

SCHOLASTIC START

Basic Navigation for Vendors

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INTRODUCTION

Welcome to this OTM course

This course provides an overview of the key actions that need to be performed in order for vendors to navigate in OTM

Target Audience:

- Scholastic Domestic Vendors (US & Canada)

Pre-requisites:

None

Course Duration:

15 minutes

COURSE OBJECTIVES

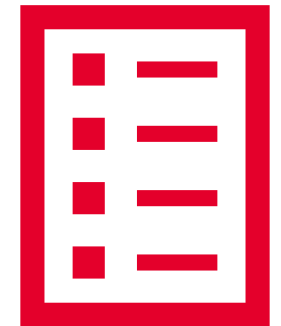
By the end of this course, you will be able to:

- Explain what browsers can be used with OTM
- Log in and out of OTM



AGENDA

#	LESSON	TOPIC
1	Lesson 1	Browser details
2	Lesson 2	How to Log in and out of OTM



LESSON OBJECTIVES

By the end of this lesson, you will be able to:

- Explain what browsers to use with OTM



INTERNET BROWSER

OTM is best supported by Mozilla Firefox

To download Mozilla Firefox, go to:

https://www.mozilla.org/en-US/firefox/?utm_medium=referral&utm_source=getfirefox-com

1. Click **Download Firefox**
2. Click **Install**
3. Follow the onscreen instructions



Please Note: Mozilla Firefox is the preferred internet browser to run OTM applications. OTM will run on Internet Explorer as well. There could be potential issues with Chrome and Safari browsers.

LESSON SUMMARY

You have reached the end of this lesson

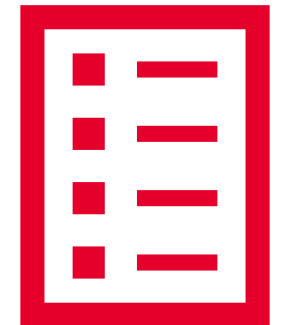
You should now be able to:

- Explain what browsers to use with OTM



AGENDA

#	LESSON	TOPIC
1	Lesson 1	Browser details
2	Lesson 2	How to Log in and out of OTM



LESSON OBJECTIVES

By the end of this lesson, you will be able to:

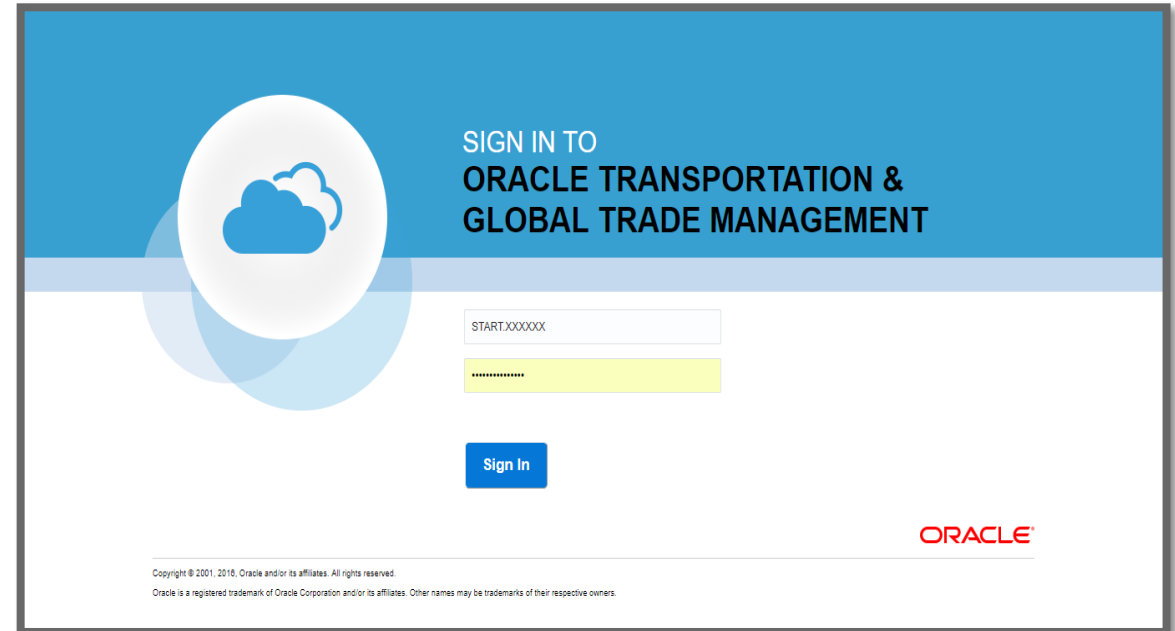
- Log in to OTM
- Log out of OTM



OTM LOG IN

How to log in to OTM:

- A secure URL and Vendor Credentials will be provided to you by the Scholastic security team
- Once you click on the link, you will be presented with an Okta Secure Log in screen
- Enter your Log in Credentials which will then validate. After validation, a Dashboard will appear with an OTM Icon.
- Click on the OTM Icon and you will be presented the OTM Vendor Portal
- **If you do not have access to OTM, please contact the responsible OTM Inbound Super-User**



OTM LOG OUT

How to log out of OTM:

- 1 Click on your User ID at the top right of the OTM home page screen. A menu will appear. Click on Sign Out. **ALWAYS** use the Sign Out button to properly log out of OTM.
- 2 You can select Log into OTM again if you wish to log back into the system

The screenshot illustrates the OTM interface. On the left is a dark blue sidebar with icons for 'View Purchase Order', 'Purchase Order Line', 'View Order Release', and 'Change Password'. The main content area shows a 'Settings and Account' dropdown menu for the user 'START.CRP_SUPPLIER'. A red circle '1' highlights the 'Sign Out' button. Below this, a 'User Details' panel shows information for 'OTM-SUPPLIER (Default)'. A second red circle '1' highlights the user ID 'START.CRP_SUPPLIER' in the top right corner. Below the user details, a white box displays the Oracle logo and the message 'You have successfully logged out of OTM.' A red circle '2' highlights the 'Log into OTM again' button.

LESSON SUMMARY

You have reached the end of this lesson

You should now be able to:

- Log in to OTM
- Log out of OTM



QUESTIONS



For any questions relating to this training module, please contact the OTM Inbound Super-User responsible for your country:

Name	Country	Title	Email ID
John Boyle	United States	Global Inbound Logistics Manager	jboyle@scholastic.com
Doug Jow	United States	Domestic Logistics Coordinator	djow-consultant@scholastic.com
Noah Clark	Canada	Traffic & Customs Specialist	nclark@scholastic.ca

THANK YOU