

GM STEP

Adding a High School Student to the Center of Learning



1. Login to the Center of Learning.
2. Hover over PROFILE(S) on the top main menu bar and select ADD PARTICIPANT PROFILE.



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3. Fill out the required fields and the SUBMIT button:

- Last Name
- First Name
- Active User - Yes
- Lock out - No
- Password - Create an easy to remember first password (i.e. Welcome1).
Note: Student will be directed to change their password upon initial login.
- Confirm Password - Renter the password you typed earlier.
- Primary Person Type - Technician Apprentice
- Student - Checked

4. On the next screen that appears, select your school in the Dealer dropdown and select the SUBMIT button.



Profiles > Assign User

This tool allows you to assign a GM employee to a particular location. If the employee is currently assigned to a location, you can change any value and the dropdowns below will reload. If the employee has no location record, start the assignment by making a selection at the first dropdown menu (Company). Work your way down through the subsequent dropdowns (Region, Zone, District, etc.) as needed. If you do not want to assign a particular field, keep the dropdown menu item at the (Select One) option. Click the submit button

[Back](#)

Location Assignment for Ted Franks

Assign User

Company: GM TEP
Region: GM TEP
Zone: Virginia
District: Virginia
Dealer: A027631--TEST SCHOOL B, VIRGINIA, VA

SUBMIT



Profiles > Add Participant

To add a new participant, fill in the appropriate information and click Submit.
NOTE: If your new employee has been previously employed by a GM Dealership and already has a Participant profile on this website, you cannot create a new profile; inactive profiles must be

* denotes required fields

Last Name *
First Name *
Middle Name
GMIN

If the Org Number field is left blank, the Location Assignment page will appear after you save the new participant data by clicking submit.

Org Number
BAC Code
VSP Exclusion Yes No
Active User * Yes No
Guest Record No
Lock out Yes No
Password *
Confirm Password *
Mobile Carrier (SELECT ONE)
Mobile Phone Number

Terms and Conditions: By selecting agree below, I am consenting to receive Session Enrollment and Cancellation text messages on my mobile device and am solely responsible for any and all charges. I understand that I will receive enrollment confirmation text messages upon registration and subsequent session reminders.
Agree To Terms and Conditions Yes No

Email
Setting "Send Training Email Announcement(s)" and/or "Send New Course Announcements" to Yes will authorize the system to send special Training and New Course Announcements to the email address above. New Course Announcements are based on your selected Person Types. If you selected No and have provided an email address in your profile, you will continue to receive Session Enrollment and Cancellation emails.
Send Training Email Announcement(s) Yes No
Send New Course Announcements Yes No
In Service
Account Expiration Date
Note

Selecting a Person type will identify a user by his or her dealership position (VSSM or STC).

Primary Person Type* (SELECT ONE)

Role
Check a box below that corresponds to the permission setting you would like to assign to the new user. The permission setting is what allows access to various areas of the site.
 Curriculum Manager
 Student
Send email with changes Yes No

SUBMIT **RESET**

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5. A message displays saying, “User location assignment completed.” Select the Back link to return to the Profile Manager page.

Profiles > Assign User

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[Back](#)

Location Assignment for Ted Franks

User location assignment completed.

6. Enter the student’s last name (or leave the fields blank) on the Profile Manager page and select the SUBMIT button.

Profiles > Profile Manager

To find participant information, use the dropdown menus, enter your "keyword" and click the Submit button. Advanced search is available by selecting additional search terms from the dropdown menus and clicking on Append/Update Search. To clear the search click Reset.

If you have trouble using the search, click on the Help/Support icon.

LAST NAME CONTAINS **SUBMIT**

Person Type ALL

Status ACTIVE

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- The search results will show all the students assigned to your school who match what you put in the LAST NAME field. If left blank the search results will show all students assigned to your school.

Note: The Person ID assigned to each student is the 7-digit number they will use to login to the Center of Learning. Also, when students are assigned the Technician Apprentice Person Type they are automatically assigned several learning paths: Fundamentals, Miscellaneous, Electrical/Electronics, Brakes, Steering & Suspension, etc. (refer to other GM STEP instructional guides on how to add/remove Learning Paths). These paths will not be available to the student until 24 hours after their profile is created.

Current Search:
Last Name Contains % <- [Remove from search](#)

LAST NAME ▾ CONTAINS ▾ [APPEND/UPDATE SEARCH](#) [RESET](#)

Person Type ▾

Status ▾

Record(s) 1 to 6 of 6

Last Name	First Name	Org Number	Person ID	Person Type	Action	Manage
[blurred]	[blurred]	[blurred]	[blurred]	Technician Apprentice	[View Profile] [Edit Profile]	[View Learning Path] [View Training Records]
[blurred]	[blurred]	[blurred]	[blurred]	Technician Apprentice	[View Profile] [Edit Profile]	[View Learning Path] [View Training Records]
[blurred]	[blurred]	[blurred]	[blurred]	Instructor	[View Profile] [Edit Profile]	[View Learning Path] [View Training Records]
[blurred]	[blurred]	[blurred]	[blurred]	Technician Apprentice	[View Profile] [Edit Profile]	[View Learning Path] [View Training Records]
[blurred]	[blurred]	[blurred]	[blurred]	Instructor	[View Profile] [Edit Profile]	[View Learning Path] [View Training Records]
[blurred]	[blurred]	[blurred]	[blurred]	Technician Apprentice	[View Profile] [Edit Profile]	[View Learning Path] [View Training Records]

Record(s) 1 to 6 of 6