

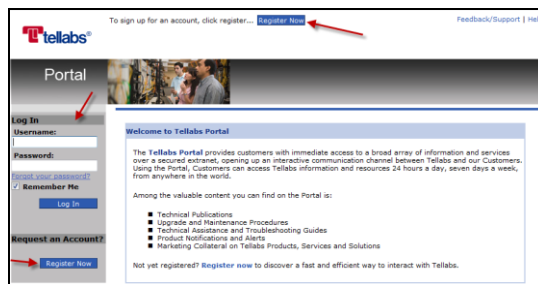
# TELLABS LEARNING CONNECTIONS

## Learner Job Aid- Customer

**Welcome** to the new and improved Tellabs Learning Connections (TLC) powered by SumTotal.

You can **access TLC**, as you have always done in the past, from the Tellabs Portal:

<https://www.portal.tellabs.com/global/portal/e/p/home.do>



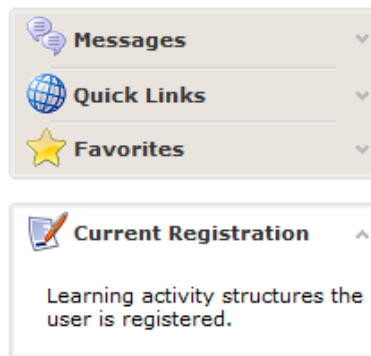
- If you do not have an account, please click on the **Register Now** button to complete a registration form.
- You will receive a confirmation email with an activation link (click the link to activate).

Once you are logged in, Navigate to the **Training** tab and click on the **Access TLC Now**:



**Navigating** the training site is simple; just take a few minutes to familiarize yourself with the new top menus and side navigation bar.

On the left-hand navigation bar, you will find some useful links and shortcuts.



**Messages:** Here you will see messages that have been pushed out to a specific audience that you belong to.

**Quick Links:** Here you will find links to most common task such as:

- Getting started:
  - a. Edit Profile
  - b. Edit Preferences
- Manage Training:
  - a. Training Transcript
  - b. Training schedule

**Favorites:** Here you can find items you have added to your favorites.

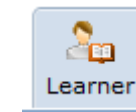
**Current Registration:** Here you will find a list of activity you are currently registered for.

**On Day 1**, your first task is to confirm your profile is correct and to adjust your time zone as needed.



Access your profile by clicking on the icon on the upper right corner. Review your **profile** to ensure your information is correct. Email [tlc.support@tellabs.com](mailto:tlc.support@tellabs.com) if you notice that some information is missing or incorrect.

Click on **Preferences**, then adjust your language and time zone. This will allow you to see all training activities in your time zone.



Everyone will see a **Learner** tab, within this tab you will be able to view available training, take online training, register for open activities, or plan your learning.

### Searching for Training

On some occasions you will be automatically registered for training. These classes will appear on your Training Schedule. All you have to do is click the name of an activity to review the details.

You can also **search** for documents, classes, and other learning opportunities to satisfy a specific goal or increase your skill set. In TLC you have two main ways to access training:

- by looking in the catalog or
- by using the search feature

The **News** box offers additional quick links to assist you in navigating to other areas within TLC as well as outside the training site, such as the Portal and the Tellabs.com.

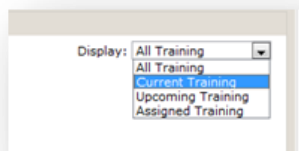


This area will also include important messages about new course releases or important deadlines. Be sure to read this area often.

The **To Do** section will show you activities you are currently enrolled in and activities that have been assigned to you.

Please note that all assigned activities will still require that you complete the enrollment process.

By default, this window will display all training. You can change the displayed activities by choosing one of the options in the **Display** dropdown:

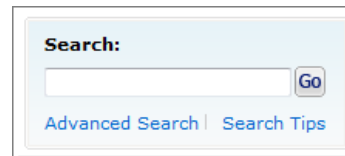


The **Catalog** is accessible right from the Learner home page. The catalog section is located just below the **News** box.

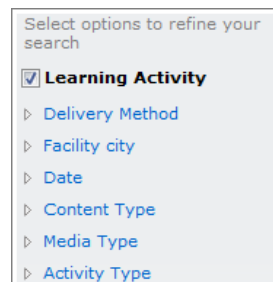
You can also access the catalog from the Menu bar: *Learn* → *Catalog*.

The catalog is subdivided in categories to help you in finding the training you require. Simply drill down the categories until you locate the classes you are interested in attending.

Alternatively, you can **search** for activities by using the search function.



Use the **Advanced Search** function to refine your search and have the following options:



You can also access the search function by clicking on Search icon on the upper-right corner:



If you are getting a **security warning** in regards to filtering mixed content, complete the following steps to resolve the warning:



Go to *Tools* → *Internet Options*, click on the *Security* tab, then click on the *Customer Level* button.

From the Security Settings box, scroll down to “*Display mixed content*” and **enable it** as shown below:

