

learnTTI.com Overview & Instructions

TTI believes that ongoing learning and education is important for all TTI employees and critical to the success of both our employees and TTI. To make learning and education easier, we have created learnTTI.com, an online system that is used for many purposes. These include:

- Communication and educating all TTI employees on important and mandatory TTI policies and procedures.
- Extensive job related training, particularly for our sales and marketing staff, on new products.
- Ongoing training on core work skills, such as computer software such as Microsoft Office

This guide will provide a brief overview of learnTTI.com as well as provide some technical assistance to make sure your computer is configured properly. If you have any questions or need assistance, please contact Human Resources.

LearnTTI.com

URL

<https://www.learntti.com/>

Login ID: Division Code + employee number – Human Resources will advise you of your correct ID

Password: Initial default is “welcome” – on first login you will be required to change it

Click “Login” or press enter on your keyboard.

If you are unsure of your LearnTTI login, please contact Human Resources.

Dashboard

Used for announcements, recent content updates, news...

Learn > Registered

Courses listed here are assigned to you, and typically you are required to complete these courses.

Click “Launch Course” to take eLearning

TTI Code of Ethics and Business Conduct

The TTI Code of Ethics and Business Conduct course is a required course for all employees. There are other required courses that will also show up when you first sign in.

Launch the course from your Registered tab and complete each topic, final assessment and click “I Agree” to acknowledge that you have read the code and agree to comply with it.

You will need to complete each topic, assessments and the acknowledgement to successfully pass this course.

The image displays the LearnTTI.com website interface. At the top, the TTI logo and "learnTTI.com!" are visible. A login form is present with fields for "Login Name", "Password", and "Forgot Password?", along with a red "Login" button. Below the login form is a world map graphic. The main content area shows a "My Courses" section with video thumbnails for "10x More Cut" and "RYOBI TOOLS". A "Courses" list is shown with columns for course name, "Launch Course", and "Info/Help". The "Registered" tab is selected, showing a list of courses including "BRAND TEST, Quiz Show", "EMP LEVEL, Bus and 3 Beam Levels", "EMP LEVEL, Targeted Levels", and "EMP SQUARES, Square".

The second screenshot shows the "TTI Code of Ethics and Business Conduct" course page. The page features a large image of the TTI building and a list of partner logos (Milwaukee, Empire, AEG, RYOBI, Homelite, ORECK, VAX, Dirt Devil). The course title "TTI Code of Ethics and Business Conduct" is prominently displayed. A navigation menu on the left lists various topics and sections, including "Topic 1: Commitments to Our Employees", "Topic 2: Commitments to Our Customers", "Topic 3: Commitments to Our", and "Conclusion".

The third screenshot shows a close-up of the "I Agree" button. A text overlay reads: "Please click the button to acknowledge that you have read the Code and agree to comply with it." Below this text is a red button labeled "I Agree".

Learn > Course Catalog

Courses listed are available for you to register

Learn > Favorites

Click the yellow star, far right, to mark as favorite

Learn > Waitlist

Courses that have full registration, will waitlist you if you try to register

Learn > Search > Keyword

Search for any course in LearnTTI

Learn > Transcript

Review your course completion status and/or export your transcript. Formats available: Excel, CSV, PDF

Manage > Launch Admin (if applicable)

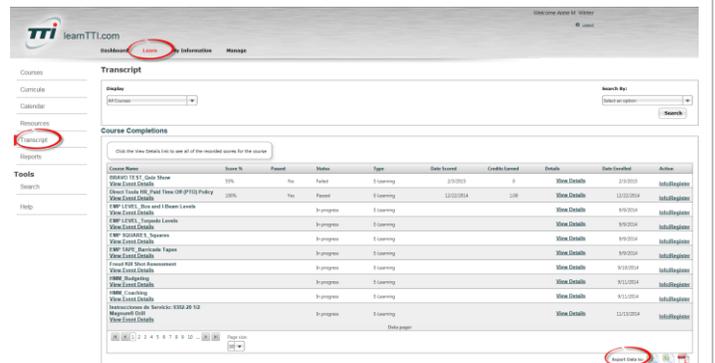
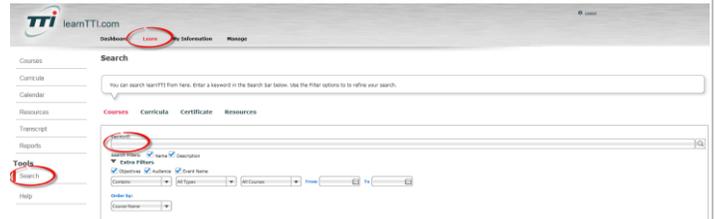
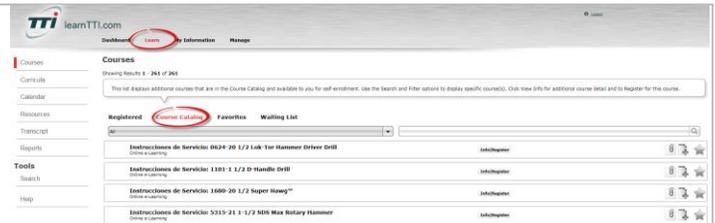
Launch Admin to manage system functions and run reports in LearnTTI. The level(s) you can manage depend on the rights and roles assigned to you

Email notifications from LearnTTI

LearnTTI will send users a variety of notifications with completion requirements a primary notification

Course completion requirement

Reminds user that they need to complete a course



Course completion requirement

From: learnTTI Registration System <learntti@milwaukeeetool.com>

Sent: Thursday, March 19, 2015 1:09 AM

To: Armendariz, Avanti L

Subject: Completion of this Course is Required

Avanti Armendariz,

Reminder! Completion of this course is required.

TTI OUTD_ECHO 58V System
eLearning

TTI LEGAL_ TTI Code of Ethics and Business Conduct

learnTTI.com Technical Support

If accessing the site remotely, below are system requirements and troubleshooting suggestions for smooth operation of the training courses.

System Requirements

VLS Portal 8.0 requires the following PC configuration:

Software Requirements	
Operating System	Microsoft Windows XP, Windows Vista, or Windows 7 Mac OS X
Browser	<p>Microsoft Internet Explorer 8, 9, 10. There is a compatibility issue with IE11. If you access Learn TTI with IE11, the browser opens the mobile portal, which we are not using just yet. There is a work around:</p> <ul style="list-style-type: none"> • Turn on the compatibility mode • Go to tools (on top right) > Compatibility View Settings > Add "certpointsystems.com" AND "learntti.com" under "Add this website" text box and click the Add button. • This action typically takes care of the issue. If anyone still has issues they will need to roll back their IE version or access Learn TTI via Mozilla Firefox or Google Chrome. • IE11 will be supported sometime Q1 2014. <p>Mozilla Firefox: latest production release* Google Chrome: latest production release* Apple Safari 4 or 5</p> <p>* Certpoint makes every effort to ensure VLS' compatibility with the latest releases of Mozilla Firefox and Google Chrome, the rapid pace at which new major versions of these browsers are released may result in incompatibilities that Certpoint has not corrected yet. In these cases, Certpoint will make a reasonable effort to address the incompatibility between VLS and the new browser version within a reasonable timeframe.</p>
Optional Plug-ins (dependent on course content)	Media players and versions dependent on course content Adobe Flash Player 9.0 or above
Hardware Requirements	
CPU	2.0 GHz or higher
Memory	2 GB RAM or above
Display	1024 x 768 or above
Connectivity	256 Kbps internet connection or above
Sound	Windows compatible sound card and speakers (required if audio is used in courses)

TROUBLE SHOOTING FOR WORK COMPUTERS

After making these changes if you are still have issues accessing or loading courses, please check with Human Resources. Although these suggestions may also work for your home computer, please be aware that TTI cannot be held responsible for any lost or jeopardized data.

- Turn **Pop-Up Blocker** off - Make sure the pop-up blocker is not enabled. Some sites (Google, MSN, and Yahoo) enable pop-up blocker when their toolbars are loaded. In Internet Explorer, go to **Tools** in the navigation bar, then click **Pop-Up Blocker** and turn blocker off.
- If loading a course is taking a long time, clear your Internet temporary files, cookies and password. No other Internet session can be running at this time; please close those sessions before clearing the temporary files. Using Internet Explorer, go to the **Tools** and click **Internet Options**. Then click on the **General** tab, and select **Browsing History** and click **Delete**. A **Delete Browsing History** tab will appear. You can then check off temporary internet files, cookies, and passwords. Be aware that this will clear any saved passwords on your computer. Click **Delete** at the bottom of the tab.
- If accessing the site using an Apple Mac, delete your temporary internet files and cookies. Emptying your cache and deleting your browser history should help to speed up your computer.
- Make sure your password is correct and pay attention to capitalization.
- If you continue to have trouble accessing the site or a course in learnTTI.com, please do the following:
 - Check with Human Resources if you continue to have problems loading the training on your work computer.
 - If you do not know or remember your password, please email Human Resources to request that information.