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Purpose of this document

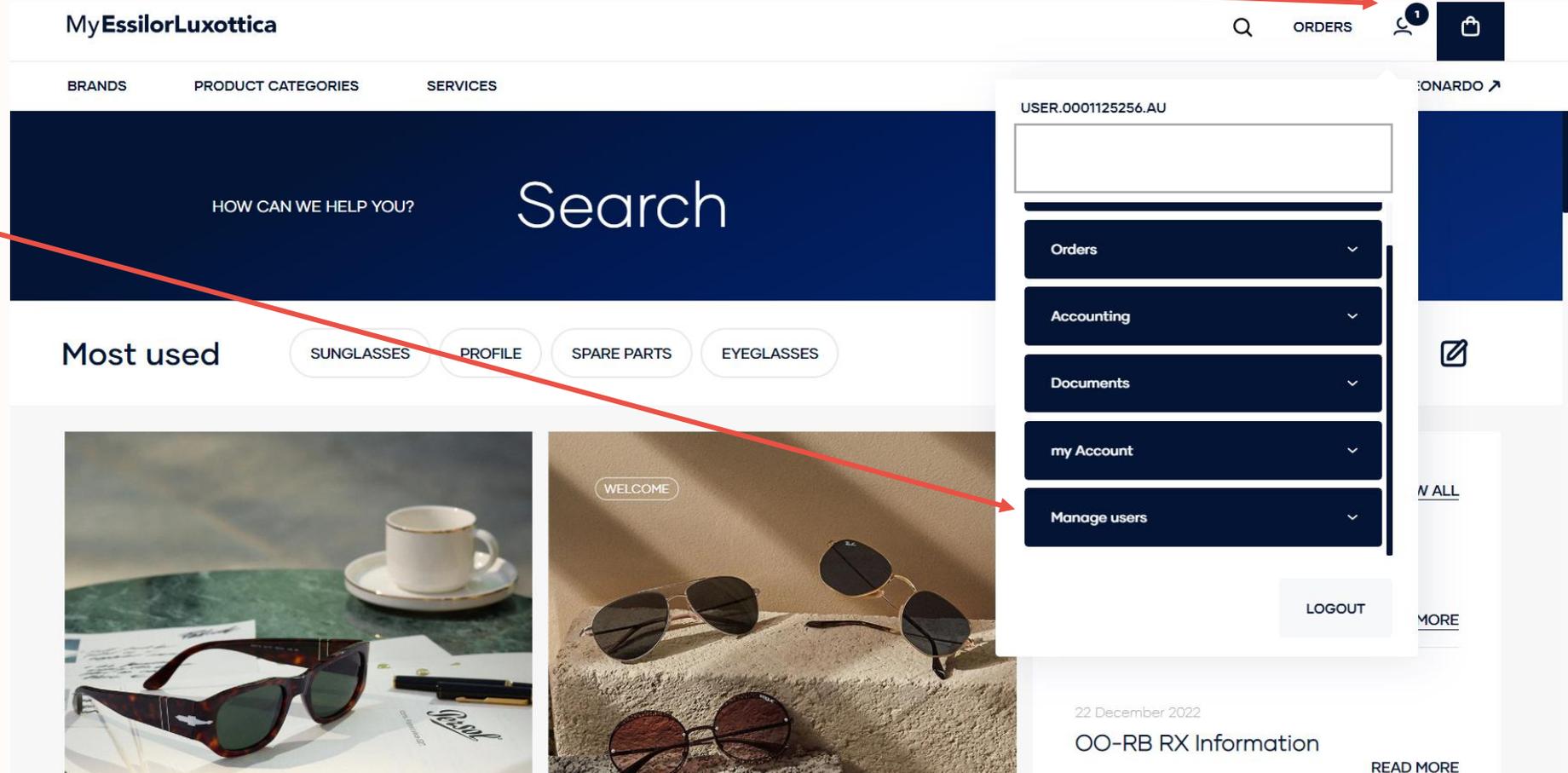
With the migration to our new platform MyEssilorLuxottica there have been changes to the way we create and manage Leonardo Learners.

Accounts now create and manage Leonardo Learners through the store's MyEssilorLuxottica account.

This deck shows how to create and manage Leonardo Learners on the MyEssilorLuxottica platform.

How to set up and manage Leonardo Learners – Go to Profile

- Log into store's MyEssilorLuxottica account
- 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 and manager Leonardo Learners – Manage Subusers

- Scroll down to check existing Subusers
- There are two types of subusers
 - Subusers: can access MyEL and Leonardo
 - Leonardo Subusers: can access only Leonardo
- If subuser already exists however is unable to log into Leonardo and Forgotten password link on Leonardo is not working then you send a re-activation email by clicking envelope next to the username
- If new subusers needs to be created click **+ Add New User**

The screenshot displays the 'Manage subusers' interface for MyEssilorLuxottica. The page is divided into several sections:

- Client code:** 0001125256
- Manage subusers:** This section includes a search bar for users, a dropdown menu for 'Order by' (set to 'Creation Date'), and a message stating 'No users found'. A red arrow points from the text 'scroll down to check existing Subusers' to the '+ ADD NEW USER' button in this section.
- Manage Leonardo subusers:** This section includes a search bar for users and a message stating 'The subusers managed in this section can access only Leonardo. The email used could be not unique.'

The left sidebar contains navigation links for Messages, Notifications, Availability, Orders, Accounting, and Documents.

How to set up and manage 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

How to set up new Leonardo Learners – Welcome Email

- Welcome email is sent to new subusers within 48 hours
- Email will be from Leonardo <university@e.luxottica.com> if Leonardo Subuser was created
- Link within email needs to be clicked, set up password

YOUR REGISTRATION HAS BEEN CONFIRMED

Hello [REDACTED]
ma [REDACTED] au !

Welcome! You have successfully completed your registration on Leonardo.

Follow the link to access the platform and start learning.

On your first login you will be invited to complete a brief survey to personalize your learning experience to the topics of your interest.

Thank you

Leonardo – MyEssilorLuxottica Modules (Image Linked)

←

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