

Instructions for JJ Keller training using Geotab:

1. **Locate the Browser Icon** on your tablet and tap on it. You will be directed to *mwtransport.com*
2. Once on **the mwtransport.com site** then locate the icon that looks like 3 lines tap it.
3. You will see the words **current drivers** and tap on it then look down the list of words and click on **Driver Login>**
4. Enter your **username and password**. This will be your company email address (last name/first initial/employee #) and your Geotab password. For example, the username will be *DOEJ3344@OUTLOOK.COM* and your password will be your employee # twice and then your first and last initials in caps. An example of the password will be *33443344JD*. If you have any problems with this please contact Brigit Blank at the Robinson, IL office.
5. Once you are logged in you will again see the 3 lines on top of each other and tap on it. Go back to current drivers and tap. When you see current drivers then you will tap on **Mandatory Training**.
6. You will see an all red screen. **Tap on the JJ Keller icon "View"**. This will take you to the JJ Keller webpage for online training.
7. Type in **your username, password, tap on the little box by "I agree"** that you found on the paper that you were given from your manager or that you got from your email. When you have classes assigned there will be reminders sent directly to your outlook email, which you can get into via your Geotab, too. **Classes will be assigned bi-monthly (every other month) except if you are assigned training as a form of extra training for some type of violation.**
8. Once you are into the course list page then click on the words "launch course".
You may get an icon that says pop up not allowed. There should be an icon

*right next to it that says launch course. Tap on those words and it should let you in. If you have a problem, please let someone in management know. When entering the course turn your Geotab so that the words are Verizon are vertical and not horizontal like it sits in the truck. In other words the Geotab needs to be turned sideways. This way you can see the next button, help, etc. . **Remember to never click the X** to get out of the screen to quit. Only tap the Exit Course button.*

9. **ALL of the slides must be completed before completing the training.** Each course has a different amount of information/cards to go thru. Please make sure you click the "Next" arrow until you get to the last page. And then again, to ensure the info is saved, make sure you are clicking the "Exit Course" button instead of the "X" at the top.

Instructions for JJ Keller Training using a Personal Computer (including laptops):

1. Turn on the computer.
2. Go to an internet **browser** such as Google Chrome, Mozilla Firefox, or Explorer.
3. Search for or type into the internet address box at the top of the page www.mwtransport.com
4. There will be one of two types of screens pop up. Under one scenario you will see a list of along the top of the page group of choices. If this is the scene, then **click on Current Drivers and then Driver Login.** If this is not how the screen looks then look for the three lines together and follow the same basic process that you would on the tablet scenario on the previous page.
5. Enter your **username and password.** This will be your company email address (last name/first initial/employee #) and your Geotab password. For example, the username will be DOEJ3344@OUTLOOK.COM and your

password will be your employee # twice and then your first and last initials in caps. An example of the password will be 33443344JD. If you have any problems with this please contact Brigit Blank at the Robinson, IL office.

6. Once logged in go back to current drivers and click on **Mandatory Training**. You will **click on JJ Keller Training** and then it will take you directly to the JJ Keller site. Then type in your JJ Keller Username, Password, and click on the **“I Agree”** icon. Your manager, your email, Brigit Blank, and Bruce Aden will all have this information. Start with your email that can be accessed on the Geotab.

7. Once you are into the course list page then click on the words **“launch course”**. You may get an icon that says pop up not allowed. There should be an icon right next to it that says launch course. Tap on those words and it should let you in. If you have a problem, please let someone in management know. When entering the course turn your Geotab so that the words are vertical and not horizontal like it sits in the truck. In other words the Geotab needs to be turned sideways. This way you can see the next button, help, etc. . **Remember to never click the X** to get out of the screen to quit. Only tap the Exit Course button. If you don't click on the exit course button it won't save your progress, which allows you to do this a little at a time or all at once. This should always work with any personal computer or laptop.

Other uses for the Midwest Transport website:

- A. Link to **Great West Casualty** for additional training

- B. Go under **Current Drivers and click on the Handbook** link any time you want to know what the Handbook currently says. There should never be a reason you don't know what company expectations are.

- C. Request **Maintenance Repairs**. Go to the Maintenance Tab and you can submit a repair order.

- D. **Corporate and Regional Contacts:** All pertinent phone #'s are available on this site that you as a driver may need. The corporate office phone # and all relative extensions. Plus manager's etc.

- E. Under Contact Us you can **email us your questions or concerns.** Suggestions to help improve the company submitted in a positive way will be acknowledged and utilized as is fitting.

- F. Eventually we hope to have all **orientation quizzes and surveys** to be accessed via the Driver Portal.

Stay tuned because the only thing that we can be 100% sure of today is that things will change tomorrow. Our commitment to you is that we won't change for the sake of change, but only to make us better and more efficient.