Users

Classroom

Satisfaction

Communication

Document archive

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Training modules

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Calendar

Teachers

Courses

Test

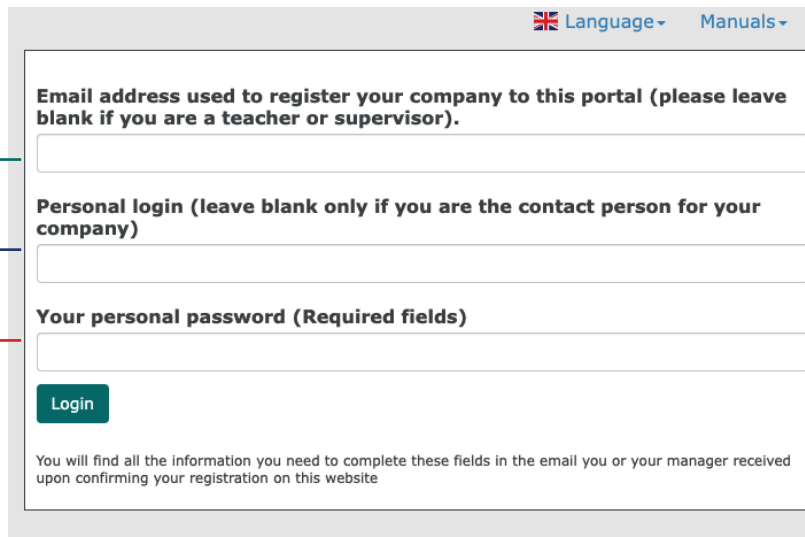# OPERATING INSTRUCTIONS FOR THE COMPANY

SCUOLA NEXION
TECHNICAL TRAINING CENTRE

Log in to the Training Portal using the link and credentials e-mailed to you.

Enter **exactly** the same data e-mailed to you:

- Enter here the **email address used to register your company to this portal**;
- **Leave this field blank**;

  Enter here **your personal Password** (automatically generated by the system, received by e-mail).
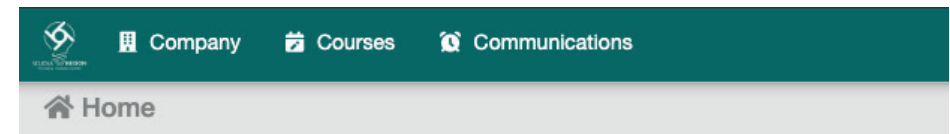
You will find all the information you need to complete these fields in the email you or your manager received upon confirming your registration on this website.
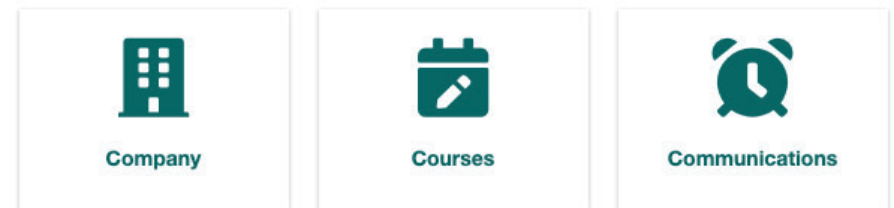
You will get to the **Home page of the Training portal.**

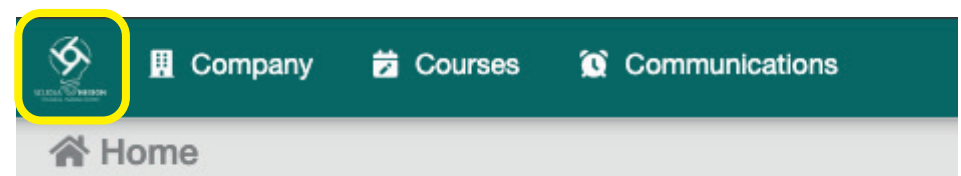Use the navigation menu to access the different functions of the application.
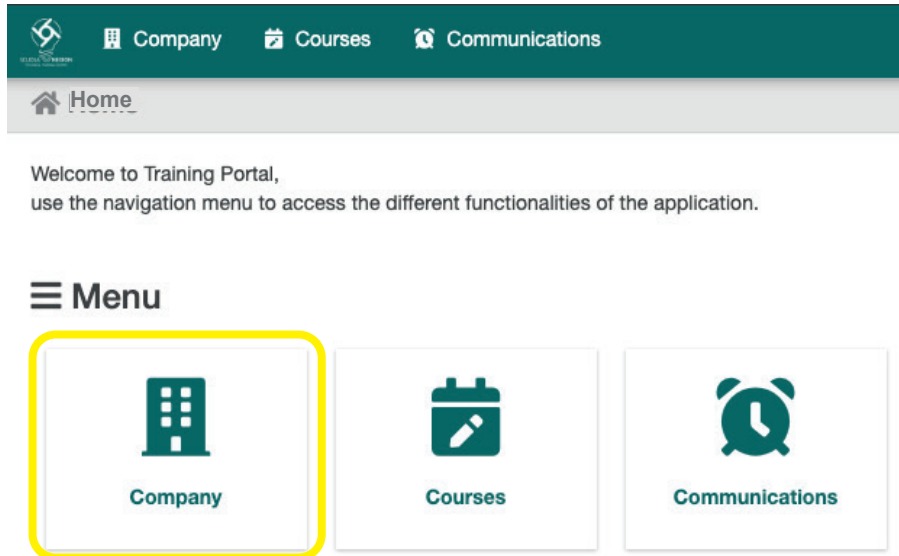

Click here at any time to go back to the Training portal Home page.

Click on "**Company**" menu ...

… access your **company data.**

If you find any anomalies or wish to update your data, click on the pencil ✎.

The highlighted icons show the categories of courses your company is eligible to participate in.

Category

INSTALLATION
this course is dedicated to Service Technicians

TECHNICAL / COMMERCIAL
this course is dedicated to Service Technicians and to Salespersons

SERVICE
this course is dedicated to Service Technicians

USE
this course is dedicated to equipment users

Your company staff registered in the Training Portal will be displayed in the box below

Click on the "+" button to add new users

By clicking on the name of your employee, the report of his/her training activities can be displayed

For each of your users these buttons can be used to:

▶ correct/edit data ✎;

▶ disable the user from using the portal 🚫;

▶ reset psw 🔑. .

By clicking on PDF or Export CSV, the **report of the training activities** carried out by your employees can be downloaded.

Click on "Courses" menu ...

... to display all the **courses planned and available for your company.**

Use this box to filter course display by:

Type

IN-PRESENCE
course held at School headquarters

VIDEO-COURSE
24-hour availability online

WEBINAR
videoconference through Microsoft Teams platform

Use this box to filter course display by:

Type | Category | Product line
ADAS | CTC | TTC | WB | WA | LE | TE | ME | DIA | AC | SE

Category

INSTALLATION
this course is dedicated to Service Technicians

TECHNICAL / COMMERCIAL
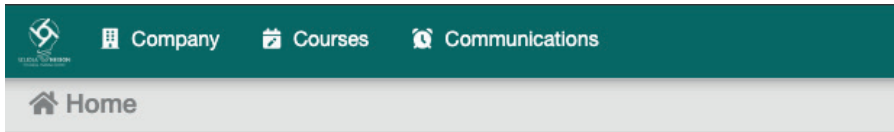this course is dedicated to Service Technicians and to Salespersons

SERVICE
this course is dedicated to Service Technicians
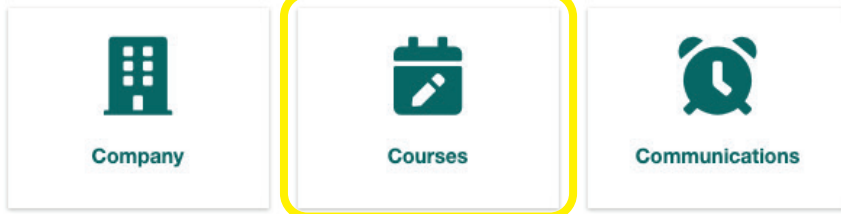
USE
this course is dedicated to equipment users

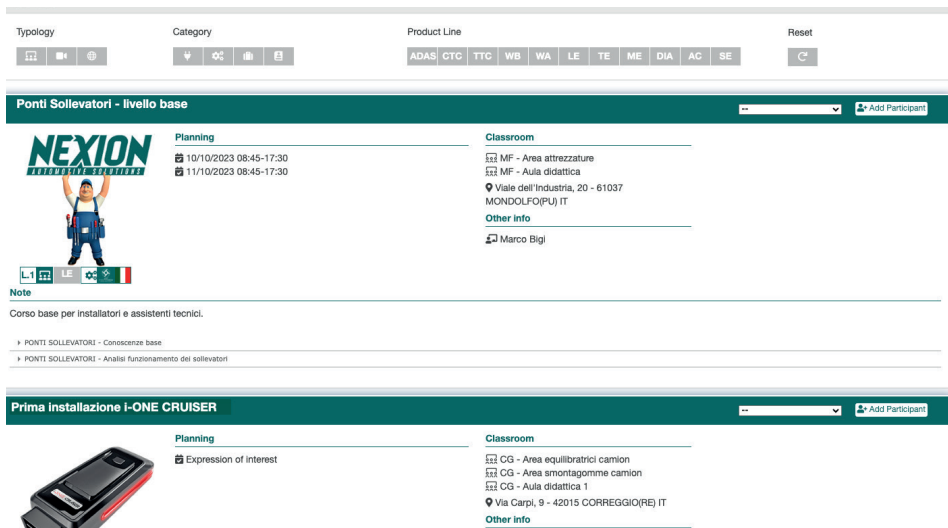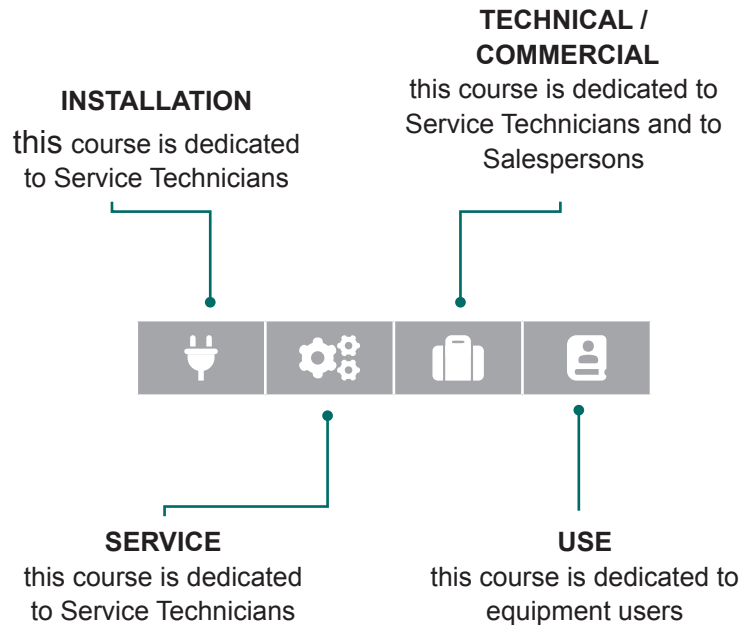Use this box to filter course display by:

Type | Category | Product line
ADAS | CTC | TTC | WB | WA | LE | TE | ME | DIA | AC | SE

Product line

equipment for vehicle ADAS system check

heavy vehicle tyre demounting and mounting equipment

equipment for vehicle geometry angle alignment

various equipment to complete workshop services

services and software for equipment and workshop

| ADAS | CTC | TTC | WB | WA | LE | TE | ME | DIA | AC | SE |

tyre demounting and mounting equipment

wheel balancing equipment

vehicle lifting equipment

vehicle testing equipment

equipment for vehicle electronic control unit diagnosis

equipment for vehicle air conditioning system recharge
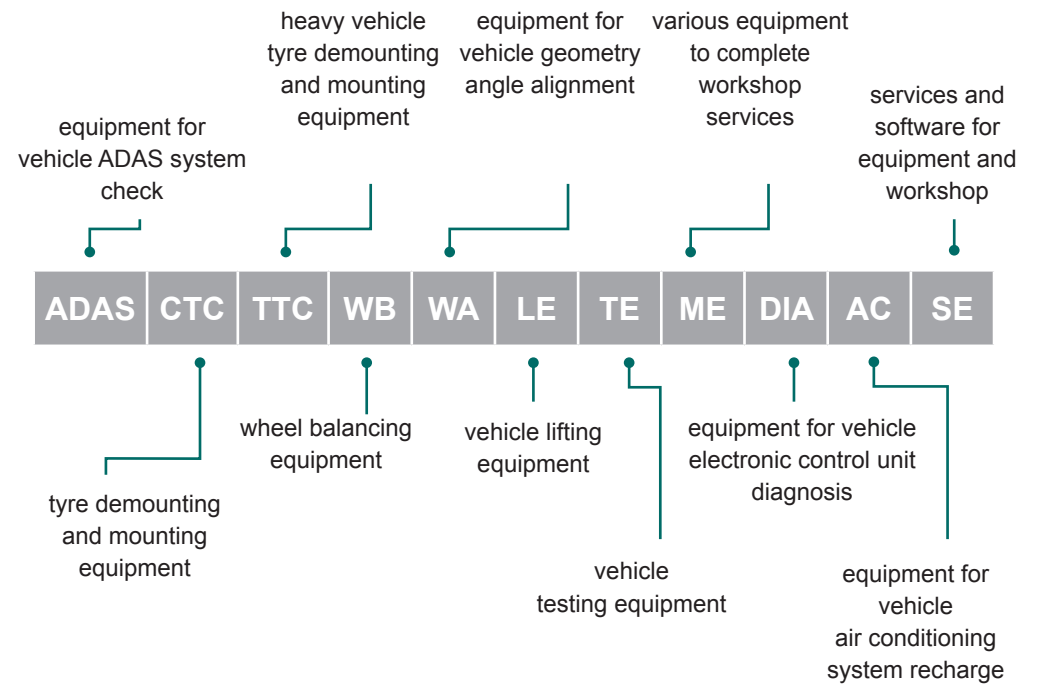
Use this box to filter course display by:

Course language

- IT ●————————— Italian
- EN ●————————— English
- FR ●————————— French
- ES ●————————— Spanish
- DE ●————————— German

Each box in this page includes **details relevant to the course**:

▶ data and time planned;

▶ the classroom where it will be held;

▶ the teacher;

▶ the language;

▶ any note;

▶ training modules with topics.

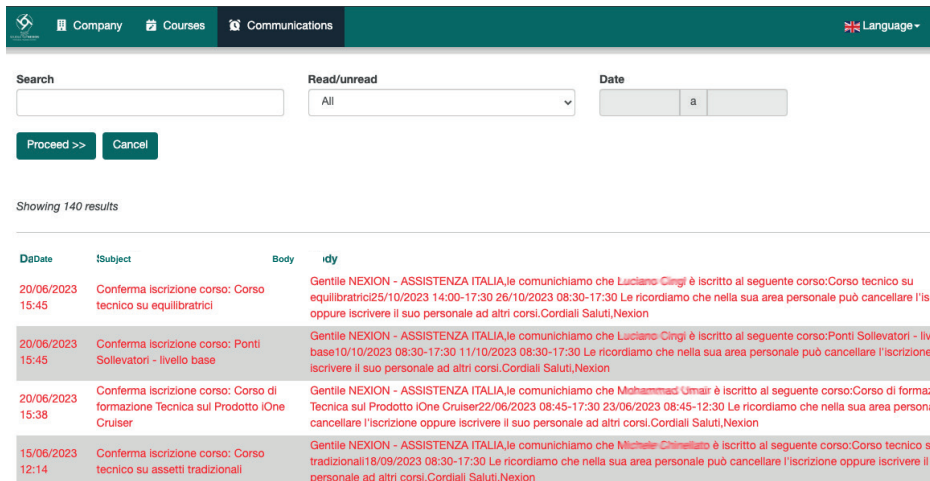Use the "**Add a student**" button to enrol your company staff in available courses

Click on "**Communications**" menu ...
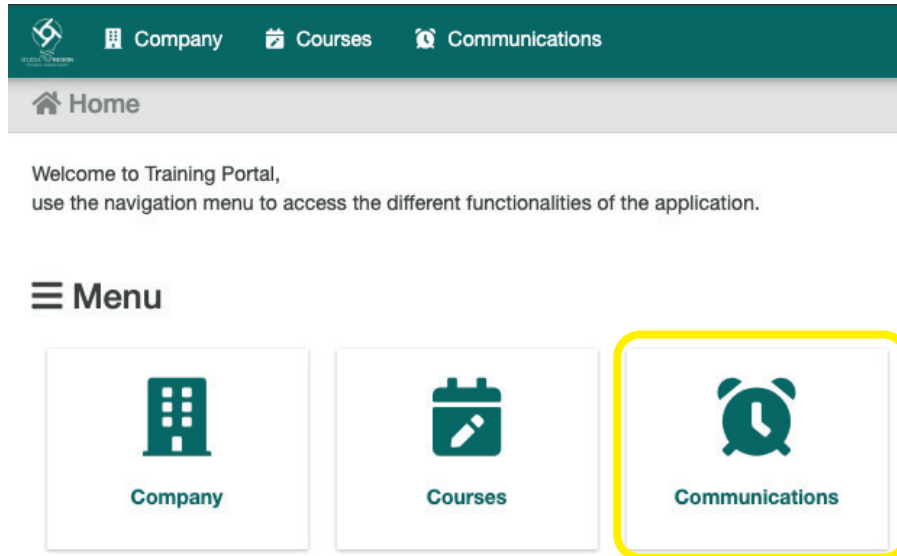
... you will find a summary of all e-mails you have received
from the Training Portal.

For any questions or information please write to:

Nexionscuola@nexiongroup.com

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Participant evaluation

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NEXION
AUTOMOTIVE SOLUTIONS

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