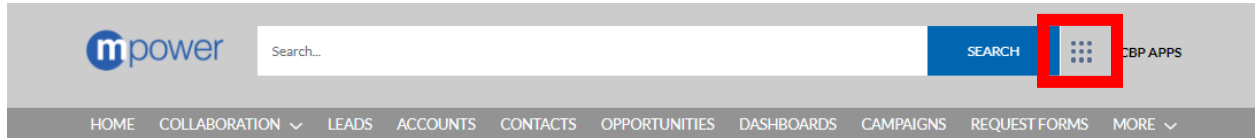


How to Register for a 1st Source Course

Lubricants University (LM Partners)

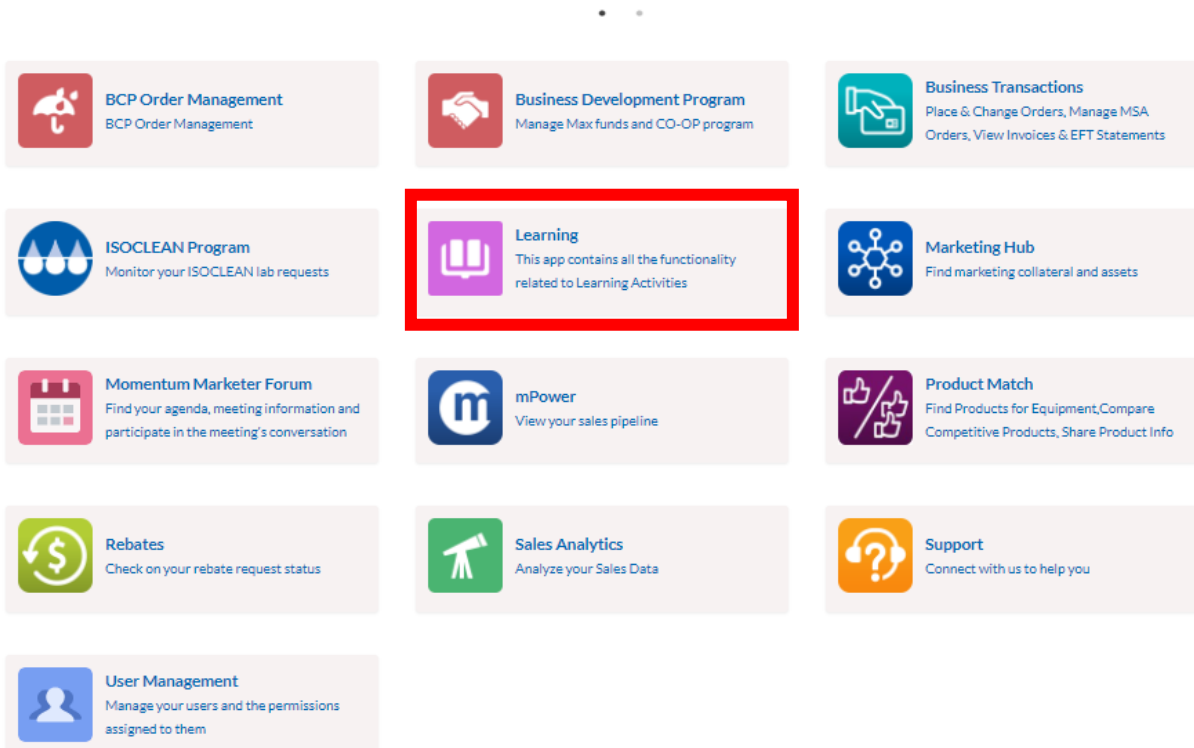
1. Login to Chevron Business Point
2. Go to the App Launcher



WELCOME TO MPOWER!

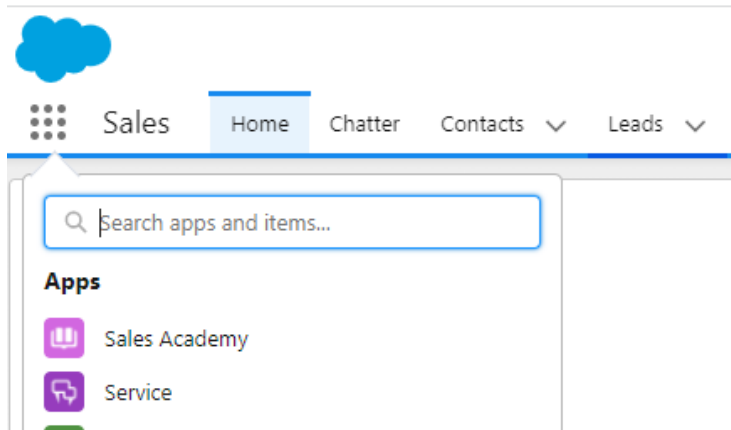
A place where you can manage your sales pipeline and collaborate with Chevron resources.

3. Click on the Learning App



Sales Academy (Chevron Employees)

1. In SFDC, go to the app launcher



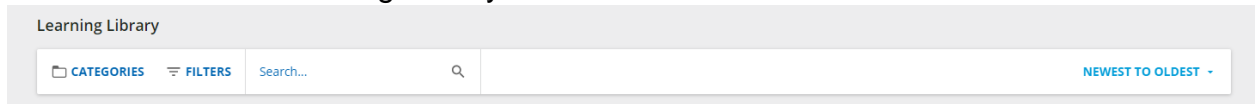
2. Click on Chevron Employee



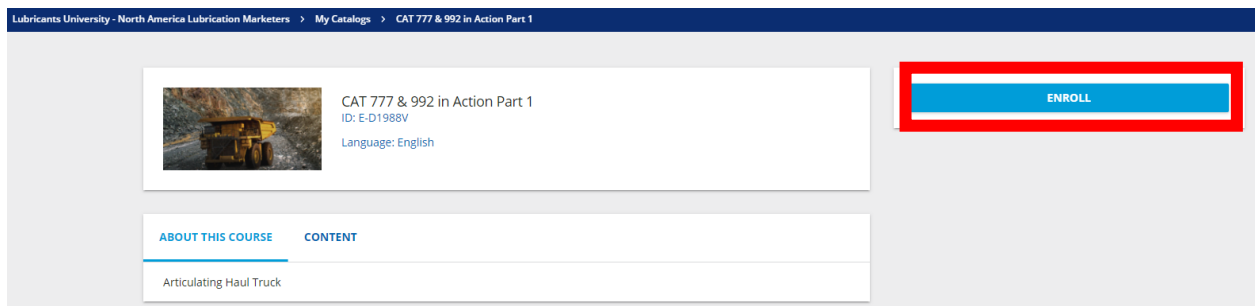
3. This allows Single Sign On and should take you to the Sales Academy landing page

Enrollment Process

1. Scroll down to the Learning Library

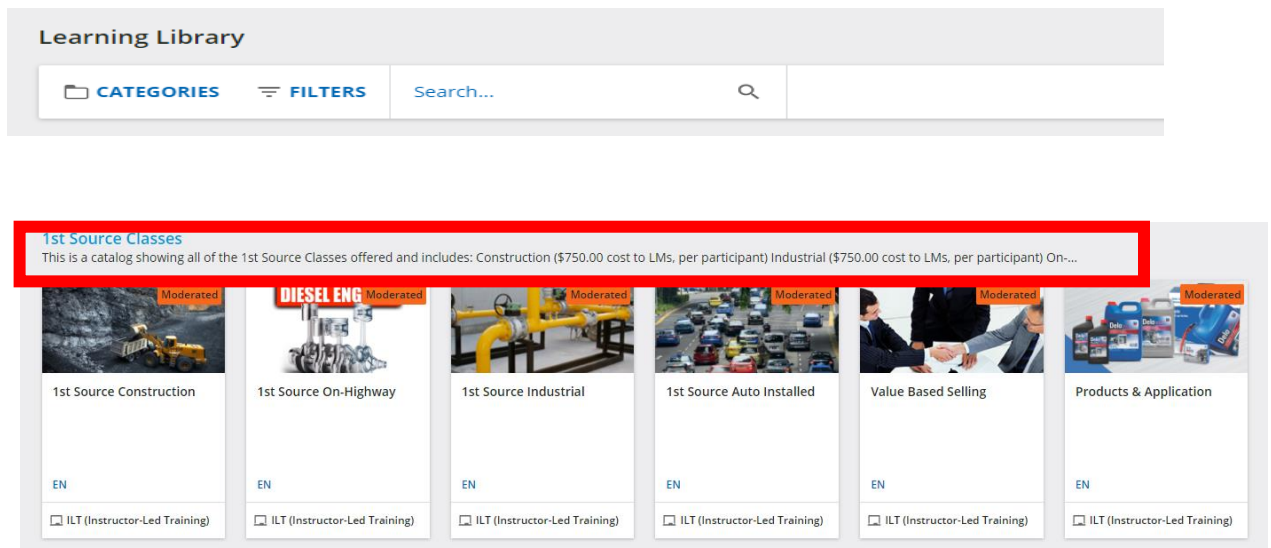


You can click on any catalog to open and view content. If you wish to view the content, click “Enroll” to have access to everything within the catalog.



Click the “content” tab for the actual material.

2. To enroll in a 1st Source course, go to the “Learning Library”, navigate to the 1st Source Classes catalog (all catalogs are beneath the Learning Library). You can enter 1st Source Courses in the Search field to bring it to the top.



Click on the course you want to review and enroll in. You will see the sessions, description, content, and instructor. Please click on each tab to view the details. In this example, Construction has 2 course offerings. Decide on the course dates you want to enroll in, select a Session and click Enroll. Please note the waiting list a system note for me to complete the enrollment and assign the content as the course date gets close.

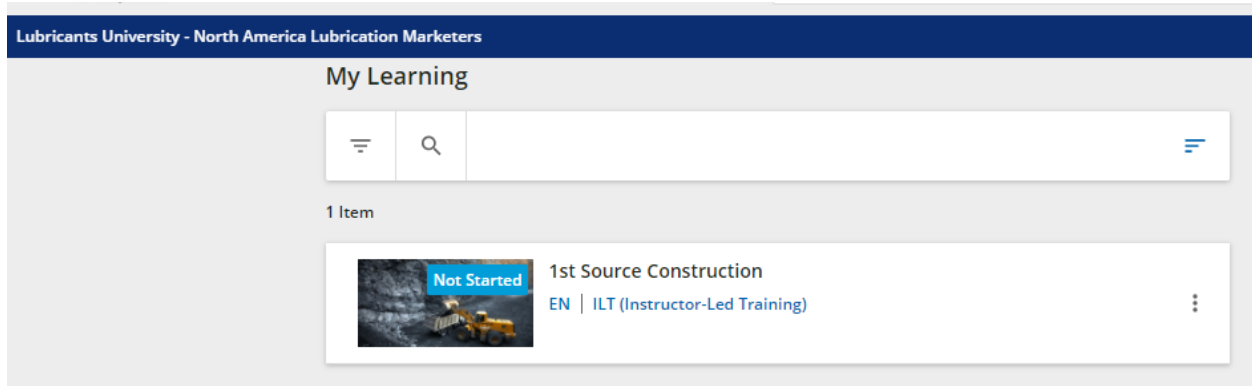
The screenshot shows the course page for '1st Source Construction' (ID: I-Q07Y2V) by instructor G.Jensen. The page has a navigation bar with 'SESSIONS', 'ABOUT THIS COURSE', 'CONTENT', and 'ADDITIONAL INFORMATION' tabs. The 'SESSIONS' tab is selected and highlighted with a red box. Below the tabs, two session offerings are listed: '1st Source Construction Virtual May 4 - June 15, 2022' and '1st Source Construction Virtual Aug 2 - Sept 13, 2022'. To the right, there is a 'Select session' dropdown menu and an 'ENROLL (WAITING LIST)' button, both highlighted with a red box.

3. This is your enrollment confirmation:

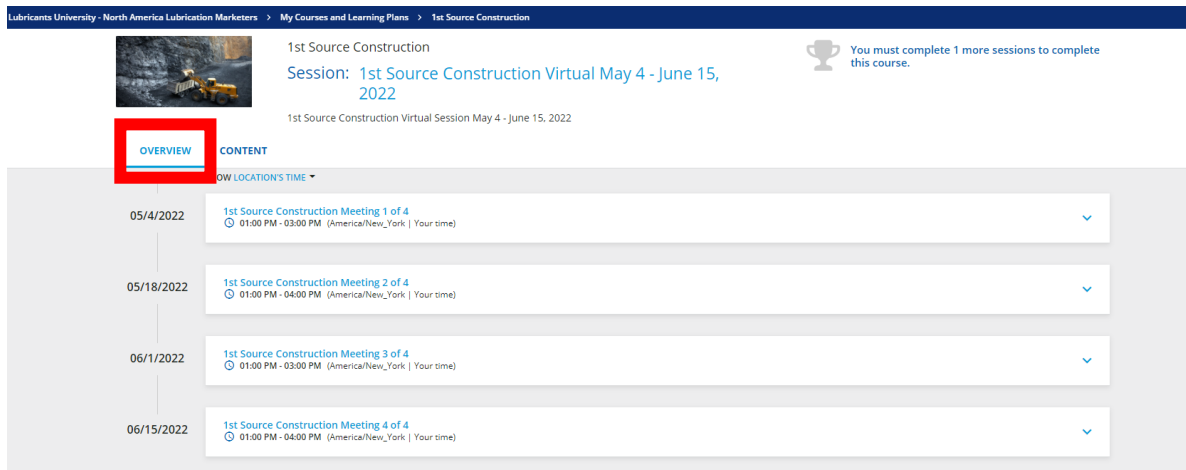
The confirmation message features a warning icon and a small image of a construction site. The text reads: 'You've been placed in the waiting list. The 1st Source Construction course in which you've been enrolled requires manager and/or Administrator approval. For more information, contact your manager and/or System Administrator.' At the bottom right, there are 'CLOSE' and 'VIEW MY COURSES' buttons.

You will be granted access to the content a week prior to the start date and an email from the instructor with directions as needed.

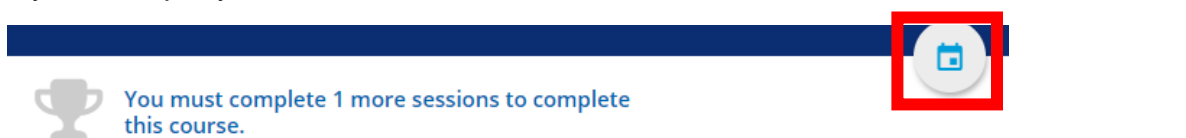
- If you navigate back the landing page, you will see the course listed in “My Learning” as another confirmation you are enrolled in the course.



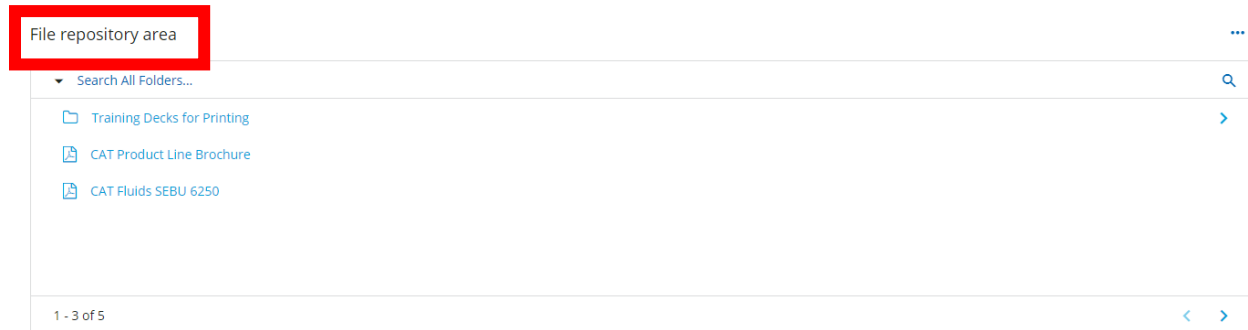
- To begin the course content, from the My Learning, click on the 1st Source Construction tile which will open all the details about the course. The overview shows the live events, dates & times taking place. You can add these events to your calendar, however, be warned not all companies allow this so you may need to do this manually.



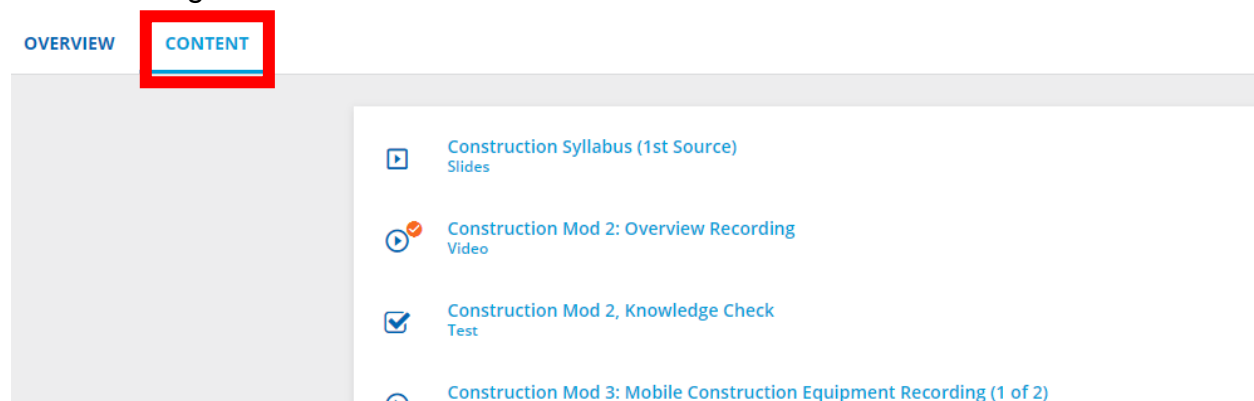
Click the calendar in the top, right of the page to add the live webinars to your calendar if your company allows it.



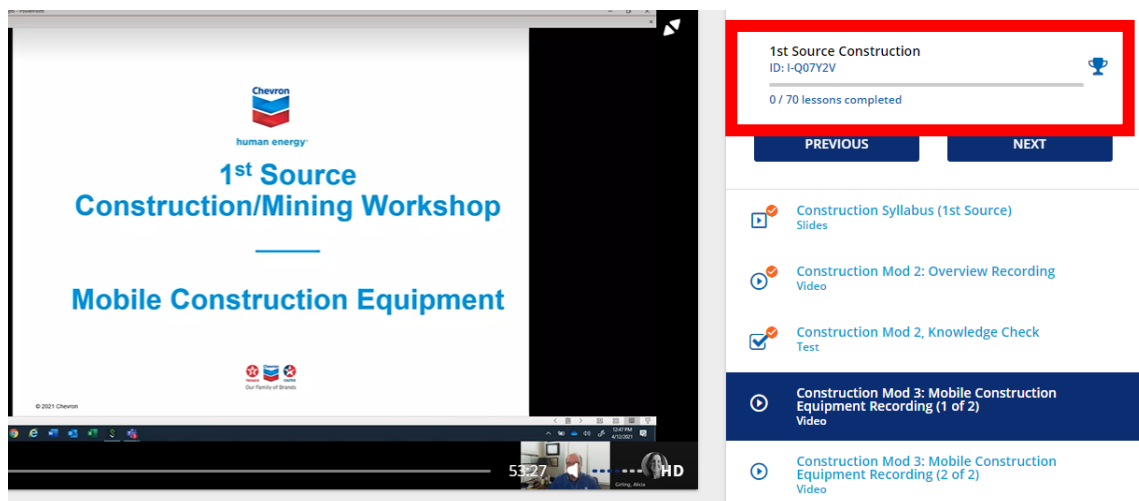
Stay on the Overview tab and continue to scroll down where you will see the Course Description next followed by the File Repository area. The file repository is where you will print content from, for example, training decks. Click on the folder/title to print.



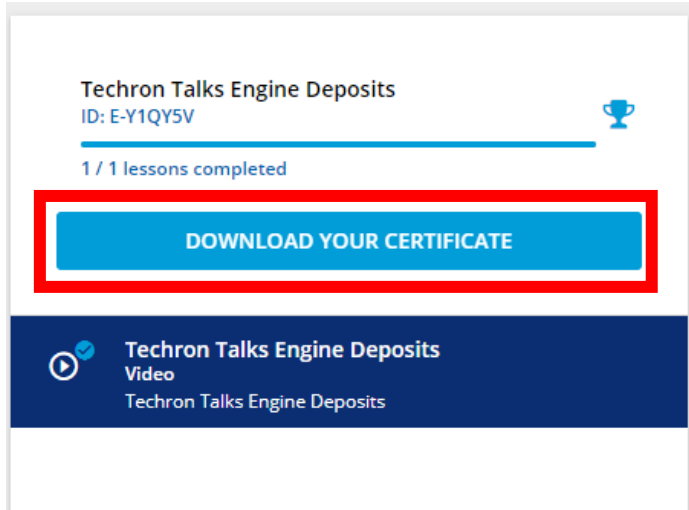
6. Click on the Content tab for the course materials. Click on the title to begin taking the course.



7. As you progress through your course, you will see a progress here.



8. Once you complete the course, you will be given an option to download a certificate.



9. Open & print as needed.



certificate of completion
presented to:

Alicia Girling

for successfully completing the Techron Talks Engine Deposits course

3/22/2022