

Intel Learning Supplier User Guide

Table of Contents

Purpose of User Guide	2
What is Intel Learning?.....	2
Intel Supplier Portal Registration	2
How to Register as a Intel Supplier	2
Intel Supplier Portal Account Sign In	8
Sign In as a Registered Intel Supplier	8
First Time Accessing Intel Learning	9
Navigating Intel Learning Supplier Welcome Page.....	11
View or Edit My Profile at Intel Learning.....	12
View My Courses at Intel Learning.....	13
View My Activities at Intel Learning.....	14
View My Calendar at Intel Learning	15
View Notifications (Announcements) at Intel Learning.....	15
Sign Out of Intel Learning	16
Technical Support for Intel Learning	16
Contact Support.....	16

Purpose of User Guide

This guide is meant to provide the necessary information to access and navigate Intel Learning.

What is Intel Learning?

[Intel Learning](#) is Intel's Supplier Learning Management System (LMS) accessed through the [Intel Supplier Portal](#) (i.e., supplier.intel.com). It is a secure web-based supplier training portal that is accessible to:

- Intel Supplier
[Register](#) or [sign in](#) at [Intel Supplier Portal](#).

Intel Supplier Portal Registration

You can access Intel Learning using the [Intel Supplier Portal](#). If you are new to the [Intel Supplier Portal](#) and wish to request access to secure content, i.e., Intel Learning, please access the [Supplier Registration home page](#).

Note: All Intel Suppliers or Trading Partners must be registered.

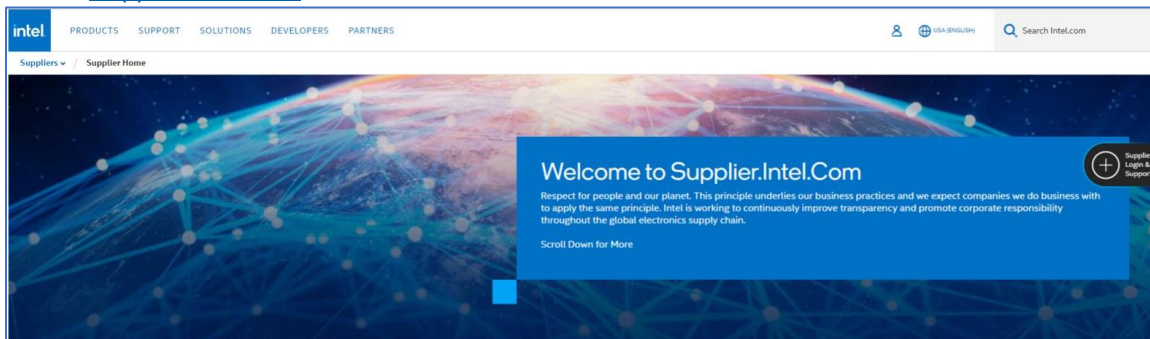
[Intel Supplier Registration](#) – Select this option if you work for a Supplier to Intel and will be accessing transactions related to your company only.

Please visit [Registration Help](#) (intel.com) or [Self Help](#) (supplier.intel.com) for additional information.

For more in-depth training and information on Supplier Presence Site standard registration process, please visit [/elearning/SPS_Registration_External/index.aspx](#).

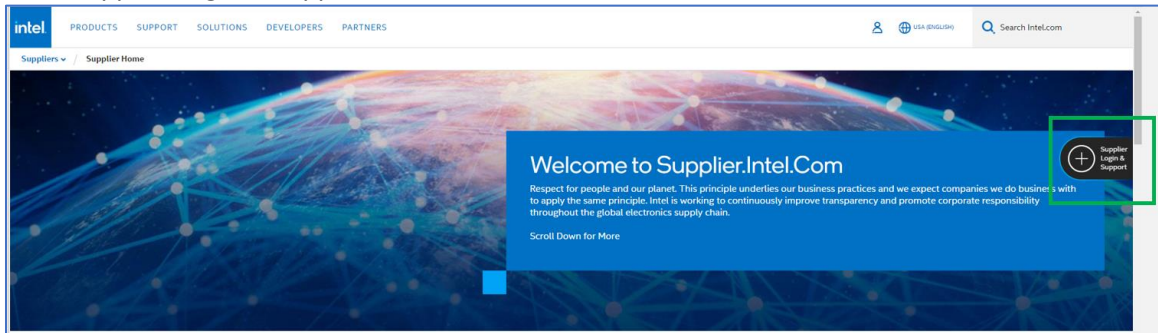
How to Register as an Intel Supplier

1. Access Supplier.intel.com.



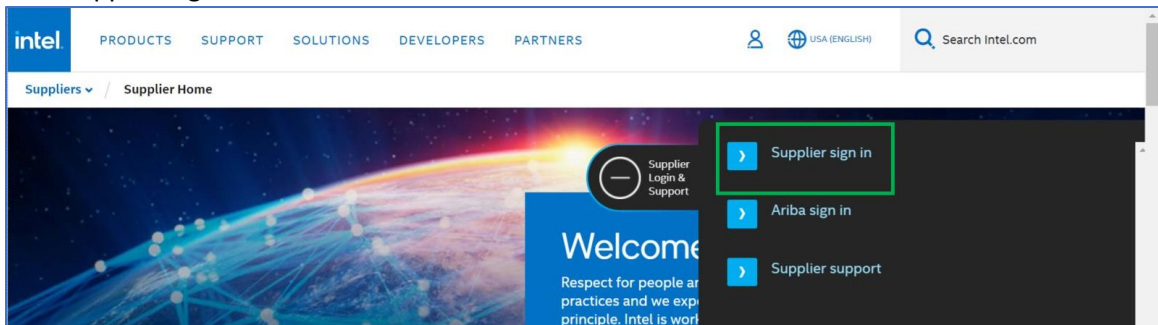
Result: The Welcome to Supplier.Intel.Com site is displayed.

2. Click 'Supplier Login & Support'.



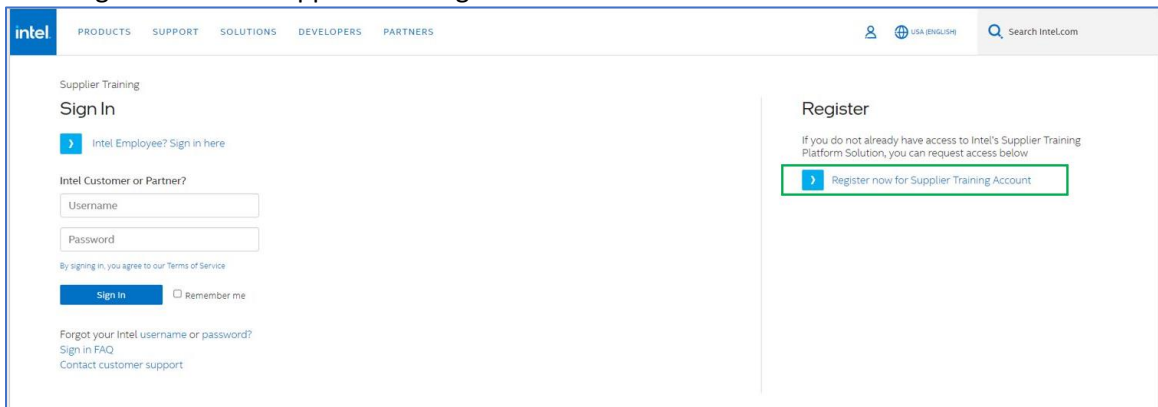
Result: The Supplier Training Sign In page is displayed.

3. Click Supplier sign in.



Result: The Supplier Training Sign In page is displayed.

4. Click Register now for Supplier Training Account.



Result: The Registration page is displayed.

5. Select 'I am an Intel Supplier'. Click Next.

The screenshot shows the Intel Supplier Registration - Overview page. The Intel logo is in the top left. Navigation links include Site Map, Support, Account, and Sign Out. The left sidebar contains links for Registration, Supplier Registration, Intel Employee and Contingent Worker Registration, and Registration Help. The main content area is titled 'Registration' and asks 'What type of user are you?'. The first option, 'I am an Intel Supplier', is selected with a radio button. Below it, a list of requirements is shown: 'You will need:' followed by 'Intel Supplier ID' and 'Tax/VAT /Company Reg. Number', and 'Your company will need:' followed by 'An Employee Validation Manager (EVM) to approve your access'. The second option, 'I am an Intel Employee or Contingent Worker', is unselected. A 'Next' button is at the bottom.

Result: The Supplier Registration - Overview page is displayed.

6. Click Begin.

The screenshot shows the Intel Supplier Registration - Account Information page. The Intel logo is in the top left. Navigation links include Site Map, Support, Account, and Sign Out. The left sidebar contains links for Registration, Supplier Registration, Intel Employee and Contingent Worker Registration, and Registration Help. The main content area is titled 'Supplier Registration' and shows a progress bar with four steps: 1 Overview, 2 Applications, 3 Account Information (current step), and 4 Next Steps. A 'Begin' button is next to the 'Overview' step. Below the progress bar, the 'Overview' section is displayed. It includes 'Information to gather before you start' with two bullet points: 'The Tax/VAT /Company Reg. Number for your company' and 'The applications you should request - ask your contact at Intel if you're unsure'. It also includes 'Steps to register an account' with a numbered list of six steps: 1. Select applications, 2. Enter account information, 3. You may be asked to accept the Employee Validation Manager (EVM) role if none exists for your company, 4. Set your password - you will receive an email with a link to set your password, 5. Get approved by your company's Employee Validation Manager (EVM), and 6. Get approved by Intel - you will receive a confirmation email when complete. At the bottom, there is a footer with 'IMPORTANT: Use of this site indicates assent to our Terms Of Use | * Trademarks | Privacy Policy' and '©Intel Corporation'.

Result: The Supplier Registration – Account Information page is displayed.

7. Provide the required account information. Click Next.

Supplier.intel.com

Registration

Supplier Registration
Intel Employee and
Contingent Worker
Registration
Registration Help

Supplier Registration

1 Overview 2 Applications 3 Account Information 4 Next Steps

Provide required account information

Selected application(s)

- Intel(R) Web Suite (Invoice/PO/Payment Tracker/ASN/Forecast) - Suppliers Only

Personal Information

* Given Name (First Name):

Middle Name:

* Family Name (Surname):

* User ID:

* Email Address:

* Re-Enter Email Address:

* Country of Residence:

Wired Phone Number:

Wireless Phone Number:

Additional information required for your access

* Intel Supplier ID (ESD ID):

* Tax/VAT /Company Reg. Number:

Next

IMPORTANT: Use of this site indicates assent to our [Terms Of Use](#) | [Trademarks](#) | [Privacy Policy](#) ©Intel Corporation

Result: The Supplier Registration – Next Steps page is displayed.

8. Check your email account to complete setting up your password.

signin.intel.com and click Help.' The '2. Get Approved by your EVM' section includes a message: 'Your company's Employee Validation Manager (EVM) must approve your application access request. You will receive an email when your request has been reviewed. Until your request is approved, you may still sign into SupplierIntel.com. To see the list of EVMs for your company and to send an email, sign in, then go to Manage My Account and "View Company EVMs".' A 'Sign In' button is at the bottom left. An email preview is shown on the right, titled 'Password change confirmation' and 'Activate your new Intel account'. The email body includes the Intel logo, the heading 'New account activation', and a message: 'Dear PRCU test1, Your Intel account has been successfully created with User ID: ABC123. To activate your account, please set your password.' Below the message is a 'Set password' button. At the bottom of the email preview, there is a link to 'Need help?'."/>

Supplier.intel.com

Registration

Supplier Registration
Intel Employee and
Contingent Worker
Registration
Registration Help

Supplier Registration

1 Overview 2 Applications 3 Account Information 4 Next Steps

Next Steps

1. Set your password

A message will be sent to the email address you provided. Click the link in the message to confirm your account and to set a password. If you don't receive the email, go to [signin.intel.com](#) and click Help.

2. Get Approved by your EVM

Your company's Employee Validation Manager (EVM) must approve your application access request. You will receive an email when your request has been reviewed.

Until your request is approved, you may still sign into SupplierIntel.com. To see the list of EVMs for your company and to send an email, sign in, then go to Manage My Account and "View Company EVMs".

Sign In

IMPORTANT: Use of this site indicates assent to our [Terms Of Use](#) | [Trademarks](#) | [Privacy Policy](#) ©Intel Corporation

noreply@intel.com Password change confirmation

supplier.presence.site.notification Activate your new Intel account

HTML JSON RAW LINKS ATTACHMENTS

intel

New account activation

Dear PRCU test1,

Your Intel account has been successfully created with User ID: ABC123. To activate your account, please set your password.

Set password

If the Set password button above does not work, click or paste the following link in your web browser's address bar: EAAAAA4HG270Q5zQkQ%2bV05PP0paQkp8SInKCZcmR4M15Phu5KYkKx93Qf9z2b3Akmm38NdxOUGZDA

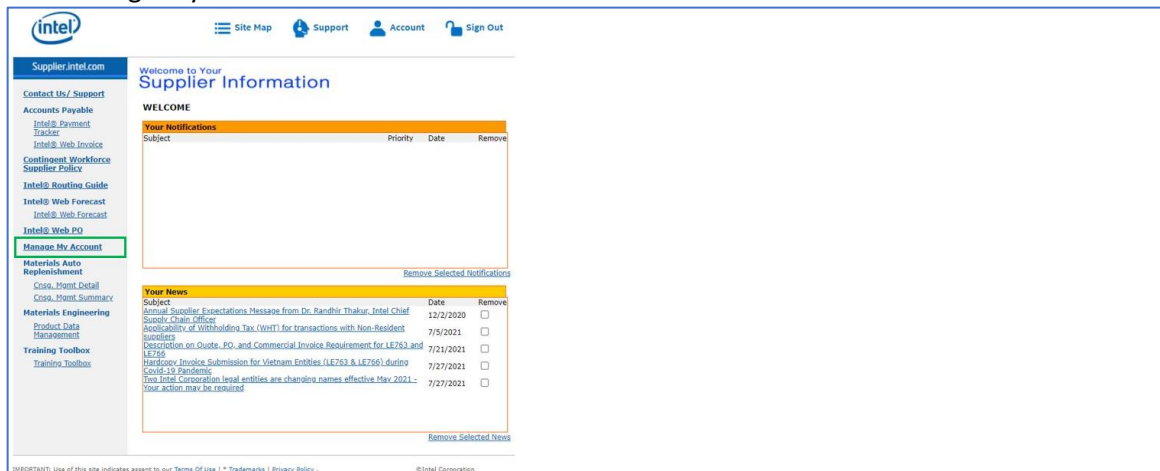
To prevent this account from being automatically deleted, please log in within the next 6 weeks.

Need help?

Result: The Manage My Account page is displayed.

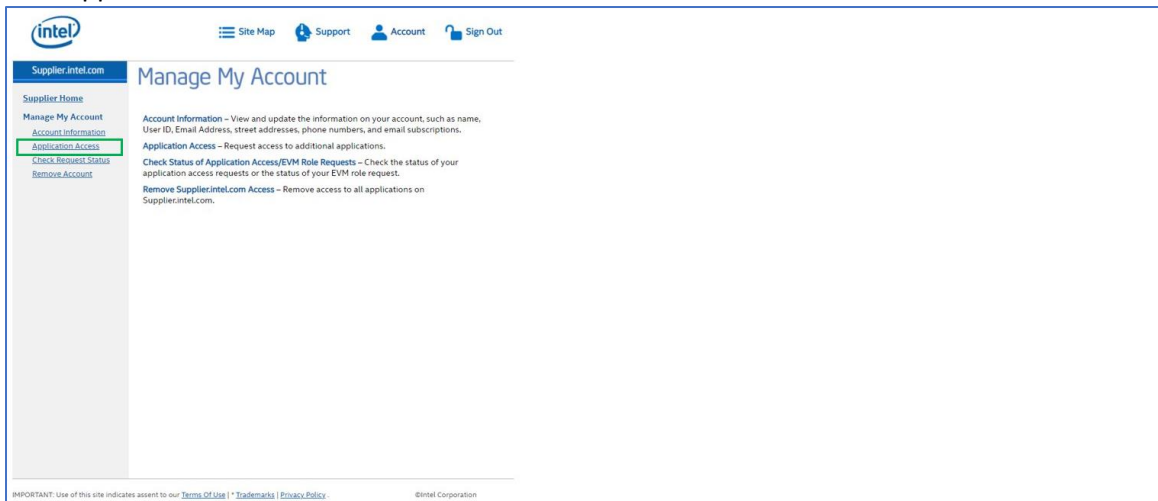
Note: Once your password is set, you shall have access to manage your account.

9. Click Manage My Account.



Result: The Manage My Account page is displayed.

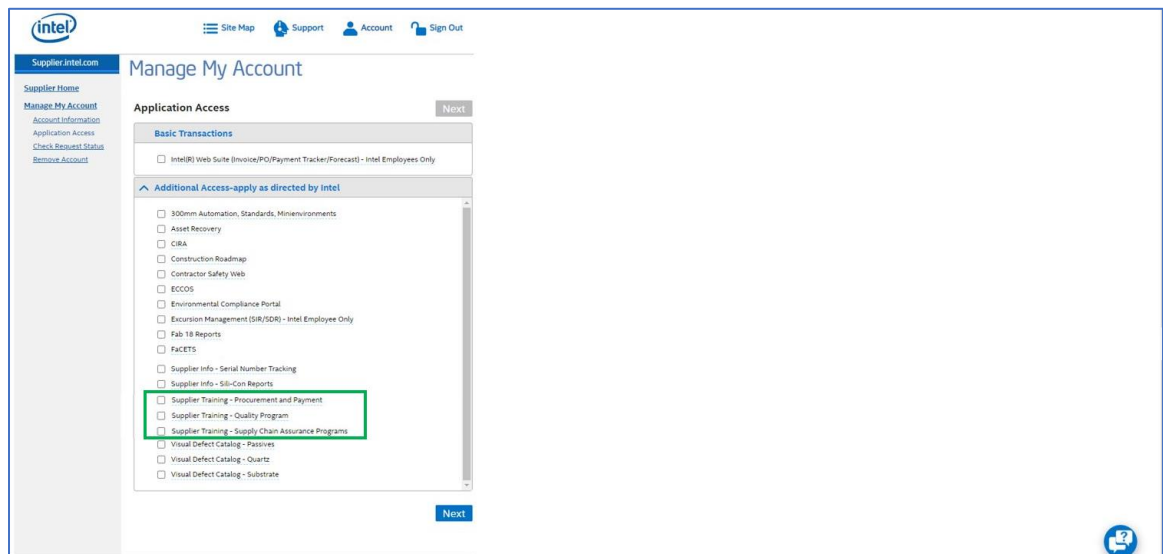
10. Click Application Access.



Result: The Manage My Account – Application Access page is displayed.

11. Select the appropriate training program(s). You can select one or more training programs based on your job function and training needs before clicking the Next button as a final step.

- ☐ **Supplier Training – Procurement & Payment:** Selection intended for suppliers to learn more about Intel's PO to Pay Process.
- ☐ **Supplier Training – Supply Chain Assurance Programs:** Selection intended for Suppliers to access Corporate Social Responsibility related courses.
- ☐ **Supplier Training – Quality Program:** Selection intended for Supplier access to Org specific mandatory curriculum. Suppliers please be advised that our Quality Program team is working to reconcile Learner course credits with the migration from On24 to Intel Learning. If you find that Quality curriculum credits are missing, please contact the Quality team at gsc.supplier.training@intel.com for resolution.

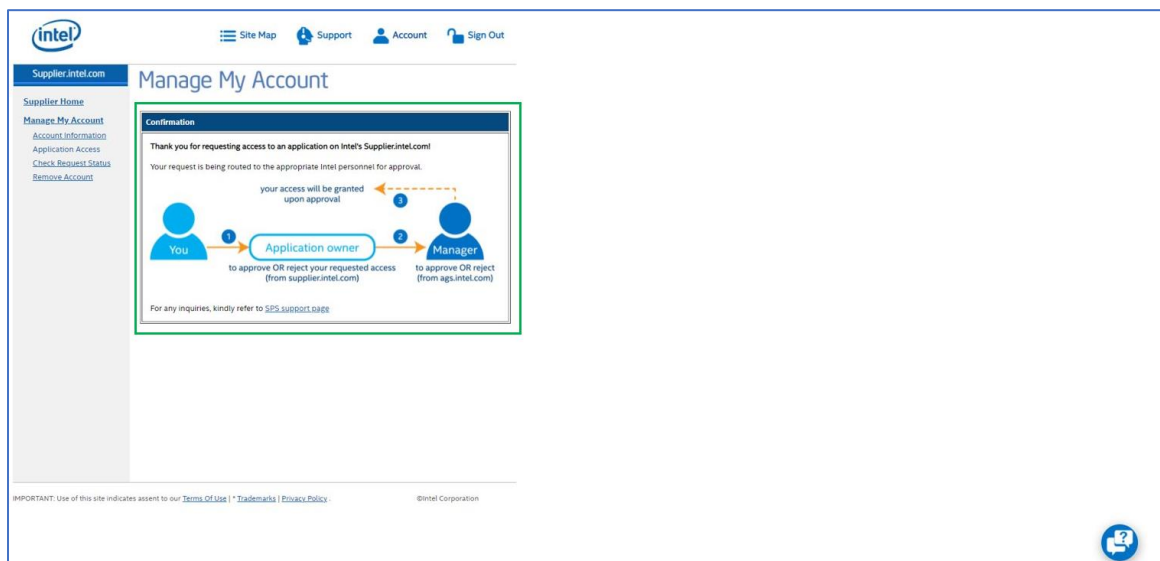


Result: The Manage My Account – Confirmation page is displayed.

12. Click on Check Request Status.

Note: Your request is routed to the appropriate Intel personnel for approval.

- Your request will then be routed first to your company EVM who will validate that you are a current employee and should have access to this application tool you are requesting.
- If approved by the EVM, the request is then routed to Intel.



Result: The Manage My Account – Check Status of Application/EVM Requests page is displayed.

13. Check Status of Application/EVM Requests page.

Manage My Account

Check Status of Application/EVM Requests

Application	Request Date	Status
Supplier Training - Supply Chain Assurance Programs	30 Jun 2021	Pending EVM Approval
Supplier Training - Procurement	30 Jun 2021	Pending EVM Approval

View [Employee Validation Manager](#) list for your company.

IMPORTANT: Use of this site indicates assent to our [Terms of Use](#) | [Trademarks](#) | [Privacy Policy](#). ©Intel Corporation

Result: The Supplier Training link will be visible once approved.

14. Click [Supplier Training](#). After clicking [Supplier Training](#), you'll find yourself on the [Intel Learning](#) portal.

Supplier Training Platform Solution

Welcome to Your Supplier Information

WELCOME

Your Notifications

Subject	Priority	Date	Remove
---------	----------	------	--------

Result: The Intel Learning - Supplier Training Platform Solution homepage is displayed.

15. The first time you access Intel Learning, you will need to update your Personal Information located in My Profile.

Supplier Training Platform Solution

Supplier Welcome Page

My Profile
View and/or edit your profile.
[CLICK HERE](#)

My Courses
View courses you have already enrolled in and continue taking courses where you left off.
[CLICK HERE](#)

My Activities
Quickly view your completed learning activity throughout this portal including course progress statistics, certificates, badges, etc.
[CLICK HERE](#)

My Calendar
View calendar and upcoming Live Webinar Events.
[CLICK HERE](#)

Course Catalog
List of mandatory courses and learning plans, and courses available for enrollment. Click below to browse and enroll.
[CLICK HERE](#)

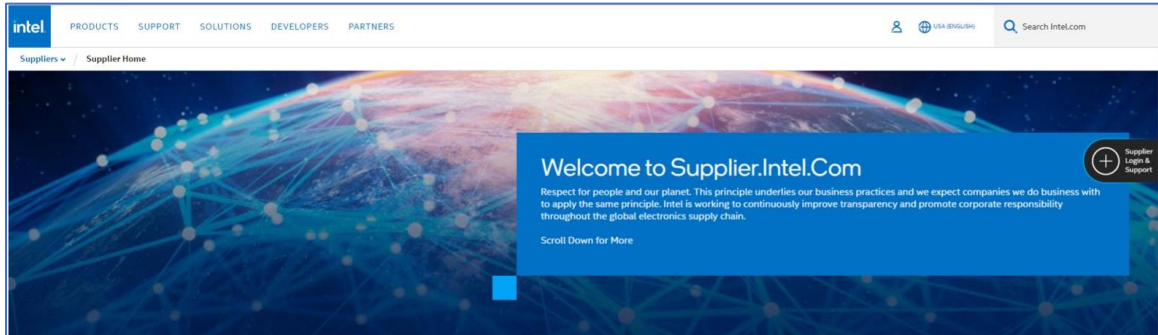
Notifications
Quickly view site notifications.
[CLICK HERE](#)

Intel Supplier Portal Account Sign In

You can access [Intel Learning](#) as an Intel Supplier or Intel Employee with your **existing** [Intel Supplier Portal Account](#).

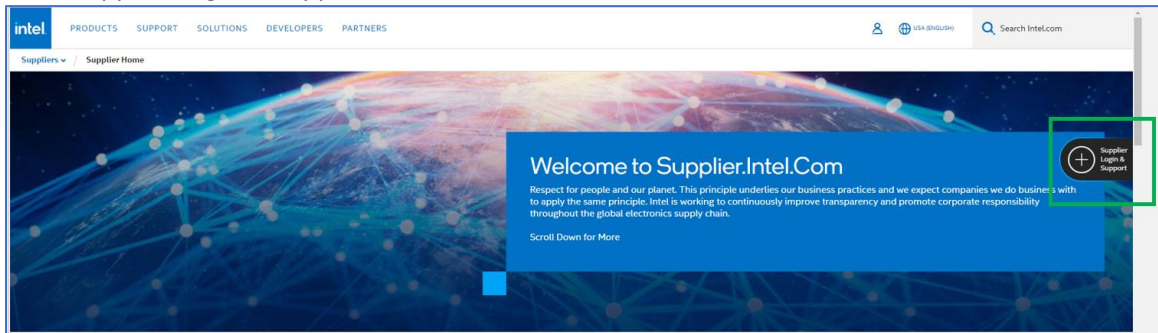
Sign In as a Registered Intel Supplier

1. Access supplier.intel.com.



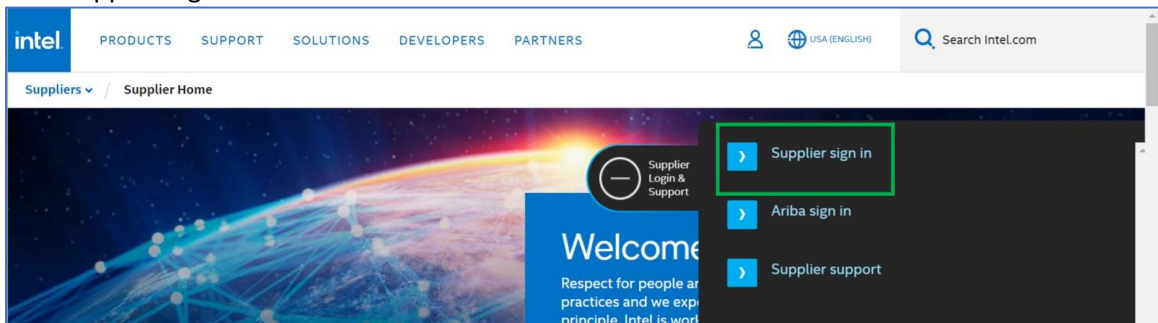
Result: The Welcome to Supplier.Intel.Com site is displayed.

2. Click 'Supplier Login & Support'.



Result: The Supplier Training Sign In page is displayed.

3. Click Supplier sign in.



Result: The Welcome to Your Supplier Information page is displayed.

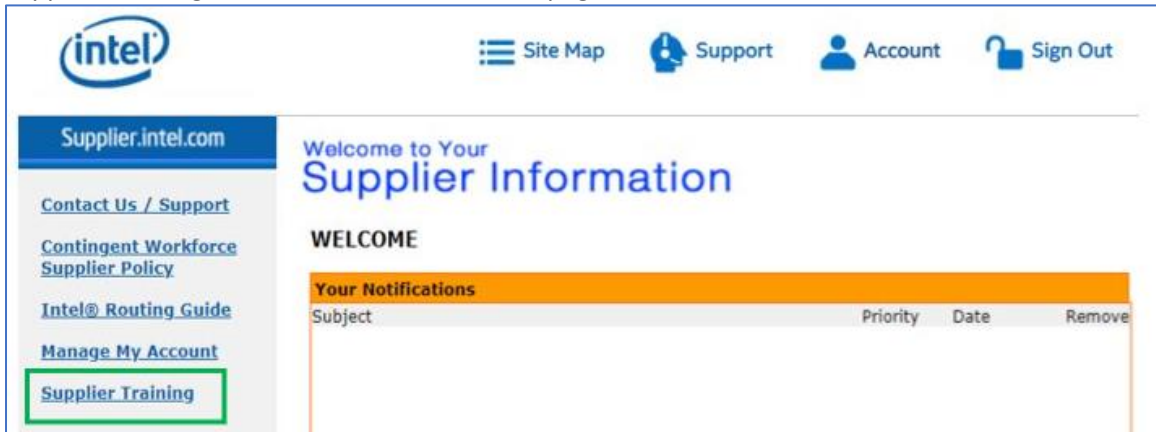
4. Sign In with your Username or Email and Password.

Note: If you are unable to sign in, please visit [Sign in FAQ](#). If you have not created an Intel Supplier Portal account, visit [Registration](#).

First Time Accessing Intel Learning

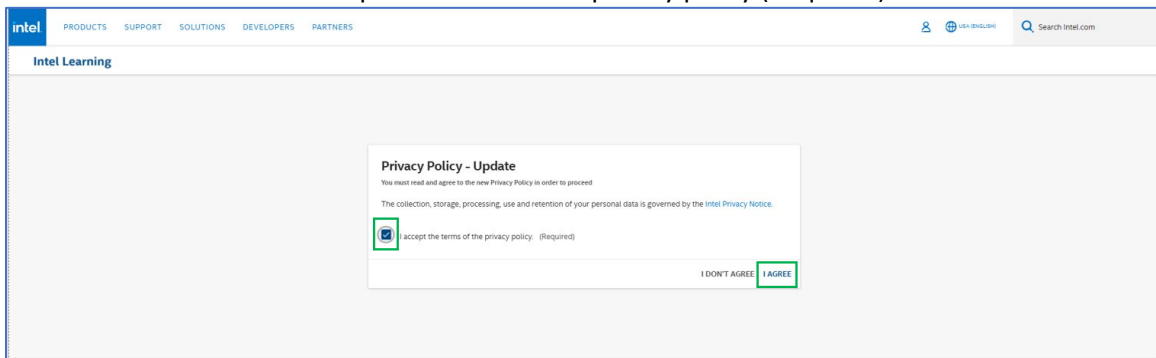
The first time you access Intel Learning, a Privacy Policy update and Terms & Conditions acknowledgement is required. Once you accept and agree to both, you will have access to Intel Learning.

1. Click [Supplier Training](#). After clicking [Supplier Training](#), you'll find yourself on The Intel Learning - Supplier Training Platform Solution Welcome page.



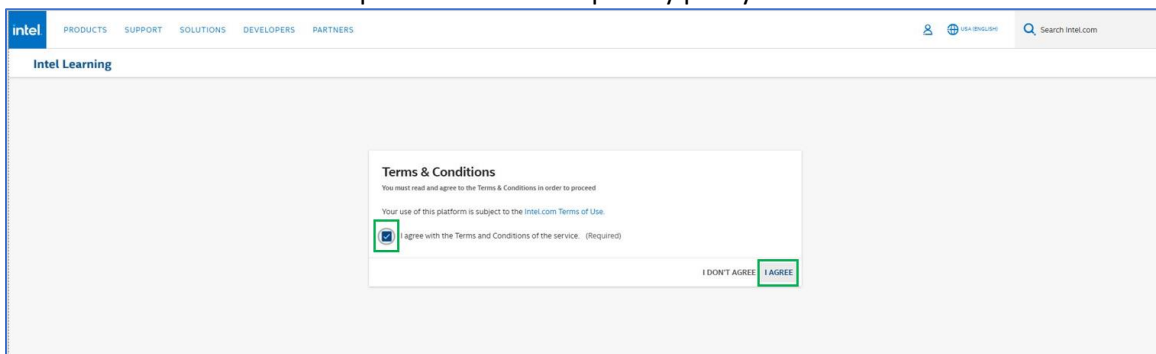
Result: The Privacy Policy – Update page is displayed.

2. Select the radio button 'I accept the terms of the privacy policy (Required)' and click I AGREE.



Result: The Terms & Conditions page is displayed.

3. Select the radio button 'I accept the terms of the privacy policy and click I AGREE.



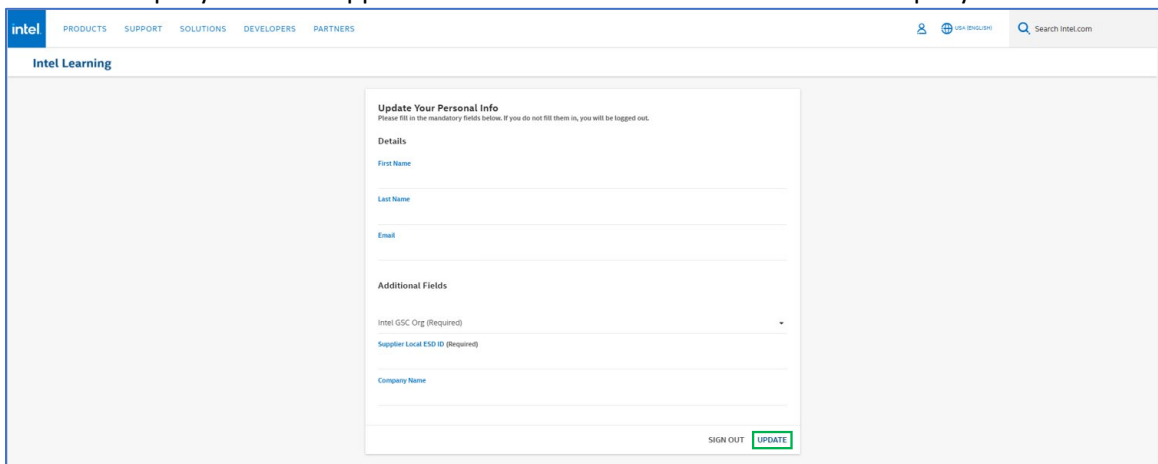
Result: The Update Your Personal Info is displayed.

4. Complete the information as listed below and then Click Update.
Intel GSC Org (required)' using the dropdown menu.

Note: If you requested access to the GSC QnR Training Program, you must select the 'Intel GSC Org' that

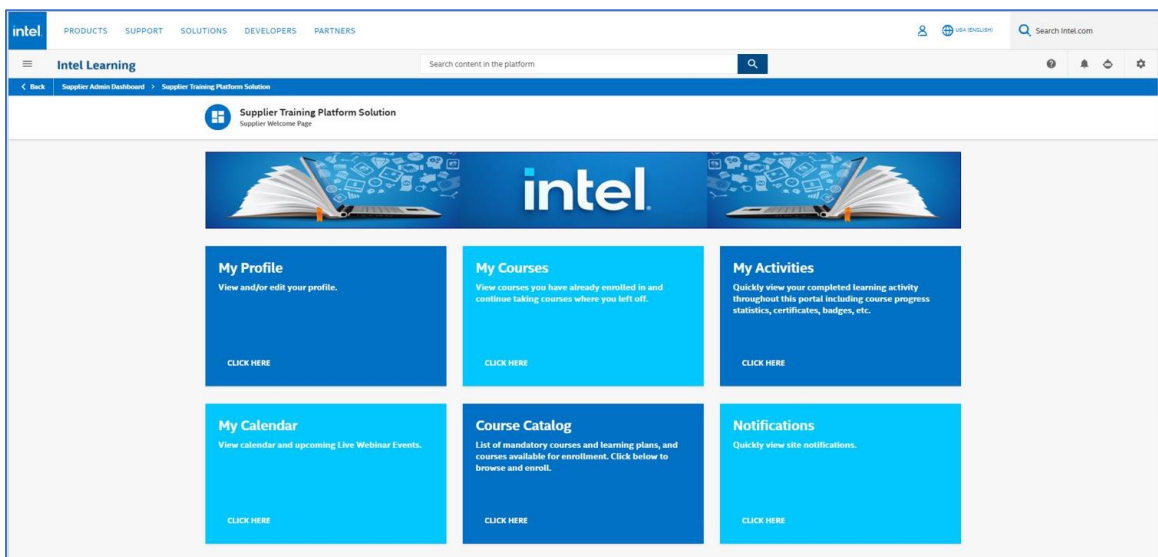
you support using the dropdown menu. Please contact your Intel Representative if you DO NOT know the information.

- a. Supplier Local ESD ID (Required) = Supplier must enter their Supplier ID. Please contact your Intel Representative if not known.
- b. Company Name = Supplier must enter the official name of their company.

The screenshot shows the 'Update Your Personal Info' form in the Intel Learning portal. The form is titled 'Update Your Personal Info' with a subtext: 'Please fill in the mandatory fields below. If you do not fill them in, you will be logged out.' It is divided into two sections: 'Details' and 'Additional Fields'. The 'Details' section includes input fields for 'First Name', 'Last Name', and 'Email'. The 'Additional Fields' section includes a dropdown menu for 'Intel GSC Org (Required)', an input field for 'Supplier Local ESD ID (Required)', and an input field for 'Company Name'. At the bottom right of the form, there are two buttons: 'SIGN OUT' and 'UPDATE'.

Result: The Intel Learning - Supplier Training Platform Solution homepage is displayed.

5.



Navigating Intel Learning Supplier Welcome Page

After logging in, you'll find yourself on the [Intel Learning](#) - Supplier Training Platform Solution homepage. When you navigate away from your homepage, you can always return here at any time, by clicking 'Intel Learning' in the top left corner of the page. Below is an outline of the site:

Search bar

The search bar at the top of your homepage lets you search for courses, learning plans, content, assets, and catalogs within the platform.

Tiles (available pages)

You will find a list of all the available pages in your portal:

- My Profile – View and/or edit your profile.
- My Courses – View courses you have already enrolled in and continue taking courses where you left off.
- My Activities – Quickly view your completed learning activity throughout this portal, including course progress, statistics, certificates, badges, etc.
- My Calendar – View calendar and upcoming Live Webinar events.
- Course Catalog – List of mandatory courses and learning plans, and courses available for enrollment.
- Notifications – Quickly view site notifications.

Note: The pages are also available in the User Menu. Select the User Menu, 3-line menu icon (≡) displayed next to Intel Learning.

Gamification

Click the trophy icon (🏆) to view information related to badges, leaderboards, points, and coins in your platform. Badges, points, and coins are earned by completing actions in your platform, such as completing a course or a series of courses. This icon allows you to quickly access your Badges and Points page as well as the Rewards Marketplace. To learn more about gamification in your platform, refer to the corresponding sections in this user guide.

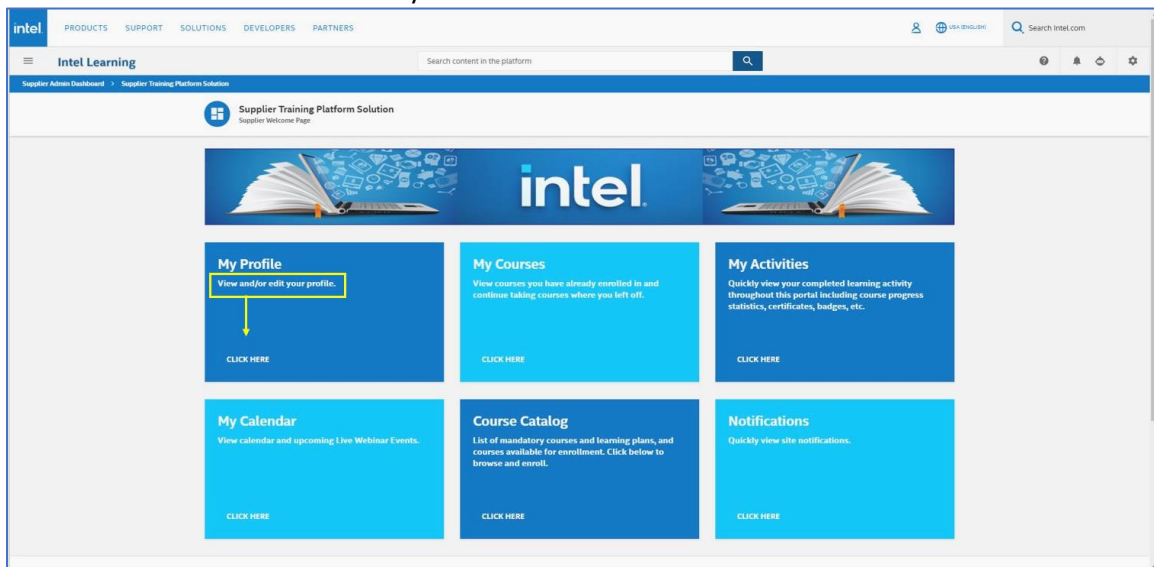
Notifications (Announcements)

Click the bell icon (🔔) to quickly view site announcements/notifications, i.e., scheduled downtime, etc.

View or Edit My Profile at Intel Learning

You have two options to access My Profile:

1. Select the User Menu, 3-line menu icon (≡) displayed next to Intel Learning then click on the pencil icon (✎) or select CLICK HERE within the My Profile tile.



Result: Intel Learning – My Profile page is displayed.

2. Edit your personal info, preferences, etc.

The screenshot shows the 'My Profile' page in the Intel Learning platform. The left sidebar contains three menu items: 'Personal Info', 'Preferences', and 'Conditions of Use'. The main content area is titled 'Personal Info' with the subtitle 'Manage your profile details and additional information'. It features an 'Avatar' section with a placeholder image 'RA' and a 'SELECT IMAGE' button. Below this is a 'Details' section with input fields for 'Username (Disabled)', 'User Level (Disabled)' (set to 'User'), 'First Name', and 'Last Name'.

Result: Profile details are edited.

3. Click Save changes.

The screenshot shows the 'My Profile' page with the 'Preferences' section selected in the sidebar. The main content area is titled 'Preferences' with the subtitle 'Set your language and your time options preferences'. It shows a 'Language' dropdown menu currently set to 'English'. A dropdown menu is open, showing options: 'Danish', 'Dutch', 'English' (highlighted), and 'English UK'. A 'SAVE CHANGES' button is highlighted with a green box.

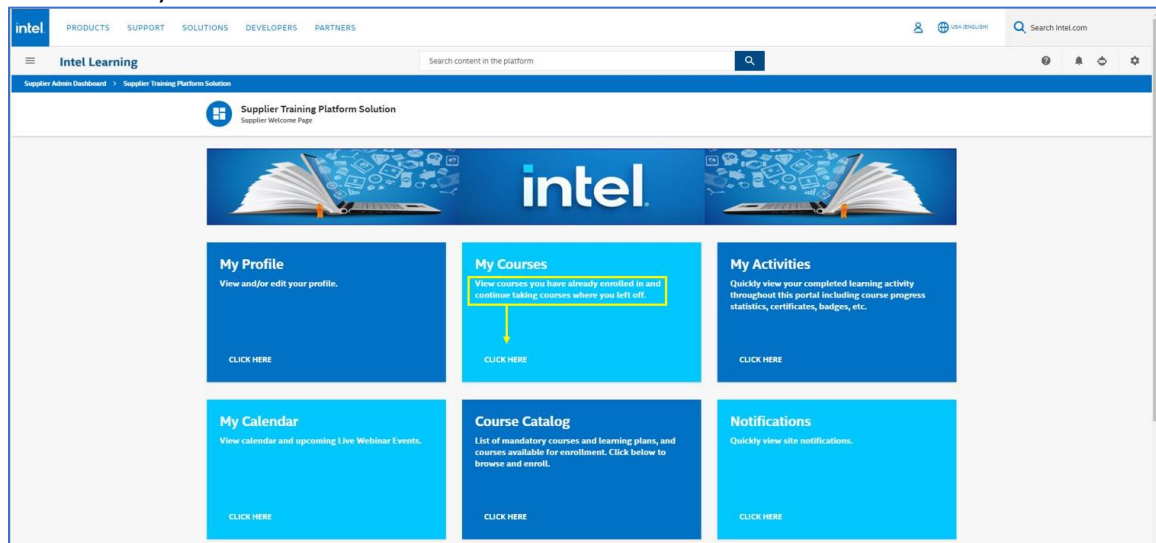
Result: Profile details are saved.

View My Courses at Intel Learning

The mandatory and optional Courses and Learning Plans are displayed on this page.

Note: The application access you have, will determine the program specific training courses and curriculum available to you.

1. Select the My Courses tile and click on CLICK HERE.



Result: The My Courses page is displayed.

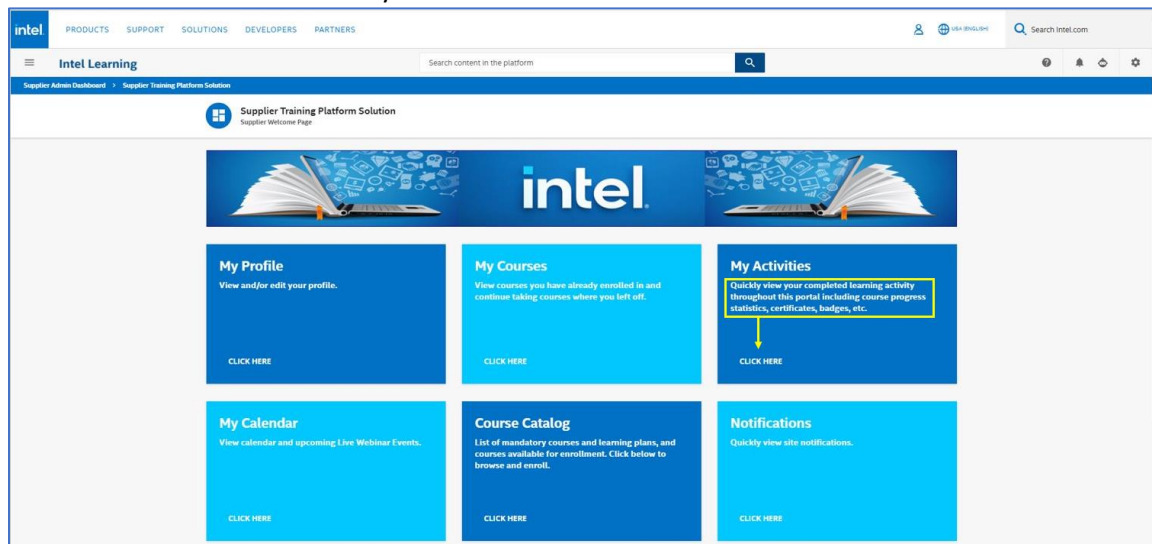
Note: The page identifies courses you have Completed, In Progress, or Not Started.

2. Read the following information about grandfathered Quality course credits:
 - If you had completed a Quality course in On24, SharePoint Online Site (our Interim platform Jan'21 - Aug'21), or via any GSC QnR led training session, your profile will reflect those credits and you should see those courses in your "Completed Courses" section.
Note: You will NOT be granted credit for partially completed courses (i.e., you completed only Part #1 of a 4-part curriculum).
 - If you find credits are missing for courses you have completed in the past, please contact gsc.supplier.training@intel.com and provide following information: Name on account, company name, email, GSC org affiliation, course name, and proof of course completion* (*if available).

View My Activities at Intel Learning

This page will track your overall progress within the site.

Select CLICK HERE within the My Activities tile.

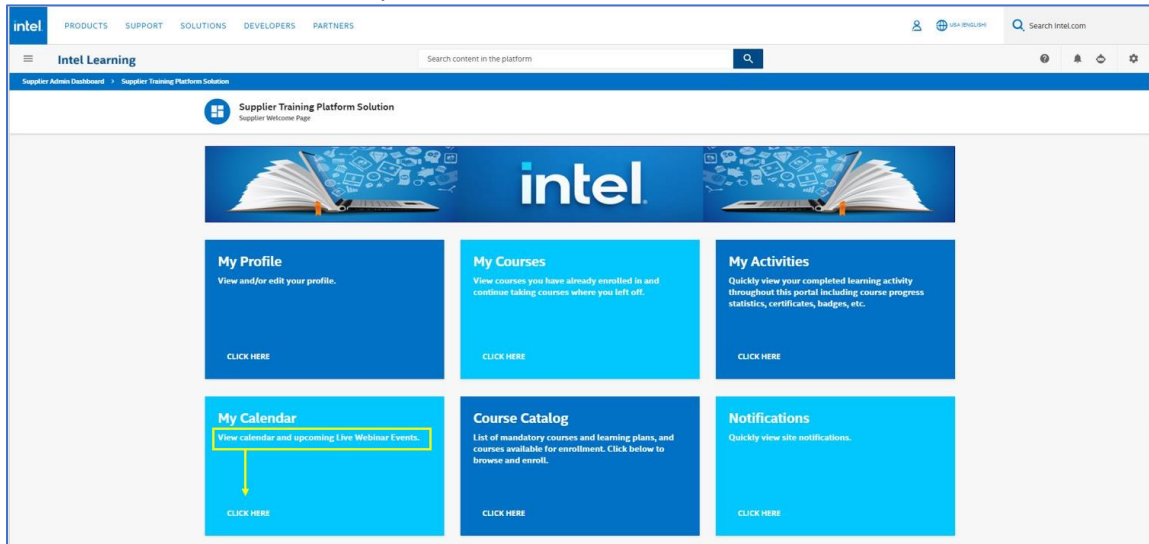


Result: The My Activities page is displayed.

View My Calendar at Intel Learning

You can view a calendar listing of all the courses in which you are enrolled on a day-to-day basis. The calendar feature is used to showcase upcoming Live Webinar events. However, it will also show you other upcoming virtual events as well.

Select **CLICK HERE** within the My Calendar tile.



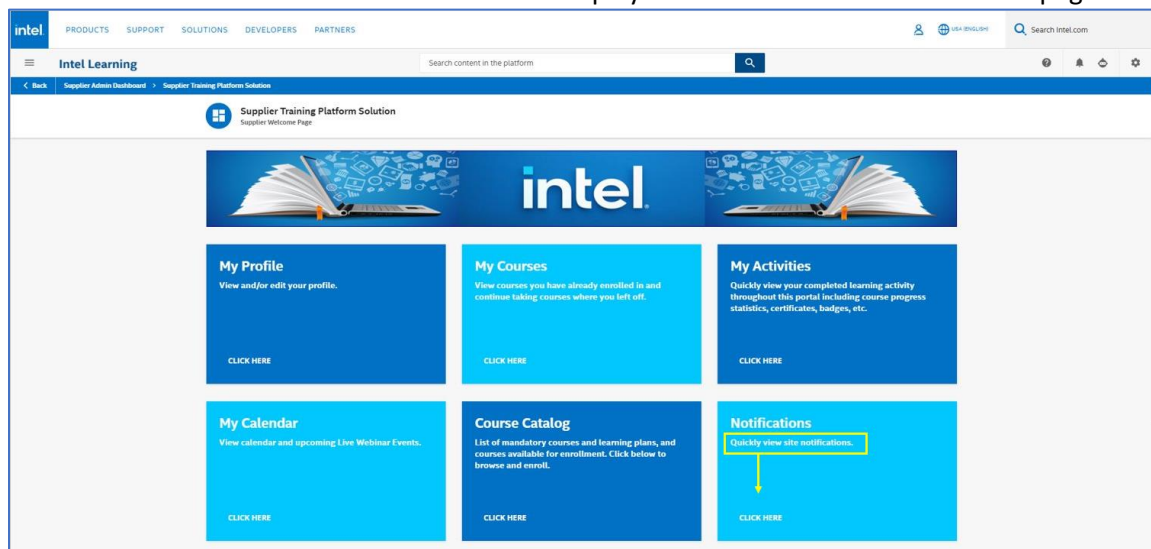
Result: The My Calendar page is displayed.

View Notifications (Announcements) at Intel Learning

You can view your notifications at any time. Click the bell icon (🔔) to view your recent notifications. If you have any unread notifications, a small number appears over the icon to indicate the number of notifications that you have yet to read. Press the View Full Notifications Page item at the bottom of the slide-out panel to see all notifications. On the top of the main Notifications page, you can use the option to see only unread notifications, or you can mark all notifications as read. Press the bell icon (🔔), the notification tile or the View Notification item to read the notification.

Note: You will receive notification emails when Quality course material gets refreshed. Also, you will receive a notification email when 3-years have passed since you last completed a Quality Certification course.

Select **CLICK HERE** within the Notifications tile displayed in the dashboard on the homepage.



Result: The Notifications page is displayed.

Sign Out of Intel Learning

To sign out of the Intel Learning portal, select the User Menu, 3-line menu icon (≡), displayed next to Intel Learning then click Sign Out.

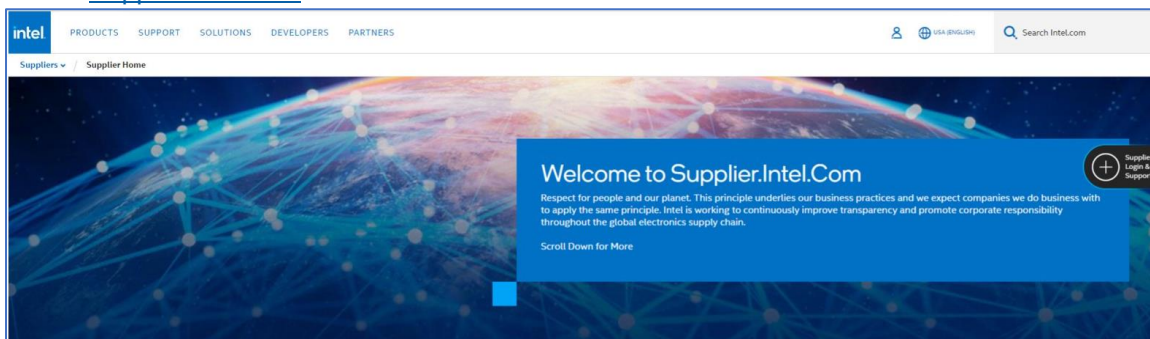
Technical Support for Intel Learning

Please visit [Supplier Self Help Overview](#) for most of your questions or [Submit a Service Request Form](#).

Visit Supplier [Self Help Articles](#) , which provides articles (only available for registered Supplier Presence Site users) and Request for Help.

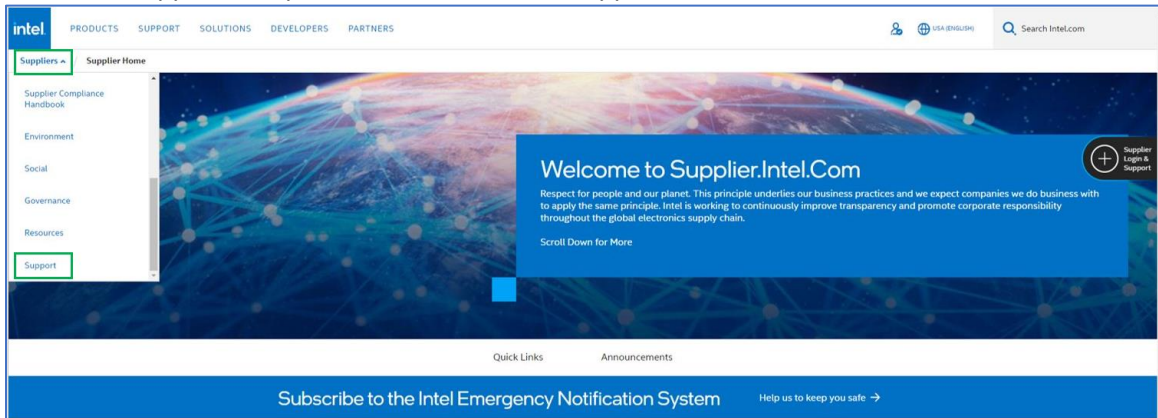
Contact Support

1. Access [Supplier.intel.com](https://supplier.intel.com).



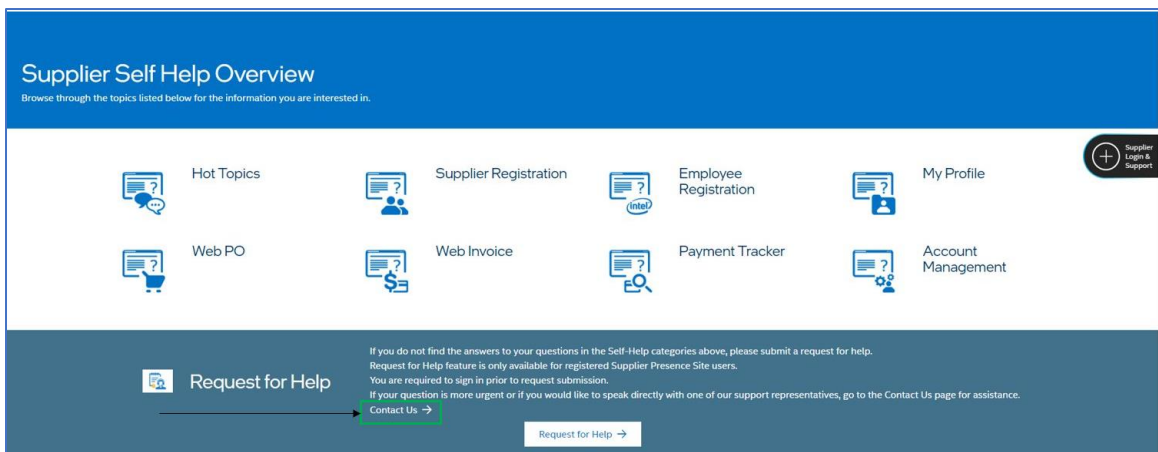
Result: The Welcome to Supplier.Intel.Com site is displayed.

2. Select the Suppliers drop down list and click on Support.



Result: The Supplier Self Help Overview page is displayed.

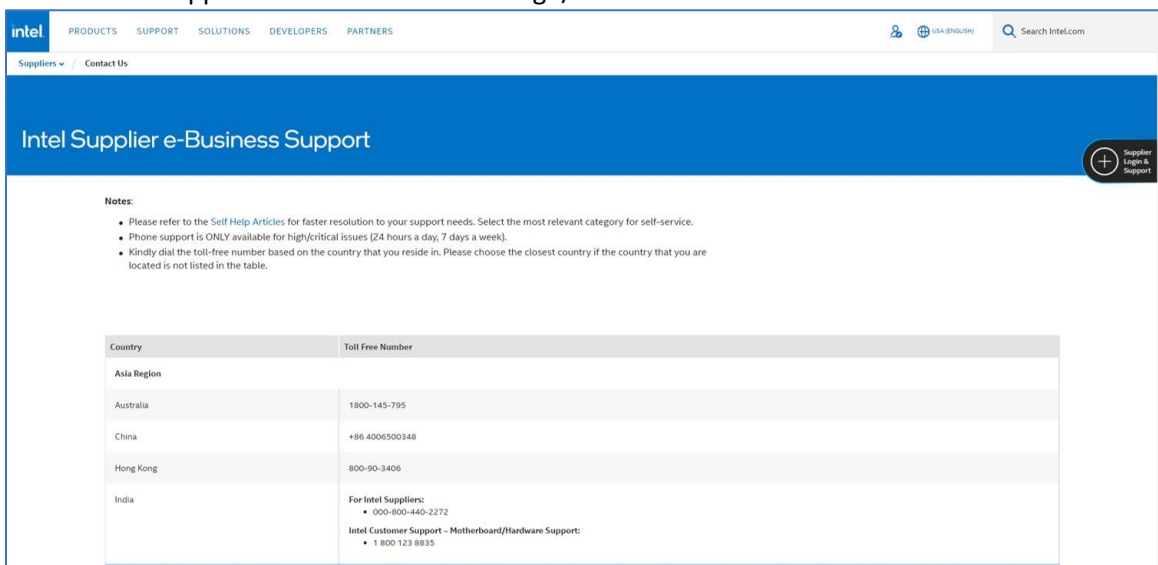
3. Click on Contact Us.



Result: The Intel Supplier e-Business Support page is displayed.

4. Refer to the [Self Help Articles](#) for faster resolution for your support needs.

Note: Phone support is ONLY available for high/critical issues.



The information in this document is subject to change without notice.