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User Manual

*IRU Academy
Accredited Training Institutes (ATIs)*

Worldwide professional excellence in road transport

IRU
Academy

IRU Academy Online

AOL

USER MANUAL

FOR IRU ACADEMY ACCREDITED TRAINING INSTITUTES (ATIs)

This User Manual
is in addition to the Computer Based Training (CBT) package
on the use of the IRU Academy Online made available to your ATI.

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International Road Transport Union (IRU),
IRU Academy

3, rue de Varembé, B.P. 44
1211 Geneva 20
Switzerland

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1 Access, Login and Homepage

1.1 Access

To start using Academy On-Line, you need the following:

- A computer running Internet Explorer 6.0 or higher
- An internet connection
- Adobe Acrobat 6.0 or higher (to print Certificates/Diplomas).

First connect to <https://demo.iruacademyonline.com>. The following screen will appear:



Academy Homepage

NOTE: Be sure to disable any pop-up blocking software, otherwise you will not be able to display the AOL screens. Pop-up blockers often come with customised toolbars such as those supplied by Yahoo, Google, etc. You need to either disable all of them or press <CTRL F5>, which bypasses ALL pop-up blockers.

1.2 Login

To Login, you must have a User Name and Password. The way you log into AOL v3.0 depends on whether you are logging in as a new Training Institute for the first time (without being accredited for any IRU Academy programme), or as an already existing (Accredited) Training Institute, when you can login into the AOL “ATI Module”.

1.2.1 Login as a New Training Institute

If you are a training institute interested in becoming accredited for any of the IRU Academy programmes, you need to:

- go to the AOL v3.0 Homepage (at URL: <https://www.iruacademyonline.com>)
- click on the “ATI Accreditation Module” button.

AOL will display the ATI login page:

IRU
Academy On Line (AOL)

PROPRIETÉ & BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q: P

Welcome to the IRU Academy Online
Accreditation, Reaccreditation and Information Update Process

Please check one of the following boxes:

☐ This is my First Time on this web site

Email:

☒ I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process.

User Name:

Password:

Did You Forget Your Password?

Cancel Continue

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Select the “This is my First Time on this web site” radio-button, enter your valid “Email” address and click on the “Continue” button:

IRU Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q: P:

Welcome to the IRU Academy Online
Accreditation, Reaccreditation and Information Update Process

Please check one of the following boxes:

☒ This is my First Time on this web site

Email: aol.test@ yahoo.com

☐ I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process.

User Name:

Password:

Did You Forget Your Password?

Cancel Continue

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AOL displays the ATI Accreditation “Section I Introduction” screen tab:

IRU Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q: P:

Please enter your Name and Contact information:

First Time User

Title: Dr

Name:

First Name:

Job Title:

Telephone:

Mobile:

Email: aol.test@ yahoo.com

Submit & Continue

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To identify yourself as a representative of the training institute interested in becoming accredited for an IRU Academy programme, select your "Title", enter your "Name", "First Name", "Job Title", "Telephone" number, "Mobile" telephone number, then click on the "Submit & Continue" button:

IRU Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q: P

Please enter your Name and Contact information:

First Time User

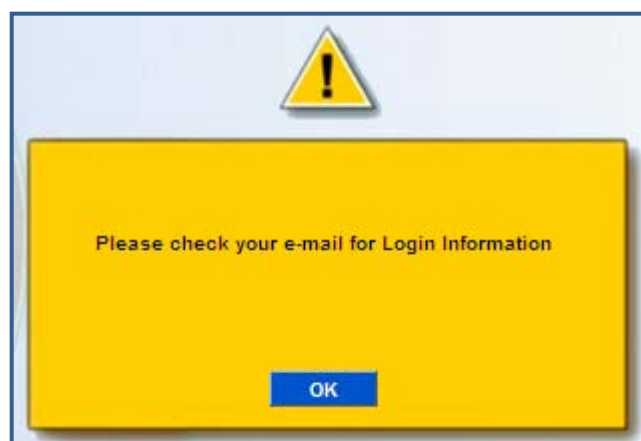
Title: Dr
Name: Academic
First Name: Trainer
Job Title: General Manager
Telephone: 12345678
Mobile: 12345679
Email: aol_tester@yahoo.com

Submit & Continue

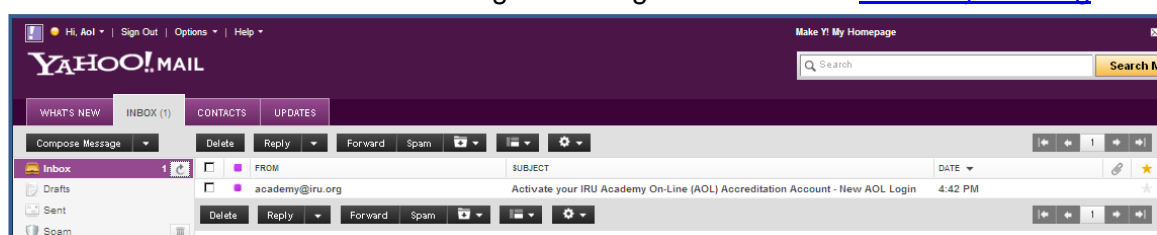
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AOL immediately sends you a 'New AOL Login Account Information' on the e-mail you have indicated in the "Section I Introduction" screen tab and displays a message to check the email for your login information:

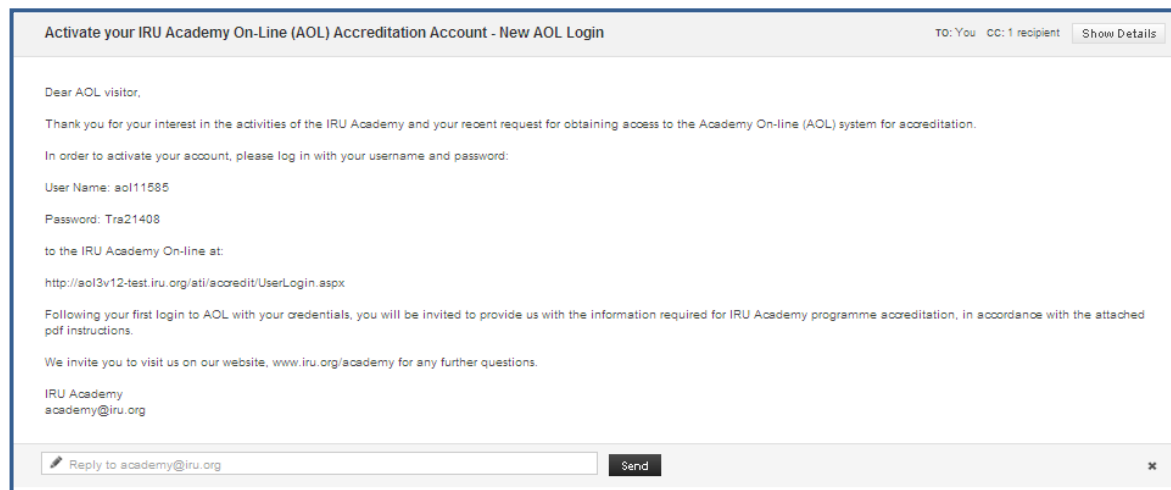
Click on the "OK" button to close the message and return to the AOL Homepage:



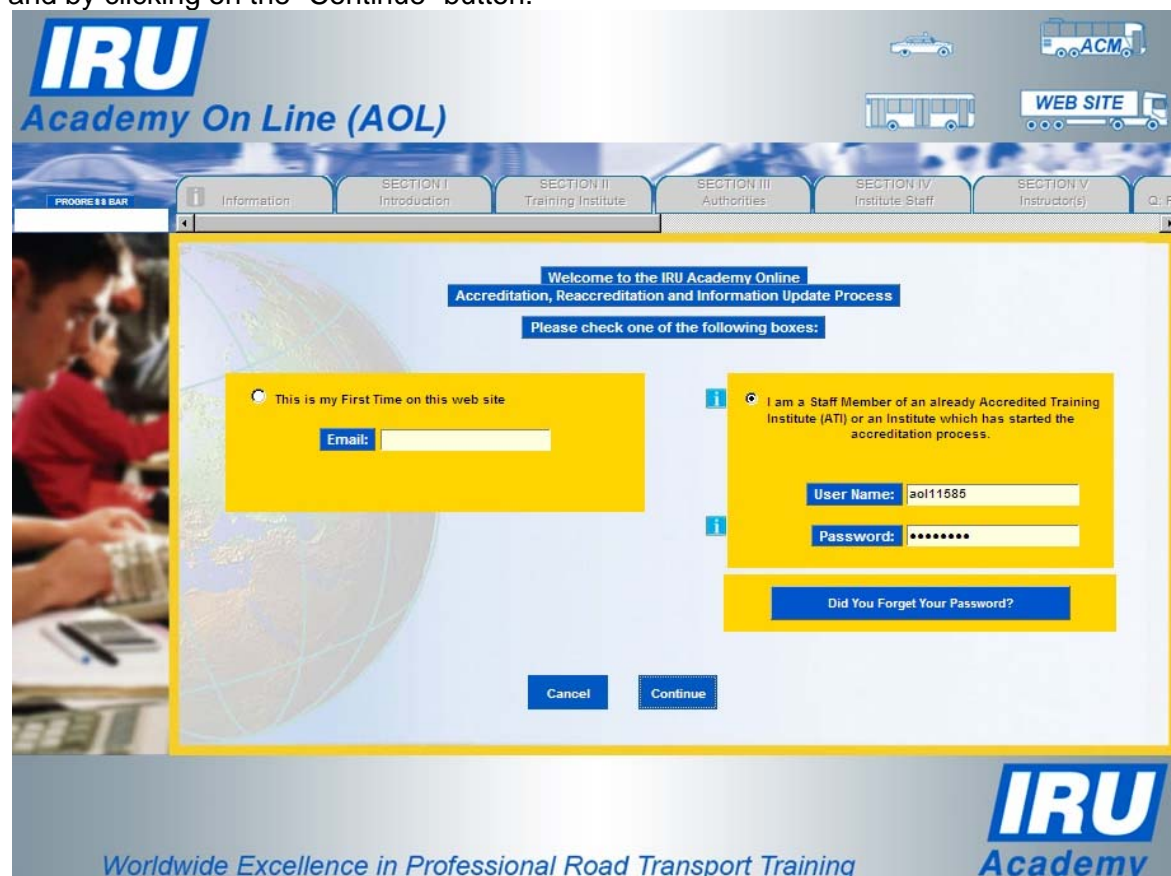
To proceed with starting the accreditation process, check your e-mail (indicated in the previous step) where you should find an 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message received from academy@iru.org:



Open this e-mail message and you will find the automatically-generated first time 'User Name' and 'Password' which you should use for login into the AOL ATI Accreditation Module in order to start the accreditation process:



You will then need to use the details given in the 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message to logon to the AOL ATI Accreditation Module by selecting the "I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process" radio-button, entering the "User Name" and "Password" provided to you in the e-mail message and by clicking on the "Continue" button:



AOL will display the ATI Accreditation “Section I Introduction” screen tab completed with the details you have entered previously and with the (automatically-generated) “User Name” and “Password” (same as in the e-mail received on the account you indicated):

IRU Academy On Line (AOL)

Information | **SECTION I Introduction** | SECTION II Training Institute | SECTION III Authorities | SECTION IV Institute Staff | SECTION V Instructor(s) | Q. P.

Please enter your Name and Contact information:

First Time User

Title:

Name:

First Name:

Job Title:

Telephone:

Mobile:

Email:

User Name:

Password:

Confirm Password:

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As a First Time User you represent a Training Institute which is applying for an IRU Academy Course Accreditation. To proceed with this Application for Accreditation you must complete this page; this includes assigning yourself a Username and a Password. After having clicked "Submit & Continue" you will be given a temporary First Time User Account and your data will be stored for future logins. That's all!

Click on the “Submit & Continue” button to start the accreditation process as a new ATI. AOL will take you to the “Programme Selection” page:

IRU Academy On Line (AOL)

Information | **SECTION I Introduction** | SECTION II Training Institute | SECTION III Authorities | SECTION IV Institute Staff | SECTION V Instructor(s) | Q. P.

Please select the Programme and Course for which you would like to obtain IRU Academy Accreditation:

1 Programme Name:

1 Course Name:

1 How many students do you forecast your Training Institute will enrol for this course during:

The calendar year.....2011

The calendar year.....2012

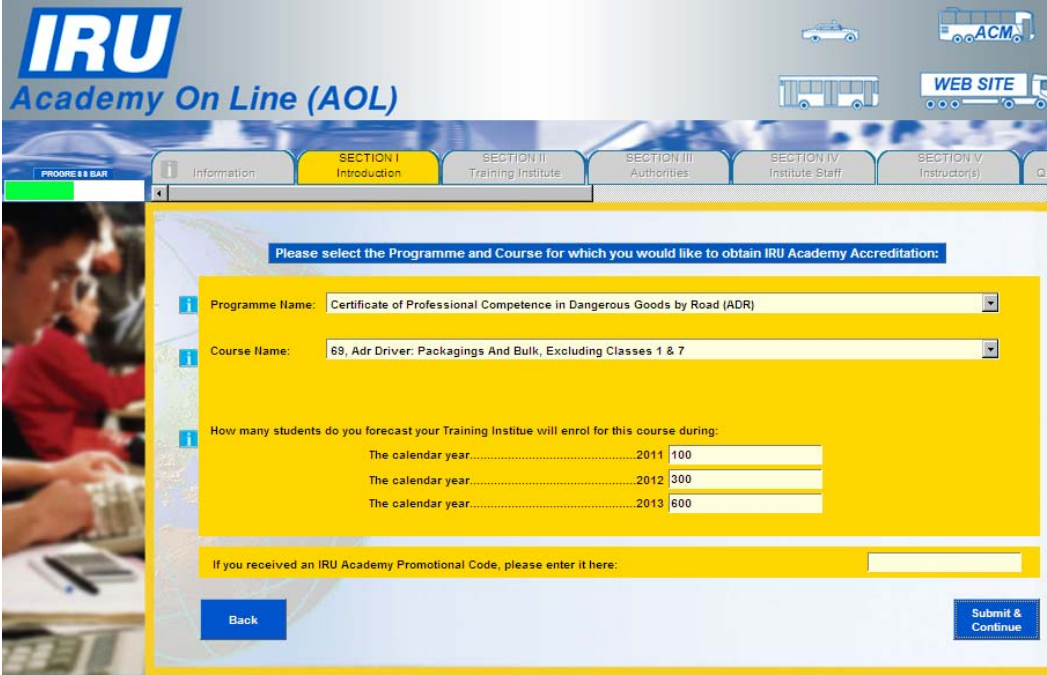
The calendar year.....2013

If you received an IRU Academy Promotional Code, please enter it here:

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Select the “Programme” and “Course” you want to start the accreditation process for, indicate the estimated number of students your training institute expects to have for the selected programme and course during the current and the next 2 calendar years, then click on the “Submit & Continue” button:



IRU Academy On Line (AOL)

SECTION I Introduction

Please select the Programme and Course for which you would like to obtain IRU Academy Accreditation:

1 Programme Name: Certificate of Professional Competence in Dangerous Goods by Road (ADR)

1 Course Name: 69, ADR Driver: Packagings And Bulk, Excluding Classes 1 & 7

1 How many students do you forecast your Training Institute will enrol for this course during:

The calendar year.....2011	100
The calendar year.....2012	300
The calendar year.....2013	600

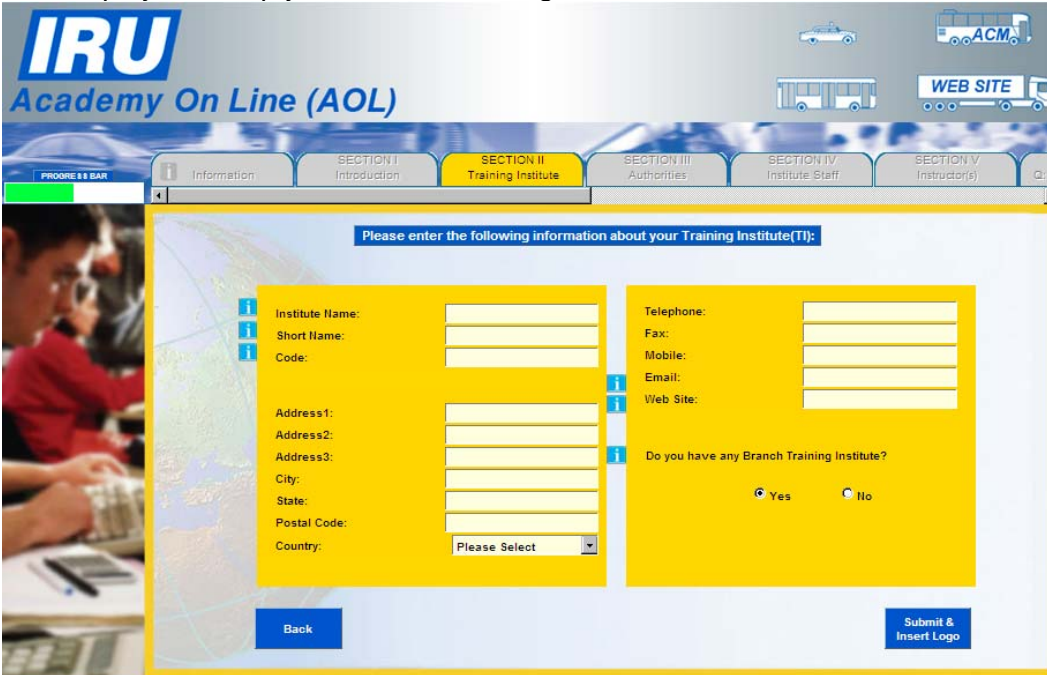
If you received an IRU Academy Promotional Code, please enter it here:

Back Submit & Continue

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AOL displays an empty “Section II Training Institute” screen tab:



IRU Academy On Line (AOL)

SECTION II Training Institute

Please enter the following information about your Training Institute(TI):

1 Institute Name:

1 Short Name:

1 Code:

1 Address1:

1 Address2:

1 Address3:

1 City:

1 State:

1 Postal Code:

1 Country:

1 Telephone:

1 Fax:

1 Mobile:

1 Email:

1 Web Site:

1 Do you have any Branch Training Institute?

☒ Yes ☐ No

Back Submit & Insert Logo

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Enter your training institute details, select the appropriate 'Branch' radio-button and click on the "Submit & Insert Logo" button:

IRU Academy On Line (AOL)

SECTION I Introduction **SECTION II Training Institute** SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter the following information about your Training Institute(TI):

Institute Name: TEST Training Telephone: 12345678
Short Name: TTR Fax: 12345677
Code: TTR Mobile: 12345679
Email: agoja.jovanovski@iru.org
Web Site: www.ttr.edu.sa

Address1: Teststreet 123
Address2: P.O. Box 123
Address3:
City: Testcity
State:
Postal Code: 12300
Country: South Africa

Do you have any Branch Training Institute?
☐ Yes ☒ No

Back Submit & Insert Logo

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AOL will then take you to the "Submit your Training Institute (TI) logo" page:

IRU Academy On Line (AOL)

SECTION I Introduction **SECTION II Training Institute** SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Submit your Training Institute (TI) logo

Does your logo include a web address?
☐ Yes ☒ No

Your Training Institute (TI) logo must include a web address using no more than 40(2 x 20, for example) characters. Please insert your web address below:

Size: 356*291 Format: gif/.j Browse... Attach Positive Logo File
Size: 356*291 Format: gif/.j Browse... Attach Negative Logo File

Back Logout Submit

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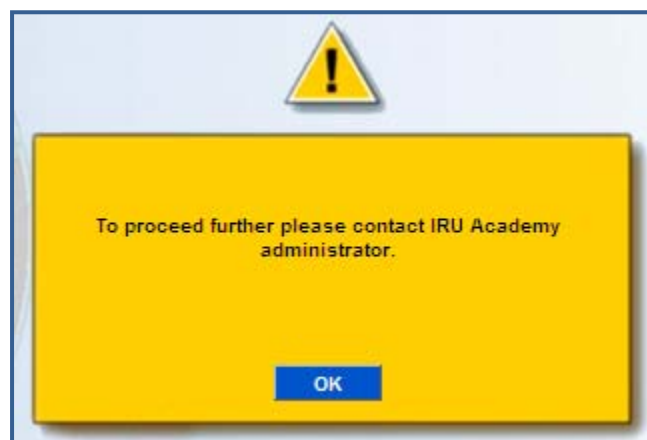
To attach your training institute's logo, click on the "Browse" button above the "Attach Positive Logo File" button, then select the location and the file (required format: *.jpg or *.gif, maximum size 356*290 pixels) and click on the "Attach Positive Logo File" button.

You also have the possibility of attaching the negative of your training institute's logo if you wish. To do so, follow the same procedure as described for attaching a positive file by using the "Browse" and "Attach Negative Logo File" buttons instead.

Complete the required information on the "Submit your Training Institute (TI) logo" page and click on the "Submit" button to continue:

AOL displays a message asking you to contact an IRU Academy Administrator in order to proceed further with the accreditation request:

Click on the "OK" button to close the message and return to the AOL Homepage:



At the moment you see this message on your screen the IRU Academy receives an automatic e-mail from AOL, informing it that your training institute intends to start the accreditation process for the programme and course you have selected. The IRU Academy will then need to allow you to continue the accreditation process and will inform you accordingly once this is done.

You will then need to login into the AOL ATI Accreditation Module once again with the details given in the 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message by selecting the "I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process" radio-button, entering the "User Name" and "Password" provided to you in the e-mail message and by clicking on the "Continue" button:

IRU Academy On Line (AOL)

PROGRESSION BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q: P

Welcome to the IRU Academy Online
Accreditation, Reaccreditation and Information Update Process

Please check one of the following boxes:

☐ This is my First Time on this web site

Email:

☒ I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process.

User Name:

Password:

Did You Forget Your Password?

Cancel Continue

IRU Academy
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AOL will display the ATI Accreditation "Section II Training Institute" screen tab completed with the details you have entered previously:

IRU Academy On Line (AOL)

SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter the following information about your Training Institute(TI):

Institute Name: TEST Training Telephone: 12345678
 Short Name: TTR Fax: 12345677
 Code: TTR Mobile: 12345679
 Email: Blagoja.Jovanovski@iru.o
 Web Site: www.ttr.edu.sa

Address1: Teststreet 123
 Address2: P.O. Box 123
 Address3:
 City: Testcity
 State:
 Postal Code: 12300
 Country: South Africa

Do you have any Branch Training Institute?
☐ Yes ☒ No

Back Logout Submit & Insert Logo

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Click on “Submit & Insert Logo” and AOL will display the “Submit your Training Institute (TI) logo” page as you have completed it in the previous step:

IRU Academy On Line (AOL)

SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Submit your Training Institute (TI) logo

Does your logo include a web address?
☐ Yes ☒ No

Your Training Institute (TI) logo must include a web address using no more than 40(2 x 20, for example) characters. Please insert your web address below:
 www.ttr.edu.sa

Attach Positive Logo File
 Browse...
 BLMIYO_weblogo.gif

Attach Negative Logo File
 Browse...

Back Logout Submit

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Click on the “Submit” button to continue and AOL will display the ‘Section III Authorities’ screen tab, allowing you to enter data about the official authority and examination body related to the programme and course you want to become accredited for:

IRU Academy On Line (AOL)

Progress Bar: Information, SECTION I Introduction, SECTION II Training Institute, **SECTION III Authorities**, SECTION IV Institute Staff, SECTION V Instructor(s)

Please enter the Official Authority's Name and Contact information:

☒ Official Authority
☐ Examination Body
☐ There is no Examination Body

Full Name: _____
Short Name: _____

Address1: _____
Address2: _____
Address3: _____
City: _____
State: _____
Postal Code: _____
Country: South Africa

Person responsible
Title: _____
Name: _____
First Name: _____
Job Title: _____
Telephone: _____
Fax: _____
Mobile: _____
Email: _____
Web Site: _____

Back Logout Submit & Continue

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If there is no Examination Body designated in your country for the programme and course you want to become accredited for, make sure you have selected the “There is no Examination Body” check box.
Enter your country’s Official Authority and responsible person details, then click on the “Submit & Continue” button:

IRU Academy On Line (AOL)

Progress Bar: Information, SECTION I Introduction, SECTION II Training Institute, **SECTION III Authorities**, SECTION IV Institute Staff, SECTION V Instructor(s)

Please enter the Official Authority's Name and Contact information:

☒ Official Authority
☐ Examination Body
☐ There is no Examination Body

Full Name: South African Official Auth
Short Name: SAOA

Address1: SAOAStreet 123
Address2: _____
Address3: _____
City: SAOACity
State: _____
Postal Code: 12300
Country: South Africa

Person responsible
Title: Mr
Name: Quinteas
First Name: Mabutto
Job Title: Senior Advisor
Telephone: 12345678
Fax: 12345679
Mobile: 12345680
Email: mqunteas@saoa.gov.za
Web Site: www.saoa.gov.za

Back Logout Submit & Continue

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In case you have left the “There is no Examination Body” check-box unselected, AOL will display the ‘Section III Authorities’ screen tab, allowing you to enter data about the examination body related to the programme and course you want to become accredited for:

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SECTION III Authorities

Please enter the Examination Body's Name and Contact information:

☒ Official Authority
☒ Examination Body
☐ There is no Examination Body

Full Name:
Short Name:
Address1:
Address2:
Address3:
City:
State:
Postal Code:
Country:

Person responsible
Title:
Name:
First Name:
Job Title:
Telephone:
Fax:
Mobile:
Email:
Web Site:

Back Logout Submit & Continue

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Enter your country's Examination Body and responsible person details, then click on the “Submit & Continue” button:

IRU Academy On Line (AOL)

SECTION III Authorities

Please enter the Examination Body's Name and Contact information:

☒ Official Authority
☒ Examination Body
☐ There is no Examination Body

Full Name: South African Examination
Short Name: SAEB
Address1: SAEB Street 123
Address2:
Address3:
City: SAEB City
State:
Postal Code: 12300
Country:

Person responsible
Title:
Name: Ntonga
First Name: Albert
Job Title: State Inspector
Telephone: 12345678
Fax: 12345679
Mobile: 12345680
Email: antonga@saeb.gov.za
Web Site: www.saeb.gov.za

Back Logout Submit & Continue

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AOL will display the 'Section III Authorities' screen tab, allowing you to enter data about your training institute's contact persons and their responsibilities:

N.B. For each programme your training institute wants to become accredited by the IRU Academy you need to indicate the General Manager, Programme Manager, Liaison Person, Finance Manager and Principal AOL Administrator. You will normally have the same person as the training institute's General Manager, but the other functions may be held by different persons based on the programme.

One and the same contact person of the training institute can hold several functions at the same time (e.g. it can happen that the Principal AOL Administrator is also the Programme Manager and the Liaison Person, while the General Manager is also the Finance Manager).

Note that **ONLY YOUR training institute's GENERAL MANAGER AND PRINCIPAL AOL ADMINISTRATOR CAN ENTER / CHANGE DATA** in the AOL ATI Accreditation Module. All other persons (Programme Manager, Liaison Person and Finance Manager) can only access and modify their own data in the AOL ATI Accreditation Module, while they can use all the functions of the ATI Module.

There are two ways of entering data about each of your training institute's contact persons concerned with the accreditation:

- entry of a new contact person details under a role
- copying of previously-entered contact person details

1.2.1.1 Entry of a New Contact Person

For each of your training institute's persons connected with the accreditation process (General Manager, Programme Manager, Liaison Person, Finance Manager, Principal AOL Administrator):

- 1) enter the contact information and, if necessary, click on the "Insert Signature" button:

The screenshot shows the IRU Academy On Line (AOL) interface. The top navigation bar includes 'Information', 'SECTION I Introduction', 'SECTION II Training Institute', 'SECTION III Authorities', 'SECTION IV Institute Staff', and 'SECTION V Instructor(s)'. The main content area is titled 'Please enter GM's Name and Contact information:'. It features a list of roles on the left: 'ATI General Manager', 'ATI Programme Manager', 'ATI Liaison Person', 'ATI Finance Manager', 'ATI Principal AOL Administrator', 'ATI Supplementary AOL Administrator', and 'ATI Supplementary Program Manager'. The right side contains a form with fields for 'Title' (Dr), 'Name' (Academic), 'First Name' (Trainer), 'Job Title' (General Manager), 'Telephone' (12345678), 'Mobile' (12345679), 'Email' (tacademic@tr.edu.sa), 'User Name' (tacademic), 'Password' (*****), and 'Confirm Password' (*****). A note on the right states: 'The ATI General Manager is the Director of the ATI. (Important: The ATI General Manager's information will be printed on each Certificate and/or Diploma and Joining Letter for manual signature)'. Buttons at the bottom include 'Back', 'Logout', 'Insert Signature', 'Host Staff Allocation', and 'Submit & Continue'.

- 2) Click on the "Print Signature Form" button to produce a PDF signature form with instructions on how to attach signatures:

The screenshot shows the IRU Academy On Line (AOL) interface with the 'Submit Signature' form. The form is titled 'INSTRUCTIONS FOR CORRECTLY SUBMITTING A SIGNATURE FOR TRAINER ACADEMIC'. It states 'No Signature Attached Yet' and provides a box for the signature with a red 'X' indicating a missing file. Below this, it says 'Format: jpg, gif, bmp Size: 850*1165 pixels' and includes a 'Browse...' button. Instructions for inserting a new signature and attaching a scanned signature are provided. At the bottom, there are buttons for 'Remove Signature', 'Attach Signature File', 'Print Signature Form', 'Back', 'Logout', and 'Submit & Continue'.

- 3) Print the PDF form, have it signed by the person in the 'Signature Box', then scan the signed form and save the scanned image on your PC / network:

▲
TOP

Signature Form

Instructions and Signature Box

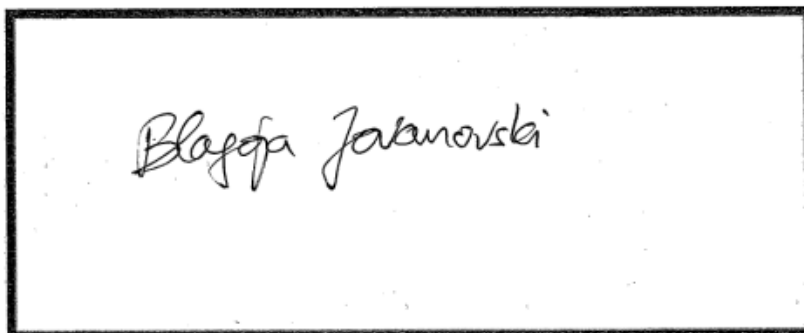
This procedure allows you to attach to your Application Form the electronic signature of the person whose details you have just entered / viewed. This electronic signature will then be automatically printed on IRU Academy Certificates, Diplomas and joining letters. This signature can be removed at any time.

To attach a signature:

1. Have the person whose signature is to be submitted sign in the signature box below. He or she should use a thick black pen, and sign within the frame.
2. Scan the page with the signature and save it in JPEG format (remember where you saved your file).
3. Click the "Attach Signature File" button and follow the instructions.
4. If you are not satisfied with the result, start again.

Signature Box.

Please sign within the frame below:



Blagga Jakowski

* * * * *

- 4) After having selected the file containing the scanned signature using the “Browse” button, click on the “Attach Signature File” button and AOL will display the attached signature on the page:

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a navigation bar with sections: Information, SECTION I Introduction, SECTION II Training Institute, SECTION III Authorities, SECTION IV Institute Staff, and SECTION V Instructor(s). The main content area is titled 'Submit Signature' and contains the following elements:

- INSTRUCTIONS FOR CORRECTLY SUBMITTING A SIGNATURE FOR TRAINER ACADEMIC**
- A preview of a signature: *Blasfja Jónsson*
- A 'Browse...' button for selecting a signature file.
- Text: 'IF YOU WISH TO REMOVE THIS SIGNATURE Please click the "Remove Signature File" button below'
- Buttons: 'Remove Signature', 'Attach Signature File', 'Print Signature Form', 'Back', 'Logout', and 'Submit & Continue'.

The footer of the page features the IRU Academy logo and the tagline 'Worldwide Excellence in Professional Road Transport Training'.

- 5) Click on the “Submit & Continue” button and AOL will save all details of the new contact person you have just entered and display the ‘Section III Authorities’ screen tab, allowing you to enter data about your training institute’s next contact persons in the same way as described above (in the case, the next contact person details you are expected to enter are those of your training institute’s Programme Manager):

IRU
Academy On Line (AOL)

PROGRE 11 BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter PM's Name and Contact information:

- ▶ ATI General Manager
- ▶ ATI Programme Manager
- ▶ ATI Liaison Person
- ▶ ATI Finance Manager
- ▶ ATI Principal AOL Administrator
- ▶ ATI Supplementary AOL Administrator
- ▶ ATI Supplementary Program Manager

Select Existing Staff Member: ☐

Title: Dr

Name:

First Name:

Job Title:

Telephone:

Mobile:

Email:

User Name:

Password:

Confirm Password:

The ATI Programme Manager is in charge of one or more of the IRU Academy Programmes. (Important: This person's name will show on your ATI's promotional web page linked with the relevant IRU Programme). This role can be filled by the General Manager, or by any other staff member. This person must have good English.

Insert Signature Load Staff Member

Back Logout Submit & Continue

IRU
Academy

Worldwide Excellence in Professional Road Transport Training

- 6) Continue entering details of your training institute's next contact person concerned with the programme you want to become accredited for – in the same way as described above in points 1-5, or by copying a previously entered contact person, as described below ([section 1.2.1.2](#)).

1.2.1.2 Copying of a Previously Entered Contact Person

To copy one of your training institute's previously entered contact persons and assign them another role in the accreditation process:

- 1) select the "Select Existing Staff Member" check-box and click on the "Name" dropdown list to select the previously entered contact person:

IRU Academy On Line (AOL)

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter PM's Name and Contact information:

☒ Select Existing Staff Member

ATI General Manager
ATI Programme Manager
ATI Liaison Person
ATI Finance Manager
ATI Principal AOL Administrator
ATI Supplementary AOL Administrator
ATI Supplementary Program Manager

Title: Dr
Name: Please Select
First Name: Please Select
Job Title: Academic Trainer
Telephone:
Mobile:
Email:
User Name:
Password:
Confirm Password:

The ATI Programme Manager is in charge of one or more of the IRU Academy Programmes. (Important: This person's name will show on your ATI's promotional web page linked with the relevant IRU Programme). This role can be filled by the General Manager, or by any other staff member. This person must have good English.

Insert Signature Next Staff Member

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training **IRU Academy**

- 2) The selected contact person's details are displayed:

IRU Academy On Line (AOL)

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter PM's Name and Contact information:

☒ Select Existing Staff Member

ATI General Manager
ATI Programme Manager
ATI Liaison Person
ATI Finance Manager
ATI Principal AOL Administrator
ATI Supplementary AOL Administrator
ATI Supplementary Program Manager

Title: Mrs
Name: Trainer
First Name: Madame
Job Title: Senior Executive
Telephone: 12345678
Mobile: 12345679
Email: mtrainer@tr.edu.sa
User Name: mtrainer
Password: *****
Confirm Password: *****

The ATI Programme Manager is in charge of one or more of the IRU Academy Programmes. (Important: This person's name will show on your ATI's promotional web page linked with the relevant IRU Programme). This role can be filled by the General Manager, or by any other staff member. This person must have good English.

Insert Signature Next Staff Member

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training **IRU Academy**

- 3) Click on the “Submit & Continue” button and AOL will save all details of the contact person you have just copied and display the ‘Section III Authorities’ screen tab, allowing you to enter / copy data about your training institute’s next contact persons in the same way as described above (in the case, the next contact person details you are expected to enter are those of your training institute’s Liaison Manager).

1.2.1.3 Completing the Training Institute’s Contact Persons Entry

Continue the data entry / copying of all your training institute’s contact persons concerned with the programme you want to become accredited for as described above in sections [1.2.1.1](#) or [1.2.1.2](#). When AOL displays the ‘Section III Authorities’ screen tab, allowing you to enter / copy data about your training institute’s ‘Supplementary AOL Administrator’ or ‘Supplementary Programme Manager’, you may choose to either enter / copy their details or leave these 2 roles blank and simply click on the “Submit & Continue” button.

AOL displays a message asking you to contact an IRU Academy Administrator in order to proceed further with the accreditation request:

Click on the “OK” button to close the message and return to the AOL Homepage:



At the moment you see this message on your screen the IRU Academy receives an automatic e-mail from AOL, informing it that your training institute has finished entering information about its contact persons who will be involved in the accreditation process.

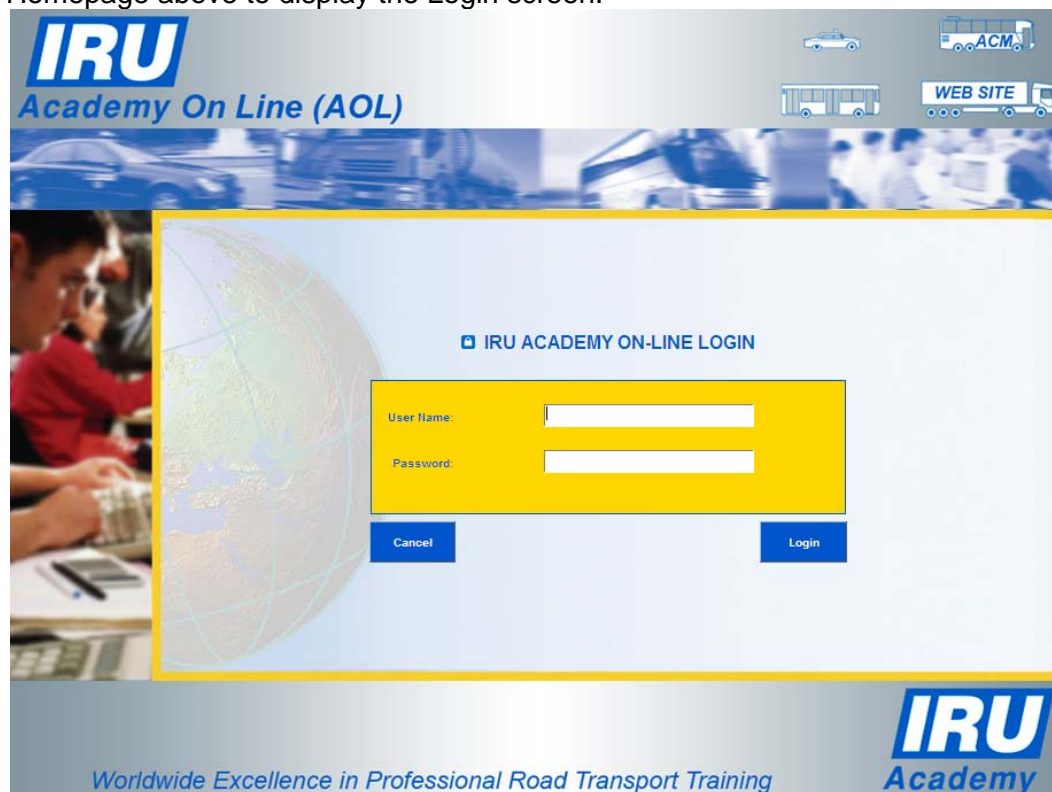
From this moment on, each of your training institute's contact persons can login into the ATI Accreditation Module with the User Name and Password assigned upon the contact person's data entry. In other words, as of this moment the first time user login account (*in our example User Name = 'aol11585' and Password = 'Tra21408'*) is disabled and can no longer be used for login into AOL.

1.2.2 Login as an Existing Accredited Training Institute

If you are the ATI General Manager, Programme Manager, Liaison Person, Finance Manager or Principal AOL Administrator, AOL v3.0 will have created and supplied you with a User Name and Password. If you do not already have this information, contact your ATI's General Manager or Principal AOL Administrator.

If you are an ATI user, AOL v3.0 will have created and supplied you with a User Name and Password. If you do not already have this information, contact your Principal AOL Administrator.

Once you have this information, click on the “ATI Module” hyperlink on the ATI Homepage above to display the Login screen.

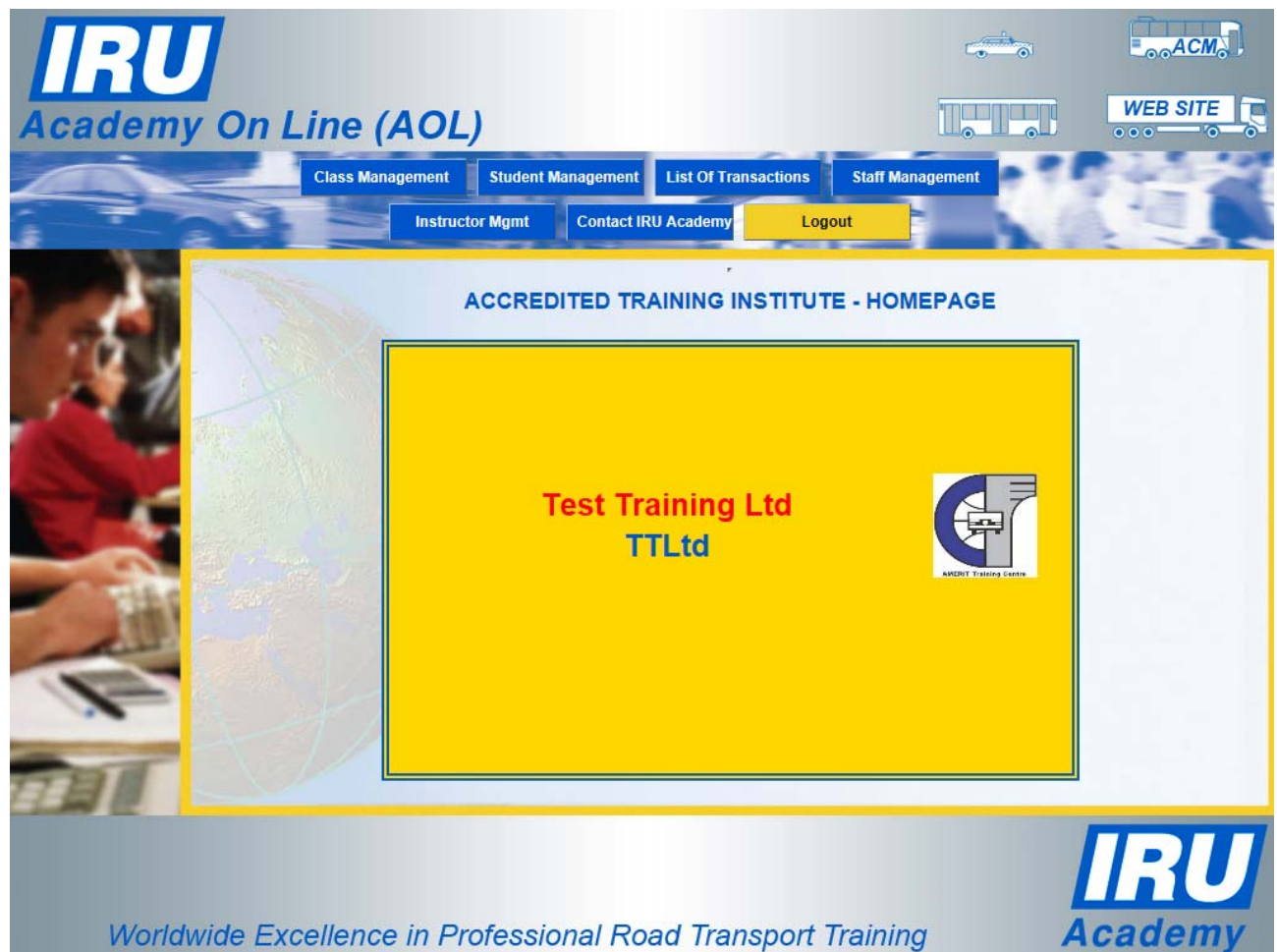


Enter your User Name in the User Name field. Enter your Password in the Password field.



Click the “Login” button to continue. This will take you to your ATI Homepage.

1.3 ATI Homepage



At the top of the ATI Homepage are six blue buttons (and a yellow 'Logout' button) which give access to the following four ATI functions:

- **Class Management**
This module is used to create and manage classes, enrol students and provides access to the diploma/certificate/joining letter printing functions. These features are described in [section 4](#).
- **Student Management**
This module is used to create and manage student information, as well as for enrolling students to previously created classes. These features are described in [section 6](#).
- **List of Transactions**
This module is used to display and print Academy On-Line transactions. These features are described in [section 9](#).
- **Staff Management**
This module is used to create and manage staff information for other ATI staff then General Manager or Principal AOL Administrators. These features are described in [section 3](#).

- **Instructor Management**

This module is used to manage your ATI's instructors after your ATI has obtained an IRU Academy accreditation in any training programme. These features are described in [section 4](#).

- **Contact IRU Academy**

This module is used to create an e-mail intended for the IRU Academy generic e-mail address (academy@iru.org) reserved for your communications with the IRU Academy and support concerning the use of AOL.

1.3.1 Navigation

From these ATI function screens, you change screens by clicking on the function buttons, yellow or blue (e.g. "Select", "View") or by clicking a hyperlink (e.g. TTRCOADR6910103). You can view information and enter data by typing it in a field, by selecting it from a drop-down menu, or by checking or un-checking a check box.

All actions **MUST** be confirmed by clicking the "Update" button. If you leave a screen without updating, the database will not change and you will lose the data you entered.

To return to the previous screen, some screens have a blue "Back" button or a blue "Cancel" button. Otherwise you can leave a screen by clicking on the "ATI Home Page" button.

Each screen also has the following two buttons at the top of the page:

1.3.2 Contact IRU Academy

Click the blue "Contact IRU Academy" button you create an Email in your Email system to academy@iru.org.

1.3.3 Logout

On the ATI Homepage, click the yellow "Logout" button to leave the ATI Homepage and return to the AOL Home Page.

1.4 Change Password

If you wish to change your Password, click the blue “Change Password” button on any screen except the ATI Homepage. The following screen will appear:

IRU
Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

ACM
WEB SITE

CHANGE PASSWORD

Current Password:

New Password:

Re-enter New Password:

Update Cancel

IRU
Academy

Worldwide Excellence in Professional Road Transport Training

Change Password

Enter the current and new password, confirm the new password and click the “Update” button.

2 Accreditation Process

The new AOL version enables all training institutes interested in becoming accredited to contact the IRU Academy and manage the entire accreditation process from the moment of demonstrating first intention to become accredited by the IRU Academy for any programme. It also enables the new training institutes to enter and submit all information necessary for the accreditation process, including settlement of the accreditation fees (by bank transfer or by credit card payment, based on an IRU Academy invoice produced by the AOL application).

ATIs that have already started the accreditation process or have already been accredited by the IRU Academy for one programme can use AOL v3.0 to submit requests for accreditations for other programmes. In such cases, all ATI data previously submitted during passed accreditation processes can be re-used, thus saving the ATI effort in re-entering the same data several times.

2.1 New Training Institutes

If you are a training institute interested in becoming accredited for any of the IRU Academy programmes, you need to:

- go to the AOL v3.0 Homepage (at URL: www.academyonline.org)
- click on the “ATI Accreditation Module” button;
- follow the steps for creation of your (temporary) first time user account and for the creation of your Training Institute’s staff involved in the accreditation process (see [section 2.1.1](#) below).

2.1.1 Start New Accreditation – New Training Institutes

If you are a training institute interested in becoming accredited for any of the IRU Academy programmes, you need to:

- go to the AOL v3.0 Homepage (at URL: www.academyonline.org)
- click on the “ATI Accreditation Module” button.

AOL will display the ATI login page:

IRU
Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q. P.

Welcome to the IRU Academy Online
Accreditation, Reaccreditation and Information Update Process

Please check one of the following boxes:

☐ This is my First Time on this web site
Email:

☒ I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process.
User Name:
Password:
Did You Forget Your Password?

Cancel Continue

IRU
Academy

Worldwide Excellence in Professional Road Transport Training

Select the “This is my First Time on this web site” radio-button, enter your valid “Email” address and click on the “Continue” button:

IRU
Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Welcome to the IRU Academy Online
Accreditation, Reaccreditation and Information Update Process

Please check one of the following boxes:

☒ This is my First Time on this web site

Email: aol.test@yaho.com

☐ I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process.

User Name:

Password:

Did You Forget Your Password?

Cancel Continue

IRU
Academy

Worldwide Excellence in Professional Road Transport Training

AOL displays the ATI Accreditation "Section I Introduction" screen tab:

IRU
Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter your Name and Contact information:

First Time User

As a First Time User you represent a Training Institute which is applying for an IRU Academy Course Accreditation. To proceed with this Application for Accreditation you must complete this page; this includes assigning yourself a Username and a Password. After having clicked "Submit & Continue" you will be given a temporary First Time User Account and your data will be stored for future logins. That same

Title: Dr

Name:

First Name:

Job Title:

Telephone:

Mobile:

Email: aol.test@yaho.com

Submit & Continue

IRU
Academy

Worldwide Excellence in Professional Road Transport Training

To identify yourself as a representative of the training institute interested in becoming accredited for an IRU Academy programme, select your "Title", enter your "Name", "First Name", "Job Title", "Telephone" number, "Mobile" telephone number, then click on the "Submit & Continue" button:



IRU Academy On Line (AOL)

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q: P

Please enter your Name and Contact information:

First Time User

Title: Dr
Name: Academic
First Name: Trainer
Job Title: General Manager
Telephone: 12345678
Mobile: 12345679
Email: aol.test@ yahoo.com

As a First Time User you represent a Training Institute which is applying for an IRU Academy Course Accreditation. To proceed with this Application for Accreditation you must complete this page; this includes assigning yourself a Username and a Password. After having clicked "Submit & Continue" you will be given a temporary First Time User Account and your data will be stored for future login. That's all.

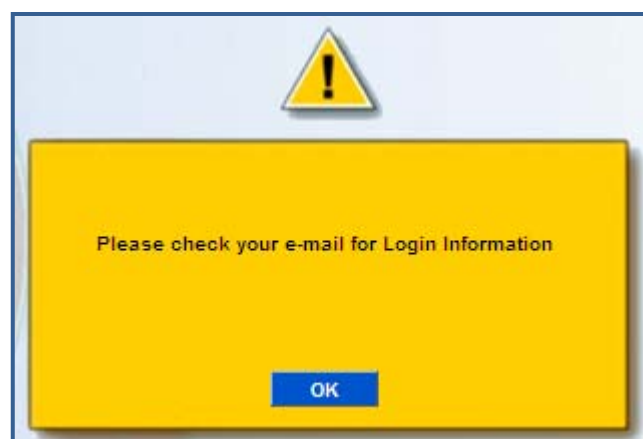
Submit & Continue

IRU Academy

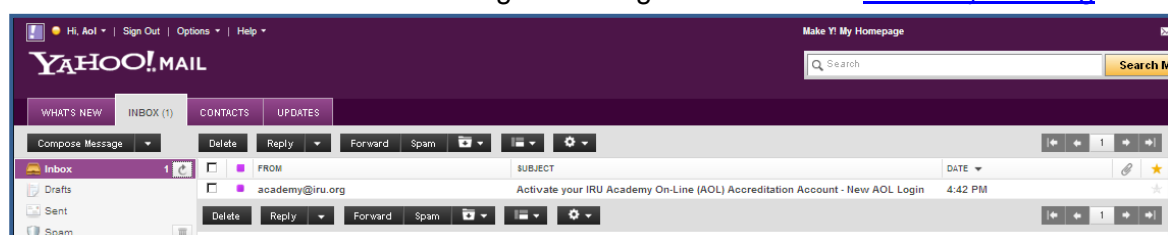
Worldwide Excellence in Professional Road Transport Training

AOL immediately sends you a 'New AOL Login Account Information' on the e-mail you have indicated in the "Section I Introduction" screen tab and displays a message to check the email for your login information:

Click on the "OK" button to close the message and return to the AOL Homepage:



To proceed with starting the accreditation process, check your e-mail (indicated in the previous step) where you should find an 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message received from academy@iru.org:



Open this e-mail message and you will find the automatically-generated first time 'User Name' and 'Password' which you should use for login into the AOL ATI Accreditation Module in order to start the accreditation process:

Activate your IRU Academy On-Line (AOL) Accreditation Account - New AOL Login

TO: You CC: 1 recipient Show Details

Dear AOL visitor,

Thank you for your interest in the activities of the IRU Academy and your recent request for obtaining access to the Academy On-line (AOL) system for accreditation.

In order to activate your account, please log in with your username and password:

User Name: aol11585

Password: Tra21408

to the IRU Academy On-line at:

<http://aol3v12-test.iru.org/ati/accredit/UserLogin.aspx>

Following your first login to AOL with your credentials, you will be invited to provide us with the information required for IRU Academy programme accreditation, in accordance with the attached pdf instructions.

We invite you to visit us on our website, www.iru.org/academy for any further questions.

IRU Academy
academy@iru.org

Reply to academy@iru.org Send

You will then need to use the details given in the 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message to logon to the AOL ATI Accreditation Module by selecting the "I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process" radio-button, entering the "User Name" and "Password" provided to you in the e-mail message and by clicking on the "Continue" button:

IRU Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q: P

Welcome to the IRU Academy Online Accreditation, Reaccreditation and Information Update Process

Please check one of the following boxes:

☐ This is my First Time on this web site

Email:

☒ I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process.

User Name:

Password:

Did You Forget Your Password?

Cancel Continue

IRU Academy

Worldwide Excellence in Professional Road Transport Training

AOL will display the ATI Accreditation “Section I Introduction” screen tab completed with the details you have entered previously and with the (automatically-generated) “User Name” and “Password” (same as in the e-mail received on the account you indicated):

Click on the “Submit & Continue” button to start the accreditation process as a new ATI.

AOL will take you to the “Programme Selection” page:

Select the “Programme” and “Course” you want to start the accreditation process for, indicate the estimated number of students your training institute expects to have for the selected programme and course during the current and the next 2 calendar years, then click on the “Submit & Continue” button:

IRU Academy On Line (AOL)

SECTION I Introduction

Please select the Programme and Course for which you would like to obtain IRU Academy Accreditation:

Programme Name: Certificate of Professional Competence in Dangerous Goods by Road (ADR)

Course Name: 69, ADR Driver: Packagings And Bulk, Excluding Classes 1 & 7

How many students do you forecast your Training Institute will enrol for this course during:

The calendar year.....2011	100
The calendar year.....2012	300
The calendar year.....2013	600

If you received an IRU Academy Promotional Code, please enter it here:

Back Submit & Continue

IRU Academy
Worldwide Excellence in Professional Road Transport Training

AOL displays an empty “Section II Training Institute” screen tab:

IRU Academy On Line (AOL)

SECTION II Training Institute

Please enter the following information about your Training Institute(TI):

Institute Name: Short Name: Code: Telephone: Fax: Mobile: Email: Web Site:

Address1: Address2: Address3: City: State: Postal Code: Country: Please Select

Do you have any Branch Training Institute? Yes No

Back Submit & Insert Logo

IRU Academy
Worldwide Excellence in Professional Road Transport Training

Enter your training institute details, select the appropriate 'Branch' radio-button and click on the "Submit & Insert Logo" button:

IRU Academy On Line (AOL)

Progress Bar: []

Information | SECTION I Introduction | **SECTION II Training Institute** | SECTION III Authorities | SECTION IV Institute Staff | SECTION V Instructor(s) | Q: Pr

Please enter the following information about your Training Institute(TI):

Institute Name: TEST Training
Short Name: TTR
Code: TTR
Address1: Teststreet 123
Address2: P.O. Box 123
Address3:
City: Testcity
State:
Postal Code: 12300
Country: South Africa
Telephone: 12345678
Fax: 12345677
Mobile: 12345679
Email: agoja.Jovanovski@iru.org
Web Site: www.ttr.edu.sa
Do you have any Branch Training Institute?
☐ Yes ☒ No

Back Submit & Insert Logo

IRU Academy
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AOL will then take you to the "Submit your Training Institute (TI) logo" page:

IRU Academy On Line (AOL)

Progress Bar: []

Information | SECTION I Introduction | **SECTION II Training Institute** | SECTION III Authorities | SECTION IV Institute Staff | SECTION V Instructor(s) | Q: Pr

Submit your Training Institute (TI) logo

Does your logo include a web address?
☐ Yes ☒ No

Your Training Institute (TI) logo must include a web address using no more than 40(2 x 20, for example) characters. Please insert your web address below:

Size: 356*291 Format: gif/.j Browse... Attach Positive Logo File
Size: 356*291 Format: gif/.j Browse... Attach Negative Logo File

Back Logout Submit

IRU Academy
Worldwide Excellence in Professional Road Transport Training

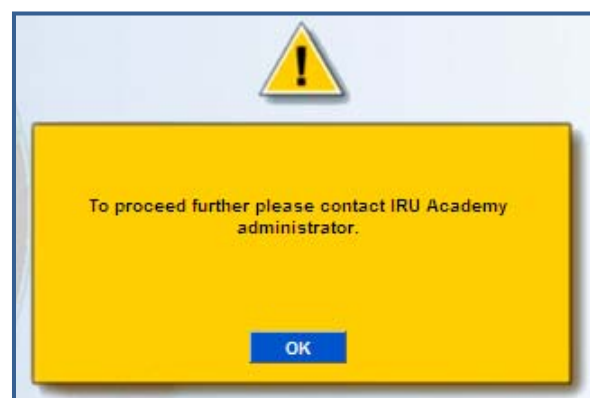
To attach your training institute's logo, click on the "Browse" button above the "Attach Positive Logo File" button, then select the location and the file (required format: *.jpg or *.gif, maximum size 356*290 pixels) and click on the "Attach Positive Logo File" button.

You also have the possibility of attaching the negative of your training institute's logo if you wish. To do so, follow the same procedure as described for attaching a positive file by using the "Browse" and "Attach Negative Logo File" buttons instead.

Complete the required information on the "Submit your Training Institute (TI) logo" page and click on the "Submit" button to continue:

AOL displays a message asking you to contact an IRU Academy Administrator in order to proceed further with the accreditation request:

Click on the "OK" button to close the message and return to the AOL Homepage:



At the moment you see this message on your screen the IRU Academy receives an automatic e-mail from AOL, informing it that your training institute intends to start the accreditation process for the programme and course you have selected. The IRU Academy will then need to allow you to continue the accreditation process and will inform you accordingly once this is done.

You will then need to login into the AOL ATI Accreditation Module once again with the details given in the 'Activate your IRU Academy On-Line (AOL) Accreditation Account – New AOL Login' message by selecting the "I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process" radio-button, entering the "User Name" and "Password" provided to you in the e-mail message and by clicking on the "Continue" button:

AOL will display the ATI Accreditation "Section II Training Institute" screen tab completed with the details you have entered previously:

Click on “Submit & Insert Logo” and AOL will display the “Submit your Training Institute (TI) logo” page as you have completed it in the previous step:

The screenshot shows the IRU Academy On Line (AOL) interface. The top navigation bar includes 'Information', 'SECTION I Introduction', 'SECTION II Training Institute', 'SECTION III Authorities', 'SECTION IV Institute Staff', and 'SECTION V Instructor(s)'. The 'Submit your Training Institute (TI) logo' page contains the following elements:

- Does your logo include a web address?**
 - ☐ Yes
 - ☒ No
- Your Training Institute (TI) logo must include a web address using no more than 40(2 x 20, for example) characters. Please insert your web address below:**
 - Text input field containing 'www.ttr.edu.sa'
- Logo Upload Section:**
 - Image of a logo for 'BEYKOZ LOJISTIK MESLEK YÜKSEKOKULU'.
 - Text input field containing 'BLMYO_weblogo.gif'.
 - 'Browse...' button.
 - 'Attach Positive Logo File' button.
 - Size/Format indicator: 'Size: 356*291 Format: gif/j'.
 - 'Browse...' button.
 - 'Attach Negative Logo File' button.
- Navigation Buttons:** 'Back', 'Logout', and 'Submit'.

The footer features the IRU Academy logo and the tagline 'Worldwide Excellence in Professional Road Transport Training'.

Click on the “Submit” button to continue and AOL will display the ‘Section III Authorities’ screen tab, allowing you to enter data about the official authority and examination body related to the programme and course you want to become accredited for:

The screenshot shows the IRU Academy On Line (AOL) interface with the 'Section III Authorities' tab selected. The page title is 'Please enter the Official Authority's Name and Contact information:'. The form is divided into three main sections:

- Official Authority / Examination Body:**
 - ☒ Official Authority
 - ☒ Examination Body
 - ☐ There is no Examination Body
 - Image of a classroom setting.
- Full Name:**
 - Text input field for 'Full Name'.
 - Text input field for 'Short Name'.
- Address:**
 - Text input fields for 'Address1', 'Address2', and 'Address3'.
 - Text input fields for 'City', 'State', and 'Postal Code'.
 - Dropdown menu for 'Country' (currently set to 'South Africa').
- Person responsible:**
 - Dropdown menu for 'Title' (currently set to 'Dr').
 - Text input fields for 'Name', 'First Name', 'Job Title', 'Telephone', 'Fax', 'Mobile', 'Email', and 'Web Site'.
- Navigation Buttons:** 'Back', 'Logout', and 'Submit & Continue'.

The footer features the IRU Academy logo and the tagline 'Worldwide Excellence in Professional Road Transport Training'.

If there is no Examination Body designated in your country for the programme and course you want to become accredited for, make sure you have selected the “There is no Examination Body” check box.

Enter your country’s Official Authority and responsible person details, then click on the “Submit & Continue” button:

IRU Academy On Line (AOL)

SECTION III Authorities

Please enter the Official Authority's Name and Contact information:

☒ Official Authority
☐ Examination Body
☐ There is no Examination Body

Full Name: South African Official Auth
Short Name: SAOA

Address1: SAOA Street 123
Address2:
Address3:
City: SAOACity
State:
Postal Code: 12300
Country: South Africa

Person responsible
Title: Mr
Name: Quinteas
First Name: Mabutto
Job Title: Senior Advisor
Telephone: 12345678
Fax: 12345679
Mobile: 12345680
Email: mquinteas@saoa.gov.sa
Web Site: www.saoa.gov.sa

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training

IRU Academy

In case you have left the “There is no Examination Body” check-box unselected, AOL will display the ‘Section III Authorities’ screen tab, allowing you to enter data about the examination body related to the programme and course you want to become accredited for:

IRU Academy On Line (AOL)

SECTION III Authorities

Please enter the Examination Body's Name and Contact information:

☒ Official Authority
☐ Examination Body
☐ There is no Examination Body

Full Name:
Short Name:

Address1:
Address2:
Address3:
City:
State:
Postal Code:
Country: South Africa

Person responsible
Title: Dr
Name:
First Name:
Job Title:
Telephone:
Fax:
Mobile:
Email:
Web Site:

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training

IRU Academy

Enter your country's Examination Body and responsible person details, then click on the "Submit & Continue" button:

IRU Academy On Line (AOL)

SECTION III Authorities

Please enter the Examination Body's Name and Contact information:

Official Authority
Examination Body
☐ There is no Examination Body

Full Name: South African Examination
Short Name: SAEB

Address1: SAEB Street 123
Address2:
Address3:
City: SAEB City
State:
Postal Code: 12300
Country: South Africa

Person responsible
Title: Dr
Name: Mtonga
First Name: Albert
Job Title: State Inspector
Telephone: 12345678
Fax: 12345679
Mobile: 12345680
Email: antonga@saeb.gov.za
Web Site: www.saeb.gov.za

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training

IRU Academy

AOL will display the 'Section IV Institute Staff' screen tab, allowing you to enter data about your training institute's contact persons and their responsibilities:

IRU Academy On Line (AOL)

SECTION IV Institute Staff

Please enter GM's Name and Contact information:

ATI General Manager
ATI Programme Manager
ATI Liaison Person
ATI Finance Manager
ATI Principal AOL Administrator
ATI Supplementary AOL Administrator
ATI Supplementary Program Manager

Title: Dr
Name:
First Name:
Job Title:
Telephone:
Mobile:
Email:
User Name:
Password:
Confirm Password:

The ATI General Manager is the Director of the ATI. (Important: The ATI General Manager's information will be printed on each Certificate and/or Diploma and Joining Letter for manual signature).

Insert Signature Host Staff Member

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training

IRU Academy

N.B. For each programme your training institute wants to become accredited by the IRU Academy you need to indicate the General Manager, Programme Manager, Liaison Person, Finance Manager and Principal AOL Administrator. You will normally have the same person as the training institute's General Manager, but the other functions may be held by different persons based on the programme.

One and the same contact person of the training institute can hold several functions at the same time (e.g. it can happen that the Principal AOL Administrator is also the Programme Manager and the Liaison Person, while the General Manager is also the Finance Manager).

Note that **ONLY YOUR training institute's GENERAL MANAGER AND PRINCIPAL AOL ADMINISTRATOR CAN ENTER / CHANGE DATA** in the AOL ATI Accreditation Module. All other persons (Programme Manager, Liaison Person and Finance Manager) can only access and modify their own data in the AOL ATI Accreditation Module, while they can use all the functions of the ATI Module.

There are two ways of entering data about each of your training institute's contact persons concerned with the accreditation:

- entry of a new contact person details under a role
- copying of previously-entered contact person details

2.1.1.1 Entry of a New Contact Person

For each of your training institute's persons connected with the accreditation process (General Manager, Programme Manager, Liaison Person, Finance Manager, Principal AOL Administrator):

- 1) enter the contact information and, if necessary, click on the "Insert Signature" button:

The screenshot displays the IRU Academy On Line (AOL) web interface. At the top, the IRU logo and 'Academy On Line (AOL)' text are visible. Below this is a navigation bar with tabs for 'Information', 'SECTION I: Introduction', 'SECTION II: Training Institute', 'SECTION III: Authorities', 'SECTION IV: Institute Staff', and 'SECTION V: Instructor(s)'. The 'SECTION IV: Institute Staff' tab is selected. The main content area is titled 'Please enter GM's Name and Contact information:'. It features a list of roles on the left: 'ATI General Manager', 'ATI Programme Manager', 'ATI Liaison Person', 'ATI Finance Manager', 'ATI Principal AOL Administrator', 'ATI Supplementary AOL Administrator', and 'ATI Supplementary Program Manager'. The 'ATI General Manager' role is selected. To the right of the list is a form with fields for 'Title' (a dropdown menu), 'Name', 'First Name', 'Job Title', 'Telephone', 'Mobile', 'Email', 'User Name', 'Password', and 'Confirm Password'. The 'Title' dropdown is set to 'Dr'. The 'Name' field contains 'Academic', 'First Name' contains 'Trainer', and 'Job Title' contains 'General Manager'. The 'Telephone' field contains '12345678' and 'Mobile' contains '12345679'. The 'Email' field contains 'tacademic@tr.edu.sa'. The 'User Name' field contains 'tacademic'. The 'Password' and 'Confirm Password' fields are masked with asterisks. To the right of the form is a text box stating: 'The ATI General Manager is the Director of the ATI. (Important: The ATI General Manager's information will be printed on each Certificate and/or Diploma and Joining Letter for manual signature)'. Below the form are three buttons: 'Back', 'Logout', and 'Submit & Continue'. There is also an 'Insert Signature' button. At the bottom of the page, the IRU logo and 'Academy' text are displayed, along with the tagline 'Worldwide Excellence in Professional Road Transport Training'.

- 2) Click on the "Print Signature Form" button to produce a PDF signature form with instructions on how to attach signatures:

- 3) Print the PDF form, have it signed by the person in the 'Signature Box', then scan the signed form and save the scanned image on your PC / network:

- 4) After having selected the file containing the scanned signature using the “Browse” button, click on the “Attach Signature File” button and AOL will display the attached signature on the page:

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a navigation bar with sections I-V. The main content area is titled 'Submit Signature' and contains instructions for correctly submitting a signature for a trainer academic. A signature preview box shows a scanned signature. Below the preview, there is a 'Browse...' button. A message states: 'IF YOU WISH TO REMOVE THIS SIGNATURE Please click the "Remove Signature File" button below'. At the bottom, there are buttons for 'Remove Signature', 'Attach Signature File', 'Print Signature Form', 'Back', 'Logout', and 'Submit & Continue'.

N.B. *If you had chosen to attach the scanned signature of your ATI's General Manager, this scanned signature will automatically be produced on all printed IRU Academy certificates/diplomas your ATI issues to its graduates.*

In case you have not scanned and attached your General Manager's signature in the course of the accreditation process, you can still do it after having obtained accreditation from the IRU Academy using the AOL ATI Module. You can find more details on how to scan and attach your ATI General Manager's signature after accreditation and using the AOL ATI Module in [section 3.5](#).

- 5) Click on the “Submit & Continue” button and AOL will save all details of the new contact person you have just entered and display the ‘Section IV Institute Staff’ screen tab, allowing you to enter data about your training institute’s next contact persons in the same way as described above (in the case, the next contact person details you are expected to enter are those of your training institute’s Programme Manager):

IRU Academy On Line (AOL)

Navigation: Information | SECTION I Introduction | SECTION II Training Institute | SECTION III Authorities | SECTION IV Institute Staff | SECTION V Instructor(s)

Please enter PM's Name and Contact information:

☐ ATI General Manager
☐ ATI Programme Manager
☐ ATI Liaison Person
☐ ATI Finance Manager
☐ ATI Principal AOL Administrator
☐ ATI Supplementary AOL Administrator
☐ ATI Supplementary Program Manager

Select Existing Staff Member: ☐

Title: Dr

Name:

First Name:

Job Title:

Telephone:

Mobile:

Email:

User Name:

Password:

Confirm Password:

The ATI Programme Manager is in charge of one or more of the IRU Academy Programmes. (Important. This person's name will show on your ATI's promotional web page linked with the relevant IRU Programme). This role can be filled by the General Manager, or by any other staff member. This person must have good English.

IRU Academy
Worldwide Excellence in Professional Road Transport Training

- 6) Continue entering details of your training institute’s next contact person concerned with the programme you want to become accredited for – in the same way as described above in points 1-5, or by copying a previously entered contact person, as described below ([section 2.1.1.2](#)).

2.1.1.2 Copying of a Previously Entered Contact Person

To copy one of your training institute's previously entered contact persons and assign them another role in the accreditation process:

- 1) select the "Select Existing Staff Member" check-box and click on the "Name" dropdown list to select the previously entered contact person:

IRU Academy On Line (AOL)

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter PM's Name and Contact information:

☒ Select Existing Staff Member

Roles:

- ATI General Manager
- ATI Programme Manager
- ATI Liaison Person
- ATI Finance Manager
- ATI Principal AOL Administrator
- ATI Supplementary AOL Administrator
- ATI Supplementary Program Manager

Form Fields:

Title: Dr
Name: Please Select
First Name: Please Select
Job Title: Academic Trainer
Telephone:
Mobile:
Email:
User Name:
Password:
Confirm Password:
Insert Signature Next Staff Member

Text: The ATI Programme Manager is in charge of one or more of the IRU Academy Programmes. (Important: This person's name will show on your ATI's promotional web page linked with the relevant IRU Programme). This role can be filled by the General Manager, or by any other staff member. This person must have good English.

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training **IRU Academy**

- 2) The selected contact person's details are displayed:

IRU Academy On Line (AOL)

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter PM's Name and Contact information:

☒ Select Existing Staff Member

Roles:

- ATI General Manager
- ATI Programme Manager
- ATI Liaison Person
- ATI Finance Manager
- ATI Principal AOL Administrator
- ATI Supplementary AOL Administrator
- ATI Supplementary Program Manager

Form Fields:

Title: Mrs
Name: Trainer
First Name: Madame
Job Title: Senior Executive
Telephone: 12345678
Mobile: 12345679
Email: mtrainer@tr.edu.sa
User Name: mtrainer
Password: *****
Confirm Password: *****
Insert Signature Next Staff Member

Text: The ATI Programme Manager is in charge of one or more of the IRU Academy Programmes. (Important: This person's name will show on your ATI's promotional web page linked with the relevant IRU Programme). This role can be filled by the General Manager, or by any other staff member. This person must have good English.

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training **IRU Academy**

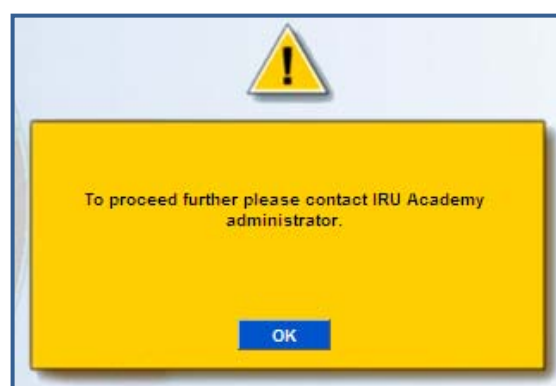
- 3) Click on the “Submit & Continue” button and AOL will save all details of the contact person you have just copied and display the ‘Section III Authorities’ screen tab, allowing you to enter / copy data about your training institute’s next contact persons in the same way as described above (in the case, the next contact person details you are expected to enter are those of your training institute’s Liaison Manager).

2.1.1.3 Completing the Training Institute’s Contact Persons Entry

Continue the data entry / copying of all your training institute’s contact persons concerned with the programme you want to become accredited for as described above in sections [2.1.1.1](#) or [2.1.1.2](#). When AOL displays the ‘Section III Authorities’ screen tab, allowing you to enter / copy data about your training institute’s ‘Supplementary AOL Administrator’ or ‘Supplementary Programme Manager’, you may choose to either enter / copy their details or leave these 2 roles blank and simply click on the “Submit & Continue” button.

AOL displays a message asking you to contact an IRU Academy Administrator in order to proceed further with the accreditation request:

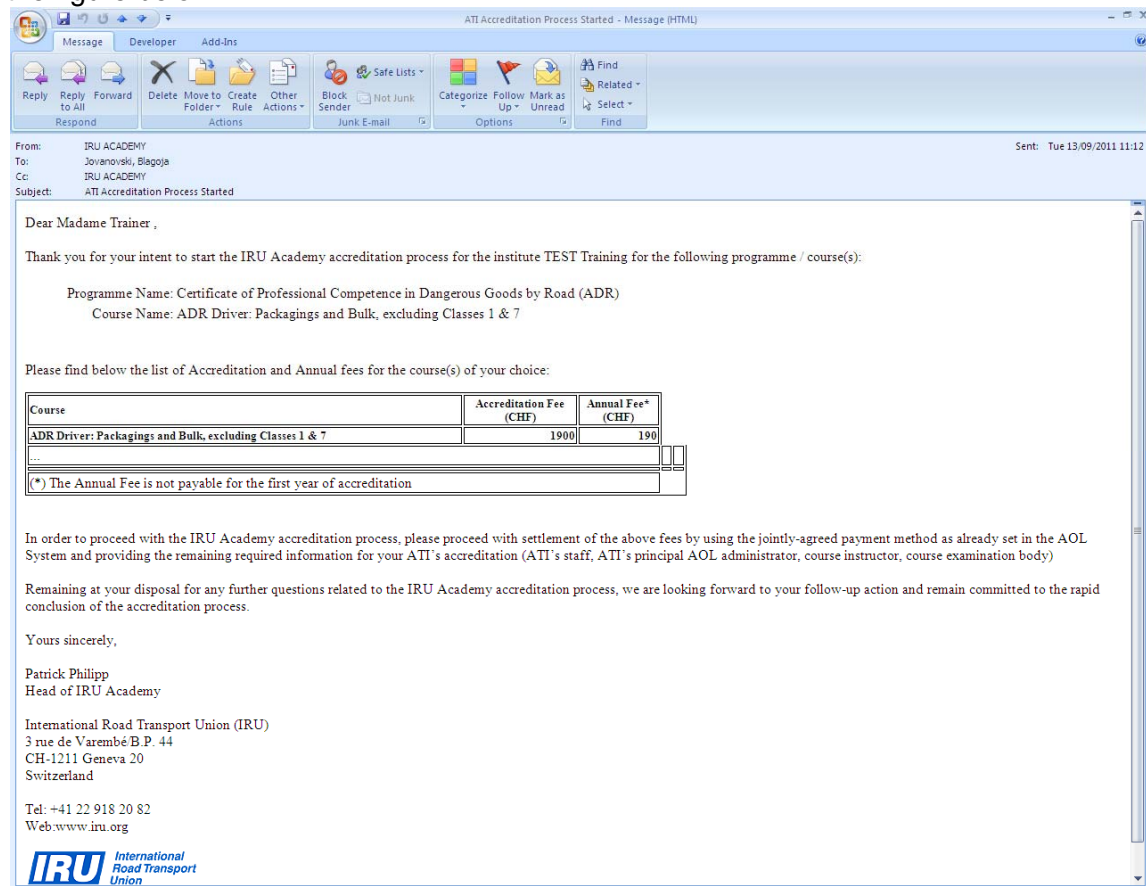
Click on the “OK” button to close the message and return to the AOL Homepage:



At the moment you see this message on your screen the IRU Academy receives an automatic e-mail from AOL, informing it that your training institute has finished entering information about its contact persons who will be involved in the accreditation process.

From this moment on, each of your training institute's contact persons can login into the ATI Accreditation Module with the User Name and Password assigned upon the contact person's data entry. In other words, as of this moment the first time user login account (*in our example User Name = 'aol11585' and Password = 'Tra21408'*) is disabled and can no longer be used for login into AOL.

After you have completed the process of creating all your Training Institute's contact persons involved in the accreditation process, the next step in the process, consisting of setting the 'Accreditation Fees' and the 'Accreditation Fees Payment Method' agreed with your training institute, needs to be undertaken by the IRU Academy. Once this is done, AOL will automatically inform you that you can continue the accreditation process by sending an 'Accreditation Process Started' e-mail message to your Principal AOL Administrator's e-mail account provided. An example of this e-mail message is shown in the figure below:



Your training institute's General Manager or Principal AOL Administrator will then need to use their own login details (User Name and Password) to logon to the AOL ATI Accreditation Module in order to continue the accreditation process.

The remaining steps of the accreditation process are the same as those which are described in [section 2.2](#) below for accreditation processes initiated by existing training institutes.

2.1.2 Start New Accreditation – Existing Training Institutes

If you are a training institute which has already obtained IRU Academy accreditation for one or more programme(s) and you want to become accredited for any other IRU Academy programme, your training institute's General Manager or Principal AOL Administrator need to logon to the AOL ATI Accreditation Module in order to initiate the accreditation process:

IRU
Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q: P:

Welcome to the IRU Academy Online
Accreditation, Reaccreditation and Information Update Process

Please check one of the following boxes:

☐ This is my First Time on this web site
Email:

☒ I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process.
User Name:
Password:
Did You Forget Your Password?

Cancel Continue

IRU
Academy
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After clicking on the “Continue” button, you will be requested to indicate the role within your training institute with which you are accessing the AOL ATI Accreditation Module. **Remember that ONLY the General Manager and the Principal AOL Administrator roles have the right to start a new accreditation process!**

Make sure you select ‘GM’ (General Manager) or ‘PA’ (Principal AOL Administrator) from the “Roles” dropdown list, enter your “Password again and click on the “Continue” button to continue.

☒ I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process.

User Name:
Password:
Roles:
Did You Forget Your Password?

AOL will then display the “Welcome Back” page:

IRU
Academy On Line (AOL)

What do you like to do?

1. I would like to update my existing course accreditation(s).

Select the appropriate course accreditation below and then click the "Submit & Continue" button.

I have 0 Started Application(s): ☐

I have 0 Pending Application(s): ☐

I have 0 Reaccreditations(s) Due: ☐

I have 1 Granted Course accreditation(s): ☐

2. I would like to submit a new application for course accreditation: ☐

3. I would like to obtain access to the live IRU Academy Online application: ☐

[Logout](#) [Submit & Continue](#)

IRU
Academy

Worldwide Excellence in Professional Road Transport Training

Select the “I would like to submit a new application for course accreditation” check-box

2. I would like to submit a new application for course accreditation: ☒

and click on the “Submit & Continue” button in this page.

AOL will then display the “Programme Selection” page:

Select the new “Programme” and “Course” you want to start the accreditation process for, indicate the estimated number of students your training institute expects to have for the selected programme and course during the current and the next 2 calendar years, then click on the “Submit & Continue” button:

AOL displays the “Section II Training Institute” screen tab completed with your data submitted in the course of the accreditation procedures for the previous programmes:

IRU Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction **SECTION II Training Institute** SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter the following information about your Training Institute(TI):

Institute Name: TEST Training
Short Name: TTR
Code: TTR
Address1: Teststreet 123
Address2: P.O. Box 123
Address3:
City: Testcity
State:
Postal Code: 12300
Country: South Africa
Telephone: 12345678
Fax: 12345677
Mobile: 12345679
Email: Blagoja.Jovanovski@iru.org
Web Site: www.ttr.edu.za
Do you have any Branch Training Institute?
☐ Yes ☒ No

Back Logout Submit & Insert Logo

IRU Academy
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The accreditation process will then start for the new IRU Academy programme as described in the previous [section 2.1.1](#).

You can then:

- 1) modify the data on each of the screens, if necessary, or
- 2) re-confirm (keep) the data displayed on each of the screens
- 3) do not forget to click on the lower right-hand button on each screen (in the case above, on the “Submit & Insert Logo” button).

The remaining part of the accreditation process is exactly the same as described above, in [section 2.2](#).

2.2 Existing Training Institutes

As soon as AOL informs you that you can continue the accreditation process by sending an 'Accreditation Process Started' e-mail message, your training institute's General Manager or Principal AOL Administrator need to logon to the AOL ATI Accreditation Module in order to continue the accreditation process:

IRU Academy On Line (AOL)

Welcome to the IRU Academy Online
Accreditation, Reaccreditation and Information Update Process

Please check one of the following boxes:

☐ This is my First Time on this web site
Email:

☒ I am a Staff Member of an already Accredited Training Institute (ATI) or an Institute which has started the accreditation process.
User Name:
Password:
Did You Forget Your Password?

IRU Academy
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When you click on the "Continue" button, AOL will take you to the "Section IV Institute Staff" screen tab and will display your own details as previously entered:

IRU Academy On Line (AOL)

Please enter GM's Name and Contact information:

☒ ATI General Manager
☐ ATI Programme Manager
☐ ATI Liaison Person
☐ ATI Finance Manager
☐ ATI Principal AOL Administrator
☐ ATI Supplementary AOL Administrator
☐ ATI Supplementary Program Manager

Select Existing Staff Member: ☐
Title:
Name:
First Name:
Job Title:
Telephone:
Mobile:
Email:
User Name:
Password:
Confirm Password:

IRU Academy
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You can change some of your own details (*note that no change is possible to your User Name!*) or enter / copy details of some of the other contact persons of your training institute (Programme Manager, Liaison Person, Finance Manager, Supplementary AOL Administrator or Supplementary Program Manager) in accordance with the procedure described in sections [2.1.1.1](#) or [2.1.1.2](#) above.

Keep clicking on the “Submit & Continue” button to enter / copy (or simply confirm) all your training institute contact persons’ details until AOL displays the “Section V Instructor(s)” screen tab:

There are two ways of entering data about each of your training institute's instructors' data:

- entry of a new (principal or additional) instructor details (in the course of the accreditation process)
- copying of an existent (principal or additional) instructor details
- managing (principal or additional) instructors after accreditation (for more details, see [section 4](#))

2.2.1 Entry of a New Instructor

For entering a new instructor, you need to select his/her "Title", enter the "Name", "First Name", "Job Title", "Date of Birth" (in format '**DD-MMM-YYYY**'), "Telephone" number, "Mobile" number, "Email" address, "User Name" and "Password", as shown in the figure below:

The screenshot displays the IRU Academy On Line (AOL) web interface. At the top, the IRU logo and 'Academy On Line (AOL)' text are visible. A navigation bar includes links for 'PROGRE & BAR', 'Information', and sections I through V. Section V, 'Instructor(s)', is highlighted. The main content area is titled 'Please enter the ATI Principal Instructor's Name and Contact information:'. It features a form with two columns. The left column has radio buttons for 'ATI Principal Instructor' (selected) and 'ATI Additional Instructor(s)'. The right column contains a 'Please select existing instructor:' checkbox and a list of fields: Title (dropdown menu), Name, First Name, Job Title, Date of Birth, Telephone, Mobile, Email, User Name, Password, and Confirm Password. A blue 'Insert Signature' button is located below the password fields. A yellow text box on the right states: 'There must be one Instructor called the "ATI Principal Instructor", who will be primarily responsible to the IRU Academy for the Course, and who must attend the IRU Academy Briefing for this Course. This is the instructor whose data you will now input first.' At the bottom of the form are 'Back', 'Logout', and 'Submit & Continue' buttons. The footer includes the IRU logo, 'Worldwide Excellence in Professional Road Transport Training', and the IRU Academy logo.

You have also the possibility to add a scanned signature to the Instructor's profile by clicking on the "Insert Signature" and following the same procedure as described above in [section 2.1.1.1](#).

Click on the “Submit & Continue” button and AOL will take you to the next page of the “Section V Instructor(s)” screen tab asking you to answer the instructor questions:

IRU Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Instructor Name: Nbonga Goodknight

Which of the following topics in this Course does this Instructor teach? (Check all that apply)

1	General Requirements [ADR, 8.2.2.3.2 (a)]	<input type="checkbox"/>
2	Main Types of Hazard [ADR, 8.2.2.3.2 (b)]	<input type="checkbox"/>
3	Information on Environmental Protection (Transfer of Waste) [ADR, 8.2.2.3.2 (c)]	<input type="checkbox"/>
4	Safety Measures [ADR, 8.2.2.3.2 (d)]	<input type="checkbox"/>
5	Actions after an Accident [ADR, 8.2.2.3.2 (e)]	<input type="checkbox"/>
6	Marking & Labelling [ADR, 8.2.2.3.2 (f)]	<input type="checkbox"/>
7	Drivers Responsibilities [ADR, 8.2.2.3.2 (g)]	<input type="checkbox"/>
8	Technical Equipment on Vehicles [ADR, 8.2.2.3.2 (h)]	<input type="checkbox"/>

Select All

In which language(s) will this Instructor deliver this Course?

Language1

Language2

Language3

Please comment if appropriate:

Back Logout Submit & Continue

IRU Academy

Worldwide Excellence in Professional Road Transport Training

Answer the 2 instructor questions, enter any related comments in the “Please comment if appropriate” field and click on the “Submit & Continue” button:

IRU Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Instructor Name: Nbonga Goodknight

Which of the following topics in this Course does this Instructor teach? (Check all that apply)

1	General Requirements [ADR, 8.2.2.3.2 (a)]	<input checked="" type="checkbox"/>
2	Main Types of Hazard [ADR, 8.2.2.3.2 (b)]	<input checked="" type="checkbox"/>
3	Information on Environmental Protection (Transfer of Waste) [ADR, 8.2.2.3.2 (c)]	<input checked="" type="checkbox"/>
4	Safety Measures [ADR, 8.2.2.3.2 (d)]	<input checked="" type="checkbox"/>
5	Actions after an Accident [ADR, 8.2.2.3.2 (e)]	<input checked="" type="checkbox"/>
6	Marking & Labelling [ADR, 8.2.2.3.2 (f)]	<input checked="" type="checkbox"/>
7	Drivers Responsibilities [ADR, 8.2.2.3.2 (g)]	<input checked="" type="checkbox"/>
8	Technical Equipment on Vehicles [ADR, 8.2.2.3.2 (h)]	<input checked="" type="checkbox"/>

Select All

In which language(s) will this Instructor deliver this Course?

Language1 English

Language2 Dutch; Flemish

Language3

Please comment if appropriate:

The instructor is skilful in teaching all topics of the ADR course

Back Logout Submit & Continue

IRU Academy

Worldwide Excellence in Professional Road Transport Training

AOL displays the “Section V Instructor(s)” screen tab allowing you to enter / copy details about any additional instructor(s) you may have for courses related to this programme:

IRU Academy On Line (AOL)

PROGRESS BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s)

Please enter the ATI Additional Instructor's Name and Contact Information:

ATI Principal Instructor
ATI Additional Instructor(s)

Please select existing instructor: ☐

Title:

Name:

First Name:

Job Title:

Date of Birth:

Telephone:

Mobile:

Email:

User Name:

Password:

Confirm Password:

The ATI Additional Instructor will replace and/or assist the ATI Principal Instructor when needed.

IRU Academy

Worldwide Excellence in Professional Road Transport Training

Note that AOL does not require the ATIs to indicate any additional instructors for a programme. If your ATI does not have any other instructors involved in the given programme than the principal instructor, you may simply click on the “Submit & Continue” button without entering / copying any additional instructor details: this will bring you to the next step of the accreditation process (described in [section 2.3](#) below).

2.2.2 Copying of an Existing Instructor

AOL allows you to “copy” details of any instructors registered in the system rather than recreating them again. This feature facilitates the instructor data entry process and supports assignment of the same instructor (as Principal or Additional instructor) to several programmes.

In order to “copy” an existent instructor details rather than entering them once again, when in the “Section V Instructor(s)” screen tab:

IRU Academy On Line (AOL)

PROGRESS BAR: Information, SECTION I Introduction, SECTION II Training Institute, SECTION III Authorities, SECTION IV Institute Staff, SECTION V Instructor(s)

Please enter the ATI Additional Instructor's Name and Contact Information:

☐ ATI Principal Instructor
☐ ATI Additional Instructor(s)

Please select existing instructor: ☐

Title: Dr
Name:
First Name:
Job Title:
Date of Birth: DD-MMM-YYYY
Telephone:
Mobile:
Email:
User Name:
Password:
Confirm Password:

The ATI Additional Instructor will replace and/or assist the ATI Principal Instructor when needed.

Insert Signature

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training

IRU Academy

select the “Please select existing instructor” check-box and select the instructor’s “Name” from the dropdown list:

Please select existing instructor: ☒

Title: Dr
Name: Please Select
First Name: Please Select
Job Title: Instructors
Date of Birth: Bahrain Instructor
Telephone: Instructor
Butthead sister
Goodknight

AOL displays all details of the instructor selected for “copying” in the “Section V Instructor(s)” screen tab:

IRU Academy On Line (AOL)

Progress Bar: Information | SECTION I Introduction | SECTION II Training Institute | SECTION III Authorities | SECTION IV Institute Staff | SECTION V Instructor(s)

Please enter the ATI Additional Instructor's Name and Contact Information:

ATI Principal Instructor
ATI Additional Instructor(s)

Please select existing instructor: ☒

Title: Dr
Name: Instructors
First Name: Bahamas
Job Title: Dr
Date of Birth: 11-Dec-1960
Telephone: 12345678
Mobile: 12345679
Email: Blagoja.Jovanovski@iru.c
User Name: Bahamas.Instructors.6
Password:
Confirm Password:
Insert Signature

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training

IRU Academy

You will notice that in case you are copying an existent instructor the generated "User Name" will contain a suffix ".6", whereby the digit "6" means that the same instructor is becoming related to a 6th programme accreditation. The reason for this is that each instructor needs to have a separate (AOL ATI Module) login profile for managing each of the programmes to which he/she is assigned.

Enter the "Password" for the 'copied' instructor and click on the "Submit & Continue" button:

IRU Academy On Line (AOL)

Progress Bar: Information | SECTION I Introduction | SECTION II Training Institute | SECTION III Authorities | SECTION IV Institute Staff | SECTION V Instructor(s)

Please enter the ATI Additional Instructor's Name and Contact Information:

ATI Principal Instructor
ATI Additional Instructor(s)

Please select existing instructor: ☒

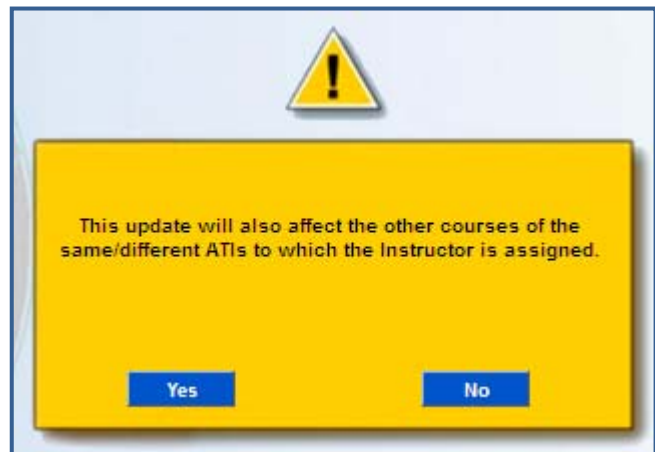
Title: Dr
Name: Instructors
First Name: Bahamas
Job Title: Dr
Date of Birth: 11-Dec-1960
Telephone: 12345678
Mobile: 12345679
Email: Blagoja.Jovanovski@iru.c
User Name: Bahamas.Instructors.6
Password: *****
Confirm Password: *****
Insert Signature

Back Logout Submit & Continue

Worldwide Excellence in Professional Road Transport Training

IRU Academy

AOL will then display a warning message which you should confirm by clicking on “Yes” if you wish to ‘copy’ the selected instructor’s details and continue with the accreditation process:



AOL will take you to the next page of the “Section V Instructor(s)” screen tab asking you to answer the instructor questions about the instructor being copied:

Answer the 2 instructor questions for the instructor you are ‘copying’, enter any related comments in the “Please comment if appropriate” field and click on the “Submit & Continue” button:

IRU
Academy On Line (AOL)

PROGRE 13 BAR

Information SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) Q: P

Instructor Name: Bahamas Instructors

Which of the following topics in this Course does this Instructor teach? (Check all that apply)

1	General Requirements [ADR, 8.2.2.3.2 (a)]	<input checked="" type="checkbox"/>
2	Main Types of Hazard [ADR, 8.2.2.3.2 (b)]	<input checked="" type="checkbox"/>
3	Information on Environmental Protection (Transfer of Waste) [ADR, 8.2.2.3.2 (c)]	<input checked="" type="checkbox"/>
4	Safety Measures [ADR, 8.2.2.3.2 (d)]	<input checked="" type="checkbox"/>
5	Actions after an Accident [ADR, 8.2.2.3.2 (e)]	<input checked="" type="checkbox"/>
6	Marking & Labelling [ADR, 8.2.2.3.2 (f)]	<input checked="" type="checkbox"/>
7	Drivers Responsibilities [ADR, 8.2.2.3.2 (g)]	<input checked="" type="checkbox"/>
8	Technical Equipment on Vehicles [ADR, 8.2.2.3.2 (h)]	<input checked="" type="checkbox"/>

Select All

In which language(s) will this Instructor deliver this Course?

Language1 English
Language2 French
Language3

Please comment if appropriate:
Instructor borrowed from the Bahamas for courses of the ADR programme

Add Next Instructor

Back Logout Submit & Continue

IRU
Academy

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AOL will then take you through the process of answering the instructor and quality process questions related to the accreditation requested, explained in [section 2.3](#) below.

2.3 Accreditation Questions

As soon as you finish entering details of your ATI's Principal (and any Additional) Instructor(s) and answer the questions related to this/these instructors, AOL displays the "Section VI Q: Principal Instructor" screen tab asking you a set of questions concerning the programme your ATI is requesting accreditation for:

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a navigation bar with the IRU logo and the text 'Academy On Line (AOL)'. Below this, there are several tabs labeled 'SECTION I Introduction', 'SECTION II Training Institute', 'SECTION III Authorities', 'SECTION IV Institute Staff', 'SECTION V Instructor(s)', and 'SECTION VI Q: Principal Instructor'. The 'SECTION VI Q: Principal Instructor' tab is currently selected. Below the tabs, there is a progress bar labeled 'Answer Progress Bar:' with a green bar indicating progress. The main content area is yellow and contains a question: 'Question No. 1.00 (Choose only one answer)'. The question text is: 'YOU WOULD DESCRIBE THE ATI PRINCIPAL ADR III INSTRUCTOR'S SUBJECT KNOWLEDGE OF THIS COURSE OR PARTICULAR TOPIC(S) AS:'. There are four radio button options: 'Needs enhancement (needs support to explain some Course topics)', 'Satisfactory (can explain Course topics, but needs support for some questions)', 'Good (needs no support)', and 'Excellent (recognised expert, consults outside your institute)'. To the right of the options is a text box labeled 'Image Comment Type'. At the bottom of the yellow area, there are three buttons: 'Back', 'Logout', and 'Submit & Continue'. The footer of the page features the IRU logo and the text 'Worldwide Excellence in Professional Road Transport Training' and 'IRU Academy'.

Answer each of the questions by following the instructions on the question's page and click on "Submit & Continue".

When you click on "Submit & Continue" after answering the last question in the "Section VI Q: Principal Instructor" screen tab:

IRU Academy On Line (AOL)

SECTION I Introduction SECTION II Training Institute SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) SECTION VI Q: Principal Instructor

Answer Progress Bar:

Question No. 8.00
(Choose only one answer)

YOUR INSTITUTE MUST SEND TO IRU ACADEMY THE INSTRUCTOR CV AND ONE OF THE FOLLOWING DOCUMENTS ATTESTING THE ATI PRINCIPAL ADR INSTRUCTOR'S TEACHING EXPERIENCE:

☐ Official license (degree) as a teacher, instructor or professor (Please provide in the comment box: Document title in English and the original language, issuing organization's name and e-mail)

☐ Document from an external organisation stating that he/she has at least 12 months teaching experience (Please provide in the comment box: Document title in English and the original language, issuing organization's name and e-mail)

☐ Your Institute's Attestation for an ATI Principal ADR Instructor with less than 12 months teaching experience

Please comment if appropriate:

Back Logout Submit & Continue

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AOL will take you through the set of 'Quality Process Questions' displayed in the "Section VII Q: Quality Process" screen tab as shown in the figure below:

IRU Academy On Line (AOL)

SECTION III Authorities SECTION IV Institute Staff SECTION V Instructor(s) SECTION VI Q: Principal Instructor SECTION VII Q: Quality Process SECTION VIII Enr(s): Institute Staff

Answer Progress Bar:

Question No. 1.00
(Choose only one answer)

IS YOUR INSTITUTE CERTIFIED BY AN OFFICIAL AUTHORITY TO TEACH THIS COURSE?

☐ Yes

☐ Our country has no legislation

☐ Our application is pending

☐ Not certified

Please comment if appropriate:

Back Logout Submit & Continue

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Answer each of the questions by following the instructions on the question's page and click on "Submit & Continue".

When you click on “Submit & Continue” after answering the last question in the “Section VII Q: Quality Process” screen tab:

IRU Academy On Line (AOL)

SECTION III Authorities | SECTION IV Institute Staff | SECTION V Instructor(s) | SECTION VI Principal Instructor | **SECTION VII Q: Quality Process** | SECTION VIII End(s): Institute Staff | Section Review: App

Answer Progress Bar: [Progress Bar]

Question No. 12.00
(Choose one or more answer(s))

DOES YOUR ATI HAVE ANY PROFESSIONAL TRANSPORT TRAINING PROGRAMMES IN ANY OF THE BELOW FIELDS? (IF YES, PLEASE ENTER THEIR NAMES IN ENGLISH IN THE COMMENTS FIELD)

☐ CPC Manager (Certificate of Professional Competence for Managers in Road Transport)

☐ CPC Driver (Certificate of Professional Competence for Drivers in Road Transport)

☐ Tachographs (Analogue or Digital)

☐ Other training programmes in fields not listed above

Please comment if appropriate:

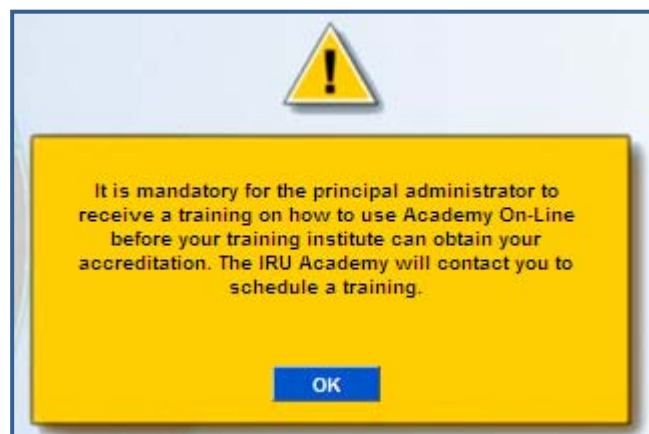
[Text Area]

Back | Logout | **Submit & Continue**

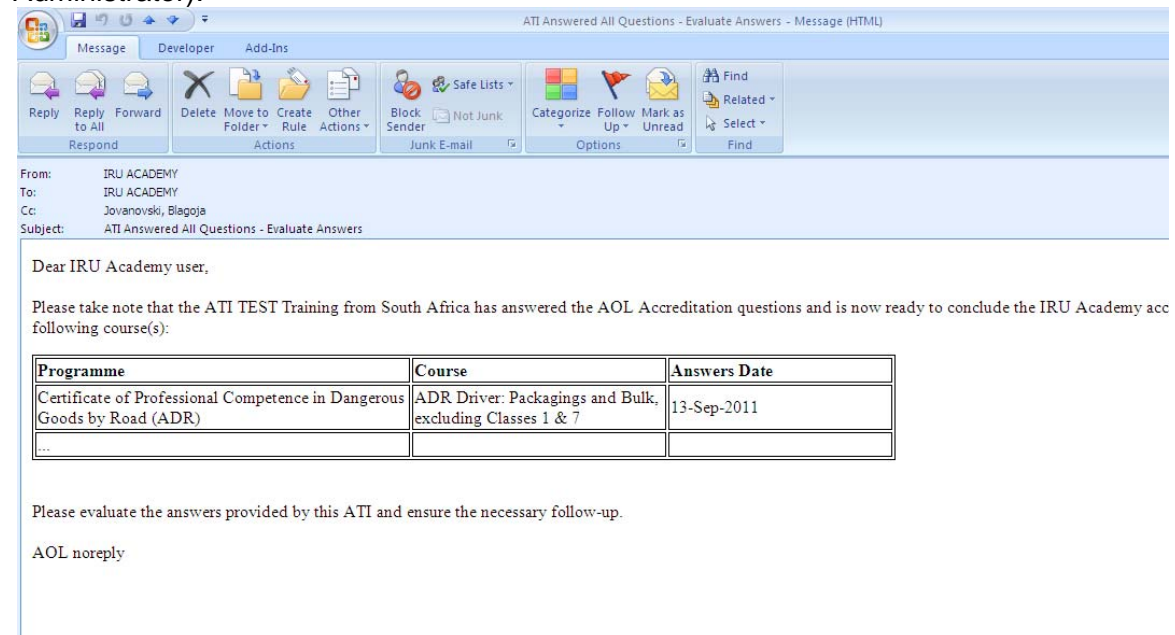
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AOL will display a message saying that your principal administrator must receive training on how to use the Academy On-Line (AOL) Internet application:

Click on the “OK” button to continue:

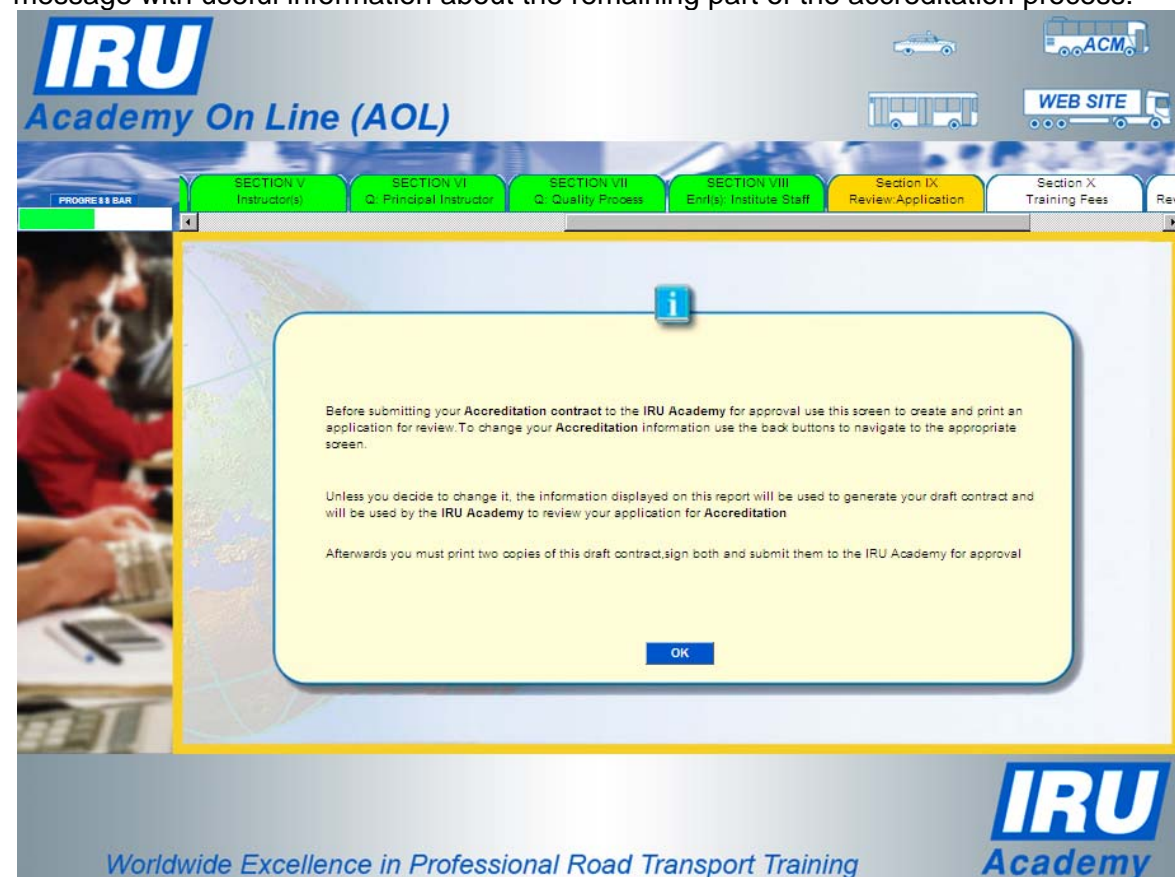


At the same time, AOL will automatically send an “ATI Answered All Questions – Evaluate Answers” e-mail to the IRU Academy (with a copy to your ATI’s Principal AOL Administrator):



After having clicked on “OK” in the previous message,

AOL will take you to the “Section IX Review: Application” screen tab and will display a message with useful information about the remaining part of the accreditation process:



Click on the “OK” button and AOL displays your ATI’s Application data in the “Section IX Review: Application” screen tab:

IRU Academy On Line (AOL)

SECTION IX Review: Application

ADR Driver: Packagings and Bulk, excluding Classes 1 & 7

APPLICATION REPORT - DATA

Course Data	Started
Status	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7
Course Name	TTR786438ADR69ZAF
Accreditation No	0
Accreditation Fee	12-Sep-2011
Expiry Date	

TI DATA

Institute Data [\[Update\]](#)

View Data View Questions & Answers View Comments Print To Pdf

Back Logout Approve & Continue

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By clicking on the “[Update](#)” links in the application data you can navigate to the appropriate screen tab with a possibility to modify the chosen data.

From the “Section IX Review: Application” screen tab, you can do the following:

- 1) Click on the “View Questions & Answers” button to have all questions and answers displayed, with a possibility to change any of the selected answers – AOL will then display all the accreditation questions and your answers to each of them:

IRU Academy On Line (AOL)

SECTION IX Review: Application

ADR Driver: Packagings and Bulk, excluding Classes 1 & 7

APPLICATION REPORT-QUESTION, ANSWERS & COMMENTS

No.	Questions	Change Answer(s)	Answers
1.00	Principal instructor YOU WOULD DESCRIBE THE ATI PRINCIPAL ADR INSTRUCTOR'S SUBJECT KNOWLEDGE OF THIS COURSE OR PARTICULAR TOPIC(S) AS:	<input type="checkbox"/>	Excellent (recognised expert, consults outside your institute)
2.00	YOUR INSTITUTE MUST SEND TO THE IRU ACADEMY THE FOLLOWING DOCUMENTS ATTESTING THE ATI PRINCIPAL	<input type="checkbox"/>	A valid certificate of approval to instruct ADR Courses issued by the competent national (Regional) Official Authority (Please

View Data View Questions & Answers View Comments Change Selected Answers Print To Pdf

Back Logout Approve & Continue

IRU Academy
Worldwide Excellence in Professional Road Transport Training

To modify any of your answers, select the answer to change (by selecting the related 'Change Answer(s)' check-box and clicking on the "Change Selected Answers" button).

Click on the "Back" or the "View Data" button to go back to the application data page.

- 2) Click on the "View Comments" button to have the comments you have entered for a particular question displayed, with a possibility to change any of the selected comments – AOL will then display all the accreditation questions, answers and your comments related to each of them:

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a navigation bar with the IRU logo and the text 'Academy On Line (AOL)'. Below this, there are several tabs for different sections: SECTION V (Instructors), SECTION VI (Principal Instructor), SECTION VII (Quality Process), SECTION VIII (Enr/s, Institute Staff), Section IX (Review Application), Section X (Training Fees), and Section XI (Review Application). The 'Section IX (Review Application)' tab is currently selected.

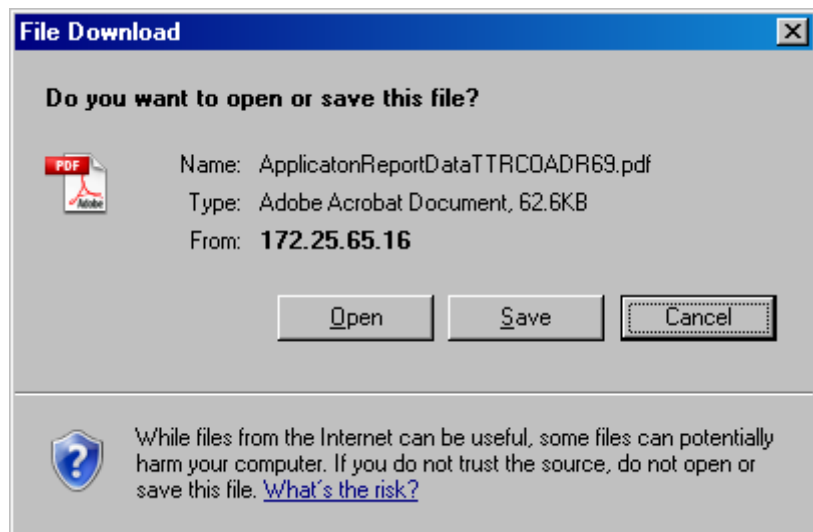
The main content area displays a table titled 'APPLICATION REPORT-QUESTION, ANSWERS & COMMENTS'. The table has columns for 'No.', 'Questions', 'Answers', and 'Change Comment (s)'. The first row shows a question from the Principal Instructor: 'YOU WOULD DESCRIBE THE ADR PRINCIPAL INSTRUCTOR'S SUBJECT KNOWLEDGE OF THIS COURSE OR PARTICULAR TOPIC(S) AS:'. The answer provided is 'Excellent (recognised expert, consults outside your institute)'. Below the question and answer, there is a note: 'YOUR INSTITUTE MUST SEND TO THE IRU ACADEMY THE A valid certificate of approval to instruct ADR'.

At the bottom of the table, there are several buttons: 'View Data', 'View Questions & Answers', 'View Comments', 'Change Selected Comments', 'Print To Pdf', 'Back', 'Logout', and 'Approve & Continue'.

To modify any of your comments, select the comment to change (by selecting the related 'Change Comment(s)' check-box and clicking on the "Change Selected Comments" button).

Click on the "Back" or the "View Data" button to go back to the application data page.

- 3) Click on the “Print To Pdf” button to have all the accreditation application data prepared for printing in PDF format – AOL will then create a PDF file with all the application data and popup a “File Download” window:



Click on the “Open” button to view the application in PDF format and be able to print it:

Application Report-Data
Training Institute TTR

Course : ADR Driver: Packagings and Bulk, excluding Classes 1 & 7

COURSE DATA	
Status:	Started
Course Name:	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7
Accreditation No:	TTR786438ADR69ZAF
Accreditation Fees:	1900
Expiry Date:	12/09/2011

TI Data	
Institute Data	
Institute Name:	TEST Training
Short Name:	TTR
Code:	TTR
Address1:	Teststreet 123
Address2:	P.O. Box 123
Address3:	
City:	Testcity
Postal Code:	12300

You can then save a copy of the application form completed with your ATI's data or print it.

Simply close down Adobe Acrobat Reader to return to the AOL “Section IX Review: Application” screen tab.

- 4) After having ensured that all the application data are correct, click on the “Approve & Continue” button – AOL displays the “Section X Training Fees” screen tab:

IRU Academy On Line (AOL)

SECTION VI: Principal Instructor SECTION VII: Q: Quality Process SECTION VIII: Enrol(s): Institute Staff **Section IX: Review Application** **Section X: Training Fees** Section XI: Review ATI Agreement Section XII: Pay

Training Fees

Course Name: ADR Driver: Packagings and Bulk, excluding Classes 1 & 7
ATI Short Name: TTR
ATI local currency: No currency selected
Full training cost applied per student:
Last Annex A update made on: [Update Annex A](#)

ATI Training Report for the calendar year:
Number of students trained:
Number of graduates:
Last Annex B update made on: [Update Annex B](#)

[Back](#) [Logout](#) [Submit & Continue](#)

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2.4 Training Fees and ATI Agreement

As soon as you finish entering application data AOL moves you to the “Section X Training Fees” screen tab allowing your training institute to fulfil the requirements stemming out of the new IRU Academy ATI Agreement. Your obligations in accordance with the new IRU Academy ATI Agreement are explained in more details in [section 10](#) below, which is why here you will only find instructions on the steps you need to undertake on this screen tab restricted to the accreditation process only.

IRU Academy On Line (AOL)

SECTION VI: Principal Instructor | SECTION VII: Quality Process | SECTION VIII: Enrl(s): Institute Staff | **Section IX: Review Application** | **Section X: Training Fees** | Section XI: Review ATI Agreement | Section XII: Pay & ...

Training Fees

Course Name: ADR Driver: Packagings and Bulk, excluding Classes 1 & 7
ATI Short Name: TTR
ATI local currency: Please select No currency selected
Full training cost applied per student: 0
Last Annex A update made on: 13-Sep-2011 **Update Annex A**
ATI Training Report for the calendar year: 2011
Number of students trained: 0
Number of graduates: 0
Last Annex B update made on: 13-Sep-2011 **Update Annex B**

Back **Logout** **Submit & Continue**

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Select the currency in which your training institute intends to charge / charges students enrolled to classes of the programme for which you want to become accredited from the “ATI local currency” dropdown list, enter the cost your training institute charges to each student enrolled to classes of this programme in the “Full training cost applied per student” field and click on the “Update Annex A” button.

PROOFRE # 8 BAR

SECTION VI
Principal Instructor

SECTION VII
Quality Process

SECTION VIII
Enr(s): Institute Staff

Section IX
Review Application

Section X
Training Fees

Section XI
Review: ATI Agreement

Section XII
Pay & Submit

Training Fees

Course Name:	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7		
ATI Short Name:	TTR		
ATI local currency:	ZWL	Zimbabwe Dollar	
Full training cost applied per student:	470		
Last Annex A update made on:	13-Sep-2011	Update Annex A	
ATI Training Report for the calendar year:	2011		
Number of students trained:	0		
Number of graduates:	0		
Last Annex B update made on:	13-Sep-2011	Update Annex B	

[Back](#)
[Logout](#)
[Submit & Continue](#)

Worldwide Excellence in Professional Road Transport Training

AOL then saves the data you have entered and displays the next “Section XI Review: ATI Agreement” screen tab:

PROOFRE # 8 BAR

SECTION VI
Principal Instructor

SECTION VII
Quality Process

SECTION VIII
Enr(s): Institute Staff

Section IX
Review Application

Section X
Training Fees

Section XI
Review: ATI Agreement

Section XII
Pay & Submit

ADR Driver: Packagings and Bulk, excluding Classes 1 & 7

Sign

Y

Pages

IRU ACADEMY ACCREDITED TRAINING INSTITUTE AGREEMENT

1 of 9

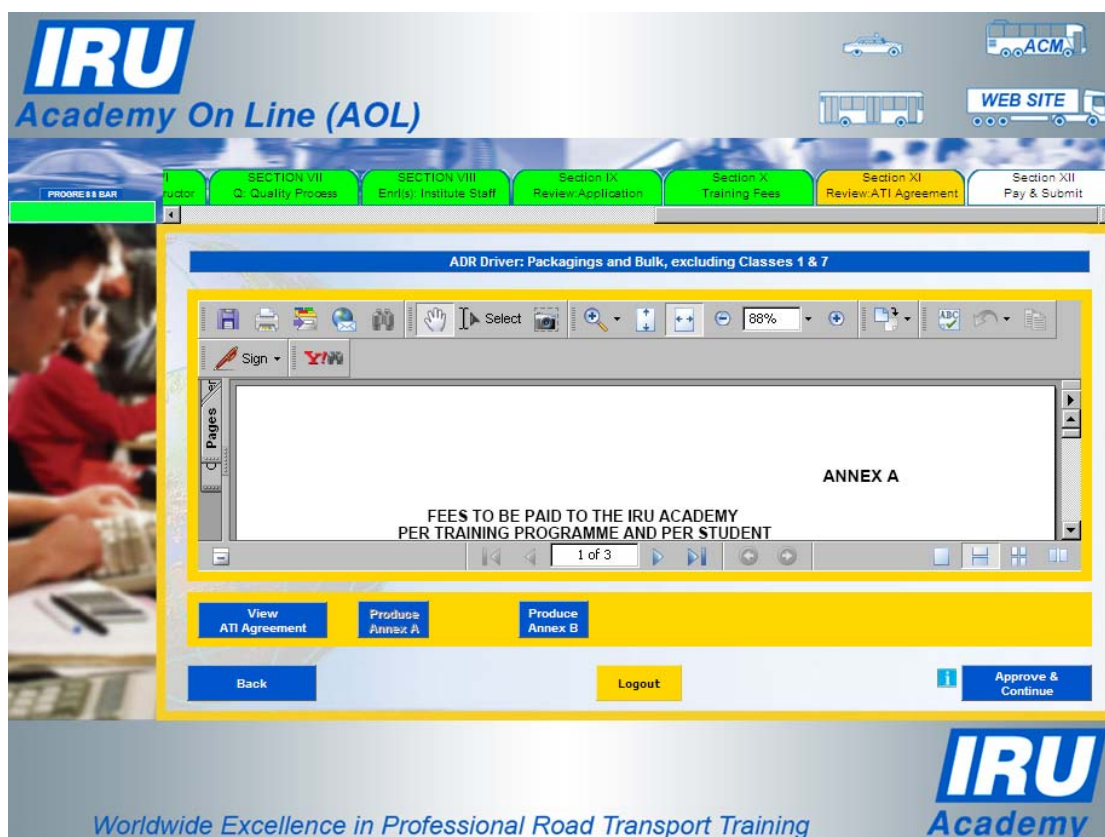
[View ATI Agreement](#)
[Produce Annex A](#)
[Produce Annex B](#)

[Back](#)
[Logout](#)
[Approve & Continue](#)

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From the “Section XI Review: ATI Agreement” screen tab, you can do the following:

- 1) Save and print the IRU Academy ATI Agreement in 2 copies which your training institute will then need to sign and return to the IRU Academy (together with the completed and signed Annex A to the IRU Academy ATI Agreement) – see point 2) below for instructions how to produce and print Annex A to the IRU Academy ATI Agreement
- 2) Click on the “Produce Annex A” button – AOL will then display Annex A to the IRU Academy ATI Agreement in PDF format:

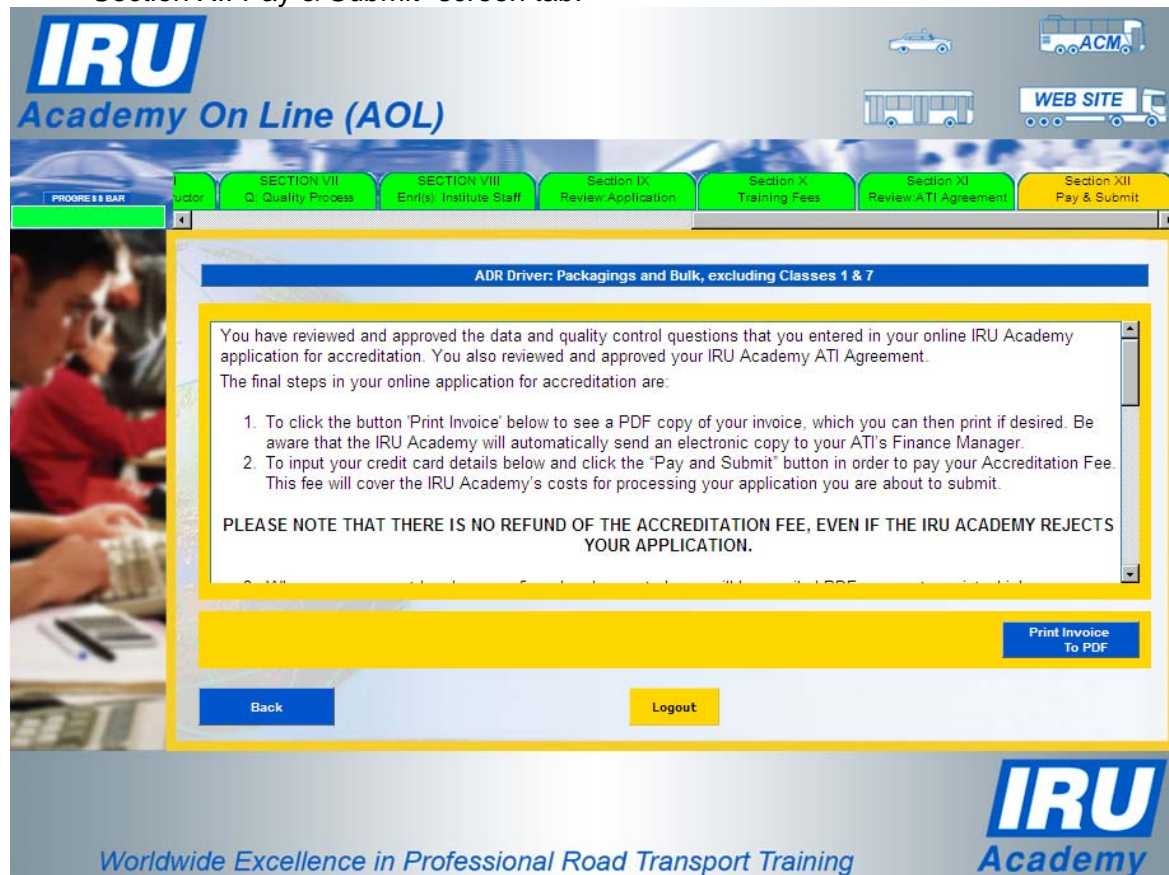


Save and print Annex A to the IRU Academy ATI Agreement in 2 copies which your training institute will then need to sign and return to the IRU Academy (together with the signed IRU Academy ATI Agreement)

- 3) **Remember not to use the “Produce Annex B” button in the course of the accreditation process**, but only after IRU Academy accreditation is granted and at the end of the calendar year! You will find more information about this button and action in [section 10.1](#) below. If you still decide to click on the “Produce Annex B” button, AOL will display an error message:



- 4) When you have finished printing both the IRU Academy ATI Agreement and its Annex A, click on the "Approve & Continue" button – AOL will then display the "Section XII Pay & Submit" screen tab:



2.5 Payment of the Accreditation Fee

At the end of the accreditation process, AOL takes you to the “Section XII Pay & Submit” screen tab allowing your training institute to settle the Accreditation fee for the programme for which it wants to become accredited by the IRU Academy. Depending on the mode of payment of the accreditation fee agreed in advance between your training institute and the IRU Academy, the “Section XII Pay & Submit” screen tab displays with or without a “Pay & Submit” button in the lower right-hand corner of the screen – just below the “Print Invoice To PDF” button (in the figure below, without such a button):

IRU Academy On Line (AOL)

Progress Bar: Section VII: Quality Process, Section VIII: Enrols, Institute Staff, Section IX: Review Application, Section X: Training Fees, Section XI: Review ATI Agreement, **Section XII: Pay & Submit**

ADR Driver: Packagings and Bulk, excluding Classes 1 & 7

You have reviewed and approved the data and quality control questions that you entered in your online IRU Academy application for accreditation. You also reviewed and approved your IRU Academy ATI Agreement.

The final steps in your online application for accreditation are:

1. To click the button 'Print Invoice' below to see a PDF copy of your invoice, which you can then print if desired. Be aware that the IRU Academy will automatically send an electronic copy to your ATI's Finance Manager.
2. To input your credit card details below and click the 'Pay and Submit' button in order to pay your Accreditation Fee. This fee will cover the IRU Academy's costs for processing your application you are about to submit.

PLEASE NOTE THAT THERE IS NO REFUND OF THE ACCREDITATION FEE, EVEN IF THE IRU ACADEMY REJECTS YOUR APPLICATION.

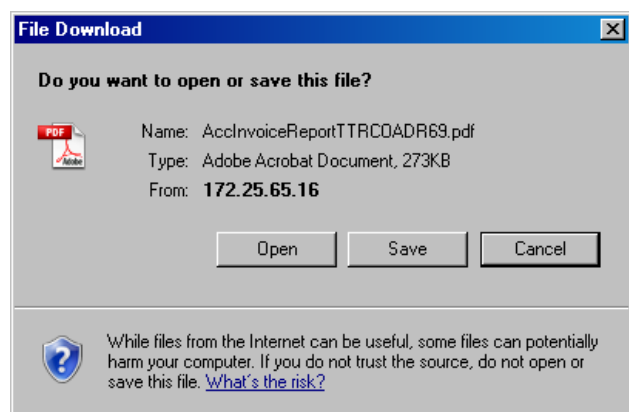
Print Invoice To PDF

Back **Logout**

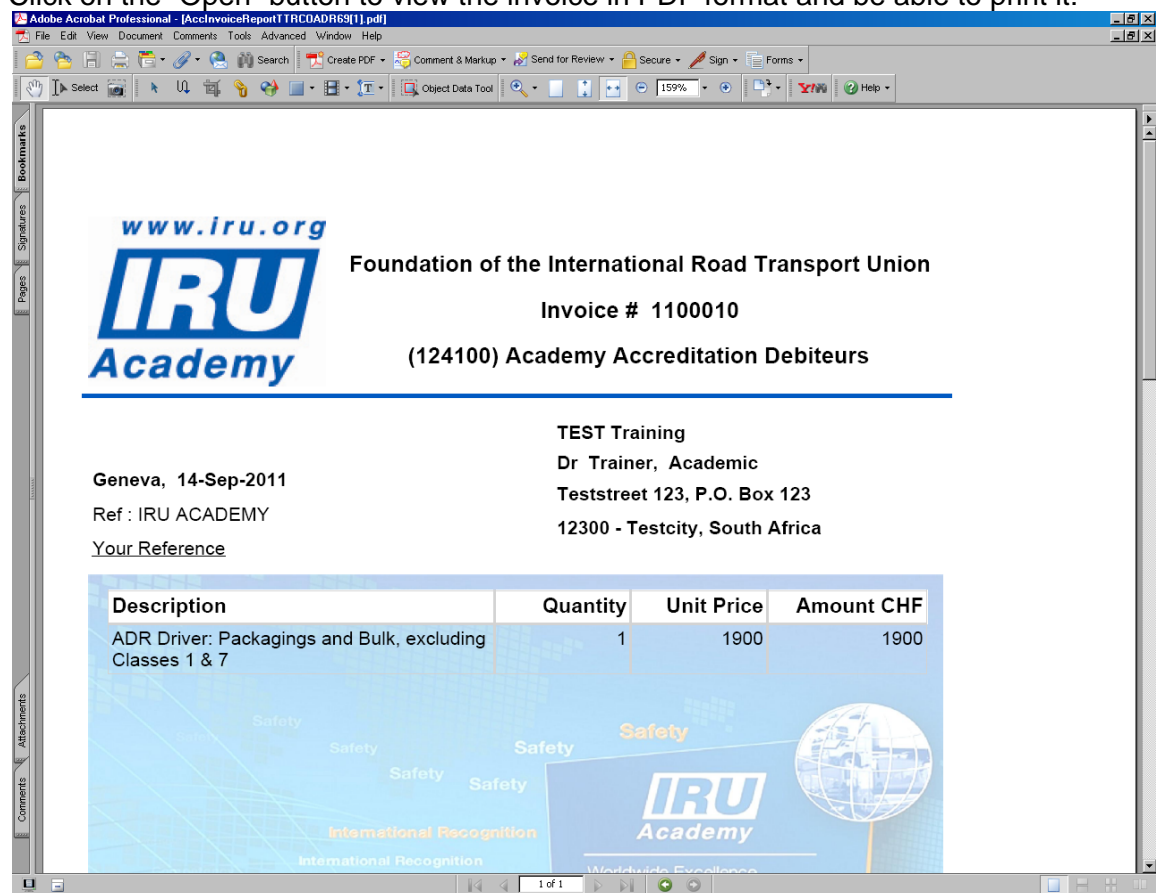
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We will explain here only the case where the agreed method of payment of the IRU Academy Accreditation Fee is by bank transfer, based on an IRU Academy Invoice. The procedure of settlement of the accreditation fee by credit card payment is explained in more details in [section 2.5.1](#) below.

When the agreed method of payment of the accreditation fees is by bank transfer, you will first need to have the related invoice printed. You can print the IRU Academy accreditation fees invoice by clicking on the “Print Invoice To PDF” button – AOL will then create a PDF file with the invoice data and popup a “File Download” window:



Click on the “Open” button to view the invoice in PDF format and be able to print it:



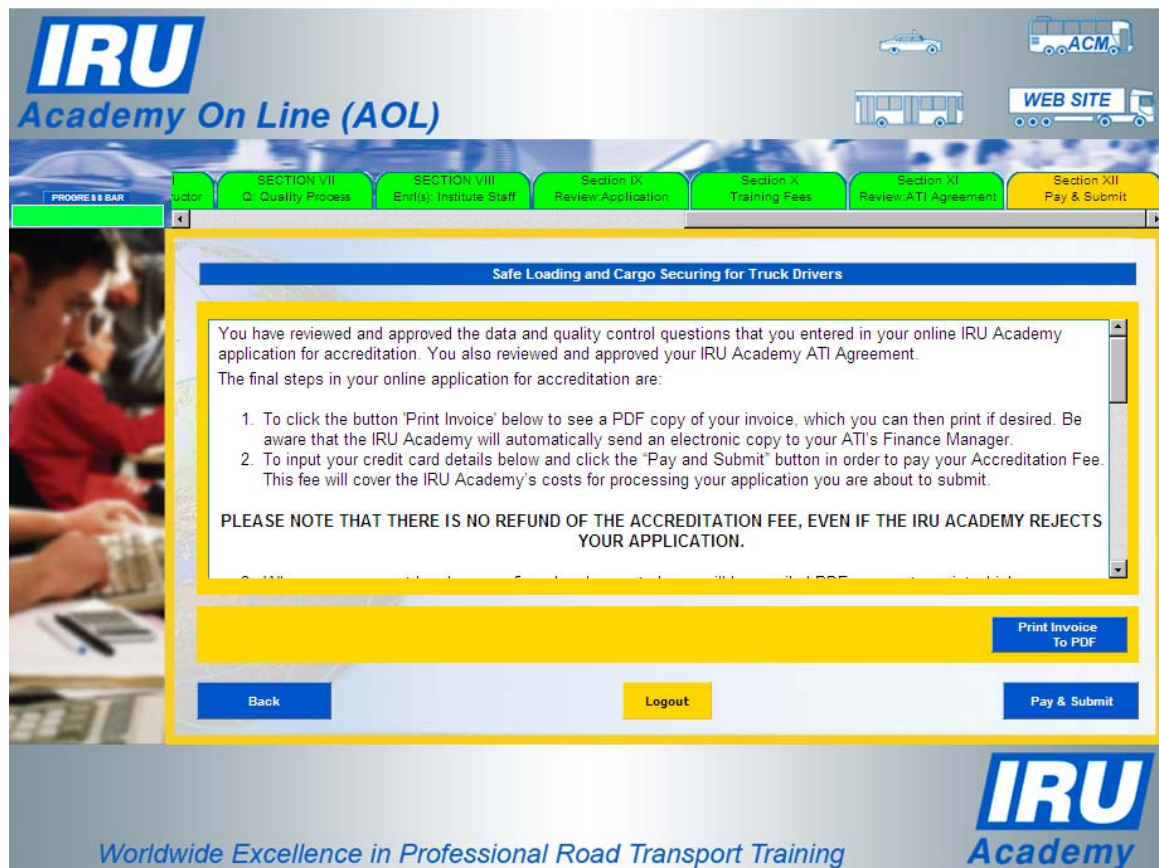
You can then save a copy of the invoice or print it.

Simply close down Adobe Acrobat Reader to return to the AOL “Section XII Pay & Submit” screen tab.

2.5.1 Settlement of Accreditation Fees by Credit Card Payments

As already mentioned in [section 2.5](#) above, AOL v3.0 allows ATIs to settle the IRU Academy accreditation fee for a programme by credit card payment in a secure (Saferpay) environment. In order to be able to settle the accreditation fees by a credit card payment, your training institute would have to inform the IRU Academy when starting the accreditation process for the programme that it intends to settle these fees by credit card. Based on this, the IRU Academy would set this mode of payment when entering the accreditation fees and allowing the training institute to start the accreditation process.

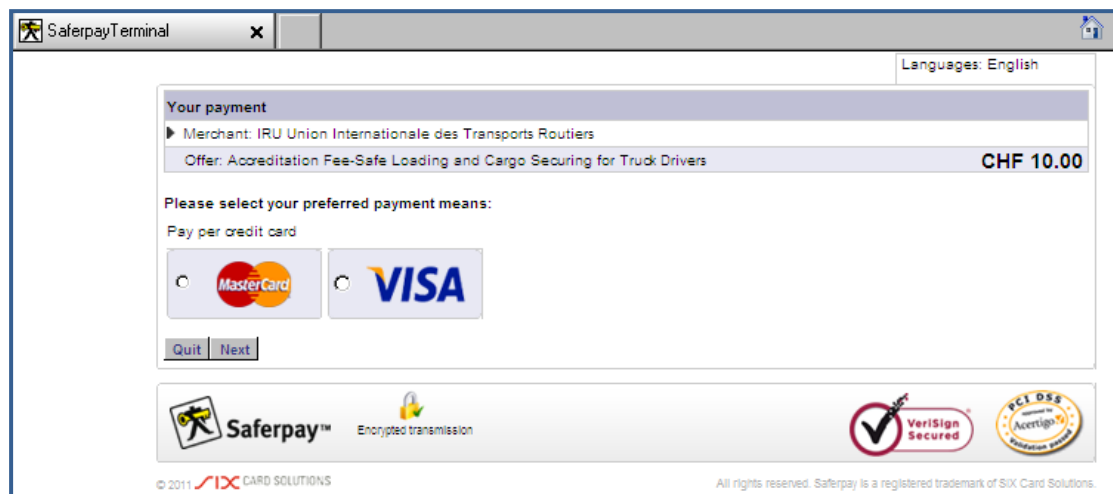
When your training institute completes all other accreditation steps and your General Manager (or Principal AOL Administrator) reaches the final “Section XII Pay & Submit” screen tab, you will notice that the “Section XII Pay & Submit” screen tab displays a “Pay & Submit” button in the lower right-hand corner of the screen:



You can click on the “Print Invoice To PDF” button if you want to have the IRU Academy invoice for payment of the accreditation fee for the given programme printed.

To proceed with the settlement of the accreditation fee by credit card payment, click on the “Pay & Submit” button.

AOL displays the Safepay terminal tab completed with the payment details:



Select the credit card type (MasterCard or Visa) and click on “Next” – AOL takes you to the Safepay “Card Data” screen tab:

Payment means Card data Confirmation

Languages: English

Your payment

► Merchant: IRU Union Internationale des Transports Routiers

Offer: Accreditation Fee-Safe Loading and Cargo Securing for Truck Drivers **CHF 10.00**

Card data

Card number * 1234567891

Valid until* 01 2012

Card verification code* 357

Cardholder's name * Tester Academic

* mandatory fields

Back Quit Pay

Safepay™ Encrypted transmission

MasterCard SecureCode VERIFIED by VISA VeriSign Secured PCI DSS

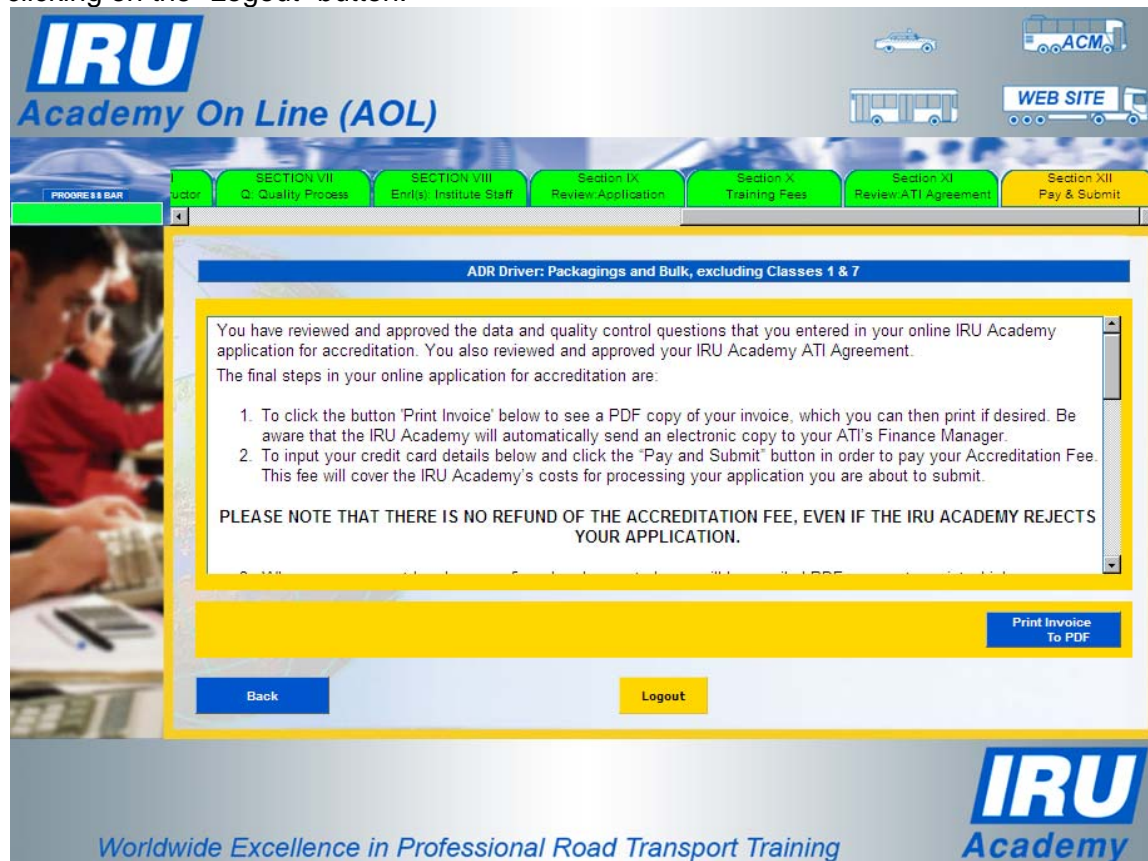
© 2011 SIX CARD SOLUTIONS All rights reserved. Safepay is a registered trademark of SIX Card Solutions.

Enter your credit card number, expiry date, card verification code (3-digit code on the reverse of the credit card), enter the cardholder's name and click on the "Pay" button.

After a successful verification of the credit card details entered on the above screen, Safepay will display the "Confirmation" screen tab to inform you about the acceptance of the payment. Upon closing of the Safepay "Confirmation" screen tab, AOL will take you back to the "Section XII Pay & Submit" screen tab and will confirm that the credit card payment has been made.

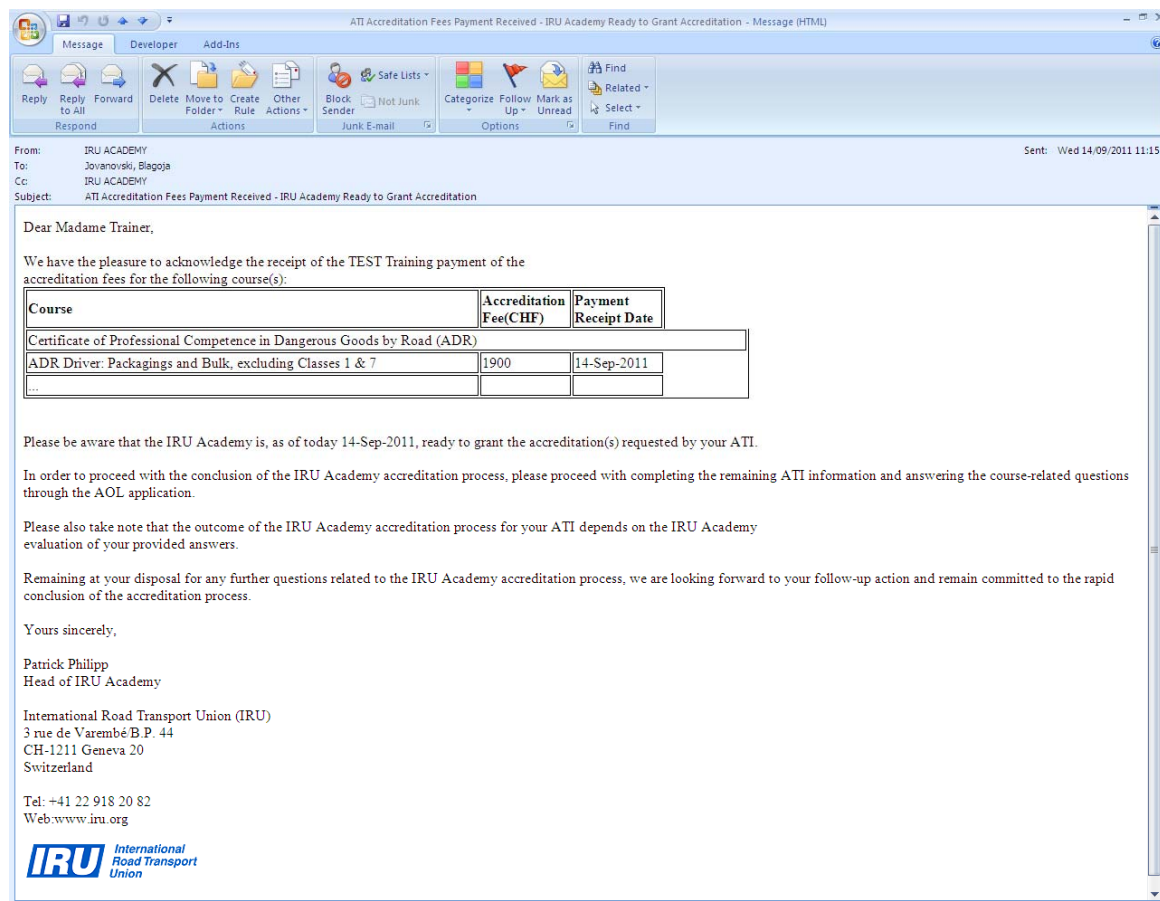
2.6 ATI Completion of the Accreditation Process

Following the settlement of the accreditation fee, you have completed the entire AOL computerised accreditation process. In accordance with the usual accreditation procedure, the IRU Academy will then start considering your accreditation request and will also register the progress in AOL. At this stage, you need to log out from AOL by clicking on the “Logout” button:



The next time your training institute's Principal AOL Administrator will receive an automatic e-mail message is when the IRU Academy will confirm receipt of your payment of the accreditation fee and express its readiness to grant the accreditation required in AOL.

The “ATI Accreditation Fees Payment Received – IRU Academy Ready to Grant Accreditation” e-mail message your Principal AOL Administrator will receive then is given in the figure below:



Following this message, your ATI will need to have at least the Principal Instructor for this programme trained by the IRU Academy and the Principal AOL Administrator trained in the use of the IRU Academy On-Line (AOL) Internet application. The IRU Academy will also take into consideration all your training institute's data submitted via AOL and by mail (signed IRU Academy ATI Agreement and its Annex A, answers to the accreditation questions, etc).

The last intervention by your training institute in the AOL ATI Accreditation Module, in order to complete the accreditation process, is due at the time your Principal AOL Administrator has completed training on the use of AOL, and in any case after the above e-mail is received.

To conclude your training institute's accreditation process for the given programme, your Principal AOL Administrator will need to logon to the AOL ATI Accreditation Module. AOL will then take your Principal AOL Administrator to the "Welcome Back" page:

The Principal AOL Administrator will then need to:

- 1) select the programme for which you want to conclude the accreditation process from the "I have 1 Started Application(s)" dropdown list

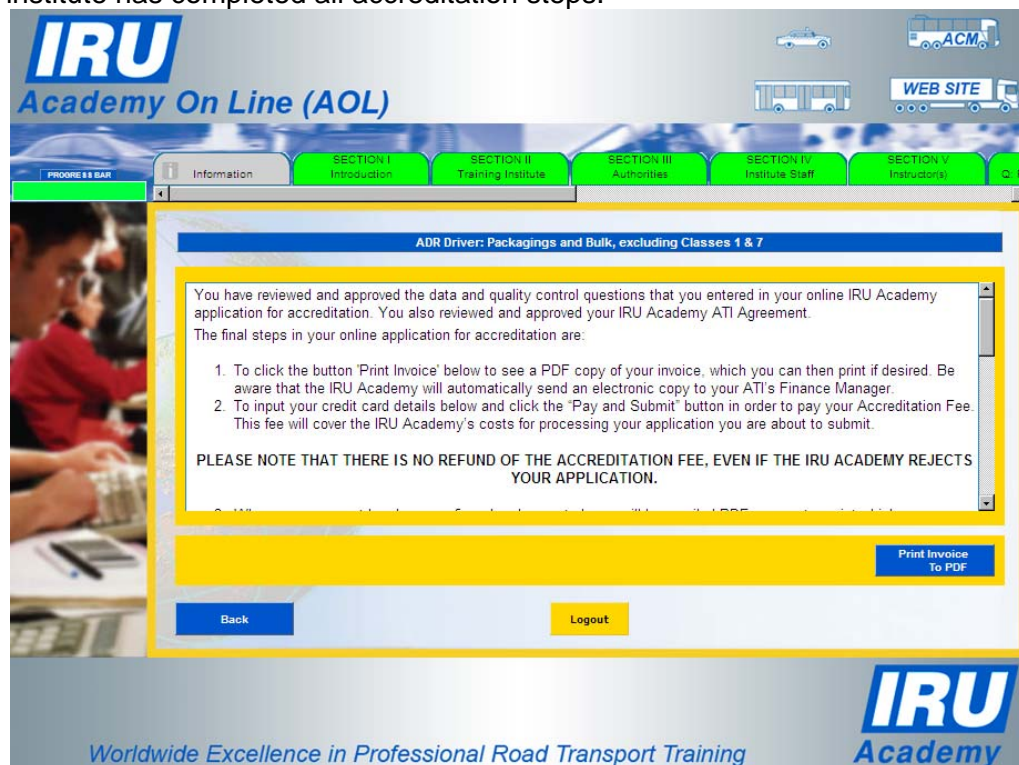
- 2) select the "I would like to obtain access to the live IRU Academy Online application" check-box

- 3) Click on the "Submit & Continue" button

AOL will then display a message thanking you for the completion of the accreditation steps and asking you to logout:

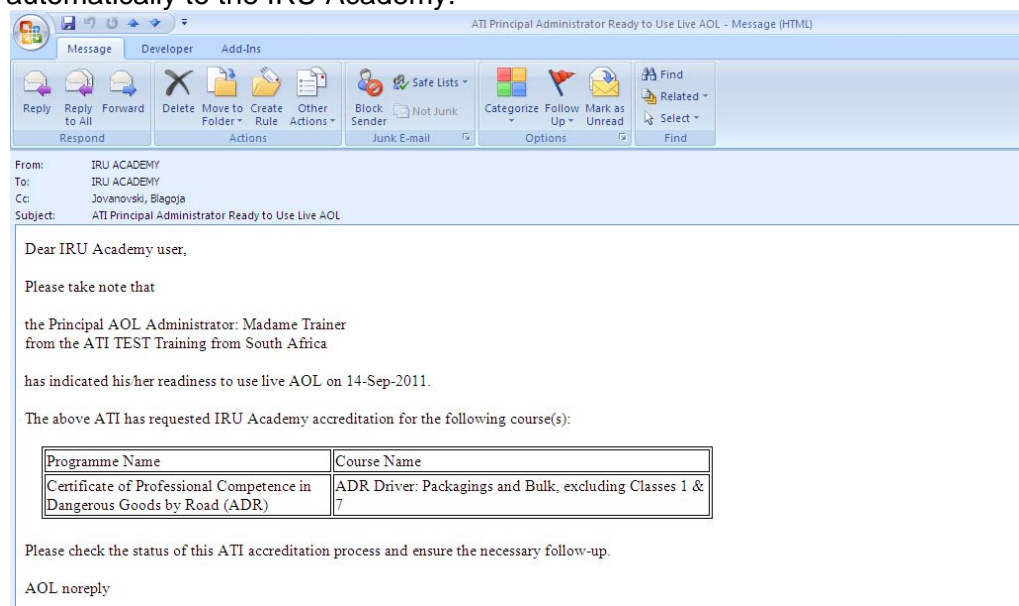
Click on the "OK" button to close the message.

AOL takes you to the “Section XII Pay & Submit” screen tab to indicate that your training institute has completed all accreditation steps:



Click on the “Logout” button to log off the AOL ATI Accreditation Module and return to the AOL homepage.

When you select the “I would like to obtain access to the live IRU Academy Online application” check-box and click on the “Submit & Continue” button, you will receive a copy of an “ATI Principal Administrator Ready to Use Live AOL” e-mail AOL sends automatically to the IRU Academy:

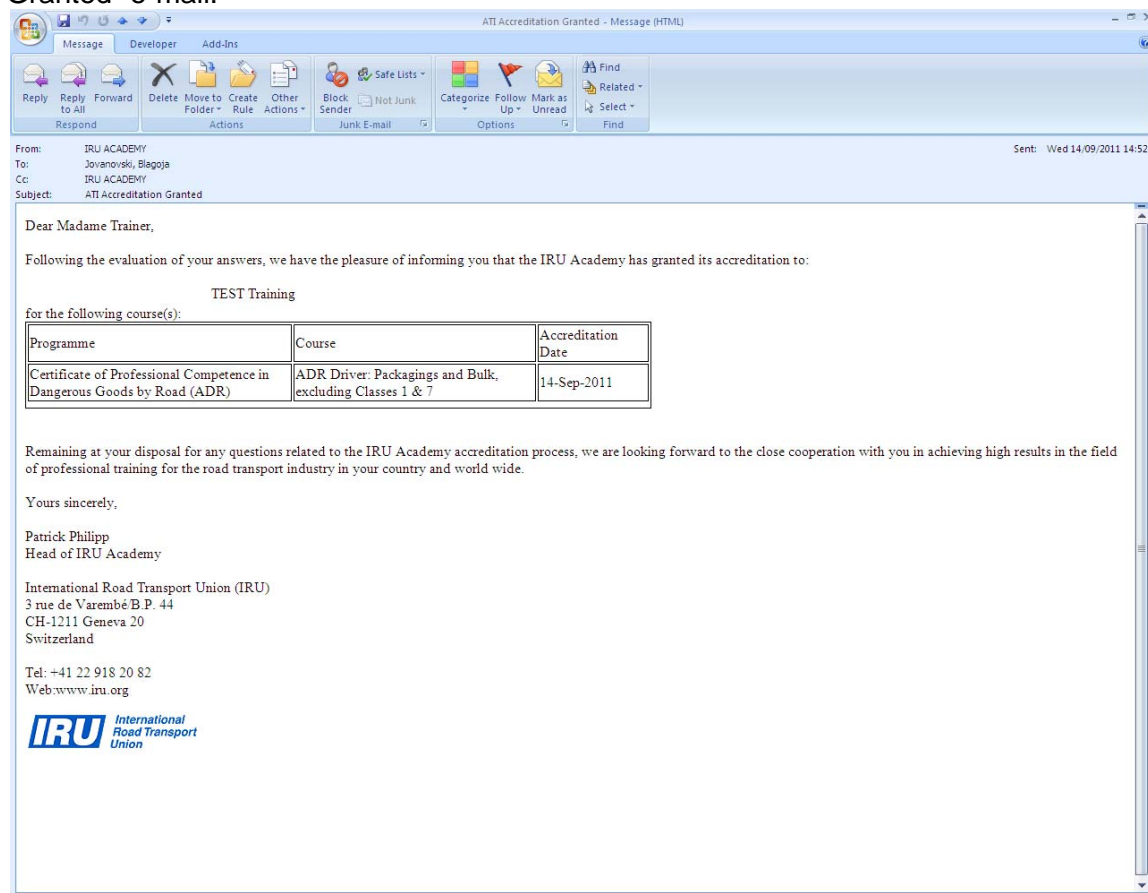


After having received this e-mail, AOL will automatically change your training institute's accreditation status for the programme to 'Pending'. The IRU Academy will then have to decide whether it will grant or deny the accreditation by registering it in AOL as well.

2.7 IRU Academy Completion of the Accreditation Process

As soon as the IRU Academy decides to grant (or deny) the accreditation request by your training institute, you will receive an automatic e-mail from AOL informing you about the accreditation status change as per the IRU Academy decision.

In case the IRU Academy decided to grant your training institute the accreditation requested, your Principal AOL Administrator will receive an automatic "ATI Accreditation Granted" e-mail:



From the moment you receive an IRU Academy accreditation for the programme you have requested, you can no longer use the AOL ATI Accreditation Module for this accreditation. Naturally, you can use the AOL ATI Accreditation Module in case you want to start the accreditation process for another IRU Academy programme or when you will need to produce and print out Annex B to the IRU Academy ATI Agreement which is in itself a part of the [section 10.1](#) below.

From the moment you obtain an IRU Academy accreditation for one of its programmes, you can manage your classes, students and related activities by using the AOL ATI Module, after logging into it by using the credentials (User Name and Password) which have already been created for you during the accreditation process.

3 Staff Management

Normally, Staff Management rights are restricted to the ATI General Manager and Principal AOL Administrators. As General Manager or Administrator, you can perform administrative tasks, such as creating staff members, modifying their profiles, assigning them roles and deleting staff members. These actions are all described in this chapter.

From the ATI Homepage, click on the Staff Management button, which displays the following screen:

IRU Academy On Line (AOL)

Change Password | Contact IRU Academy | ATI Home Page

STAFF MANAGEMENT

LIST OF STAFF MEMBERS AND ROLES

Name	First Name	User Name	Role
Academic	Juniorette	jacademic	Finance Manager
			Liaison Person
	Trainer	jacademic	ATI General Manager

Name	First Name	User Name	Course Name	Role
	Finance	jacademic	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Programme Manager
			ADR Driver: Tanks, excluding Classes 1 & 7	Programme Manager
			ADR Loading & Unloading Specialist	PrincipalAdmin
	Juniorette	jacademic	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	PrincipalAdmin
			ADR Driver: Tanks, excluding Classes 1 & 7	PrincipalAdmin

Add

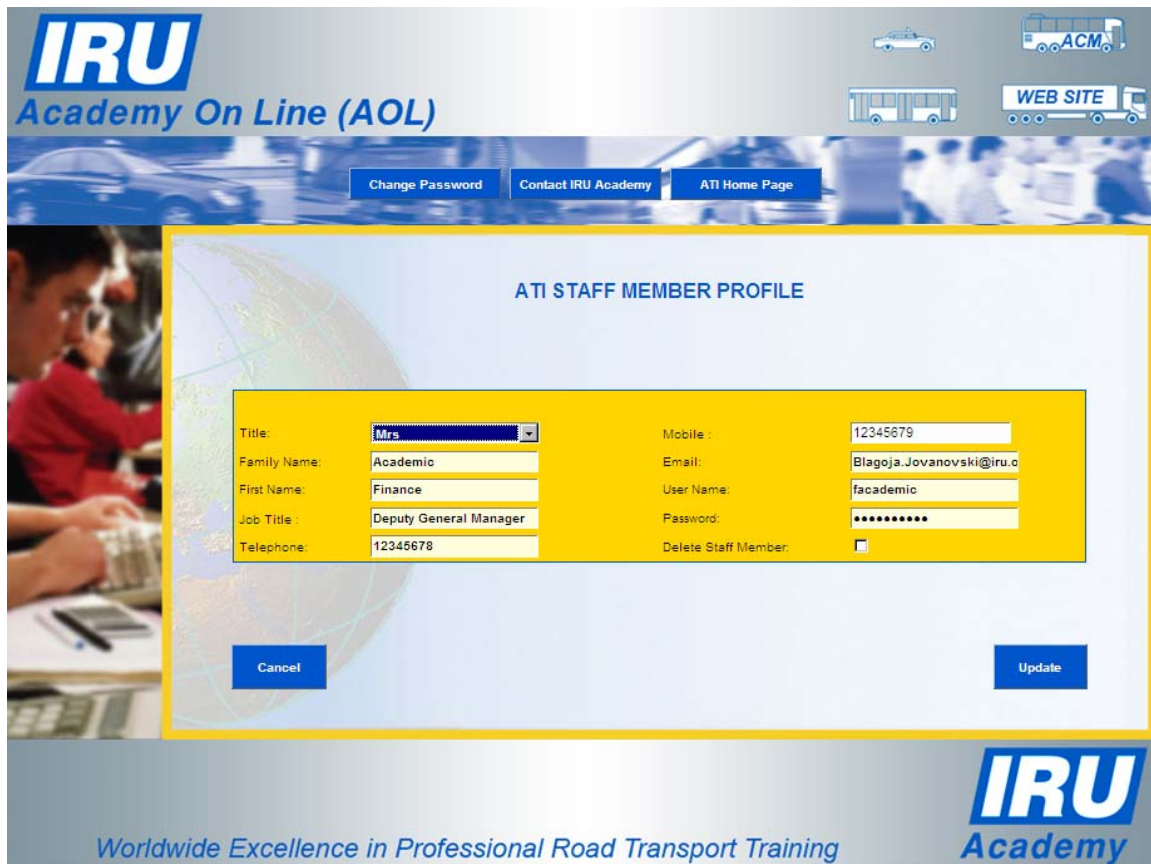
IRU Academy
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Staff Management

This List of Staff Members and Roles table contains the following columns:

Name	First Name	User Name	Right
Staff member's (last) family name	Staff member's first name	The hyperlink in this column is used to access the staff member's profile page, and can be used to delete or modify this staff member's information.	This column displays the roles (rights) currently assigned to this staff member

Click the hyperlink in the User Name column.



IRU
Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

ATI STAFF MEMBER PROFILE

Title:	<input type="text" value="Mrs"/>	Mobile :	<input type="text" value="12345679"/>
Family Name:	<input type="text" value="Academic"/>	Email:	<input type="text" value="Blagoja.Jovanovski@iru.o"/>
First Name:	<input type="text" value="Finance"/>	User Name:	<input type="text" value="facademic"/>
Job Title :	<input type="text" value="Deputy General Manager"/>	Password:	<input type="text" value="*****"/>
Telephone:	<input type="text" value="12345678"/>	Delete Staff Member:	<input type="checkbox"/>

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ATI Staff Member Profile

N.B. The access rights assigned to ATI users in AOL v3.0 depend on the staff roles assigned during the accreditation process.

To change any of the selected staff member's details, re-type the correct detail over the previous entry in the appropriate field, then click the "Update" button to confirm.

To delete the selected ATI staff member, click on the "Delete Staff Member" check box and confirm the deletion when asked.

3.1 Add a Staff Member

To add a staff member, click the “Add” button on the “Staff Management” screen. The following screen appears:

IRU Academy On Line (AOL)

Change Password | Contact IRU Academy | ATI Home Page

ATI STAFF MEMBER PROFILE

Title: Mobile:

Family Name: Email:

First Name: User Name:

Job Title: Password:

Telephone: Delete Staff Member: ☐

Cancel | Update

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ATI Staff Member Profile

The “ATI Staff Member Profile” page contains the following fields:

Field Name	Type	Action	
Title	Mandatory	Select one of the titles from the drop-down list	These fields are used for ATI staff-member information purposes.
Family Name	Mandatory	Enter the staff member's family name in this field	
First Name	Mandatory	Enter the staff member's first name in this field	
Job Title	Mandatory	Enter the staff member's job title at your ATI in this field	
Telephone	Mandatory	Enter the staff member's telephone number in this field	
Mobile	Mandatory	Enter the staff member's mobile number in this field	
Email	Mandatory	Enter the staff member's email address in this field	These fields contain the staff member's login credentials
User Name	Mandatory	This is the staff member's user login name.	
Password	Mandatory	This is the staff member's login password	This check box is only used to DELETE a staff member
Delete Staff Member	Optional check box	This check box is used to DELETE a staff member	

Enter the staff member's personal information in each field. If you fail to enter information into any mandatory fields, a warning message will be displayed when you click the "Update" button.

To cancel your data entry, click the "Cancel" button. Either of these actions will return you to the Staff Management screen.

3.2 Modify a Staff Member

To modify data for an existing staff member click the Staff Member's hyperlink in the "User Name" column:



STAFF MANAGEMENT

LIST OF STAFF MEMBERS AND ROLES

Name	First Name	User Name	Role
Academic	Juniolette	jacademic	Finance Manager
			Liaison Person
	Trainer	jacademic	ATI General Manager

Name	First Name	User Name	Course Name	Role
Finance		jacademic	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Programme Manager
			ADR Driver: Tanks, excluding Classes 1 & 7	Programme Manager
			ADR Loading & Unloading Specialist	PrincipalAdmin
Juniolette		jacademic	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	PrincipalAdmin
			ADR Driver: Tanks, excluding Classes 1 & 7	PrincipalAdmin

[Add](#)

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This will display the Staff Member's Profile Screen.

IRU
Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

ATI STAFF MEMBER PROFILE

Title:	<input type="text" value="Mrs"/>	Mobile :	<input type="text" value="12345679"/>
Family Name:	<input type="text" value="Academic"/>	Email:	<input type="text" value="Blagoja.Jovanovski@iru.o"/>
First Name:	<input type="text" value="Finance"/>	User Name:	<input type="text" value="facademic"/>
Job Title :	<input type="text" value="Deputy General Manager"/>	Password:	<input type="password" value="*****"/>
Telephone:	<input type="text" value="12345678"/>	Delete Staff Member:	<input type="checkbox"/>

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You can now modify the Staff Member's personal information. Click the Update button to confirm these changes, or click the Cancel button to cancel this operation. Staff Member Profile page fields are described in [section 3.1](#) above.

3.3 Delete a Staff Member

To delete a staff member, select the desired staff member (as described in [section 3.2](#)) to display the ATI Staff Member Profile screen. Then check the Delete Staff Member check box as shown below.



IRU Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

ATI STAFF MEMBER PROFILE

Title:	Mrs	Mobile:	12345678
Family Name:	Academic	Email:	Blagoja.Jovanovski@iru.org
First Name:	Finance	User Name:	facademic
Job Title:	Deputy General Manager	Password:	*****
Telephone:	12345678	Delete Staff Member:	<input checked="" type="checkbox"/>

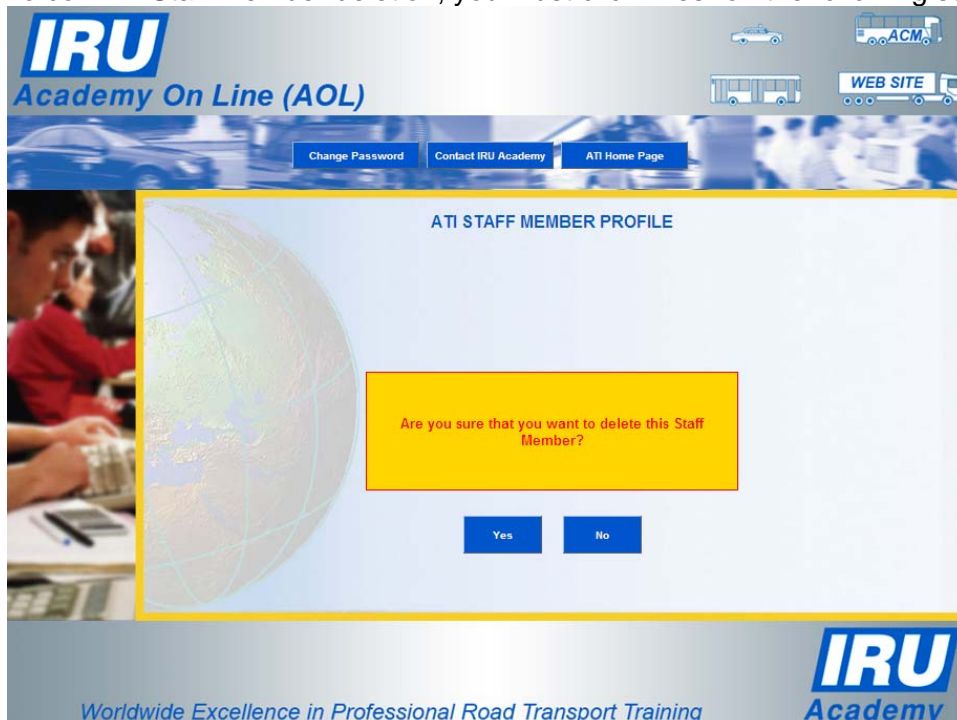
Cancel Update

IRU Academy

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Click the “Update” button to confirm the Delete operation or “Cancel” to abort the operation.

To confirm Staff Member deletion, you must click “Yes” on the following screen:



IRU Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

ATI STAFF MEMBER PROFILE

Are you sure that you want to delete this Staff Member?

Yes No

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The staff member profile will then be permanently deleted. This staff member will no longer appear in the list of ATI staff members.



IRU Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

STAFF MANAGEMENT

LIST OF STAFF MEMBERS AND ROLES

Name	First Name	User Name	Role
Academic	Juniorrette	jacademic	Finance Manager
			Liasion Person
	Trainer	jacademic	ATI General Manager

Name	First Name	User Name	Course Name	Role
	Finance	jacademic	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Programme Manager
			ADR Driver: Tanks, excluding Classes 1 & 7	Programme Manager
			ADR Loading & Unloading Specialist	PrincipalAdmin
	Juniorrette	jacademic	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	PrincipalAdmin
			ADR Driver: Tanks, excluding Classes 1 & 7	PrincipalAdmin

Add

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3.4 (Re-)Assign Role to a Staff Member

To assign / reassign role to a given ATI staff member, select the desired role (click on the Role hyperlink) in the lower part of the AOL Staff Management page:



IRU Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

STAFF MANAGEMENT

LIST OF STAFF MEMBERS AND ROLES

Name	First Name	User Name	Role
Academic	Juniorrette	jacademic	Finance Manager
			Liasion Person
	Trainer	jacademic	ATI General Manager

Name	First Name	User Name	Course Name	Role
	Finance	jacademic	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Programme Manager
			ADR Driver: Tanks, excluding Classes 1 & 7	Programme Manager
			ADR Loading & Unloading Specialist	PrincipalAdmin
	Juniorrette	jacademic	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	PrincipalAdmin
			ADR Driver: Tanks, excluding Classes 1 & 7	PrincipalAdmin

Add

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AOL displays the “Change Role X for: Y” screen:

IRU Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

Change Role Programme manager for: ADR Driver: Tanks, excluding Classes 1 & 7

This role is now assigned to:

Select Existing Staff Member : Please Select

Title: Mrs Mobile: 12345679
 Family Name: Academic Email: Blagoja.Jovanovski@iru.o
 First Name: Finance User Name: facademic
 Job Title: Deputy General Manager Password: *****
 Telephone: 12345678 Delete Staff Member: ☐

Cancel Update

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whereby X stands for the selected role and Y stands for the Programme name.

To assign this role to another ATI staff member, select the other staff member from the “Select Existing Staff Member” dropdown list, change any of this staff member’s details, then click on the “Update” button.

AOL will save your changes and display the updated Staff Management page:

IRU Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

STAFF MANAGEMENT

LIST OF STAFF MEMBERS AND ROLES

Name	First Name	User Name	Role
Academic	Juniolette	facademic	Finance Manager
			Liaison Person
	Trainer	facademic	ATI General Manager

Name	First Name	User Name	Course Name	Role
Finance	facademic		ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Programme Manager
			ADR Driver: Tanks, excluding Classes 1 & 7	Programme Manager
			ADR Loading & Unloading Specialist	Principal Admin
Juniolette	facademic		ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Admin
			ADR Driver: Tanks, excluding Classes 1 & 7	Principal Admin

Add

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3.5 Scan and Attach General Manager's Signature After Accreditation

ATIs can scan and attach their scanned General Manager's signature by using the AOL ATI Module after having obtained accreditation in any IRU Academy training programmes. The only restriction in this case is that only the ATI staff with the AOL role of 'General Manager' or 'Principal AOL Administrator' can use this AOL module and scan and attach their General Manager's signature.

In case an ATI already has one or more accreditations already granted and no accreditation requests which are not granted yet (AOL Accreditation Status 'Started' or 'Pending'), applying the procedure described in this sub-section will affect all IRU Academy programmes for which the ATI has already been accredited.

The procedure to follow in order to scan and attach an ATI General Manager's signature using the AOL ATI Module (after accreditation) requires the ATI Principal AOL Administrator or General Manager to:

- 1) Logon to the AOL ATI Module using their appropriate login details (Username and Password):

IRU
Academy On Line (AOL)

IRU ACADEMY ON-LINE LOGIN

User Name: cmonoleg

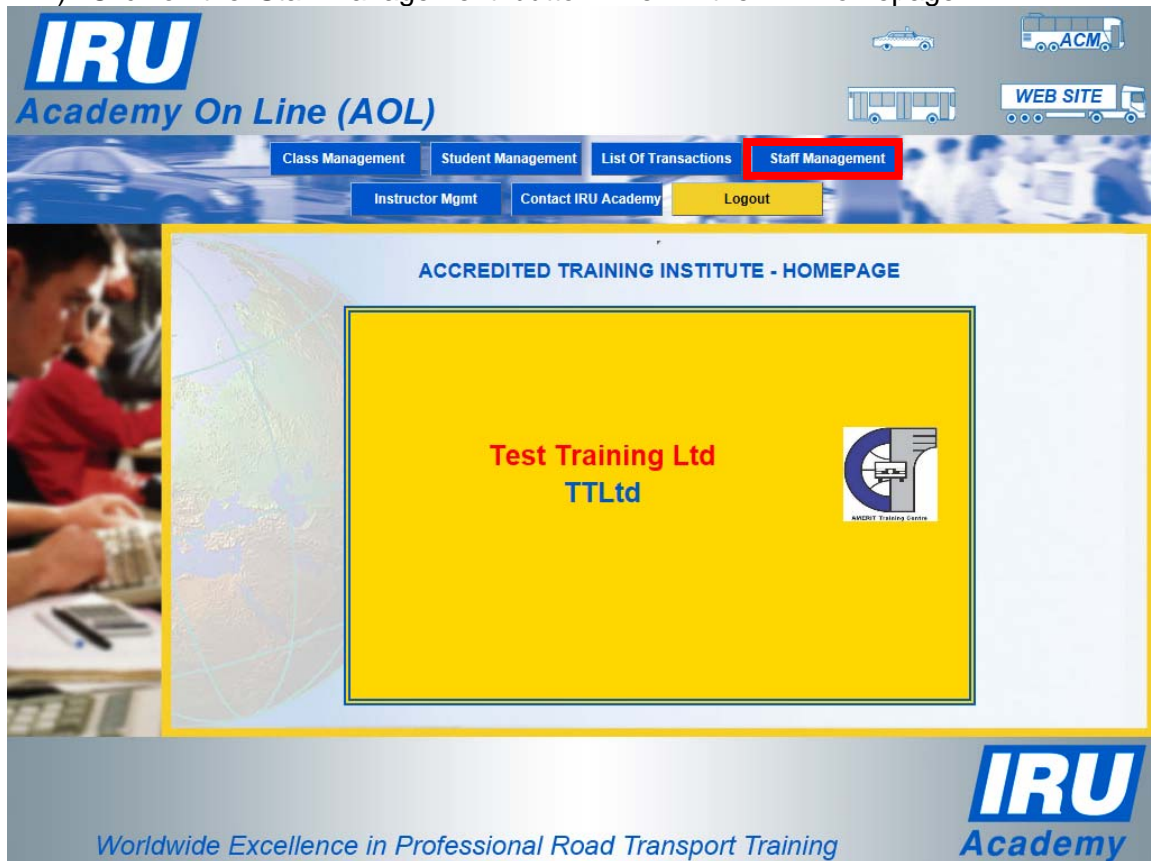
Password:

Cancel Login

IRU
Academy

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2) Click on the 'Staff Management' button when in the ATI Homepage:



- 3) Click on the 'ATI General Manager' hyperlink in the upper part of the Staff Management page:




[Change Password](#)
[Contact IRU Academy](#)
[ATI Home Page](#)

STAFF MANAGEMENT

LIST OF STAFF MEMBERS AND ROLES

Name	First Name	User Name	Role
Monoleg	Cayley	cmonoleg	Liasion Person
Queenteas	Cuntha	qcuntha	Finance Manager
			ATI General Manager

Name	First Name	User Name	Course Name	Role
Monoleg	Cayley	cmonoleg	ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Programme Manager
			ADR Driver: Tanks, excluding Classes 1 & 7	Programme Manager
			ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Admin
			ADR Driver: Tanks, excluding Classes 1 & 7	Principal Admin

Add



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- 4) Click on the 'Signature' button in the lower part of the Change Role ATI General Manager page:

IRU Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

Change Role ATI General Manager for:TTLtd

This role is now assigned to:

Select Existing Staff Memeber : Please Select

Title:	Please Select	Mobile :	+12345679
Family Name:	Queenteas	Email:	bgiovani66@hotmail.com
First Name:	Cuntha	User Name:	qcuntha
Job Title :	Dean	Password:	*****
Telephone:	+12345678	Delete Staff Member:	<input type="checkbox"/>

Cancel Signature Update

IRU Academy

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- 5) Click on the "Print Signature Form" button to produce a PDF signature form with instructions on how to attach signatures:

The screenshot displays the IRU Academy On Line (AOL) web interface. At the top, the IRU logo and 'Academy On Line (AOL)' text are visible. Navigation tabs include 'Information', 'SECTION I Introduction', 'SECTION II Training Institute', 'SECTION III Authorities', 'SECTION IV Institute Staff', and 'SECTION V Instructor(s)'. A 'PROGRESS BAR' is on the left. The main content area shows a 'Submit Signature' form for 'CUNTHA QUEENTAS'. The form has a yellow background and contains the following text: 'INSTRUCTIONS FOR CORRECTLY SUBMITTING A SIGNATURE FOR CUNTHA QUEENTAS', 'No Signature Attached Yet', a 'Browse...' button, and instructions to click 'Print Signature Form' or 'Attach Signature File'. At the bottom of the form are buttons for 'Remove Signature', 'Attach Signature File', 'Print Signature Form', 'Back', 'Logout', and 'Submit & Continue' (which is highlighted with a red border). The footer of the page includes the IRU logo, 'Worldwide Excellence in Professional Road Transport Training', and the IRU Academy logo.

- 6) Print the PDF form, have it signed by the General Manager in the 'Signature Box' (using a thick pen and aligning the signature to the left border of the frame), then scan the entire (A4 format) signed form in JPG format and save the scanned image on your PC / network:

▲
TOP


Signature Form
Instructions and Signature Box

This procedure allows you to attach to your Application Form the electronic signature of the person whose details you have just entered / viewed. This electronic signature will then be automatically printed on IRU Academy Certificates, Diplomas and joining letters. This signature can be removed at any time.

To attach a signature:

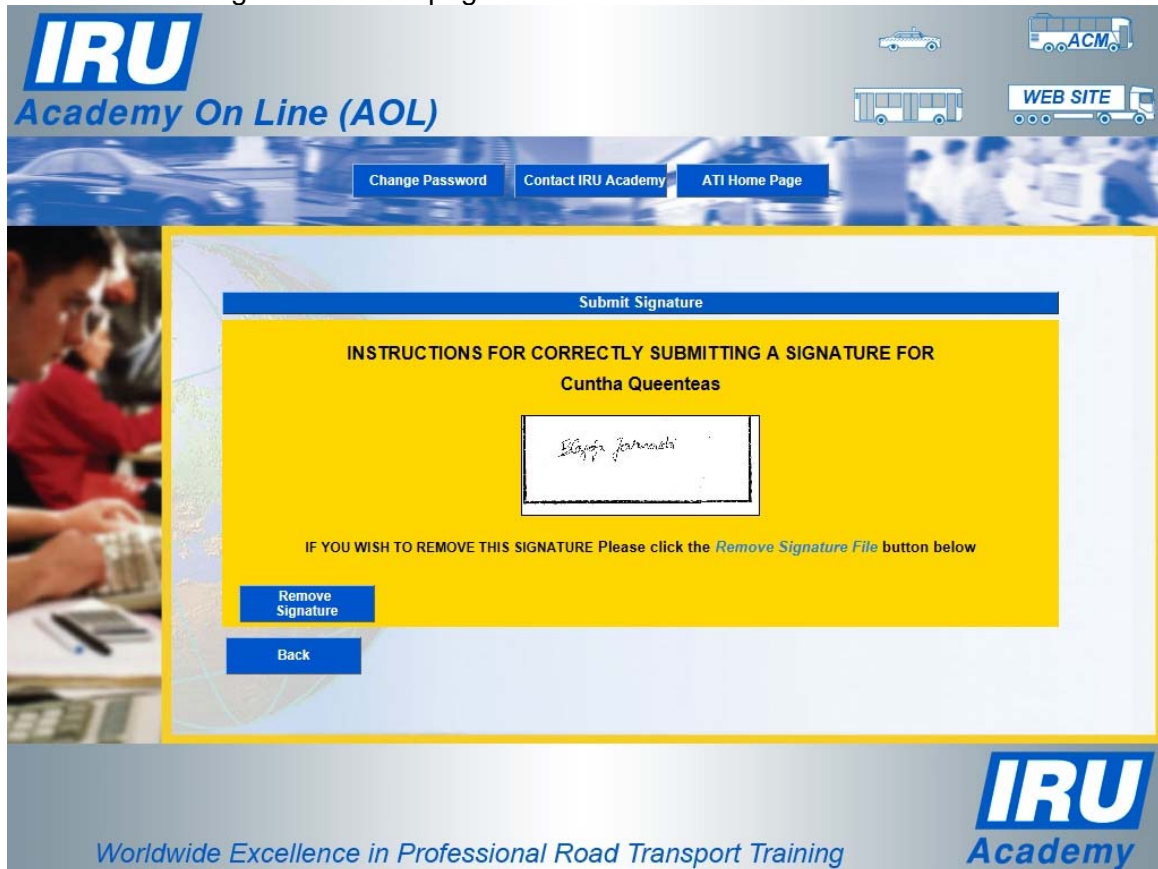
1. Have the person whose signature is to be submitted sign in the signature box below. He or she should use a thick black pen, and sign within the frame.
2. Scan the page with the signature and save it in JPEG format (remember where you saved your file).
3. Click the "Attach Signature File" button and follow the instructions.
4. If you are not satisfied with the result, start again.

Signature Box.
Please sign within the frame below:



* * * * *

- 7) After having selected the file containing the scanned signature using the “Browse” button, click on the “Attach Signature File” button and AOL will display the attached signature on the page:

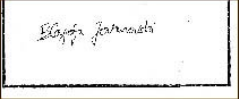


IRU
Academy On Line (AOL)

[Change Password](#) [Contact IRU Academy](#) [ATI Home Page](#)

Submit Signature

**INSTRUCTIONS FOR CORRECTLY SUBMITTING A SIGNATURE FOR
Cuntha Queenteas**



IF YOU WISH TO REMOVE THIS SIGNATURE Please click the [Remove Signature File](#) button below

[Remove Signature](#)

[Back](#)

IRU
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- 8) The process of attaching your General Manager’s signature is thus finished. Click on the ‘ATI Home Page’ to return to the ATI Homepage or click on the ‘Back’ button to return to the Staff Management page.

4 Instructor Management (After Accreditation)

The new AOL release enables all ATIs to manage their instructors, both principal and additional, for any programme they have already been accredited by the IRU Academy, after the ATI has received the accreditation.

ATIs' needs to add, remove or change their existing instructors between various IRU Academy programmes for which they have already been accredited is thus greatly facilitated and simplified as they no longer need to repeat the AOL accreditation process to do this.

The only restriction in this new AOL release is that only the ATI's Principal AOL Administrator or General Manager can manage the ATI's instructors using the AOL ATI Module.

The procedure to follow in order to manage your instructors using the AOL ATI Module (after accreditation) requires the ATI Principal AOL Administrator or General Manager to:

- Logon to the AOL ATI Module using their appropriate login details (Username and Password):

IRU
Academy On Line (AOL)

IRU ACADEMY ON-LINE LOGIN

User Name: cmonoleg

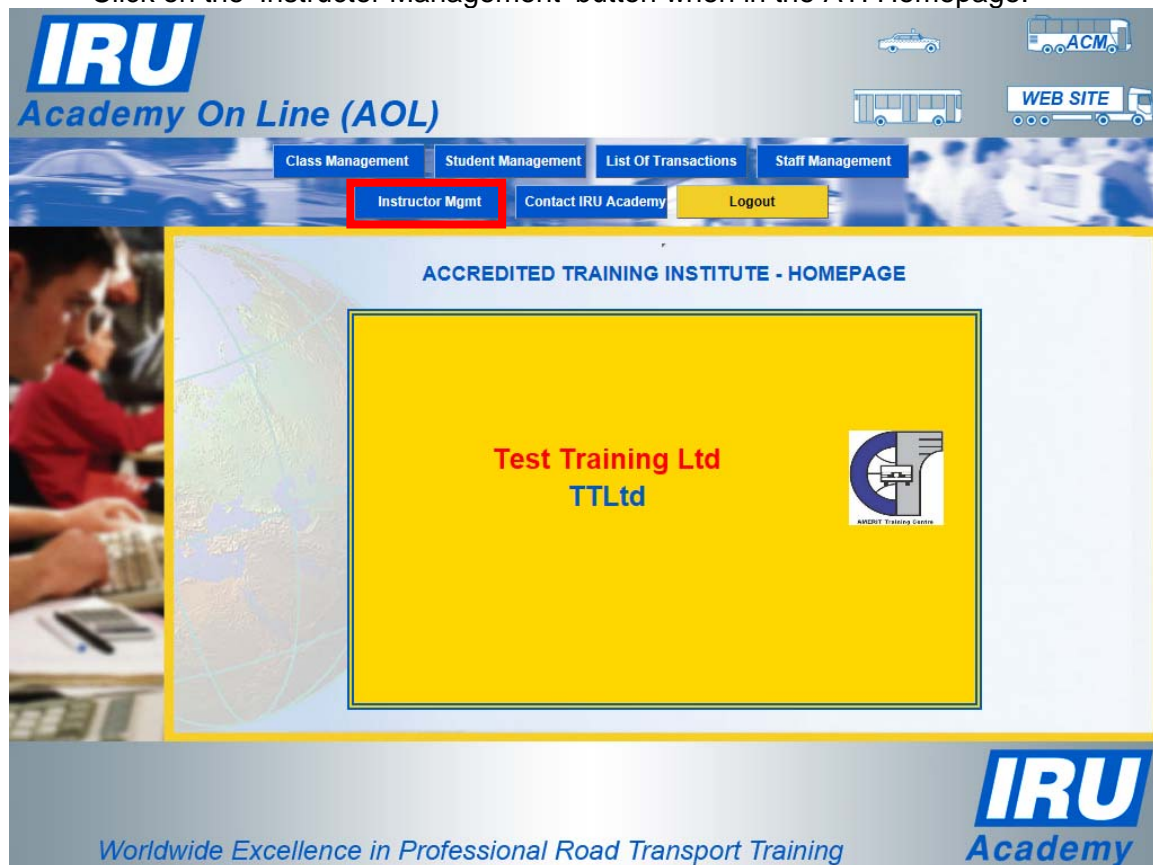
Password:

Cancel Login

IRU
Academy

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- Click on the 'Instructor Management' button when in the ATI Homepage:



This will bring you to the AOL Instructor Management page using which you can add, remove or change instructors. These actions are explained in more details in the sub-sections below.

4.1 Adding New Instructor After Accreditation

To add a new instructor and register all relevant details, after logging in the AOL ATI Module and selecting the 'Instructor Management' function, the ATI's Principal AOL Administrator or General Manager need to:

- 1) Click on the 'Add' button in the Instructor Management page:



IRU Academy On Line (AOL)

Change Password | Contact IRU Academy | ATI Home Page

INSTRUCTOR MANAGEMENT

PRINCIPAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Filipus	Pricus	pfilipus	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor

ADDITIONAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
Yacina	Totana	Totana.Yacina	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor

Add

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- 2) Select the course to which you wish to assign the new instructor, enter the instructor's details (including User Name and Password), then click on the 'Update' button in the ATI Instructor Profile page:



IRU
Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

ATI INSTRUCTOR PROFILE

69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7

Select Existing Instructor : Please Select

Title:	Prof dr	Mobile :	+12345679
Family Name:	Giovanowsky	Email:	ggorky@gmail.com
First Name:	Gorky	User Name:	ggorky
Instructor Type:	Principal Instructor		
Job Title :	Lecturer	Set password	<input checked="" type="checkbox"/>
Telephone:	+12345678	Password:	*****
Birth Date:	02-Nov-1978	Confirm Password:	*****

Cancel Update

IRU
Academy

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- 3) AOL saves the new instructor and displays him/her in the updated Instructor Management page:

IRU
Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

INSTRUCTOR MANAGEMENT

PRINCIPAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Fillius	Pricus	pfilius	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Giovanowsky	Gorky	ggorky	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor

ADDITIONAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
Yacina	Totana	Totana.Yacina	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor

Add

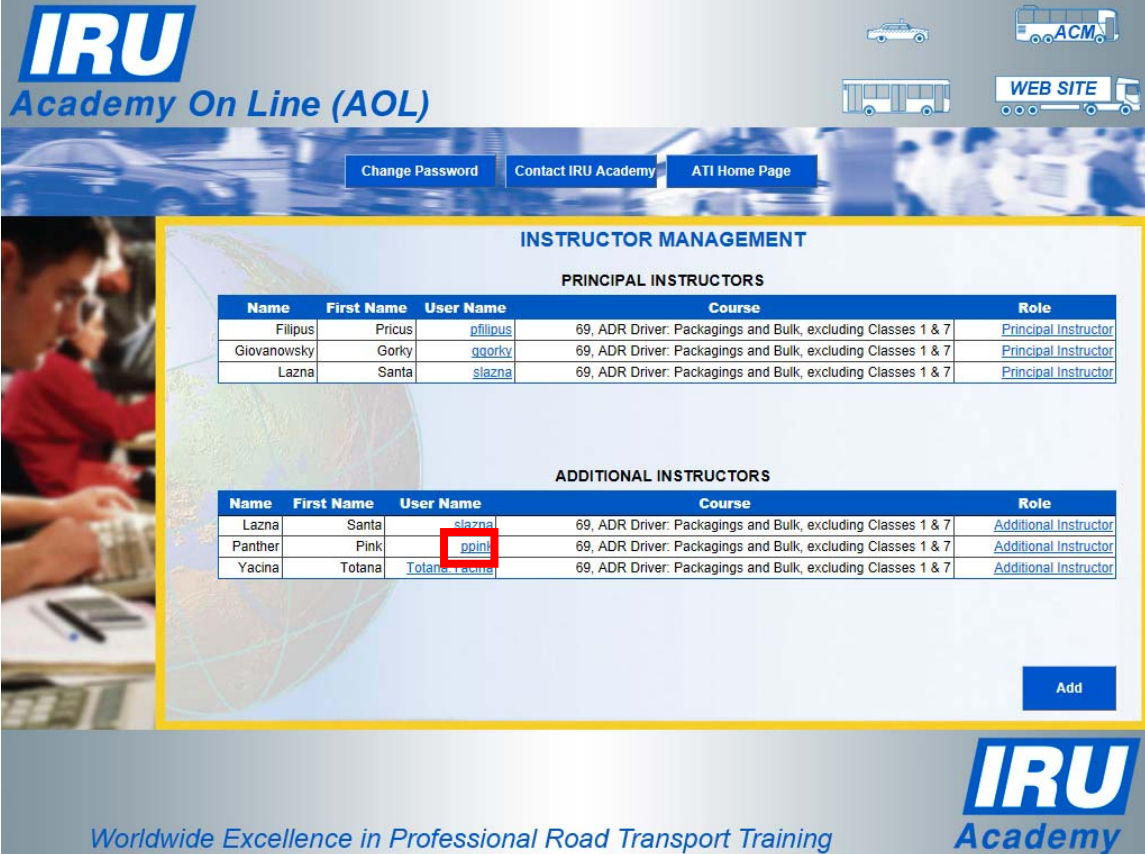
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Academy

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4.2 Removing an Instructor After Accreditation

To remove an existing instructor from your ATI's list of instructors and disable his AOL login, after logging in the AOL ATI Module and selecting the 'Instructor Management' function, the ATI's Principal AOL Administrator or General Manager need to:

- 1) Click on the 'User Name' hyperlink of the instructor who needs to be removed in the Instructor Management page:



IRU Academy On Line (AOL)

Change Password | Contact IRU Academy | ATI Home Page

INSTRUCTOR MANAGEMENT

PRINCIPAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Filipus	Pricus	pfilipus	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Giovanowsky	Gorky	ggorky	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor

ADDITIONAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
Panther	Pink	gpink	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
Yacina	Totana	Totana.Yacina	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor

Add

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- 2) Select the 'Delete Instructor' check-box, then click on the 'Update' button in the ATI Instructor Profile page:

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Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

ATI INSTRUCTOR PROFILE

Title:	Dr	Mobile :	+12345679
Family Name:	Panther	Email:	ppanther@gmail.com
First Name:	Pink	User Name:	ppink
Job Title :	Assistent		
Telephone:	+12345678	Change password:	
Birth Date:	30-Jul-1993	Delete Instructor:	<input checked="" type="checkbox"/>

Cancel Update

IRU
Academy

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- 3) AOL marks the selected instructor as deleted and displays the updated Instructor Management page without the removed instructor's profile:



IRU Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

INSTRUCTOR MANAGEMENT

PRINCIPAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Filipus	Prigus	pfilipus	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Giovanowsky	Gorky	ggorky	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor

ADDITIONAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
Yacina	Totana	Totana.Yacina	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor

Add

IRU Academy
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4.3 Changing an Instructor After Accreditation

To change an existing instructor to one of your ATI's training programmes under IRU Academy accreditation, after logging in the AOL ATI Module and selecting the 'Instructor Management' function, the ATI's Principal AOL Administrator or General Manager need to:

- 1) Click on the 'Role' hyperlink of the instructor you need to replace in the Instructor Management page (e.g. 'Additional Instructor' Santa Lazna needs to be replaced with Gorky Giovanowsky):



IRU Academy On Line (AOL)

Change Password | Contact IRU Academy | ATI Home Page

INSTRUCTOR MANAGEMENT

PRINCIPAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Filipus	Pricus	pfilipus	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Giovanowsky	Gorky	ggorky	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Giovanowsky	Gorky	ggorky	70, ADR Driver: Tanks, excluding Classes 1 & 7	Principal Instructor

ADDITIONAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
Yacina	Totana	Totana.Yacina	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor

[Add](#)

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- 2) Select the instructor with whom you want to replace the selected instructor from the 'Select Existing Instructor' dropdown list, then click on the 'Update' button:

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a header with the IRU logo and the text 'Academy On Line (AOL)'. To the right of the header are icons for a car, a bus labeled 'ACM', and a truck labeled 'WEB SITE'. Below the header are three buttons: 'Change Password', 'Contact IRU Academy', and 'ATI Home Page'. The main content area is titled 'Change Additional Instructor for: 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7'. It contains a form with the following fields:

Select Existing Instructor :	Please Select	
Title :	Prof	
Family Name :	Lazna	
First Name :	Santa	
Instructor Type :	Additional Instructor	
Job Title :	Lecturer	
Telephone :	+12345678	
Birth Date :	25-Jun-1980	
Mobile :	+12345678	
Email :	slazna@getmail.com	
User Name :	slazna	
Remove Instructor :	<input type="checkbox"/>	

At the bottom of the form are two buttons: 'Cancel' and 'Update'.

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IRU
Academy

3) AOL returns to the Instructor Management page updated as per your changes:

IRU
Academy On Line (AOL)

Change Password Contact IRU Academy ATI Home Page

INSTRUCTOR MANAGEMENT

PRINCIPAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Filipus	Pricus	pfilipus	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Giovanowsky	Gorky	ggorky	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Lazna	Santa	slazna	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Principal Instructor
Giovanowsky	Gorky	ggorky	70, ADR Driver: Tanks, excluding Classes 1 & 7	Principal Instructor

ADDITIONAL INSTRUCTORS

Name	First Name	User Name	Course	Role
Giovanowsky	Gorky	ggorky	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor
Yacina	Totana	Totana.Yacina	69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Additional Instructor

Add

IRU
Academy

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5 Class Management

This chapter explains how Classes can be created, viewed and modified.

From your ATI Homepage, click the “Class Management” button. You will see the following screen:

Class Name	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
ADRLoaders-Class1-2011	ITRCOADR7712	05-Oct-2011	05-Oct-2011	5	5	<input type="checkbox"/>
ADR1-Class1-2011	ITRCOADR6910	05-Oct-2011	05-Oct-2011	10	0	<input type="checkbox"/>
ADR2-Class1-2011	ITRCOADR7011	05-Oct-2011	05-Oct-2011	6	4	<input type="checkbox"/>

Class Management

This screen contains two sections.

The first section contains a “Class ID” drop down list, and a “Select” button.

The second section contains the following columns:

Class Name	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
The name you assign to the class	This is a system-generated code	The first day of class	The last day of class	Number of seats allocated to the class	The application calculates the number of seat you allocate to a class minus the number of seats already reserved	Click this check box to delete a class

5.1 Create a New Class

To add a new class, click the “Create New Class” button on the Class Management screen. The following screen will appear:

IRU Academy On Line (AOL)

Students in Class

Back Contact IRU Academy ATI Home Page

TTR - NEW CLASS CREATION

Product Name: Please Select

Class Name: Location: ATI BOOKING CONTACT

Class ID: Name:

Language: Please Select Instructor Name: Please Select Phone:

Start Date: IRU Fee (CHF) Per Graduates: Fax:

End Date: Published On IRU Academy Web Site: Email:

Days In Total: Description: Web Site:

Seats In Total:

Available Seats:

Create

IRU Academy

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New Class Creation

This screen contains the following fields:

Field Name	Type	Action	
Product Name	Mandatory	Select the PP Name from the drop down list.	This information is generated by IRU
Class Name	Mandatory	Enter the class name for this class.	This allows the ATI to give a name to each class
Class ID	Application-generated		This code is unique for every class
Language	Mandatory	Select one of the languages from the drop-down list.	This is the language used in the class
Start Date	Mandatory	Enter the day and the time in the format DD-MMM-YYYY hh:mm Eg 05-Dec-2005 08:30 The time is optional	You can modify this information after as long as no Examination Date is specified for any of the students in the same class
End Date	Mandatory		For information only
Days in Total	Mandatory	Enter the number of days the course will last	This is used to calculate the Seats in Total

Seats in Total	Mandatory	Enter the total number of seats (students) you can accept into this course	
Available Seats	Application-generated		Calculates the number of seats you allocate to a class minus the number of seats already reserved
Location	Optional		For information only
Instructor Name	Optional		
Description	Application-generated		This information is generated by AOL
IRU Fee (CHF) Per Graduates	Application-generated		
ATI BOOKING CONTACT			
Name	Mandatory		IRU needs this information to contact the ATI about this course
Phone	Mandatory		
Fax	Mandatory		
Email	Optional		For information only
Website	Optional		
Published On IRU Academy Web Site	Optional	Click this check-box if you want the information to be published on the IRU Web Site.	If this box is not ticked, students cannot see this class on the IRU Web Site

Click the "Create" button, and enter the information in each field.

If you fail to enter information into any mandatory fields, a warning message will be displayed when you click the "Update" button:

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there's a header with the IRU logo and navigation links like "Students In Class", "Back", "Contact IRU Academy", and "ATI Home Page". The main content area is titled "TTR - NEW CLASS CREATION". A yellow warning box in the center states: "Sorry, the Location, Instructor Name, Email and Web Address fields may be left blank. All other fields are Mandatory! Please correct and try again!". Below the warning box is an "OK" button. The footer includes the IRU Academy logo, the text "Worldwide Excellence in Professional Road Transport Training", and contact information: "Page 111 of 182 pages", "International Road Transport Union • IRU Academy", "3, rue de Varembe • B.P. 44 • CH-1211 Geneva 20 • Switzerland", "Tel: +41-22-918 20 51 • Fax: +41-22-918 27 41 • E-mail: academy@iru.org • Web: www.iru.org/academy".

The completed screen will then look like this:

IRU Academy On Line (AOL)

Students In Class

Back Contact IRU Academy ATI Home Page

TTR - ADR1-CLASS2-TEST

Product Name: 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7

Class Name: ADR1-Class2-Test Location: TTR Corporate Building [ATI BOOKING CONTACT](#)

Class ID: TTRCOADR6914 Room 124 Name: Juniorette Academic

Language: English Instructor Name: Ibonga Goodknigh Phone: 12345678

Start Date: 06-Oct-2011 00:00 IRU Fee (CHF) Per Graduates: 1.78769 Fax: 12345679

End Date: 06-Oct-2011 00:00 Published On IRU Academy Web Site: ☒ Email: jacademic@coldmail.

Days In Total: 1 Description: You will study the subjects set out in the ADR Agreement. All these subjects are professionally Web Site: www.ttr.edu.za

Seats In Total: 5

Available Seats: 5

Update

IRU Academy

Worldwide Excellence in Professional Road Transport Training

Once you have entered all of the data, click the “Update” button to confirm. This will register the new data in the database, and change the heading of the above screen from “New Class Creation” to the name of the course – in this case “ADR Test Class 1”.

To cancel your data entry, leave the screen by, for example, clicking the “Back” button. The data will be lost.

You can now add students to the class by clicking the “Students in Class” button (described in [section 7.1](#)).

Alternatively, you can click the “Back” button to return to the “Class Management” screen, from where you can create another new class, or modify or delete an existing one.

5.2 View or Modify a Class

NOTE: You can modify a class as long as no Examination Date has been entered for any of the students enrolled in the class!

To view or modify an existing class, you must first select the class. There are two ways of doing this:

1. In the upper section of the screen, click on the Class ID drop down list. Scroll the list until you find the ID of the class you wish to modify, and then click the "Select" button:



IRU Academy On Line (AOL)

Class ID: Please Select

Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
TTRCOADR7712	06-Oct-2011	06-Oct-2011	5	5	<input type="checkbox"/>
TTRCOADR6914	06-Oct-2011	06-Oct-2011	0	5	<input type="checkbox"/>
TTRCOADR6910	05-Oct-2011	05-Oct-2011	10	0	<input type="checkbox"/>
TTRCOADR7011	05-Oct-2011	05-Oct-2011	6	4	<input type="checkbox"/>

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Class Management

2. Scroll the lower section until you find the class you wish to modify, and then click the hyperlink in the "Class ID" column.

Either of these actions will give you the following screen:

IRU Academy On Line (AOL)

Students In Class

Back Contact IRU Academy ATI Home Page

TTR - ADR1-CLASS2-TEST

Product Name: 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7

Class Name: ADR1-Class2-Test Location: TTR Corporate Building

Class ID: TTRCOADR6914 Room 124 Name: Juniorette Academic

Language: English Instructor Name: Ibonga Goodknigh Phone: 12345678

Start Date: 06-Oct-2011 00:00 IRU Fee (CHF) Per Graduates: 1,78769 Fax: 12345679

End Date: 06-Oct-2011 00:00 Published On IRU Academy Web Site: ☒ Email: jacademic@coldmail.

Days In Total: 1 Description: You will study the subjects set out in the ADR Agreement. All these subjects are professionally Web Site: www.ttr.edu.za

Seats In Total: 5

Available Seats: 5

Update

IRU Academy

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You can now modify the data on this screen, except for the application-generated data, in grey. The fields are described in [section 6.1](#), “Create a New Class”.

Click the “Update” button to confirm your changes.

The updated screen will look like this:

IRU Academy On Line (AOL)

Students In Class

Back Contact IRU Academy ATI Home Page

TTR - ADR1-CLASS2-TEST

Product Name: 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7

Class Name: ADR1-Class2-Test Location: TTR Corporate Building

Class ID: TTRCOADR6914 Room 124 Name: Juniorette Academic

Language: Dutch; Flemish Instructor Name: Ibonga Goodknigh Phone: 12345678

Start Date: 06-Oct-2011 00:00 IRU Fee (CHF) Per Graduates: 1,78769 Fax: 12345679

End Date: 06-Oct-2011 00:00 Published On IRU Academy Web Site: ☒ Email: jacademic@coldmail.

Days In Total: 1 Description: You will study the subjects set out in the ADR Agreement. All these subjects are professionally Web Site: www.ttr.edu.za

Seats In Total: 5

Available Seats: 5

Update

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To cancel your data entry, leave the screen by, for example, clicking the “Back” button. The changes will be lost.

Note that you can print certificates/diplomas from this course, once it is finished. For an explanation of this, see [section 8.2](#).

5.2.1 “Students in Class”

You can also get a list of students from the Class screen (above) by clicking the “Students in Class” button. The following screen appears:

IRU Academy On Line (AOL)

Back Contact IRU Academy ATI Home Page

ADR1-CLASS1-2011-Full

Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate, Diploma Letter Printed	Select
Mrs	Bigmum	Madame	378607			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Dr	Bigshot	Mgdriver	979195			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mrs	Driver	Madame	467084			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Driver	Trudi	382427			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Dr	Knowsall	Wiseguy	610641			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Nicefellow	Someone	646180			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Dr	Rippers	Chauffeur	308848			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Servee	Buttler	425146			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Miss	Shoferskaya	Voditelka	650866			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Miss	Soretto	Sorella	162907			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Select All Add New Student Update Print Certificates/Diplomas Print Letters Print Student List

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5.3 Delete a Class

NOTE: You cannot delete a class after the Start Date!

To delete a class, locate the desired class from the second section of the “Class Management” screen, then check the “Delete” check box as shown below.

IRU Academy On Line (AOL)

Class ID:

Class Name	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
ADRLoaders-Class1-2011	ITRCOADR7712	06-Oct-2011	06-Oct-2011	5	5	<input type="checkbox"/>
ADR1-Class2-Test	ITRCOADR6814	06-Oct-2011	06-Oct-2011	0	5	<input checked="" type="checkbox"/>
ADR1-Class1-2011	ITRCOADR6910	05-Oct-2011	05-Oct-2011	10	0	<input type="checkbox"/>
ADR2-Class1-2011	ITRCOADR7011	05-Oct-2011	05-Oct-2011	6	4	<input type="checkbox"/>

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Click the “Update” button to confirm the Delete operation.

To confirm Class deletion, you must click “Yes” on the following screen:

IRU Academy On Line (AOL)

Are you sure that you want to delete the selected Classes?

IRU Academy
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The class will then be permanently deleted. This class will no longer appear in the list of ATI classes.

6 Student Management

Information about students who have taken courses, or who are about to take courses, is stored in the ATI database. This section explains how to enter information on a new student, and how to change information on existing students. This is done from the “Student Management” page.

From your ATI Homepage, click the “Student Management” button. You will see the “Student Management” screen:

IRU
Academy On Line (AOL)

Create New Student From Another ATI
Change Password Contact IRU Academy ATI Home Page

STUDENT MANAGEMENT
QUICK STUDENT SELECTOR

Name: First Name:
Student ID: Diploma ID:
Diploma Examination Date: From: To:

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Academy
Worldwide Excellence in Professional Road Transport Training

Student Management

This screen contains, at the top, the “Quick Student Selector” to locate existing students. The use of this Selector is explained in [section 6.2.1](#).

6.1 Create a Student

There are two ways to create a student in your ATI's database:

- If the student has never taken a course at any ATI before, enter his / her data by clicking the "Create New Student" button.
- If the student has taken one or more courses at another ATI, click the "From Another ATI" button to copy the details.

6.1.1 Create New Student – Student Profile screen

Click on the "Create New Student" button. The "Student Profile" screen appears:

IRU Academy On Line (AOL)

Back Contact IRU Academy ATI Home Page

STUDENT PROFILE

PERSONAL DATA

Title: Please Select
Gender: M. F.
Family Name:
First Name:
Birth Date:
Place Of Birth:
Country Of Birth: Please Select
Address 1:
Address 2:
Address 3:
City:
State:
Postal Code Pre:
Postal Code Suf:
Country: Please Select

PROFESSIONAL DATA

Employer Name:
Job Title:
Address 1:
Address 2:
Address 3:
City:
State:
Postal Code Pre:
Postal Code Suf:
Country: Please Select
Telephone:
Mobile:
Fax:
Email:
From Another ATI: ☐

View The Graduate Private Page
User Intent: /J1
View
Certificates/Diplomas
Hide
Previous Enrollments

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The screen is divided into three columns:

- First Column: Personal Data
- Second Column: Professional Data
- Third Column: Graduate Data

Each of the fields in the first two columns is described in the tables below. The third column, not relevant for creating a new student, is described in [section 6.1.1.3](#).

6.1.1.1 First Column: Personal Data

Field Name	Type	Action	
Title:	Mandatory	Select the title from the drop down list	For information only
Gender:	Mandatory	Click the radio button M (Male) or F (Female)	
Family Name:	Mandatory	Enter the information	
First Name:	Mandatory		
Birth Date:	Mandatory		
Place Of Birth:	Mandatory		
Country Of Birth:	Mandatory	Select the country of birth from the drop down list	
Address 1:	Mandatory	Enter the information	
Address 2:	Optional		
Address 3:	Optional		
City:	Mandatory		
State:	Optional		
Postal Code Pre:	Mandatory	Enter the Postal Code; if it is in two parts, enter the prefix (first part)	
Postal Code Suf:	Optional	If the Postal Code is in two parts, enter the suffix (last part)	
Country:	Mandatory	Select the country of residence from the drop down list	
Telephone:	Mandatory	Enter the information	
Mobile:	Optional		
Fax	Optional		
Email	Mandatory		
Language	Mandatory	Select the principal language spoken by the student from the drop-down list	


6.1.1.2 Second Column: Professional Data


Field	Type	Action	
Employer Name:	Optional	Enter information the	For information only
Job Title:			
Address 1:			
Address 2:			
Address 3:			
City:			
State:			
Postal Code Pre:			
Postal Code Suf:			
Country:			
Telephone:			
Mobile:			
Fax:			
Email:			
From Another ATI:	System-generated	No action	Indicates whether this student first took a course at another ATI
Student ID:			
Password:			
Viewing Code			Communicated to the student via the joining letter, so that he/she can access the Diplomas/Certificates
Enroll in Class	Optional	Select a class from the drop down list	If you select a class and click "Update", the student is registered in that class
Close Graduate Web Site		Click this check box if you wish to close the Student's web site	

Enter Personal and Professional Data, and click the "Update" button.

You will see the following screen, shown in two views with different scrolls to give the complete list of fields:

6.1.1.3 Student Profile – Completed

[Back](#)
[Contact IRU Academy](#)
[ATI Home Page](#)


STUDENT PROFILE

PERSONAL DATA		PROFESSIONAL DATA	
Title:	Mr	Employer Name:	
Gender:	M. <input checked="" type="radio"/> F. <input type="radio"/>	Job Title:	
Family Name:	Nicefellow	Address 1:	
First Name:	Someone	Address 2:	
Birth Date:	03-Jul-1972	Address 3:	
Place Of Birth:	Someplace	City:	
Country Of Birth:	South Africa	State:	
Address 1:	Nicestreet 123	Postal Code Pre:	
Address 2:		Postal Code Suf:	
Address 3:		Country:	Please Select
City:	Someplace	Telephone:	
State:		Mobile:	12345676
Postal Code Pre:	12300	Fax:	
Postal Code Suf:		Email:	
Country:	South Africa	From Another ATI:	<input type="checkbox"/>


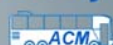
[View The Graduate Private Page](#)
 User Intent: /J1
[View](#)

[Certificates/Diplomas](#)
 Hide

[Previous Enrollments](#)



Worldwide Excellence in Professional Road Transport Training



[Back](#)
[Contact IRU Academy](#)
[ATI Home Page](#)

STUDENT PROFILE

Birth Date:	03-Jul-1972	Address 3:	
Place Of Birth:	Someplace	City:	
Country Of Birth:	South Africa	State:	
Address 1:	Nicestreet 123	Postal Code Pre:	
Address 2:		Postal Code Suf:	
Address 3:		Country:	Please Select
City:	Someplace	Telephone:	
State:		Mobile:	12345676
Postal Code Pre:	12300	Fax:	
Postal Code Suf:		Email:	
Country:	South Africa	From Another ATI:	<input type="checkbox"/>
Telephone:	12345678	Student ID:	646180
Mobile:	12345676	Password:	*****
Fax:	12345679	Viewing Code:	6461809
Email:	snicefellow@coldmail	Enroll In Class:	Please Select
Language:	English	Close Graduate Web Site:	<input type="checkbox"/>

[View](#)

[Certificates/Diplomas](#)
 Hide

[Previous Enrollments](#)

[Update](#)



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Student Profile – upper and lower scroll

Mandatory fields are in light yellow.

To enrol a student in a class (second column, bottom), see [section 7.2](#).

6.1.2 Student “From Another ATI”

Click the “From Another ATI” button on the “Student Management” screen. The “Student Profile” screen appears:

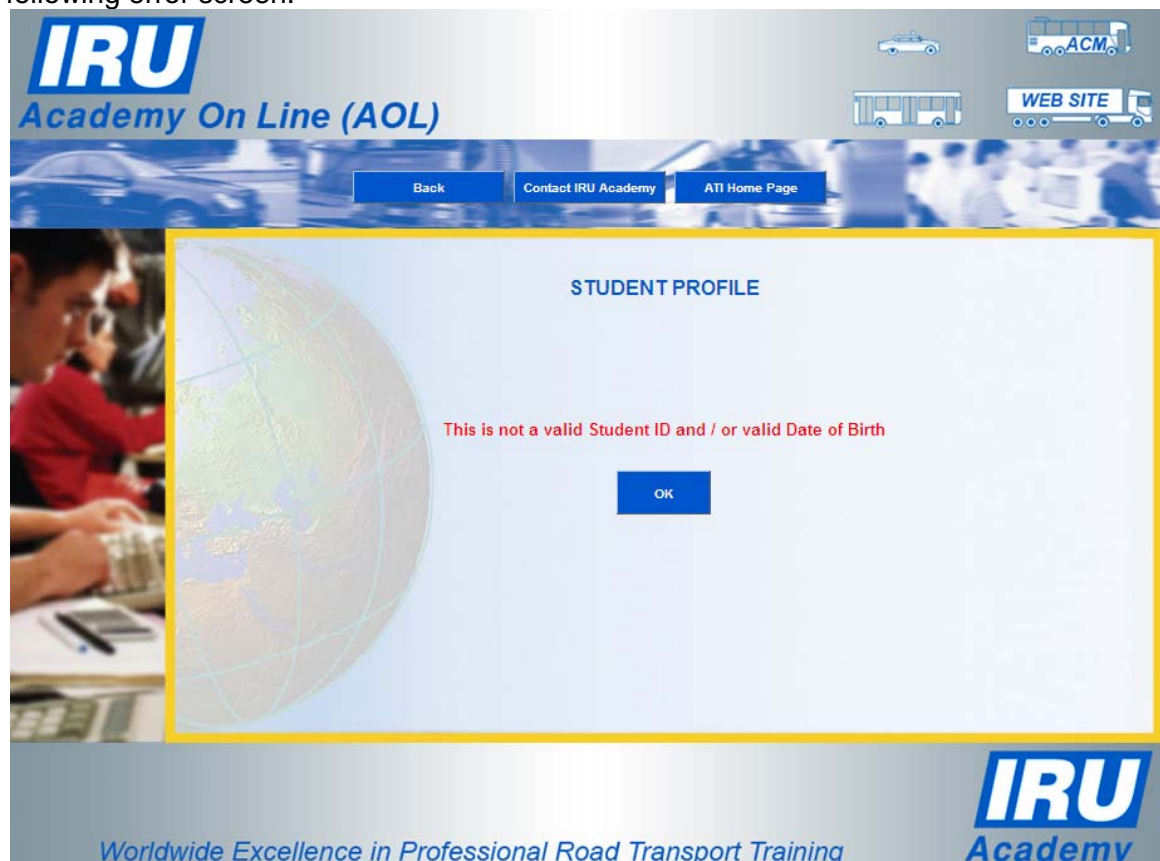
The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there's a header with the IRU logo and 'Academy On Line (AOL)'. Navigation buttons include 'Back', 'Contact IRU Academy', and 'ATI Home Page'. The main content area is titled 'STUDENT PROFILE' and contains two columns of form fields: 'PERSONAL DATA' and 'PROFESSIONAL DATA'. The 'PERSONAL DATA' column includes fields for Title, Gender (M/F), Family Name, First Name, Birth Date, Place Of Birth, Country Of Birth, Address 1, Address 2, Address 3, City, State, Postal Code Pre, Postal Code Suf, and Country. The 'PROFESSIONAL DATA' column includes fields for Employer Name, Job Title, Address 1, Address 2, Address 3, City, State, Postal Code Pre, Postal Code Suf, Country, Telephone, Mobile, Fax, Email, and a 'From Another ATI' checkbox which is checked. There are also links for 'View The Graduate Private Page', 'User Intent' (set to /J1), a 'View' button, a 'Certificates/Diplomas' section with a 'Hide' button, and a 'Previous Enrollments' button. The footer features the IRU Academy logo and the tagline 'Worldwide Excellence in Professional Road Transport Training'.

Student Profile – From Another ATI

Note that it differs from the “Student Profile” screen for adding a new student in that all fields are greyed out except Student “Birth Date” and “Student ID”, and that the “From Another ATI” check box in column two is checked.

Enter data in the two open fields, and click the “Validate” button. If the student has already taken a course at another ATI, you will see the “Student Profile” screen filled out as in [section 6.1.1.3](#) above. Press the “Update” button to complete.

If you enter data which does not match a student at another ATI, you will see the following error screen:



You should check your data.

6.2 Modify an Existing Student

If you wish to modify information on an existing student, you first need to select the student from the “Student Management” page. You do this with the “Quick Student Selector” at the top of the page.

6.2.1 “Quick Student Selector”

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there's a navigation bar with the IRU logo and 'Academy On Line (AOL)' text. To the right are icons for a car, a bus labeled 'ACM', and a truck labeled 'WEB SITE'. Below the navigation bar are buttons for 'Create New Student', 'From Another ATI', 'Change Password', 'Contact IRU Academy', and 'ATI Home Page'. The main content area is titled 'STUDENT MANAGEMENT' and 'QUICK STUDENT SELECTOR'. It contains a yellow form with the following fields: 'Name:' with a text input, 'First Name:' with a text input, 'Student ID:' with a text input, 'Diploma ID:' with a text input, and 'Diploma Examination Date:' with 'From:' and 'To:' text inputs. There are two blue buttons on the right: 'Select' and 'All'. The bottom of the page features the IRU Academy logo and the tagline 'Worldwide Excellence in Professional Road Transport Training'.

The “Quick Student Selector” contains the following columns:

Name	First name	Student ID	Diploma ID	Diploma Examination Date : From	Diploma Examination Date : To
Student's (last) family name	Student's first name	A 6 digit code, e.g. 485466	A 16 character code, e.g. ATITCOADR5240100	The first day of the period when the student may have taken an examination	The first day of the period when the student may have taken an examination

There are two ways to select students:

- click the “All” button in the top section to get a list of all students
- enter data on the student in one or more of the above fields, and click the “Select” button, to get a list of selected students.

6.2.2 List of Students

In both cases, you will see a list of one or more students in the second section:

IRU Academy On Line (AOL)

Create New Student From Another ATI

Change Password Contact IRU Academy ATI Home Page

STUDENT MANAGEMENT

QUICK STUDENT SELECTOR

Name: Driver First Name: Select

Student ID: Diploma ID: All

Diploma Examination Date: From: To:

First Name	Family Name	Student ID	Diploma ID	Hide Diploma	Close Web Site
Madame	Driver	467084		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Truck	Driver	382427		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Print Update

IRU Academy

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In the second section, the data is displayed as in the first four fields of the “Quick Student Selector”. There are also two check boxes, “Hide Diploma” and “Close Web Site”.

The list can be printed by clicking the “Print” button.

Three actions are possible from this screen:

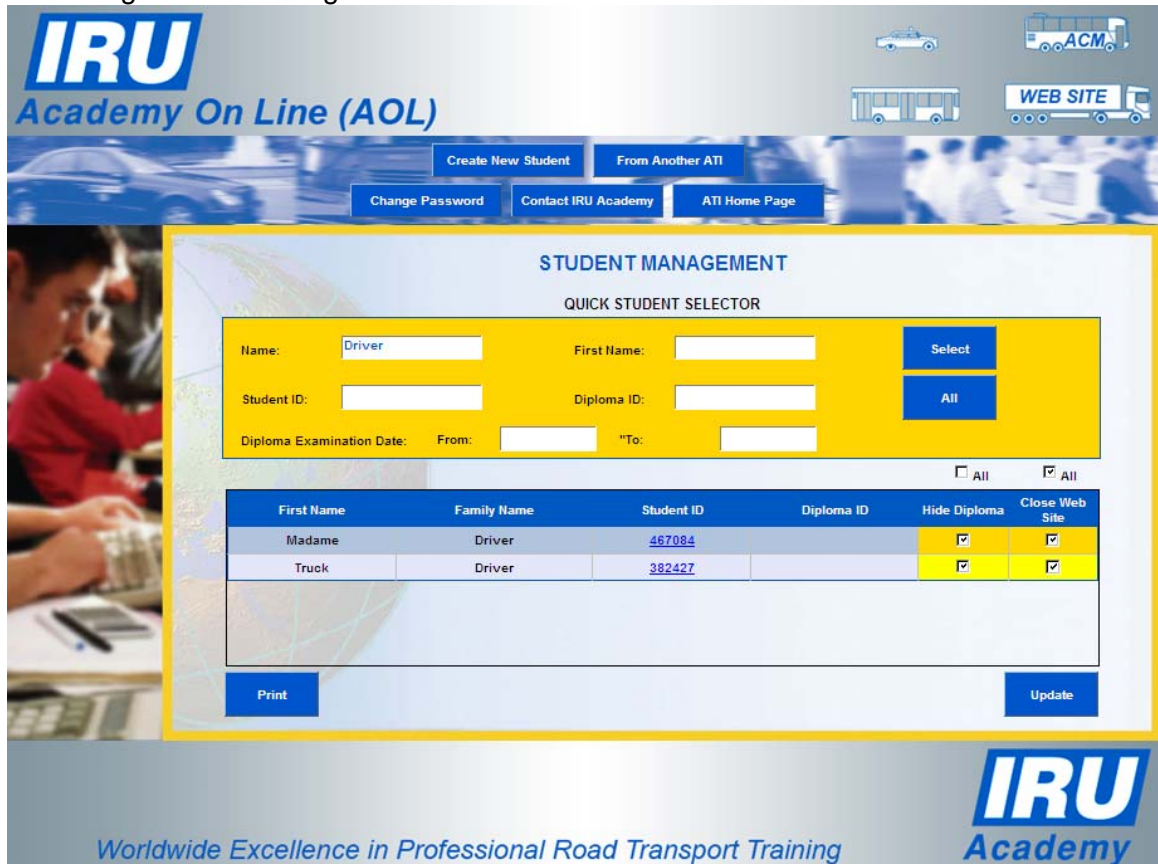
- Click one of the check boxes to hide a Diploma or close a Web Site.
- Click one of the Diploma ID hyperlinks to display that Diploma.
- Click a Student ID hyperlink to display the student Profile screen of that student. The student information can then be viewed or modified.

6.2.2.1 Hide Diploma, Close Web Site Check Boxes

Click the “Hide Diploma” check box next to any diploma, then click the “Update” button, in order to hide this diploma from viewing on the Web site.

Click the “Close Web Site” check box next to any student, then click the “Update” button, in order to hide this student’s Web site.

In the case where there are multiple diplomas or multiple students, clicking on the “All” check boxes above the “Hide Diploma” and “Close Web Site” columns selects all the diplomas or students. For example, all students’ web sites have been selected for closing in the following screen:



IRU Academy On Line (AOL)

Create New Student From Another ATI

Change Password Contact IRU Academy ATI Home Page

STUDENT MANAGEMENT

QUICK STUDENT SELECTOR

Name: Driver First Name: Select

Student ID: Diploma ID: All

Diploma Examination Date: From: To:

☐ All ☒ All

First Name	Family Name	Student ID	Diploma ID	Hide Diploma	Close Web Site
Madame	Driver	467084		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Truck	Driver	382427		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Print Update

IRU Academy

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Clicking the “Update” button will now close these students’ web sites.

6.2.2.2 Diploma ID

Click one of the Diploma ID hyperlinks (for example TTRCOADR6910103) to display that Diploma in PDF format.

The screenshot displays the IRU Academy On Line (AOL) website interface. At the top, the IRU logo is prominent, followed by the text "Academy On Line (AOL)". Navigation buttons include "Back", "Contact IRU Academy", and "ATI Home Page". On the right, there are icons for a car, a bus labeled "ACM", and a truck labeled "WEB SITE".

The main content area shows a PDF document titled "Truck DRIVER" and "Certificate of Professional Competence in Dangerous Goods by Road (ADR)". The certificate is awarded to Ben in Dordrecht, South Africa, on 01 February 1973, in 45kg possession of the ADR Driver: Packagings and Bulk, excluding Classes 1 & 7. It mentions that the training was conducted by the IRU Academy Accredited Training Institute TTS and is in full compliance with the requirements of the TTS Regulation and the ADR standards issued by the IRU Academy, endorsed by its High Level Advisory Committee regarding its state Qualification, Training and the Competence to provide and ensure the highest safety, security and security in road transport.

At the bottom of the PDF, it states "Issued by: IRU Academy" and "Signed by: Ben in Dordrecht". The website footer features the IRU logo and the text "Worldwide Excellence in Professional Road Transport Training".

6.2.2.3 Student ID – Student Profile screen

Click a Student ID hyperlink (for example 328427) to display the Student Profile screen of that student.

IRU Academy On Line (AOL)

Back Contact IRU Academy ATI Home Page

STUDENT PROFILE

PERSONAL DATA	PROFESSIONAL DATA
Title: Mr	Employer Name:
Gender: M	Job Title:
Family Name: Driver	Address 1:
First Name: Truck	Address 2:
Birth Date: 01-Feb-1973	Address 3:
Place Of Birth: Driverplace	City:
Country Of Birth: South Africa	State:
Address 1: Driverstreet 123	Postal Code Pre:
Address 2:	Postal Code Suf:
Address 3:	Country: Please Select
City: Driverplace	Telephone:
State:	Mobile: 12345676
Postal Code Pre: 12300	Fax:
Postal Code Suf:	Email:
Country: South Africa	From Another ATI:

[View The Graduate Private Page](#)

User Intent: /J1

[View](#)

Certificates/Diplomas

Hide

☐ TTRCO&DRS310103

☐ TTRCO&DR7011102

[Previous Enrollments](#)

[Update](#)

IRU Academy

Worldwide Excellence in Professional Road Transport Training

IRU Academy On Line (AOL)

Back Contact IRU Academy ATI Home Page

STUDENT PROFILE

Birth Date: 01-Feb-1973	Address 3:	View
Place Of Birth: Driverplace	City:	
Country Of Birth: South Africa	State:	
Address 1: Driverstreet 123	Postal Code Pre:	
Address 2:	Postal Code Suf:	
Address 3:	Country: Please Select	
City: Driverplace	Telephone:	
State:	Mobile: 12345676	
Postal Code Pre: 12300	Fax:	
Postal Code Suf:	Email:	
Country: South Africa	From Another ATI:	
Telephone: 12345678	Student ID: 382427	
Mobile: 12345676	Password:	
Fax: 12345679	Viewing Code: 5296883	
Email: tdriver@gmail.com	Enroll In Class: Please Select	
Language: English	Close Graduate Web Site:	

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The student information can then be viewed or modified. Any changes must be confirmed by clicking the “Update” button.

Note that because this is an existing student, the Third Column of the “Student Profile”, Graduate Data, is now relevant. The other two columns have already been described in sections [6.1.1.1](#) (Personal Data) and [6.1.1.2](#) (Professional Data).

6.2.2.4 “Student Profile” Third Column: Graduate Data

The first two columns of the “Student Profile” are described in [section 6.1.1](#). The third column consists of:

- the box “View The Graduate Private Page”
- the box “Certificates/Diplomas”
- the button “Previous Enrollments”.

The elements in this column are only relevant for existing students.

6.2.2.5 “View the Graduate Private Page”

This window has a drop-down list “User Intent” with three options:

/J1

/P1

/STUDENTS1

A list of certificates which the student has obtained from IRU can be seen on the Graduate’s private web pages. Each graduate has three private web pages. They are identical, except for the promotional message at the beginning. The graduate is given three viewing codes, one for each page. The three pages relate to:

Job inquiries, suffix /J1

Professional activities, suffix /P1

Private student activities, suffix /STUDENTS1

By choosing the appropriate suffix from the drop down list, you can view any of these pages. Click on any of these options and view the web page.

The screenshot shows the IRU Academy On Line (AOL) website. At the top, there is a navigation bar with links: Back, Contact IRU Academy, and ATI Home Page. The main content area displays a user profile for 'MR TRUCK DRIVER'. Below the profile name, it states: 'TRUCK DRIVER has received the Internationally Recognised IRU Academy Certificate of Professional Competence in Dangerous Goods by Road (ADR) and is thus an excellent candidate for an ADR Driver position.' Below this, there is a section titled 'View My On-Line Résumé' which lists two certificates:

View My On-Line Résumé		
Certificate of Professional Competence in Dangerous Goods by Road (ADR) ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	TTRCOADR6910103	TEST Training South Africa
Certificate of Professional Competence in Dangerous Goods by Road (ADR) ADR Driver: Tanks, excluding Classes 1 & 7	TTRCOADR7011102	TEST Training South Africa

At the bottom of the page, the IRU Academy logo is displayed along with the tagline 'Worldwide Excellence in Professional Road Transport Training'.

Click on the hyperlink code of any of these documents (for example TTRCOADR6910103) to see the document.

6.2.2.5.1 **“Certificates/Diplomas”**

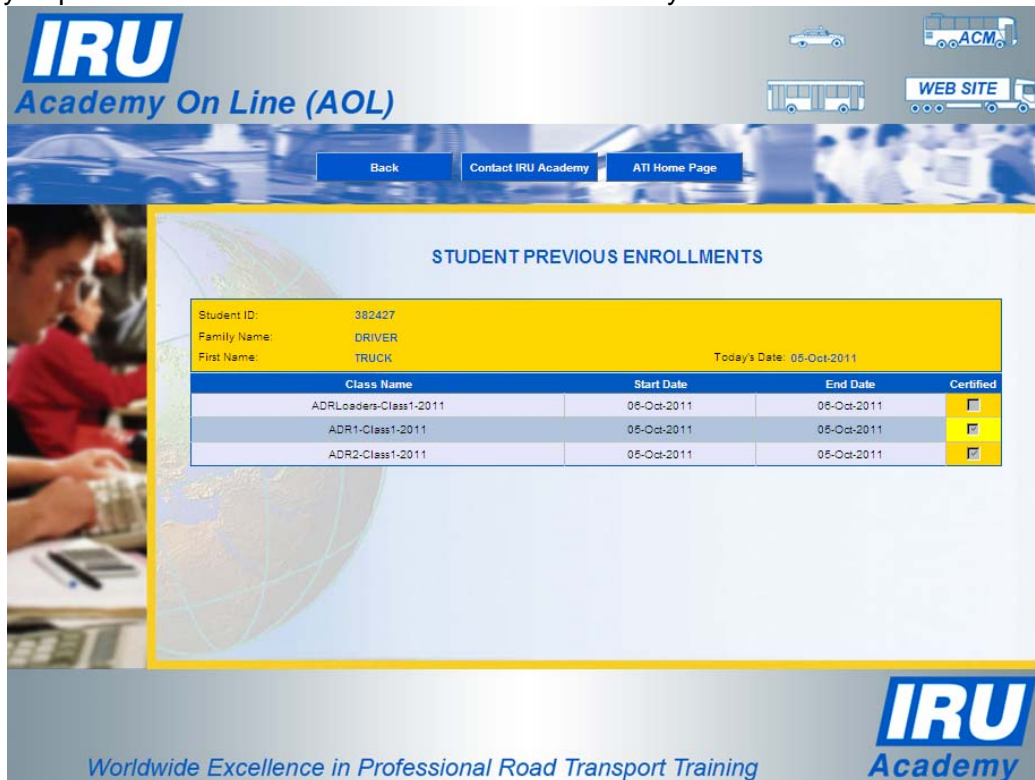
Also in the third column of the “Student Profile” screen is the “Certificates/Diplomas” box. This scroll-down box lists the codes all the Certificates and Diplomas earned by the student.

Clicking the hyperlink of the code will display the Certificate/Diploma in a separate window.

Click the “Hide” check-box, and click the “Update” button, so that the link to this Certificate/Diploma is not displayed on the Web site.

6.2.2.5.2 “Previous Enrollments”

This page also has the button “Previous Enrollments”. Clicking on this button will show you previous courses that the student has taken at your ATI.



IRU Academy On Line (AOL)

Back Contact IRU Academy ATI Home Page

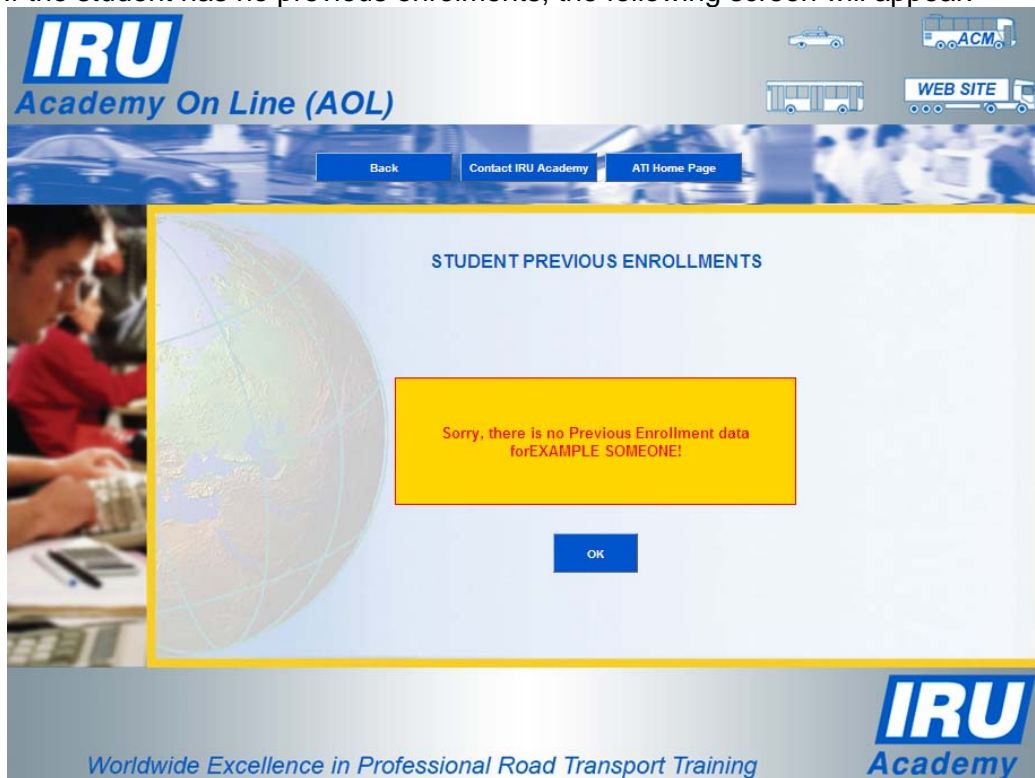
STUDENT PREVIOUS ENROLLMENTS

Student ID: 382427
Family Name: DRIVER
First Name: TRUCK
Today's Date: 05-Oct-2011

Class Name	Start Date	End Date	Certified
ADRLoaders-Class1-2011	05-Oct-2011	05-Oct-2011	<input type="checkbox"/>
ADR1-Class1-2011	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
ADR2-Class1-2011	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>

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If the student has no previous enrolments, the following screen will appear:



IRU Academy On Line (AOL)

Back Contact IRU Academy ATI Home Page

STUDENT PREVIOUS ENROLLMENTS

Sorry, there is no Previous Enrollment data forEXAMPLE SOMEONE!

OK

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6.3 Delete a Student

A student cannot be deleted. Hiding his / her diplomas and closing his / her Web Site (see [section 6.2.2.1](#)) will serve in blocking information on that student reaching the outside.

7 Add (Enroll) a Student to a Class

There are two ways to add a student to a class:

- from the “Class Management”, select a class, then click the “Add a Student” button. You may do this when you first create the class, or when you have several students to add to the same class. Note that the student(s) must already be in the ATI database.
- from the “Student Management” function, “Student profile” page, create or select a student, then click the “Enrol in Class” drop down list from the “Student Profile” screen. You may do this when you first create a student. Note that the class must already be in the ATI database.

7.1 Add a Student from Class Management

Click the “Add New Student” button from a selected class “Class Management” screen:

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a navigation bar with the IRU logo, the text 'Academy On Line (AOL)', and icons for a car, a bus, and a truck. Below the navigation bar, there are three buttons: 'Back', 'Contact IRU Academy', and 'ATI Home Page'. The main content area displays a table titled 'ADRLoaders-CLASS1-2011'. The table has columns for Title, Family Name, First Name, Student ID, Diploma ID, Result (%), Pass, Distinction, Examination Date, Certificate, Diploma Letter Printed, and Select. The table contains five rows of student data. Below the table, there are five buttons: 'Select All', 'Add New Student', 'Update', 'Print Certificates/ Diplomas', and 'Print Letters'. At the bottom of the interface, there is a footer with the IRU logo, the text 'Worldwide Excellence in Professional Road Transport Training', and the IRU Academy logo.

Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate, Diploma Letter Printed	Select
Mrs	Bigmum	Madame	378607		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Driver	Truck	382427		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Nicefellow	Someone	646180		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Servee	Buttler	426146		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Miss	Shoferskaya	Voditelka	650866		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

and you get the following screen:

The screenshot shows the IRU Academy On Line (AOL) website. At the top, there is a header with the IRU logo and the text "Academy On Line (AOL)". To the right of the header, there are icons for a car, a bus, and a truck, with the text "ACM" and "WEB SITE" next to them. Below the header, there are three buttons: "Back", "Contact IRU Academy", and "ATI Home Page". The main content area is titled "TTR - STUDENTS LIST". It features a yellow search box with three input fields: "Family Name:", "First Name:", and "Student ID:". To the right of these fields are two buttons: "Select" and "All". The background of the search box area shows a globe and a person working at a computer. At the bottom of the page, there is a footer with the IRU logo and the text "Worldwide Excellence in Professional Road Transport Training".

7.1.1 “Add New Student” Box

Note that this box only appears if students can be added to the class, that is, if the start date of the class has not yet passed.

You can select a student with this box in two ways:

- To get a list of one or a limited number of students, enter data for the student(s) in any one of the three fields (“Family Name”, “First Name” and “Student ID”), can click the “Select” button.
- To get a list of all students, click the “All” button.

You will see a list of the student or students which fit your selection. In the example below, the student with Family Name “some” was selected:

[Back](#)
[Contact IRU Academy](#)
[ATI Home Page](#)

TTR - STUDENTS LIST

Family Name:
First Name:
Select

Student ID:
All

Family Name	First Name	Student ID	Select
Someone	Example	874877	

Print
Update

Worldwide Excellence in Professional Road Transport Training

To add a student to the class list, click the yellow “Select” box on the right, and then click the “Update” button.

You will return to the previous page, and the student will have been added to the class list:



The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a header with the IRU logo and the text "Academy On Line (AOL)". To the right of the header, there are icons for a car, a bus, and a truck, along with the text "WEB SITE". Below the header, there are three buttons: "Back", "Contact IRU Academy", and "ATI Home Page".

The main content area displays a table titled "ADRLOADERS-CLASS1-2011". The table has the following columns: Title, Family Name, First Name, Student ID, Diploma ID, Result (%), Pass, Distinction, Examination Date, Certificate, Diploma Letter Printed, and Select. The table contains seven rows of data, each representing a student. The "Select" column contains checkboxes for each row.

Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate	Diploma Letter Printed	Select
Mrs	Blgum	Madame	378607		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Mrs	Driver	Madame	467084		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Mr	Driver	Trudi	382427		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Mr	Nicefellow	Someone	646180		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Mr	Sevree	Buttler	425145		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Miss	Shoferskaya	Voditelka	660866		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Sir	Someone	Example	674877		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Below the table, there are five buttons: "Select All", "Add New Student", "Update", "Print Certificates/ Diplomas", and "Print Letters". To the right of these buttons, there is a button labeled "Print Student List".

At the bottom of the page, there is a footer with the IRU logo and the text "Academy". To the left of the logo, there is the text "Worldwide Excellence in Professional Road Transport Training".

You can now repeat the operation, if you wish.

Note that you can also print diplomas from this page. This operation is described in [section 8.2](#).

7.2 Add (Enrol) a Student from Student Profile Page

Select a student with the “Quick Student Selector” (see [section 6.2.1](#)), and from the “Student Profile” page, second column at the bottom, click the “Enroll In Class” drop down list. This will give you a list of class codes into which you can enrol the student. The example below has only one code:

IRU Academy On Line (AOL)

Back Contact IRU Academy ATI Home Page

STUDENT PROFILE

Birth Date: 12-01-1979 Address 1: Somestreet 123 City: Somewhere View

Place Of Birth: Somewhere Country Of Birth: South Africa State: State: State: Certificates/Diplomas

Address 1: Somestreet 123 Postal Code Pre: Postal Code Suf: Hide

Address 2: Address 3: City: Someplace Country: Please Select Telephone: 12345678

State: State: Mobile: 12345676 Fax: 12345679 Email: esomeone@gmail.com

Postal Code Pre: 12300 Postal Code Suf: From Another ATI: ☐ Student ID: 674877 Password: Password: 6748779

Country: South Africa Viewing Code: Enroll In Class: Please Select

Language: English Close Graduate Web Site: ITRCOADR6914

Previous Enrollments Update

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Click the code, then click the “Update” button. The student is enrolled in the course.

In the case where there were more classes in the list, you could enrol this student in other classes.

8 End of Class Actions: Student Results, Printing

When a class is finished, you must enter the student results, and print the Diplomas and the joining letters.

8.1 Enter Student Results

To enter the student results of a class which has finished, display the course page from the “Class Management” menu. Click the “Students in Class” button.

You will see the following Class screen:

IRU Academy On Line (AOL)

Back Contact IRU Academy ATI Home Page

ADRLoaders-CLASS1-2011

Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate, Diploma Letter Printed	Select
Mrs	Bigmum	Madame	378607			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mrs	Driver	Madame	467084			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Driver	Truck	382427			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Nicefellow	Someone	646180			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Servee	Buttler	425146			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Miss	Shoferskaya	Voditelka	660866			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Sir	Someone	Example	674877			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Select All Add New Student Update Print Certificates/ Diplomas Print Letters Print Student List

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Note that the “Add New Student” box is disabled because students can no longer be added to the class; the start date of the class has passed.

The “Students in Class” screen contains the following data:

Title	Civil title of the student
Family Name	Student's (last) family name
First Name	Student's first name
Student ID	The System-generated hyperlink in this column is used to access the student's profile page
Diploma ID	The System-generated hyperlink in this column is used to access the student's diploma, once available
Result (%)	Enter here the student result
Pass	The minimum pass level is set by IRU Academy. If the student equals or exceeds this level, this check box will be ticked by the system
Distinction	The distinction level is set by IRU Academy. If the student equals or exceeds this level, this check box will be ticked by the system
Examination Date	When you display the Diploma on the screen for printing, this check box will be ticked by the system
Certificate, Diploma, Letter Printed	Once the system has produced the certificates/diplomas and joining letters, the system will indicate the date of their production in this field
Select	Check box used to activate the function of a button (Update, Print Certificates/Diplomas, Print Letters, Print Student List)

You are expected to complete the only two active fields: “Result (%)” and “Examination Date”. Changes in either must be confirmed by clicking the “Update” button.

Enter a student result and the examination date, tick the ‘Select’ check box and click the “Update” button. The screen is refreshed, the “Diploma ID” field, “Pass” and “Distinction” check boxes and the “Certificate/Diploma Letter Printed” field are updated, if appropriate:



IRU Academy On Line (AOL)

Back Contact IRU Academy All Home Page

ADRLoaders-CLASS1-2011

Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate, Diploma Letter Printed	Select
Mrs	Bigmum	Madame	378607	ITRCQADR7712100	76	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Mrs	Driver	Madame	467084			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Driver	Truck	382427			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Nicefellow	Someone	642180			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mr	Sevree	Butler	426145			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Miss	Shoferskaya	Voditalka	650866			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Sir	Someone	Example	674977			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Select All Add New Student Update Print Certificates/ Diplomas Print Letters Print Student List

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8.2 Print Diplomas and Joining Letters

When a student has passed a course, he / she should be given a Diploma, and sent a letter ("Joining Letter") explaining how to use the Web site.

On the "Students in Class" page, click the "Select All" button:

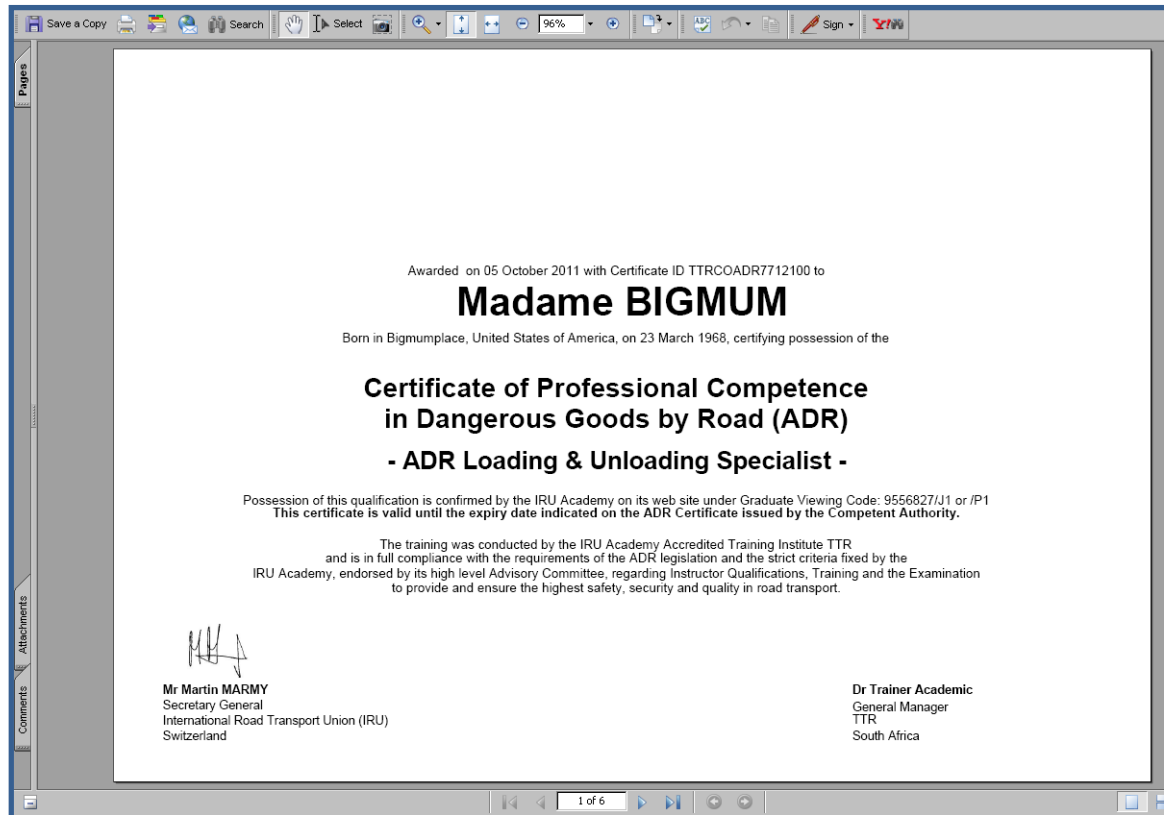
Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate, Diploma Letter Printed	Select
Mrs	Bigmum	Madame	378507	TTRCOADR7712100	76	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Mrs	Driver	Madame	487084	TTRCOADR7712101	83	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Mr	Driver	Truck	382427	TTRCOADR7712102	92	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Mr	Nicefellow	Someone	646180	TTRCOADR7712103	67	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Mr	Sevree	Buttler	425145		53	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Miss	Shoferskaya	Voditelka	650866	TTRCOADR7712104	87	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Sir	Someone	Example	674877	TTRCOADR7712105	69	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>

You can now print joining letters (by clicking on the "Print Letters" button) or print certificates/diplomas (by clicking on the "Print Certificates/Diplomas" button).

Note that students who have not passed the exam (their result is inferior to the threshold set for the programme by the IRU Academy) are not entitled to certificates/diplomas and joining letters. This is why for such students the "Diploma ID" and "Certificate, Diploma, Letter Printed" fields will remain empty and such students will not be taken into account when you select to print letters or certificates/diplomas.

8.2.1 Print Certificates/Diplomas

If you click the “Print Certificates/Diplomas” button, AOL will display a PDF file containing all certificates/diplomas which can be printed:



In the example above, there are 6 certificates/diplomas of students who have passed the exam in the list.

Click on the Internet browser “Back” button to return to the “Students in Class” page.

8.2.2 Print Joining Letter

To print joining letters, select all the students in the class once you have entered the examination results and click the “Print Letters” button. The letter(s) of the selected graduate(s) will be displayed on the screen in PDF format:



In the example above, there are 6 letters to students who have passed the exam in the list.

Click on the Internet browser “Back” button to return to the “Students in Class” page.

9 List of Transactions

A “Transaction” represents the IRU Academy charge per certificate/diploma issued per graduate from any of your ATI’s classes. IRU Academy invoices the ATI for each transaction.

To view a list of transactions, from the ATI Homepage, click the “List of Transactions” button. This will give you the following screen:

IRU Academy On Line (AOL)

Change Password | Contact IRU Academy | ATI Home Page

ATIs TRANSACTIONS MANAGEMENT

TRANSACTIONS SELECTOR

Monthly Period:

LoT Period - From: To:

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This screen consists of the “Transactions Selector” (upper part) and the “List of Transactions” (lower part).

9.1 “Transactions Selector”

The “Translation Selector” consists of a “monthly Period” drop down box, and two fields for the beginning of the List of Transactions period (“LoT Period: From”) and the end of the period (“To:”).

There are three ways to select the period:

- if you want a list for a particular month, select that month from the drop down box; the first and last days of the selected month will be automatically inserted into the “From” and “To” fields. Then click the “Search” button.
- if you want any other period, enter the dates in the “From” and “To” fields. Then click the “Search” button.
- if you want all transactions, click the “All” button.

9.2 “List of Transactions”

Upon clicking the “Search” or “All” button, the screen will be refreshed with the relevant the “List of Transactions”:

IRU Academy On Line (AOL)

Change Password | Contact IRU Academy | ATI Home Page

ATIs TRANSACTIONS MANAGEMENT

TRANSACTIONS SELECTOR

Monthly Period: LoT Period - From: To:

TEST Training's LIST OF TRANSACTIONS

AOT_TRANSACTION_DATE	AOT_TRANSACTION_DESCRIPTION	AOT_TRANSACTION_AMOUNT
05-Oct-2011	SYS - Graduated: Voditelka Shoferskaya in - ADR7712	-1.12
05-Oct-2011	SYS - Graduated: Example Someone in - ADR7712	-1.12
05-Oct-2011	SYS - Graduated: Madame Driver in - ADR7712	-1.12
05-Oct-2011	SYS - Graduated: Truck Driver in - ADR7712	-1.12
05-Oct-2011	SYS - Graduated: Someone Nicefellow in - ADR7712	-1.12
05-Oct-2011	SYS - Graduated: Madame Bigmum in - ADR7712	-1.12
05-Oct-2011	SYS - Graduated: Madame Bigmum in - ADR7011	0.00

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This list can be printed by clicking the “Print” button.

10 ATI Agreement and Resulting Obligations

The May 2011 version of the IRU Academy ATI Agreement, including the obligations of the ATIs as per the latter agreement, is entirely integrated in AOL v3.0. The list of ATI obligations of the new IRU Academy ATI Agreement and the AOL v3.0 features introduced to support each one of them is given in the table below:

	ATI obligation	AOL Module and page	ATI User Manual section
1.	Sign the IRU Academy ATI Agreement	ATI Accreditation Module – screen tab “Section XI Review: ATI Agreement”	2.4
2.	Complete and sign Annex A (applied per student fees)	ATI Accreditation Module – screen tabs “Section X Training Fees” and “Section XI Review: ATI Agreement”	2.4
3.	Complete and sign Annex B (end of the year number of graduates per programme accredited by the IRU Academy)	ATI Accreditation Module – screen tabs “Section X Training Fees” and “Section XI Review: ATI Agreement”	3.3.1
4.	Complete the IRU Academy programme application form	ATI Accreditation Module – all screen tabs	2.3
5.	Settlement of the IRU Academy accreditation fee by bank transfer	ATI Accreditation Module – screen tab “Section XII Pay & Submit”	2.5
6.	Settlement of the IRU Academy accreditation fee by credit card payment	ATI Accreditation Module – screen tab “Section XII Pay & Submit”	2.5.1
6.	Systematically print IRU Academy certificates / diplomas to graduates from accredited programmes	ATI Module – Class management and Student Management functions	None (already existing in AOL v2.0)
7.	Undergo a re-accreditation process when requested to by the IRU Academy	ATI Accreditation Module	2.1.2

You may refer to the instructions in the related sections of this Release Note referenced in the ‘Release Note Section’ column of the table above to find out how to fulfil your training institute’s obligations.

10.1 Produce Annex B of the New IRU Academy ATI Agreement

This section explains the procedure to be followed by training institutes in order for them to fulfil the obligation in accordance with clause 6.6 of the new IRU Academy ATI Agreement:

“...every year, latest by 15th January, the ATI shall return to the IRU Academy Secretariat one duly completed and signed copy of Annex B for all programmes for which it holds IRU Academy accreditation”.

In order to produce Annex B for a specific programme for which your training institute has been accredited over the last calendar year, follow the steps below:

- 1) your General Manager or Principal AOL Administrator should logon into the AOL ATI Accreditation Module with their usual credentials (and with the appropriate role)
- 2) select the programme for which you want to produce Annex B from the “Programme Selection” page and click on the “Submit & Continue” button:

The screenshot shows the IRU Academy On Line (AOL) interface. At the top, there is a header with the IRU logo and the text 'Academy On Line (AOL)'. To the right of the header are icons for a car, a bus, and a truck, with the text 'ACM' and 'WEB SITE' below them. The main content area has a yellow background and is titled 'Welcome Back!'. Below the title is a section titled 'What do you like to do?'. This section contains three numbered options:

1. I would like to update my existing course accreditation(s).
Select the appropriate course accreditation below and then click the "Submit & Continue" button.
I have 1 Started Application(s): Please Select ☐
I have 0 Pending Application(s): Please Select ☐
I have 0 Reaccreditations(s) Due: Please Select ☐
I have 2 Granted Course accreditation(s): 69, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7 ☒
2. I would like to submit a new application for course accreditation: ☐
3. I would like to obtain access to the live IRU Academy Online application: ☒

At the bottom of the form are two buttons: 'Logout' and 'Submit & Continue'. The footer of the page features the IRU logo and the text 'Worldwide Excellence in Professional Road Transport Training' and 'IRU Academy'.

- 3) select the “Section X Training Fees” screen tab by directly clicking on the screen tab name:

IRU Academy On Line (AOL)

SECTION VI Q. Principal Instructor SECTION VII Q. Quality Process SECTION VIII Enrl(s): Institute Staff Section IX Review Application **Section X Training Fees** Section XI Review ATI Agreement

Training Fees

Course Name: ADR Driver: Packagings and Bulk, excluding Classes 1 & 7
 ATI Short Name: AIRC
 ATI local currency: UAH Hryvnia
 Full training cost applied per student: 700
 Last Annex A update made on: 04-Oct-2011 [Update Annex A](#)

ATI Training Report for the calendar year: 2011
 Number of students trained: 0
 Number of graduates: 0
 Last Annex B update made on: 04-Oct-2011 [Update Annex B](#)

[Back](#) [Logout](#) [Submit & Continue](#)

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- 4) select the last calendar year, enter the number of graduates from the programme as per your training institute’s evidence and click on the “Update Annex B” button:

IRU Academy On Line (AOL)

SECTION VI Q. Principal Instructor SECTION VII Q. Quality Process SECTION VIII Enrl(s): Institute Staff Section IX Review Application **Section X Training Fees** Section XI Review ATI Agreement

Training Fees

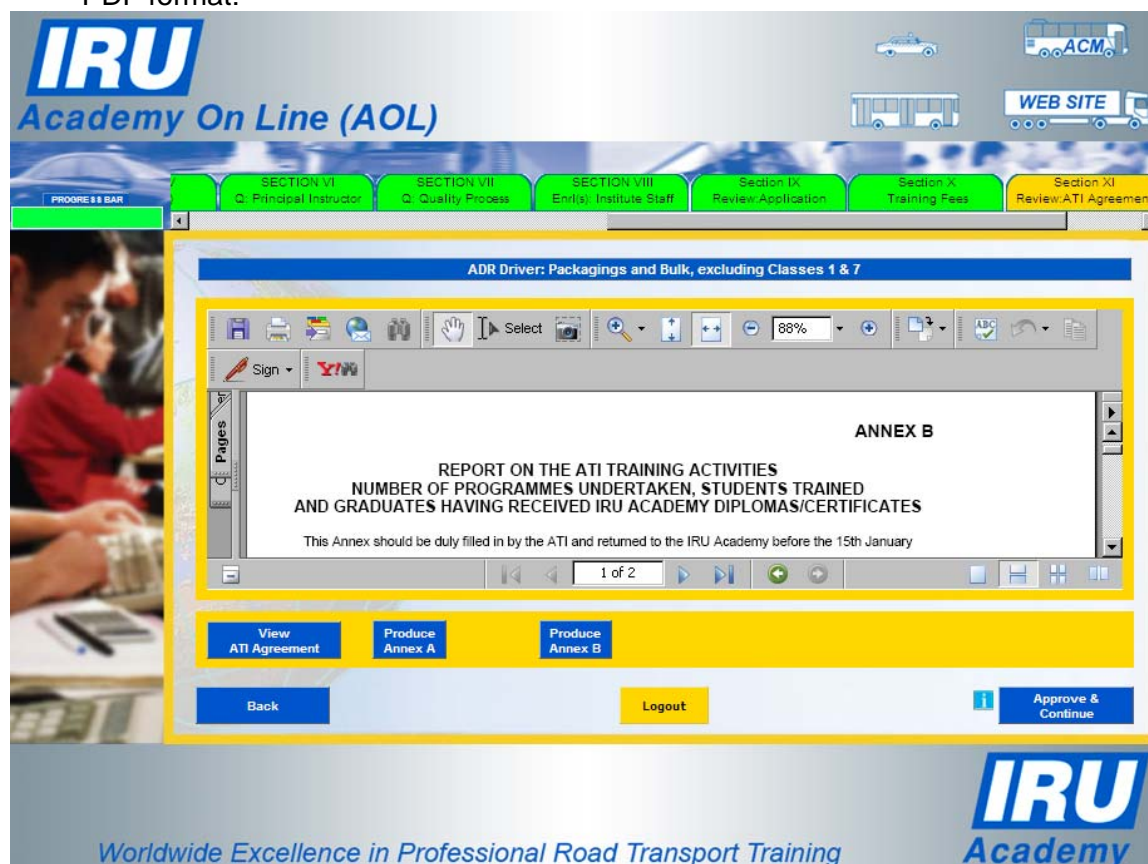
Course Name: ADR Driver: Packagings and Bulk, excluding Classes 1 & 7
 ATI Short Name: AIRC
 ATI local currency: UAH Hryvnia
 Full training cost applied per student: 700
 Last Annex A update made on: 04-Oct-2011 [Update Annex A](#)

ATI Training Report for the calendar year: 2011
 Number of students trained: 300
 Number of graduates: 264
 Last Annex B update made on: 04-Oct-2011 [Update Annex B](#)

[Back](#) [Logout](#) [Submit & Continue](#)

IRU Academy
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- 5) click on the "Produce Annex B" button in the "Section XI Review: ATI Agreement" screen tab – AOL will then display Annex B to the IRU Academy ATI Agreement in PDF format:



Save and print Annex B to the IRU Academy ATI Agreement in 2 copies which your training institute will then need to sign and return to the IRU Academy.

- 6) Logout from the AOL ATI Accreditation Module once you have completed all previous steps
- 7) follow the procedure in steps 1-6 for producing Annex B forms for each other programme your training institute is accredited by the IRU Academy.

11 Import of Students in AOL

AOL enables all ATIs to have their student profiles automatically created based on import of student data files prepared by themselves either by means of data export from another system or by preparing student data files. In both cases, ATIs wishing to use this AOL function need to observe certain rules regarding the data and the format of the files which AOL can then import.

ATIs may use the AOL student import function to significantly facilitate the creation of student profiles in AOL by automating this process in case they dispose of the students data organised in data files.

11.1 *Preparing the Students' Data File for Import in AOL*

In order for AOL to be able to import an ATI's file containing students' and driver qualification card data, automatically create the related students' profiles and enrol them in a class, the following conditions must be met:

- the ATI data file containing students and allocated cards needs to be prepared in accordance with certain technical requirements, for both the data in the file and the format of the file;
- the class in which imported students are to be automatically enrolled needs to be previously created by the ATI using AOL.

The student and card data specifications, the file format requirements and the process of activating the function of student import and direct enrolment in a class are explained in detail in the sub-sections below.

11.1.1 Student and Card Data Specifications

The student and card data made ready by ATIs for import in AOL must comply with the data type, length, cardinality (mandatory or optional data) and specific values as expected in AOL. All the fields participating in the process of creation of a student's profile in AOL bear the same logical names as their labels visible on the AOL 'Student profile' page, an example of which is shown in the figure below:

STUDENT PROFILE

PERSONAL DATA		PROFESSIONAL DATA		
Title:	<input type="text" value="Mr"/>	Employer Name:	<input type="text"/>	View The Graduate Private Page User Intent: <input type="text" value="/J1"/> <input type="button" value="View"/>
Gender:	M: <input checked="" type="radio"/> F: <input type="radio"/>	Job Title:	<input type="text"/>	
Family Name:	<input type="text" value="Driver"/>	Address 1:	<input type="text"/>	
First Name:	<input type="text" value="Truck"/>	Address 2:	<input type="text"/>	
Birth Date:	<input type="text" value="01-Feb-1973"/>	Address 3:	<input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> Certificates/Diplomas Hide <input type="checkbox"/> TTRCOADR6910103 <input type="checkbox"/> TTRCOADR6921102 <input type="checkbox"/> TTRCOADR7011102 <input type="checkbox"/> TTRCOADR7712102 <input type="checkbox"/> TTRCOTAC7216101 </div>
Place Of Birth:	<input type="text" value="Driverplace"/>	City:	<input type="text"/>	
Country Of Birth:	<input type="text" value="South Africa"/>	State:	<input type="text"/>	
Address 1:	<input type="text" value="Driverstreet 123"/>	Postal Code Pre:	<input type="text"/>	
Address 2:	<input type="text"/>	Postal Code Suf:	<input type="text"/>	
Address 3:	<input type="text"/>	Country:	<input type="text" value="Please Select"/>	
City:	<input type="text" value="Driverplace"/>	Telephone:	<input type="text"/>	
State:	<input type="text"/>	Mobile:	<input type="text" value="12345676"/>	
Postal Code Pre:	<input type="text" value="12300"/>	Fax:	<input type="text"/>	
Postal Code Suf:	<input type="text"/>	Email:	<input type="text"/>	
Country:	<input type="text" value="South Africa"/>	From Another ATI:	<input type="checkbox"/>	<input type="button" value="Update"/>
Telephone:	<input type="text" value="12345678"/>	Student ID:	<input type="text" value="382427"/>	
Mobile:	<input type="text" value="12345676"/>	Password:	<input type="text" value="....."/>	
Fax:	<input type="text" value="12345679"/>	Viewing Code:	<input type="text" value="5296863"/>	
Email:	<input type="text" value="tdriver@getmail.com"/>	Enroll In Class:	<input type="text" value="Please Select"/>	<input type="checkbox"/> Close Graduate Web Site:
Language:	<input type="text" value="English"/>			

The 'Student ID' and 'Viewing Code' values are generated by AOL upon creation of the student's profile, while the 'Certificates/Diplomas' section of the Student Profile page displays those certificates/diplomas that the student has already acquired. For these reasons, the 'Student ID' and 'Viewing Code', as well as the 'Certificates/Diplomas' hyperlinks should not be included in the ATI's student data files being imported in AOL.

The full specification of the student profile data fields, their type, maximum length, character and example values for those fields which are specific are given in the table below:

Field Name	Data Type	Data Length	Allow Nulls (Yes / No)	Mandatory Field (Yes / No)	Specific Values
Family Name	nvrchar	64	N	Y	Latin characters
Family Name Local	nvarchar	64	N	Y	Other characters
First Name	nvrchar	64	N	Y	Latin characters
First Name Local	nvarchar	64	N	Y	Other characters
Title	nvrchar	50	N	Y	-
Gender	Bit	1	N	Y	Male = 'M' /

					Female = 'F'
Birth Date	datetime		N	Y	Format 'DD- MMM-YYYY' (e.g. '01-Jan- 1980')
Place Of Birth	nvarchar	50	N	Y	Latin characters
Place of Birth Local	nvarchar	40	N	Y	Other characters
Country Of Birth	nvarchar	50	N	Y	English name of the country (e.g. 'Switzerland')
Language	nvarchar	3	N	Y	3-alpha ISO language code (ISO 639-2 code) (e.g. 'eng' for English language)
Password	nvarchar	50	N	Y	Min. 8 characters, containing at least 1 digit (number) (e.g. 'password1')
Address 1	nvarchar	80	N	Y	Latin characters
Address 1 Local	nvarchar	40	N	Y	Other characters
Address 2	nvarchar	80	Y	N	Latin characters
Address 2 Local	nvarchar	40	Y	N	Other characters
Address 3	nvarchar	80	Y	N	Latin characters
Address 3 Local	nvarchar	40	Y	N	Other characters
City	nvarchar	50	N	Y	Latin characters
City Local	nvarchar	40	N	Y	Other characters
State	nvarchar	50	Y	N	-
Postal Code Prefix	nvarchar	40	N	Y	-
Postal Code Suffix	nvarchar	40	Y	N	-
Country	nvarchar	50	N	Y	English name of the country (e.g. 'Switzerland')
Telephone	nvarchar	80	N	Y	-
Mobile	nvarchar	80	Y	N	-
Fax	nvarchar	80	Y	N	-
Email	nvarchar	80	N	Y	-
Employer Name	nvarchar	80	Y	N	-
Job Title	nvarchar	80	Y	N	-
Prof Address 1	nvarchar	80	Y	N	-
Prof Address 2	nvarchar	80	Y	N	-
Prof Address 3	nvarchar	80	Y	N	-
Prof City	nvarchar	50	Y	N	-
Prof State	nvarchar	50	Y	N	-
Prof Postal Code Prefix	nvarchar	40	Y	N	-
Prof Postal Code	nvarchar	40	Y	N	-

Suffix					
Prof Country	nvarchar	50	Y	N	-
Prof Telephone	nvarchar	80	Y	N	-
Prof Mobile	nvarchar	80	Y	N	-
Prof Fax	nvarchar	80	Y	N	-
Prof Email	nvarchar	80	Y	N	-
Civil Reg No	nvarchar	40	Y	N	-
Driver Licence No	nvarchar	40	Y	N	-
Driver Card ID	nvarchar	40	Y	N	-
Card Issuing Authority	nvarchar	40	Y	N	Latin characters
Card Issuing Authority Local	nvarchar	40	Y	N	Other characters

All mandatory fields (student data) that need to be included in the ATI's student data files ready for import in AOL are highlighted in light red.

For ensuring compatibility with national requirements for printing driver qualification cards using both English (transcription) and national language (character set), AOL allows import of necessary data for printing of bilingual driver qualification cards in both English and in the national language, using a Latin and another country-specific character set (e.g. Cyrillic or Arabic).

11.1.2 Data File Format and Limitations

Besides observing the student and card data specifications mentioned in [section 11.1.1 above](#), ATIs wishing to use the AOL Student and Card Data Import functionality need to organise the student and card data in data files observing certain file format requirements and limitations guaranteeing the proper import of the contained students data. AOL would accept for import student data organised in:

- UNICODE TEXT or CSV files (*.txt or *.csv), with field names in the top row and data fields delimited by a <Tab> character;
- Data files containing maximum:
 - 300 student profiles (for massive students import, without direct enrolment into a class);
 - 50 student profiles (for direct students import and enrolment into a class).

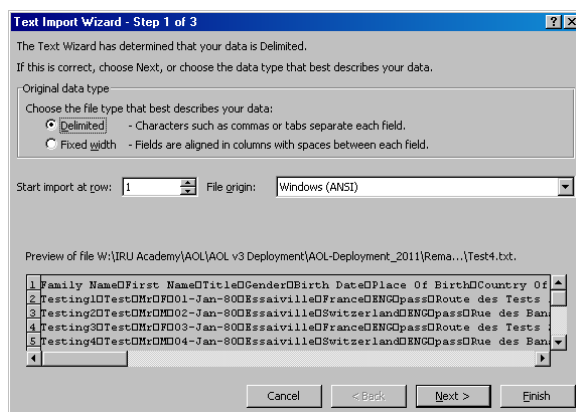
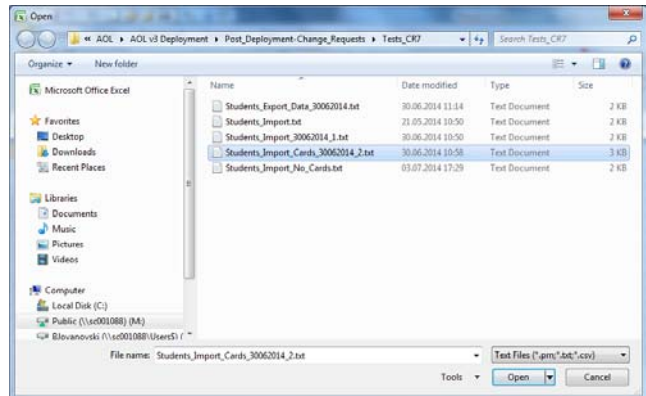
An example of such a student data (TEXT) file prepared in accordance with the AOL requirements is given in the figure below:

Family Name	Family Name Local	First Name	First Name Local	Title	Gender	Birth date	Place of birth	Place of birth Local	Country of birth	Language	Password	Address 1
JONES	JONES	Jacqueline	Jacqueline	Ms	F	07-Mar-1985	Kiev	sofia	Bulgaria	ENG	password1	Capetown

11.2 Editing the Students' Data File

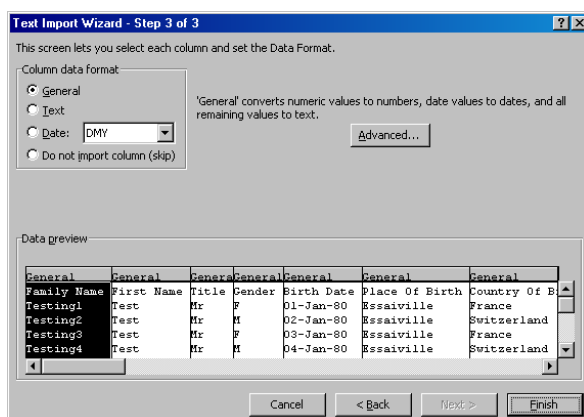
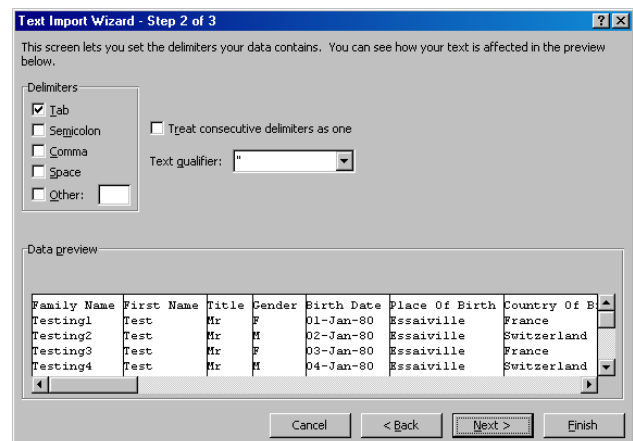
If for any reasons you cannot comply with some of the AOL data requirements, because your data source for instance cannot provide for a specific field format, you can always edit your prepared TEXT (or CSV) data file using Microsoft Excel.

To edit your data file using Microsoft Excel, start up Excel, select File / Open, select 'Files of Type' 'Text Files (*.prn;*.txt;*.csv)', locate your data file and click on 'Open':



Click on 'Next >' in the 'Text Import Wizard – Step 1 of 3' screen:

Click on 'Next >' in the 'Text Import Wizard – Step 2 of 3' screen:



Click on 'Finish' in the 'Text Import Wizard – Step 3 of 3' screen:

Your data file will then open in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Family Name	Family Name Local	First Name	First Name Local	Title	Gender	Birth date	Place Of Birth	Place Of Birth Local	Country of birth	Language	Password	Address 1	Address 1 Local	Address 2	Address 2 Local
1	JONES	JOHNC	Jackline	Їєшєи	Mrs	F	7-Mar-1985	Kiev	Києв	Ukraine	ENG	password1	Jjones Str 2	Yn. Їjohnc 6p. 2		
2	JOHNSONS	JOHCOHC	Jacque	Жакєи	Ms	F	16-Dec-1986	Sofia	Софєија	Bulgaria	ENG	password1	Jjones Str 2	Yn. Їjohnc 6p. 3		

11.3 Importing the Students' Data File

Once you have prepared your student data file for import in AOL in accordance with the specifications and requirements of the previous sections, you can initiate a request for importing the file in AOL and have AOL automatically check the file for basic consistency. AOL then allows you to proceed in 2 different ways:

- Import the students from a data file (used for massive students import, without direct enrolment into a class); or
- Import and automatically enrol students from a data file in a class (used for direct ATI enrolment of students after their import).

The two ways to import students in AOL and the procedures to follow are explained in details in the sections below.

11.3.1 Massive Students Import, Without Enrolment Into a Class

The procedure of massive import of your students' data file consists of two steps, described in the next two sub-sections:

1. The ATI needs to send the students' data file for import to AOL;
2. An IRU Academy user checks the data file once again, carries out the import in AOL and keeps you informed about the outcome of the import.

In this way you may import large student data files containing up to 300 student records.

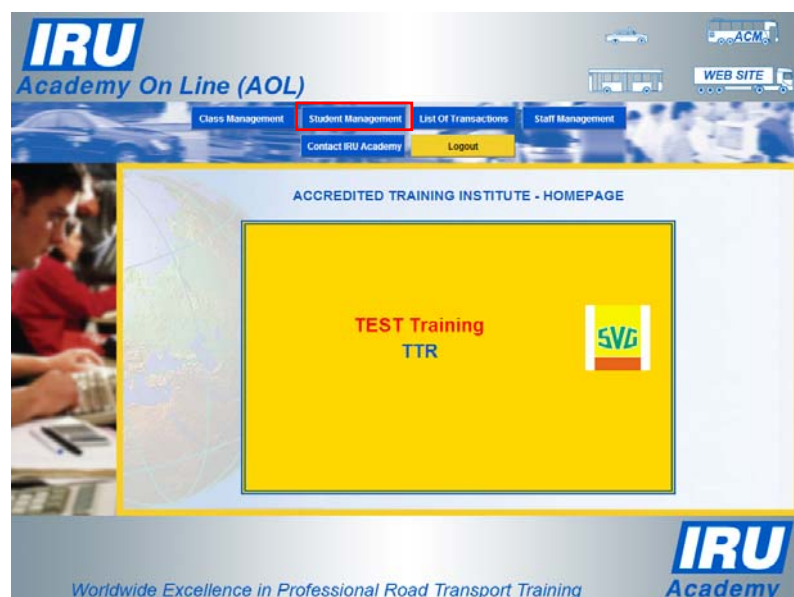
11.3.1.1 Sending the Student Data File for Import

To start the procedure of import of a students' data file in AOL, follow the procedure described below:

1. Logon to the AOL ATI Module with your User Name and Password



2. Select 'Student Management' from the ATI Home Page:



3. Select 'Import Students' on the Student Management page:



IRU Academy On Line (AOL)

[Create New Student](#)
[From Another ATI](#)
[Import Students](#)
[Change Password](#)
[Contact IRU Academy](#)
[ATI Home Page](#)

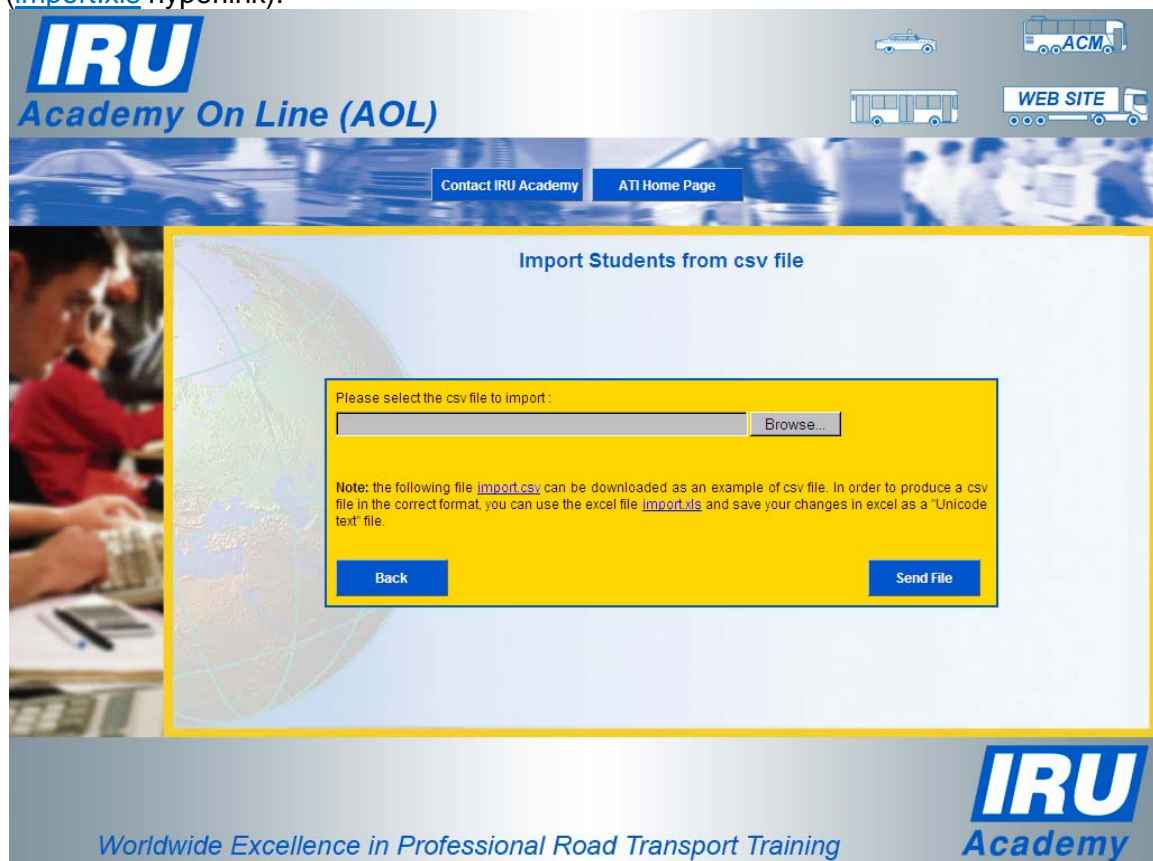
STUDENT MANAGEMENT

QUICK STUDENT SELECTOR

Name: First Name: [Select](#)
 Student ID: Diploma ID: [All](#)
 Diploma Examination Date: From: To:

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AOL opens up the 'Import Students from csv file' page offering you to open an example of a csv file ([import.csv](#) hyperlink) or to have the example opened for editing in Excel ([import.xls](#) hyperlink):



IRU Academy On Line (AOL)

[Contact IRU Academy](#)
[ATI Home Page](#)

Import Students from csv file

Please select the csv file to import:

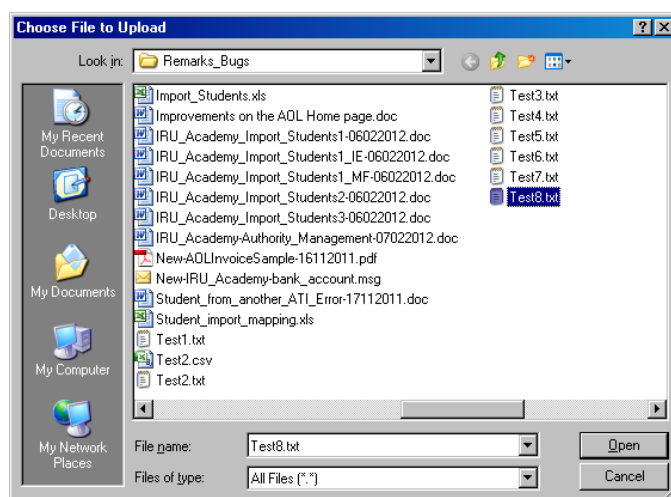
[Browse...](#)

Note: the following file [import.csv](#) can be downloaded as an example of csv file. In order to produce a csv file in the correct format, you can use the excel file [import.xls](#) and save your changes in excel as a "Unicode text" file.

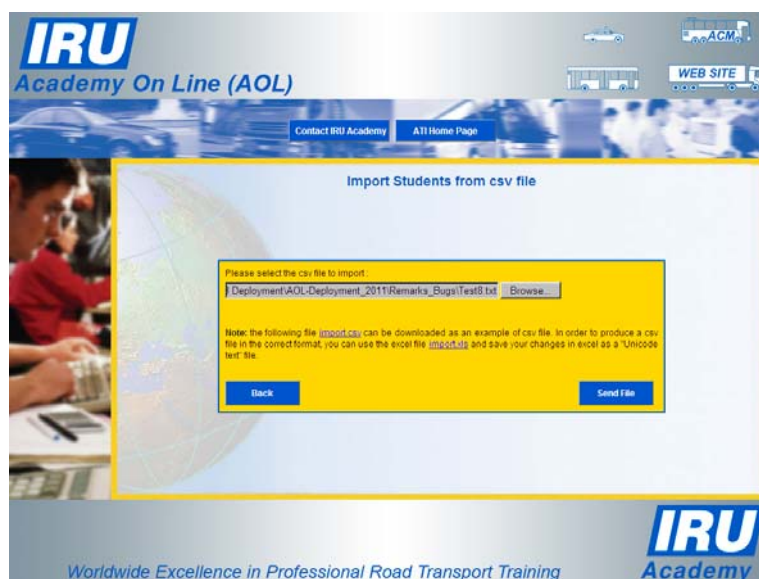
[Back](#)
[Send File](#)

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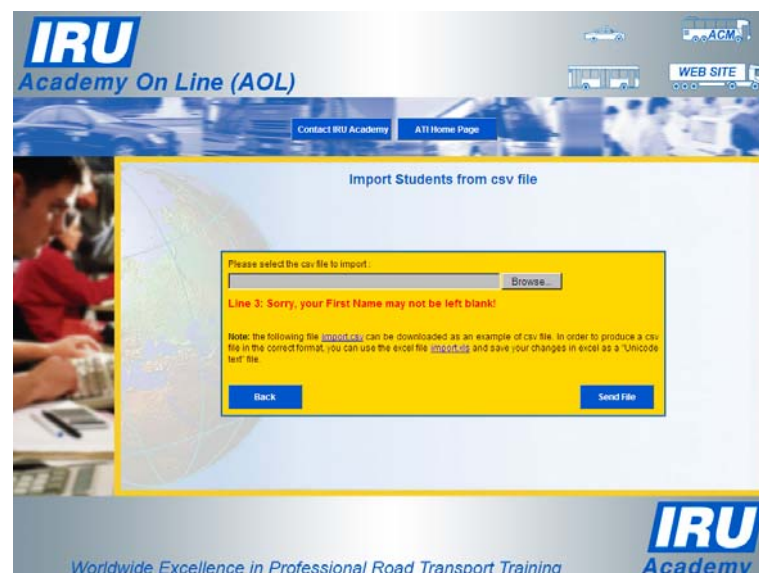
4. Click on the 'Browse' button, then select the file containing the students' data to import in AOL and click on 'Open' in the 'Choose File to Upload' window:



5. Click on 'Send file' when back to the 'Import Students from csv file' page:

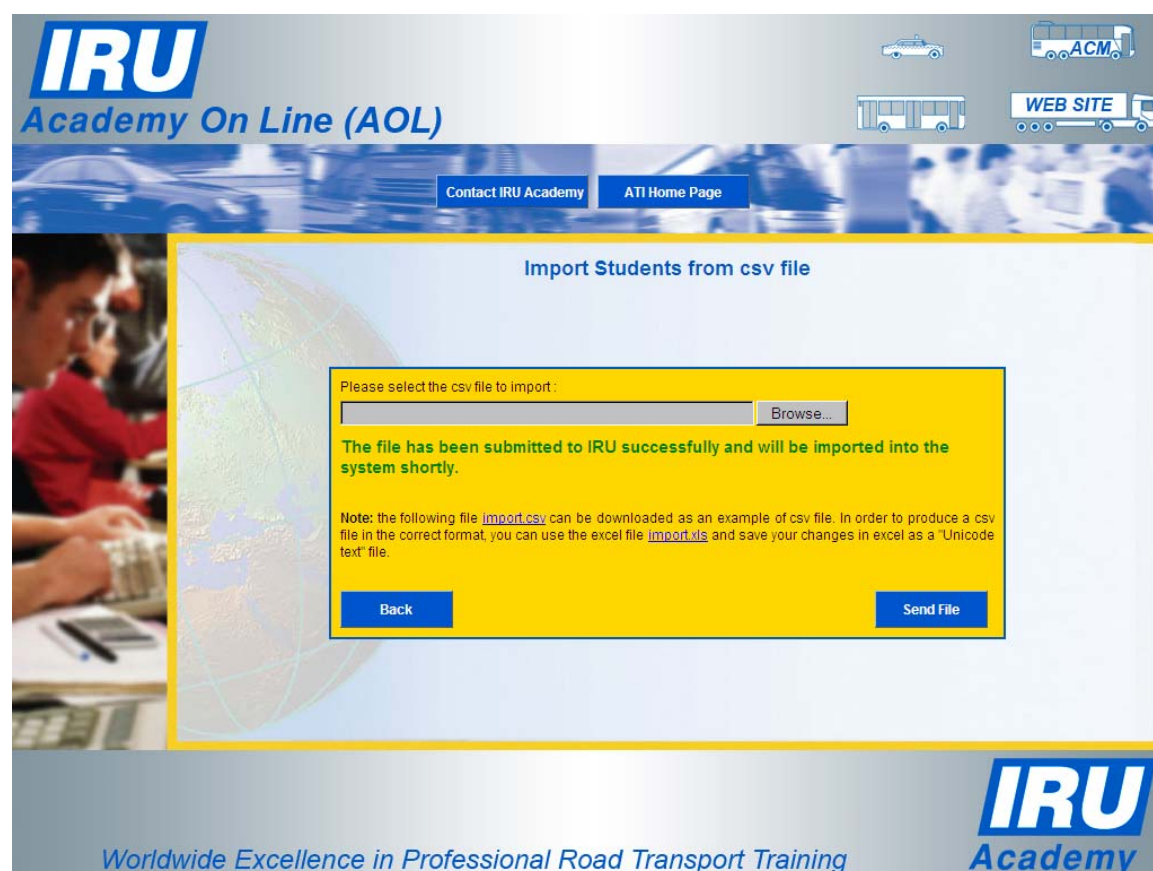


AOL will carry out an automatic check on the file format and data consistency and will display an error message indicating the position and the nature of the first data consistency problem identified in the file selected for import:



If you see such a message, edit the data file using Microsoft Excel, enter the missing student data in the indicated line, save the file and try to import again.

6. When AOL accepts the student data file for import, it will give you a confirmation message in green (The file has been submitted to IRU successfully and will be imported into the system shortly). Click on the 'ATI Home Page' button to return to the ATI Home page when you receive the confirmation message:



The screenshot displays the IRU Academy On Line (AOL) web interface. At the top, the IRU logo and 'Academy On Line (AOL)' text are visible. Navigation buttons for 'Contact IRU Academy' and 'ATI Home Page' are present. The main content area is titled 'Import Students from csv file'. A yellow confirmation box in the center contains the following text: 'Please select the csv file to import:' followed by a 'Browse...' button. Below this, a green message states: 'The file has been submitted to IRU successfully and will be imported into the system shortly.' A note follows: 'Note: the following file [import.csv](#) can be downloaded as an example of csv file. In order to produce a csv file in the correct format, you can use the excel file [import.xls](#) and save your changes in excel as a "Unicode text" file.' At the bottom of the box are 'Back' and 'Send File' buttons. The footer includes the IRU Academy logo and the tagline 'Worldwide Excellence in Professional Road Transport Training'.

11.3.1.2 Actual Import of the Students Data File

Once an ATI successfully sends a student data file for import in AOL, the IRU Academy obtains an automatic e-mail from AOL asking its staff to import the data file. The IRU Academy staff will then check the data file once again in order to avoid any duplicate records in the database and will then import the data file sent from the ATI. After the attempt to actually import the data file, the IRU Academy will inform your ATI by e-mail about the outcome of the import, giving you the number of student records imported in AOL.

From the moment of actual import of your students' data file in AOL and receipt of the return information from the IRU Academy, your ATI can find the students' profiles created in the AOL database and open any of them using the AOL ATI Module / Student Management function.

11.3.1.3 Enrolment of Imported Students in ATI's Classes

Following a successful import of students in AOL, ATIs can now use the new functionality to massively enrol imported students into classes. Since the process of AOL student import does not allow import / creation of classes, the procedure which the ATI should follow if it wants to use massive enrolment of imported students in classes is the following:

1. Create a new class in AOL to be the class to which you need to enrol all students you had imported recently:

The screenshot shows the 'TTR - NEW CLASS CREATION' form in the IRU Academy On Line (AOL) interface. The form is divided into several sections for data entry:

- Product Name:** 77, ADR Loading & Unloading Specialist
- Class Name:** ADR-Loader-Class1
- Location:** TTR Building
- Class ID:** TTRCLOADR7752
- Language:** English
- Instructor Name:** Mbongwe Goodenigwe
- Start Date:** 10-FEB-2012
- End Date:** 10-FEB-2012
- Days In Total:** 1
- Seats In Total:** 10
- Available Seats:** (empty field)
- IRU Fee (CHF) Per Graduates:** 2.00
- Published On IRU Academy Web Site:** (checkbox)
- ATI BOOKING CONTACT:**
 - Name:** TTR Contact
 - Phone:** 123456
 - Fax:** 123456
 - Email:** unknown@getmail.cc
 - Web Site:** www.ttr.edu.za
- Description:** You will study the subjects set out in the ADR Agreement. All these subjects are: (dropdown menu)

An 'Update' button is located at the bottom right of the form.

2. Click on the 'Students in Class' button then click on the 'Add New Students' button in the 'Students in Class' page:

The screenshot shows the 'ADR-LOADER-CLASS1' page in the IRU Academy On Line (AOL) interface. The page features a large map of Europe on the left side. At the top, there are fields for 'Examination Date for Selected Students' and 'Diploma validity, Duration (in months)', followed by an 'Update' button. Below the map, there is a row of buttons: 'Select All', 'Add New Student', 'Update', 'Print Certificate/Diploma', 'Print Letters', 'Print Student List', and 'Export Graduates'.

- Use the new 'Last Modification' – 'From' and 'To' date fields in the 'STUDENTS LIST' page to indicate the date span when the students to be enrolled to the class have been imported in AOL (receipt of successful import e-mail from the IRU Academy):

You can either indicate the dates manually or click in a date field and select the date from a calendar which appears:

- After clicking on 'Select', AOL will display the results of your search in a grid in the lower of the 'STUDENTS LIST' page. Select the students to be enrolled to the given class one by one (by selecting their 'Select' check boxes) or simply click on the 'Select All' button to select all the students displayed in the grid:

Student ID	Name	Date	Select
978019	Testers1	08-Feb-2012	<input checked="" type="checkbox"/>
781004	Testers10	08-Feb-2012	<input checked="" type="checkbox"/>
626551	Testers2	08-Feb-2012	<input checked="" type="checkbox"/>
542342	Testers3	08-Feb-2012	<input checked="" type="checkbox"/>
523798	Testers4	08-Feb-2012	<input checked="" type="checkbox"/>
705824	Testers5	08-Feb-2012	<input checked="" type="checkbox"/>
463787	Testers6	08-Feb-2012	<input checked="" type="checkbox"/>
482501	Testers7	08-Feb-2012	<input checked="" type="checkbox"/>

5. After having made your selection, click on 'Update' to enrol the selected students into the chosen class and AOL displays the Students in Class page for the chosen class:

11.3.2 Direct Students Import and Enrolment Into a Class

Once you have prepared your student and card data file for import in AOL in accordance with the specifications and requirements of the previous sections, you can initiate the procedure of import of the student and card data file and automatic enrolment of the students in a class in AOL. When initiating this procedure, AOL will check the file for basic consistency. The AOL procedure of direct import of your student and card data file consists of three steps, described in the next three sub-sections:

1. The ATI needs to create a class in AOL into which it wants to have the imported students directly enrolled;
2. AOL checks the student profiles in the data file against available student records in the database and, in case it finds such, it updates the student profiles concerned with the information in the students data file;
3. The ATI user carries out the import in AOL by clicking on a button and is informed about the outcome of the import and enrolment of the students by AOL.

11.3.2.1 Creating a Class Where Imported Students Should be Enrolled

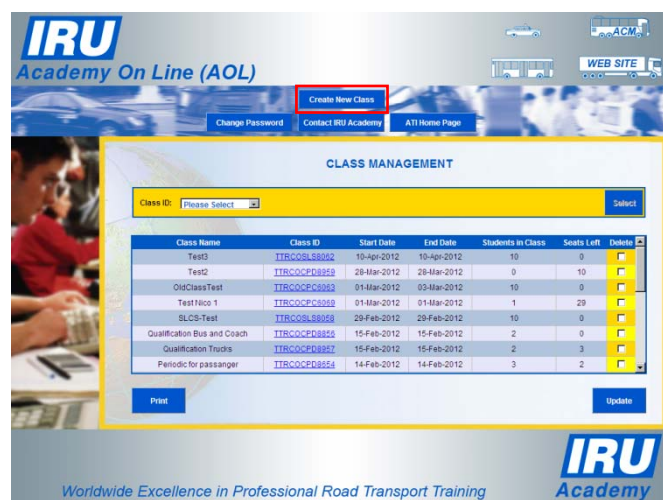
To create a class in which you want to directly enrol imported students in AOL, follow the procedure described below:

1. Logon to the AOL ATI Module with your User Name and Password

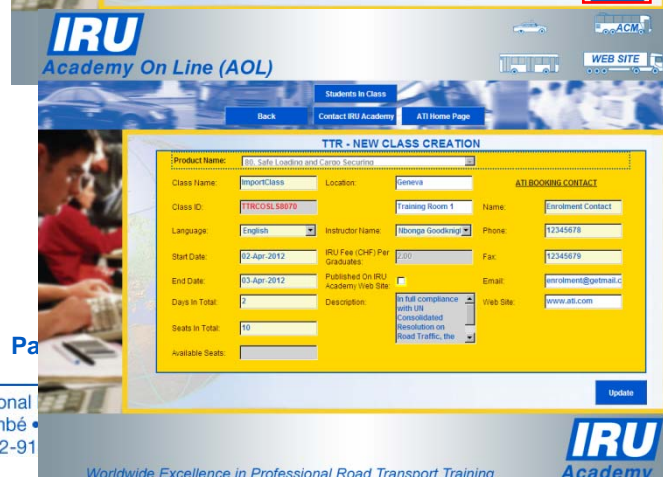
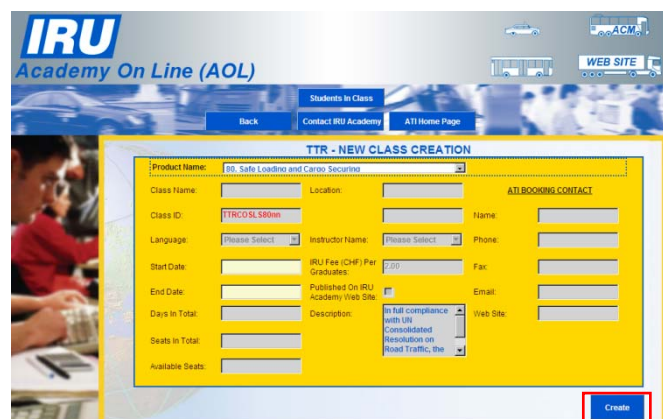
2. Select 'Class Management' from the ATI Home Page:



3. Select 'Create New Class' on the Class Management page:



4. Select 'Product Name', then click on the 'Create' button in the New Class Creation page:



AOL opens up the full 'New Class Creation' page offering you to enter all class details:

5. Fill in the necessary class data as usually upon creation of a new class in AOL, then click on 'Update'

- N.B.** AOL now allows you to set a class 'Start Date' and 'End Date' in the past and update these dates at any time. The conditional relationship between these dates which you have to observe is:
- a class 'End Date' cannot be earlier than the 'Start Date';
 - a class 'Examination Date' cannot be earlier than the 'End Date' and later than the current AOL system date;
 - the class 'Start Date' and 'End Date' can be updated at any time, as long as no 'Examination Date' has been set for any of the students in the same class.

6. Click on the 'OK' button when informed that the new class has been created

7. Click on the 'Students In Class' button when the new class is displayed

The screenshot shows the 'TTR - IMPORTCLASS' page. At the top, there's a navigation bar with 'Back', 'Contact IRU Academy', and 'ATI Home Page'. The main content area has a yellow background and contains a form with fields for Class Name, Class ID, Language, Start Date, End Date, Days in Total, Seats in Total, and Available Seats. There's also a section for 'ATI BOOKING CONTACT' with fields for Name, Phone, Fax, Email, and Web Site. The 'Students In Class' button is highlighted with a red box.

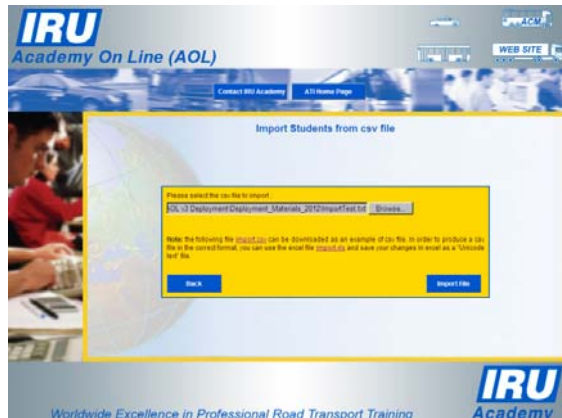
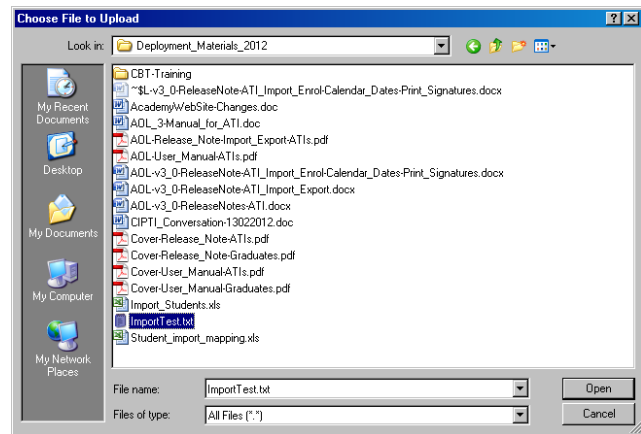
8. Click on the 'Import Students' button in the Students In Class page

The screenshot shows the 'IMPORTCLASS' page. It has a navigation bar with 'Back', 'Contact IRU Academy', and 'ATI Home Page'. The main content area has a yellow background and contains a form with fields for Examination Date for Selected Students and Diploma validity Duration in months. There's also a section for 'ATI BOOKING CONTACT' with fields for Name, Phone, Fax, Email, and Web Site. The 'Import Students' button is highlighted with a red box.

AOL opens up the 'Import Students from csv file' page offering you to open an example of a csv file ([import.csv](#) hyperlink) or to have the example opened for editing in Excel ([import.xls](#) hyperlink):

The screenshot shows the 'Import Students from csv file' page. It has a navigation bar with 'Contact IRU Academy' and 'ATI Home Page'. The main content area has a yellow background and contains a form with a text box for 'Please select the csv file to import:' and a 'Browse...' button. There's also a note about downloading an example file and a section for 'Import File' with a 'Back' button and an 'Import File' button. The 'Import File' button is highlighted with a red box.

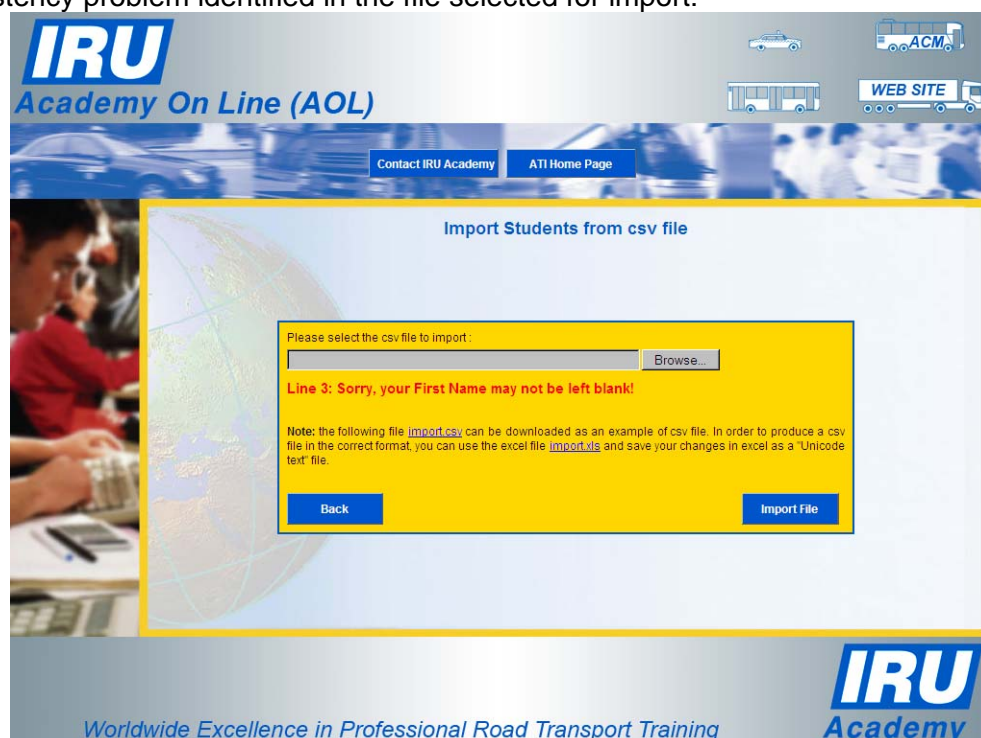
9. Click on the 'Browse' button, then select the file containing the students' data to import in AOL and click on 'Open' in the 'Choose File to Upload' window:



10. Click on 'Import File' when back to the 'Import Students from csv file' page:

11.3.2.2 Checking the Students' Data File for Existing Students

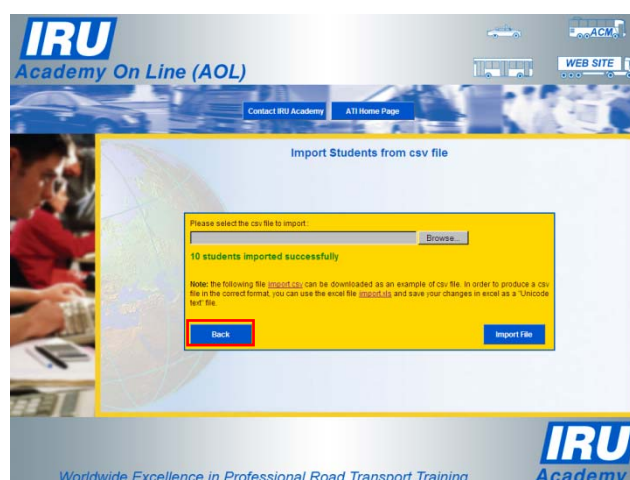
AOL will carry out an automatic check on the file format and data consistency and will display an error message indicating the position and the nature of the first data consistency problem identified in the file selected for import:



If you see such a message, edit the data file using Microsoft Excel, enter the missing student data in the indicated line, save the file and try to import again.

11.3.2.3 Actual Import of the Students Data File and Direct Students' Enrolment into the Class

11. When AOL accepts the student data file for import, it will give you a confirmation message in green (<number> students imported successfully). Click on the 'Back' button to return to the Students In Class page when you receive the confirmation message:



AOL displays the 'Students in Class' page for the class into which imported students were enrolled:

Title	Family Name	First Name	Student ID	Driver Card ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate, Diploma Letter Printed	Select
Ms	JOHNSONS	Jacquie	571560	n/a			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Mrs	JONES	Jackline	110293	n/a			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

You can then proceed with the registration of the end of class actions (indication of examination results for the students, entering Examination Date for the students, printing certificates / diplomas and accompanying letters for the students in the class) in the usual way.

N.B. Like already mentioned in [section 11.3.2.1](#) above, AOL allows you to change the class Start Date and End Date even after enrolment of students in the class, but **ONLY** as long as no Examination Date has been specified for any of the students in the class!

12 Export of Graduates from AOL

AOL offers ATIs the possibility to export graduate and card data from ATI classes in data files designed in such a way as to ensure wide compatibility upon integration in other applications ATIs may use and their easy processing. The data specifications and the file format of the graduate data files exported by AOL are explained in detail in the sub-sections below.

12.1 Understanding AOL Export Data Files

The graduate and card data ATIs can export from AOL consist of the 'Graduate Personal Data', 'Graduate Personal Data Local', 'Graduate Professional Data', their related 'Class Data', 'Exam Data' and 'Driver Card Data'. For ATIs convenience, AOL offers the possibility to export graduate and card data from these 6 categories in accordance with the ATI's wish and needs. Thus any time ATIs need to export graduates' data from AOL, they may choose to export different set of data fields. For convenience, AOL keeps the ATI's selection of graduate and card data elements for export once an export is made until the ATI changes it.

12.1.1 Graduate Data Specifications

Data fields which AOL offers for export into graduates' data files (per category) are:

1. Graduate Personal Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Family Name	nvrchar	64	N	-
First Name	nvrchar	64	N	-
Student ID	numeric	10,0	N	-
Title	nvrchar	50	N	-
Gender	Bit	1	N	'M' = Male / 'F' = Female
Birth Date	datetime		N	Format 'DD-MMM-YY' (e.g. '01-Jan-1980')
Place Of Birth	nvrchar	50	N	-
Country Of Birth	nvrchar	50	N	-
Address 1	nvrchar	80	N	-
Address 2	nvrchar	80	Y	-
Address 3	nvrchar	80	Y	-
City	nvrchar	50	N	-
State	nvrchar	50	Y	-
Postal Code Prefix	nvrchar	40	N	-
Country	nvrchar	50	N	-
Telephone	nvrchar	80	N	-
Mobile	nvrchar	80	Y	-
Fax	nvrchar	80	Y	-
Email	nvrchar	80	N	-
Language	nvrchar	3	N	3-alpha ISO language code (ISO 639-2 code) (e.g. 'eng' for English language)
Viewing Code	numeric	7,0	N	-

2. Graduate Personal Data Local:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Family Name Local	nvarchar	64	N	-
First Name Local	nvarchar	64	N	-
Title Local	nvarchar	50	N	-
Place Of Birth Local	nvarchar	50	N	-
Country Of Birth Local	nvarchar	50	N	-
Address 1 Local	nvarchar	80	N	-
Address 2 Local	nvarchar	80	Y	-
Address 3 Local	nvarchar	80	Y	-
City Local	nvarchar	50	N	-
State Local	nvarchar	50	Y	-
Postal Code Prefix Local	nvarchar	40	N	-
Postal Code Suffix Local	nvarchar	40	N	-
Country Local	nvarchar	50	N	-

3. Graduate Professional Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Employer Name	nvarchar	80	Y	-
Job Title	nvarchar	80	Y	-
Address 1	nvarchar	80	Y	-
Address 2	nvarchar	80	Y	-
Address 3	nvarchar	80	Y	-
City	nvarchar	50	Y	-
State	nvarchar	50	Y	-
Postal Code Prefix	nvarchar	40	Y	-
Postal Code Suffix	nvarchar	40	Y	-
Country	nvarchar	50	Y	-
Telephone	nvarchar	80	Y	-
Mobile	nvarchar	80	Y	-
Fax	nvarchar	80	Y	-
Email	nvarchar	80	Y	-

4. Class Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Class ID	numeric	4,0	N	-
Class Name	nvarchar	255	N	-
Start Date	datetime		N	-
End Date	datetime		N	-
Instructor Name	nvarchar	128	N	-

5. Exam Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Exam Date	datetime		N	-
Diploma ID	numeric	8,0	N	-
Exam Result	numeric	3,0	N	-

6. Driver Card Data:

Field Name	Data Type	Data Length	Nulls Allowed (Yes / No)	Specific Values
Civil Reg No	nvarchar	40	Y	-
Driver Licence No	nvarchar	40	Y	-
Driver Card ID	nvarchar	40	Y	-
Card Issuing Authority	nvarchar	40	Y	-
Card Issuing Authority Local	nvarchar	40	Y	-

All graduates (personal and professional) data are exported using the same keyboard set (Latin or other) like the one your ATI has used upon registration of the student profiles in AOL.

12.1.2 Data File Format

Besides knowing the graduate and card data specifications they can expect to find during AOL export mentioned in [section 12.1.1 above](#), ATIs need to know how AOL organises the exported graduate and card data in data files. AOL would export graduates data organised in:

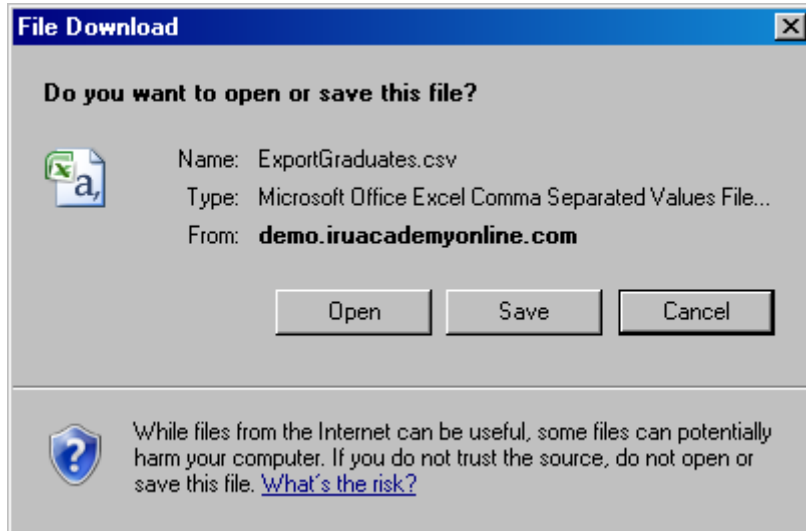
- UNICODE CSV files called 'ExportGraduates.csv';
- with field names in the top row;
- with data fields delimited by a <Tab> (->|) character.

An example of a graduate and card data file exported from AOL is given in the figure below:

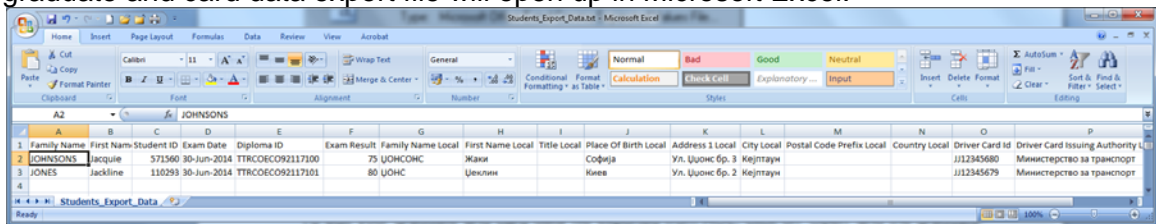
Family Name	Family Name Local	First Name	First Name Local	Title	Gender	Birth date	Place of birth	Place of birth Local	Country of birth	Language	Password	Address 1
JONES	UONC	JACKLINE	Uekunw	Mrs	F	07-Mar-1985	Kiev	Koves	Ukraine	ENG	password1	2Jones Str 2
JOHNSONS	UONCOK	Jacque	Kaku	Mrs	F	16-Dec-1986	Sofia	Copeja	Bulgaria	ENG	password1	2Jones Str 2

12.1.3 Editing the Graduate and Card Data File

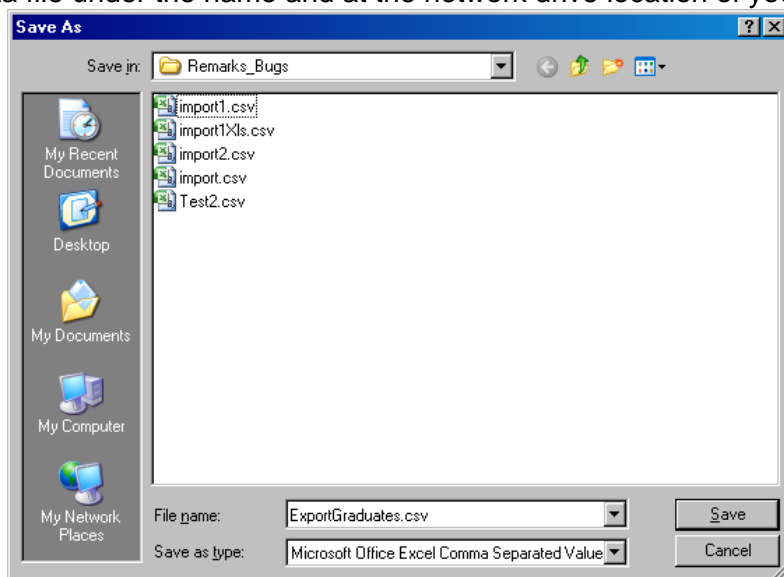
All CSV files can be edited using Microsoft Excel. As a part of the graduate and card data export procedure implemented in AOL, as soon as the graduate and card export file is produced, AOL will display a 'File Download' dialog window proposing you to open or to save the created file:



To edit your graduate and card data file exported from AOL, click on 'Open' and the graduate and card data export file will open up in Microsoft Excel:



If you click on 'Save', AOL will open up a 'Save As' dialogue window offering you to save the export data file under the name and at the network drive location of your choice:




12.2 Exporting Graduate and Card Data from AOL

To start the procedure of export of a graduates' data file from AOL, follow the procedure described below:

1. Logon to the AOL ATI Module with your User Name and Password



2. Select 'Class Management' from the ATI Home Page:



3. Select the class from which you want to export the graduates by clicking on the 'Class ID' hyperlink:



IRU Academy On Line (AOL)

Buttons: Create New Class, Change Password, Contact IRU Academy, ATI Home Page

CLASS MANAGEMENT

Class ID:

Class Name	Class ID	Start Date	End Date	Students in Class	Seats Left	Delete
ADR Loader-Class1	TTRCOADR7752	10-Feb-2012	10-Feb-2012	10	0	<input type="checkbox"/>
SLCS-TestClass1	TTRCOSLS8050	09-Feb-2012	10-Feb-2012	100	0	<input type="checkbox"/>
TestCPM-80	TTRCPCPC0045	23-Jan-2012	23-Jan-2012	5	0	<input type="checkbox"/>
Course112012	TTRCOTAC7244	19-Jan-2012	19-Jan-2012	1	3	<input type="checkbox"/>
SLCS_Course1	TTRCOSLS8032	16-Jan-2012	19-Jan-2012	0	10	<input type="checkbox"/>
ADRL77_Test1	TTRCOADR7727	10-Dec-2011	10-Dec-2011	0	2	<input type="checkbox"/>
TestADR2	TTRCOADR0921	06-Dec-2011	06-Dec-2011	3	0	<input type="checkbox"/>
10122011	TTRCOTAC7238	30-Nov-2011	30-Nov-2011	4	11	<input type="checkbox"/>

Buttons: Print, Update

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4. In the Class Details page, click on 'Students in Class':



IRU Academy On Line (AOL)

Buttons: Back, **Students in Class**, Contact IRU Academy, ATI Home Page

TTR - ADR1-CLASS1-2011

Product Name: [60. ADR Driver Packagings and Bulk, excluding Classes 1 & 7](#)

Class Name: Location: [ATI BOOKING CONTACT](#)

Class ID: Room: Name:

Language: Instructor Name: Phone:

Start Date: IRU Fee (CHF) Per Graduate: Fax:

End Date: Published On IRU Academy Web Site: ☒ Email:

Days in Total: Description: Web Site:

Seats in Total: Available Seats:

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5. In the 'Students in Class' page, click on 'Select All' and then click on 'Export Graduates'

ADR1-CLASS1-2011-Full

Examination Date for Selected Students: Diploma validity Duration (in months):

Title	Family Name	First Name	Student ID	Diploma ID	Result (%)	Pass	Distinction	Examination Date	Certificate/Diploma Letter Printed	Select
Mrs	Bigmum	Madame	278202	ITRCO4DR0910100	72	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Dr	Bighot	Mgdriver	279185	ITRCO4DR0910101	61	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Mrs	Driver	Madame	467084	ITRCO4DR0910102	76	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Mr	Driver	Truck	382427	ITRCO4DR0910103	87	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Dr	Knowsall	Wise guy	810541		53	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Mr	Nicefellow	Someone	545180	ITRCO4DR0910104	72	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Dr	Rippers	Chauffeur	208849	ITRCO4DR0910105	64	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Mr	Servee	Butler	126116	ITRCO4DR0910106	89	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Miss	Shoferskaya	Voditelka	650893	ITRCO4DR0910107	92	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Oct-2011	05-Oct-2011	<input checked="" type="checkbox"/>
Miss	Sorello	Sorella	152207		49	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>

6. In the 'Choose Graduate Data to Export' page, select the data fields from each of the categories you want to have exported by ticking the check-boxes next to each of the data fields:

Choose Graduate Data to Export

Please select the data which you want to be exported by selecting the related check-boxes below

Graduate Personal Data	Graduate Personal Data Local	Graduate Professional Data
Family Name <input checked="" type="checkbox"/>	Family Name Local <input checked="" type="checkbox"/>	Employer Name <input checked="" type="checkbox"/>
First Name <input checked="" type="checkbox"/>	First Name Local <input checked="" type="checkbox"/>	Job Title <input checked="" type="checkbox"/>
Student ID <input checked="" type="checkbox"/>	Title Local <input checked="" type="checkbox"/>	Address 1 <input checked="" type="checkbox"/>
Title <input checked="" type="checkbox"/>	Place Of Birth Local <input checked="" type="checkbox"/>	Address 2 <input checked="" type="checkbox"/>
Gender <input checked="" type="checkbox"/>	Country Of Birth Local <input checked="" type="checkbox"/>	Address 3 <input checked="" type="checkbox"/>
Birth Date <input checked="" type="checkbox"/>	Address 1 Local <input checked="" type="checkbox"/>	City <input checked="" type="checkbox"/>
Place Of Birth <input checked="" type="checkbox"/>	Address 2 Local <input checked="" type="checkbox"/>	State <input checked="" type="checkbox"/>
Country Of Birth <input checked="" type="checkbox"/>	Address 3 Local <input checked="" type="checkbox"/>	Postal Code Prefix <input checked="" type="checkbox"/>
Address 1 <input checked="" type="checkbox"/>	City Local <input checked="" type="checkbox"/>	Postal Code Suffix <input checked="" type="checkbox"/>
Address 2 <input checked="" type="checkbox"/>	State Local <input checked="" type="checkbox"/>	Country <input checked="" type="checkbox"/>
Address 3 <input checked="" type="checkbox"/>	Postal Code Prefix Local <input checked="" type="checkbox"/>	Telephone <input checked="" type="checkbox"/>
City <input checked="" type="checkbox"/>	Postal Code Suffix Local <input checked="" type="checkbox"/>	Mobile <input checked="" type="checkbox"/>
State <input checked="" type="checkbox"/>	Country Local <input checked="" type="checkbox"/>	Fax <input checked="" type="checkbox"/>

You may also click the 'Select All' button to have all data fields of all the 4 categories selected for export.

Clicking the 'Select None' button will unselect all data fields of all the 4 categories for export.

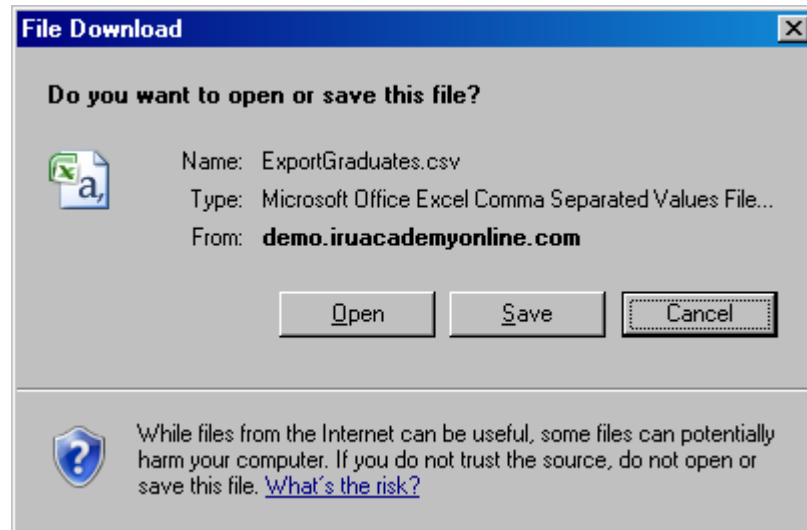
Choose Graduate Data to Export

Please select the data which you want to be exported by selecting the related check-boxes below

Graduate Personal Data	Graduate Personal Data Local	Graduate Professional Data
Family Name <input checked="" type="checkbox"/>	Family Name Local <input checked="" type="checkbox"/>	Employer Name <input checked="" type="checkbox"/>
First Name <input checked="" type="checkbox"/>	First Name Local <input checked="" type="checkbox"/>	Job Title <input checked="" type="checkbox"/>
Student ID <input checked="" type="checkbox"/>	Title Local <input checked="" type="checkbox"/>	Address 1 <input checked="" type="checkbox"/>
Title <input checked="" type="checkbox"/>	Place Of Birth Local <input checked="" type="checkbox"/>	Address 2 <input checked="" type="checkbox"/>
Gender <input checked="" type="checkbox"/>	Country Of Birth Local <input checked="" type="checkbox"/>	Address 3 <input checked="" type="checkbox"/>
Birth Date <input checked="" type="checkbox"/>	Address 1 Local <input checked="" type="checkbox"/>	City <input checked="" type="checkbox"/>
Place Of Birth <input checked="" type="checkbox"/>	Address 2 Local <input checked="" type="checkbox"/>	State <input checked="" type="checkbox"/>
Country Of Birth <input checked="" type="checkbox"/>	Address 3 Local <input checked="" type="checkbox"/>	Postal Code Prefix <input checked="" type="checkbox"/>
Address 1 <input checked="" type="checkbox"/>	City Local <input checked="" type="checkbox"/>	Postal Code Suffix <input checked="" type="checkbox"/>
Address 2 <input checked="" type="checkbox"/>	State Local <input checked="" type="checkbox"/>	Country <input checked="" type="checkbox"/>
Address 3 <input checked="" type="checkbox"/>	Postal Code Prefix Local <input checked="" type="checkbox"/>	Telephone <input checked="" type="checkbox"/>
City <input checked="" type="checkbox"/>	Postal Code Suffix Local <input checked="" type="checkbox"/>	Mobile <input checked="" type="checkbox"/>
State <input checked="" type="checkbox"/>	Country Local <input checked="" type="checkbox"/>	Fax <input checked="" type="checkbox"/>

7. To actually export the selected data fields from AOL in a file, click on the 'Export Data' button in the 'Choose Graduate Data to Export' page.

AOL will then display a dialogue window proposing you to either open or save the graduates export file:



To edit or save the graduate and card data file exported from AOL, refer to the instructions in [section 12.1.3](#) above.

13 Scanning and Attaching Official Authority / Examination Body Signatures on IRU Academy Certificates / Diplomas

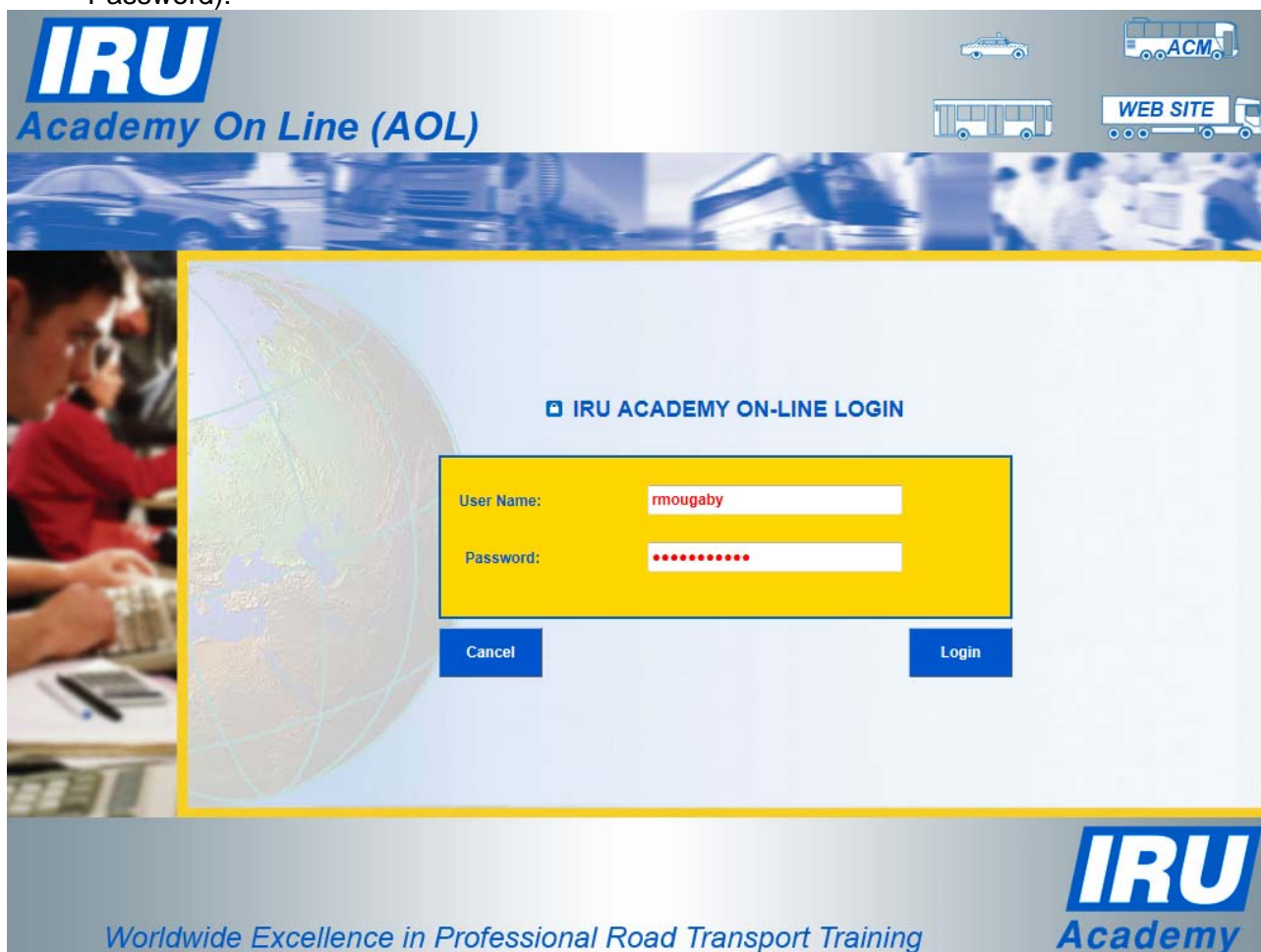
Official Authorities / Examination Bodies agreeing to sign IRU Academy certificates / diplomas issued by their national ATI(s) can scan and attach their scanned authorised representative's signature by using the AOL ATI Module.

Authorised representatives of Official Authorities / Examination Bodies can obtain access to the ATI Module upon request to the IRU Academy.

Once the IRU Academy has created the Official Authority / Examination Body profile and has set the login parameters for their authorised representatives, AOL sends the login details (username and password) to the authorised representative(s) by e-mail to the address indicated in their profile.

The procedure to follow in order to have the authorised representative of the Official Authority / Examination Body signature scanned and attached using the AOL ATI Module (after accreditation) requires the authorised representative to:

- 1) Logon to the AOL ATI Module using their appropriate login details (Username and Password):



IRU
Academy On Line (AOL)

IRU ACADEMY ON-LINE LOGIN

User Name: rmougaby

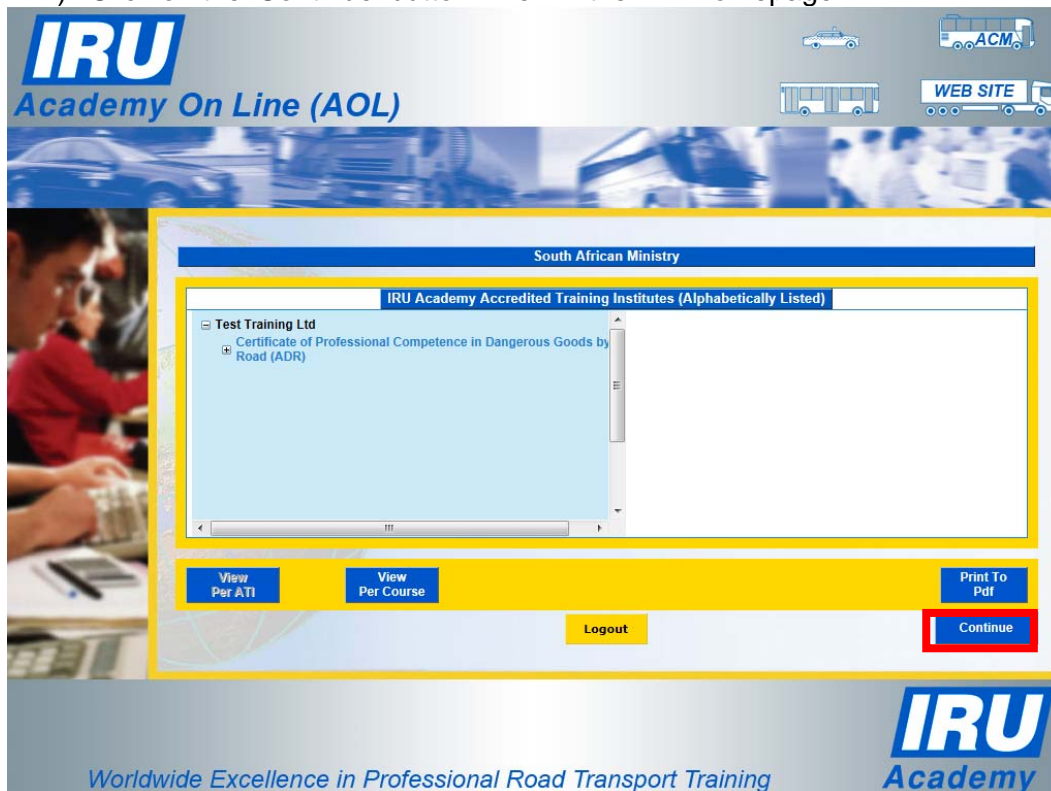
Password:

Cancel Login

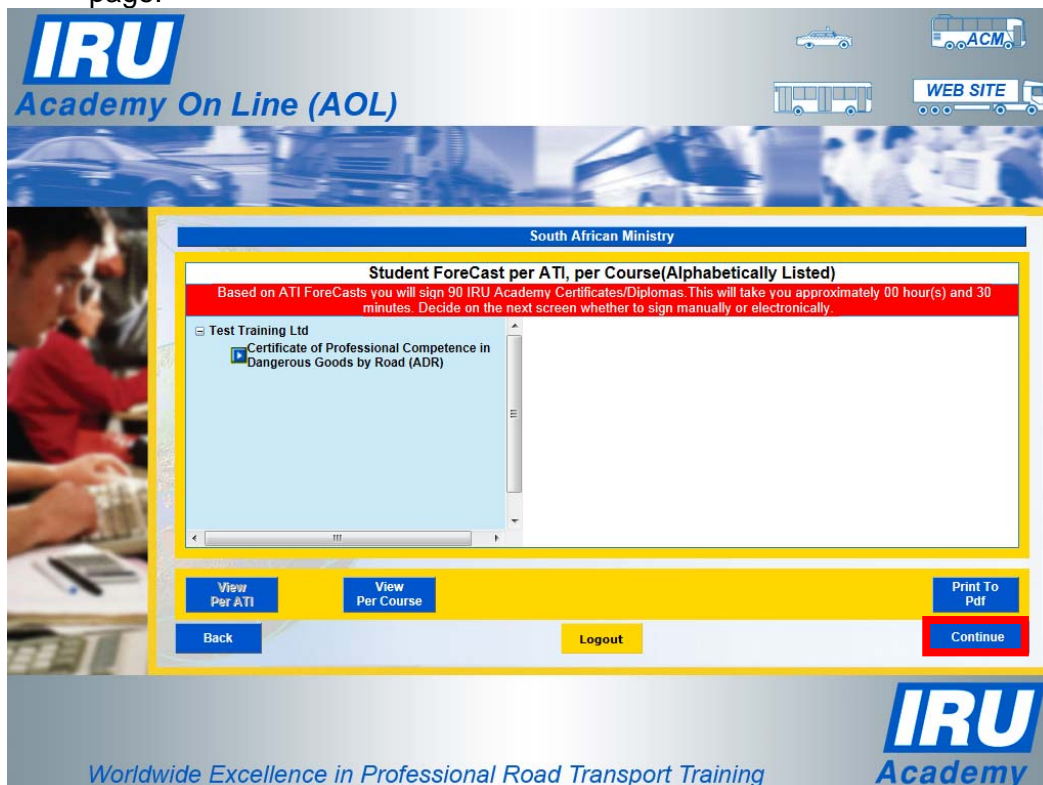
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2) Click on the 'Continue' button when in the ATI Homepage:



3) Click on the 'Continue' button once again when in the Student Forecast per ATI page:



- 4) Click on the 'Signature' button in the lower part of the Official Authority / Examination Body page displaying your details:

IRU Academy On Line (AOL)

Official Authority : South African Ministry

Official Authority

Action: [Dropdown]

* Full Name: South African Ministry

* Short Name: SAM

* Address1: SAM Street 123

Address2:

Address3:

* City: SAM City

State:

* Postal Code: 13500

* Country: South Africa

Person responsible

* Title: Prof Dr

* Name: Mougaby

* First Name: Rob

* Job Title: Minister

* Telephone: +12345678

Fax: +12345679

Mobile: +12345680

* Email: Blagoja.Jovanovski@iru.org

Web Site: www.mot.gov.za

User Name: rmougaby

Change password

Back Logout Signature Submit & Continue

IRU Academy

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- 5) Click on the "Print Signature Form" button to produce a PDF signature form with instructions on how to attach signatures:

IRU Academy On Line (AOL)

Submit Signature

INSTRUCTIONS FOR CORRECTLY SUBMITTING A SIGNATURE FOR Rob Mougaby

No Signature Attached Yet

Format: jpg, gif, bmp Size: 850*1169 pixels

Browse...

IF YOU WISH TO INSERT A NEW SIGNATURE: Please click the [Print Signature Form](#) button below

ONCE YOU HAVE SCANNED YOUR SIGNATURE: Please click the [Attach Signature File](#) button below

Attach Signature File Print Signature Form

Back

IRU Academy

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- 6) Print the PDF form, have it signed by the General Manager in the 'Signature Box' (using a thick pen and aligning the signature to the left border of the frame), then scan the entire (A4 format) signed form in JPG format and save the scanned image on your PC / network:

▲
TOP


Signature Form
Instructions and Signature Box

This procedure allows you to attach to your Application Form the electronic signature of the person whose details you have just entered / viewed. This electronic signature will then be automatically printed on IRU Academy Certificates, Diplomas and joining letters. This signature can be removed at any time.

To attach a signature:

1. Have the person whose signature is to be submitted sign in the signature box below. He or she should use a thick black pen, and sign within the frame.
2. Scan the page with the signature and save it in JPEG format (remember where you saved your file).
3. Click the "Attach Signature File" button and follow the instructions.
4. If you are not satisfied with the result, start again.

Signature Box.
Please sign within the frame below:



* * * * *

- 7) After having selected the file containing the scanned signature using the “Browse” button, click on the “Attach Signature File” button and AOL will display the attached signature on the page – click on the ‘Back’ button to finish the process and return to the Official Authority / Examination Body page:

- 8) Click on the ‘Submit & Continue’ button to save the attached scanned signature, then logout from the ATI Module to. The process of attaching your General Manager's signature is thus finished.

14 Adding Barcodes on IRU Academy Certificates / Diplomas

To ensure further security and enable easy veracity checks of each IRU Academy certificate / diploma issued by the ATIs, AOL now also generates and prints unique certificate / diploma barcodes, based on the unique Diploma ID allocated automatically upon generation of each certificate / diploma.

The certificate / diploma barcode used in AOL is based on the GS1 QR barcode:

- integrated in each produced certificate/diploma,
- made up of the direct URL of the new AOL "Check Qualification Certificate" function, concatenated with the certificate / diploma ID, and
- ATIs may use this barcode when printing driver qualification cards, as a way to ensure veracity check of the related IRU Academy certificate / diploma as a proof of the driver's qualification.

As from the date of deployment of the present AOL release (16 July 2014), all IRU Academy certificates / diplomas issued by the ATIs will have an integrated GS1 QR barcode in the upper left-hand corner next to the graduate's name, as shown in the image below:



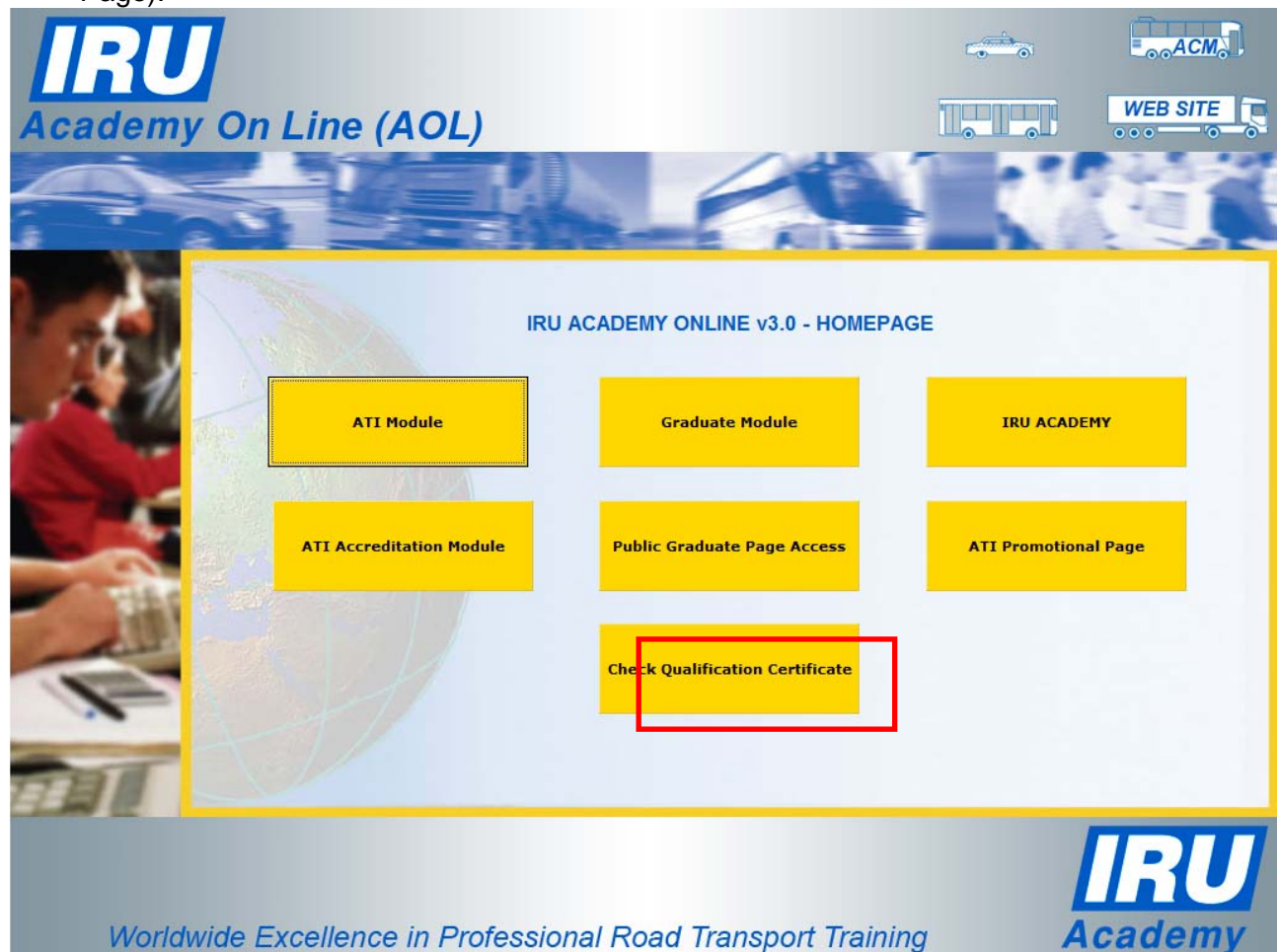
Due to technical constraints, the GS1 QR barcode attributed by AOL to any generated graduate certificate / diploma cannot be exported from AOL ready for its reuse for printing of driver qualification cards by the ATIs. However, to overcome this constraint, ATIs wishing to use the certificate / diploma GS1 QR barcodes for their printing on driver qualification cards may contact the IRU Academy and obtain an application which they can use to generate the identical barcodes which they can then reproduce for printing on driver qualification cards.

By means of the added GS1 QR barcodes on graduate certificates / diplomas generated in AOL, the process of checking the acquired professional qualification is simplified and made more straight-forward, as it is explained in the section 15 below.

15 Direct Certificate / Diploma Veracity Check

AOL significantly simplifies the task of checking of the veracity of any certificate / diploma issued as a proof of the acquired professional qualification owing to the introduction of the direct 'Check Qualification Certificate' function and the integrated GS1 QR barcodes. Veracity of certificates / diplomas can be checked easily and at any time in either of the following 2 ways:

1. Using the new 'Check Qualification Certificate' function (button on the AOL Home Page):



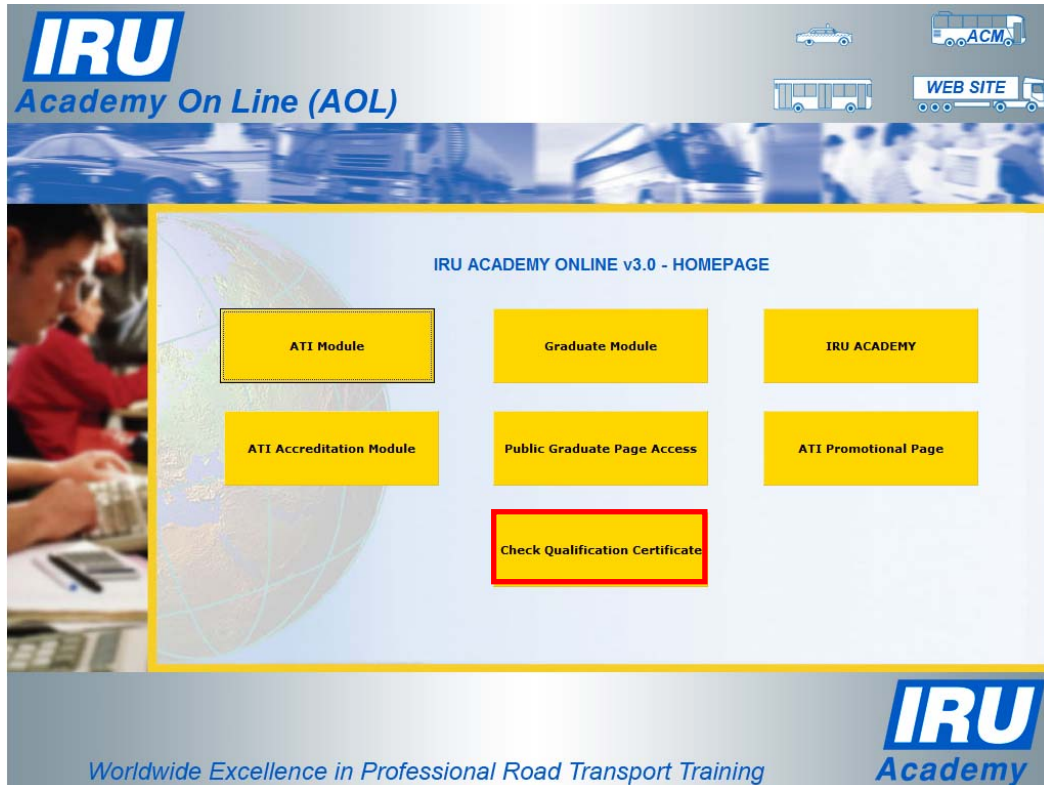
2. By scanning of the GS1 QR barcode printed on the IRU Academy certificate / diploma (or driver qualification card) using a scanner or a mobile device (e.g. smart-phone).

Please note that, unlike the 'Public Graduate Page Access' functionality, the new 'Check Qualification Certificate' function does not require any keys or passwords to be able to use it. All it simply requires is the certificate / diploma ID number as reproduced on the printer certificates / diplomas, or a mobile device able to scan GS1 QR barcodes.

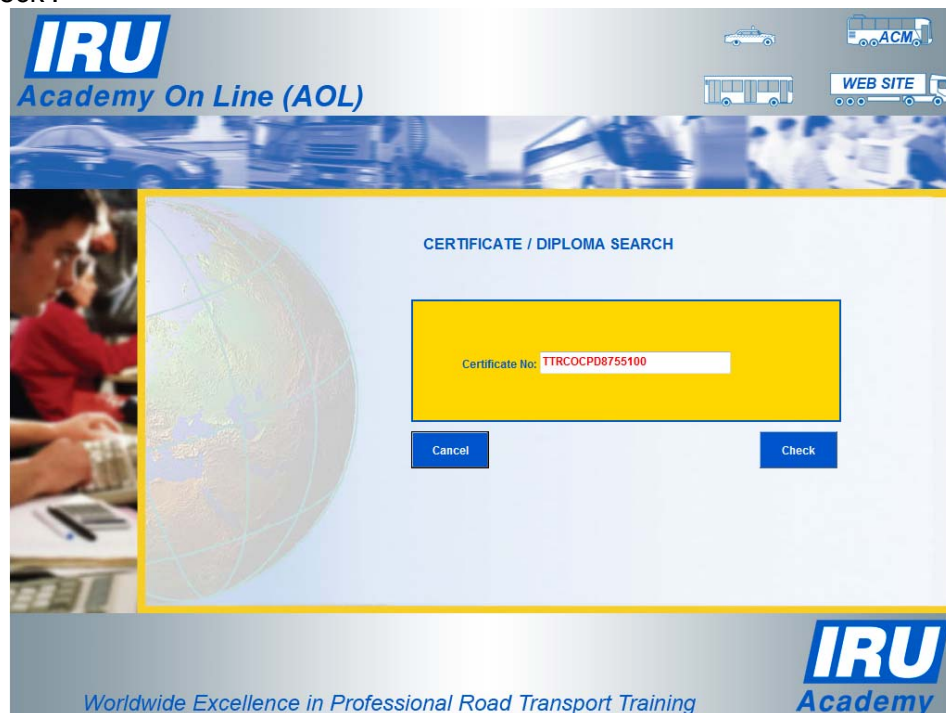
15.1 Direct Check using the 'Check Qualification Certificate' Function

To directly check a qualification certificate / diploma, control authorities or anybody else wishing to do so needs to:

- Open up the AOL Home Page (URL: <https://www.iruacademyonline.com>);
- Click on the 'Check Qualification Certificate' button



- Type the 'Certificate No' in the Certificate / Diploma Search page and click on 'Check':



AOL then displays the certificate / diploma (without signatures) as generated upon its initial creation:



15.2 Direct Check using the Certificate / Diploma GS1 QR Barcode

To directly check a qualification certificate / diploma, control authorities or anybody else wishing to do so needs to:

- scan the certificate / diploma barcode using a mobile device (e.g. a smart-phone);
- open the hyperlink displayed on screen following the successful scanning.

The mobile device will then directly display on screen the AOL certificate / diploma (without signatures) as generated upon its initial creation in the same way as shown in the figure above.

* * * * *

The International Road Transport Union (IRU), through its network of National Member Associations on all five continents, represents the entire road transport industry worldwide.

It provides exclusive international recognition of professional excellence to Graduates holding Certificates and Diplomas delivered by IRU Academy Accredited Training Institutes (ATIs).

It speaks for the operators of buses, coaches, taxis and trucks, from large fleets to owner-drivers, in all international bodies that make decisions affecting road transport.

Working with its Members and Partner Organisations for the highest professional standards, the IRU ensures the mobility of people and goods whilst improving environmental performance, safety and security.

*Working together
for a better future*



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**International Road Transport Union,
IRU Academy**

3, rue de Varembe
B.P. 44
CH-1211 Geneva 20
Switzerland

Tel: +41-22-918 20 51 (IRU Academy direct)
Fax: +41-22-918 27 41
Email: academy@iru.org
Web: www.iru.org/academy