

# ISUZUDEALERS MANUAL



# **USER/DEALER PORTAL**

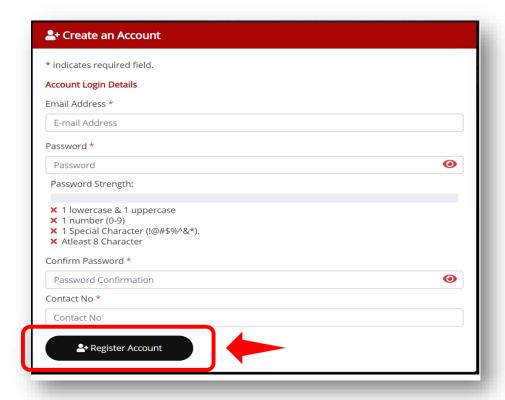
This is basically the dealer's platform wherein you can create an account for the ISUZU E-Training System. In this portal you can start your E-Training courses by going through each topic, taking exercises and examination, adding supporting documents, and completion of the course and be able to get the certification on each available course.

#### SIGNING UP

Login to the online submission platform: <a href="http://onlinetraining.isuzu-intl.com/login">http://onlinetraining.isuzu-intl.com/login</a>

Enter your details to create a 'User Log-in' account. This information is about the 'account owner'. Then click on the 'REGISTER ACCOUNT' button.

Note: Fill out all the necessary required field marked (\*).

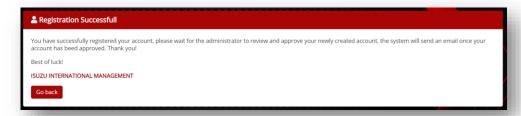




### **VERIFY YOUR EMAIL ADDRESS**

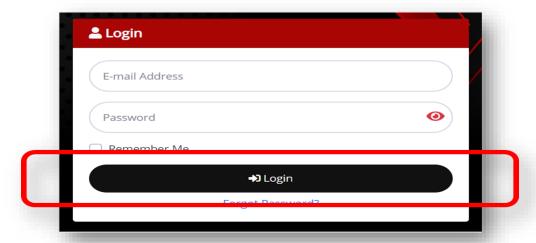
Once you are registered, a confirmation email will be sent to you.

You have to verify your email first, and then proceed to log into your account and begin with the ISUZU E-Training System.



### LOGIN TO YOUR ACCOUNT

Fill in your account email address and password to access your account. Then click on the 'LOGIN' button to proceed.



**NOTE:** If you have forgotten your password, put in your account email address and press the 'Send password reset link' button. You will then receive an email with your password.



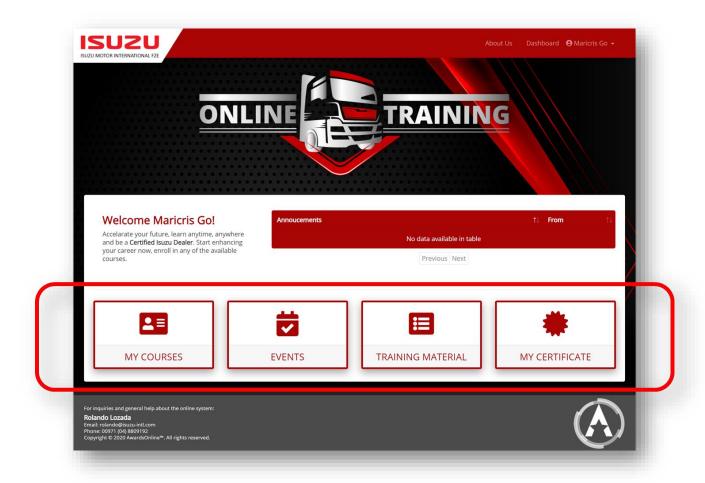


### **DEALERS DASHBOARD**

This is the main page where you can navigate and configure your necessary activity. Basically, there are four main tabs that can be used to navigate to any part of the online course.

Once you are login, you will see the overview and status of the online training portal.

**Note:** You can view and manage each section by clicking the desired tab.

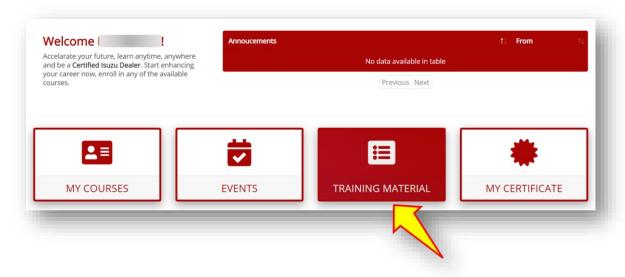




# **ENROLL TO YOUR AVAILABLE ONLINE COURSES**

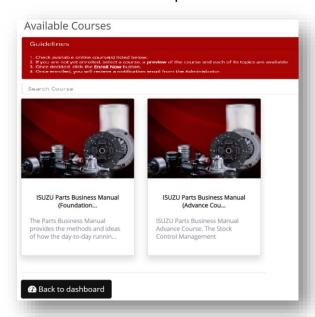
### GO TO YOUR TRAINING MATERIAL TAB

To begin please proceed and check the 'TRAINING MATERIAL' box to view the available courses.



### **CHECK YOUR AVAILABLE ONLINE COURSES**

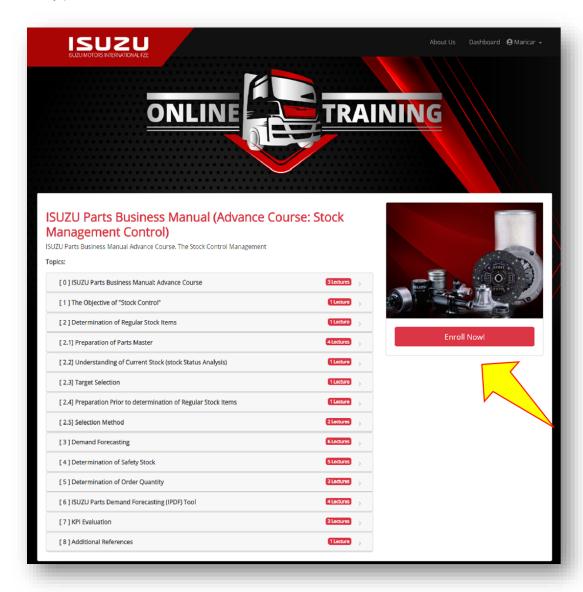
In this section you will see the list of available courses, you may click on each course to have a preview of the course and each of its topics.





## **ENROLL ON TO YOUR DESIRED AVAILABLE COURSES**

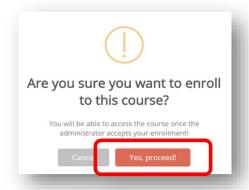
This page enables you to see an overview of the selected course, if you are not yet enrolled and wish to proceed, kindly press the 'ENROLL NOW' button.





### **CONFIRM YOUR ENROLLMENT**

Once you opted to enroll on the selected course, a prompt message will appear to your screen. Kindly confirm your enrollment by pressing 'Yes, proceed' button to submit your enrollment.



### **ENROLLMENT FOR REVIEW BY ISUZU ADMINISTRATOR**

Once you have successfully applied to a course, the Administrator will review your application for this course and will send you an email notification once your application has been approved.

## SUCCESSFUL ENROLLMENT

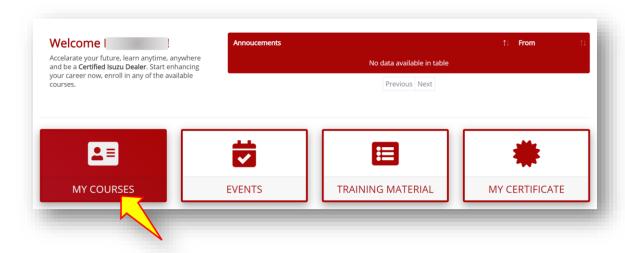
Once the enrollment has been approved, you will then receive an Email notification from the ISUZU Administrator.





# **START ACCESSING YOUR ONLINE COURSE**

### CHECK IN TO MY COURSES TAB



This tab contains the list of courses that you are enrolled in and courses that are waiting for activation.

## PROCEED TO YOUR ENROLLED TRAINING COURSES

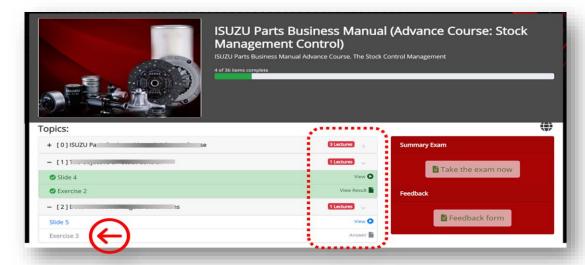
Click on to your 'My Courses' tab to proceed accelerating your online training course. A progress bar of your activity is also provided in this section.





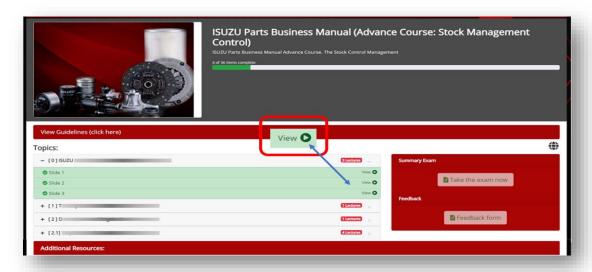
#### **OVERVIEW OF YOUR ONLINE TRAINING COURSE**

This section consists of the online course topics and exercises wherein you can begin navigating in a sequential order. Each topic consists of the lectures that you need to take, you are advised to finish each slide for every topic presented. There will be exercises after each topic and Final Exam that you need to pass to be able to get the ISUZU Certification at the end of the training course.



### START LEARNING BY NAVIGATING ON TO YOUR ENROLLED COURSES

Click on the 'View' button to begin with the topic slides, these slides are presented in a sequential manner and is well narrated accordingly. Pay attention to every lesson as this is essential to your training course and is evaluated through each topic exercises and final examination.





# **TOPIC SLIDES/MODULE**

This page provides you the lesson of each topic. You need to finish each slide to proceed to the next topic.

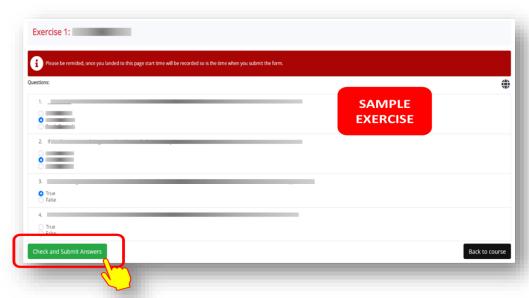
**Note:** If you wish to turn of the narrator, click the 'Mute Narrator' button. To adjust the page, click on the 'Zoom in/out' button.



### **TOPIC EXERCISES**

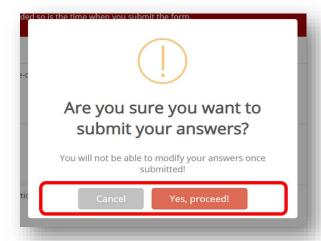
Once you are done with each course topic, take on the given exercises that consist of series of questions in a multiple-choice type of questions. Once you landed on the exercise page time will be recorded.

Note: There are 2 types of exercises, the online exercises which you will need to answer directly on the portal and the manual type in which you will need to download a file. (depending which department requires this type)

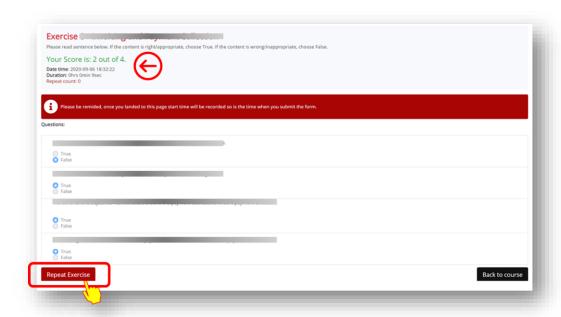




**Note:** You will not be able to modify your answers once submitted, please make sure to review your answers before you click on the 'Yes, proceed!' button.



Once you have submitted your answers to each exercise, the next page will provide you the exercise result. If you are not satisfied with the result and wish to retake the exercise, kindly click on the 'Repeat Exercise' button or select the 'Back to Course' button to proceed to the next topic.

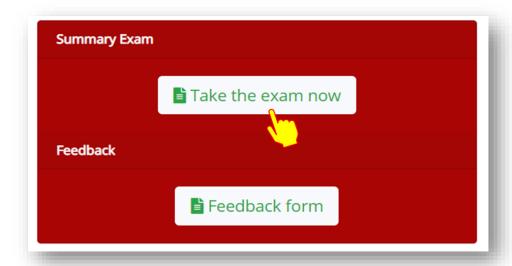




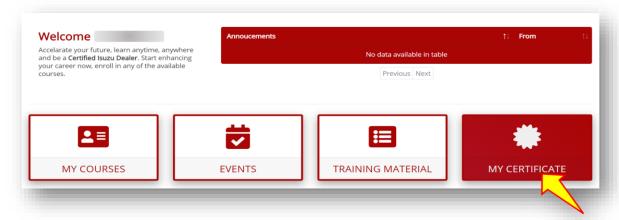
#### SUMMARY EXAM

Once you finished all the topic slides and exercises, it is important to take on the summary exam as this will be the final exam of this course.

After you have finished and submitted the exam, the ISUZU Administrator will then evaluate your submission and will notify you with regards to the status of your online training.



# SUCCESSFUL ISUZU ONLINE COURSE TRAINING



After all the hard-work in accelerating your future, finishing the online course training and passing the evaluation, it is time for you to become a **CERTIFIED ISUZU DEALER**. You will be notified through email by the ISUZU Administrator. You may check your available certificate on the 'My Certificate' tab.



# **FURTHER INFORMATION AND SUPPORT**

For inquiries and technical support in using this ISUZU E-Training System, please contact your ISUZU Administrator. Thank you and Goodluck.

