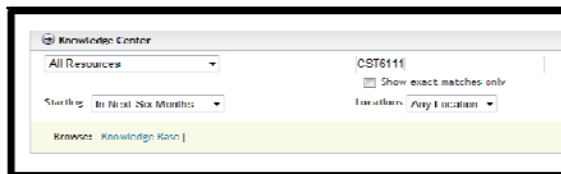




Quick Reference Guide for students

Q: How do I find a course in CLC?

A: Courses are arranged by ProMotion Course Numbers. If you're looking for CST6111 - 20kW Commercial Mobile Familiarization Training, for example, you can enter CST6111 into the Knowledge Center search box on your home page.

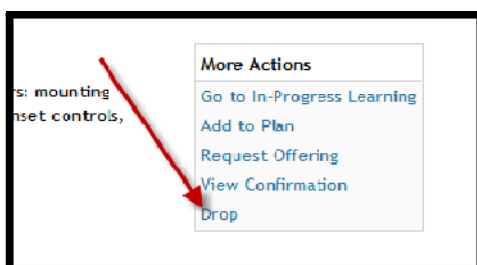


Q: How do I know what courses I'm supposed to take?

A: Your distributor will provide you with instruction on what courses you need to complete for your qualification. If you have access to ProMotion through QuickServe you can also view your "Smart Program Guide". For more information on Smart Program Guides please contact your distributor's training administrator.

Q: I tried to launch a course and I'm getting a "502 Insufficient Privileges: You do not have View Privileges on WBT offering" error. What does this mean?

A: Oops! We've made a change to this course and the offering you've been assigned has been moved to the archive. You will need to drop this course and re-enroll. To do this you can click on the title of the course from your in progress courses and activities box. From your "More Actions" box in the upper right of your screen, click on Drop.



Once you've dropped the course, go back to your Home Tab and search for the course in the knowledge Center to re-enroll. If you're still having trouble contact us at learning@cummins.com

Q: I took a course and it said I passed it, but it's not showing up as completed successfully in my transcript.

A: Please send the name of the course, along with your user name, to learning@cummins.com. We'll get it marked complete for you and fix the course

Q: How long does it take for my ProMotion records to be updated in QuickServe?

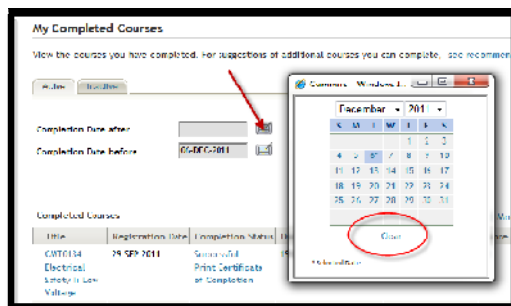
A: The system generates a report every morning and it is uploaded into ProMotion within 24 hours (excluding Saturday, Sunday and U.S. Holidays). If you don't see the records updated and you think they should have been, please contact us at learning@cummins.com

Q: I can't find a course that I was told to take in CLC

A: Access to courses is restricted to specific settings in your profile. If you can't find a course that you need to take please contact your distributor's training department so they can update your access or help you find what you're looking for.

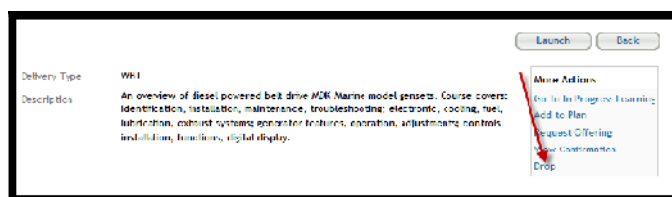
Q: How do I find the courses I've already taken?

A: Go to the "My Transcript" tab, click on "All Learning Activity". The system displays the last three months of records. To display complete records Click on the calendar icon next to "Completion Date after" and hit Clear.



Q: How can I drop a course?

A: From your Home tab in your "In Progress Courses and Activities" box, click on the course title.



Q: What does it mean when the course says "View Details" and there's no Launch button?

A: Most likely there are pre-requisites that you must complete before attempting this course. To view the Prerequisites you can click on the course and then on the "Main" tab. Scroll down to the section called Prerequisites. If there are courses there, you must complete those courses before attempting the course you're viewing.

Q: My Profile information is incorrect, but I can't edit it. Who do I contact to fix it?

A: Contact your distributor's training department or send us an e-mail at learning@cummins.com

Q: If I change my LDAP / Cummins Online Login Account password will I have to use my old password for this site?

A: This site is a Single Sign-On site, if you change your password in LDAP / COLA then your password will be automatically change for this site as well.

Q: I tried launching a course, but a security warning came up that asks if I wanted to view only content delivered securely. I click yes, and nothing happened.

A: You must click NO to the security warning that asks if you want to view only the content delivered across a secure connection.

