

Training Center Enrollment Quick Start Guide

Note: **IN** Training Administrator rights are required to enroll personnel. The dealership **IN** Administrator can assign Training Administrator rights. See the *Service Education Information Guide* on **IN** Online University for details.

1. Access **IN** Online University, highlighted below in yellow. From the menu on the left, choose *Training*, then *Enrollment*.

The screenshot shows the IN Online University homepage. The top navigation bar includes links for MY IN FAVORITES, HOME, SITE MAP, IN SUPPORT, CONTACT US, and ALERTS. Below this is a secondary navigation bar with links for SALES, SERVICE, PARTS, F&I/HFS, BUSINESS MANAGEMENT, and ONLINE UNIVERSITY (highlighted in yellow). On the left, a sidebar menu lists various options, with 'Training' and 'Enrollment' highlighted. The main content area is titled 'Enrollment' and features a search bar for training titles, a dropdown for 'Type of Training' (set to ALL), a 'Keyword' field, and a 'Search' button. Below the search bar is a table with columns for 'Training Group', 'Event Name', and 'Enroll By'. A message at the bottom states 'No Active Records Available For Selected Filter.'

2. Choose *Motorcycle Training*, and then click *Search*.

This screenshot shows the 'Enrollment' page with 'Motorcycle Training' selected in the 'Type of Training' dropdown. The 'Search' button is highlighted with a red box. The table below the search bar is empty, displaying the message 'No Active Records Available For Selected Filter.'

3. Choose desired course from the *Event Name* column, then click on *Session*. In addition to specific course prerequisites, *Electrical Technical Training* includes a prerequisite of at least one prior *Open Technician Training* course completion.

This screenshot shows the 'Enrollment' page with search results for 'Motorcycle Training'. The table displays two rows of results:

Training Group	Event Name	Enroll By
Motorcycle Training	Electrical Technical Training	Staff Session Location
Motorcycle Training	Open Technical Training - HondaPro	Staff Session Location

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- Choose the desired session date and location, and then click *Enroll*.

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Enrollment - Session

Search for Session

Below is a list of sessions for this event. Click on column headings to sort. Select Enroll to register. For closed sessions, select Wait List to hold your place in line.

Type of Training [Motorcycle Training](#) Title [Open Technical Training - Honda Pro](#)

State Metro Area Search [ALL](#) Sessions with available seats only ☐

Start Date From / / To / /

Session Date	Location	Seat Capacity	Available Seats	Instructor	Status	Action
09/23/2013 to 09/27/2013 09:00AM - 05:00PM	Mt. Laurel Training Center Mt. Laurel, NJ	10	10	Bartosky, Eric	Active	Enroll
09/30/2013 to 10/04/2013 09:00AM - 05:00PM	Mt. Laurel Training Center Mt. Laurel, NJ	10	10	Bartosky, Eric	Active	Enroll
09/30/2013 to 10/04/2013 09:00AM - 05:00PM	Troy M/C Training Center Troy, OH	10	10	Frystak, Scott	Active	Enroll
10/07/2013 to 10/11/2013 09:00AM - 05:00PM	Troy M/C Training Center Troy, OH	10	9	Frystak, Scott	Active	Enroll
10/14/2013 to 10/18/2013 09:00AM - 05:00PM	Irving M/C Training Center Irving, TX	10	9	Bartosky, Eric	Active	Enroll
10/21/2013 to 10/25/2013 09:00AM - 05:00PM	Alpharetta M/C Training Center Alpharetta, GA	10	9	Frystak, Scott	Active	Enroll

- Check the box next to the staff member (*Name*) to be enrolled, and then click *Continue*.

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Enrollment - Select Staff

Event Information

Type of Training [Motorcycle Training](#) Title [Open Technical Training - Honda Pro](#)

Session Date [9/23/2013 9:00:00 AM-9/27/2013 5:00:00 PM](#) Location [Mt. Laurel Training Center](#)
[Mt. Laurel, NJ](#)

Search For Staff Members In Zone: 02 District: G

Search By ☒ Dealer ☐ DPTSID ☐ By Name

Dealer Number*

Department ☐ Sales ☒ Service ☐ Parts Job Title [ALL](#)

[Download Staff Search Results](#)

Enroll	Dealer	Name	DPTSID	Job Code	Start Date	% Trained	% Self Study	% Training Ctr /Class Rm	Job Title	Last Completed	Training
☐	100264	Clark, Eric	D006714	W M M013	04/22/2011	0	0	N/A	Set Up / Pdi		History Required
☒	100264	Clark, Henry Lee	D117345	W M M001	02/15/2000	15 31	0 0	26 100	Technician Pwc Technician	02/10/2012	History Required
This person was previously enrolled and completed in a prior session for this event on 02/10/2012.											
☐	100264	Crosby, Tyler D	D523452	W M M008	04/25/2013	0	0	N/A	Lot Person		History Required

- Verify that the name, session date, and location are correct, and then click *Continue*.

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Enrollment - Select Session

Event Information
 Type of Training [Motorcycle Training](#) Title [Open Technical Training - Honda Pro](#)
 Please review the information below. Match staff with a session and click continue.
 Only checked users will be enrolled.

Enroll	Dealer	Name	DPTS ID	Job Code	Start Date	% Trained	% Self Study	% Training Ctr /Class Rm	Job Title
☒	100264	Clark, Henry Lee	D117345	W M W001	02/19/2002	31 15	0 0	100 26	Pwc Technician Technician

Session Date	Location	Seat Capacity	Available Seats	Waitlist Count	Instructor	Status
11/18/2013 to 11/22/2013 09:00AM - 05:00PM	Troy M/C Training Center Troy, OH	10	9	0	Frystak, Scott	Active

- In the *Action* column, click *Set Subject*.

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Enrollment - Set Subject Area

Event & Session Information
 Type of Training [Motorcycle Training](#) Location [Mt. Laurel Training Center](#)
 Title [Open Technical Training - Honda Pro](#) [Mt. Laurel, NJ](#)
 Session 09/23/2013 09:00 AM to 09/27/2013 05:00 PM Instructor [Bartosky, Eric](#)

Selected Staff

Dealer	Name	DPTSID	Job Code	Start Date	% Trained	% Self Study	% Training Ctr /Class Rm	Job Title	Action
100264	Clark, Henry Lee	D117345	W M W001	02/19/2002	31	0	100	Pwc Technician, Technician	Set Subject

- A pop-up window will appear. Choose the desired subject from the *Subject Area* column, and then click *Enroll*.

[CLOSE](#)

Enrollment - Subject Area

Select Subject Area
 Select a subject area to enroll [Bartosky, Eric](#) into.

Subject Area	Capacity	Filled	Available	Action
Advanced ATV Service	5	0	5	Enroll
Advanced Chassis and Suspension Service	10	0	10	Enroll
Advanced Engine Service	4	0	4	Enroll
Advanced Fuel Induction Service	6	0	6	Enroll
Advanced SxS Service	4	0	4	Enroll
Routine Maintenance	10	0	10	Enroll
Voc Ed (AHM Use Only)	2	0	2	Enroll

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9. Verify that the *Subject* is correct, if not; change it in the *Subject* column. Once all the information is correct, click *Submit*.

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Enrollment - Set Subject Area

Event & Session Information									
Type of Training	Motorcycle Training				Location	Mt. Laurel Training Center			
Title	Open Technical Training - Honda Pro					Mt. Laurel, NJ			
Session	09/23/2013 09:00 AM to 09/27/2013 05:00 PM				Instructor	Bartosky, Eric			

Selected Staff Matched To Subject Area									
Dealer	Name	DPTSID	Job Code	Start Date	% Trained	% Self Study	% Training Ctr /Class Rm	Job Title	Subject
100264	Clark, Henry Lee	D1173	W M W001	02/19/2002	31	0	100	Pwc Technician, Technician	Advanced Fuel Induction Service

10. Enrollment is confirmed in the *Status* column. Click *Continue* to finish or add another enrollment.

Enrollment - Confirmation

Event & Session Information									
Type of Training	Motorcycle Training				Location	Mt. Laurel Training Center		Available Seats	9 of 10
Title	Open Technical Training - Honda Pro				Session	09/23/2013 09:00 AM to 09/27/2013 05:00 PM		Instructor	Bartosky, Eric

Enrolled Staff Members										
Dealer	Name	DPTSID	Job Code	Start Date	% Trained	% Self Study	% Training Ctr /Class Rm	Subject	Job Title	Status
100264	Clark, Henry Lee	D1173	W M W001	02/19/2002	31	0	100	Routine Maintenance	Pwc Technician, Technician	Enrolled

Cancellation Policy

Failure to provide the proper notification by 9/16/2013 9:00:00 AM to the workshop's start date will result in a charge to dealership of \$500.00.

Email Addresses				
Name	DPTSID	Dealer	Email	Phone
Clark, Henry Lee	D1173	100264		(941) 365-1000

NOTE: Enrollment emails are sent to the above email addresses. For future references, you can print this page using the 'Print' icon in the upper right corner.

Dealer Training Administrator				
Name	DPTSID	Dealer	Email	Phone
Brian Arce	D0861	100264	Public.Lee@honda.com	(941) 365-1000
Brian Dean	D0861	100264	Public.Lee@honda.com	(941) 365-1000
Henry, Henry	D2387	100264	Public.Lee@honda.com	(941) 962-1000
Travis, Travis	D3790	100264	Public.Lee@honda.com	(941) 365-1000
Robert, Robert	D0247	100264	Public.Lee@honda.com	(941) 809-1000
Robert, Robert	D2401	100264	Public.Lee@honda.com	(941) 809-1000
Robert, Robert	D0275	100264	Public.Lee@honda.com	(941) 365-1000

Additional Information

Honda Pro Open Technical Training
Mon-Fri 9:00-5:00