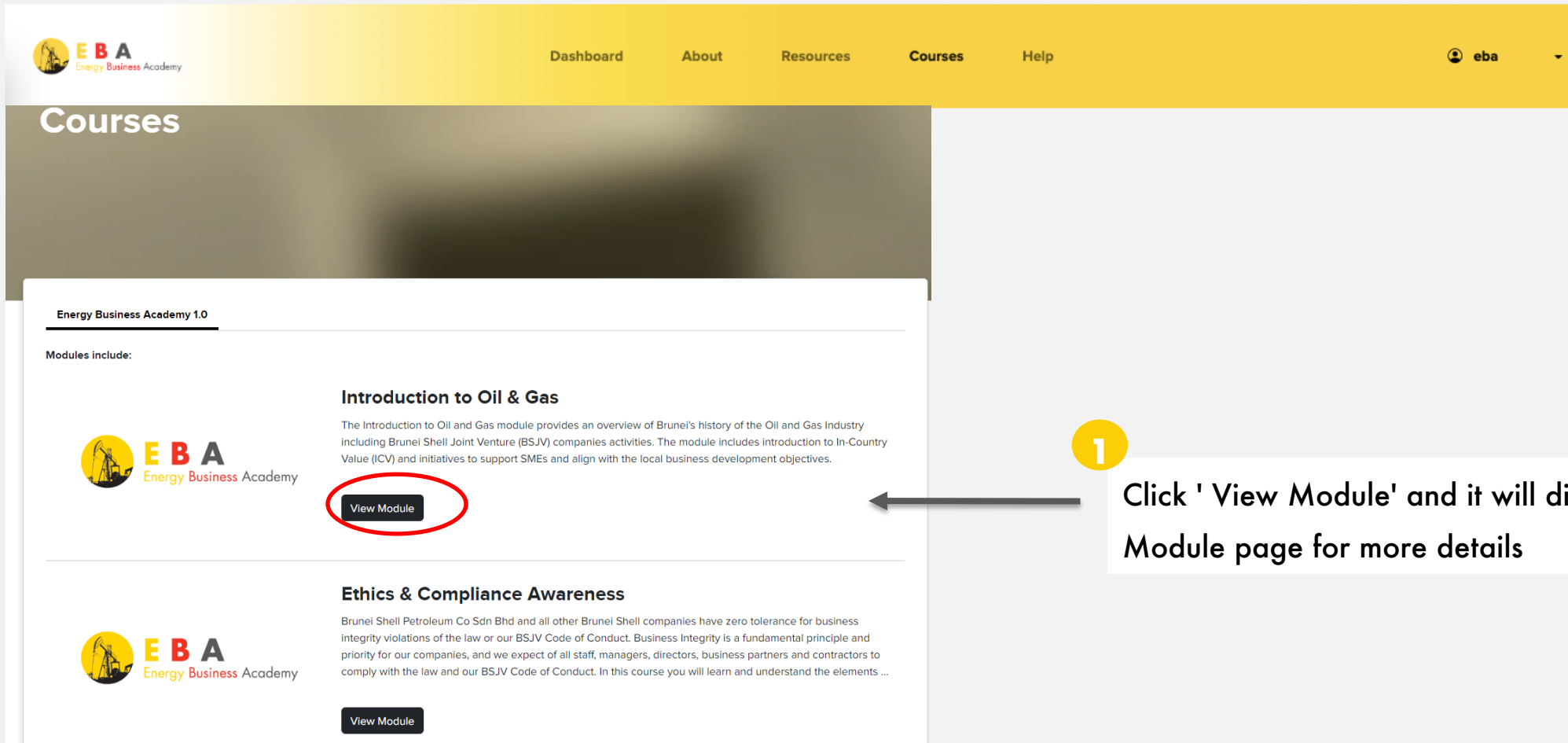
Topic 1: Understanding Financial Statements	View
Topic 2: Financial Analysis	View
Topic 3: Projections And Budgeting	Locked

1

- Click the 'View' button to view Key Takeaway
- User will need to complete the Topic to unlock Key Takeaways

COURSES

Step 1



Energy Business Academy 1.0

Modules include:

Introduction to Oil & Gas

The Introduction to Oil and Gas module provides an overview of Brunei's history of the Oil and Gas Industry including Brunei Shell Joint Venture (BSJV) companies activities. The module includes introduction to In-Country Value (ICV) and initiatives to support SMEs and align with the local business development objectives.

Ethics & Compliance Awareness

Brunei Shell Petroleum Co Sdn Bhd and all other Brunei Shell companies have zero tolerance for business integrity violations of the law or our BSJV Code of Conduct. Business Integrity is a fundamental principle and priority for our companies, and we expect of all staff, managers, directors, business partners and contractors to comply with the law and our BSJV Code of Conduct. In this course you will learn and understand the elements ...

1 Click ' View Module' and it will direct to the Module page for more details

MODULES

Step 1

Energy Business Academy 1.0

Modules include:



Introduction to Oil & Gas

The Introduction to Oil and Gas module provides an overview of Brunei's history of the Oil and Gas Industry including Brunei Shell Joint Venture (BSJV) companies activities. The module includes introduction to In-Country Value (ICV) and initiatives to support SMEs and align with the local business development objectives.

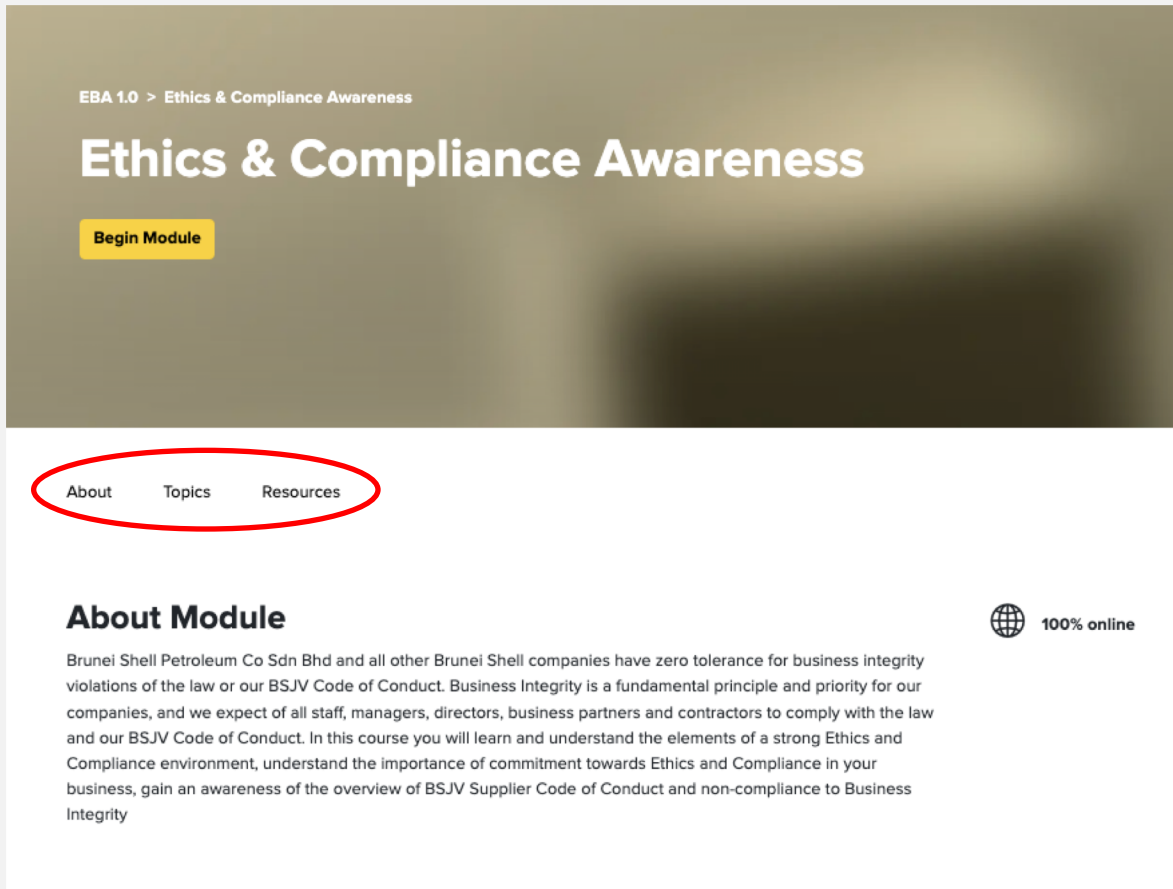
View Module

1

- Click 'View Module' to view details

MODULES

Step 2



EBA 1.0 > Ethics & Compliance Awareness


Ethics & Compliance Awareness

Begin Module

About Topics Resources

About Module

Brunei Shell Petroleum Co Sdn Bhd and all other Brunei Shell companies have zero tolerance for business integrity violations of the law or our BSJV Code of Conduct. Business Integrity is a fundamental principle and priority for our companies, and we expect of all staff, managers, directors, business partners and contractors to comply with the law and our BSJV Code of Conduct. In this course you will learn and understand the elements of a strong Ethics and Compliance environment, understand the importance of commitment towards Ethics and Compliance in your business, gain an awareness of the overview of BSJV Supplier Code of Conduct and non-compliance to Business Integrity

 100% online

2

- Module page includes 'About', 'Topics' and 'Resources' tab

Synopsis of the module

MODULES

Step 3

Topics



Topic 1: Introduction to BSP



Topic 2: Doing Business with BSP - LBD



Topic 3: Doing Business with BSP - Registration



Topic 4: BSP In-Country Value (ICV)



Topic 5: Workforce Development

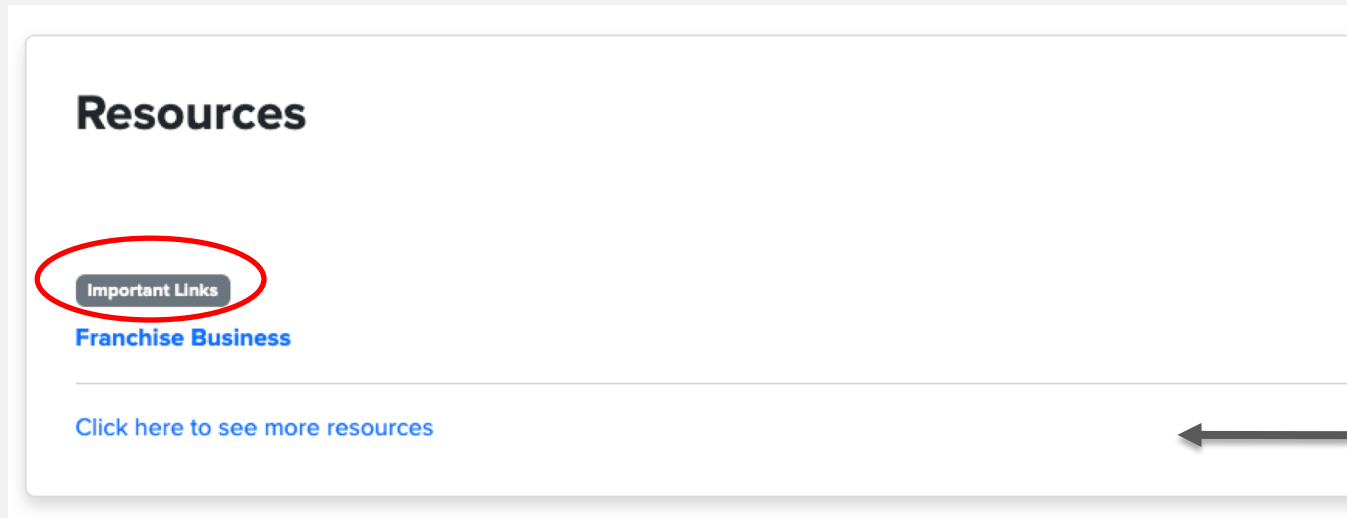


3

- List of topics in the module

RESOURCES

Step 1



Resources

Important Links

[Franchise Business](#)

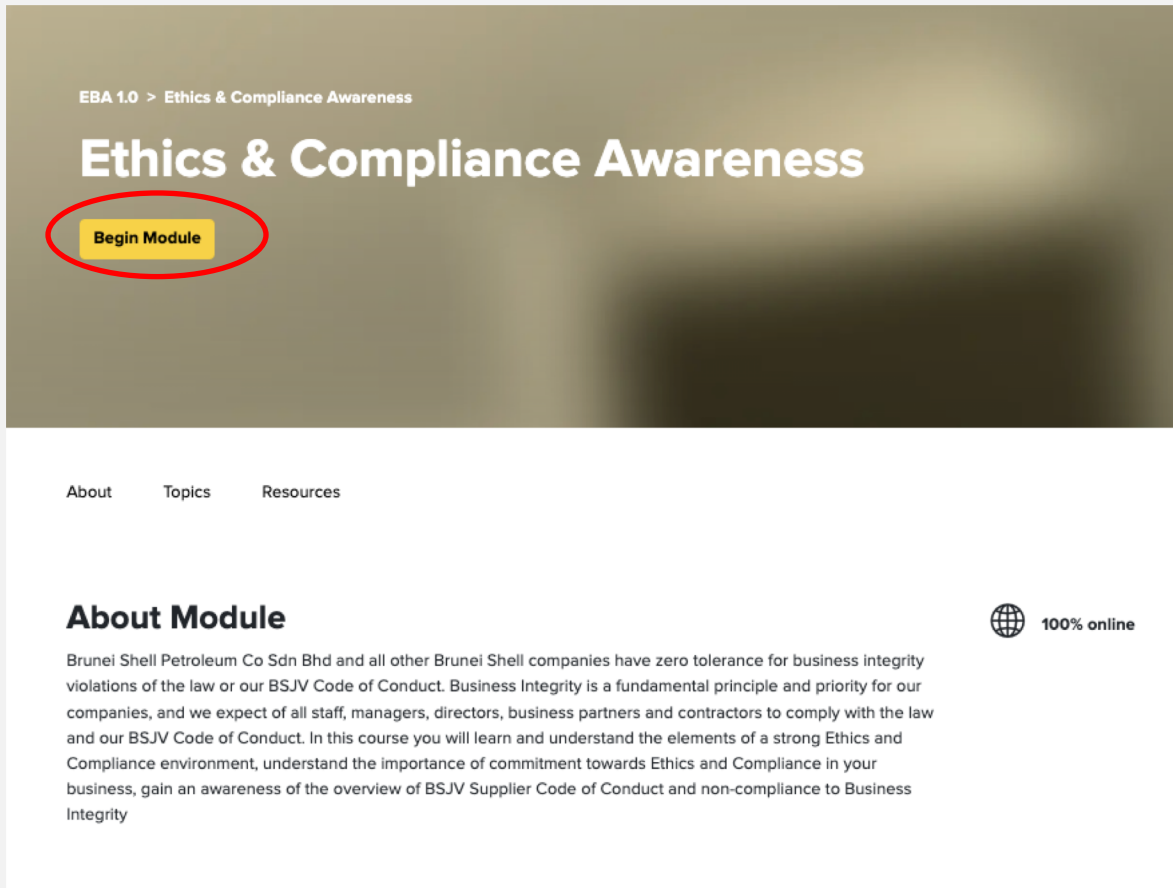
[Click here to see more resources](#)

1

- List of important links related to the module

MODULES

Step 1



EBA 1.0 > Ethics & Compliance Awareness


Ethics & Compliance Awareness

Begin Module

About Topics Resources

About Module

Brunei Shell Petroleum Co Sdn Bhd and all other Brunei Shell companies have zero tolerance for business integrity violations of the law or our BSJV Code of Conduct. Business Integrity is a fundamental principle and priority for our companies, and we expect of all staff, managers, directors, business partners and contractors to comply with the law and our BSJV Code of Conduct. In this course you will learn and understand the elements of a strong Ethics and Compliance environment, understand the importance of commitment towards Ethics and Compliance in your business, gain an awareness of the overview of BSJV Supplier Code of Conduct and non-compliance to Business Integrity

 100% online

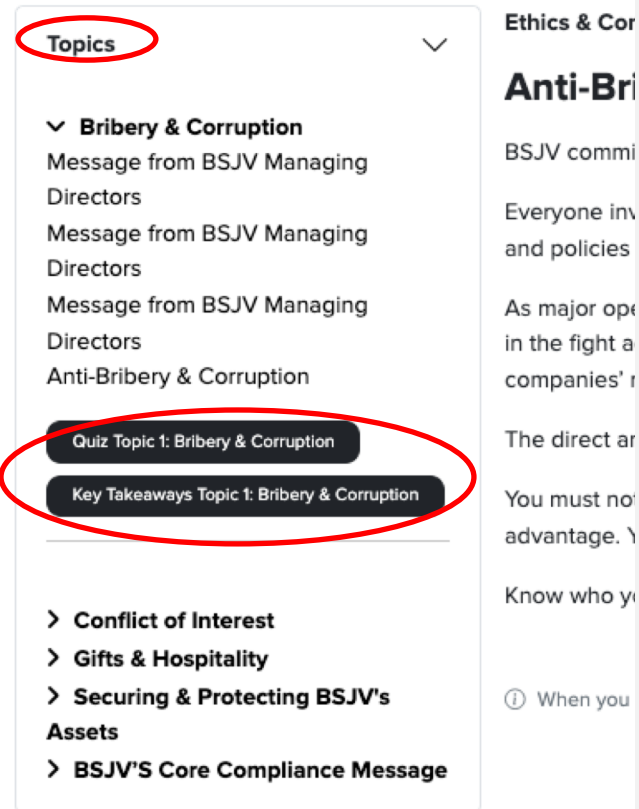
1

- Click 'Begin Module' to start

MODULES

Step 2

Ethics & Compliance Awareness



Topics ▾

▾ **Bribery & Corruption**

Message from BSJV Managing Directors

Message from BSJV Managing Directors

Message from BSJV Managing Directors

Anti-Bribery & Corruption

Quiz Topic 1: Bribery & Corruption

Key Takeaways Topic 1: Bribery & Corruption

▸ **Conflict of Interest**

▸ **Gifts & Hospitality**

▸ **Securing & Protecting BSJV's Assets**

▸ **BSJV'S Core Compliance Message**

Ethics & Cor

Anti-Bri

BSJV commi

Everyone inv
and policies

As major opt
in the fight a
companies' r

The direct ar

You must no
advantage. \

Know who y

① When you

2

- From the menu bar, click the topics to view its sub-topics
- *Quiz can only be accessed upon completion of sub-topics*
- Key Takeaways will be unlocked upon quiz completion

TOPICS

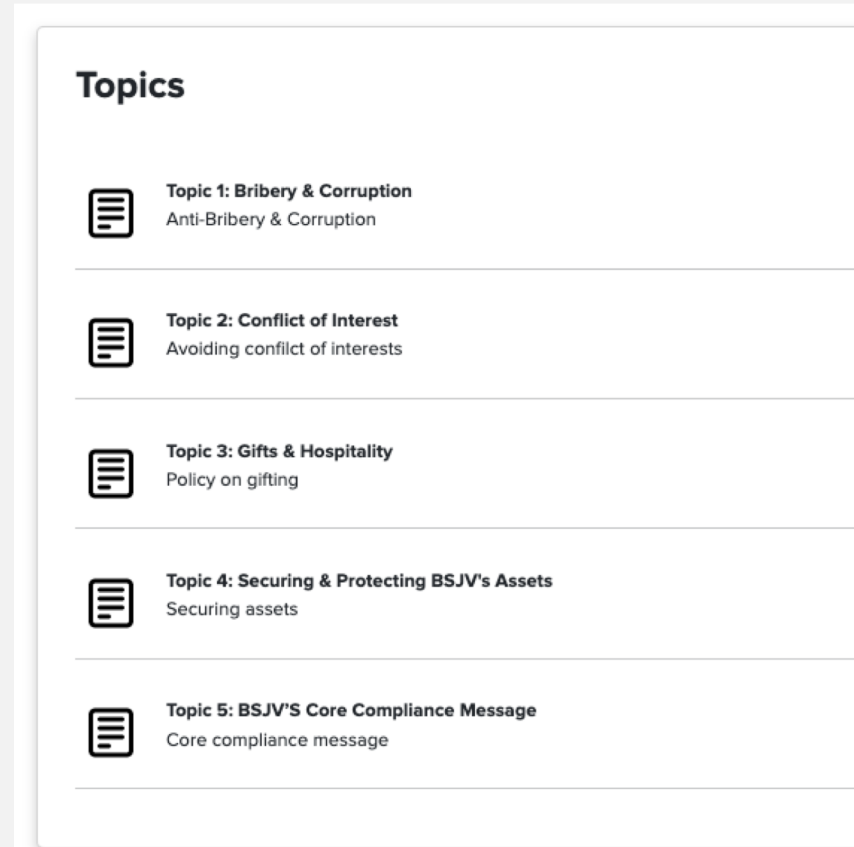
Step 1



1

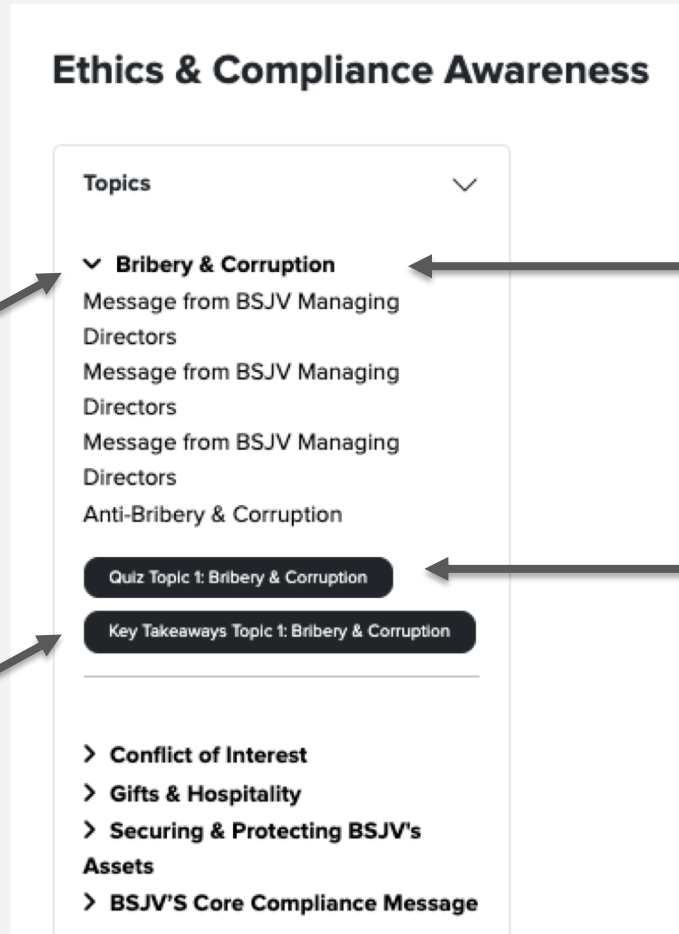
Click 'Topics' to view all available Topics

List of 'Topics'



TOPICS

Step 1



Ethics & Compliance Awareness

Topics ▾

▼ **Bribery & Corruption**

- Message from BSJV Managing Directors
- Message from BSJV Managing Directors
- Message from BSJV Managing Directors
- Anti-Bribery & Corruption

Quiz Topic 1: Bribery & Corruption

Key Takeaways Topic 1: Bribery & Corruption

> **Conflict of Interest**

> **Gifts & Hospitality**

> **Securing & Protecting BSJV's Assets**

> **BSJV'S Core Compliance Message**

1 Topic tile

2 Click the arrow to expand and view the subjects

3 Quiz can only be taken after completion of all the subjects

4 Key Takeaways can only be viewed upon completion of:


- All the subjects
- Quiz has been completed

QUIZ

Step 2

[← Back](#)

Bribery & Corruption
26/09/2022 10:06:47



You notice that the stock count for goods received does not match the required amount ordered. You highlighted this to the vendor and the vendor is offering to pay BND 5,000 for you to ignore the issue. What should you do next?

- Take the BND 5,000 and donate the money to charity.
- Do not take the money, refuse to accept the materials and raise a complaint to your company compliance representative or senior management.
- Refuse the money and ignore the incident with the hopes that they would learn from this.

[Submit](#)

2

Click '< Back' to go back to subjects

1

Choose one of the answers and click submit to confirm

QUIZ

Step 3

Which of the following statements is false?

Brunei Oil and Gas Industry - Accounts for over 50% of Brunei Darussalam's GDP Incorrect

Brunei is the largest producer of Palm Oil in Asia Correct

Brunei Oil and Gas Industry - Third largest oil producer, and fourth largest exporter of LNG, in Asia Incorrect

Explanation:

Brunei Oil and Gas Industry -

- Third largest oil producer, and fourth largest exporter of LNG, in Asia
- Accounts for over 50% of Brunei Darussalam's GDP

Submit

Next



1

Upon clicking 'Submit', the correct answer is explained

2



Click 'Next' button to proceed to next question

QUIZ

Step 4

What are the core upstream activities of BSP?

Exploration, Drilling, Development, Production and Abandonment ✔ Correct

Exploration, Drilling, Development ❌ Incorrect

Drilling, Development, Production ❌ Incorrect

Explanation:
Exploration, Drilling, Development, Production and Abandonment

Submit

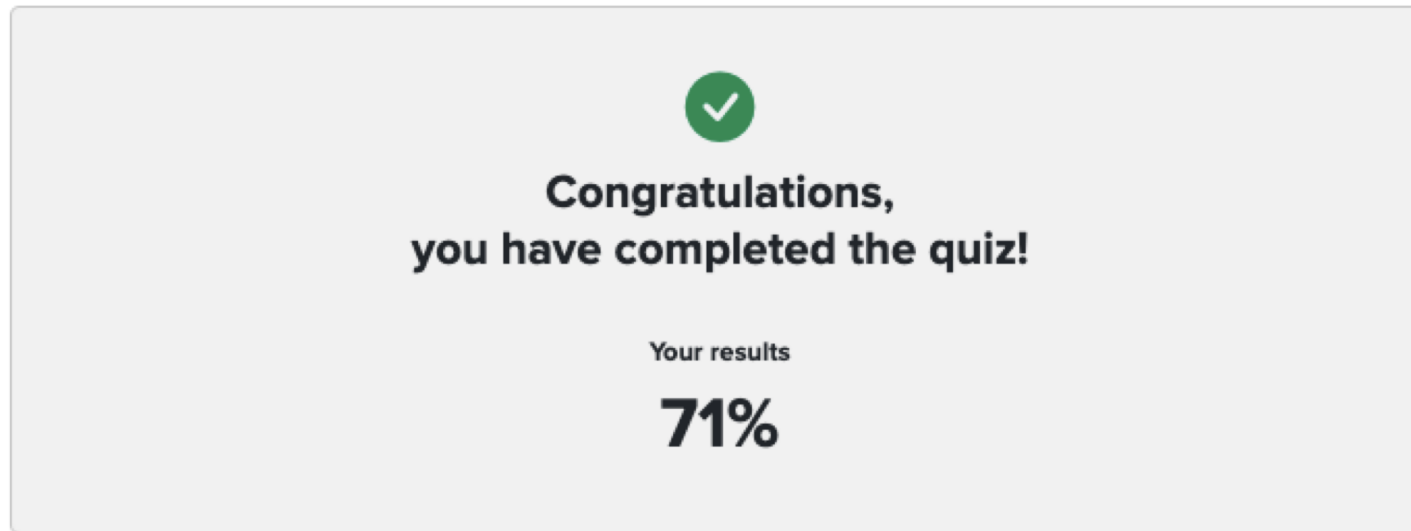
View Result

1

Click 'View Result' to see results

QUIZ

Step 5



Next Topic

Retake Quiz

Continue to Key Takeaways

2

Click 'Next Topic' button to continue

3

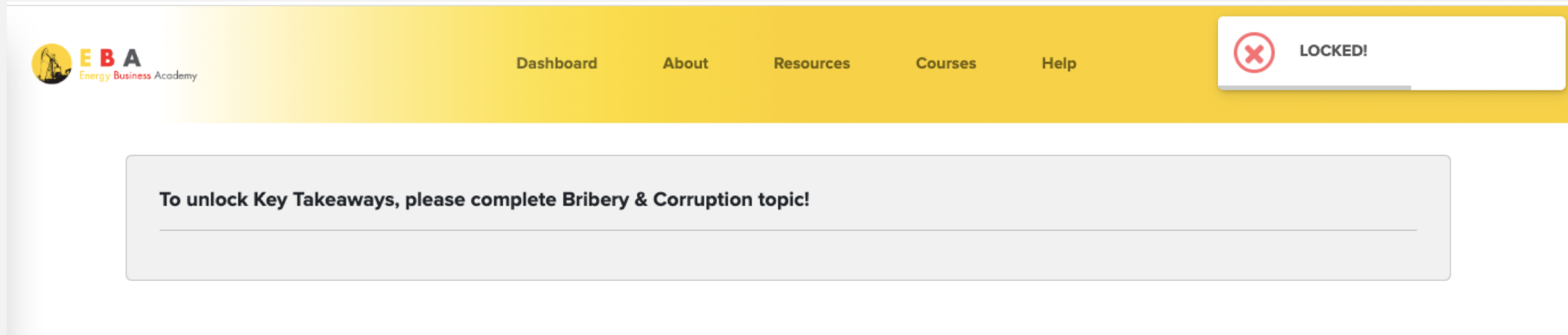
Click 'Retake Quiz' button to redo Quiz

1

Click 'Continue to Key Takeaways' to view Takeaways

KEY TAKEAWAYS

Step 1



The screenshot shows the EBA Energy Business Academy dashboard. The top navigation bar is yellow and contains the EBA logo, navigation links for Dashboard, About, Resources, Courses, and Help, and a 'LOCKED!' notification with a red 'X' icon. Below the navigation bar, a grey message box states: 'To unlock Key Takeaways, please complete Bribery & Corruption topic!'.

1

You are required to complete the Topic and Quiz to access the Key Takeaways

KEY TAKEAWAYS

Step 2

Ethics & Compliance Awareness > Bribery & Corruption > Do the right thing!

Bribery & Corruption

Do the right thing!

1. We are judged by how we act and how we live up to our core values of honesty, integrity, respect and excellence:
 - Honesty: always tell the truth.
 - Integrity: Always do the right thing.
 - Respect for people: treat others as you would like to be treated
 - Excellence: deliver what we have promised to stakeholders
2. As a largest oil & gas company operating in Brunei, we set high standards of performance and ethical behaviours. Each of these interactions is an opportunity to enhance and protect the BSP reputation.
3. If you know or suspect someone is violating the Code, you have a duty to report it. Remember, if something doesn't feel right, it probably isn't. That's when it's critical to speak up!
Shell Global Helpline: Landline / Mobile: 800-1111 then +1-800-961-4117

Go to Module Page

Next Topic

1

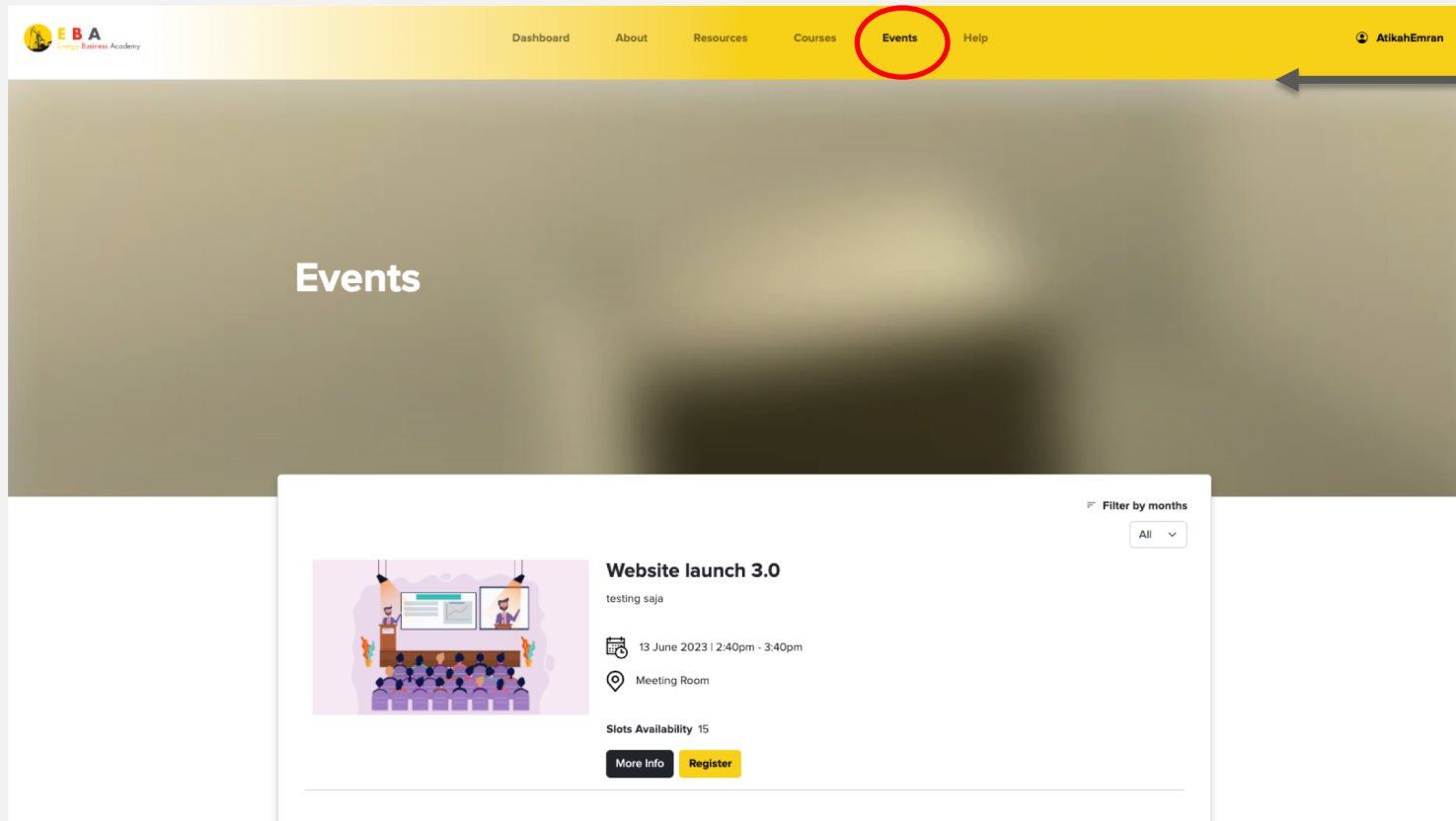
Click 'Go to Module Page' button to direct to Module page

2

Click 'Next Topic' button to proceed to next Topic

EVENTS

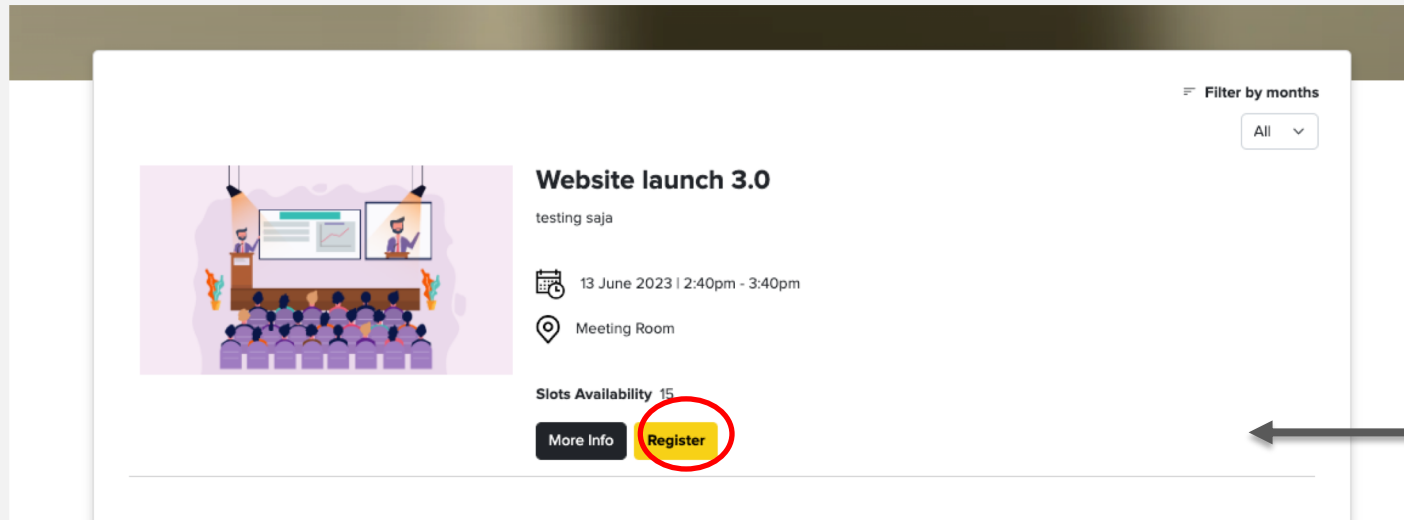
Step 1



- 1
- Click 'Events' header to view Events page

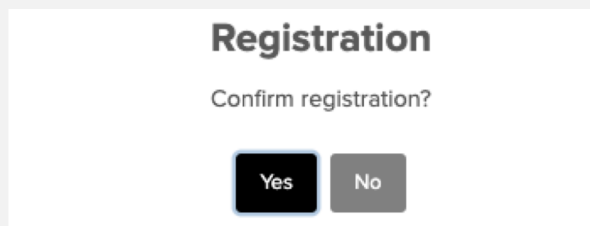
EVENTS: REGISTER

Step 2



1

- To submit interest to attend, click 'Register' button
- Click 'Yes' to confirm, otherwise click 'No' button



2

- Prompt message; Click 'Yes' to proceed, otherwise click 'No' button

EVENTS: SUCCESSFUL REGISTRATION

Step 3



Website launch 3.0

Thank you for your registration to the event. Please take note of the event details below.



Date & Time

13 June 2023 12:00am

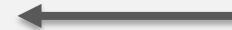


Venue

Meeting Room

1

- Upon successful registration to the event, an email will be sent to you



EVENTS: UPDATE

Step 4



Website launch 3.0

The details of the event has been updated. Kindly take note to avoid any disappointments. We apologise for any inconveniences caused.

Event details are as follow:

Slots Availability 15



Date & Time

13 June 2023 12:00am

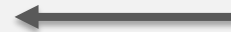


Venue

Meeting Room

1

- Registered users will be notified via email if there are any update or changes in the event details



EVENTS: CANCELLED

Step 5



Website launch 3.0

The event has been cancelled. Please check our events page for any other events. We apologise for any inconveniences caused.



Date & Time

13 June 2023 12:00am



Venue

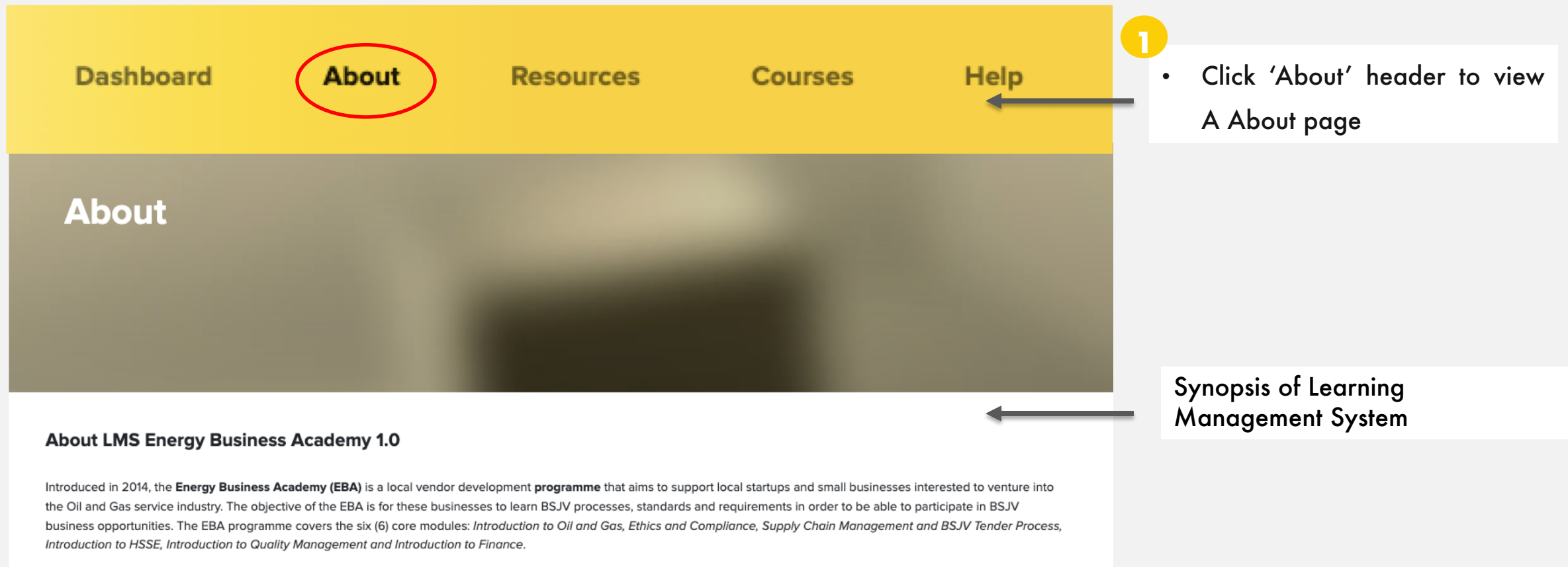
Meeting Room

1

← Registered users will be notified via an email if the event is cancelled

ABOUT

Step 1



The screenshot shows a navigation menu with five items: Dashboard, About, Resources, Courses, and Help. The 'About' item is circled in red. A yellow circle with the number '1' is positioned above the 'About' item, with an arrow pointing to it. Below the navigation menu, the 'About' page is displayed, featuring a large heading 'About' and a blurred image. A white box with a black border contains the text 'Synopsis of Learning Management System' with an arrow pointing to the blurred image area. Below the image, the text 'About LMS Energy Business Academy 1.0' is followed by a paragraph of introductory text.

1

- Click 'About' header to view A About page

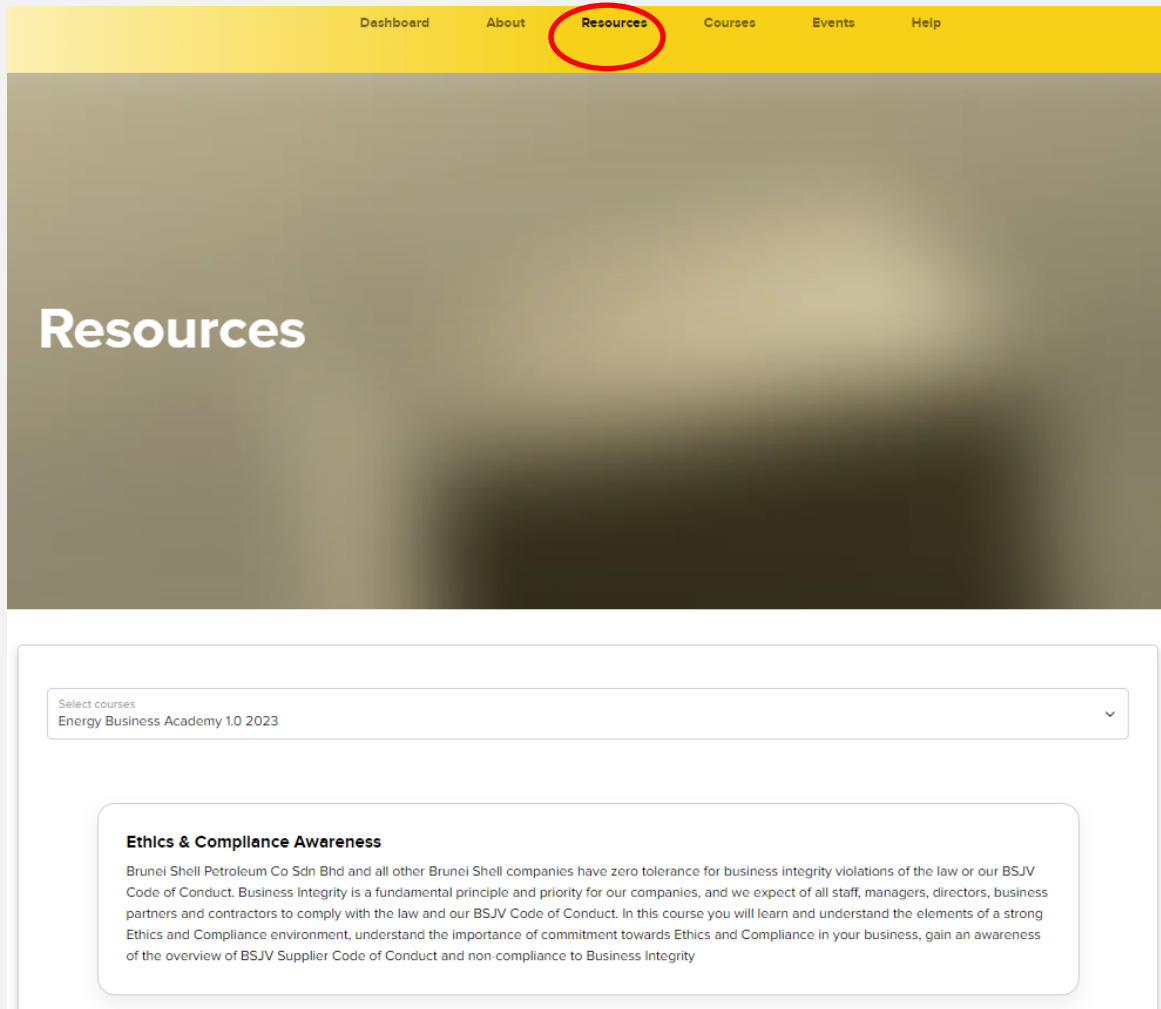
Synopsis of Learning Management System

About LMS Energy Business Academy 1.0

Introduced in 2014, the **Energy Business Academy (EBA)** is a local vendor development **programme** that aims to support local startups and small businesses interested to venture into the Oil and Gas service industry. The objective of the EBA is for these businesses to learn BSJV processes, standards and requirements in order to be able to participate in BSJV business opportunities. The EBA programme covers the six (6) core modules: *Introduction to Oil and Gas, Ethics and Compliance, Supply Chain Management and BSJV Tender Process, Introduction to HSSE, Introduction to Quality Management and Introduction to Finance.*

RESOURCES

Step 1



Dashboard About **Resources** Courses Events Help

Resources

Select courses
Energy Business Academy 1.0 2023

Ethics & Compliance Awareness

Brunei Shell Petroleum Co Sdn Bhd and all other Brunei Shell companies have zero tolerance for business integrity violations of the law or our BSJV Code of Conduct. Business Integrity is a fundamental principle and priority for our companies, and we expect of all staff, managers, directors, business partners and contractors to comply with the law and our BSJV Code of Conduct. In this course you will learn and understand the elements of a strong Ethics and Compliance environment, understand the importance of commitment towards Ethics and Compliance in your business, gain an awareness of the overview of BSJV Supplier Code of Conduct and non-compliance to Business Integrity

1

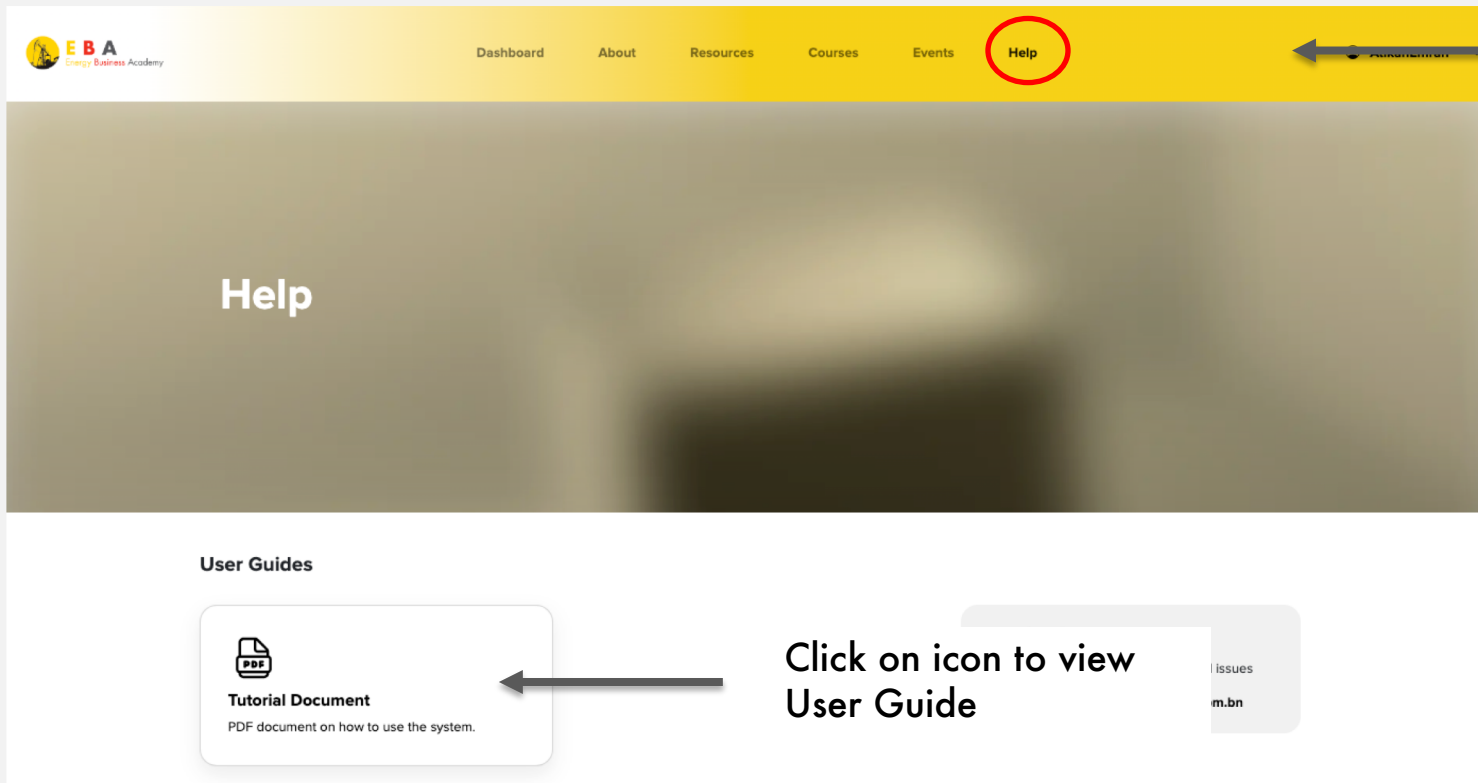
- Click 'Resources' header to view Resources page

2

Additional reading materials for the Modules

HELP

Step 1

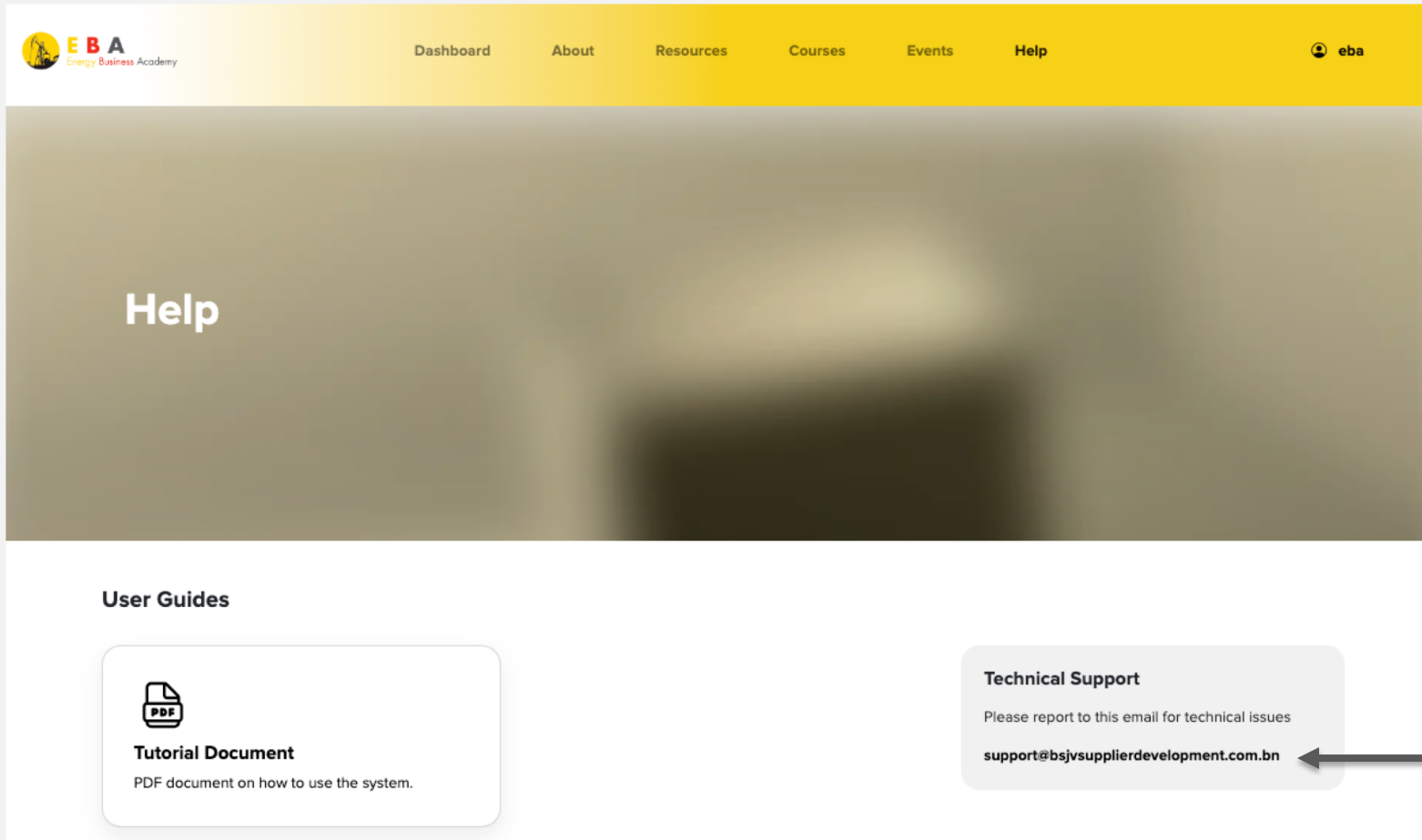


The screenshot shows the EBA website interface. At the top, a yellow navigation bar contains the EBA logo and several menu items: Dashboard, About, Resources, Courses, Events, and Help. The 'Help' item is circled in red, and a grey arrow points to it from the right. Below the navigation bar, the main content area has a blurred background with the word 'Help' in white text. At the bottom of the page, there is a section titled 'User Guides' containing a card with a PDF icon, the text 'Tutorial Document', and a sub-description 'PDF document on how to use the system.' A grey arrow points from the text 'Click on icon to view User Guide' to the PDF icon.

- 1 • Click 'Help' header to view Help page

HELP

Step 2

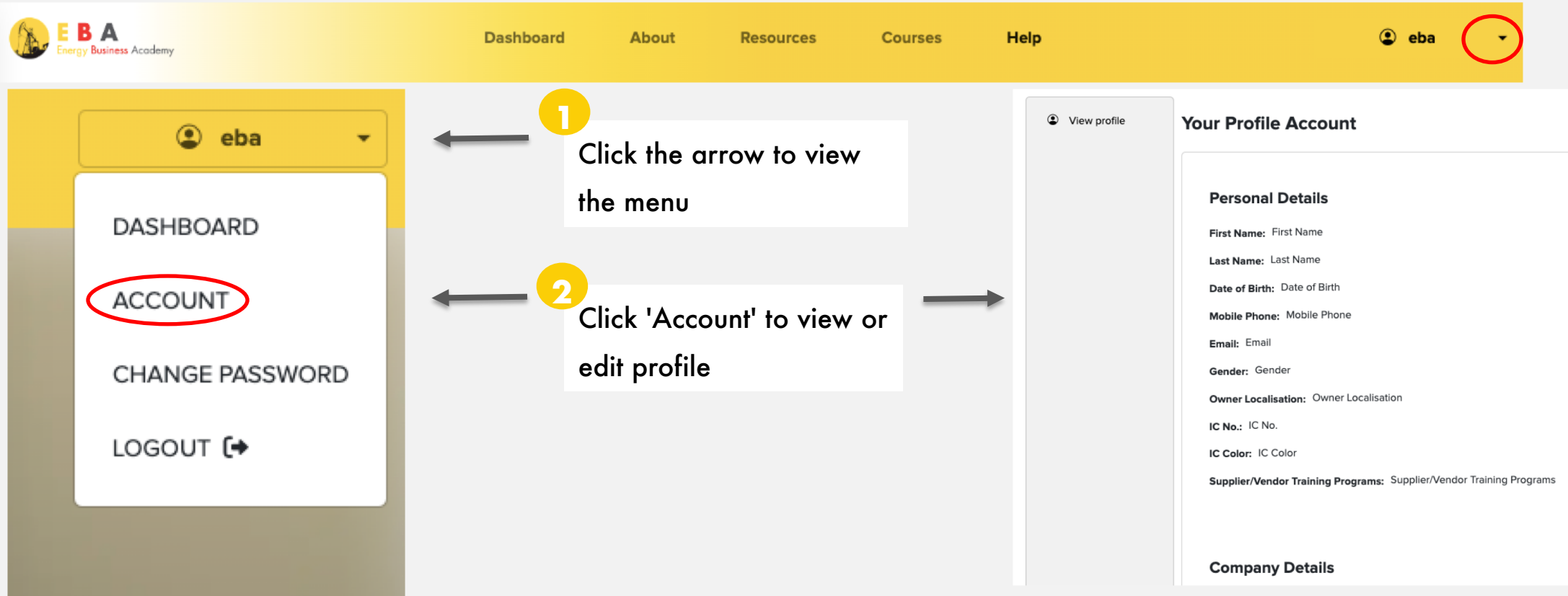


The screenshot shows the EBA website's help section. At the top is a yellow navigation bar with the EBA logo and menu items: Dashboard, About, Resources, Courses, Events, and Help. A user profile icon labeled 'eba' is on the right. Below the navigation bar is a large, blurred image with the word 'Help' in white text. Underneath, there is a 'User Guides' section with a 'Tutorial Document' card (PDF icon, 'Tutorial Document', 'PDF document on how to use the system.') and a 'Technical Support' card (title, 'Please report to this email for technical issues', and the email address 'support@bsjvsupplierdevelopment.com.bn').

Click on the email to report issues encountered

ACCOUNT

Step 1



The image shows a sequence of steps to access the user profile. It starts with a yellow navigation bar containing the EBA logo and menu items: Dashboard, About, Resources, Courses, and Help. On the right of the bar, there is a user profile icon labeled 'eba' and a dropdown arrow circled in red. An arrow points from this arrow to a dropdown menu. The menu contains four options: DASHBOARD, ACCOUNT (circled in red), CHANGE PASSWORD, and LOGOUT with an external link icon. A second arrow points from the 'ACCOUNT' option to a profile page. The profile page has a 'View profile' link and a 'Your Profile Account' section. This section is divided into 'Personal Details' and 'Company Details'. The 'Personal Details' section lists fields: First Name, Last Name, Date of Birth, Mobile Phone, Email, Gender, Owner Localisation, IC No., IC Color, and Supplier/Vendor Training Programs.

1 Click the arrow to view the menu

2 Click 'Account' to view or edit profile

BRUNEI

