

# Manual

## How to register for and run a training course in the Ford Supplier Learning Institute

[www.learning.ford.com](http://www.learning.ford.com)

November 2015

### Imprint

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# 1 Covisint Enterprise Portal - Ford Supplier Portal: Log onto the Ford Supplier Learning Institute

The screenshot shows the Ford Supplier Learning Institute (FSLI) portal. The left sidebar contains a 'My Applications' section with a list of links. The 'Ford Supplier Learning Institute (FSLI)' link is highlighted with a red box and a red '1'. The main content area shows a list of applications, with 'Ford Supplier Learning Institute (FSLI)' also highlighted with a red box and a red '1'.

Access	Icon	Name	Summary	Functional Area	Request	Favorite
<input checked="" type="checkbox"/>		eRooms at Ford Motor Company	<a href="#">Detail</a>	Collaboration		☆
<input checked="" type="checkbox"/>		Ford Customer Service Division (FCSD) Packaging	<a href="#">Detail</a>	Customer Service		☆
<input checked="" type="checkbox"/>		Ford Customer Service Division (FCSD) Purchasing	<a href="#">Detail</a>	Customer Service		☆
<input checked="" type="checkbox"/>		Ford Customer Service Division (FCSD) Supplier ...	<a href="#">Detail</a>	Customer Service		★
<input checked="" type="checkbox"/>		Ford Design Verification System (eFDVS)	<a href="#">Detail</a>	Product Development		☆
<input checked="" type="checkbox"/>		Ford Look and Style Arena	<a href="#">Detail</a>	Supplier Development		☆
<input checked="" type="checkbox"/>		Ford Supplier Diversity Development	<a href="#">Detail</a>	Supplier Development		☆
<input checked="" type="checkbox"/>		<b>Ford Supplier Learning Institute (FSLI)</b>	<a href="#">Detail</a>	Supplier Development		★
<input checked="" type="checkbox"/>		Ford Supply Chain Sustainability Website	<a href="#">Detail</a>	Environmental		☆
<input checked="" type="checkbox"/>		SharePoint B2B at Ford Motor Company	<a href="#">Detail</a>	Collaboration		★

## 2 **1** Click Ford Supplier Learning Institute (FSLI)

### Ford Learning and Development: Ford Supplier Learning Institute

The screenshot shows the Ford Learning & Development portal. The 'Welcome' message states: 'The Ford Supplier Learning Institute provides access to learning solutions that can help our partners apply tools, processes, and methodologies that are specific to doing business with Ford Motor Company. Please use the menu below to begin your search.' The 'Asia Pacific & Africa' link is highlighted with a red box and a red '1'.

- 1** Asia Pacific & Africa
  - Europe
  - North America
  - South America

## **1** Click **Asia Pacific & Africa** (or any other region – you are looking for global learning solutions).

## MyLearning Authentication

*The very first time you log into the new version of the Ford Supplier Learning Institute you have to identify the way how you will be authenticated.*

### NOTICE

In a moment you will be prompted to select your organization to complete the login process for the learning management system (see image below).

Sign In

Secure Web Logon

The site that you are accessing requires you to sign in. Select from the following list.

1 → Covisint

Continue to Sign In ← 2

Secure Web Logon

- Covisint
- Dealer, Supplier, Other Login
- EDU Dealer, Supplier, Other Login
- IBM Cloud Identity Service Consumer Login - EDU
- IBM Cloud Identity Service Consumer Login - PROD
- LightHouse Enterprise Gateway Login - EDU
- LightHouse Enterprise Gateway Login - PROD
- SecurID Login
- WSL Login

When you receive the prompt, please select (1) "Covisint" and click the (2) [Continue to Sign In] button.

1 Continue

If you encounter problems during the login process, please describe the situation in an e-mail to [learning@ford.com](mailto:learning@ford.com).

- 1 Click the **Continue** button.

Sign In

Secure Web Logon

The site that you are accessing requires you to sign in. Select your organization from the following list.

1 Covisint

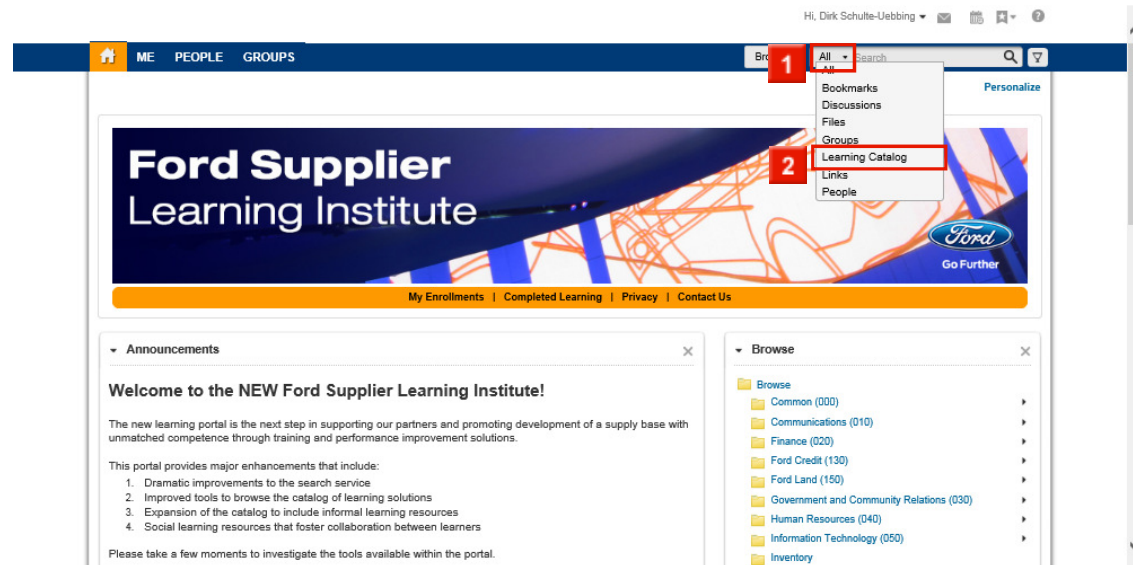
2 Continue to Sign In

- 1 Select "**Covisint**"
- 2 Click [Continue to Sign In]

In the next step you have to accept the Saba Terms and Conditions.

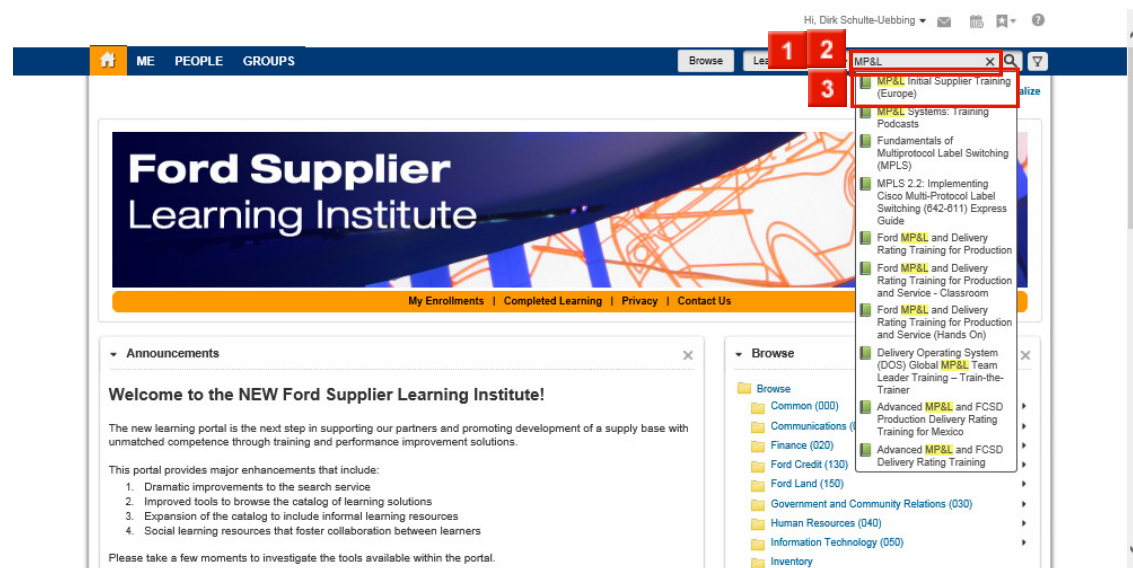
Click [Accept]

## 2 Enroll for a class



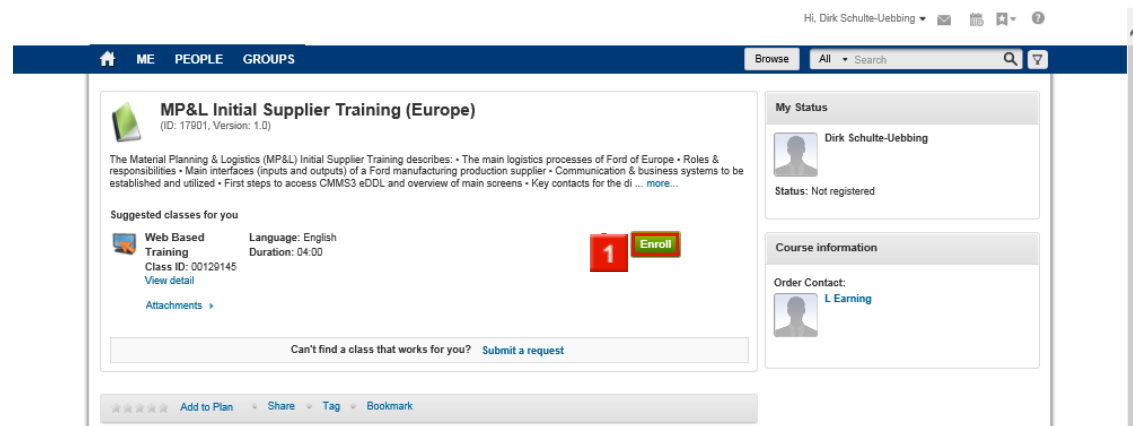
- 1 Click the **All** drop-down box.
- 2 Click the **Learning Catalog** hyperlink.

*The example below shows how to find the “MP&L Initial Supplier Training (Europe)” course. Please use appropriate search words to find other courses.*



- 1 Click the **Search** combobox.
- 2 Type **MP&L** into the search box.
- 3 Click the **MP&L Initial Supplier Training (Europe)** list item.

Once you found the course you have to enroll for it.



Hi, Dirk Schulte-Uebbing

ME PEOPLE GROUPS

Browse All Search

### MP&L Initial Supplier Training (Europe)

(ID: 17901, Version: 1.0)

The Material Planning & Logistics (MP&L) Initial Supplier Training describes: • The main logistics processes of Ford of Europe • Roles & responsibilities • Main interfaces (inputs and outputs) of a Ford manufacturing production supplier • Communication & business systems to be established and utilized • First steps to access CMMS3 eDDL and overview of main screens • Key contacts for the di ... [more...](#)

**Suggested classes for you**

Web Based Training	Language: English	Duration: 04:00
Class ID: 00129145		
<a href="#">View detail</a>		
<a href="#">Attachments</a>		

Can't find a class that works for you? [Submit a request](#)

★★★★★ [Add to Plan](#) [Share](#) [Tag](#) [Bookmark](#)

**My Status**

Dirk Schulte-Uebbing

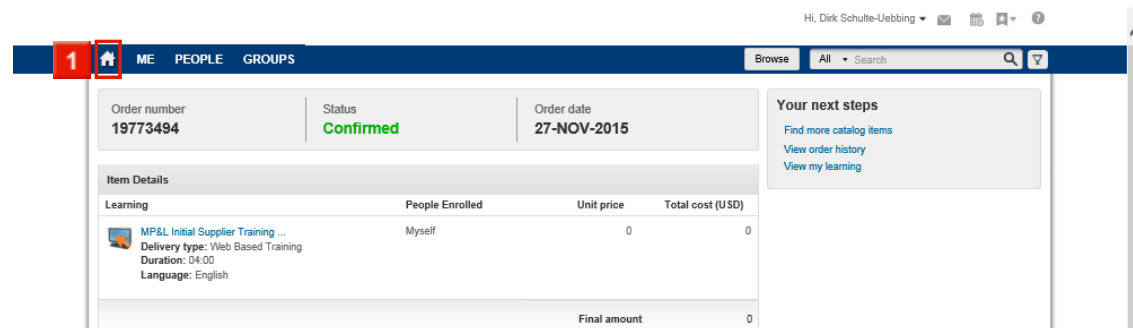
Status: Not registered

**Course information**

Order Contact:

L. Earning

1 Click the **Enroll** hyperlink.



Hi, Dirk Schulte-Uebbing

ME PEOPLE GROUPS

Browse All Search

Order number  
**19773494**

Status  
**Confirmed**

Order date  
**27-NOV-2015**

**Your next steps**

[Find more catalog items](#)

[View order history](#)

[View my learning](#)

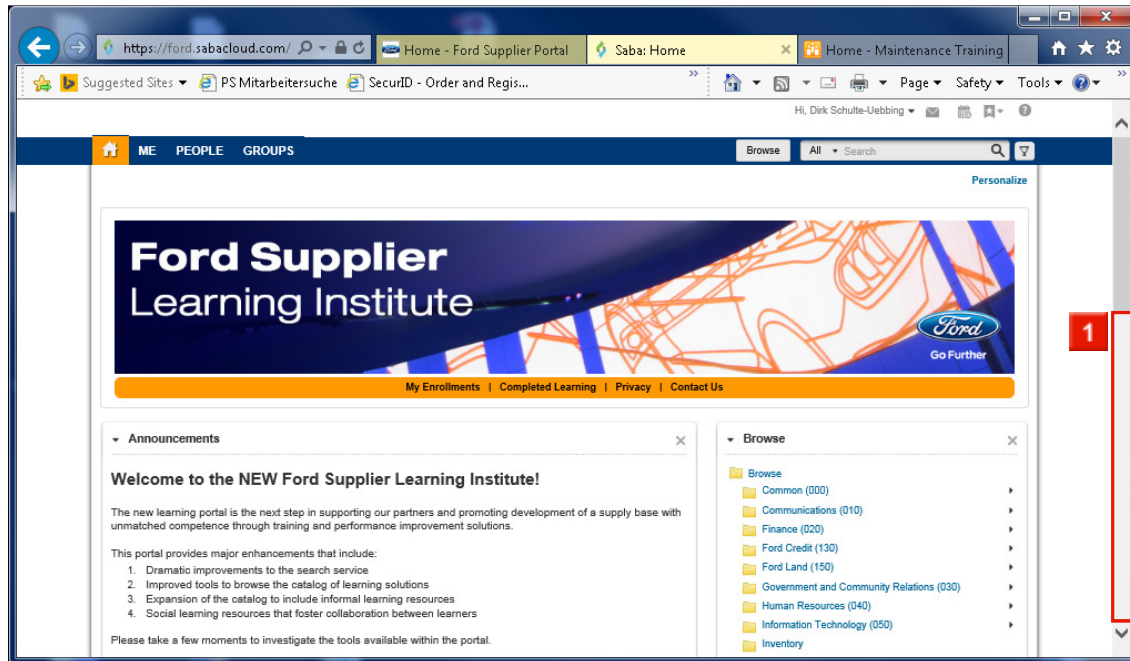
Item Details			
Learning	People Enrolled	Unit price	Total cost (USD)
MP&L Initial Supplier Training ... Delivery type: Web Based Training Duration: 04:00 Language: English	Myself	0	0
Final amount			0

You are now registered for the course.

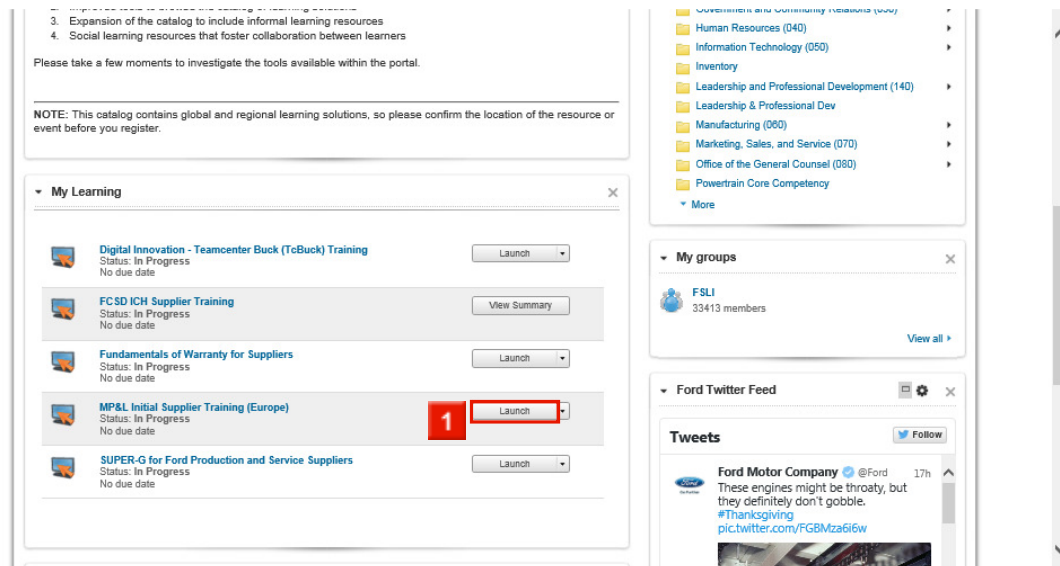
You can launch all courses from the “My Learning” section on the Home Page.

1 Click the **Home** hyperlink.

### 3 “My Learning” on the FSLI Home page



1 Scroll down.



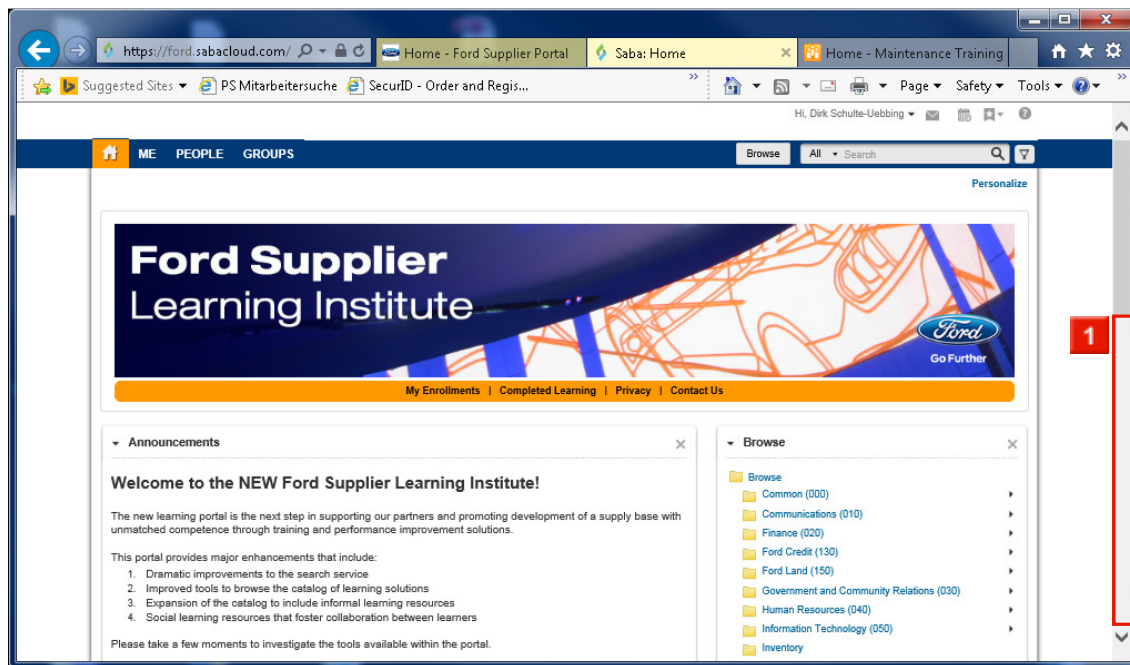
Here you find all courses which you have registered for, but not completed yet.

1 Click the **[Launch]** button.

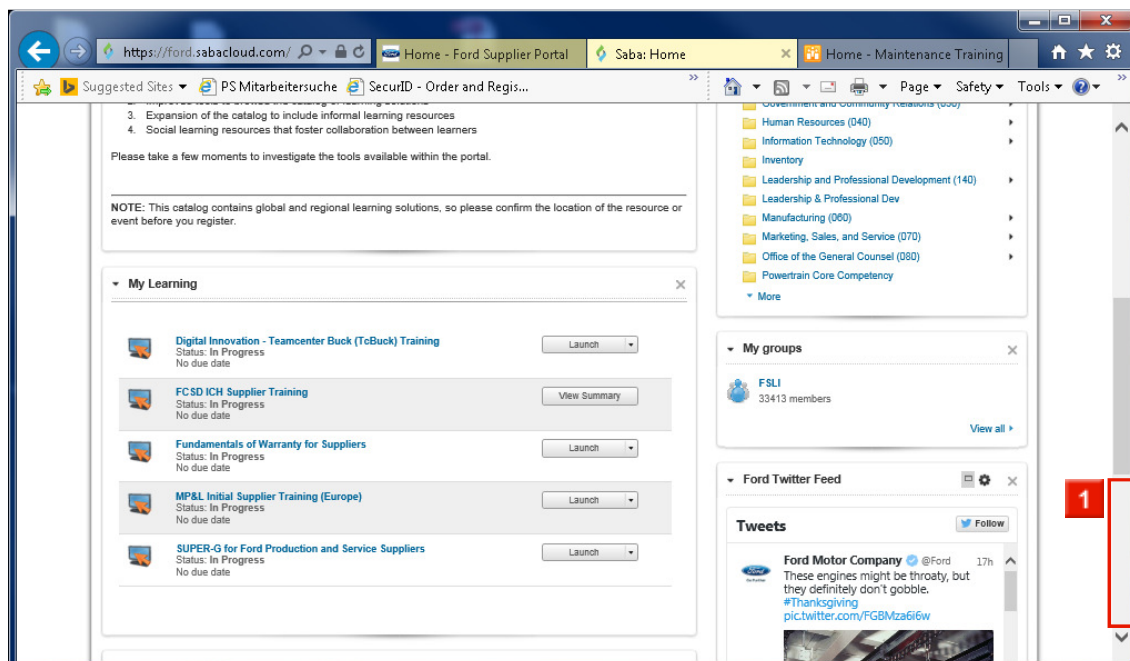


## 4 Printing certificates for completed courses

All completed courses are shown in the “Completed Learning” section on the Home Page.



1 Scroll down



1 Scroll down



The screenshot shows the 'Completed Learning' section of the Ford Supplier Learning Institute. It lists two completed courses: 'MP&L Initial Supplier Training (Europe)' and 'Vehicle Parts Progress (VPP) Supplier Training'. Both are marked as 'Completed' with a score of 0. The 'Action' column for the first course shows a 'Launch' button with a red box and the number '1' next to it, indicating the next step. To the right, there is a social media feed with a tweet from Ford Motor Company. At the bottom right, it says 'powered by Saba Cloud Version: Saba Cloud 32.0.0.15'.

1 Click the down arrow next to the **[Launch]** button.

This screenshot shows the same interface as the previous one, but with the dropdown menu for the 'Launch' button open. The menu options are: 'Launch', 'Print Certificate', 'Export Certificate', 'Notes', and 'View Summary'. Red boxes and numbers '1' and '2' highlight the 'Print Certificate' and 'Export Certificate' options respectively, indicating the next steps. The rest of the interface remains the same.

1 Click the **Print Certificate** hyperlink to create a paper copy.

2 Click the **Export Certificate** hyperlink to create a PDF file.

