Infor Education

Welcome to Infor Campus

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Agenda

- System Requirements
- Logging in to Infor Campus
- Navigation
  - My Courses
  - Course Catalog
  - Certifications/Subscriptions
  - Calendar
  - Course History
  - Search
  - Help Center
- Course Registration
  - eLearning
  - Instructor-led
- Assistance

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System Requirements

- PC Browsers
  - Internet Explorer 10 and 11 (IE users should not use Compatibility Mode)
  - Chrome Version 40 and above
- Supporting Applications and Settings
  - Adobe Flash Player – current version
  - WebEx Player for .wrf and .arf format
    - Available at https://www.webex.com/play-webex-recording.html
  - In your browser settings add https://infor.certpointsystems.com to trusted sites
  - Popup blockers should be off
  - Active content should be enabled
- Mac Browsers
  - Native Mac browsers are not currently supported.
- IPad Compatibility
  - Many of our courses contain Flash. Flash is currently not supported in the iPad environment.
- Smartphones
  - Not currently supported. Targeting 2016

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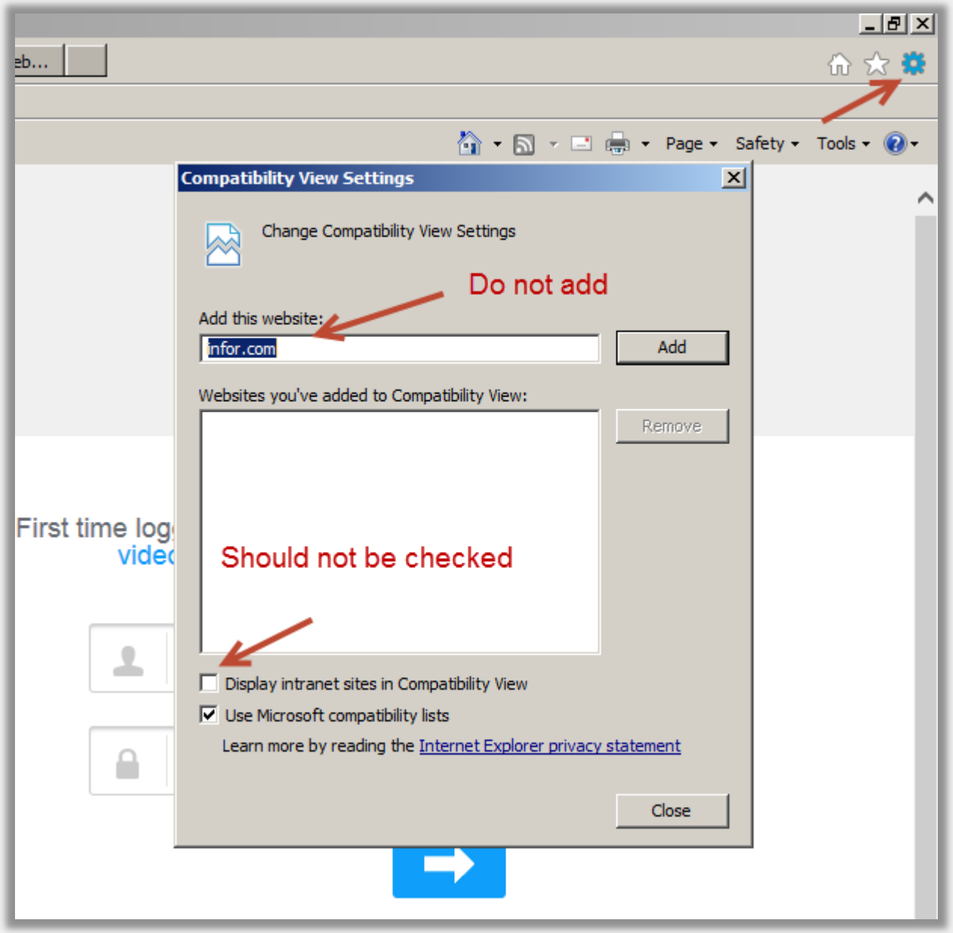
Internet Explorer 11

- Compatibility View Settings should be as seen below.



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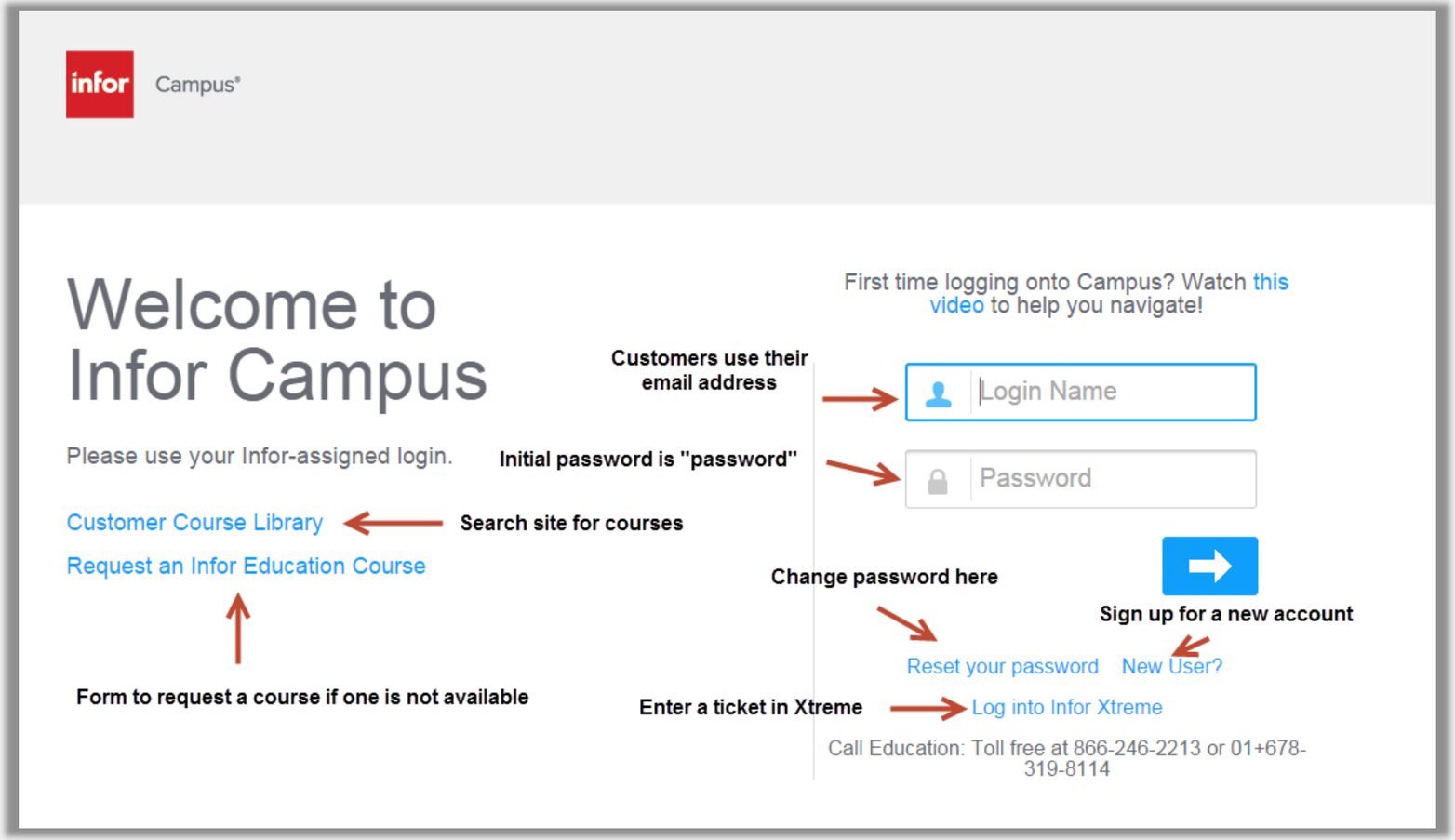
Logging in to Infor Campus

Customers

- The URL is http://education.infor.com
- You will receive a welcome email which will indicate that your access has been setup
- Your username will be your email address
- Your password will be the word *password*
- Click on ***Forgot your password?*** to retrieve or reset your password.
  - We recommend resetting your password after logging in for the first time.



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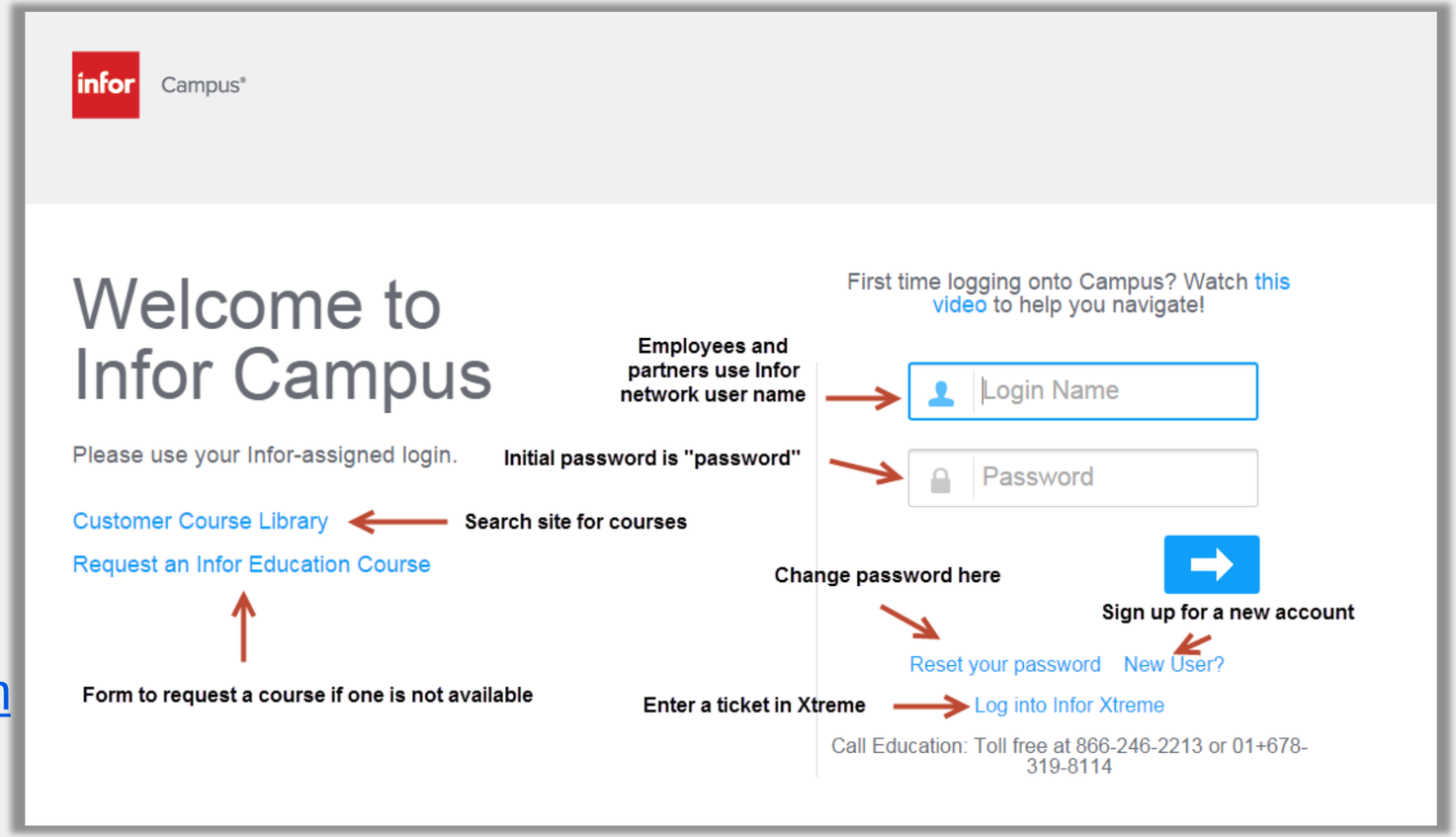
Logging in to Infor Campus

Employees

- Single sign-on URL is http://login.infor.com/campus (on the VPN)
- Access without the VPN by going to http://education.infor.com and using your Infor username and the word *password* as your password

Partners

- Partner sign-on URL is http://login.infor.com/campus
- Use the credentials sent to you via the Access Infor Portals email
- You may also use http://education.infor.com using the login name supplied in the Access Infor Portals email and the word *password* as your password.



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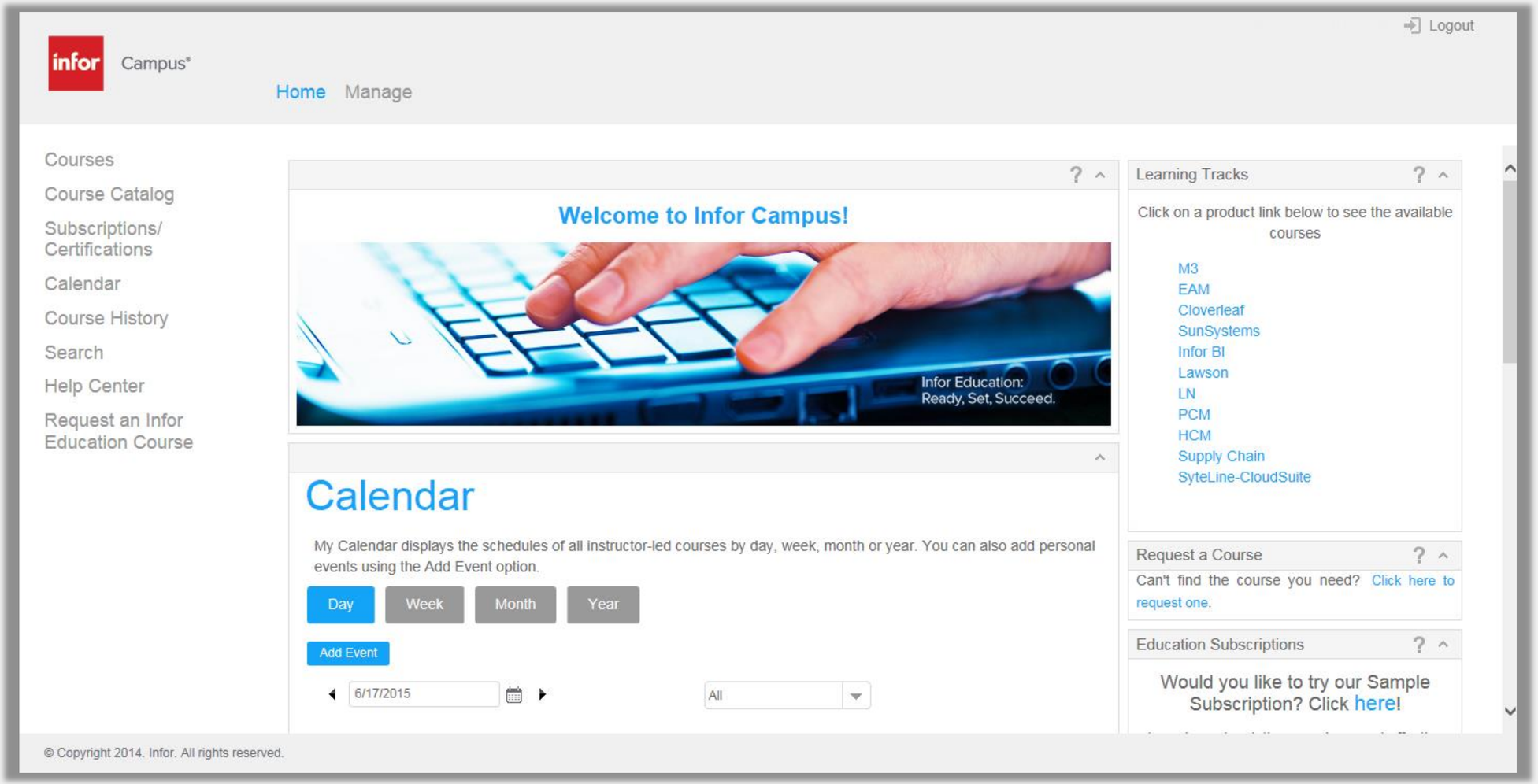
Home Page



Here you will find your customizable dashboard with quick links to useful areas. To the left is the navigation pane.

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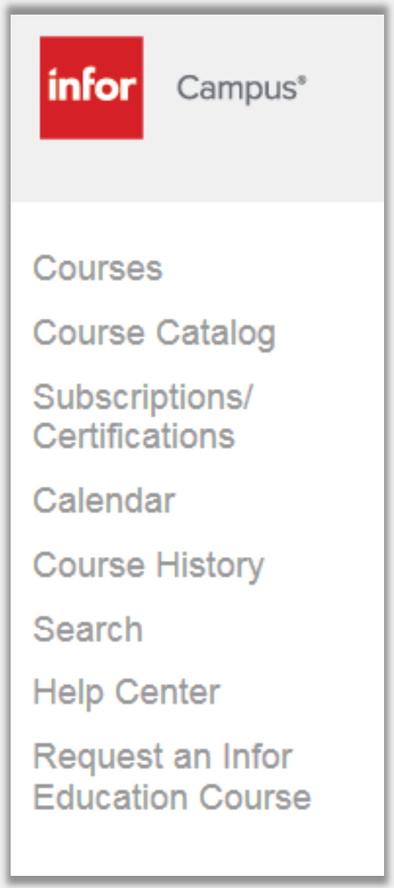
Navigation



- Courses: Online or instructor-led courses that you are registered for
- Course Catalog: Courses organized by product and usage
- Subscriptions/Certifications: Certifications or subscriptions you are enrolled in or are available for registration
- Calendar: Search for instructor-led courses by date and see upcoming classes you've registered for
- Course History: A record of your training activity
- Search: Advanced search capabilities
- Help Center: User guides, deep link course lists, helpful documents, and more
- Request an Infor Education Course : A form you can submit to request a course if one is not available

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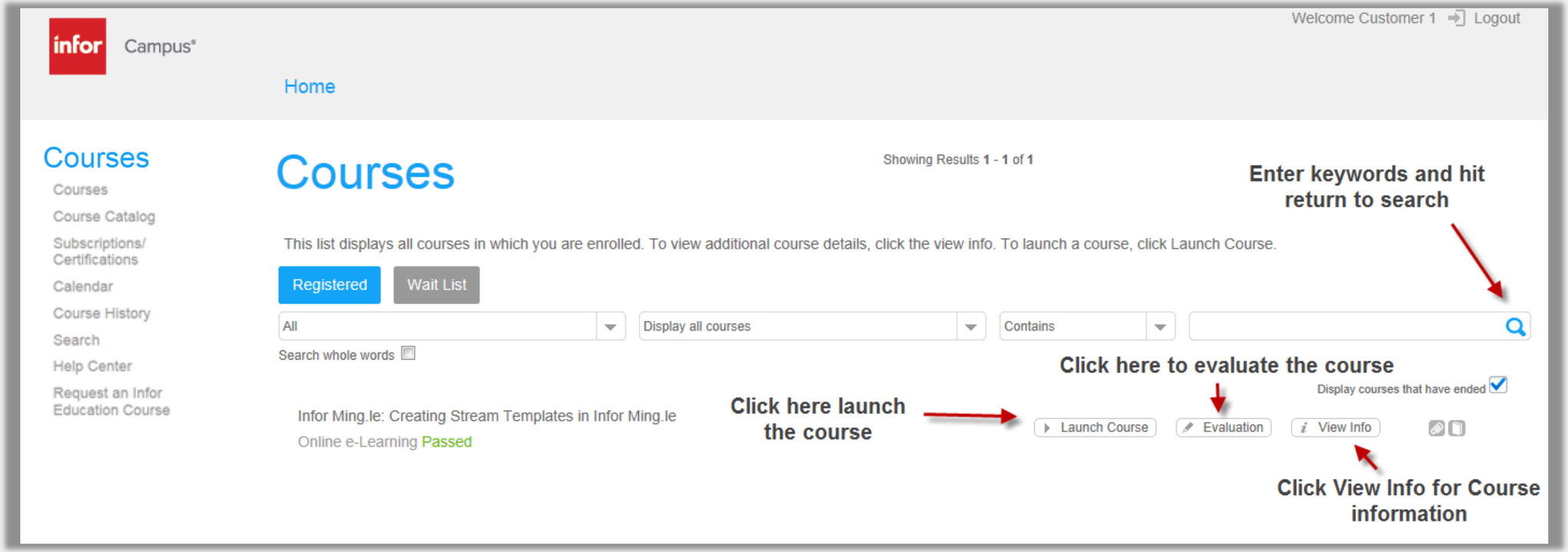
Courses

- This page displays courses you have previously registered for or courses that were registered for you as part of a program or certification
- Come here to launch courses you have registered for or to launch courses you have completed and want to review
- You can also view which courses you are currently on a waitlist for



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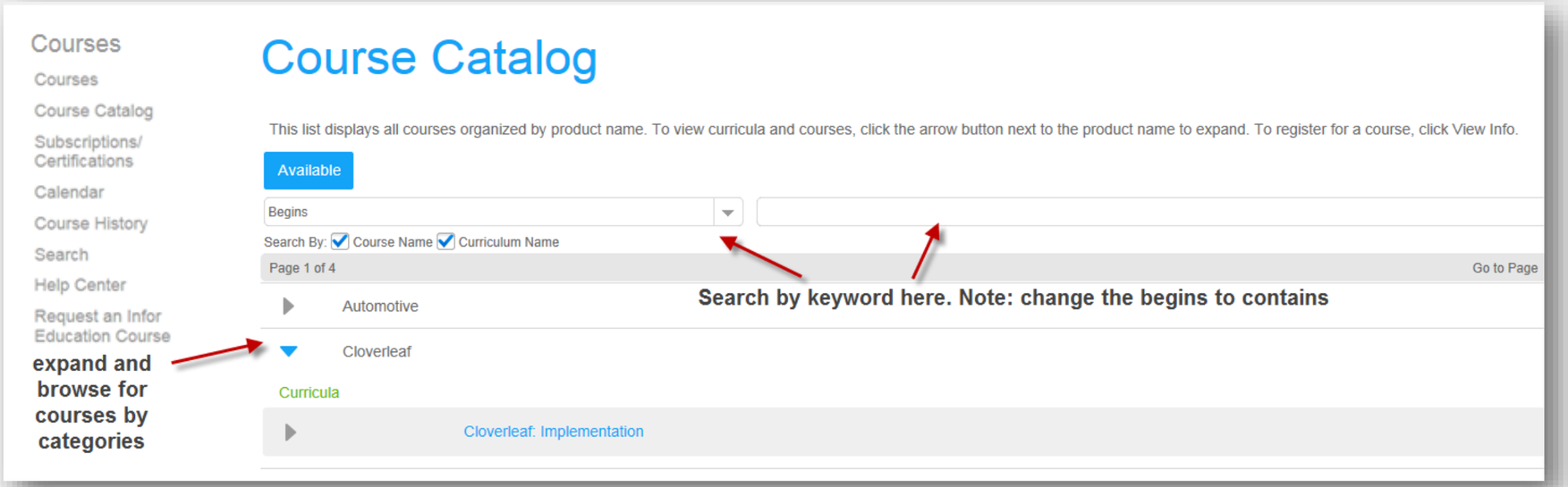
Course Catalog

- The course catalog organizes courses available to you by product and usage.
- Click blue arrow to expand product areas, click on the “View Info” button to register for the course of your choice.
- You can also search by keyword. Change the search from begins to contains then the product and categories will highlight for you to navigate to the courses that contained the keyword
- Note: If you have a subscription, use it instead. Subscription navigation is more detailed.



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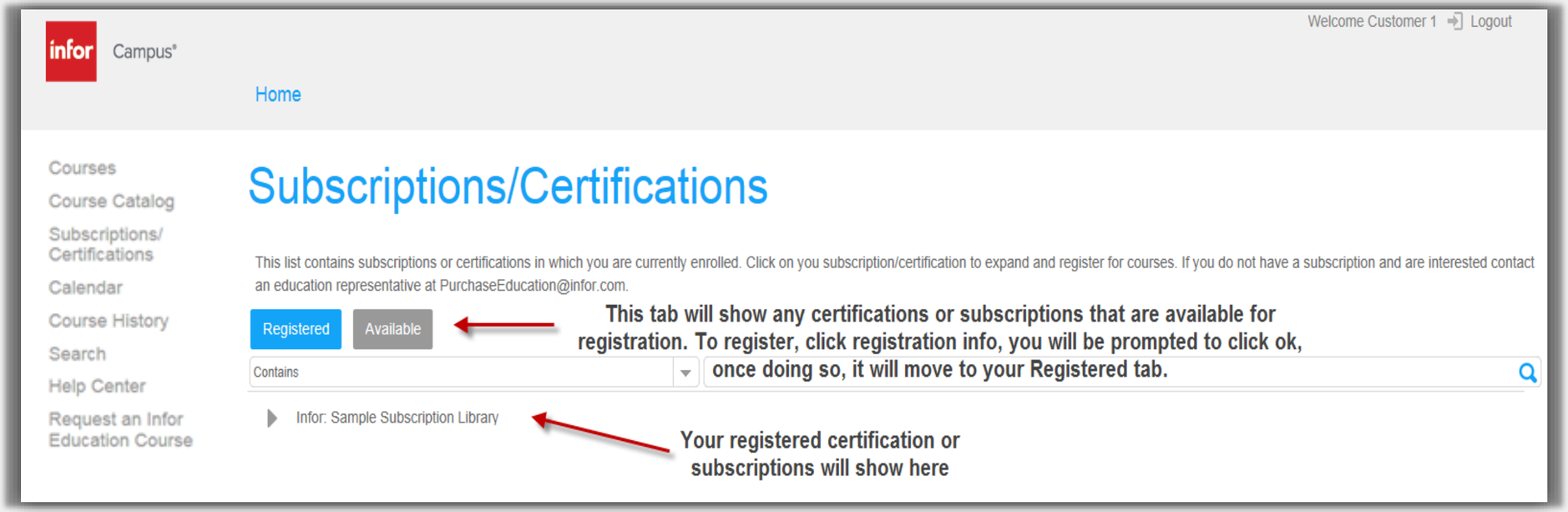
Subscriptions/Certifications

- A **Subscription** is a group of courses bundled together and sold at a discounted rate to our customers. Contact PurchaseEducation@Infor.com for more information about purchasing subscriptions.



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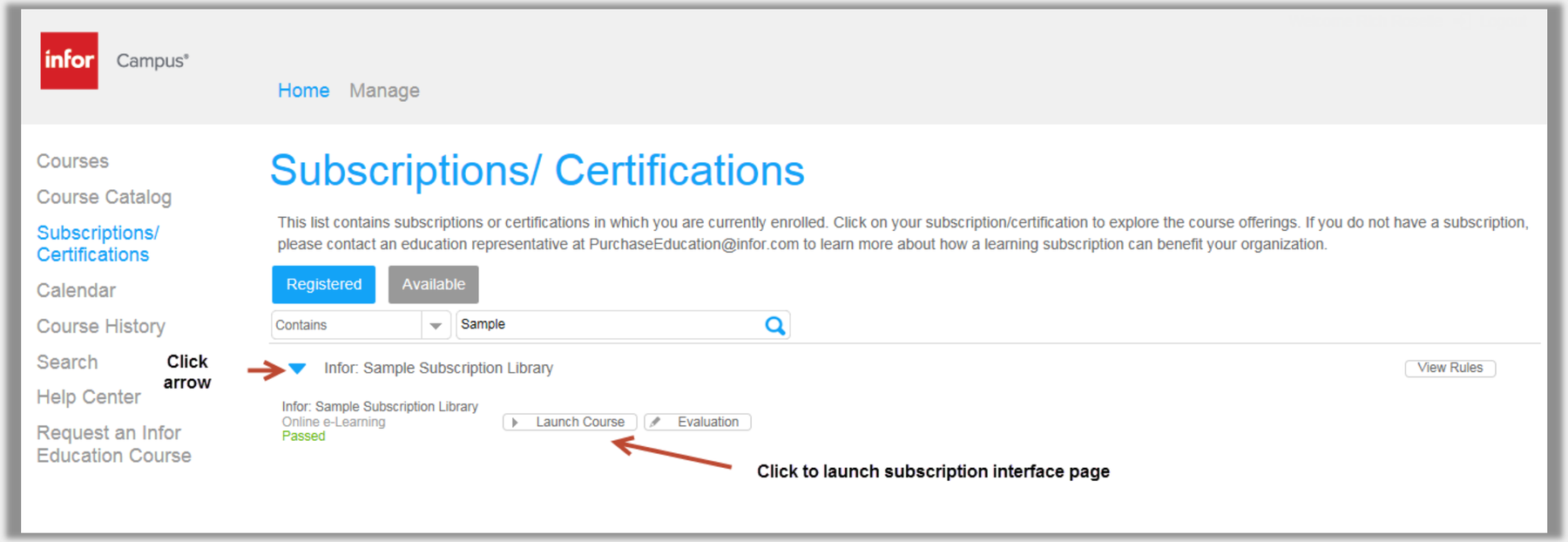
Using Subscriptions/Certifications

- Subscriptions and Certifications can have several layers of navigation – keep expanding the blue arrow to view the courses and then register for the ones you need
- Some certifications will automatically register you for the course so you will just have to launch it using the Launch Course button
- For instructor-led courses – you will need to view the available events to register for the class that works with your schedule



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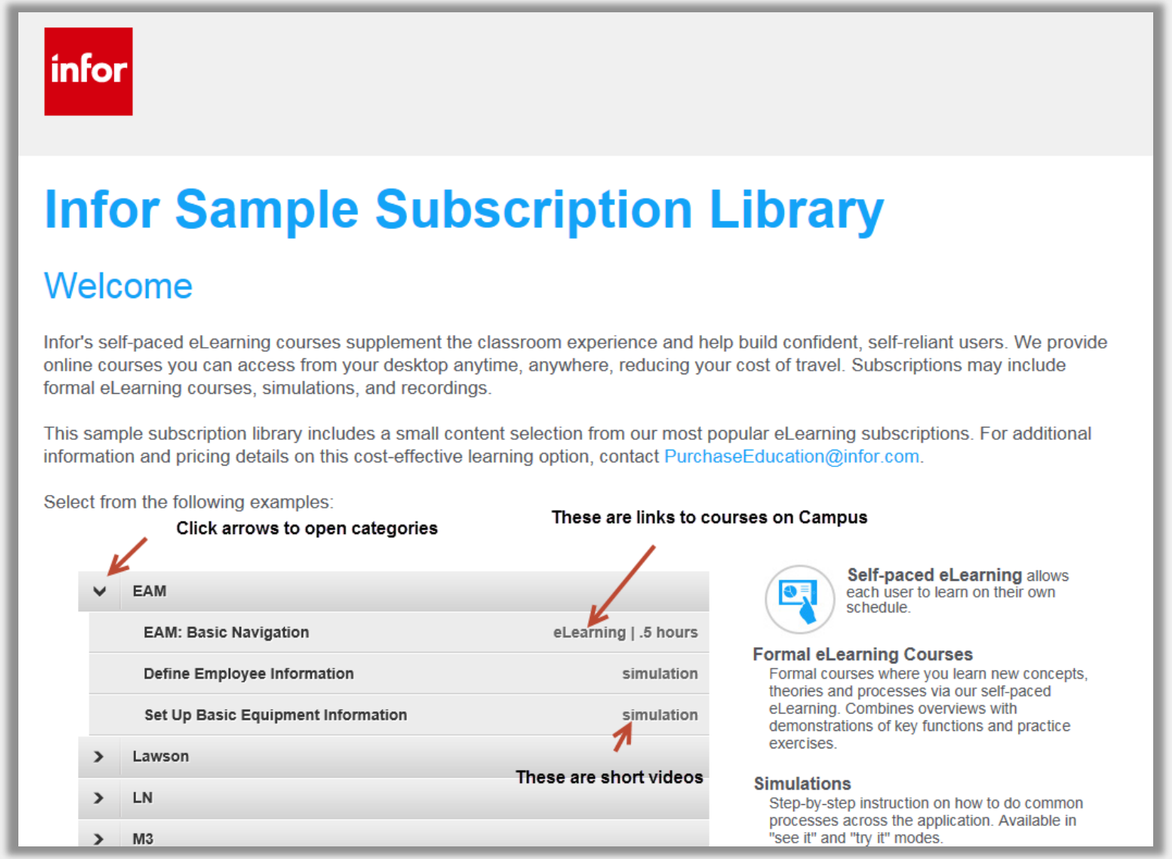
Using Subscriptions/Certifications

- The newer certifications feature a new improved navigation that opens in a separate widow when you launch the subscription course.
- They contain links to courses on Campus as well as short video simulations.



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Using Subscriptions/Certifications

- There are also subscriptions for older version of Infor software that look and work a bit differently.
- They contain only Infor Campus courses organized by functional categories.
- Subscribers receive both types of subscription pages when available
- Subscription are available for the following:
  - CloudSuite/SyteLine
  - Distribution SX.e
  - EAM
  - LN
  - Lawson
  - Fourth Shift
  - M3
  - SupplyWeb
  - trans4M

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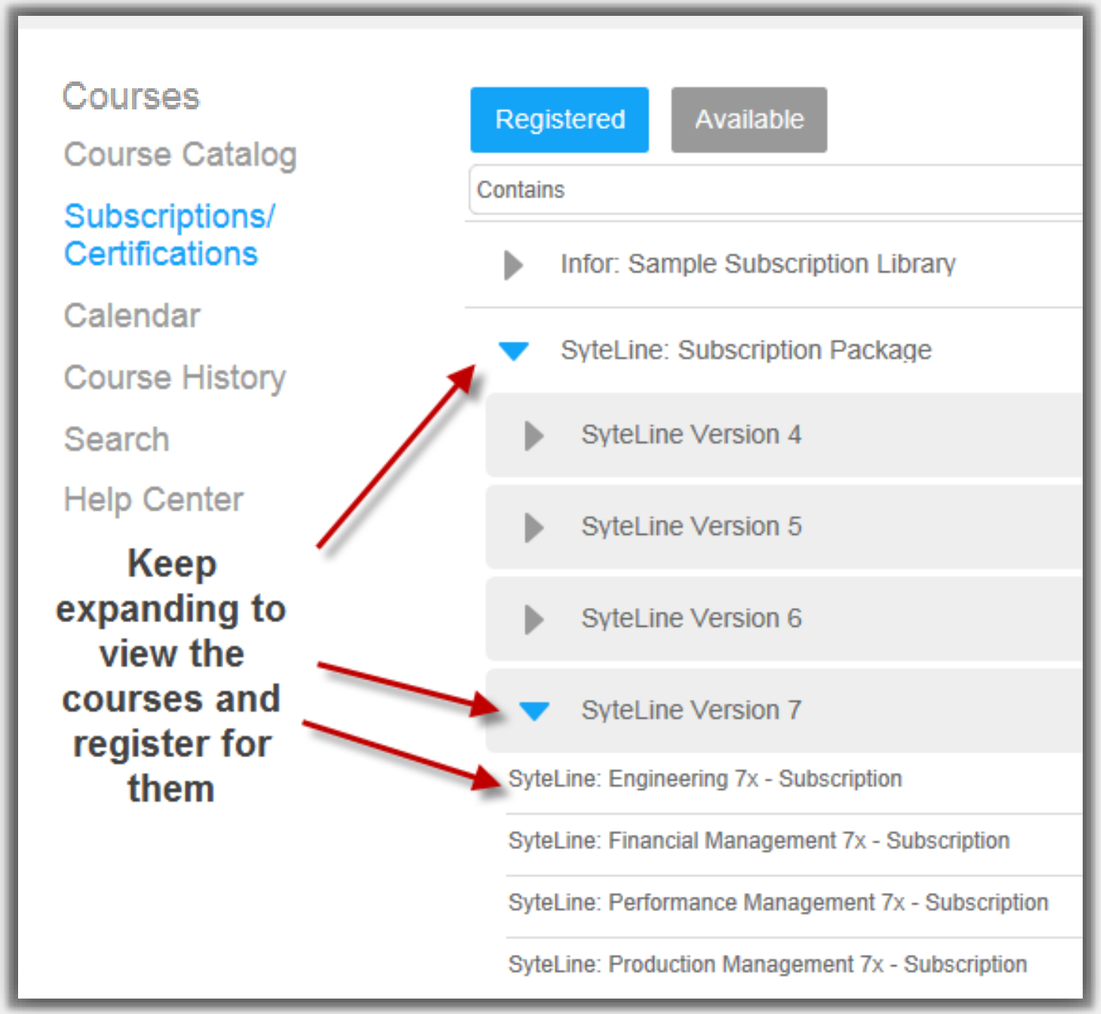
Using Subscriptions/Certifications (older versions)

- Use arrows to drill down then click View Info on the course to Register



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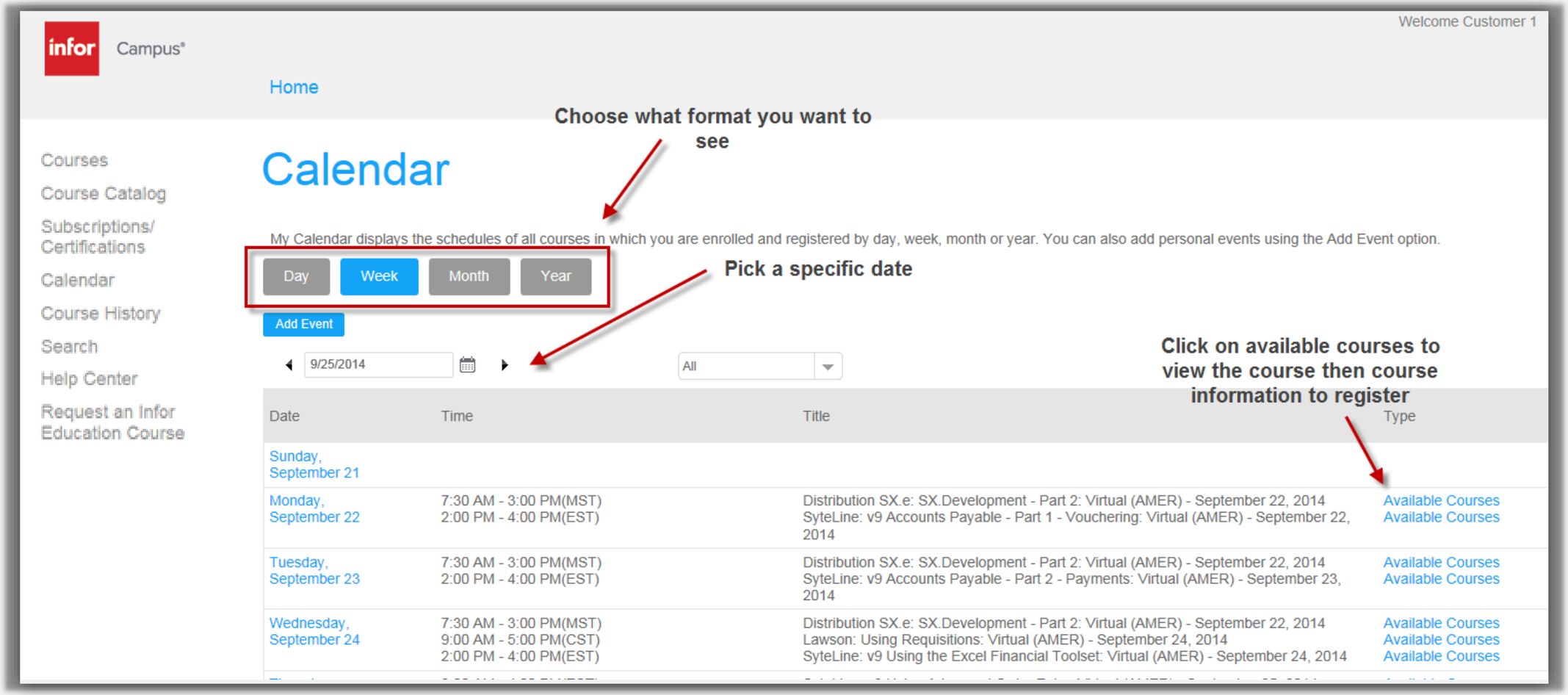
Calendar

The calendar allows you to search available classes by date



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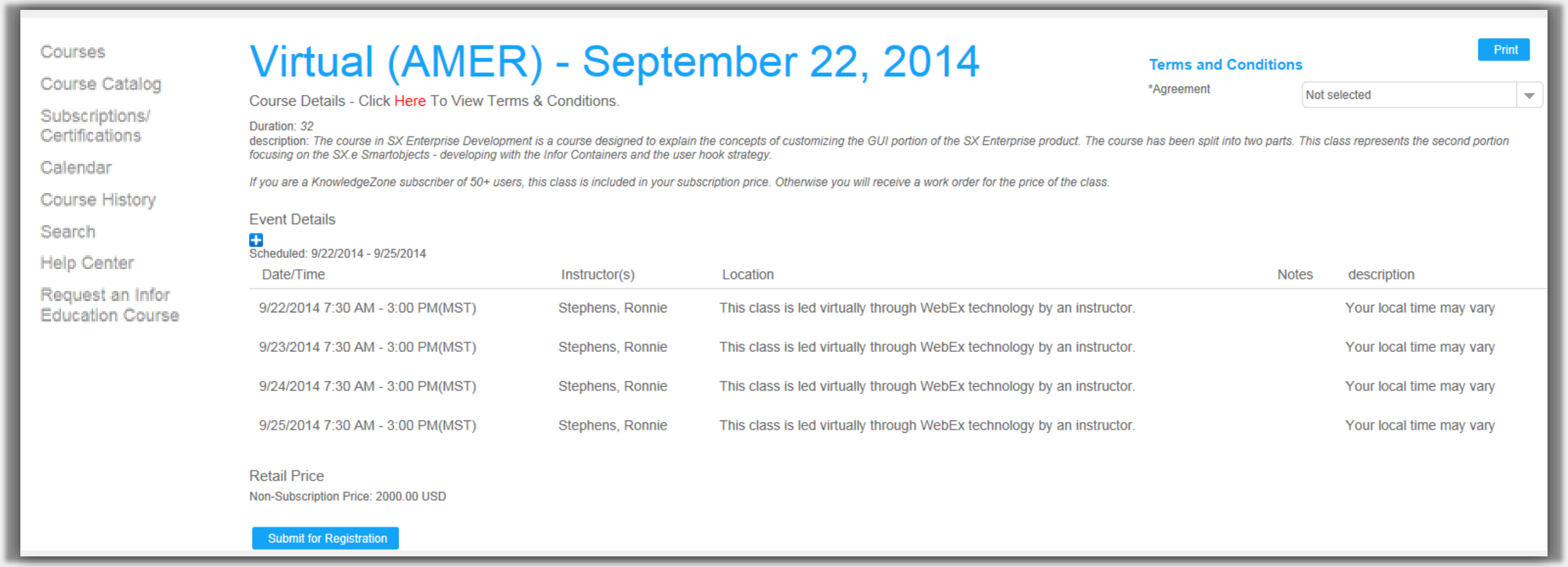
Calendar

- Clicking available courses brings you right to that event information to register
- To get back to the calendar, click your back button on the browser



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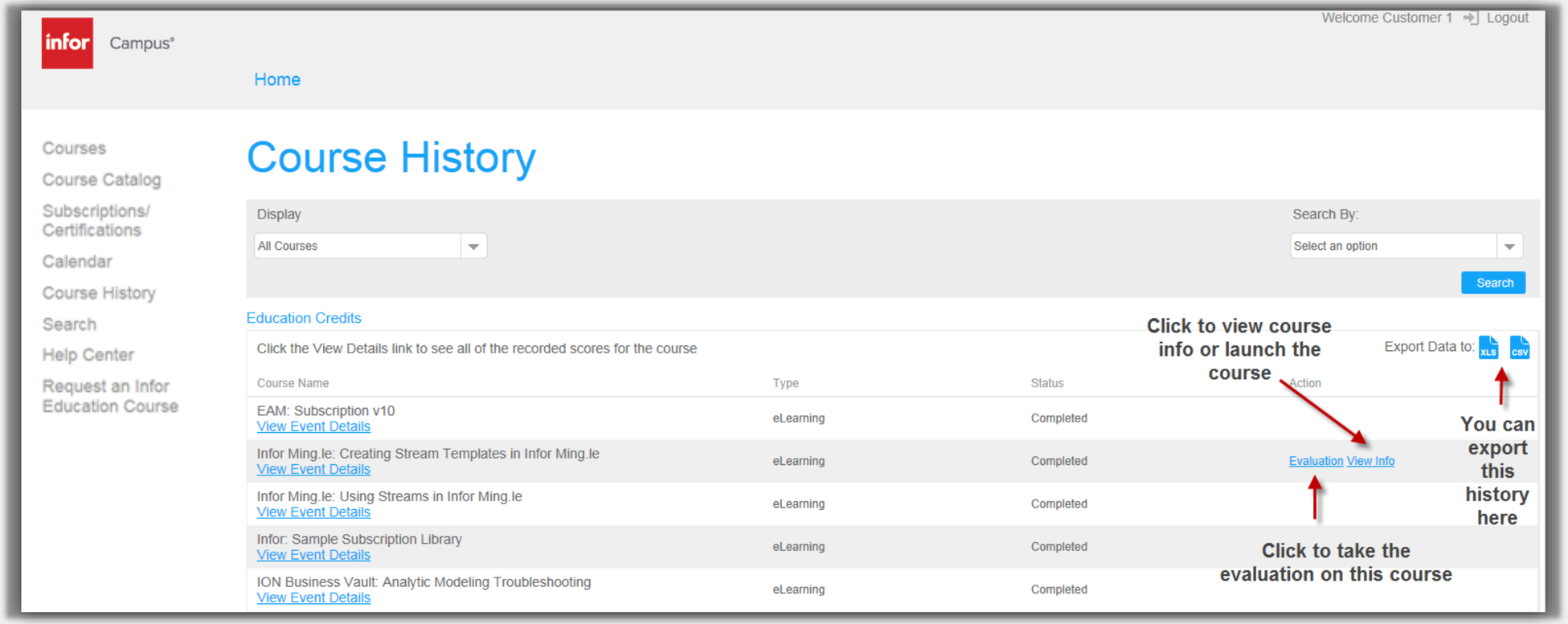
Course History

- This page displays all of the courses you have taken
- Click the View Info link to launch the course again or click the Evaluation link to provide us with feedback about your experience with the course
- Below your course history you will see any certification history you may have



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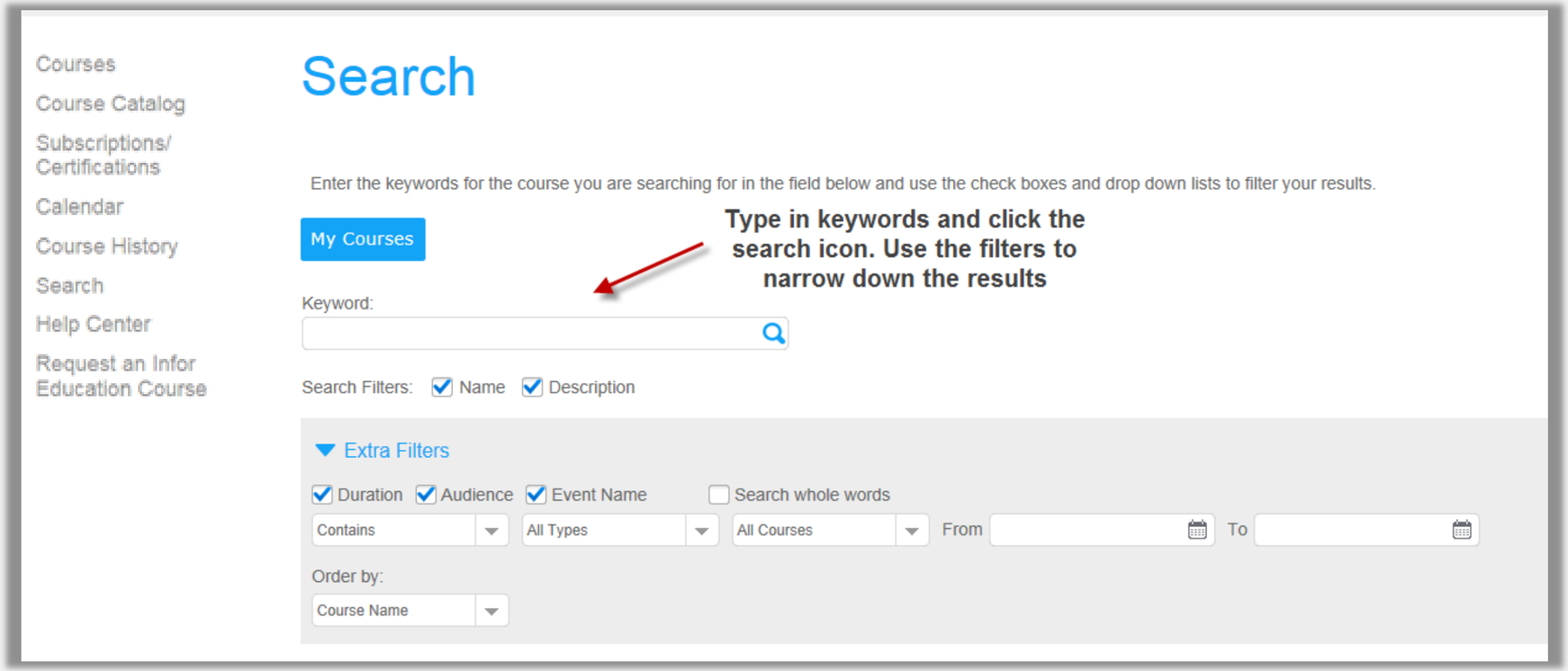
Search

- Use keywords to search for the courses that fit your needs.
- In general course titles begin with product name and a colon. Example: Lawson:



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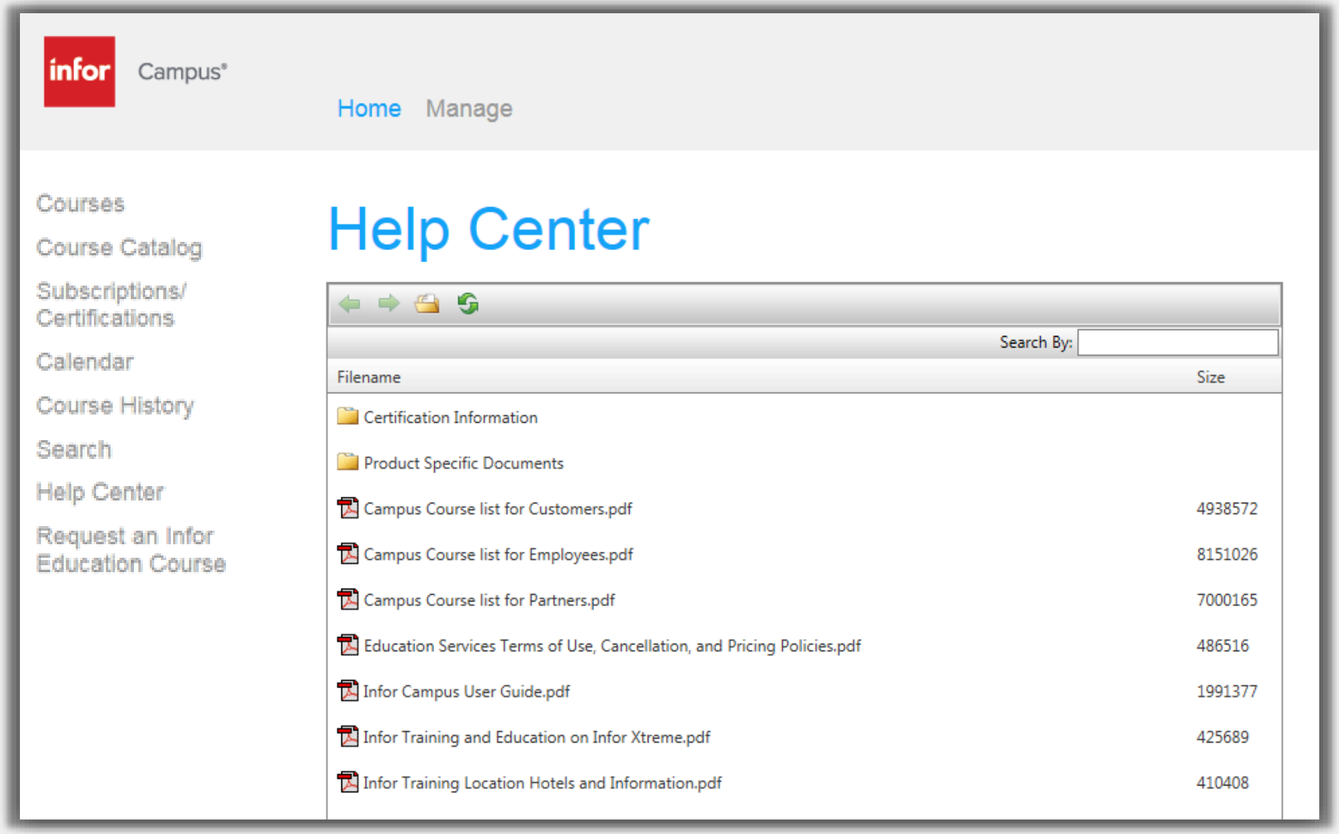
Help Center

- Download important reference documents such as our Terms and Conditions document
- Go to the product specific documents folder in order to find documents that pertain to your product.



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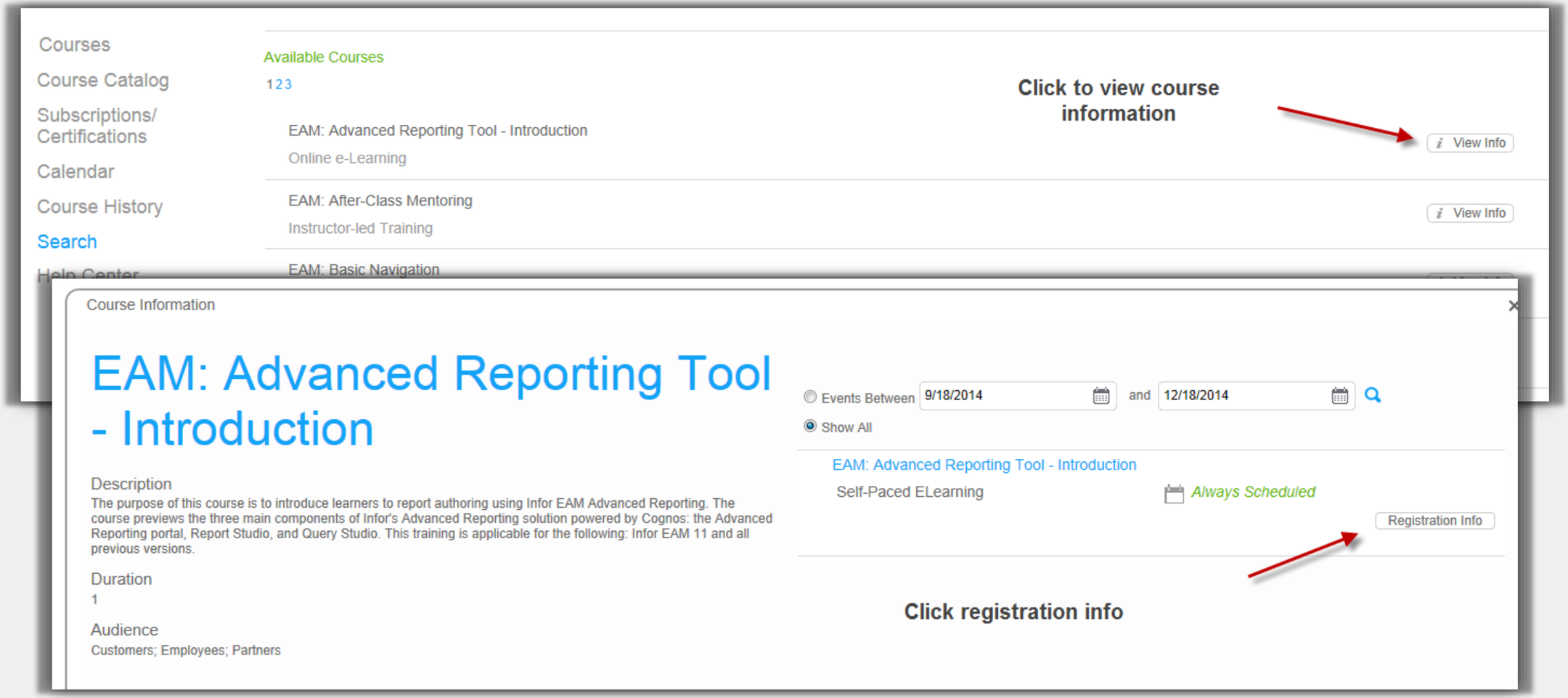
Registering for eLearning Courses

Once you have located the course you want to take, click on View Info button and then Registration Info



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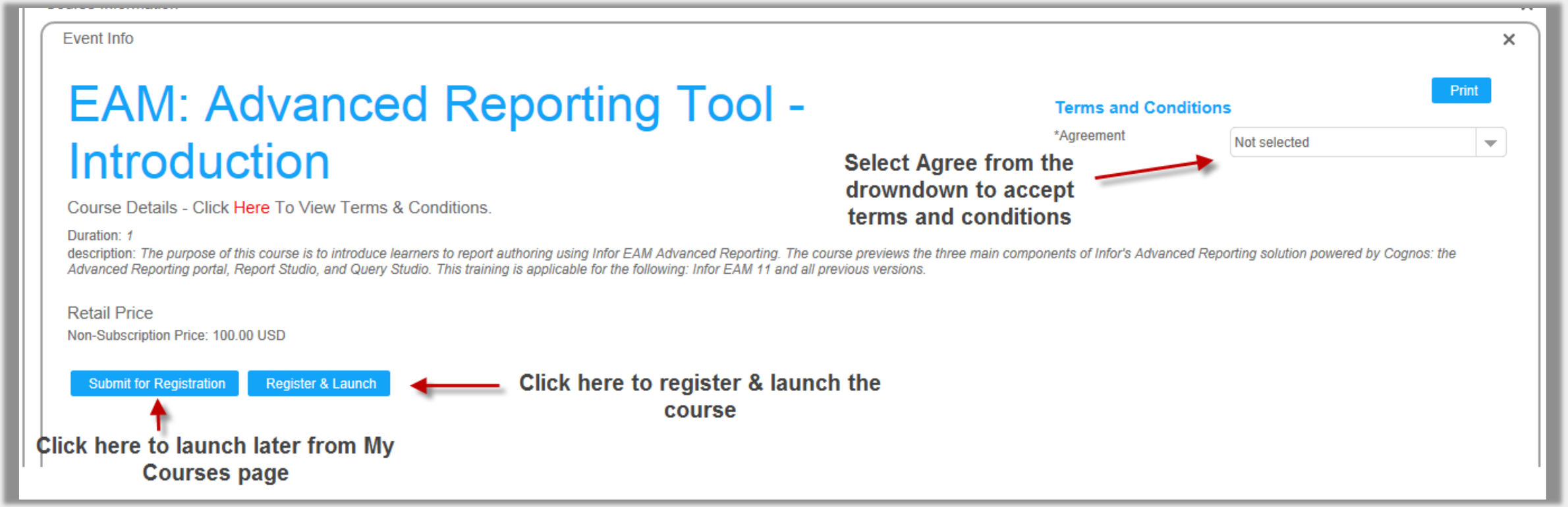
Registering for eLearning Courses

Agree to the terms and conditions and then either click **Register & Launch** to launch the course later from the My Courses page or **Submit for Registration** to launch the course immediately



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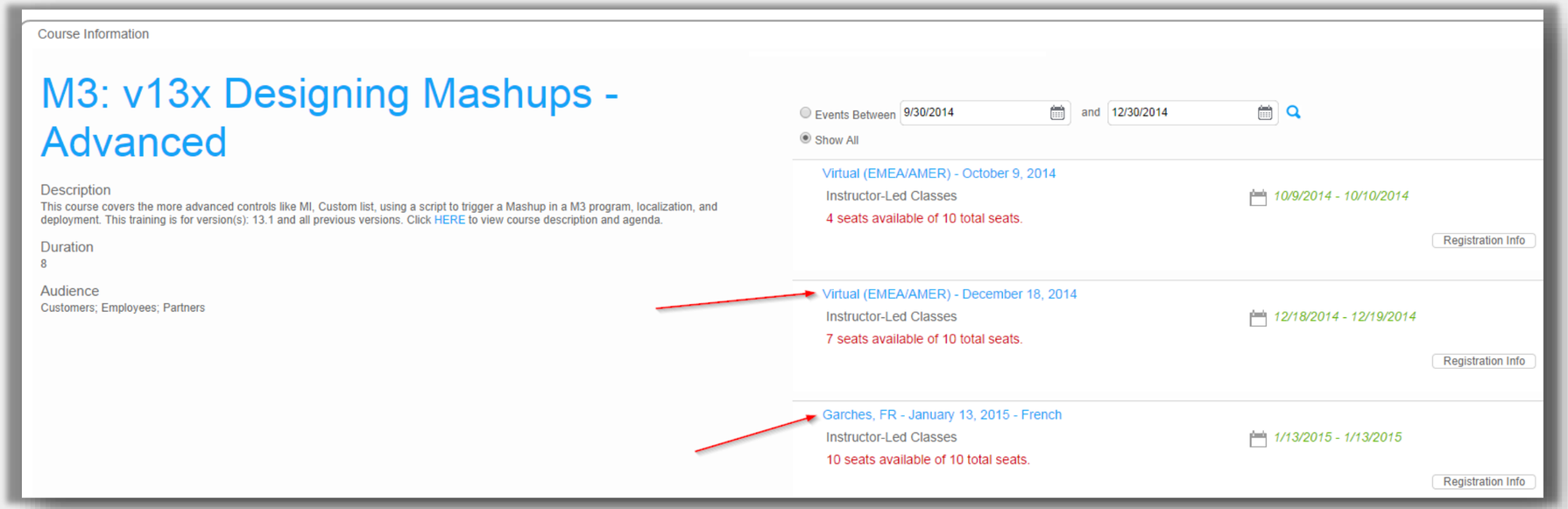
Registering for Instructor-Led Courses

- Instructor-led courses can be held in a classroom or virtually. Either way, both will involve an instructor you can learn from and ask questions to.
- As you did with eLearning courses, you will need to find the course you want to take and click the View Info button.
- Here you can see what classes (or events) are available for this course.
- Classroom classes will list a location in the event name. Virtual events that are held through WebEx will have the word Virtual in the event name.



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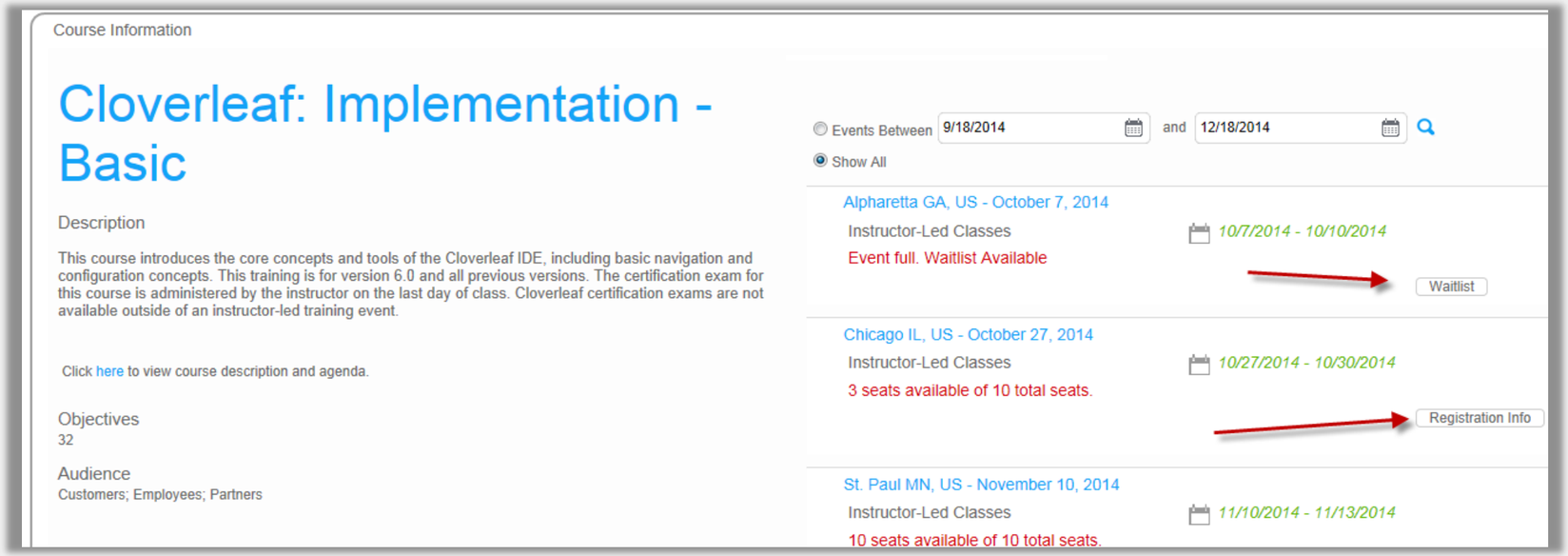
Registering for Instructor-Led Courses

- Click Registration Info for the session of your choice to see more details about the course, accept the terms and conditions, and then register for this class.
- If the course is full, you can register for the waitlist.
- If you do not find a session you can attend, feel free to use the link to the Request a Course form on the home page.



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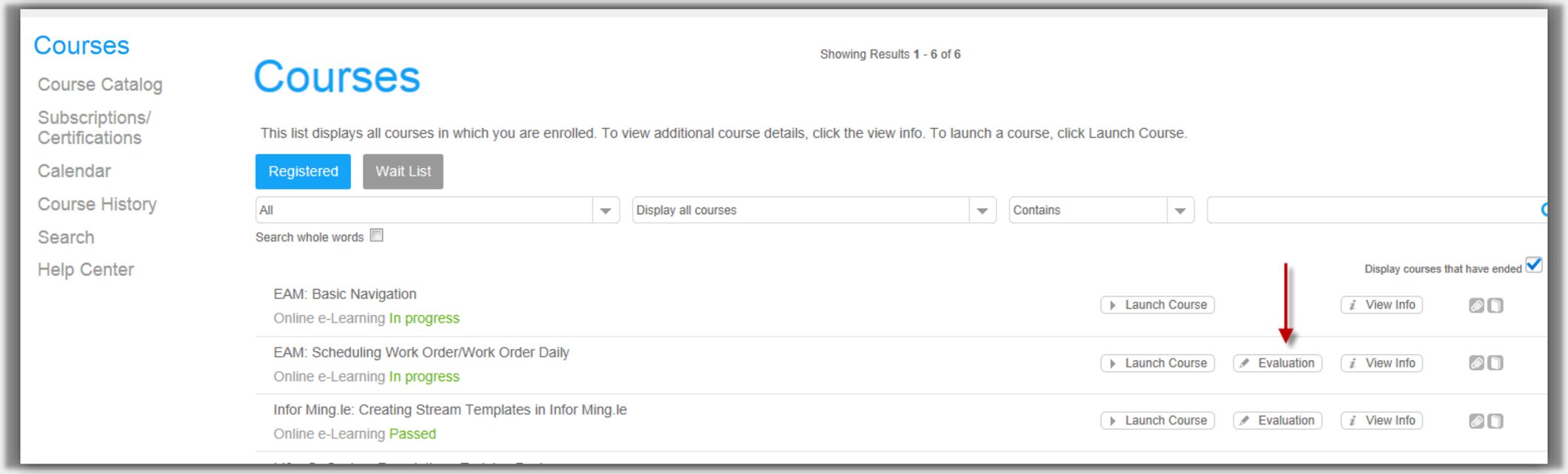
Evaluations

We love to hear your feedback. After completing a course check My Courses or Course History to see if there is an evaluation available for the course and tell us what you thought of it.



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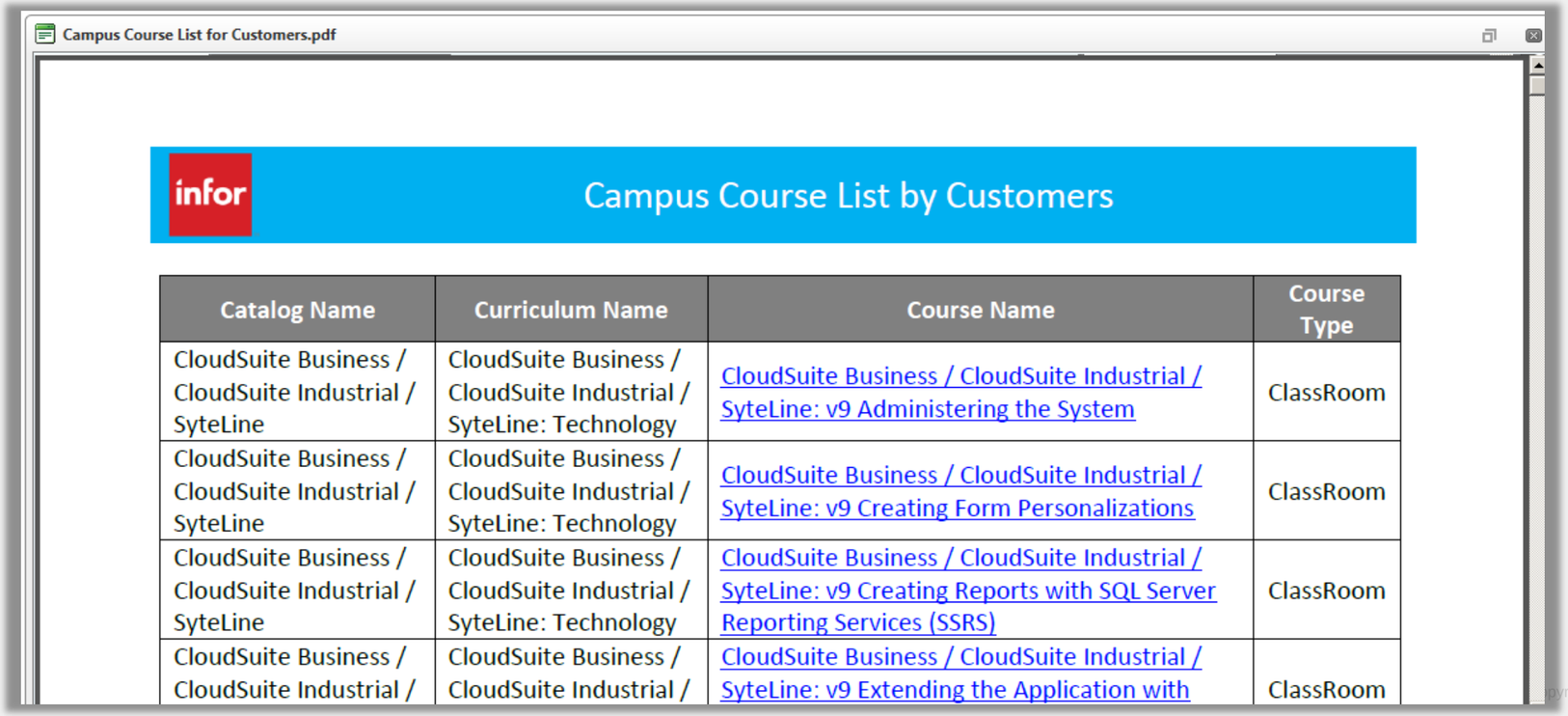
Course Lists with Registration Links

- Course lists available in the Help Center feature links that take you right to the registration page of a course after logging in. This is a great way to get learning fast.
- Use them straight from Campus or save the PDF to your computer for easy access
- Lists are available for specific audiences and are also available for individual subscriptions in the “Product Specific” folder of the Help Center



Catalog Name	Curriculum Name	Course Name	Course Type
CloudSuite Business / CloudSuite Industrial / SyteLine	CloudSuite Business / CloudSuite Industrial / SyteLine: Technology	CloudSuite Business / CloudSuite Industrial / SyteLine: v9 Administering the System	ClassRoom
CloudSuite Business / CloudSuite Industrial / SyteLine	CloudSuite Business / CloudSuite Industrial / SyteLine: Technology	CloudSuite Business / CloudSuite Industrial / SyteLine: v9 Creating Form Personalizations	ClassRoom
CloudSuite Business / CloudSuite Industrial / SyteLine	CloudSuite Business / CloudSuite Industrial / SyteLine: Technology	CloudSuite Business / CloudSuite Industrial / SyteLine: v9 Creating Reports with SQL Server Reporting Services (SSRS)	ClassRoom
CloudSuite Business / CloudSuite Industrial /	CloudSuite Business / CloudSuite Industrial /	CloudSuite Business / CloudSuite Industrial / SyteLine: v9 Extending the Application with	ClassRoom

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Assistance

For more information on how to navigate Infor Campus, please check out these videos:

Infor Campus Overview

If you encounter any problems with Infor Campus, please enter a ticket to Infor Training and Education through Infor Xtreme

https://www.inforxtreme.com

or call our help line toll free at 866-246-2213 or 01+678-319-8114

For more information about Infor Education visit
http://www.infor.com/services/education/

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Education

Thank you.
We hope our training brings you increased success.