

How do I add a High School (under-aged) student Instructions:

Center of Learning - Profiles

centerlearning.com/entities/useredit.asp?iQueryID1=58&sFieldName1=tPerson.iPersonID&iDataTypeID1=1&iFilterID1=1&sCriteria1=0&iResult...

CHEVROLET GMC CENTER OF LEARNING

PROFILE(S) | LEARNING PATH | ENROLLMENT | TESTING | TRAINING RECORDS | LANGUAGE | ADMIN TOOLS

Welcome **GM TEP Test**, Instructor Test School B

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.

* denotes required fields

Last Name *	<input type="text" value="Yes"/>
First Name *	<input type="text" value="Yes"/>
Middle Name	<input type="text" value="No"/>
GMIN	<input type="text" value="No"/>

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	<input type="text" value="A027683"/>
Active User *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Lock out	<input type="radio"/> Yes <input checked="" type="radio"/> No
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

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Confirm Password *	<input type="password"/>
Mobile Carrier	<input type="text" value="(SELECT ONE)"/>
Mobile Phone Number	<input type="text"/>

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	<input type="text"/>
In Service	<input type="checkbox"/>

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

Primary Person Type*	<input type="text" value="TECHNICIAN APPRENTICE"/>
Secondary Person Type	<input type="text" value="(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.

<input type="checkbox"/> Dealer Manager/DTA
<input checked="" type="checkbox"/> Student

Very important to protect all student's personal information.

Therefore, to minimize the use of student personal information, we will not accept/allow ANY under-aged student's personal information (name, email addresses and phone numbers) to be entered in the Center of Learning LMS.

If you have students of age and not governed under FERPA follow your school/district/state guidelines.

Use the following process when completing the student form (ensure you are in compliance with FERPA):

We will require you to employ the following naming convention/format. You are to use the actual word "Student" as the student's first name and for the student's last name we will be requiring you to employ an incremental numbering system starting with numeral one. Please follow the example do not deviate.

Example:

First Name:	Last Name:
Student	01
Student	02
Student	03
Student	04
Student	05
Student	06
Student	07
Student	08
Student	09
Student	10
Student	11
Student	12
Student	and so on...

If you have a hundred students in a class, the last student would be named Student 100. Continue using the incremental approach for all future classes. Year two students would begin with Student 101 and so on.

This will be the format to be followed for the duration of the program. Hypothetically you could reach Student 5,000 or more.

If you have students of age and not governed under FERPA follow your school/district/state guidelines.

Important to note you will be the only entity with the capability of identifying your students. GM will not have the capability to assist if you fail to maintain accurate records.

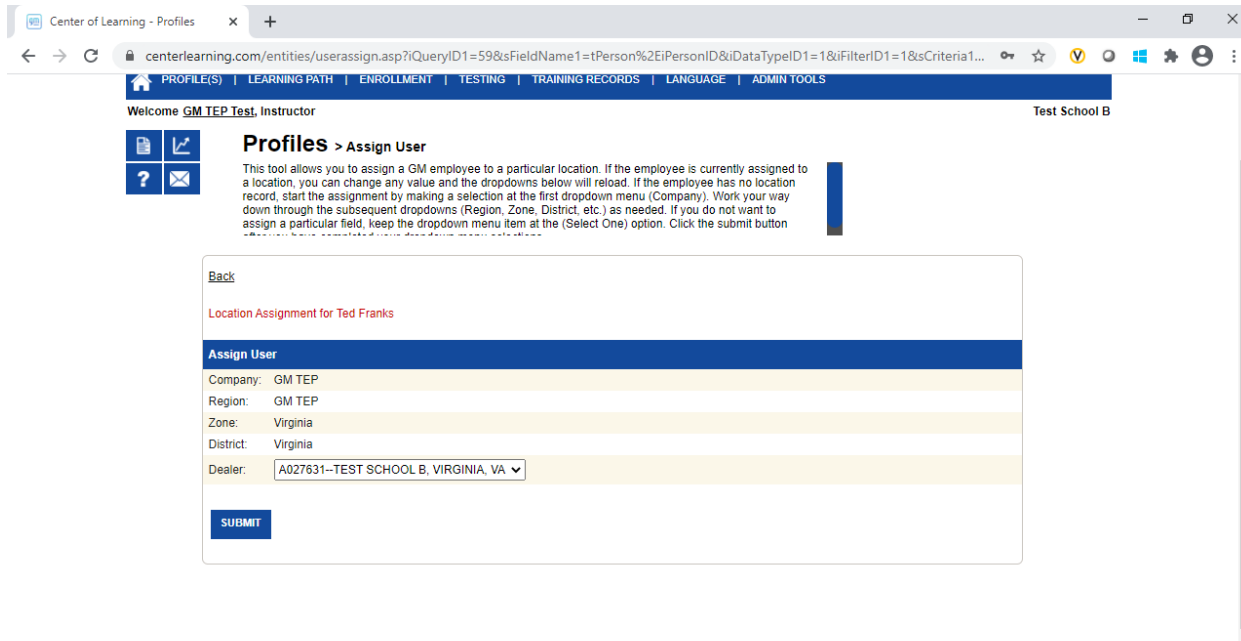
A best practice would be an Excel Spreadsheet cross referencing the created name with the actual name of the student:

Created		Actual	
First	Last	First	Last
Student	01	Ann	Doe
Student	02	Barry	Smith
Student	03	Carl	Jones
Student	04	Dave	Brown
Student	05	Elmer	Fudd
Student	06	Frank	Banl
Student	07	Greg	Hawk
Student	08	Hank	Painter
Student	09	Iggy	Zodd
Student	10	Jack	Acorn
Student	11	Kate	Barry
Student	12	Larry	Carr

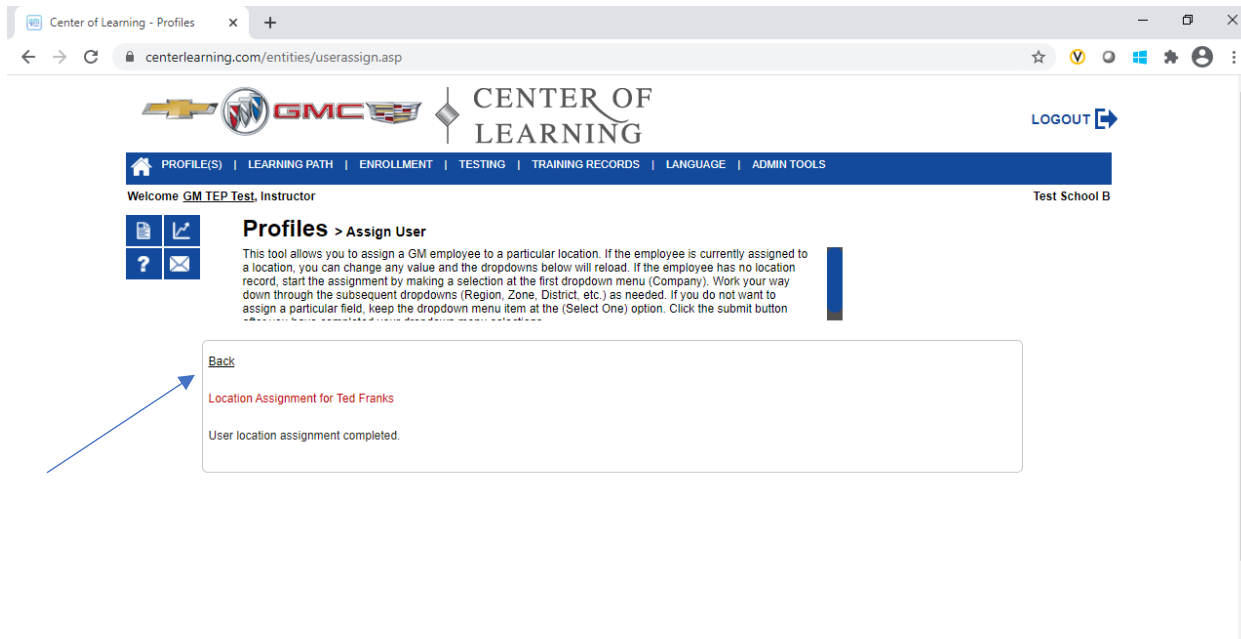
1. The first two entry boxes must be completed:
 - a. Last Name must follow the rules provided above.
 - b. First Name: **Student**
2. Middle name not required
3. GMIN is to left blank
4. Your School's Org Number is A0xxxxx however, if you leave it blank the system will automatically fill this in when you have completed the form and submitted.
5. Select Yes for Active User
6. Select No for Lock out
7. Creating the first password should be made easy to remember. Welcome1 or Password1 could be used, simply enter Welcome1 or Password1 in both the Password entry block and in the Confirm Password entry block. Note Student will be directed to change their passwords and add two security questions during their first login. Refer to the end of this job aid to view the Change the Password screen.
8. The next four entries are not required simply skip to Primary Person Type.
9. The Primary Person Type using the down arrow find and select Technician Apprentice.
10. Secondary Person Type no entry required.
11. To complete the form simply check the student entry box and select Submit.

The Assign User screen now appears. This is where you assign the student to your school. On this screen, the Dealer dropdown list is your school (do not be confused that it refers to dealer)

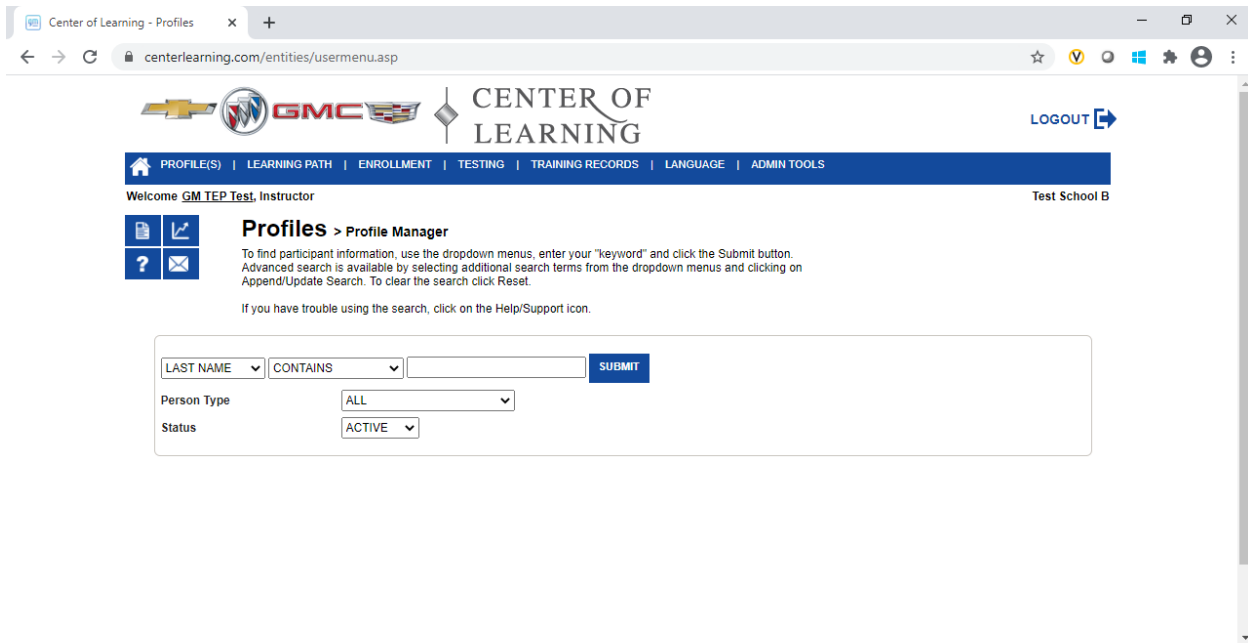
Click SUBMIT.



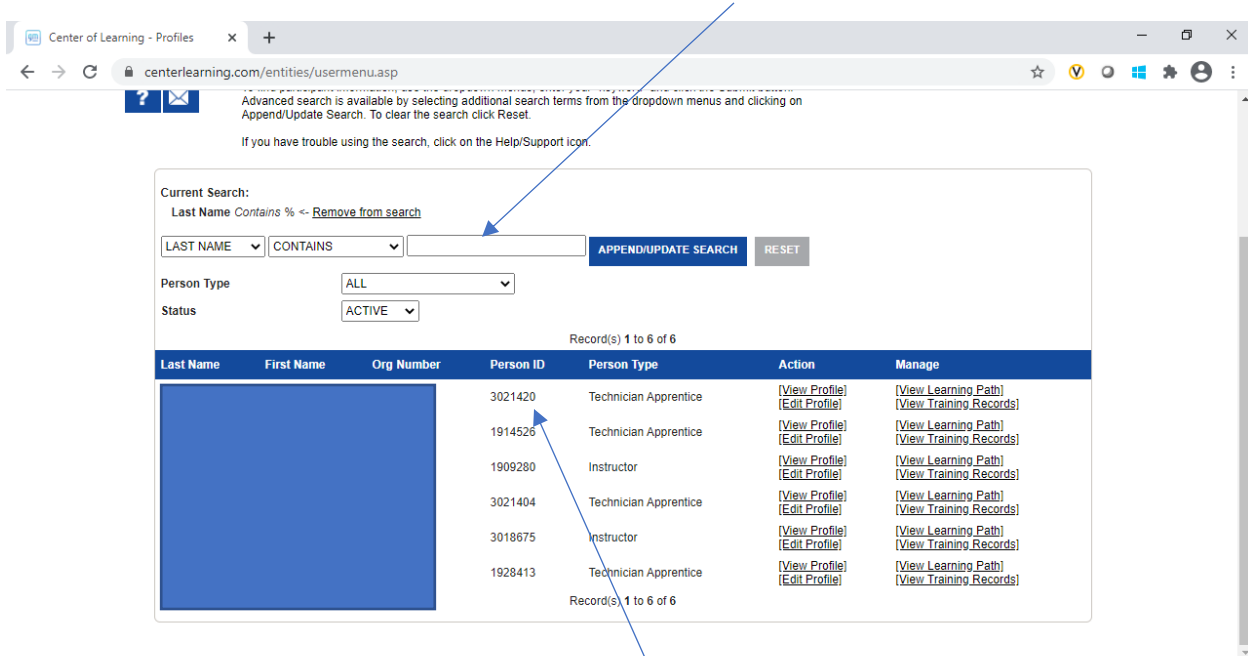
This screen verifies your Students has been successfully submitted into the system.



The screen should now display “User location assignment completed”. Click the Back link, above the red texted within the rectangle this will return you to the Profile Manager page.



To locate your student, you could enter their last name or leave blank and click submit:



1. Click SUBMIT (you will not need to enter any information in the search fields). The screen will display all the students who are assigned to your school.
2. The Person ID assigned to the student is the 7-digit number they will use to login to the Center of Learning LMS.
3. **NOTE:** When a student is assigned a Person Type of Technician Apprentice, they are to be assigned two learning paths; Fundamentals and Maintenance Inspection Technician by the Instructor (refer to Setting Training Paths job aide). These paths will not be available to the student until a day after their profile is created (a system process runs during the night that builds and assigns the paths to the students).

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centerlearning.com/training_path/index.asp?iQueryID1=61&sFieldName1=sStuffedCriteria&iDatatypeID1=2&iFilterID1=1&sCriteria1=tPerson...

Welcome **GM TEP Test, Instructor** Test School B

Learning Path

To view a specific Learning Path, click on the corresponding tab below.

To go back to the summary of Learning Paths and Certifications, click on the My Certifications tab.

[Add/Remove Learning Paths](#)
[Printer Friendly](#)

Steven Hardy
Technician Apprentice
Test School B

MY CERTIFICATIONS **TECHNICIAN APPRENTICE** **GM TEP FUNDAMENTALS** >>

GM TEP STS
February 25, 2021

	STS	MTC
Fundamentals	25%	NA
Maintenance Inspection Technician	21%	N

Learning Paths and Certification Completion status are subject to change. Click on the link for each Learning Path for more details.

CERTIFICATIONS / CERTIFICATES **SUMMARY CERTIFICATE**

This is the Password Change screen: Old Password would normally be Welcome1 or Password1 pending what you want to use consistently.

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centerlearning.com/HomePage/password.asp

Welcome: Ted Franks Technician Apprentice **Change Password** Test School B

Please change your password. Passwords must be a minimum of 8 characters long and should contain a combination of letters and numbers. They are case sensitive and they expire every 90 days.

All fields required.

Old Password:

New Password:

Confirm New Password:

Please enter two questions and answers below to allow you to reset your password in the future. Do not use apostrophes or special characters.

Question 1:

Answer 1:

Question 2:

Answer 2:

SUBMIT