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User Manual

IRU Academy Graduates

Worldwide professional excellence in road transport

IRU
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IRU Academy Online

AOL

USER MANUAL

FOR IRU ACADEMY GRADUATES

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1 Introduction

The IRU Academy Graduate Module is intended for Graduates of IRU Accredited Training Institutes. You are not authorised to use it unless you are a Graduate. With this Module, you can create a Personal Homepage, accessible from the Internet, which can be viewed by anyone (for example prospective employers of clients) to whom you have given an access code.

The Module consists of:

- a Homepage, which lists your IRU Certificates / Diplomas
- a Personal Information Management page, which allows you to modify your personal information, and choose how it is presented on your IRU Web Site.

2 Access, Login and Homepage

2.1 Access

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

- Operating System – recommended MS Windows XP Professional or Windows 7
- Internet Browser – Internet Explorer 6.0 or higher
- An Internet connection
- Adobe Acrobat Reader 6.0 or higher
- WinZip 7.0 or higher

First connect to <http://www.iruacademyonline.com>. The following screen will appear:



Figure 1: IRU Academy Homepage

You should click the “Graduate Module” link.

Once you have set up your Homepage, described in this manual, you should tell those to whom you give your viewing code (see Chapter 3.4) to click on the “Public Graduate Page Access”.

All other links are for IRU and Training Centre staff only.

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.

2.2 Login

To Login, you must have a User Name and Password that are provided to you in your Graduate letter received together with IRU Academy Diploma/Certificate.

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



IRU
Academy On Line (AOL)

IRU ACADEMY ON-LINE LOGIN

Student ID :

Password:

Cancel Login

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Figure 2: Graduate Login

Enter your Student ID (provided in your graduation letter) in the Student ID field. Enter your Password in the Password field.

IRU
Academy On Line (AOL)

IRU ACADEMY ON-LINE LOGIN

Student ID : 915880

Password:

Cancel Login

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Figure 3: Graduate Login

Click the Login button to continue. This will take you to your Personal Homepage.

2.3 Personal Homepage



Figure 3: Graduate Personal Homepage

Your Personal Homepage has your name at the top (the page displayed belongs to Miss Voditelka Shoferskaya).

On top of the Homepage are five (four blue and one yellow) buttons which give access to the following four functions:

- Personal Information
This function allows you to enter, change and publish personal data (see [Chapter 3](#))
- Download Graduate Logos
This function allows you to enter, change and publish personal data (see [Chapter 4](#))
- Change Password
(see [Chapter 2.3.5](#))
- Contact IRU Academy
(see [Chapter 2.3.3](#))
- Logout
(see [Chapter 2.3.4](#)).

In the main section, the page lists your Certificates or Diplomas, which can be displayed. To view one of your Certificates or Diplomas, click the hyperlink for that document (see Chapter 2.3.1).

2.3.1 Diploma

To display a Certificate or Diploma on the Homepage, click the hyperlink for that document. The following page appears:



Figure 4: Certificate / Diploma

Click the “Back” button to return to your “Personal Homepage”.

2.3.2 View Your On Line Résumé



Figure 5: Graduate Personal Homepage

From your Personal Homepage, click the “View my On-Line Résumé” link. Note that until you have created your Résumé (see [Chapter 3.3.1](#)) this link will display only the certificate / diploma data without any personal details.

Your Résumé displays in PDF format as shown below:



Figure 6: On-Line Résumé

Click the “Back” button to return to your Personal Homepage.

2.3.3 Contact IRU Academy

From any page, click the “Contact IRU Academy” button at the bottom of the left margin to create an Email in your Email system to academy@iru.org

2.3.4 Logout

From any page, click the “Logout” button at the bottom of the left margin to exit the application.

2.3.5 Change Password

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

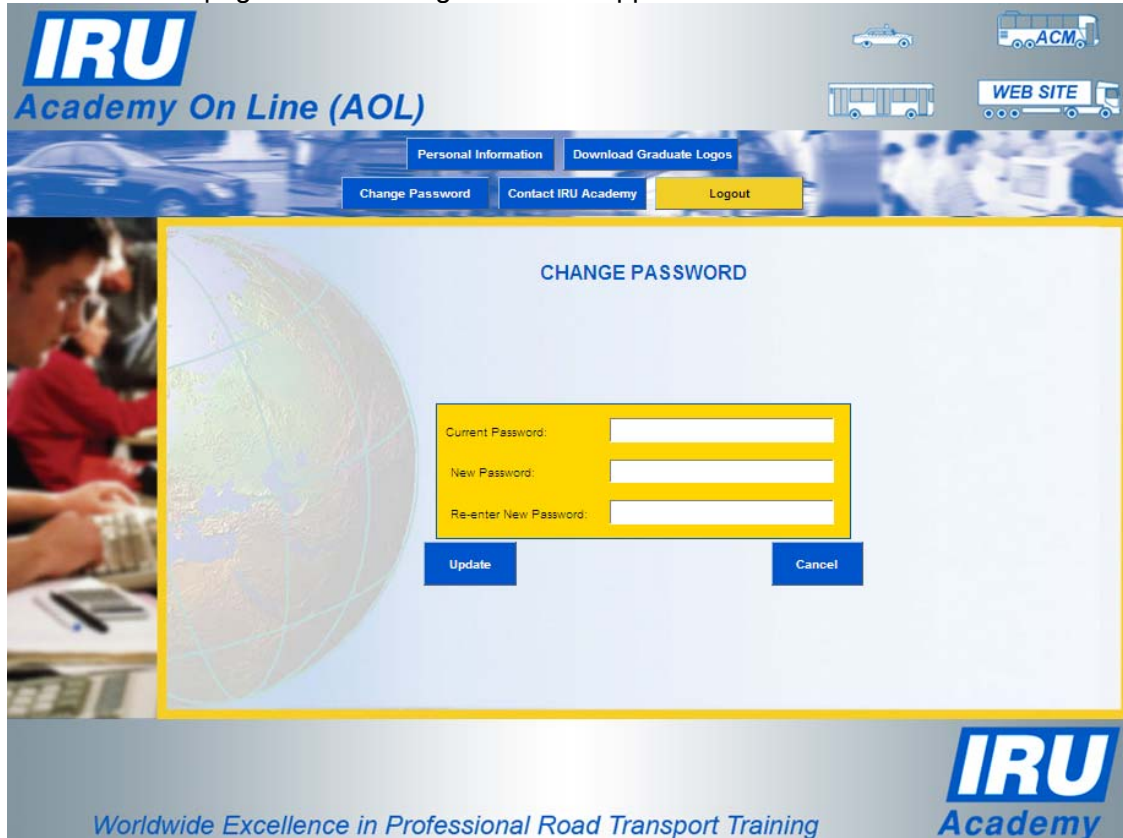


Figure 7: Change Password

Enter the current and new passwords, re-enter the new password, then click the “Update” button.

2.4 Navigation

On each screen, you change screens by clicking on the function buttons or links, blue or yellow (e.g. “Personal Information”, “Back” or “Logout”) or by clicking a hyperlink (e.g. **TAICOADR6910104**). 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.

3 Personal Information

The “Personal Information” screen allows you to enter and change data and choose which information will be published on the Web Site.

To access your “Personal Information” screen, click the “Personal Information” button on your Personal Homepage. The following screen appears:

IRU Academy On Line (AOL)

Back Contact IRU Academy Logout

Personal Data Diploma Overview Create Resume

Title: Miss Student ID: 915880

Gender: M F Published

Family Name: Shoferskaya Telephone: 12345678 Published

First Name: Voditelka Mobile: 12345680 Published

Birth Date: 23/02/1976 Email: voditelka@coldmail.com Published

Place Of Birth: Voditelkacity Fax: 12345679 Published

Country Of Birth: Russian Federation Web Site: www.iru.org/academy Published

Address 1: Voditelkastr 123 Address IRU Academy Graduate Logo Published

Address 2: Language: English

Address 3: City: Voditelkacity

State: Private Viewing Code

Postal Code Prefix: 12300

Postal Code Suffix: 2700324

Country: Bahamas

New Code

Update

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Figure 8: Personal Information

Your “Personal Information” screen consists of the following:

- two columns of Personal Data, and two columns of “Published” check boxes, next to some data field
- a function link at the top centre, “Diploma Overview” (see Chapter 3.2)
- a function link at the top right, “Create Résumé” (see Chapter 3.3)
- a “Private Viewing Code” section, near the bottom right (see Chapter 3.4).
- a “Close my Web Site” check box at the bottom right (see Chapter 3.5).

Note that any changes you wish to make **MUST** be confirmed by clicking the “Update” button. Failure to do this results in the changes **NOT** being registered in the database.

Once changes are made, they will be automatically updated in your ATI's and IRU Academy's student data base. It is your sole responsibility to keep your personal details accurate and up-to-date!

3.1 Personal Data

The Personal Data fields on this screen will normally be filled in with the information you gave when you registered. The fields have the following characteristics:

- System-generated data fields, in grey. You cannot change these.
- Person information data fields, in white. You can change these by entering new data and clicking the "Update" button.
- Data fields which can be published on your Web Site, including both of the above two types. These are fields with a check box in the "Published" column. If the check box is ticked, this information will appear on your Web Site. If the check box is not ticked, the information will not appear. Remember to click the "Update" button every time you make a change. Note that the eight address fields at the end of the first column are all subject to a single check box.

Field Name	Type	Action	
Title:	Drop down list	Select the title from the drop down list	Not on Web Site
Gender:	Check box	System-generated – cannot be changed	Not on Web Site
Family Name:	Data fields	System-generated – cannot be changed	Will be published on the Web Site if the check box is ticked
First Name:			
Birth Date:	Data fields	System-generated – cannot be changed	Will be published on the Web Site if the check box is ticked
Place Of Birth:			
Country Of Birth:			Not on Web Site
Address 1:	This is your current address	Change these fields if you change your address	The whole address will be published on the Web site if the check box next to "State" is ticked
Address 2:			
Address 3:			
City:			
State:			
Postal Code Prefix:			
Postal Code Suffix:			
Country:			
Student ID:	Mandatory	System-generated – cannot be changed	Not on Web Site
Telephone:	Data fields	Enter your information here	Each of these data fields will be published on the Web Site if the corresponding check box is ticked
Mobile:			
Email:			
Fax:			
Web Site			
IRU Academy Graduate Logo	Check box	Select to indicate if you use the IRU Academy Graduate Logos	Not on Web Site
Language	Drop down list	Select from the drop-down box	Language of the entire Web Site

Make any changes to your data, and then click the “Update” button to confirm.

3.1.1 Change Language

You can change the language in which your Web Site appears from the “Personal Information” screen.

To access your “Personal Information” screen, click the “Personal Information” button on your Personal Homepage.

Click the “Language” drop down menu in the right hand column. Select a language from one of the languages on the list.

IRU Academy On Line (AOL)

Back Contact IRU Academy Logout

Personal Data Diploma Overview Create Resume

Title: Miss Gender: M. F. Family Name: Shoferskaya First Name: Voditelka Birth Date: 23/02/1976 Place Of Birth: Voditelkacity Country Of Birth: Russian Federation Address 1: Voditelkastr 123 Address 2: Address 3: City: Voditelkacity State: Postal Code Prefix: 12300 Postal Code Suffix: Country: Bahamas

Student ID: 915880 Telephone: 12345678 Mobile: 12345680 Email: voditelka@coldmail.com Fax: 12345679 Web Site: www.iru.org/academy

Published: [checkboxes] Language: English Български Dutch, Flemish English (selected) Русский 2700325

New Code Update

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

Figure 9: Personal Information

As soon as you choose a language (in this case Russian) the page is changed immediately into the new language:

IRU Academy On Line (AOL)

Назад Связь С Академией Завершить

Personal Data Diploma Overview Create Resume

Титул: Г-жа. ID: 915880

Пол: ☒ М. ☐ Ж. ☐ Оглашено ☒ Тел: 12345678 Оглашено ☒

Фамилия: Shoferskaya ☒ МоБ: 12345680 ☒

Имя: Voditelka ☒ Мейл: voditelka@coldmail.com ☒

Дата рождения: 23/02/1976 ☒ Факс: 12345679 ☒

Место рождения: Voditelkacity Веб: www.iru.org/academy ☒

Страна рожд.: Russian Federation ☒

Адрес: Voditelkastr 123 Адрес Оглашен Язык: Русский ☒

Адрес:

Адрес:

Город: Voditelkacity Пароль: 2700324

Штат:

Почтовый индекс: 12300 ☒

Почтовый индекс:

Страна: Багамы

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Figure 10: Personal Information

Click the “Update” button (“Обнови” in the selected new Language) to confirm.

3.2 Diploma Overview

You are able to choose if diplomas will be published on the Web Page.

To access the “Personal Information – Diploma Overview” page, click the “Diploma Overview” link on the “Personal Information” page. The following screen appears:

IRU Academy On Line (AOL)

Back Contact IRU Academy Logout

Personal Data Diploma Overview Create Resume

	Published
Certificate of Professional Competence in Dangerous Goods by Road (ADRI, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7)	<input checked="" type="checkbox"/>
Certificate of Professional Competence in Dangerous Goods by Road (ADRI, ADR Driver: Packagings and Bulk, excluding Classes 1 & 7)	<input checked="" type="checkbox"/>
Certificate of Professional Competence in Dangerous Goods by Road (ADRI, ADR Driver: Tanks, excluding Classes 1 & 7)	<input checked="" type="checkbox"/>
Certificate of Professional Competence (CPC) for Driver, Qualification Programme for Truck Drivers	<input checked="" type="checkbox"/>

Update

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Figure 11: Personal Information – Diploma Overview

This screen consists of a list of Certificates / Diplomas which you have earned, plus a “Published” check box for each Diploma. The check boxes are automatically ticked, but you can un-tick a box if you do not wish that diploma to appear on the Web Site.

If you make any changes, click the “Update” button to confirm.

If you wish to display a Diploma on the screen, click the hyperlink for that Diploma.

3.3 On-Line Résumé

The first time you access your Home Page, there is no Résumé – the “On-Line Résumé” button on your Personal Homepage is inactive. To complete the Résumé, you must:

- have the system create your Résumé – this will create a Résumé listing IRU Certificates/Diplomas (see [Chapter 3.3.1](#))
- add other information to your Résumé, or modify existing information (see [Chapter 3.3.2](#)).

These two actions can be taken at different times.

3.3.1 Create Your Résumé

To create your On-Line Résumé for the first time, click the “Create Résumé” link at the top right of the “Personal Information” screen. The following screen will appear, displaying all your IRU Academy certificates / diplomas:

IRU Academy On Line (AOL)

Back Contact IRU Academy Logout

Personal Data Diploma Overview Create Resume

IRU Academy Certificates / Diplomas	Certificates / Diplomas	Experience	Education	Additional Skills	Hobbies	Published
Certificate of Professional Competence in Dangerous Goods by Road (ADR), ADR Driver: Packagings and Bulk, excluding Classes 1 & 2						<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Update

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Figure 12: Create Résumé

Complete the empty sections with your text and check the check box in the 'Published' column next to the section field to make this information visible on the Web Site:

IRU Academy On Line (AOL)

Back Contact IRU Academy Logout

Personal Data Diploma Overview Create Résumé

IRU Academy Certificates / Diplomas:	Published
Certificate of Professional Competence (CPC) for Driver, Qualification Programme for Truck Drivers	<input type="checkbox"/>
Certificates / Diplomas:	
Certificate of Professional Competence in Dangerous Goods by Road (ADR), ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	<input checked="" type="checkbox"/>
Experience:	
10 Years professional heavy goods vehicle driver	<input checked="" type="checkbox"/>
Education:	
Professional Drivers Institute - Bahamas	<input checked="" type="checkbox"/>
Additional Skills:	
Good computer literacy (Office tools, Internet)	<input checked="" type="checkbox"/>
Hobbies:	
Skiing, Wrestling	<input checked="" type="checkbox"/>

Update

IRU Academy
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Figure 13: Create Résumé

Click the "Update" button to save your Résumé, then click on the "Back" button to return to the "Personal Homepage" screen.



Figure 14: Personal Homepage

Click the "View my On-Line Résumé" link to display your Résumé (see Chapter 2.3.2).

Your Résumé is displayed in PDF format:

The screenshot displays the IRU Academy On Line (AOL) website interface. At the top, the IRU Academy logo is prominent, along with navigation links for 'Back', 'Contact IRU Academy', and 'Logout'. A sidebar on the left contains links for 'Sign', 'Pages', 'Attachments', and 'Comments'. The main content area shows a PDF document titled 'Voditelka SHOFERSKAYA'. The document contains the following information:

- Voditelka SHOFERSKAYA
- Voditelkastr 123
- 12300 Voditelkacity
- Bahamas
- Birth Date: 23 February 1976
- Tel: 12345678
- Mob: 12345680
- Fax: 12345679
- voditelka@coldmail.com
- Web Site: www.iru.org/academy

The PDF document also lists 'IRU Academy Certificates / Diplomas' and 'Certificate of Professional Competence in Dangerous Goods by Road (ADR), ADR Driver: Packagings and Bulk, excluding'. The page number '1 of 1' is visible at the bottom of the PDF viewer.

Figure 15: Résumé

Click the "Back" button to return to the "Personal Homepage" screen.

3.3.2 Add to (or modify) your Résumé

When you create your Résumé, your IRU Certificates and Diplomas are automatically listed. You can also add other information, such as other Certificates, Experience and Education, to your Résumé.

To add information to your Résumé, or to change information which has already been added, click the “Create Résumé” link at the top right of the “Personal Information” screen. The following screen appears:

The screenshot shows the 'Create Résumé' interface of the IRU Academy On Line (AOL). The header includes the IRU logo and 'Academy On Line (AOL)'. Navigation buttons for 'Back', 'Contact IRU Academy', and 'Logout' are present. The main content area is titled 'Personal Data' and contains a form with the following sections:

- IRU Academy Certificates / Diplomas:** A dropdown menu showing 'Certificate of Professional Competence (CPC) for Driver, Qualification Programme for Truck Drivers'. This section is automatically published.
- Certificates / Diplomas:** A dropdown menu showing 'Certificate of Professional Competence in Dangerous Goods by Road (ADR), ADR Driver: Packagings and Bulk, excluding Classes 1 & 7'. This section has a checked 'Published' checkbox.
- Experience:** A text field containing '10 Years professional heavy goods vehicle driver'. This section has a checked 'Published' checkbox.
- Education:** A dropdown menu showing 'Professional Drivers Institute - Bahamas'. This section has a checked 'Published' checkbox.
- Additional Skills:** A text field containing 'Good computer literacy (Office tools, Internet)'. This section has a checked 'Published' checkbox.
- Hobbies:** A text field containing 'Skiing, Wrestling'. This section has a checked 'Published' checkbox.

An 'Update' button is located at the bottom right of the form. The footer of the screen displays the IRU Academy logo and the tagline 'Worldwide Excellence in Professional Road Transport Training'.

Figure 16: Create Résumé

This screen consists of six scrollable data fields, the last five accompanied by a “Published” check box.

Field	Action	Published
IRU Academy Certificates / Diplomas	System-generated Cannot be modified	Automatically published in On-Line Résumé
Experience	Enter or modify data	Tick check box if you want to publish in On-Line Résumé
Education		
Additional Skills		
Hobbies		

Having added or modified data, and ticked or unticked the check boxes, click the “Update” button. To return to the “Personal Information” screen, click on the “Back” button.

You may now check your Résumé, if you wish. Click the “Back” button to return to the “Personal Homepage” screen, then click the “View my On-Line Résumé” link to display your new Résumé (see [Chapter 2.3.2](#)).

The screenshot displays the IRU Academy On Line (AOL) interface. At the top, the IRU logo is followed by "Academy On Line (AOL)". Navigation buttons include "Back", "Contact IRU Academy", and "Logout". A sidebar on the left contains links for "Pages", "Attachments", and "Comments". The main content area shows a user's résumé for "Voditelka SHOFERSKAYA". The résumé includes contact information (Tel: 12345678, Mob: 12345680, Fax: 12345679, email: voditelka@coldmail.com, Web Site: www.iru.org/academy), address (12300 Voditelkacity, Bahamas), and birth date (23 February 1976). Below this, it lists "IRU Academy Certificates / Diplomas" and a "Certificate of Professional Competence in Dangerous Goods by Road (ADR), ADR Driver: Packagings and Bulk, excluding". The interface is framed by a yellow border, and the bottom features the IRU Academy logo and the tagline "Worldwide Excellence in Professional Road Transport Training".

Figure 16: View Résumé – scroll 1

IRU
Academy On Line (AOL)

Back Contact IRU Academy Logout

Sign

Pages Attachments Comments

Certificate of Professional Competence in Dangerous Goods by Road (ADR), ADR Driver: Tanks, excluding Classes 1 & 7

Certificate of Professional Competence (CPC) for Driver, Qualification Programme for Truck Drivers

Experience: 10 Years professional heavy goods vehicle driver

Education: Professional Drivers Institute - Bahamas

Additional Skills: Good computer literacy (Office tools, Internet)

Hobbies: Skiing, Wrestling

1 of 1

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Figure 17: View Résumé – scroll 2

Click the “Back” button to return to the “Personal Homepage” screen.

3.4 Private Viewing Code

You should give the number displayed in the “Private Viewing Code” field to any person you wish to view your IRU Web Page.

If you wish to change the number, so that for example those who have the old number can no longer access your Homepage, click the “New Code” button on the “Personal Information” screen. A new number will be automatically generated and displayed. It is not necessary to click the “Update” button for this action.

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)". Below the header, there are navigation buttons: "Back", "Contact IRU Academy", and "Logout". The main content area is a form titled "Personal Data" with tabs for "Diploma Overview" and "Create Resume". The form contains various fields for personal information, including Title, Gender, Family Name, First Name, Birth Date, Place Of Birth, Country Of Birth, Address 1, Address 2, Address 3, City, State, Postal Code Prefix, Postal Code Suffix, and Country. There are also fields for Student ID, Telephone, Mobile, Email, Fax, and Web Site. A "Private Viewing Code" field is highlighted in red, showing the number 2700324. A "New Code" button is located next to this field. An "Update" button is at the bottom right of the form. The footer of the page features the IRU Academy logo and the text "Worldwide Excellence in Professional Road Transport Training".

Personal Data		Diploma Overview		Create Resume	
Title:	Miss	Student ID:	915880		
Gender:	M. <input type="checkbox"/> F. <input type="checkbox"/>	Published	<input checked="" type="checkbox"/>	Telephone:	12345678
Family Name:	Shoferskaya			Mobile:	12345680
First Name:	Voditelka			Email:	voditelka@coldmail.com
Birth Date:	23/02/1976			Fax:	12345679
Place Of Birth:	Voditelkacity			Web Site:	www.iru.org/academy
Country Of Birth:	Russian Federation			IRU Academy Graduate Logo	<input checked="" type="checkbox"/>
Address 1:	Voditelkastr 123	Address Published	<input checked="" type="checkbox"/>	Language:	English
Address 2:				Private Viewing Code	2700324
Address 3:				New Code	
City:	Voditelkacity			Update	
State:					
Postal Code Prefix:	12300				
Postal Code Suffix:					
Country:	Bahamas				

Figure 18: Personal Information

3.5 Close Web Site

If you do not wish to have an IRU Academy Web Site, tick the “Close My Web Site” check box at the bottom right of the “Personal Information” screen. Checking the box again will reopen the site. Click the “Update” button after making any changes.

IRU Academy On Line (AOL)

Back Contact IRU Academy Logout

Personal Data Diploma Overview Create Resume

Title: Miss Student ID: 915880

Gender: M ☐ F ☐ Published ☒

Family Name: Shoferskaya Telephone: 12345678 Published ☒

First Name: Voditelka Mobile: 12345680 Published ☒

Birth Date: 23/02/1976 Email: voditelka@coldmail.com Published ☒

Place Of Birth: Voditelkacity Fax: 12345679 Published ☒

Country Of Birth: Russian Federation Web Site: www.iru.org/academy Published ☒

Address 1: Voditelkastr 123 Address IRU Academy Graduate Logo Published ☒

Address 2: Language: English

Address 3: City: Voditelkacity Private Viewing Code: 8492269

State: Postal Code Prefix: 12300 New Code

Postal Code Suffix: Country: Bahamas Close My Web Site: ☒

Update

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Figure 19: Personal Information

4 Download of IRU Academy Graduate Logos

To download IRU Academy Graduate logos and be able to use them in accordance with the terms and conditions for use of such logos, click on the “Download Graduate Logos” button on your “Personal Homepage”:

IRU
Academy On Line (AOL)

Personal Information **Download Graduate Logos**
Change Password Contact IRU Academy Logout

MISS VODITELKA SHOFERSKAYA

GRADUATE
IRU
Academy

View My On-Line Résumé

 BTICOADR6915101	Certificate of Professional Competence in Dangerous Goods by Road (ADR). ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Butthead Training Institute Bahrain
 TAICOADR6910104	Certificate of Professional Competence in Dangerous Goods by Road (ADR). ADR Driver: Packagings and Bulk, excluding Classes 1 & 7	Testmost Training Institute Bahamas
	Certificate of Professional Competence in Dangerous Goods by Road (ADR). ADR Driver: Tanks, excluding Classes 1 & 7	

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Figure 20: Personal Homepage

AOL will popup a 'File Download' dialogue box:

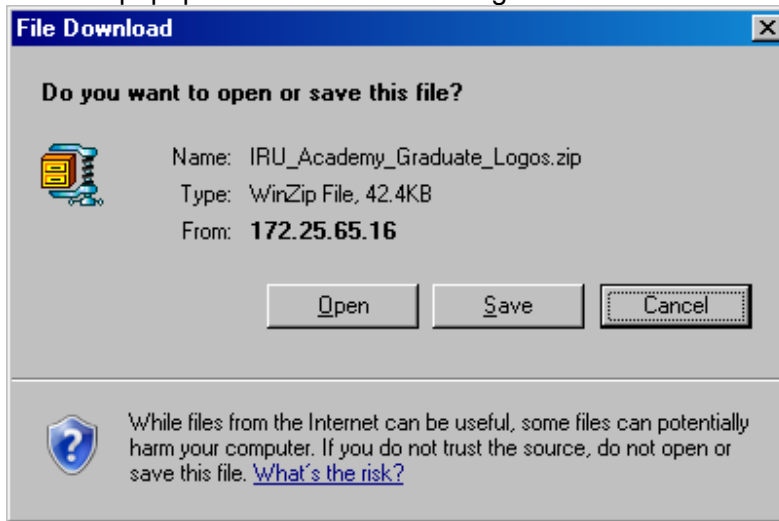


Figure 21: File Download Dialogue

Clicking on the 'Open' button will open up a new window displaying the content of the compressed (zipped) file containing the IRU Academy Graduate logos:

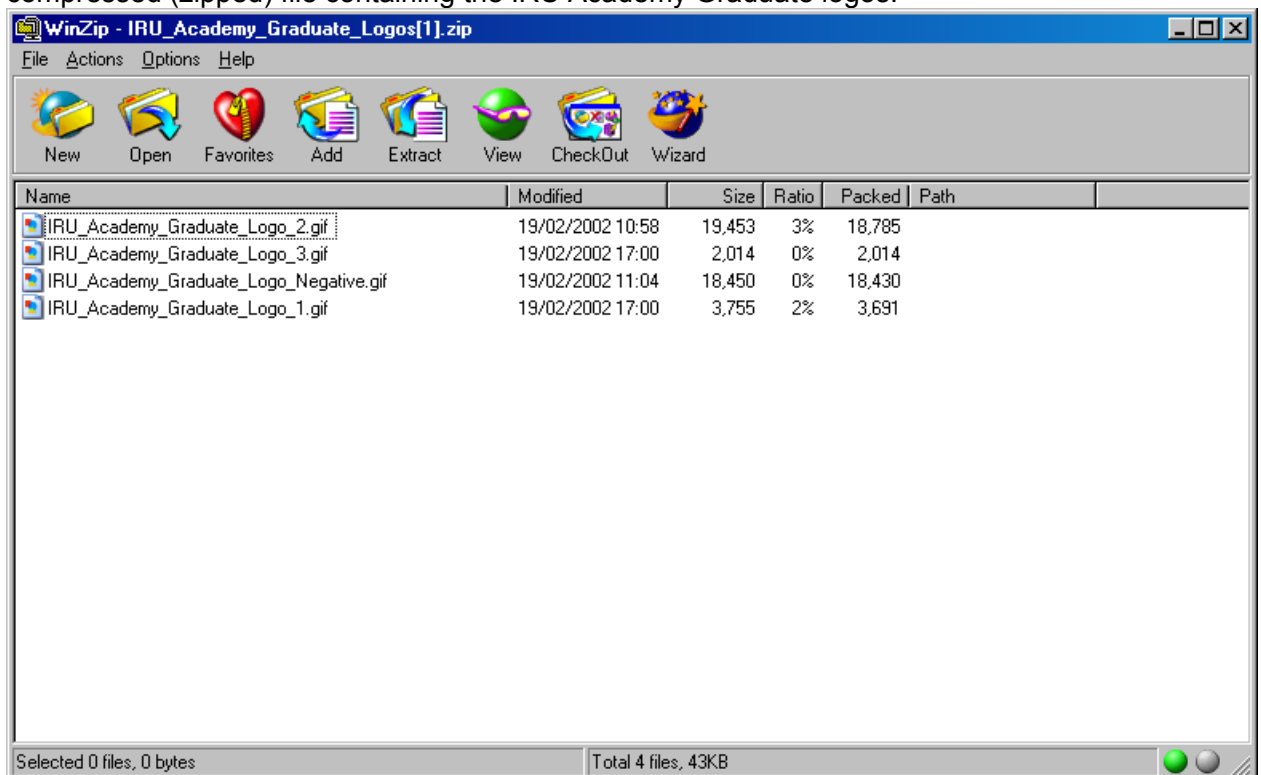


Figure 22: WinZip IRU Academy Graduate logo content

Clicking on the 'Save' button will open a new "Save As" window, allowing you to select the location (PC drive and folder) in which you want to save the compressed (zipped) file containing the IRU Academy Graduate logos:

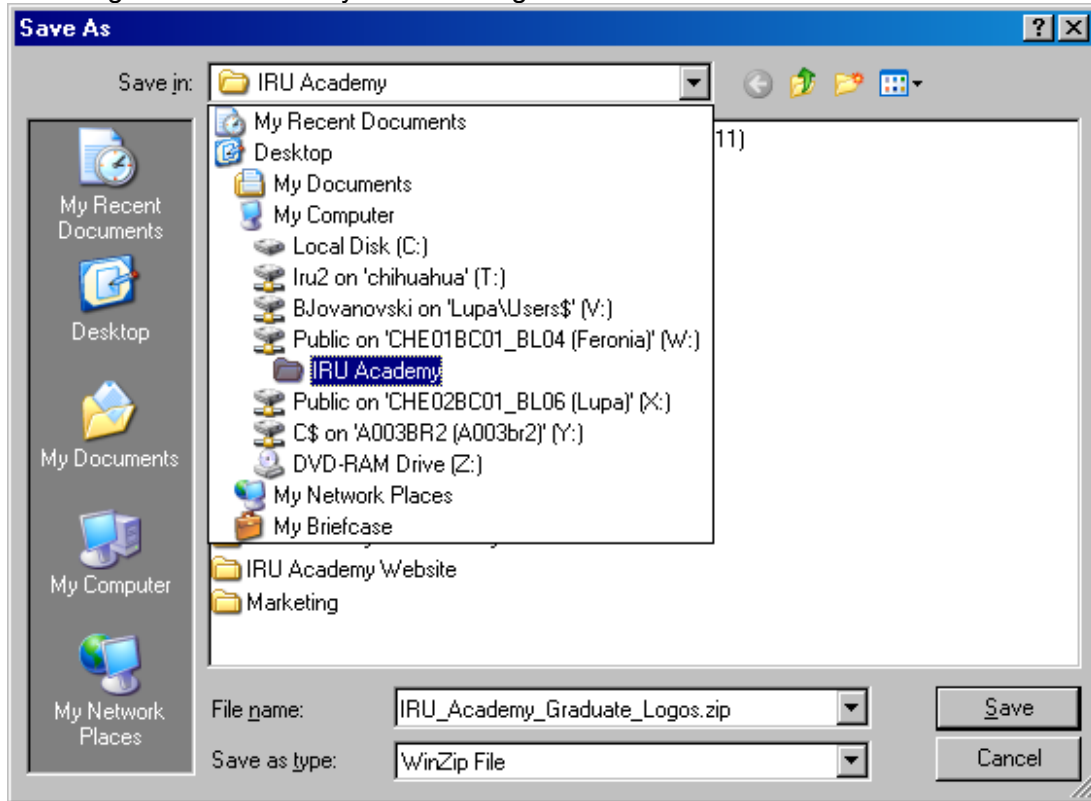


Figure 23: Save As Window

Select the folder in which you want to save the downloaded IRU Academy Graduate logos from the 'Save in' dropdown, then click on the 'Save' button. AOL will save the "IRU_Academy_Graduate_Logos.zip" file in the indicated location, close down the 'Save As' window and return to the Graduate Homepage.

4.1 Use of the IRU Academy Graduate Logos

Once you have downloaded the IRU Academy Graduate logos and saved the “IRU_Academy_Graduate_Logos.zip” file on your PC / network, you need to start up Windows Explorer on your PC, navigate to the location where you have chosen to save the file and select (highlight) the file name:

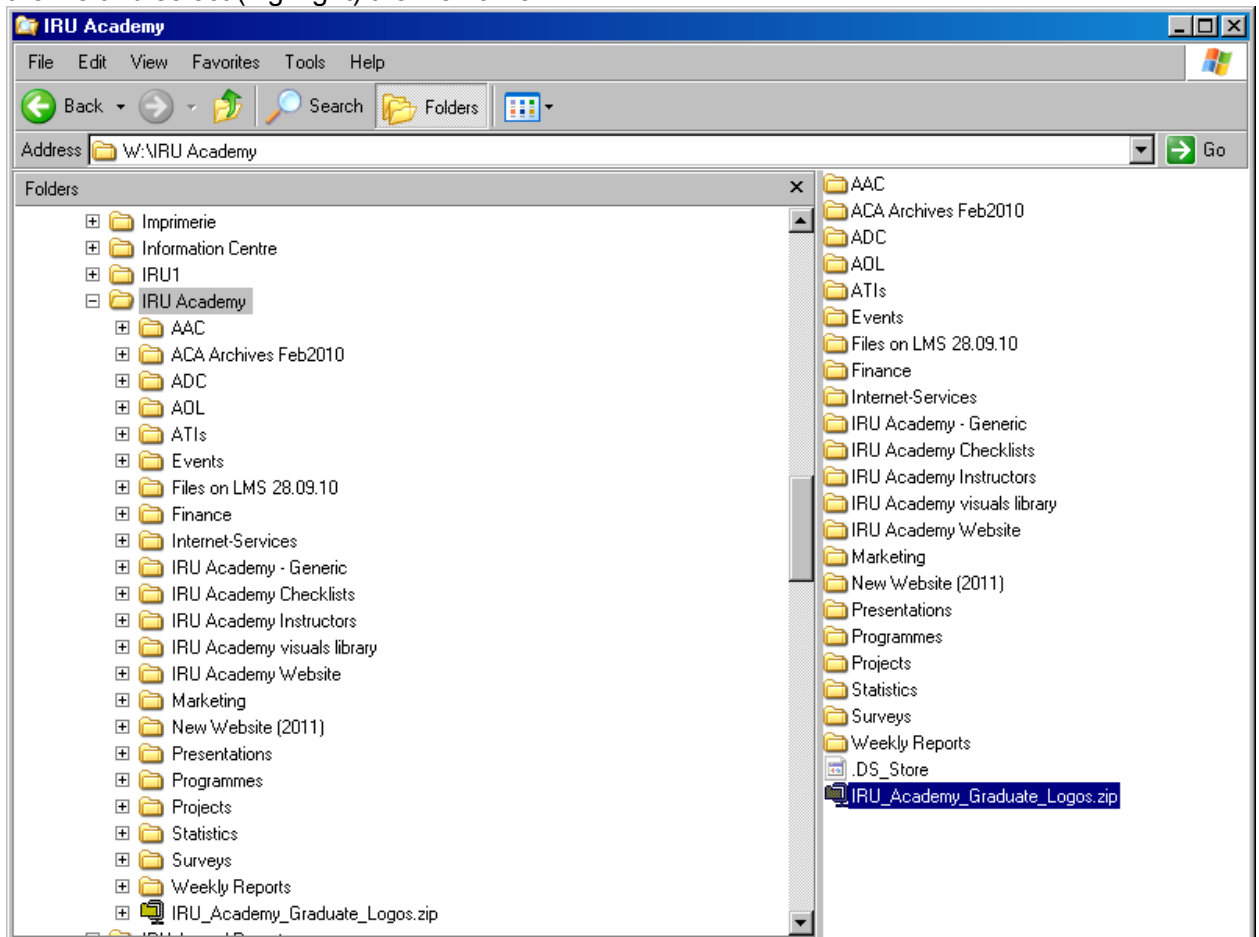


Figure 24: Windows Explorer with selected IRU Academy Graduate logos file

You will then need to right-click on the selected “IRU_Academy_Graduate_Logos.zip” file, after which you will need to indicate in which folder you want to decompress (unzip) the IRU Academy Graduate logos:

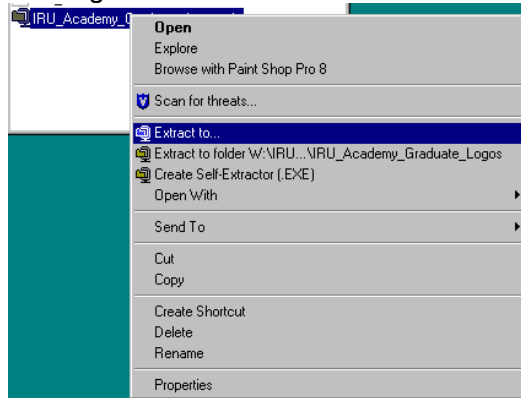


Figure 25: Right-click Dialogue

Windows Explorer will display an “Extract” dialogue box asking you to indicate the folder where you want to extract the IRU Academy Graduate logos:

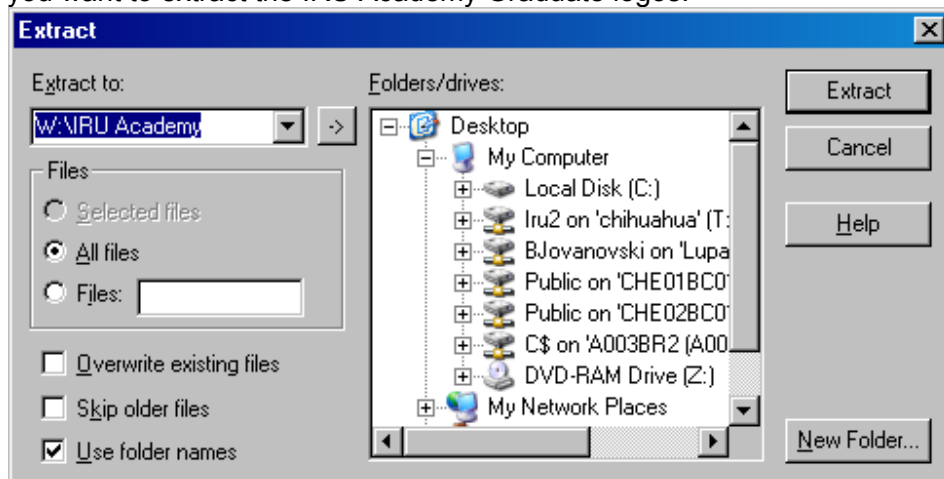
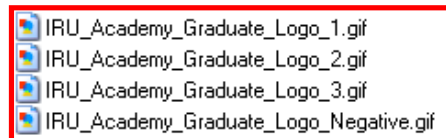


Figure 26: WinZip Extract Dialogue

Indicate the location where you want the IRU Academy Graduate logos to be extracted to in the ‘Extract to’ field (or select it in the ‘Folders/drives’ section), then click on the ‘Extract’ button.

After this action, you will have the 4 files containing the IRU Academy Graduate logo in different formats available for your use in the folder you have indicated in the “Extract” dialogue box:



The 4 files contain 4 different formats of the IRU Academy Graduate logo which can be used for printing your business cards based on your preference of which format you will need to use. The IRU Academy Graduate logo in each of the formats is given for your convenience in the figures below:



IRU_Academy_Graduate_Logo_1.gif



Figure 27:

Figure 28:

IRU_Academy_Graduate_Logo_2.gif

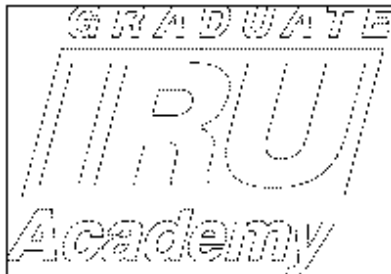


Figure 29: IRU_Academy_Graduate_Logo_3.gif
(negative of the logo in Figure 27)



Figure 30: IRU_Academy_Graduate_Logo_Negative.gif
(negative of the logo in Figure 28)

5 Technical Support

5.1 AOL Support

After many years, AOL has acquired a certain degree of complexity and perfection. You will most likely find the features you are looking for, and if you have found a hole, you are encouraged to participate in the dialog and post your comments, questions and suggestions to the IRU Academy team accessible via the mailing list academy@iru.org.

5.2 Bug Report

How to report bugs?

In order for our team to react faster to your calls every time you need assistance, please address your problem to academy@iru.org. In this case, your call will be addressed to the entire team and anyone available at the moment will be able to help you.

If you find a bug, please send an e-mail to the IRU Academy team at IRU with the information listed below. Please make sure to include a very brief summary of the problem in the e-mail Subject line.

=====

Your Name:

Your E-mail:

Your Phone:

=====

Bug Description

=====

Summary:

Steps to Reproduce:

- 1.
- 2.
- 3.

Expected Results:

Actual Results:

=====

Platform:

=====

5.3 Contact Information

Here are all contact details of the IRU Academy team members, in case you need urgent help:

Name	E-mail	Telephone
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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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