



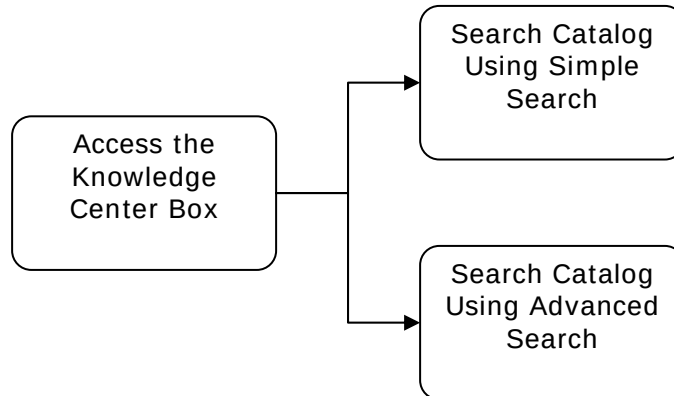
Cummins Learning Center Guide

<i>Searching the Knowledge Center</i>	<i>2</i>
<i>Registering for an Offering</i>	<i>4</i>
<i>Launching Online Content</i>	<i>6</i>
<i>Viewing In-Progress Courses and Activities</i>	<i>7</i>
<i>Viewing and Completing an Assigned Qualification/Certification</i>	<i>9</i>
<i>Viewing Your Completed Courses</i>	<i>13</i>



Searching the Knowledge Center

Process flow



Process steps

Step	Action
1. Access the Knowledge Center Box	- Access Cummins Learning Center (CLC) at http://learn.cummins.com and login. - Note: For people with multiple user roles, if you are not on the Home page, from the Go To: drop-down menu at the top, select Home. - Find the Knowledge Center box. - Note: If the box is not visible, you can display it by clicking on the My Account link, located at the top of the page.
2. Search Catalog Using Simple Search	- From the drop-down menu, select the desired type of content/delivery. For example, you can specify if you would like to search for web-based courses, instructor-led courses, packages, curricula or certifications. - Click in the box that shows the text 'Enter Keyword, ID or Description' and enter the desired search text. - Note: Simple Search will search the title, description and keyword fields. Note: This search is not case sensitive; however, the search feature does look for the exact phrase you type in. So if you type in safe, the course titles "Contractor Safety" or "High Range Safety Training" will not show up in your search results. - If desired, select the appropriate date range or location filtering from the drop-down menus. - Click the Search button. The search results display.

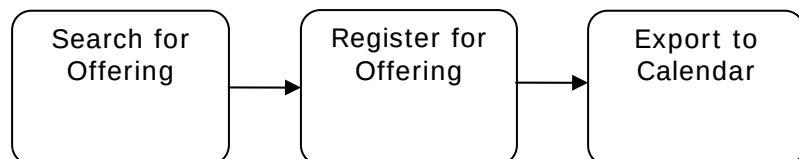


Step	Action
	➤ <i>Note: You can sort the search results by clicking the Title column.</i> ➤ <i>Note: You will see filters to the right of the search results. You can use these to narrow your search results as desired. Alternately, you can click the Advanced Search link located above the search fields to find specific results. For example, if you prefer to look for classes in a particular location, you can specify this as a search criterion while using advanced search.</i>
3. Search Catalog Using Advanced Search	• From the Knowledge Center box on the Home page, or from the search results page, click the Advanced Search link. • Enter or select desired search criteria. ➤ <i>Note: When using the Title field, only the course titles are searched. Course keywords or descriptions are not looked at. A separate field is available for searching on keywords.</i> ➤ <i>Note: When using the Title field, course titles that begin with the word you type in are returned. To find titles that contain the word you are looking for, type % before the word. For example %content.</i> ➤ <i>Note: Click the Configure link to add additional search/filtering criteria. The Configure link will also show you how search is performed on each filter, for example, the Title field displays any matches that "Start With" submitted value.</i> • Click the Search Learning Catalog button. The search results display. ➤ <i>Note: For the future, you can pre-populate search criteria for your catalog searches by doing the following:</i> ➤ <i>At the top of the page, click the My Account icon.</i> ➤ <i>In the Catalog Search Preferences section, select the preferred location, language, and/or delivery type.</i> ➤ <i>Click the Save and Close button.</i> ➤ <i>Note: These preferences are applicable to Advanced Search only. Once you save these preferences, they will be pre-populated as search criteria when conducting an Advanced Search. Simple Search does not take into account the search preferences set here.</i>



Registering for an Offering

Process flow



Process steps

Step	Action
1. Search for Offering	• Access Cummins Learning Center (CLC) at http://learn.cummins.com and login. ➤ <i>Note: For people with multiple user roles, if you are not on the Home page, from the Go To: drop-down menu at the top, select Home.</i> • Find the Catalog Search or Knowledge Center box. • In the Search field, enter the name of the offering. • Select the desired type of content/delivery from the All Resources drop-down menu. • Click the Go button. Search results display.
2. Register for Offering	• Click the Register link. ➤ <i>Note: If you are registering for a self-paced offering, you will see a Launch link in place of the Register link.</i> • The Registration Confirmation window displays and the offering will now appear in your My Enrollments. • If you are registering for a self-paced offering, the content will automatically launch. Or you can launch any attached content by clicking the Launch link and clicking content module title to launch. ➤ <i>Note: If there are any conflicts, the Registration Errors and Warnings window will display instead:</i> ➤ <i>If it is an error, read the message and take action as needed to resolve the conflict. Once that is done, you will need to re-register.</i> ➤ <i>If it is a warning, read the message and click Register to proceed. Your registration will go through and the registration confirmation window will appear. Check your registration status to determine next steps:</i> ➤ Confirmed: No corrective action is needed. You

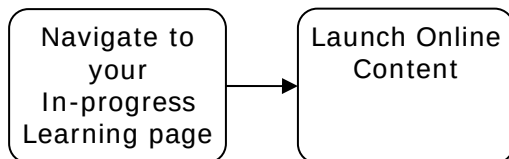


Step	Action
	are all set. ➤ Waitlisted: When a seat opens up, you will be automatically notified. On accepting the seat, your registration will be confirmed. ➤ Pending Approval: Your manager will be automatically notified to approve your registration request. On receiving approval, your registration will be confirmed.
3. Export to Calendar	➤ <i>Note: This step is applicable only to instructor-led offerings.</i> • For any instructor-led events you registered for, a registration confirmation email will be sent to you with an attachment for a Lotus Notes appointment. • Open and Accept the appointment to add the class to your Notes calendar.



Launching Online Content

Process flow



Process steps

Step	Action
1. Navigate to your In-Progress Learning page	• Access Cummins Learning Center (CLC) at http://learn.cummins.com and login. • From the tabs across the top, click the My Transcript tab. Your In-Progress Courses & Activities page displays.
2. Launch Online Content	• Locate the offering and click the Launch button on the same line. The CLC online player will launch, displaying the first module, and the main page will refresh to show the list of modules in the offering. ➤ <i>Note: If you do not find the offering on your enrollments page, click All Learning Activity in the left-hand side bar and then click My Completed Courses. The offering may have moved to the Completed Courses page if you have previously completed it.</i> • Click the Launch button next to the desired module. The CLC online player will launch and the content will display. ➤ <i>Note: A module may consist of multiple lessons. If so, the lessons will appear in a left hand navigation pane within the online player.</i> ➤ <i>Note: On completing a module, exit the online player. You will return to the list of modules where you can click Launch for any remaining modules.</i>



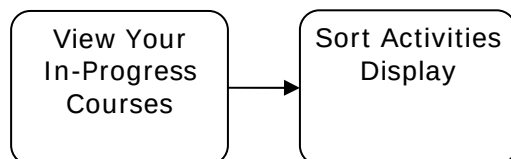
Viewing In-Progress Courses and Activities

Core Concepts

What learning activities display in the In-Progress Courses & Activities window?

You can view learning items such as qualifications/certifications and courses that you have registered or been assigned to you. Depending on the learning item type, you can view the progress, view details, register, drop or reschedule offerings from this page.

Process flow



Process steps

Step	Action
1. View Your In-Progress Courses	• Access Cummins Learning Center (CLC) at http://learn.cummins.com and login. • Click the My Transcript tab. The In-Progress Courses menu is automatically selected and your In-Progress Courses display. • You can now view the learning item's details by clicking on the name link. • You can also perform actions for the learning item such as "Launch" the content for a Web-Based Training course and "Begin Registration" for a qualification/certification. ➤ <i>Note: The actions for each learning item will vary depending upon the type of learning item.</i>

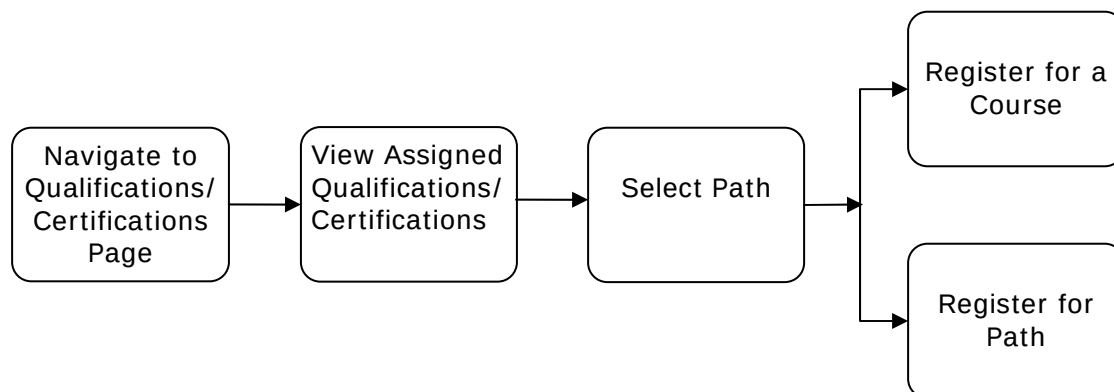


Step	Action
2. Sort Activities Display	➤ <i>Note: By default, CLC displays your learning activities based on registration dates.</i> • To view learning activities based on other sort criteria, select the desired option from the Sort drop-down list. There are five options: - o By Due Date: Select to view learning activities based on their due date. - o By Assigned on Date: Select to view learning activities based on when they were assigned. - o By Event Start Date: Select the view learning activities based on the start date. - o Alphabetically: Select to display learning activities in alphabetical order. - o By Registration Date: Select to display learning activities based on registration dates.



Viewing and Completing an Assigned Qualification/Certification

Process flow



Process steps

Step	Action
1. Navigate to Your Qualifications/Certifications page	- Access Cummins Learning Center (CLC) at http://learn.cummins.com and login. - From the tabs across the top, click the My Transcript tab. - In the left navigation pane, click All Learning Activity. The My Qualifications/Certifications page displays all the qualifications/certifications assigned to you.
2. View Assigned Qualifications/Certifications	- Click the name of the qualification/certification you wish to complete. - Note: The qualification/certification details will display in Graphical view unless a different option is identified for your organization. If desired, you can switch to a detailed view by clicking on the Detailed Status radio button. - Note: If you are already registered for any of the elements within the qualification/certification, in the detailed status view you will be able to view the enrollment details.
3. Select Path	Note: A qualification/certification can be acquired by completing any one of the available paths. Follow the

Step	Action
	<i>steps below to view the available paths and make your selection.</i> ➤ <i>Note: A qualification/certification may only have one path defined.</i> • In the Path field drop-down list, select the most desirable qualification/certification path. You can acquire the qualification/certification by completing any one of the available paths. • If more than one path is available, click the Register for Path button at the bottom of the page, if you select a qualification/certification path other than the one that automatically displays in the Path field.
4a. Register for a Course	• If you are using the Graphical View display: - o Click the name of the course you wish to register for. A bubble displays. - o Click the Register for Course link. The system automatically searches for available offerings. ➤ <i>Note: If no offerings display, click the Back button on your browser to return to the Qualifications/Certifications details page.</i> - o In the Learning Offerings table, in the Actions column, click the Register link associated with the desired offering. The Registration Confirmation page displays. ➤ <i>Note: To view the registration, click the Go To In-Progress Learning button. To return to the qualification/certification details, refer to steps 1 and 2.</i>
4b. Register for a Path	➤ <i>Note: Depending how the qualification/certification was setup, you may be able to register for individual courses or by using programs. A program is created by the qualification/certification administrator to ease the process of registration. Instead of selecting individual offerings, the offerings are pre-selected for you.</i> ➤ <i>Note: If a program is available, select the program from the Program drop-down list.</i> • Click the Register for Path button. • Review the requirements to complete each module and decide which courses you will take. For each course for which you decide to register: ➤ <i>Note: If you already registered for a course within the qualification/certification, the Use existing registration radio button automatically displays.</i> ➤ <i>Note: If you already completed a course within the</i>

Step	Action
	qualification/certification, Use existing completed course item radio button automatically displays. ➤ <i>Note: If the target date is enforced, ensure you select offerings that can be completed before the target date; otherwise, you will not be able to complete the registration process.</i> - o Click the Select Offering link next to the course name. The Schedule window displays. The search runs automatically and the available offerings for the course display. - o Select the desired offering. The Schedule window closes and the offering details are populated in the Register for the qualification/certification page. ➤ <i>Note: If no suitable offerings are available, click the Close button. You can select the specific offering at a later time.</i> • Repeat the above step for all courses needed to acquire the qualification/certification. ➤ <i>Note: If you wish to select offerings at a later time, you can select the checkboxes to the left of the course names and click the Complete Registration button.</i> ➤ <i>Note: Ensure you select the correct number of courses to complete.</i> • Click the Complete Registration button. ➤ <i>Note: If you are entered in the system as an external learner, the Place Order button displays.</i> • Review the course / offering registration information and click the Place Order or Confirm button. • If there is a charge for the order, in the Method of Payment field, select the desired method of payment from the drop-down list. The Payment window opens. Complete the fields in the Payment window, and click the Save button. • Click the Place Order button. The Registration Confirmation page displays. The offerings and/or courses will now appear on your My In-Progress Learning page. ➤ <i>Note: The courses for which you have not selected an offering will have a status of "Pending Schedule." At any time, you can go to your My In-Progress Learning page and register.</i> ➤ <i>Note: To view courses grouped by qualifications/certifications or curricula, select By Alphabetically from the Sort drop-down list. Select the</i>



Step	Action
	Group courses by qualifications/certifications and curricula option. • Locate the qualification/certification. Click the arrow next to the qualification/certification name to view qualification/certification details. ➤ <i>Note: If you still need to register for courses to complete the qualification/certification, the following warning displays "To complete this module, you must select and register for # more item(s)". The # symbol displays the number of registrations you need to complete. Click the View Qualification/Certification Details to register.</i> ➤ <i>Note: On completing all the required offerings within the provided time frame, your qualification/certification will be marked "Acquired."</i>



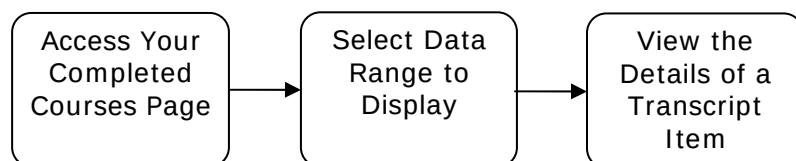
Viewing Your Completed Courses

Core Concepts

When do learning items move from In-Progress Course to My Completed Courses?

When a course is marked completed or successful, Cummins Learning Center moves it from your In-Progress Courses page to your My Completed Courses page. The My Completed Courses page displays the result of each course, listed as a separate item.

Process flow



Process steps

Step	Action
1. Access Your Completed Courses Page	• Access Cummins Learning Center (CLC) at http://learn.cummins.com and login. • Click the My Transcript tab. • In the left navigation pane, click All Learning Activity. • In the left navigation pane, click My Completed Courses.
2. Select Data Range to Display	➤ <i>Note: By default, CLC displays the last three months of completed courses.</i> • Complete the following optional fields, as desired: ○ Completion Date After: Click the Completion Date after button and select a date from the calendar. ○ Completion Date Before: Click the Completion Date before button and select a date from the calendar. • Click the Search button. The search results displays the completed courses within the date range selected.
3. View Details of a Transcript Item	• In the Title column, click the name of the course. A window displaying the selected course information opens. • Click the Close button.