Adding a High School Student to the Center of Learning

gm

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









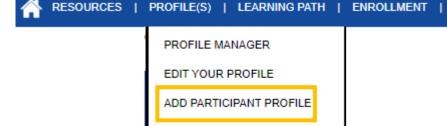




ADMIN TOOLS

TRAINING RECORDS | LANGUAGE





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

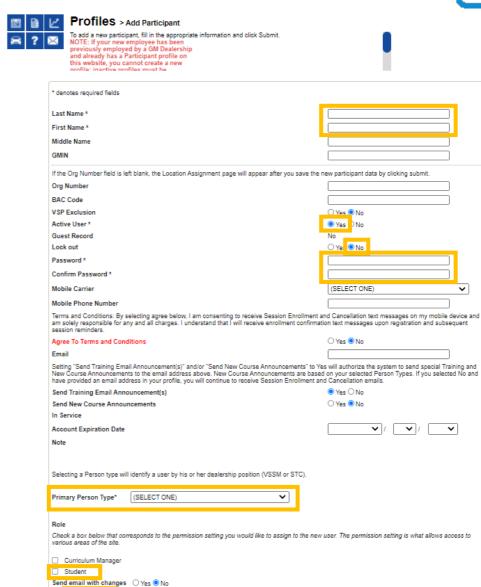


Profiles > Assign User

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



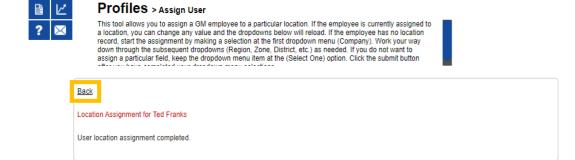




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5. A message displays saying, "User location assignment completed." Select the <u>Back</u> link to return to the Profile Manager page.



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



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7. 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.

