

# **CREW DOCUMENTS INSTRUCTIONS**

## ALGOMA VESSEL PORTAL

**VERSION:** 1.0

DATE: Jul 6 2022



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#### **OVERVIEW**

Training, certificates, and employment documents can now be uploaded through the Algoma Vessel Portal for direct submission to Fleet Personnel. Documents can be submitted from any computer or mobile device that has access to the internet.

When your submission has been confirmed through the portal, you will not need to send the document via email.

#### LOG IN

Use your email address and password to login. If you are unsure of your login credentials, contact Fleet Personnel.

#### STEPS:

Open the ALGOMA VESSEL PORTAL at https://vesselportal.algonet.com/.



A. Click the CREW DOCUMENTS option.

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🕒 Suggested Sites 🔳 ALGOMA COVID-19	📋 Other favorites
	<ul> <li>Back to Vessel Portal</li> </ul>
ALGOMA DOCUMENTS	
( Login	
E-MAIL ADDRESS	
PASSWORD	



- B. Enter your E-MAIL ADDRESS and PASSWORD.
- C. Click the LOGIN button to continue to the ADD A DOCUMENT screen.

#### NOTE:

If this is the first time you are accessing the Vessel Portal, are accessing on a new device, or if you have not logged

on for the last 30 days, you will be required to enter a VERIFICATION CODE.

Right-cick here to downlade patterns. To help	
whenks downlad of the picture from the Internal	
Your verification code is:	
319395	

The code will be sent to your email address. If you do not receive this email, check your spam or junk folder. You can also click **RESEND THE CODE** to try sending again.

Verify your account
An email has been sent to with your verification code.
Enter the code to continue to your account.
Please note this code will expire after 30 minutes.
Enter code VERIFY
Didn't receive the verification code? The email may take a moment to arrive. Check your spam or resend the code

Enter the **CODE** and click the **VERIFY** button to continue to the **ADD A DOCUMENT** screen.



### SUBMITTING DOCUMENTS

Certification and employment documents can be uploaded to Fleet Personnel by selecting the type, source, and date details in the Vessel Portal. **NOTE:** Documents must be in PDF or Image format to upload. **STEPS:** 

B ADD A DOCUMEN	т			
NAME	ADDRESS 63 Church St., Suite 600, St. Catharine	1 ON L2R 3C4	EMPLOYEE #	
DOCUMENT TYPE *	A list of all documents	UIRED *	• 0 • 0	
DOCUMENTS (PDF)	(100 CHARACTERS REMAINING)	IMAGES		
+ 6		+		

- **A.** Use the drop-down to select the **DOCUMENT TYPE**. Select one of the following:
  - **Certification:** Used to submit certificates
  - Competency: Used to submit competency certificates
  - **Employment:** Used to submit a passport, visa, etc.
  - Endorsement: Used to submit endorsement details
  - Medical: Used to submit medical details
  - Pilotage: Used to submit pilotage certificates by district
  - Proficiency: Used to submit proficiency details
  - Training: Used to submit training details
- B. Use the drop-down to select the DOCUMENT. The list options will be based on the Document Type selected (ex: if Certification was selected then only a list of possible certificates will appear in this list, like Basic First Aid, Marine Advanced First Aid, SEN Level 2, etc. | if Employment was selected then only Discharge Book, Passport, Permanent Resident Card or Visa will appear in this list, etc.).
- C. Use the drop-down to select the SOURCE. The list options will be based on the Document Type and Document selected (ex: if Certification and Basic First Aid were selected the list of possible sources would be Other, St. John's Ambulance or Transport Canada).
- **D.** Enter any additional details in the **COMMENTS** field, if required.
- **E.** Use the calendar button to select the **DATE ACQUIRED**.
- **F.** Use the calendar button to select the **RENEWAL DATE**, if required.
- **G.** Click the **+** icon under either **DOCUMENTS** or **IMAGES** to open your file selection window.



## ALGOMA VESSEL PORTAL CREW DOCUMENTS INSTRUCTIONS

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File game		Microsoft Edge PDF Document      Qpen     Cancel			
	DOCUMENTS (PDF)		IMAGES		
		+		+	
	Remove		Remove		
		***************************************		SUBMIT DOCUN	IENT

**H.** Select the **FILE** (**PDF** or **IMAGE**) and click **OPEN** to upload.

🐼 ALGO	MA CREW DOCUMENTS							¢© Admin
🖺 ADD A DOC	UMENT							
NAME	ADDRES 63 Chur	S ch St., Suite 60	00, St. Catharines ON L2R 3C4			EMPLOYEE #	,	
	View a list of all documents							
DOCUMENT TYPE *	Certification	~						
SOURCE *	Basic_First_Aid	~	DATE ACQUIRED *	1 Nov 2021				
COMMENTS	St. Some Antibilitie		NUMERIC DATE.	11107 2020				
	(100 CHARACTERS	REMAINING)						
DOCUMENTS (PDF)			IMAGES					
	+				н	F		
Remove				Remove				0
							SUBM	IT DOCUMENT

I. Click the **SUBMIT DOCUMENT** button when the details are complete.

ALGOMA BECUMENTS	By submitting this document you are verifying that this Document Claim is valid.	Help Lagout 😋 Admin	
B ADD A DOCUMENT	SUBMIT DOCUMENT Make changes		
NAME	ADDRESS 63 Church St., Suite 600, St. Catharines ON L2R 3C4	EMPLOYEE #	

J. Confirm the submission by clicking the **SUBMIT DOCUMENT** button or click **MAKE CHANGES** if you need to edit the details or document.



	Back to Vessel Portal
* * * * * * * * * * * * * * * * * * * *	
CON ALGOMA BEEN	Add Documents Help Logout 🕫 Admin
😮 🖉 Your document has been submitted. A copy has been ema	ailed to

K. Once submitted, the document will be forwarded to Fleet Personnel for processing. You will see the CONFIRMATION screen for this entry. NOTE: You can click the ADD DOCUMENTS link on the CONFIRMATION screen to upload another entry.

Message 72C_50476_1	
From: algoma.vessel.portal@gmail.com [mailto:algoma.vessel.portal@gmail.com] Sent: Wednesday, November 24, 2021 10:21 AM To: Subject: [External] Crew document submission:	
External Email - Think Before You Click; Courriel Externe - Reflechissez avant de cliquer	

L. You will also receive a **CONFIRMATION EMAIL** which includes a copy of the **DOCUMENTS** uploaded.