

# Welcome to MY-LEARN

MY-LEARN is the Learning Management System (LMS) used by Toyota Finance Australia Limited (TFAL).

MY-LEARN has been deployed to support the learning and development of TFAL representatives with the dealership network as well as TFAL employees.

MY-LEARN is easy to use and is accessible from any computer with an Internet connection and an up to date web browser.

You can access MY-LEARN at any time at your convenience, from work or from home.



## PASSWORDS & SECURITY

All MY-LEARN accounts are password protected.

Whilst you're online using MY-LEARN you are protected by a SSL (HTTPS) secure connection which is the same level used for Internet banking.

If you've forgotten your password details you can use the **Lost Password** link on the login screen to request a new password.

Simply enter your username and a new password will be sent to your email address.

You will be prompted to set a new password when you next log in.



## YOUR MY-LEARN ACCOUNT

### TFAL DEALERSHIP NETWORK

Each dealership staff member that requires access to TFAL systems must self-register within the MY-LEARN system.

If you have already completed self-registration and have been confirmed by TFAL Administrators you will have received a welcome email including your login details.

If you have not yet registered, click the **Register** button in the login screen and follow the prompts.

### TFAL EMPLOYEES

TFAL employees will be created automatically in the system. There is no need to self-register.

If you have an account within the TFAL Corporate Directory you will have an account within MY-LEARN.

A welcome email will have been sent to your email including your log in details.



## TECHNICAL REQUIREMENTS

MY-LEARN is a hosted web application so no software downloads are required.

You can access the MY-LEARN from any computer that has an up to date web browser and an internet connection.

## MINIMUM SYSTEM REQUIREMENTS?

To run MY-LEARN you will need:

- An Internet connection (preferably a broadband connection)
- A web browser - We'd recommend Internet Explorer 8+ for Windows or Safari for Macs. MY-LEARN will however also run on Firefox and Chrome
- JavaScript and Cookies enabled
- Flash Player 10+ installed (for launching online content)
- Browser pop-up blocker disabled. If this is not possible refer to the section on adding MY-LEARN as a trusted site on page 3.



Whilst not a requirement MY-LEARN is best viewed using a minimum screen resolution of 1024x768.



## POP-UP BLOCKERS

Depending on your PC and network setup, your web browser may be configured to automatically block pop-up message boxes.

This feature may impact some features of MY-LEARN including launching online content.

To ensure you are able to access all features of MY-LEARN you may need to adjust your browser settings to identify MY-LEARN as a **trusted site**.

If you are not sure how to do this for your browser version instructions have been included in this guide – refer to page 3.



## NEED MORE HELP?

User Guides, FAQs, a glossary of terms along and other resources have been included within the system.

Simply login to MY-LEARN and click the Help menu to access these resources.

These resources should be used in the first instance.

If you still need assistance please use the contact points below.

## TFAL DEALERSHIP NETWORK

Call 1300 888 897 or email [supportcentre@toyota.com.au](mailto:supportcentre@toyota.com.au)

## TFAL EMPLOYEES

For Technical issues please contact Support Services. For Business issues please contact HR.



## INTERNET EXPLORER VERSION 9.0

1. Click the **Cog** icon to the right of the address bar
2. Click the **Internet Options** menu item
3. Click the **Security** tab
4. Click the **Trusted sites** icon
5. Click the **Sites** button
6. Type in **mylearntraining.com.au** and then click **Add**
7. Click **Close**
8. Click **OK**



## FIREFOX VERSION 27.0

1. Select the **Options** menu from the **Firefox** menu, and then click the second **Options** menu
2. Click the **Content** tab
3. Click the **Exceptions** button to the right of the option 'Block pop-up windows'
4. Type **mylearntraining.com.au** and click **Allow**
5. Click **Close**
6. Click **OK**

## NEED MORE HELP?

The instructions included above are based on the browser version as stated.

There may be slight differences based on your browser version.

If you need additional help please email support at [supportcentre@toyota.com.au](mailto:supportcentre@toyota.com.au).



## ADDING MY-LEARN AS A TRUSTED SITE

Depending on your PC and network setup, your web browser may be configured to automatically block popup message boxes.

This feature may impact some features of MY-LEARN.

To ensure you are able to access all features of MY-LEARN you may need to adjust your browser settings to identify MY-LEARN as a **trusted site**.



## GOOGLE CHROME VERSION 31.X

1. Click the **icon with 3 lines** in the top right corner of the browser
2. Select **Settings**
3. Click the **Show advanced settings** link near the bottom of the page
4. Under the **Privacy** section, click **Content settings**
5. In the Pop ups section, click the button **Manage Exceptions**
6. Type in **mylearntraining.com.au**
7. Ensure the **Behaviour** field is set to **Allow**.
8. Click **Done**



## SAFARI ON A MAC VERSION 5.X AND ABOVE

Safari for OS X has no per-website control over blocking pop-ups windows. Pop-ups are either blocked, or they are not.

To allow pop-ups in Safari:

1. From the **Safari** menu, select **Preferences**
2. Click the **Security** tab
3. Uncheck the **Block pop-up windows**