## Introducing the BIW Learning Center.

The BIW Learning Center is a 24/7 online resource for BIW customers to take self-paced training designed to successfully install BIW connector systems.

Training to become a Certified Installer in a particular product is a three-step process, where each step is awarded with a certificate:

- A. Complete the 24/7 online courses for the product.
- B. Receives hands-on classroom training for the product.
- C. Complete the requisite on-site installations under the supervision of a Certified Installer for the product.

Successfully taking all three steps earns the Certified Installer designation, which is valid for an average of two years before the need for recertification. Reports can be generated showcasing the certificated users.

## Login Procedure:

- 1. In your browser, enter https://ittbiw.litmos.com
- 2. Enter your Username, which will be your email address on record.
- 3. Enter your Password as shown in your welcome email.
- 4. If your password is not known for any reason, **not to worry!** Click the link on the login page and create a new password. The password should contain: 1 upper case, 1 lower case, 1 number, 1 special character, at least 8 characters in all.
- 5. Click, Login.

## Learner and Team Leader Views

Most people logging into the BIW Learning Center will be assigned as a **Learner** in a particular team. One or more people in a team will be assigned as a **Team Leader**. A team leader can also switch back and forth to see the learner view.

- 6. Learner View
  - This view is designed for people who want to start learning right away.
- 7. Team Leader View This view is designed for people who want to carryout administration tasks in



