How to Navigate the Supplier Web Academy
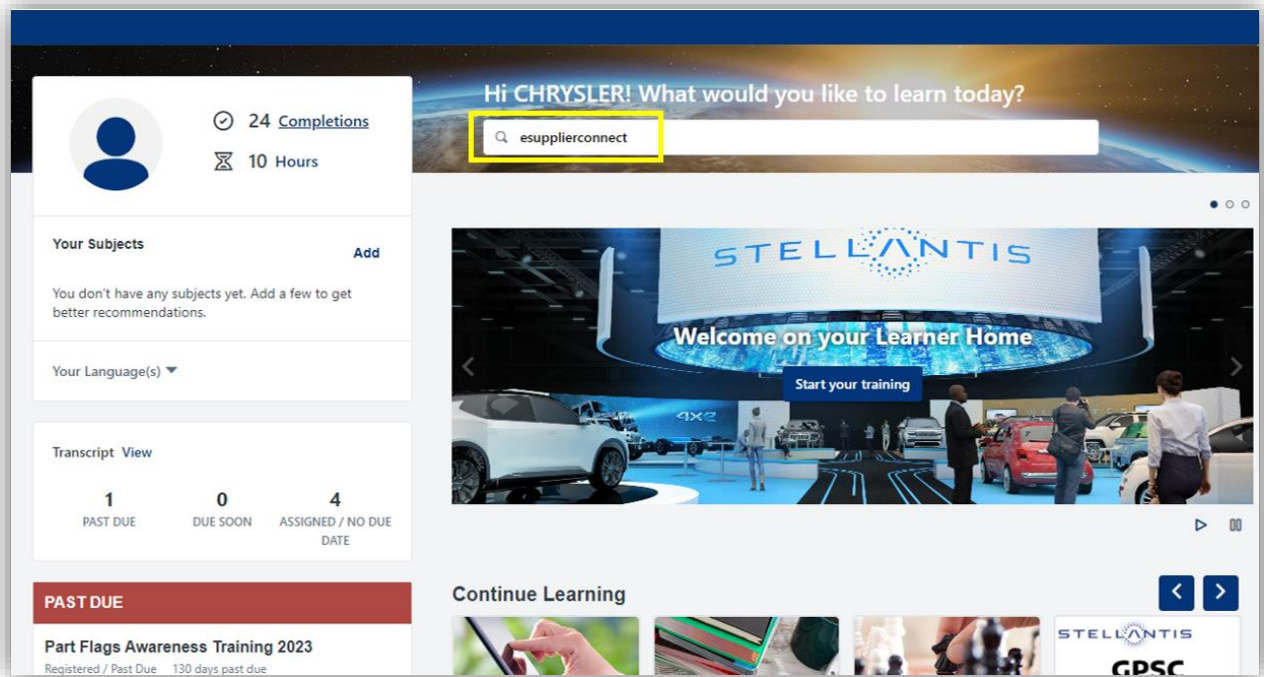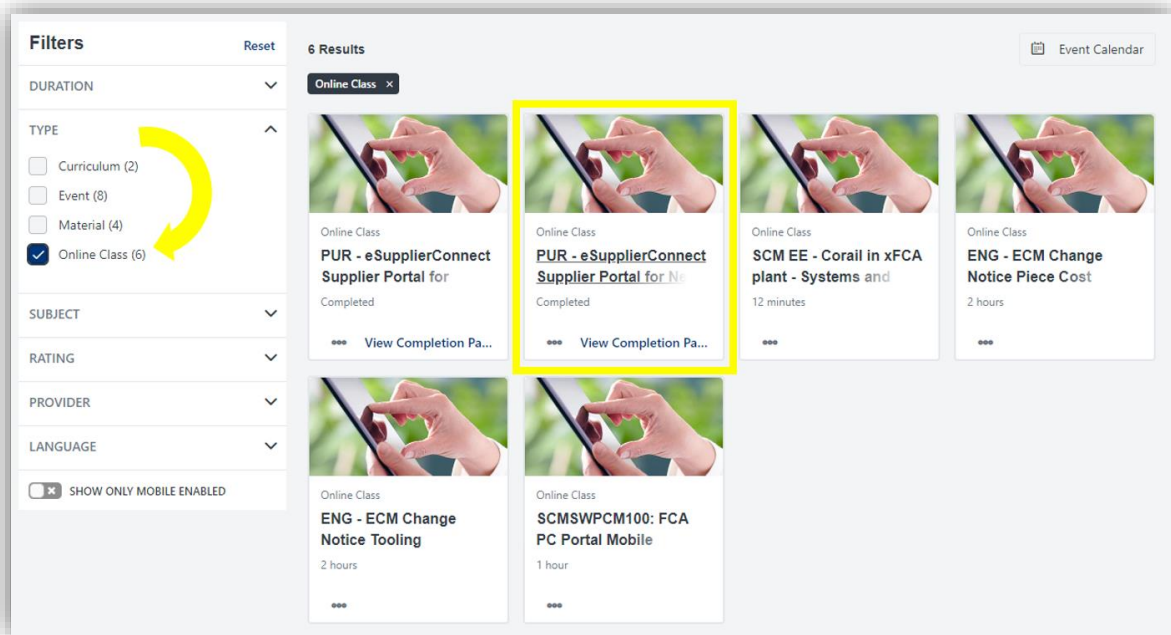
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NOTE: Click this LINK for instructions to access the Supplier Web Academy. Once in the Supplier Web Academy, there is a training video that goes along with this training presentation.

How to Launch a Web Based Training

Start by typing in your desired topic in the search field.

Filter by Type, select Online Class and choose your desired online class.

Click Launch and complete the training in the pop-up window.

You can navigate through each chapter by selecting them in the Menu tree, or clicking Next

How to Search and Enroll for an Instructor-Led Virtual Training
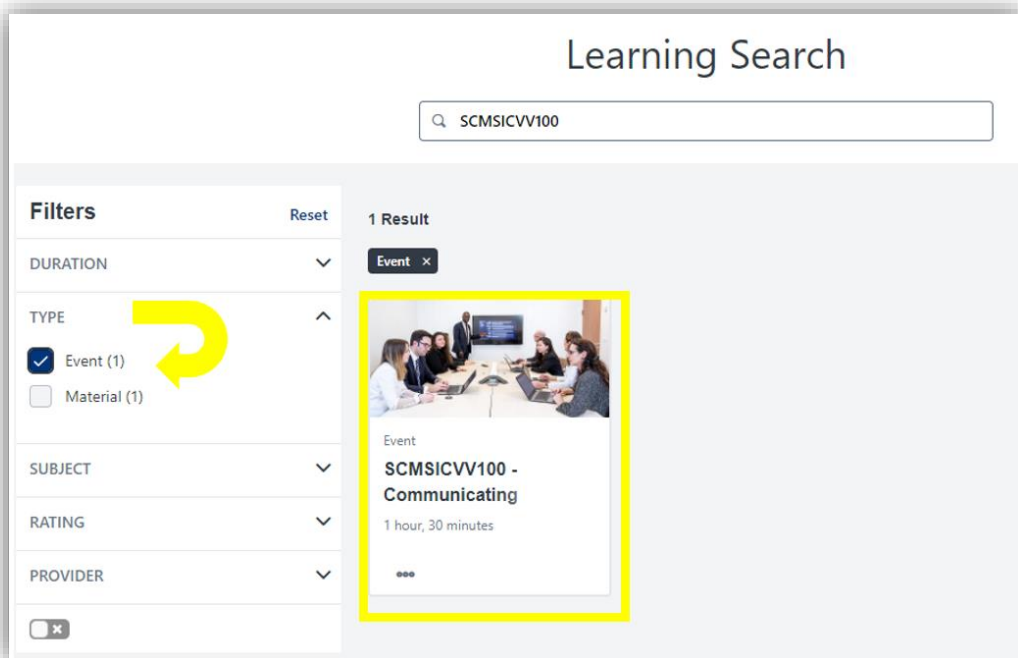
Start by typing in your desired topic in the search field.
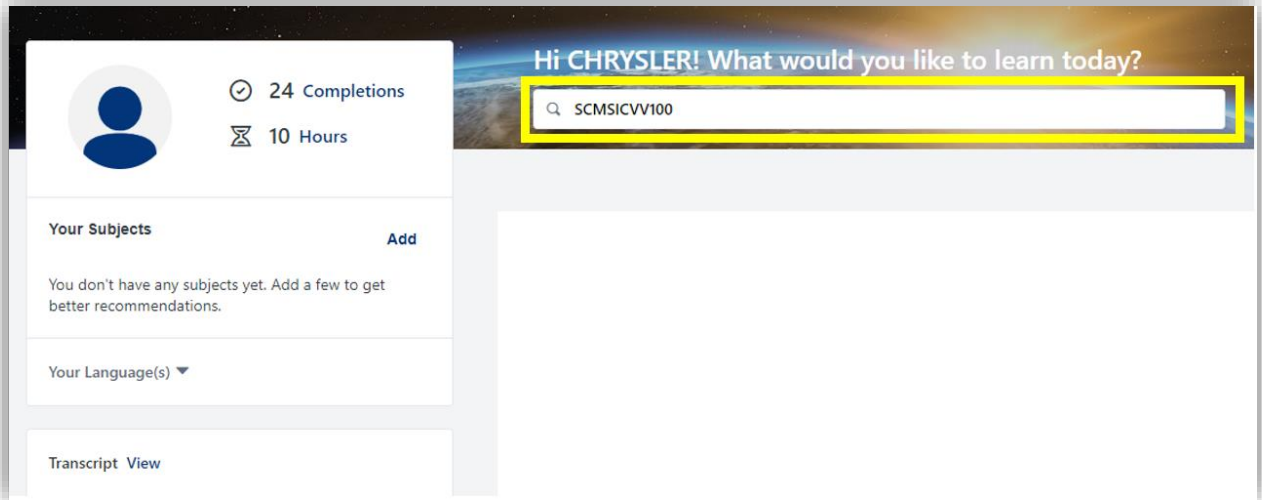
Filter by Type, select Event and choose your desired class.

If there are multiple sessions, choose the Select a Session option. Otherwise, choose Request in the dropdown menu.

An enrollment confirmation will show up on the bottom of your screen and you should receive a meeting notice from learning@lms.stellantis.com. Meeting link and information will be found in the body of the meeting notice.

Organizer	○ learning@lms.stellantis.com
Time	Tuesday, June 20, 2023 10:00 AM-11:00 AM
Location	00 Remote (Virtual Classroom)
Respond	✓ Accept ? Tentative ✗ Decline

Session Start Date/Time:
20/06/2023, 22:00
Session End Date/Time:
20/06/2023, 23:00
Duration: 1 Hours 0 Minutes
Location: 00_Salles/ Classrooms > 00 Remote (Virtual Classroom)

Join using Teams Click HERE to join or copy and paste the URL below https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjlkZTkwNTYtN2ZjYi00NjRhLTlhYTUtNDA3ODkzYmZiYjNk%40thread.v2/0?context=%7b%22Tid%22%3a%22d852d5cd-724c-4128-8812-ffa5db3f8507%22%2c%22Oid%22%3a%22444f9d7b-fc0a-43fc-adc9-8584d2d39ee8%22%7d

How to Search for Materials

Start by typing in your desired topic in the search field.
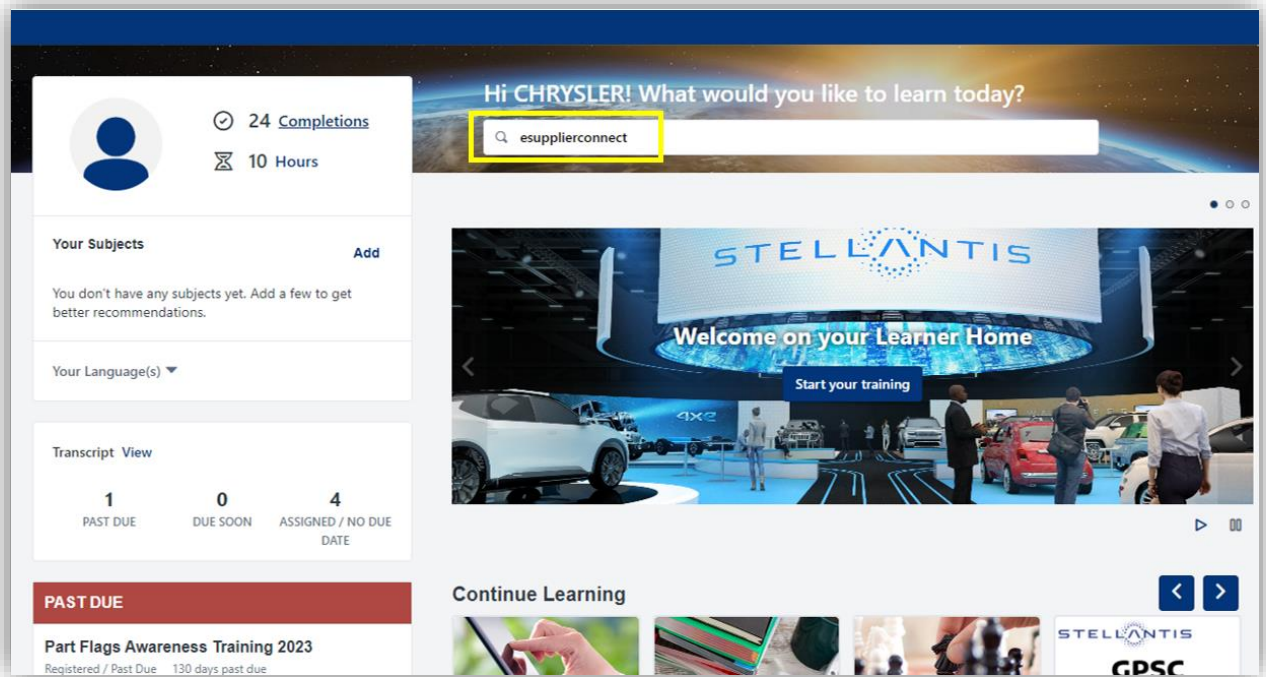
Filter by Type, select Material and choose your desired material.
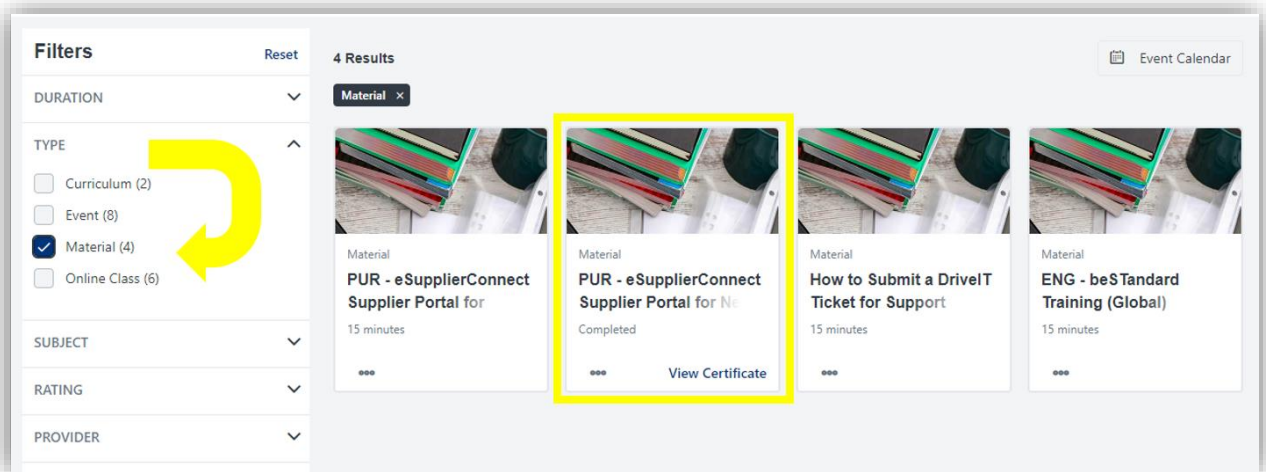
Click Launch and print/download the material.

Be sure to click Mark Complete to complete the Material task.

How to Search and Launch a Curriculum

Start by typing in your desired topic in the search field.
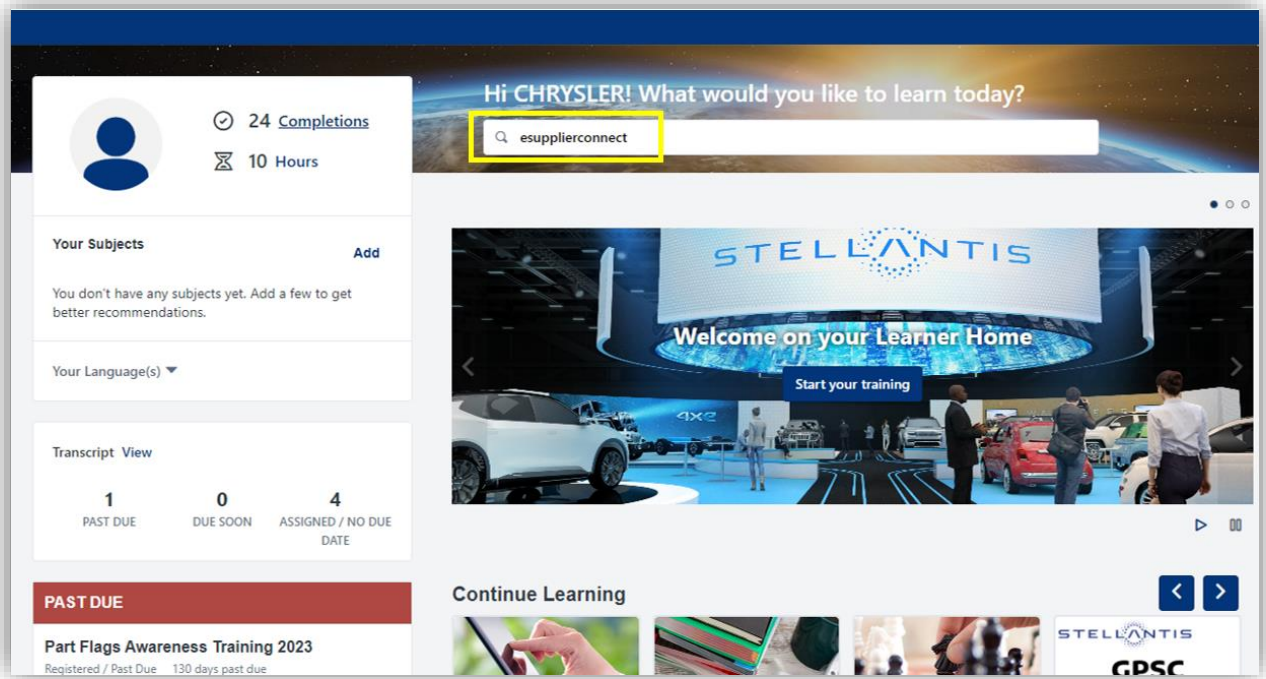
Filter by Type, select Curriculum and choose your desired curriculum.

Click Open Curriculum

* Make sure to complete every item in the curriculum for the curriculum to be complete

How to Withdraw from a Training

In the upper right corner of the screen, select the menu tree and click View Your Transcript.
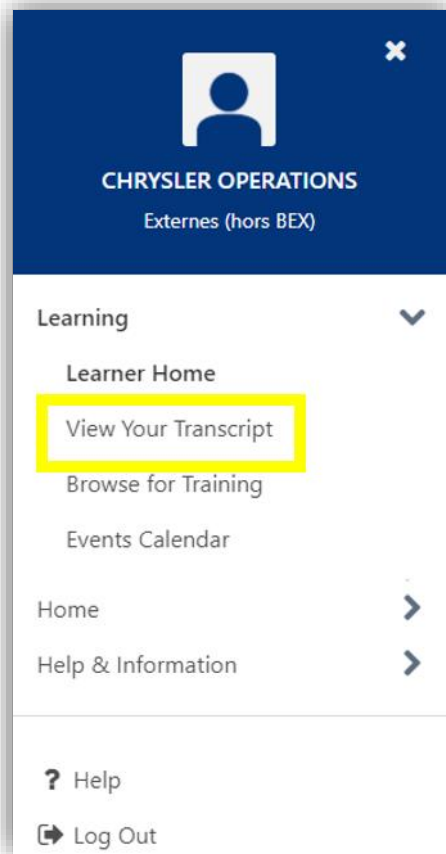
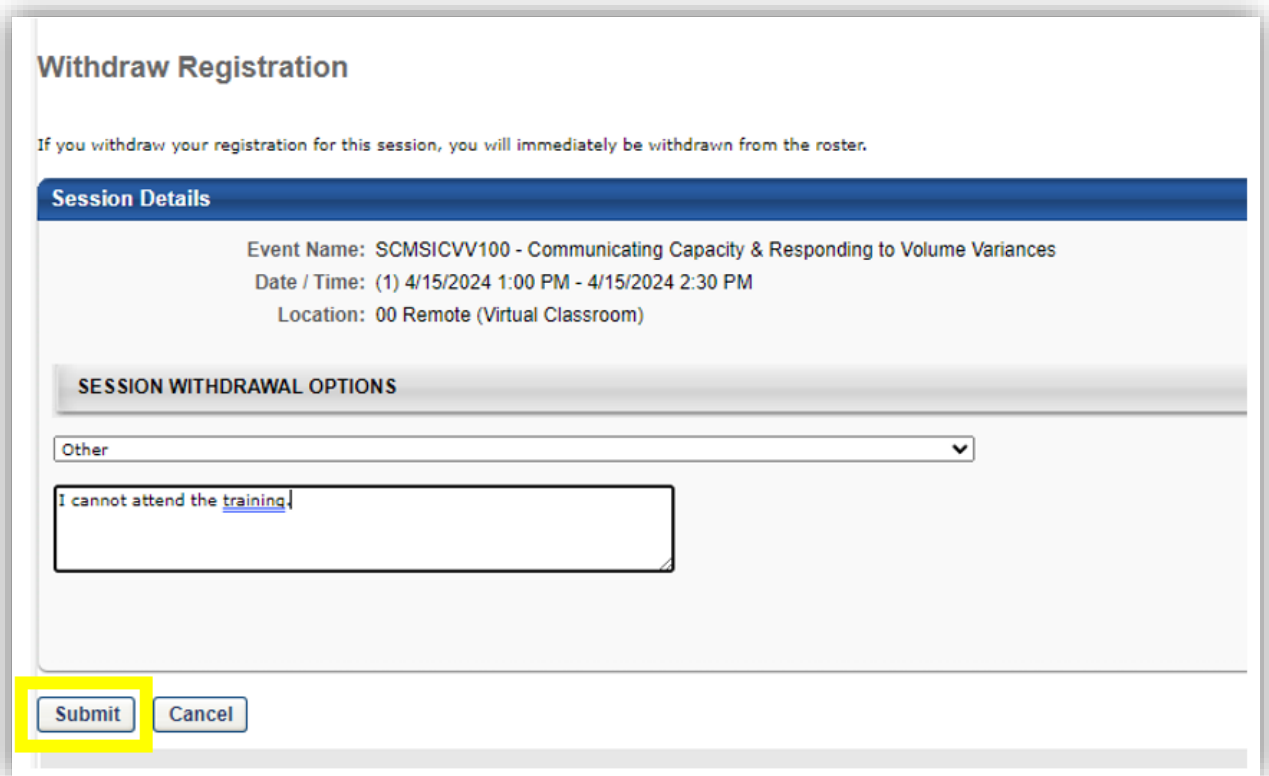Select a course you are already enrolled in and select Withdraw from the dropdown menu

Choose a Reason in the dropdown menu, add comments and click Submit.

How to Print a Certificate

Select Completions in the profile section of your homepage.
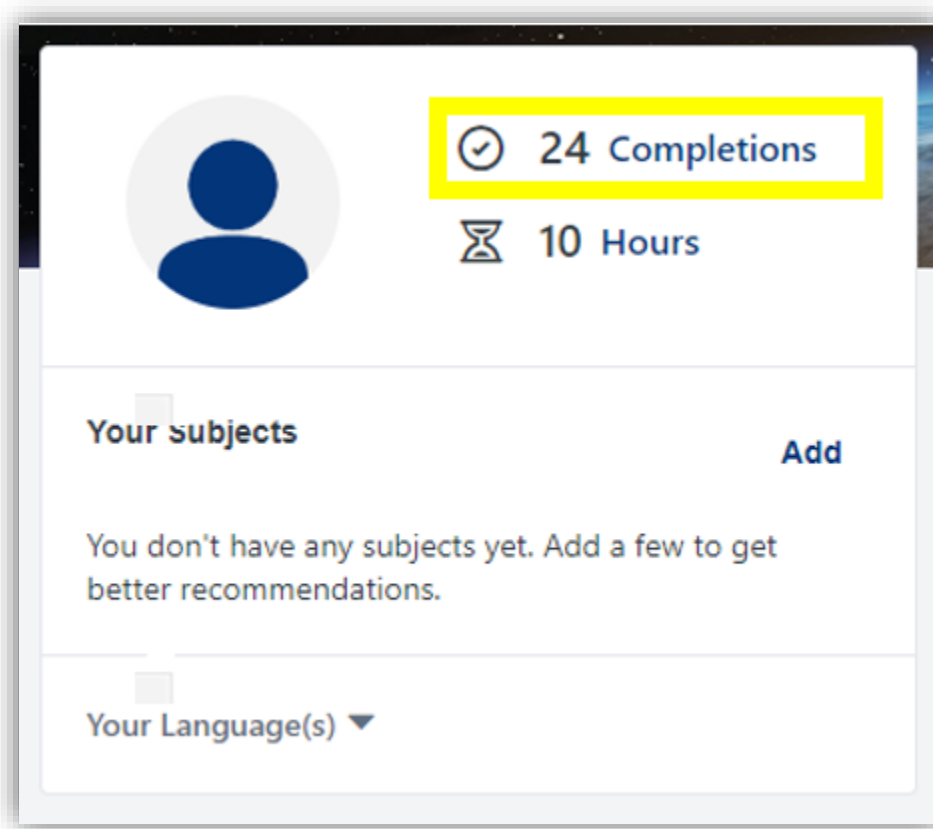
Scroll to your desired course, click View Completion, then View My Certificate

Print/download your certificate in the pop-up window.

How to Return to Completed Courses or Content

Select Completions in the profile section of your homepage.
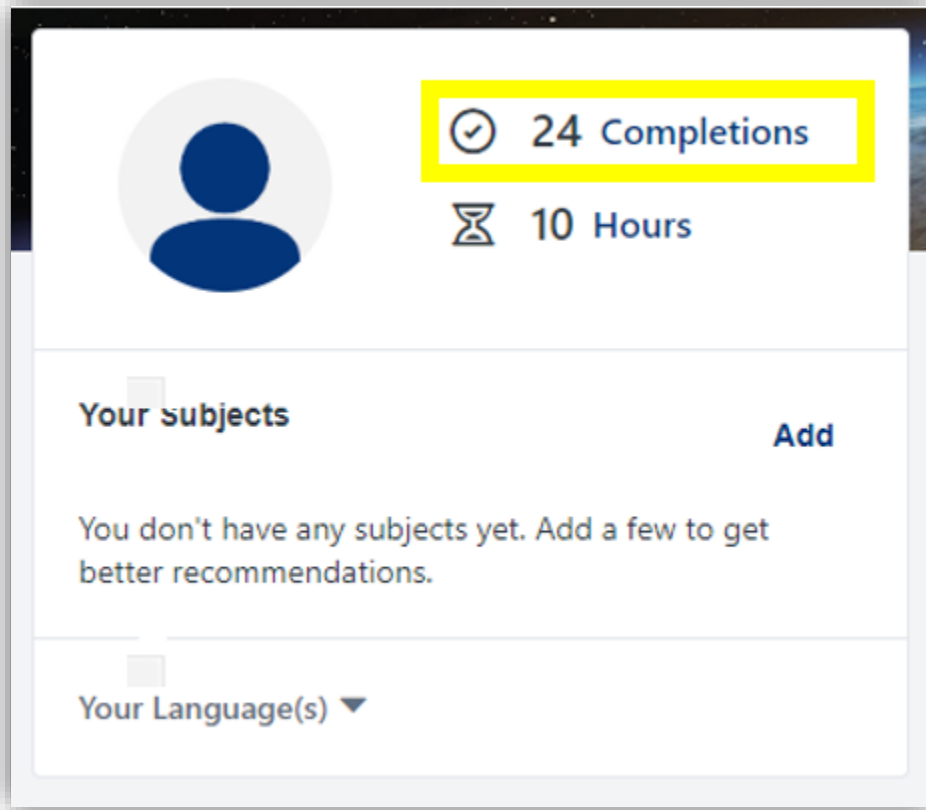
Scroll to your desired course and click Launch in the dropdown menu.