MY LEARNING

COLLINS CUSTOMER PORTAL USER GUIDE

Collins Aerospace
An RTX Business

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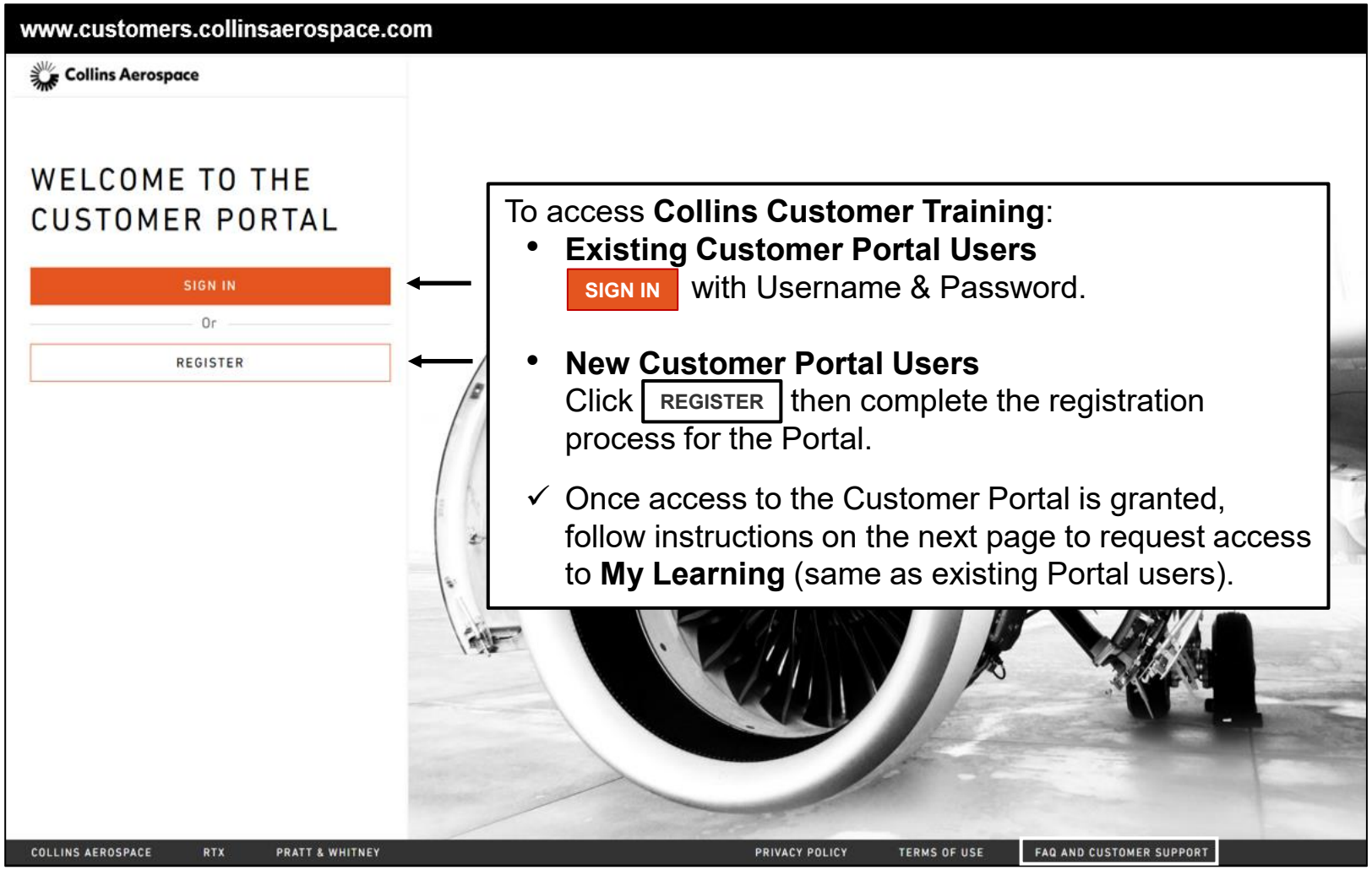
LOGIN

Customer Portal

Access to **“My Learning”** is by request only and is not automatic with access to the Customer Portal.

Customer Portal access is separate from access to **“My Learning”** and is required before **“My Learning”** access can be requested.

“My Learning” access will become active a minimum of 48-hours after approval. Customer Portal access may take additional time for new user approvals.



To access **Collins Customer Training**:

- **Existing Customer Portal Users**
  SIGN IN with Username & Password.
- **New Customer Portal Users**
  Click REGISTER then complete the registration process for the Portal.

✓ Once access to the Customer Portal is granted, follow instructions on the next page to request access to **My Learning** (same as existing Portal users).

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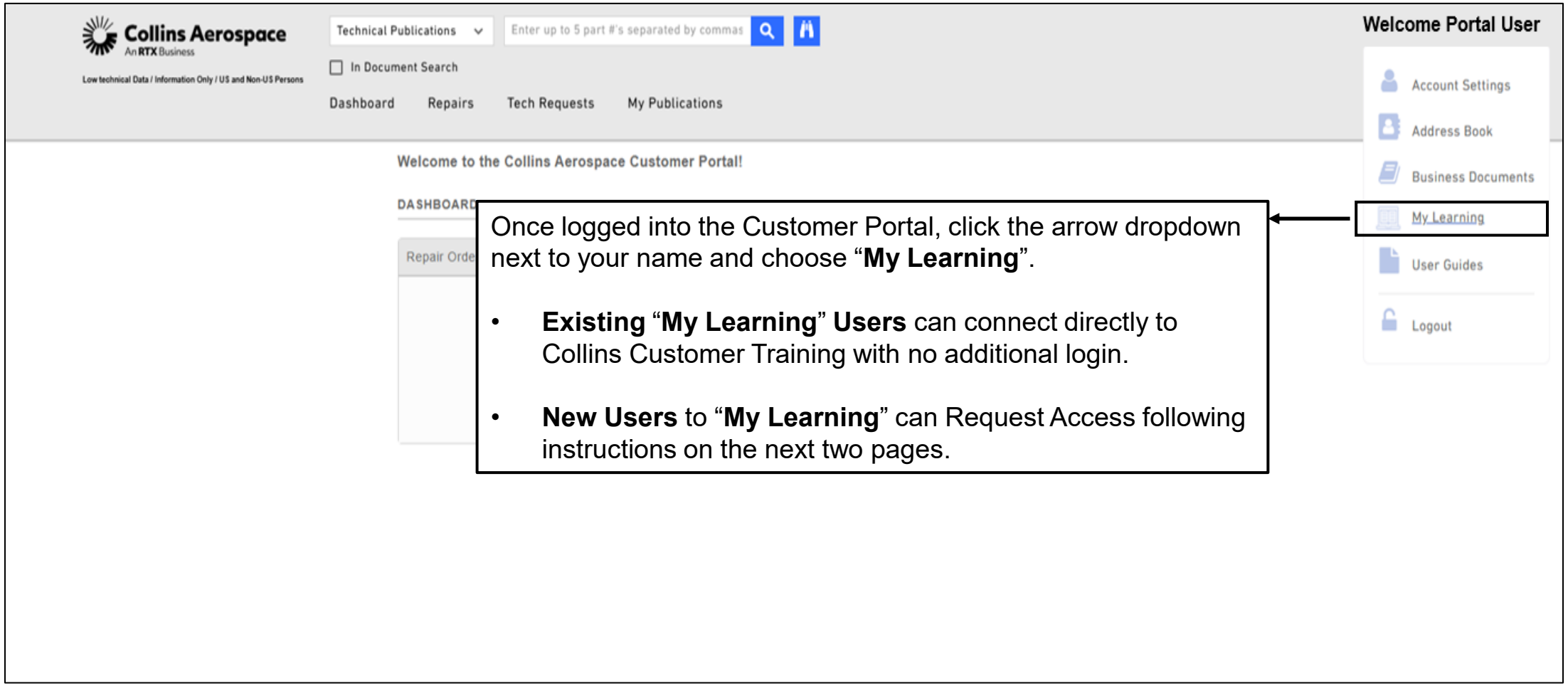
DASHBOARD

Customer Portal



Once logged into the Customer Portal, click the arrow dropdown next to your name and choose "**My Learning**".

- **Existing** "**My Learning**" **Users** can connect directly to Collins Customer Training with no additional login.
- **New Users** to "**My Learning**" can Request Access following instructions on the next two pages.

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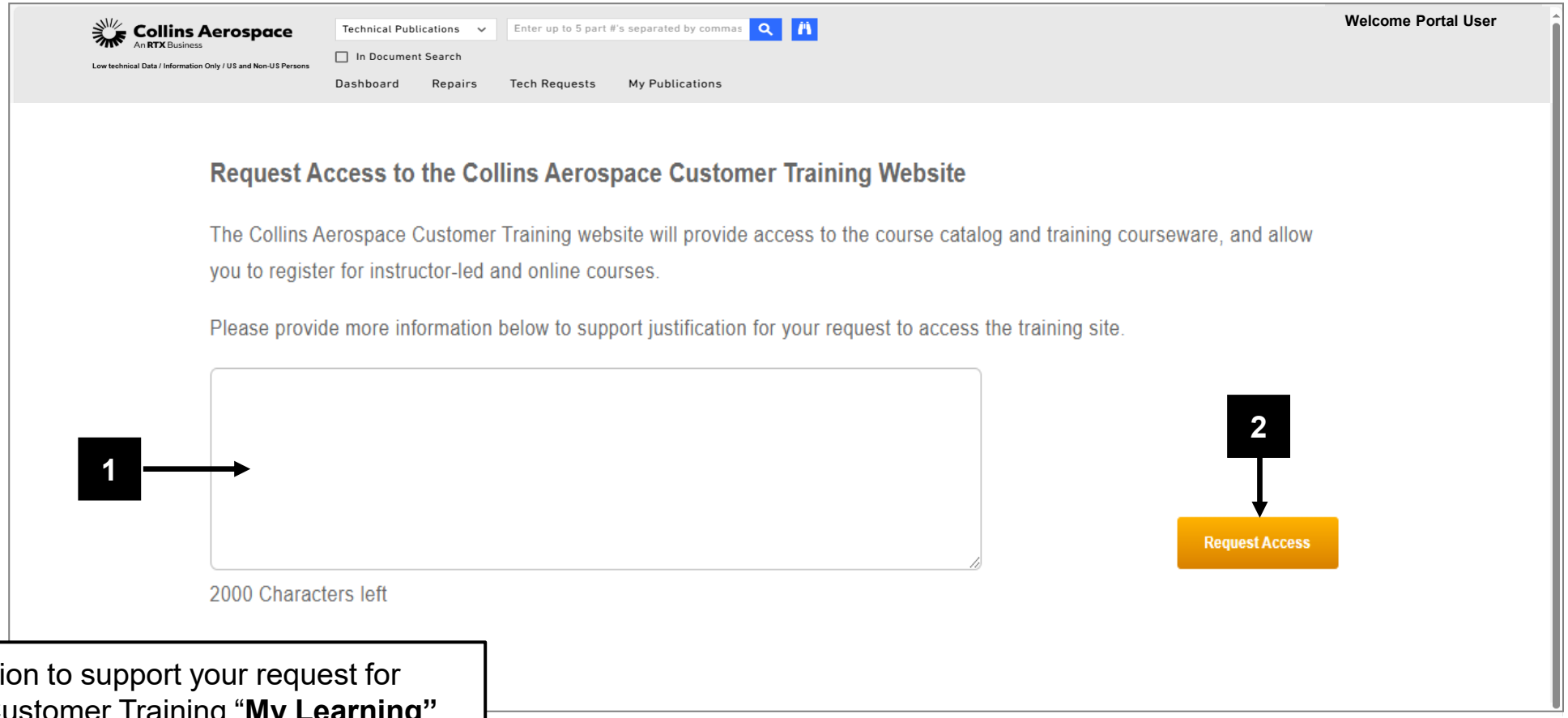
TRAINING REQUEST SUBMISSION

Customer Portal



1. Provide justification to support your request for access to Collins Customer Training "**My Learning**"

2. Once complete, click **Request Access**

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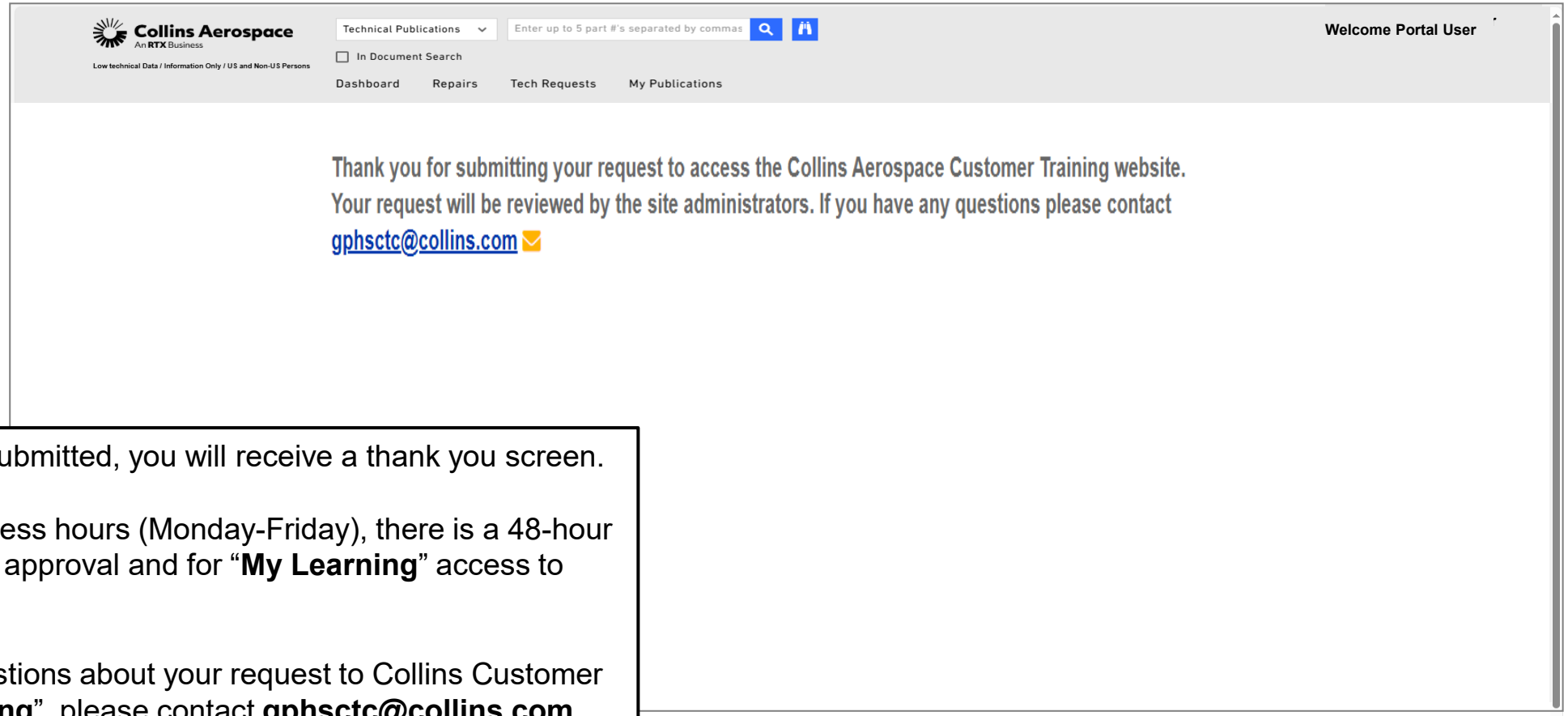
TRAINING REQUEST CONFIRMATION

Customer Portal



Once successfully submitted, you will receive a thank you screen.

During normal business hours (Monday-Friday), there is a 48-hour processing cycle for approval and for "**My Learning**" access to become active.

If you have any questions about your request to Collins Customer Training "**My Learning**", please contact **gphsctc@collins.com.**

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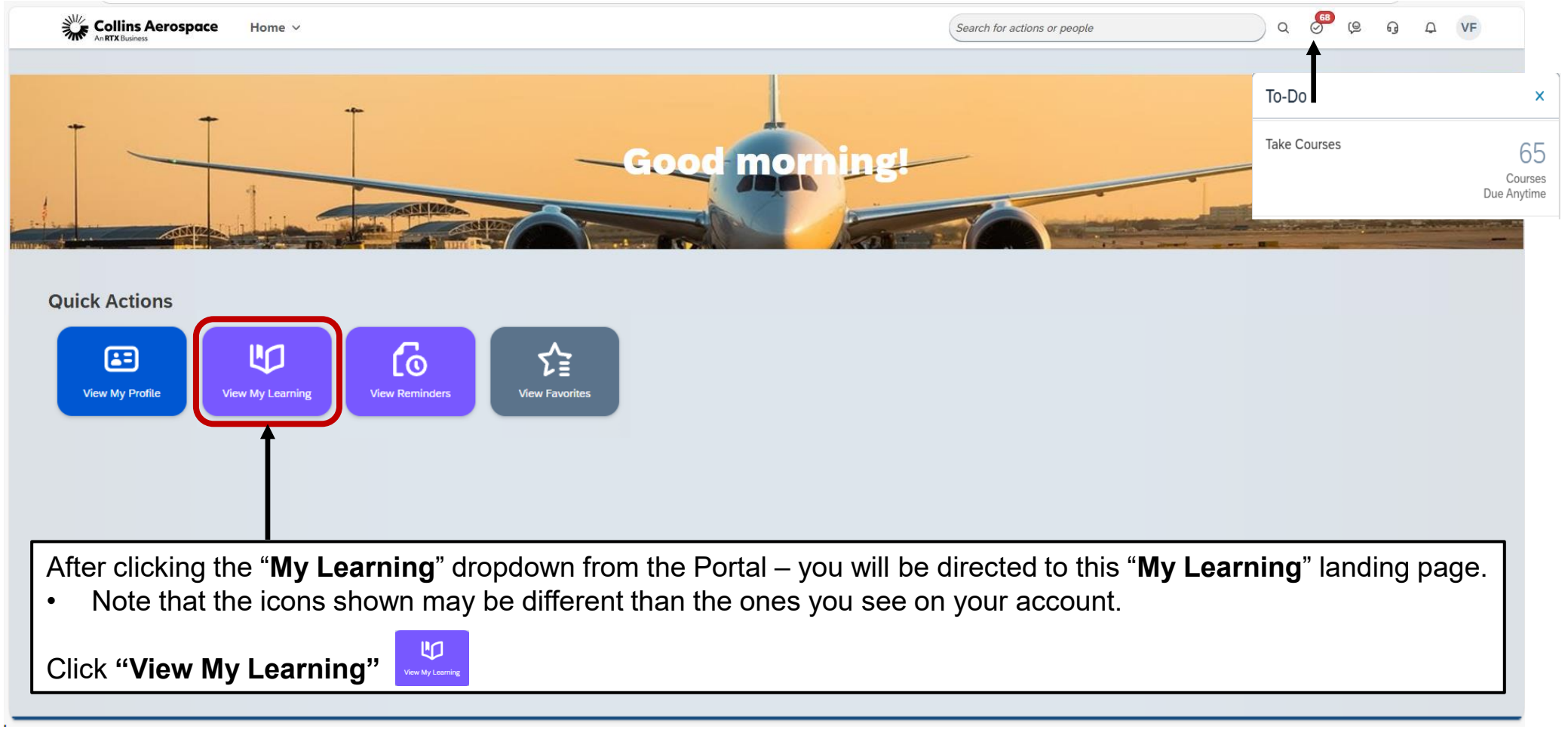
LANDING PAGE

My Learning



After clicking the "**My Learning**" dropdown from the Portal – you will be directed to this "**My Learning**" landing page.

- Note that the icons shown may be different than the ones you see on your account.

Click **"View My Learning"**

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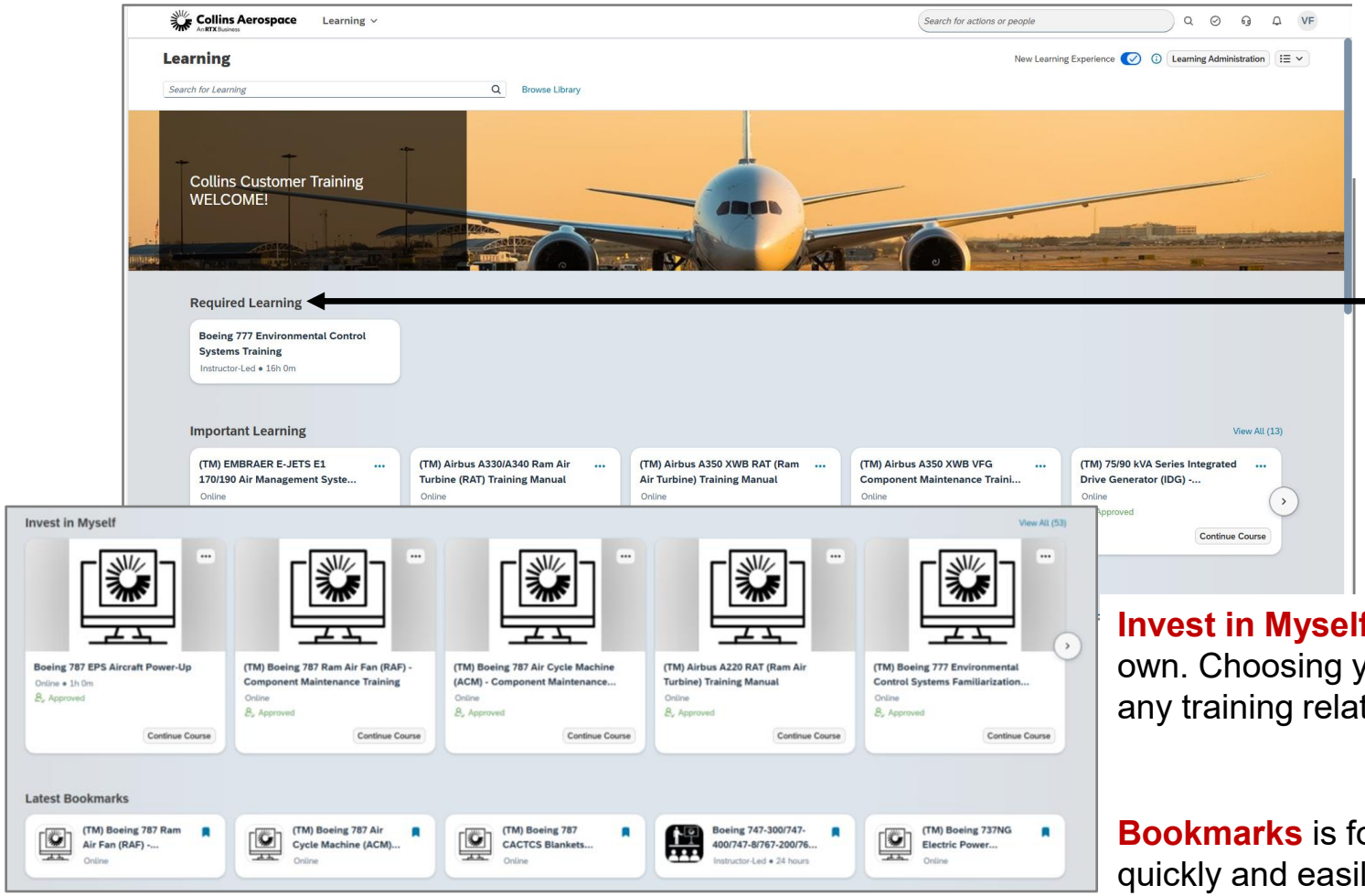
DASHBOARD

My Learning



What you will see after clicking “My Learning” from the Landing Page

Required Learning is shown here.

Important Learning refers to training that was added to your learning plan by the Collins Training Manager – for example, the materials needed when you attend a class.

Invest in Myself is content that you choose on your own. Choosing your own courses can help to align with any training related to your company’s fleet.

Bookmarks is for training content that you want to find quickly and easily.

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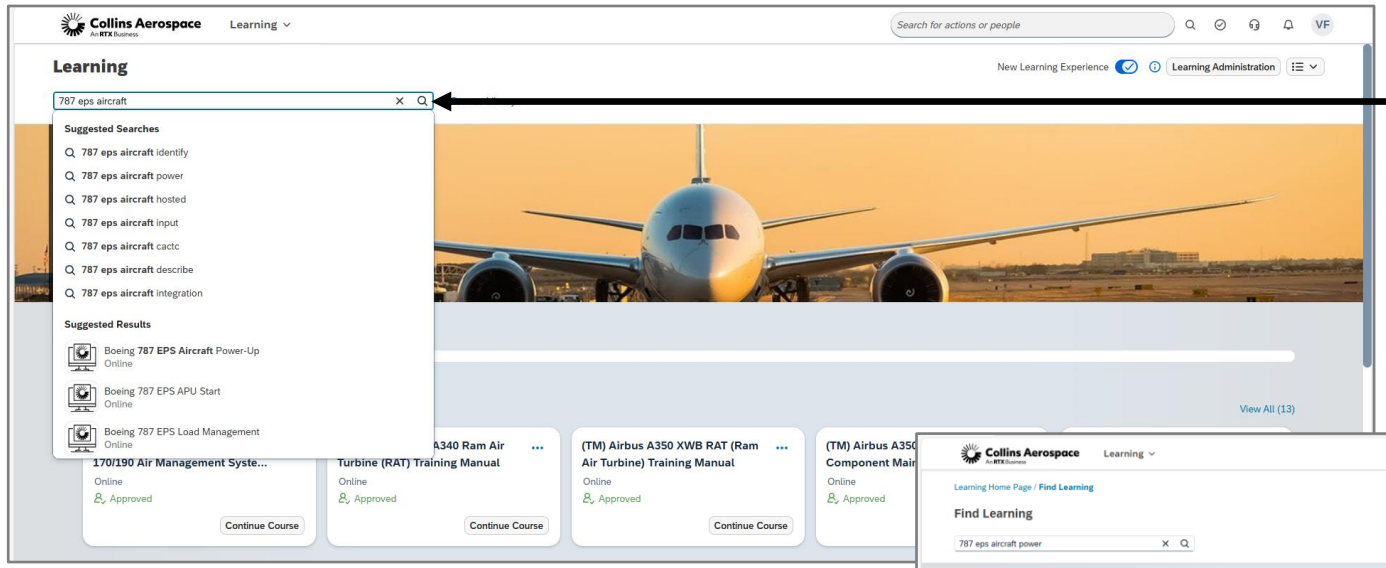
BROWSE LIBRARY & REFINE SEARCH

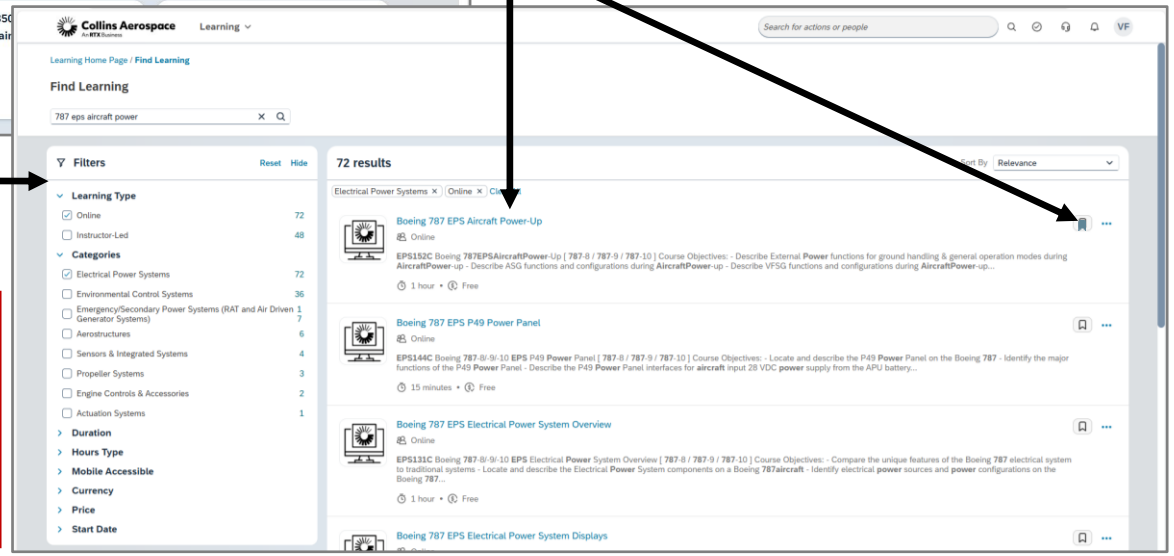
My Learning



Browse Library with simple search, Course Name or Item ID.

Click on the course you are interested in then click **Assign to Me** and/or add to your **Bookmarks**.

Refine a "Simple" Search by using **Filters** such as Learning Type or Category.



= Online Training Item
- ✓ (TM) Training Manuals
- ✓ (CBT) Computer-based
- ✓ (VIDEO) Videos

= Instructor-led Courses
- ✓ (ILT) Instructor-led Training
- ✓ (OJT) On-the-Job Training
- ✓ (VILT) Virtual ILT

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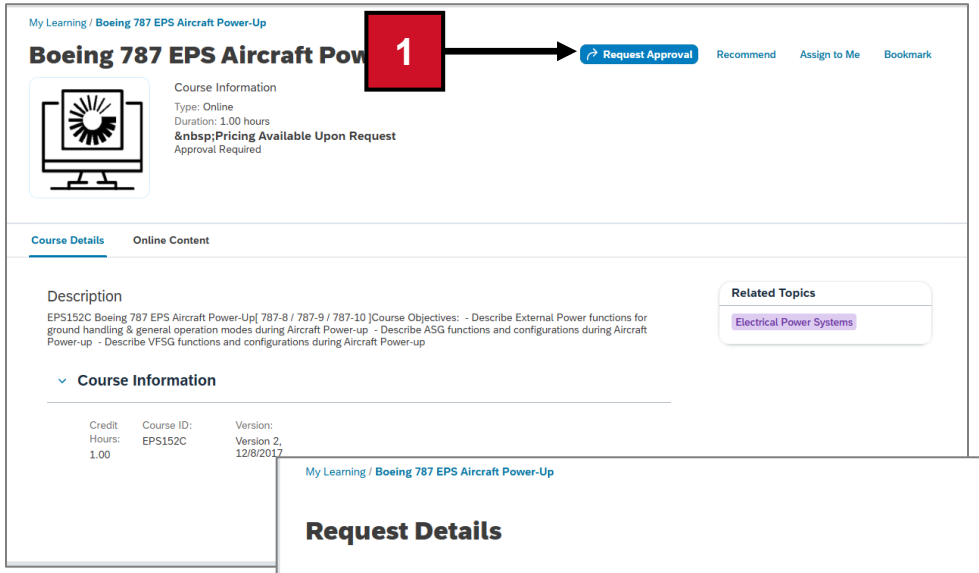
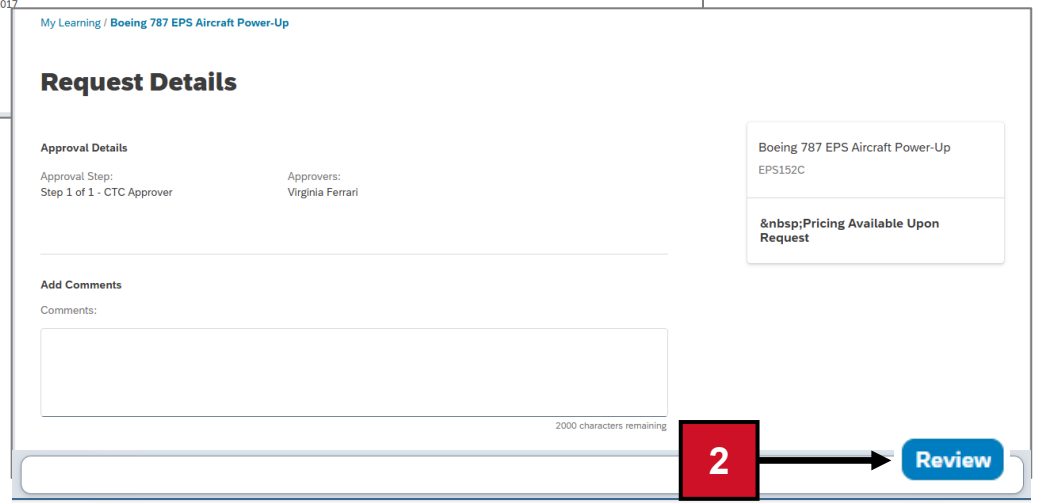
REQUEST FOR COURSE APPROVAL

My Learning





Assign yourself the selected course:

- Click **Request Approval** from the item page: 1
- Click **Review** 2 then **Complete** 3
- When approved click “Start Course” from your **“Invest in Myself”** or **“Important Learning”** list(s)

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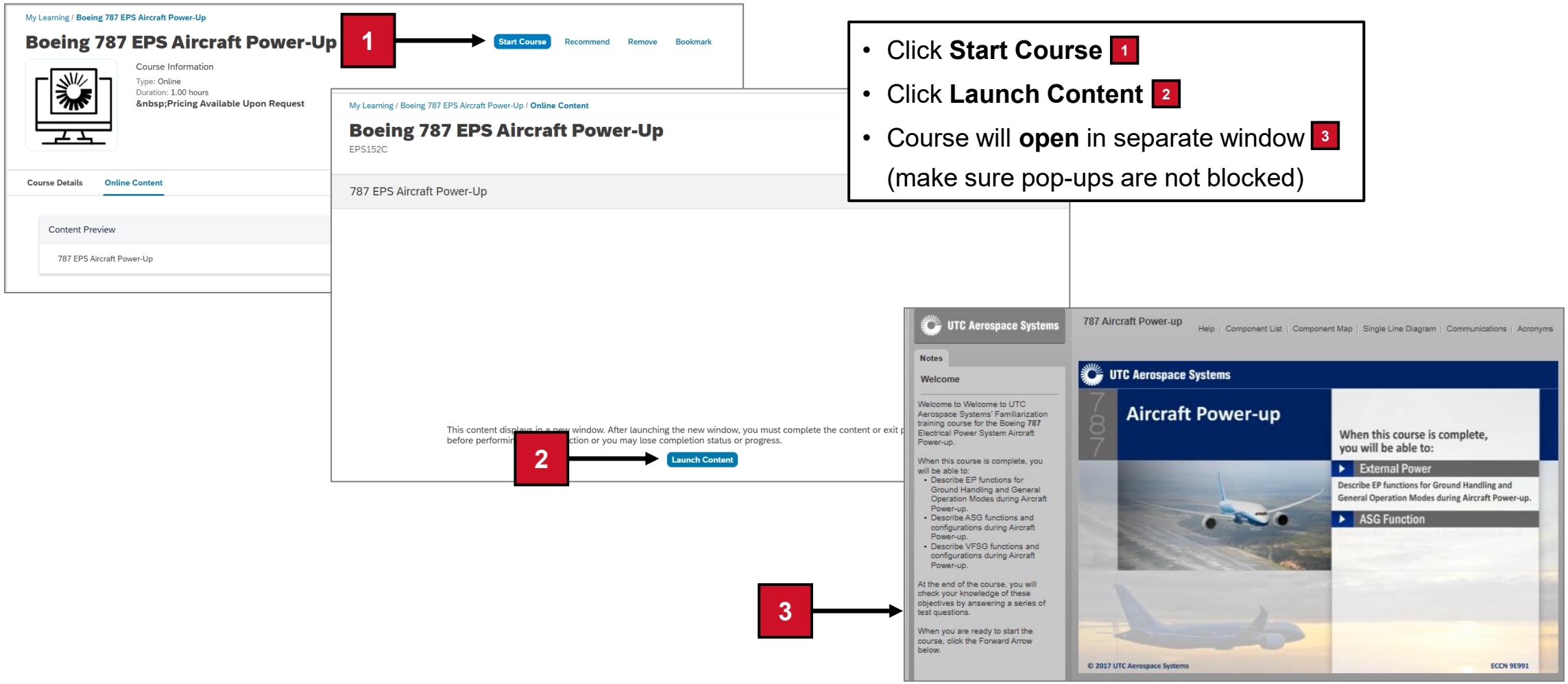
START COURSE & LAUNCH CONTENT

My Learning



- Click **Start Course** 1
- Click **Launch Content** 2
- Course will **open** in separate window 3 (make sure pop-ups are not blocked)

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THANK YOU

CONTACTS

If you have any questions about your request to Collins Customer Training “My Learning”, please contact gphsctc@collins.com

For assistance with the Customer Portal:
Contact: customer.portal@collins.com
Support: Customer Portal Help & FAQ

For 24/7 AOG or critical technical support please contact our Customer Response Center (CRC) at 1-877-808-7575 or by Email crc@collins.com

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