

Learning Management System (LMS)

(A LMS is an online depository of learning content which also plans and records learning events completed by each user)

1. Go to <https://portal.cokeonena.com/irj/portal> (CONA Employee Self Service Portal)
2. In the left, vertical menu, click on the **SuccessFactors** menu item
3. A **Home Page** will display, click on the **Home** dropdown menu in the top left corner
4. Click on the **Learning** option
5. The **Learning Page** will display, click on **Browse all courses >** in the **Find Learning** tile
6. In the left, vertical menu, click on the category **Online, Instructor Led**, further narrow your search by also selecting a subject area
7. Hover over the course to see options to **Assign**, **Start a Course** or **Recommend** to another user
8. **Can't find what you need?** In the Home Page, click on the **Other Coca-Cola Learning** tile, where you can explore all the additional learning resources available to you, contact a member of the team, request a course, and give suggestions

The image shows a screenshot of the LMS interface with several key elements highlighted by green boxes and arrows:

- Left Vertical Menu:** A red sidebar menu with items like Overview, View My Payslip, My Bank Information, My Tax Withholdings, My Personal Information, My Time Quota, **SuccessFactors** (highlighted with a green box and arrow), and Org Charts.
- Home Page:** The main content area with a top navigation bar containing a **Home** dropdown menu (highlighted with a green box and arrow).
- Learning Page:** The main content area showing course listings under "My Learning Assignments". The first course, "Customer Interaction Center (CIC) - Follow-up and Call Wrap-up Agents", is highlighted with a green box and arrow.
- Find Learning Tile:** A tile at the bottom right of the Learning Page with a search bar and a **Browse all courses >** link (highlighted with a green box and arrow).
- Other Coca-Cola Learning Tile:** A tile on the right side of the Home Page with the Coca-Cola University logo and the text "Other Coca-..." (highlighted with a green box and arrow).
- Course Detail Panel:** A panel on the right side of the Learning Page showing course details and options: **Assign to Me**, **Start Course**, and **Recommend** (highlighted with a green box and arrow).



To establish a new user account, below are step-by-step instructions. If you have any questions, please email the CCNA Training Support at CCNATraining.Support@coca-cola.com.

CCNA System Partners Learning Platform Access Instructions

1. Navigate to the SPLP login page - <https://coca-colacompany.csod.com>
2. Select New User? Register Here
3. On the New User Registration page,
4. Enter your First Name, Last Name, Email, and the Registration Code (Email L&DSupport@ccbcu.com for the code - It changes monthly)
Select the box next to "I'm not a robot"
5. Click Next.
6. Enter the name and code of the Bottler or Service Provider you represent. If you are a TCCC contingent worker, please indicate as such.
 - a. Select the appropriate division:
 - i. USA Bottling Operations if you represent a Bottling Company
 - ii. Partners & Vendors if you represent a Service Provider or Service Agency.
 - iii. Non-Employee Workers if you are a TCCC contingent worker.

* Required Field