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| **NAVISTAR CSO** | **Standard Operating Procedure** | **Instruction Author:**  Navistar Education |
| **Date Last Updated:**  22 April 2022 | **Title:**  Accessing the Supplier Quality Training Portal | **Version Number:**  1.0 |
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Table of Contents

[Description 1](#_Toc101514742)

[Reference Information 1](#_Toc101514743)

[Creating an account 2](#_Toc101514744)

[Enrolling in courses 4](#_Toc101514745)

# Description

This document will cover how to create an account on the Supplier Quality training portal and enroll in the needed training.

# Reference Information

URL for the Supplier Quality training portal: <https://www.navistareducation.com/ihtml/application/student/interface.navistar/indexSupplier.htm>

# Creating an account

1. Start by going to the Supplier Quality training portal linked in the Reference Information section. You can confirm you are accessing the correct portal by the blue banner at the top of the page.

Graphical user interface, website

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1. Select **Register** to enter your information.

Graphical user interface, website

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1. Enter your full name, company email address, company name, Navistar supplier code, job title, a username, a password, and select your country and state / province.

Graphical user interface, application

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1. Select **Submit Form** to create your account and access the portal.

Graphical user interface, application

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# Enrolling in courses

1. Select **Course Catalog** from the menu on the left.

Graphical user interface

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1. Select the **Supplier Quality Training Courses** catalog from the list.

Graphical user interface, application

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1. **Select** the course you would like to enroll in. Please note that course must be taken in order.

Graphical user interface

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1. Once enrolled, go to the **My Current Enrollments** page to launch the training.

A picture containing graphical user interface

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1. To enroll in additional courses, repeat steps 1 through 4.