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Purpose of this document

With the migration to our new platform MyEssilorLuxottica there have been changes to the way we create new Leonardo Learners.

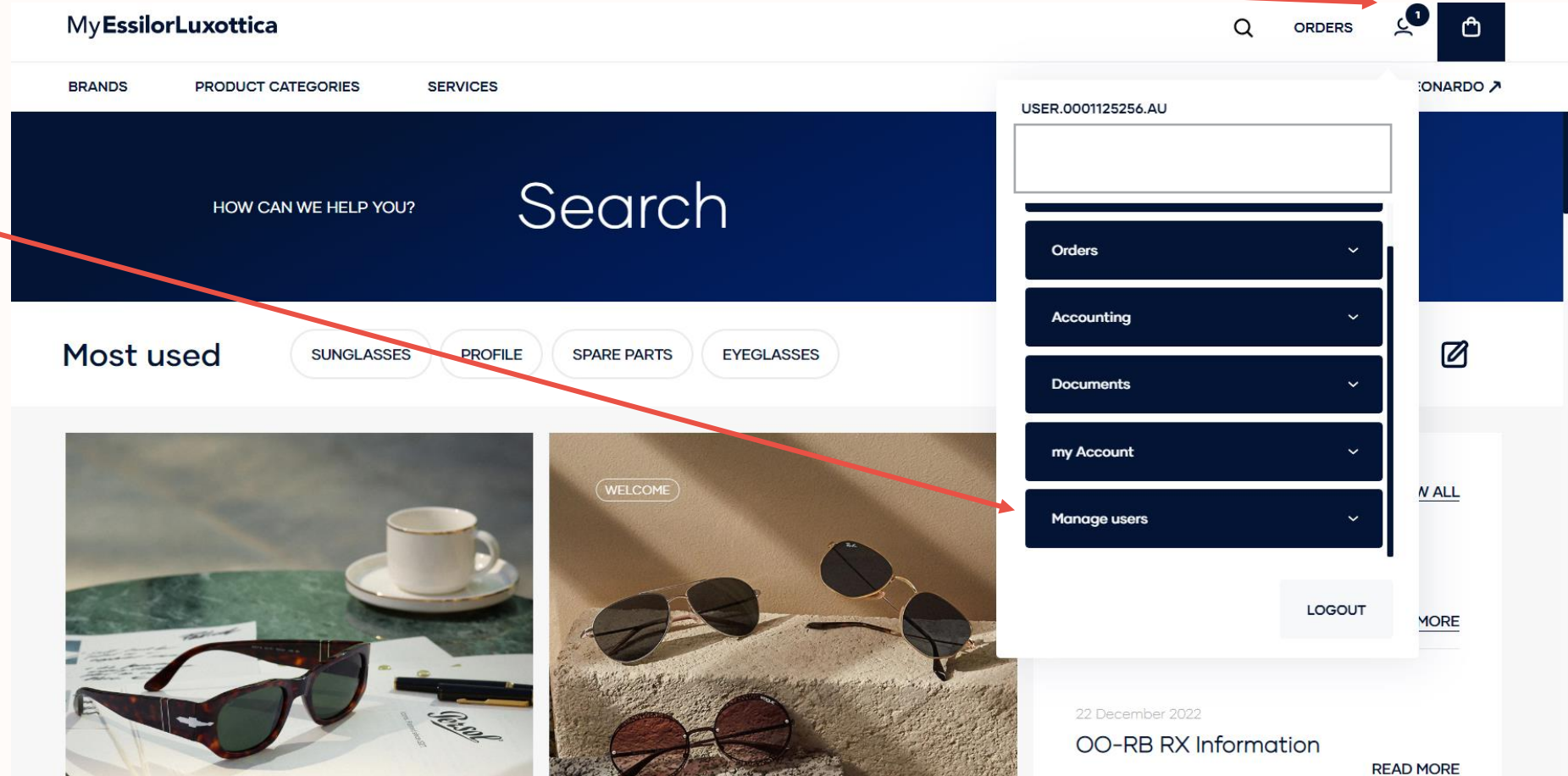
In the past the Training manager has had access to a Backoffice tool which has allowed the mass enablement of Leonardo Learners. With the transition to MyEssilorLuxottica that tool is no longer available.

Therefore the new user registration form will no longer be used.

Accounts will need to create Leonardo Learners themselves and this deck shows how they can do this on the MyEssilorLuxottica website.

How to set up new Leonardo Learners – Go to Profile

- Click Person Icon, a drop down menu appears
- Scroll down to Manage Users & Click ,
- It will expand and click Manage Subusers



How to set up new Leonardo Learners – Manage Subusers

- Click + Add New User

MyEssilorLuxottica

Q

ORDERS

1

BRANDS

PRODUCT CATEGORIES

SERVICES

LEONARDO ↗

Manage subusers

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Client code: 0001125256

+ ADD NEW USER

Manage subusers

The subusers managed in this section can access both myEssilorLuxottica and Leonardo with same credential. The emails used must be unique.

⚙️ User privilege limited to Leonardo

Order by Creation Date ▾

No users found

Manage Leonardo subusers

The subusers managed in this section can access only Leonardo. The email used could be not unique.

Search the user

Q

Search the user

Q

Name

User

Email

••

Strictly confidential - for internal use only. Do not share or forward.

EssilorLuxottica

How to set up new Leonardo Learners – Add New User

- Enter subuser details
- Select 'Leonardo Only Access'

NOTE: If subuser requires access to myEssilorLuxottica and Leonardo you will select 'myEssilorLuxottica Access' and select privileges required.

MyEssilorLuxottica

BRANDS PRODUCT CATEGORIES SERVICES LEONARDO

Manage subusers

Client code: 0001125256

First name * Last name or company name * User (maximum 6 characters) *

Phone Email *

Type of user

☐ myEssilorLuxottica Access
By selecting this option, the subuser you will create will have access both to myEssilorLuxottica and Leonardo. You can manage its permission by selecting the privileges below.

☒ Leonardo only access
By selecting this option, the subuser will have access to Leonardo platform only. No other privilege can be set.

CANCEL SAVE

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Leonardo – MyEssilorLuxottica Modules (Image Linked)

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