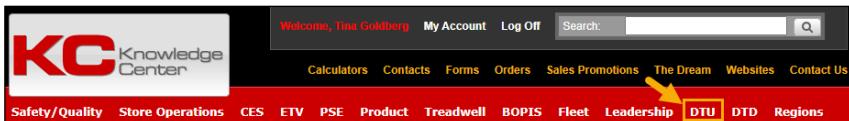


## Accessing the DTU Learning System

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<b>Description</b>	The DTU learning system can be accessed using: <ul style="list-style-type: none"><li>• a link on the KC</li><li>• the Okta dashboard from inside or outside the Discount Tire network (VPN is not required)</li><li>• the mobile app</li></ul>
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<b>Disclaimer</b>	Please read and adhere to the following terms and conditions to use the Discount Tire University (DTU) learning system. <ul style="list-style-type: none"><li>• Do not share, provide, copy, or divulge any eLearning content. "Content" refers to any materials, documents, images, graphics, logos, design, audio, video, and any other information provided from DTU.</li><li>• Access the DTU learning system during your working hours and understand that accessing the system outside of your working hours will not result in additional pay.</li><li>• Adhere to the Dream and Vision of Discount Tire by using this site responsibly and avoiding making any entries that contains derogatory or offensive language.</li></ul>
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Accessing via the KC	Step	Action
	1	Access the learning system via the KC: <a href="http://portalprd.discounttire.com">http://portalprd.discounttire.com</a>
	2	Click <b>DTU</b> located at the top of the page.  <p><b>Note:</b> If accessing for the first time, you may be prompted to enter information detailed on page 4.</p>

**Accessing via the Okta Dashboard – Both Inside and Outside of DT Network**

Step	Action
1	Type <b>discounttire.okta.com</b> in your browser.
2	In the <b>Username</b> field, type your employee ID. In the <b>Password</b> field, type your Okta/Windows password. This is the password used to log into your computer each day. Click <b>Sign In</b> .
3	Click the <b>Discount Tire University</b> tile.

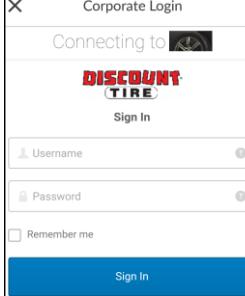
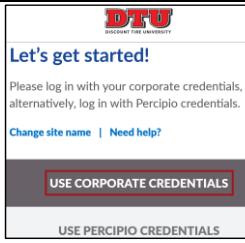
**Accessing via Mobile App – Android**

Step	Action
1	Scan the QR code or using your mobile device, click the <b>Play Store</b> icon.  <b>Note:</b> Safety Focus and compliance courses are <b>not</b> available at this time via the mobile app.
2	In the <b>Search</b> field, type <b>Percipio</b> . In the results that display, select the <b>Percipio</b> mobile app.
3	Click <b>Install</b> and accept any terms or conditions.
4	Click <b>Open</b> .
5	Type <b>discounttire</b> in the <b>your sitename</b> field. Click <b>Next</b> .

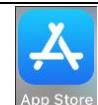
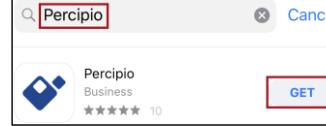
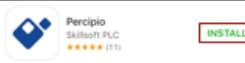
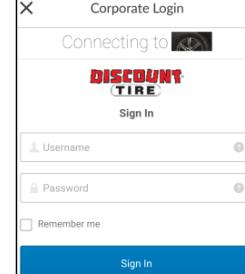
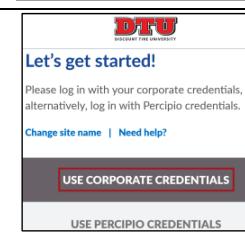
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### Accessing via Mobile App - Android

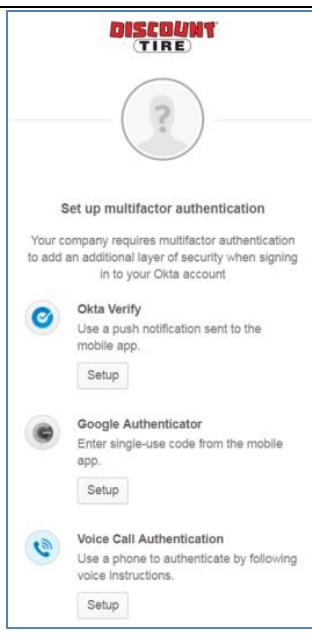
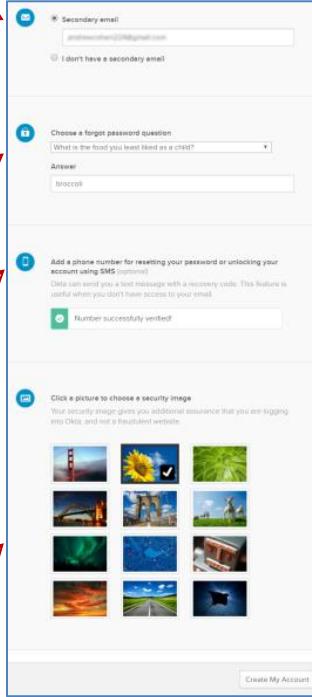
6	<p>In the <b>Username</b> field, type your <b>employee ID</b>.</p> <p>In the <b>Password</b> field, type your <b>Okta/Windows</b> password. This is the password used to log into your computer each day.</p> <p>Click <b>Sign In</b>.</p>	
7	<p>If prompted, click <b>USE CORPORATE CREDENTIALS</b>.</p>	

### Accessing via Mobile App - Apple

Step	Action	
1	<p>Using your mobile device, click the <b>App Store</b> icon.</p> <p><b>Note:</b> Safety Focus and compliance courses are <b>not</b> available at this time via the mobile app.</p>	
2	<p>In the <b>Search</b> field, type <b>Percipio</b>.</p> <p>In the results that display, click <b>Get</b> for the <b>Percipio Business</b> mobile app.</p>	
4	<p>Click <b>Install</b> and then <b>Open</b>.</p>	
5	<p>Type <b>discounttire</b> in the <b>your sitename</b> field.</p> <p>Click <b>Next</b>.</p>	
6	<p>In the <b>Username</b> field, type your <b>employee ID</b>.</p> <p>In the <b>Password</b> field, type your <b>Okta/Windows</b> password. This is the password used to log into your computer each day.</p> <p>Click <b>Sign In</b>.</p>	
7	<p>If prompted, click <b>USE CORPORATE CREDENTIALS</b>.</p>	

## First Time Access to DTU Learning System

If accessing the DTU learning system for the first time, you may be prompted to select and enter the information detailed below.

Step	Action
1	<p>Select one or more of the Multifactor Authentication (MFA) methods and follow the instructions to set up MFA. This will allow you to verify your identify, if requested.</p> <p>If you have a smartphone, the Okta Verify app is the easiest way to provide authentication. Google Authenticator is another app you can use for authentication.</p> <ul style="list-style-type: none"> <li>• Select the app you prefer. Follow instructions to download and install it on your smartphone.</li> <li>• Select Voice Call Authorization only if your phone is available for an immediate phone call.</li> </ul> 
2	<p>Okta Multifactor account setup:</p> <ol style="list-style-type: none"> <li>1. Enter a secondary email address for password recovery (i.e. gmail, yahoo, or other personal address). <i>You will receive a confirmation in your secondary email; click the link it contains to verify your email address.</i></li> <li>2. Select a security question using the drop-down menu and type your answer in the <b>Answer</b> field.</li> <li>3. In the <b>Phone number</b> field, type your number and click <b>Send Code</b>. <i>(Make sure your cell phone is with you to verify.)</i></li> </ol> <p><i>Type the code that was sent to your phone via text and click <b>Verify</b>. Once the code has been successfully verified, click <b>Done</b>.</i></p> <ol style="list-style-type: none"> <li>4. Click a picture to choose a security image.</li> <li>5. Click <b>Create My Account</b> to be routed to the DTU learning system.</li> </ol> 

## Contact

For questions regarding program or course assignment, contact [DTU\\_Learning@discounttire.com](mailto:DTU_Learning@discounttire.com).