



Manual

**How to register for and run a web-based training course in the
Ford Supplier Learning Institute**

www.learning.ford.com

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Imprint

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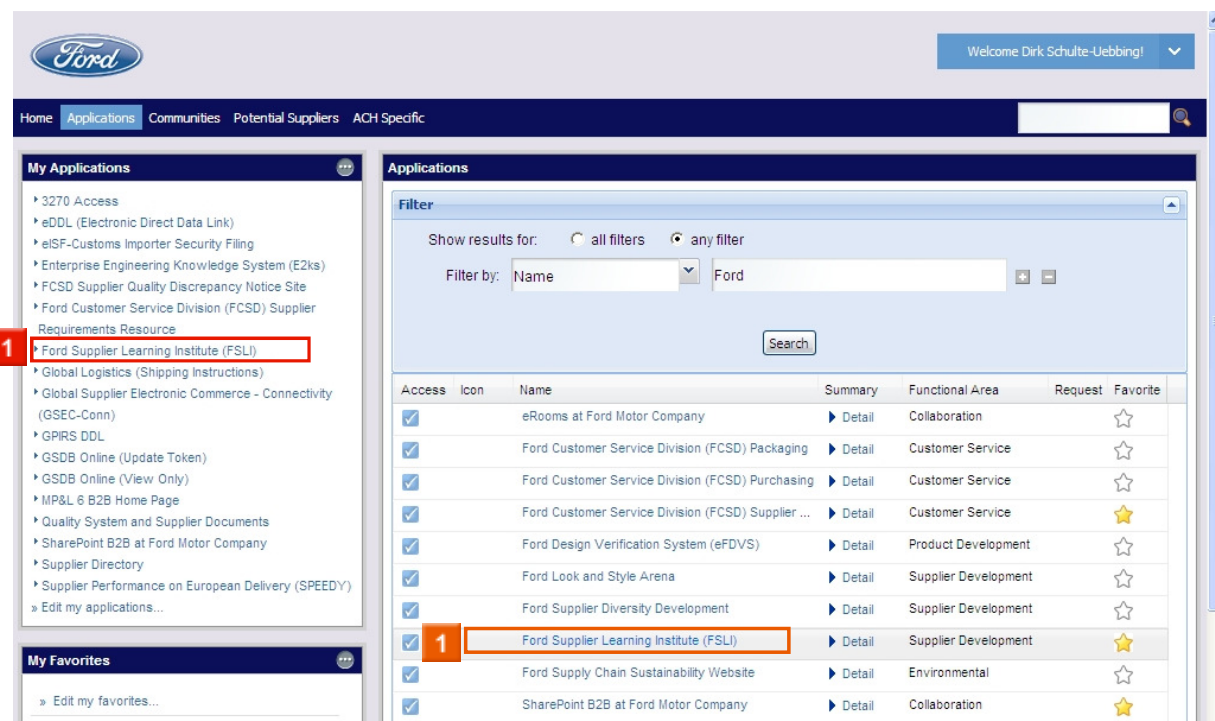
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1 Covisint Enterprise Portal - Ford Supplier Portal: Log onto the Ford Supplier Learning Institute (FSLI)

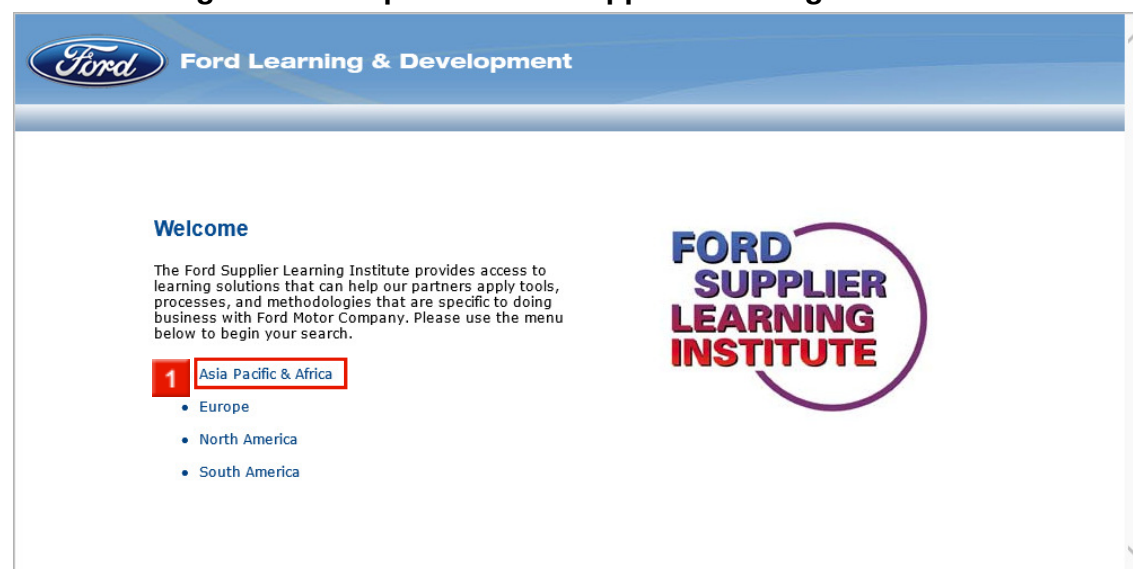


The screenshot shows the Ford Supplier Learning Institute (FSLI) portal. On the left, under 'My Applications', the link 'Ford Supplier Learning Institute (FSLI)' is highlighted with a red box and a red '1'. On the right, under 'Applications', a search filter is set to 'Name' with the value 'Ford'. Below the filter, a table lists various applications. The row for 'Ford Supplier Learning Institute (FSLI)' is 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	► Detail	Collaboration		☆
<input checked="" type="checkbox"/>		Ford Customer Service Division (FCSD) Packaging	► Detail	Customer Service		☆
<input checked="" type="checkbox"/>		Ford Customer Service Division (FCSD) Purchasing	► Detail	Customer Service		☆
<input checked="" type="checkbox"/>		Ford Customer Service Division (FCSD) Supplier ...	► Detail	Customer Service		★
<input checked="" type="checkbox"/>		Ford Design Verification System (eFDVS)	► Detail	Product Development		☆
<input checked="" type="checkbox"/>		Ford Look and Style Arena	► Detail	Supplier Development		☆
<input checked="" type="checkbox"/>		Ford Supplier Diversity Development	► Detail	Supplier Development		☆
<input checked="" type="checkbox"/>		Ford Supplier Learning Institute (FSLI)	► Detail	Supplier Development		★
<input checked="" type="checkbox"/>		Ford Supply Chain Sustainability Website	► Detail	Environmental		☆
<input checked="" type="checkbox"/>		SharePoint B2B at Ford Motor Company	► Detail	Collaboration		★

1 Click the **Ford Supplier Learning Institute (FSLI)** link.

Ford Learning and Development: Ford Supplier Learning Institute



The screenshot shows the Ford Learning & Development portal. On the left, under 'Welcome', there is a message about the Ford Supplier Learning Institute. On the right, there is a large logo for the 'FORD SUPPLIER LEARNING INSTITUTE'. Below the logo, a list of regions is shown: Europe, North America, and South America. The 'Asia Pacific & Africa' region is highlighted with a red box and a red '1'.

1 Click **Asia Pacific & Africa** (or any other region. Web-based training is available globally, so you need to look for global learning solutions – the region does not matter).


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**

2 **Continue to Sign In**

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.

- 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**

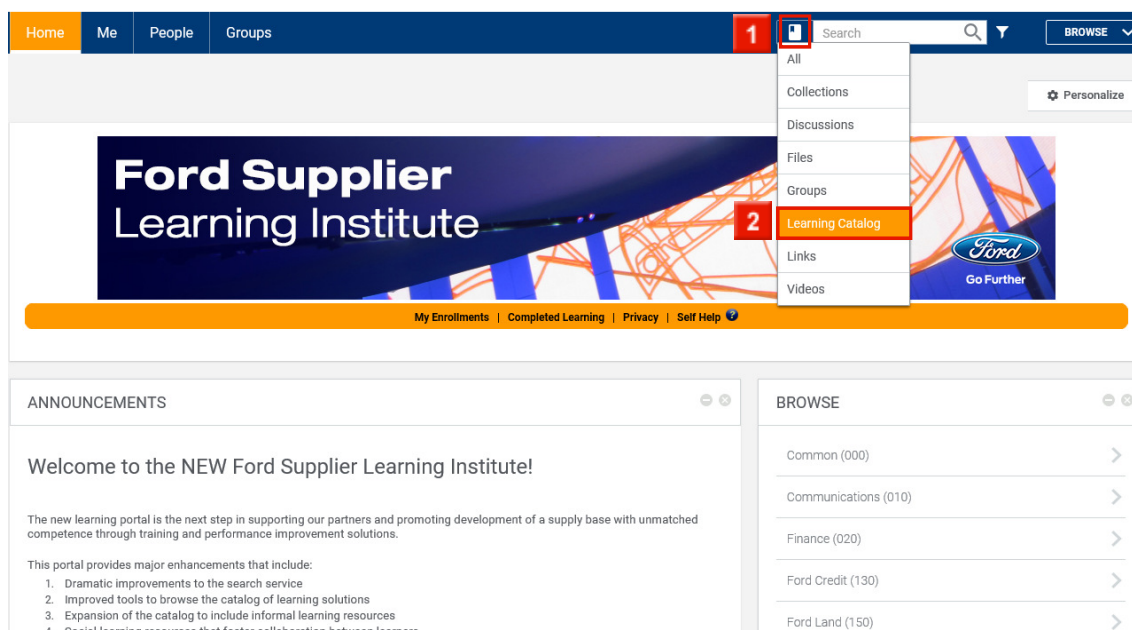
2 **Continue to Sign In**

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

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

Click **[Accept]** **Accept** **Decline**

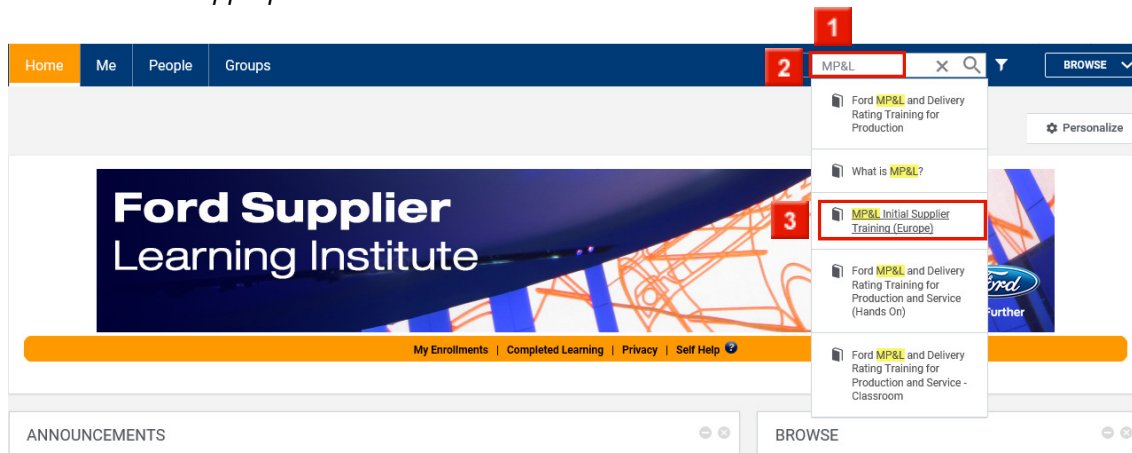
2 FSLI: Enroll for a class



1 Click the drop-down box next to the Search field.

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. (Do NOT press Enter – results show up automatically.)

3 Click the **MP&L Initial Supplier Training (Europe)** list item (the course you are looking for)..

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

The screenshot shows the course page for 'MP&L Initial Supplier Training (Europe)'. The course description states: 'WHO SHOULD ENROLL: External MP&L suppliers'. The description further explains: '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 • Commu ...'. Below the description, it lists 'Suggested classes for you' with 'Class ID : 00211976', 'Web Based Training', 'Language : English', and 'Duration : 04:00'. A red box highlights the 'ENROLL' button, and a red '1' is placed next to it. The user profile on the right shows 'Joerg Wunderlich' with a 'NOT REGISTERED' status. At the bottom, there is a button 'ADD TO PLAN'.

1 Click the **Enroll** hyperlink.

The screenshot shows the 'My Learning' section. The top navigation bar has 'Home' highlighted with a red box and a red '1'. Below the navigation bar, there is a summary section with 'Order number 21267003', 'Status Confirmed', and 'Order date 16-JAN-2018'. The 'Item Details' table shows the following data:

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

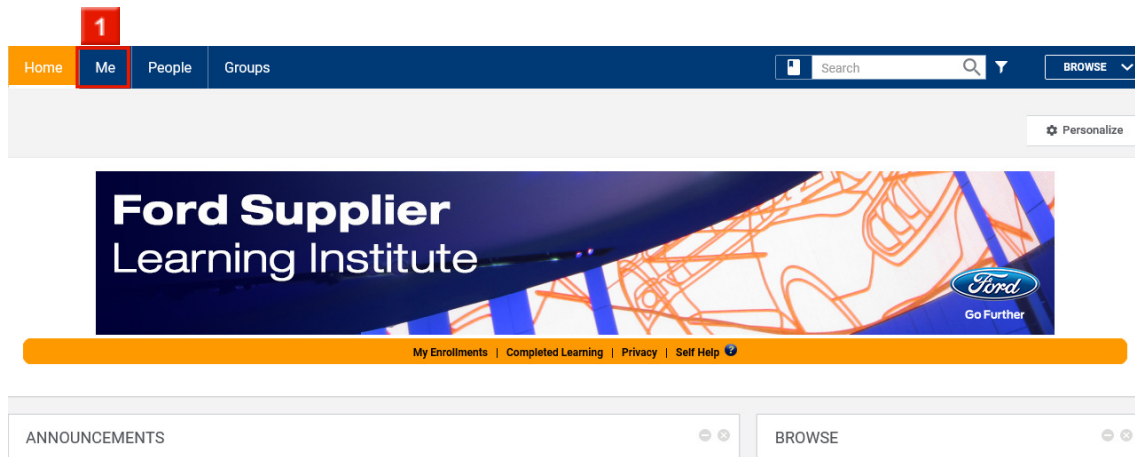
The 'Your next steps' section on the right includes links: 'Find more catalog items', 'View order history', and 'View my learning'.

You are now registered for the course.

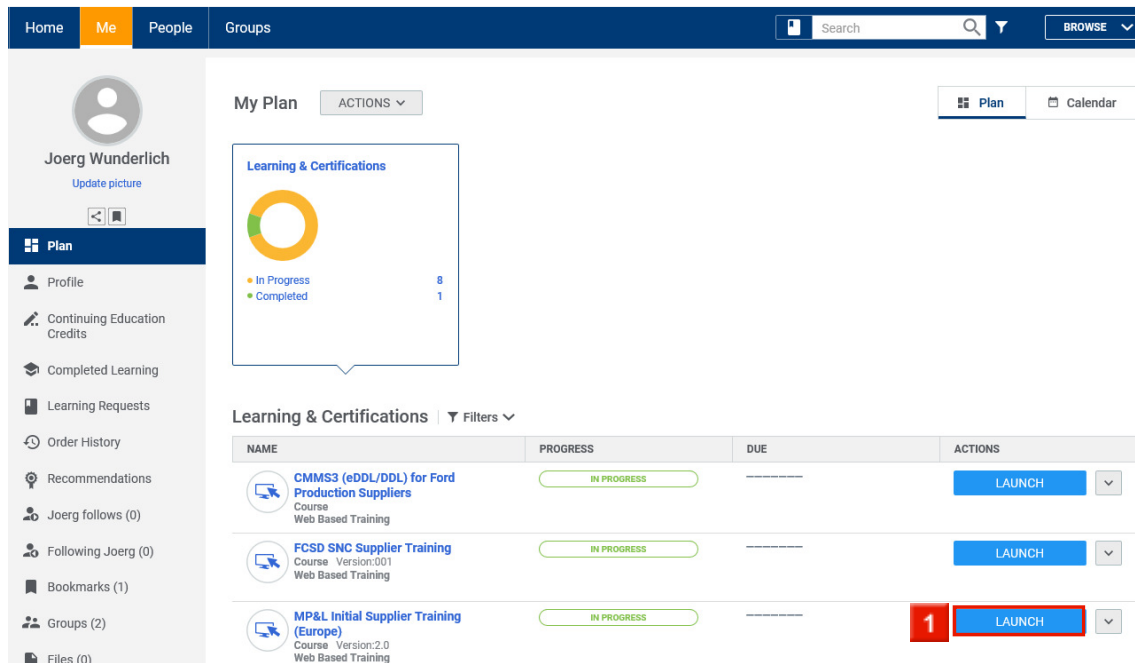
You can launch all courses from the “My Learning” section on the Home Page.

1 Click the **Home** hyperlink.

3 “My Learning” on the FSLI Home page



1 Click the **Me** hyperlink.

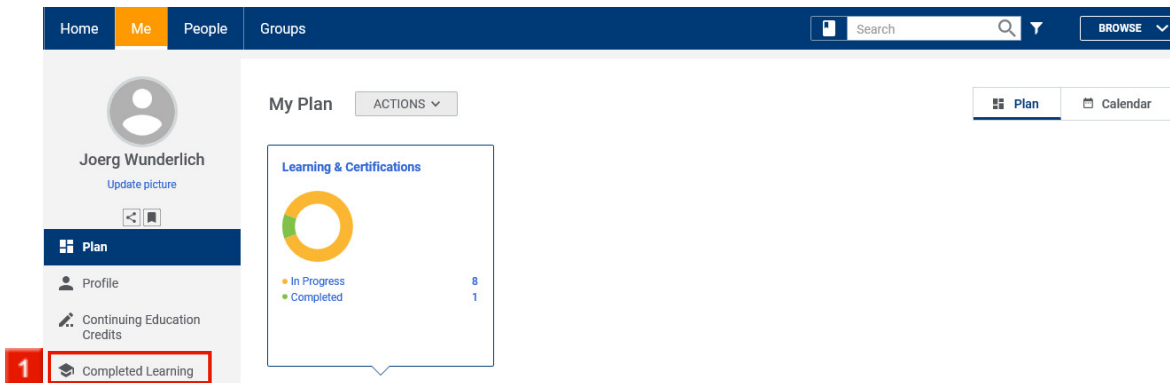


Here you find all courses which you have registered for, but not completed yet.

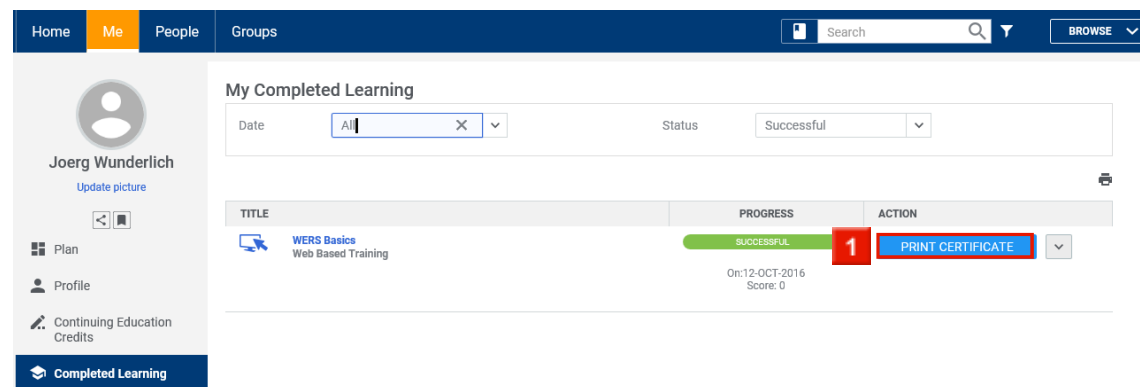
1 Click the **[Launch]** button to launch the selected course.

4 Printing certificates for completed courses

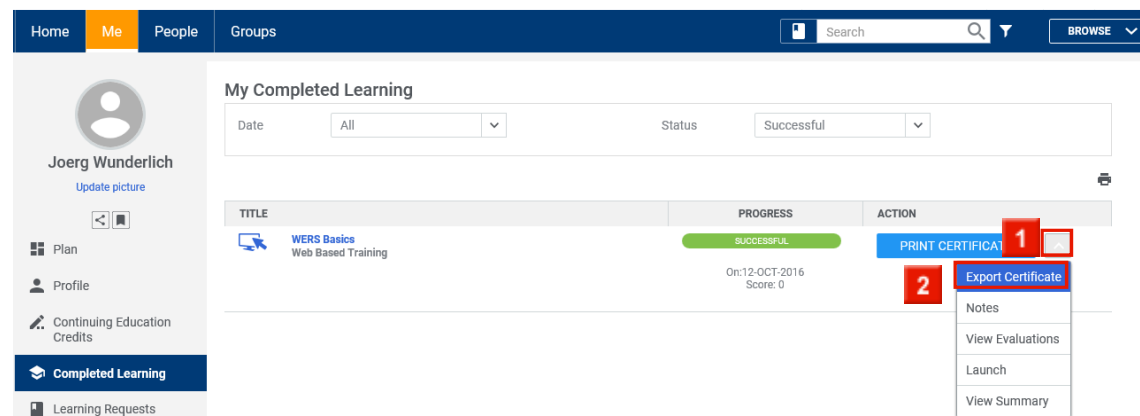
All completed courses are shown in the “Completed Learning” section on the Home Page.



1 Click the **Completed Learning** hyperlink.



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



1 Click the drop down box on the right.

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