Mercedes-Benz

Form: Change or Request eLearning/Video

Please open the pdf in Adobe Acrobat Reader

This form is meant to **request** an eLearning or Video training or to **change** the delivery method or the content of a current training offered here: *http://elearn.aidt.edu/* Requestor/min. E4 needs to sign the form and the SME/course owner needs to approve and sign this form (only for required trainings). The AIDT Team will take care of your request.

Course name: _____ Course code: _____ Required Training: ☐ Yes ☐ No

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1. Request a new eLearning / Video / Digital Training

Please explain the training you are requesting:

☐ Video   ☐ eLearning   ☐ Live-event recording   ☐ Other:_____

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2. Change existing training content:
Please explain what training course or delivery method to change:

Please open the pdf with Adobe Acrobat Reader. You find a guide on 'how to use the digital signature function' here

	Printed name	**Digital Signature & Date**
Requestor/E4 or above	_____	_____

If the training is required (showing up in the training not taken report), the SME needs to sign as well.

| SME of the course | _____ | _____ |

If all relevant signatures are on the form, click **submit** to send the form via email to multimedia AIDT team (aidt.pruitt@mercedes-benz.com; aidt.davis@mercedes-benz.com; aidt.florence@mercedes-benz.com)

Submit

Process

Requestor fills in form to change eLearning or Video training (*http://elearn.aidt.edu/*)	SME reviews and approves/ declines if the training is **required**.	AIDT takes care of your requests and changes/creates eLearning/Video.

New form

Requestor
Min. E4

SME

AIDT