

**AMETEK**<sup>®</sup>

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**A**cademy  
Packaging Integrity



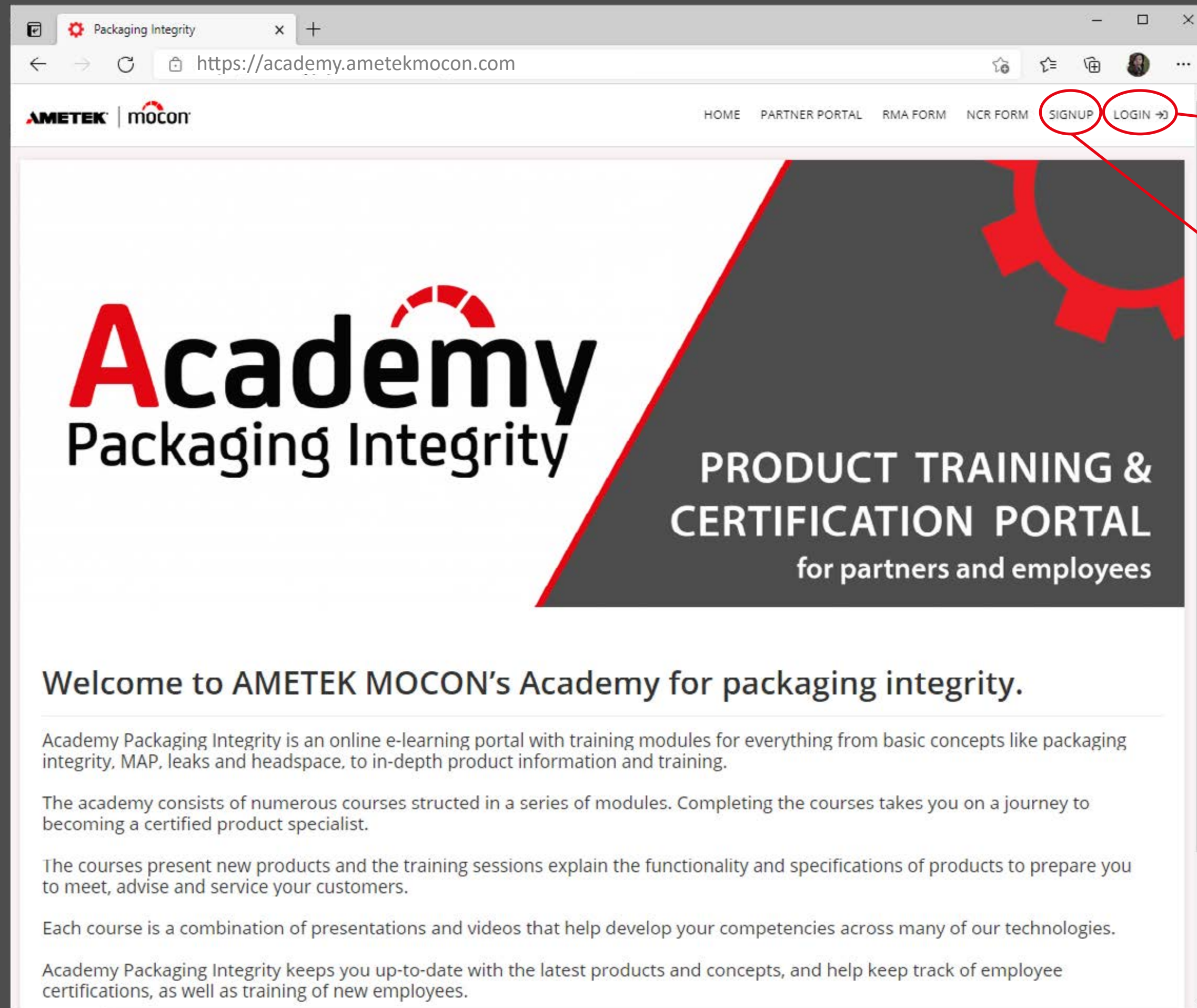
**Getting  
Started  
Guide**

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# Logging in



## LOGIN

Use this link if you already have a username and password. E.g. if you have been sent one by the system.

## SIGNUP

Use this to create a new account. Admin approval is required, so it may take a few days before your new account is approved and activated.

Your **username** should be the same as the one you use for AMEKTEK MOCON's Partner Portal - generally it is comprised of your first name and second initial.

E.g. John Smith -> JohnS  
 Kim Yan Huang -> KimY  
 Silvia Reilly-Smith -> SilviaR

# Changing your password

As a default, your password will be your email address.

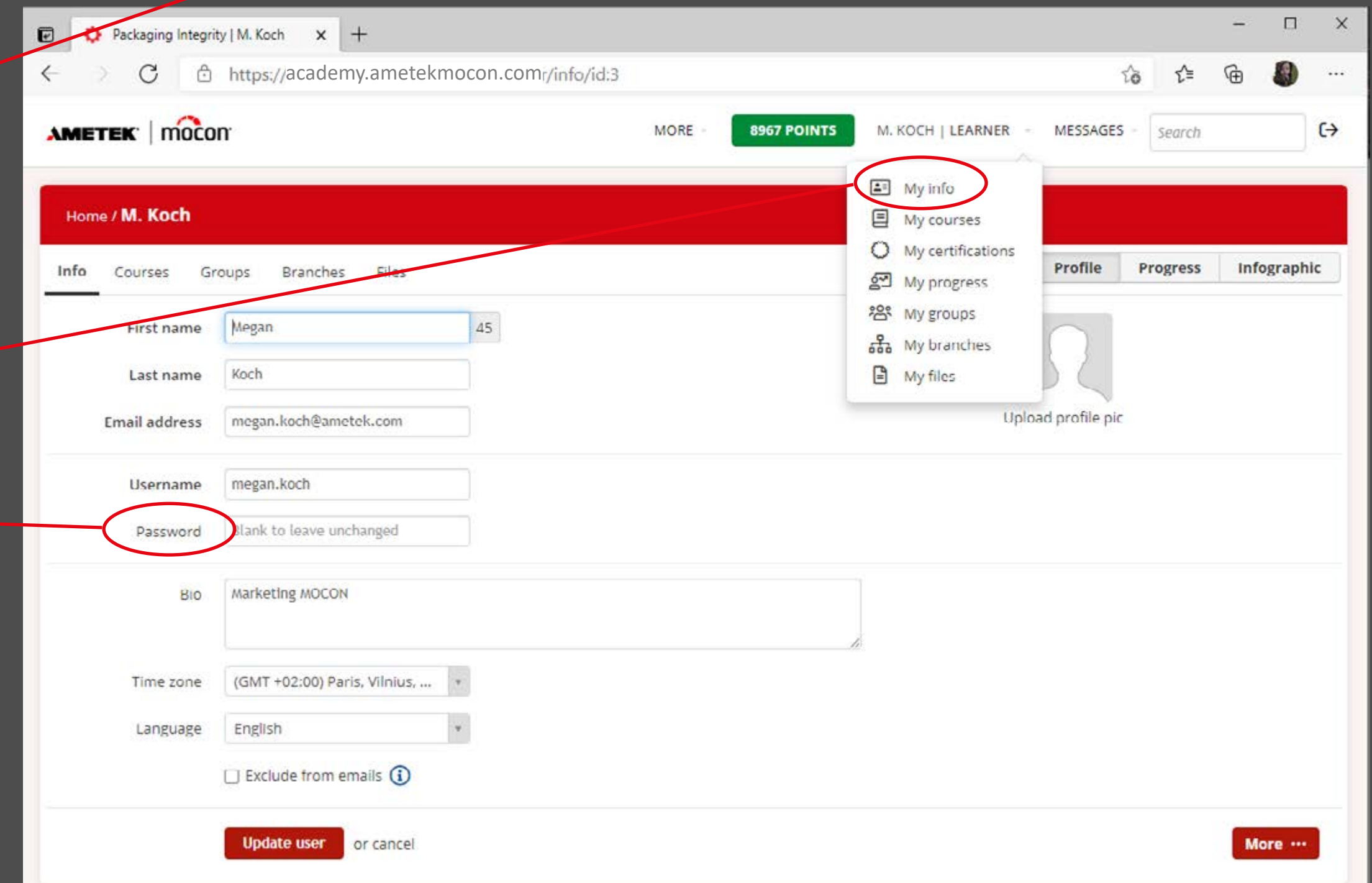
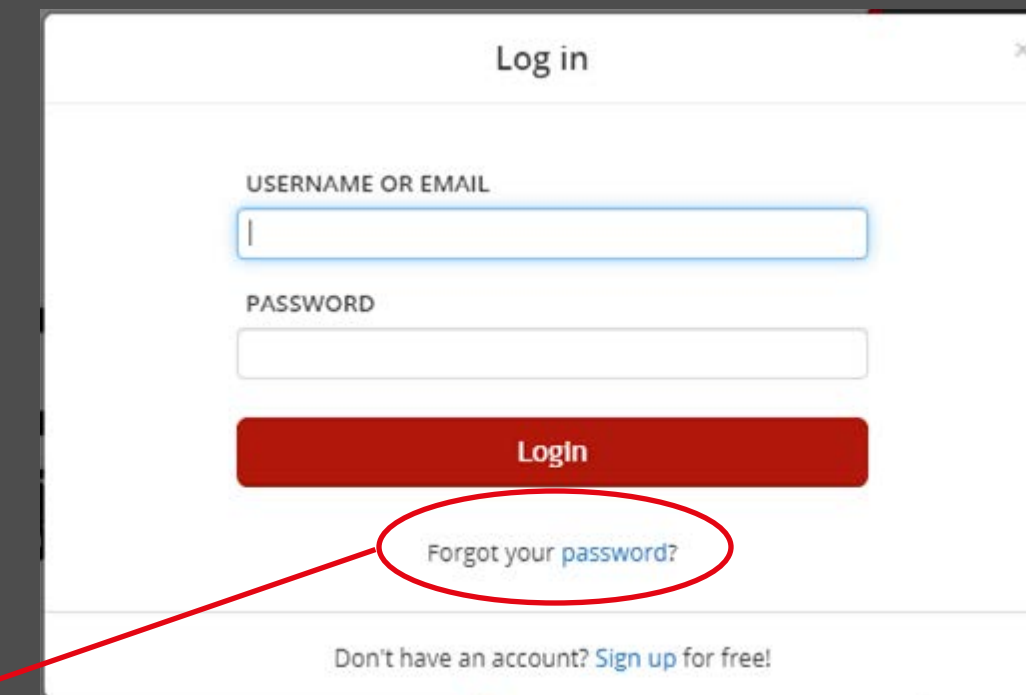
You can change your password 2 ways:

## 1. FORGOTTEN PASSWORD

- Click LOGIN and choose "Forgot your password?"
- The system will email you a link to create a new password

## 2. CHANGE PASSWORD

- Login with your current password
- Choose "My info" from the menu
- Type a new password into the "Password field"



# Updating your profile

On the 'My info' page you can update your profile with:

- A short bio
- Time zone
- Your preferred language

*(Note: currently all course materials are available only in English)*

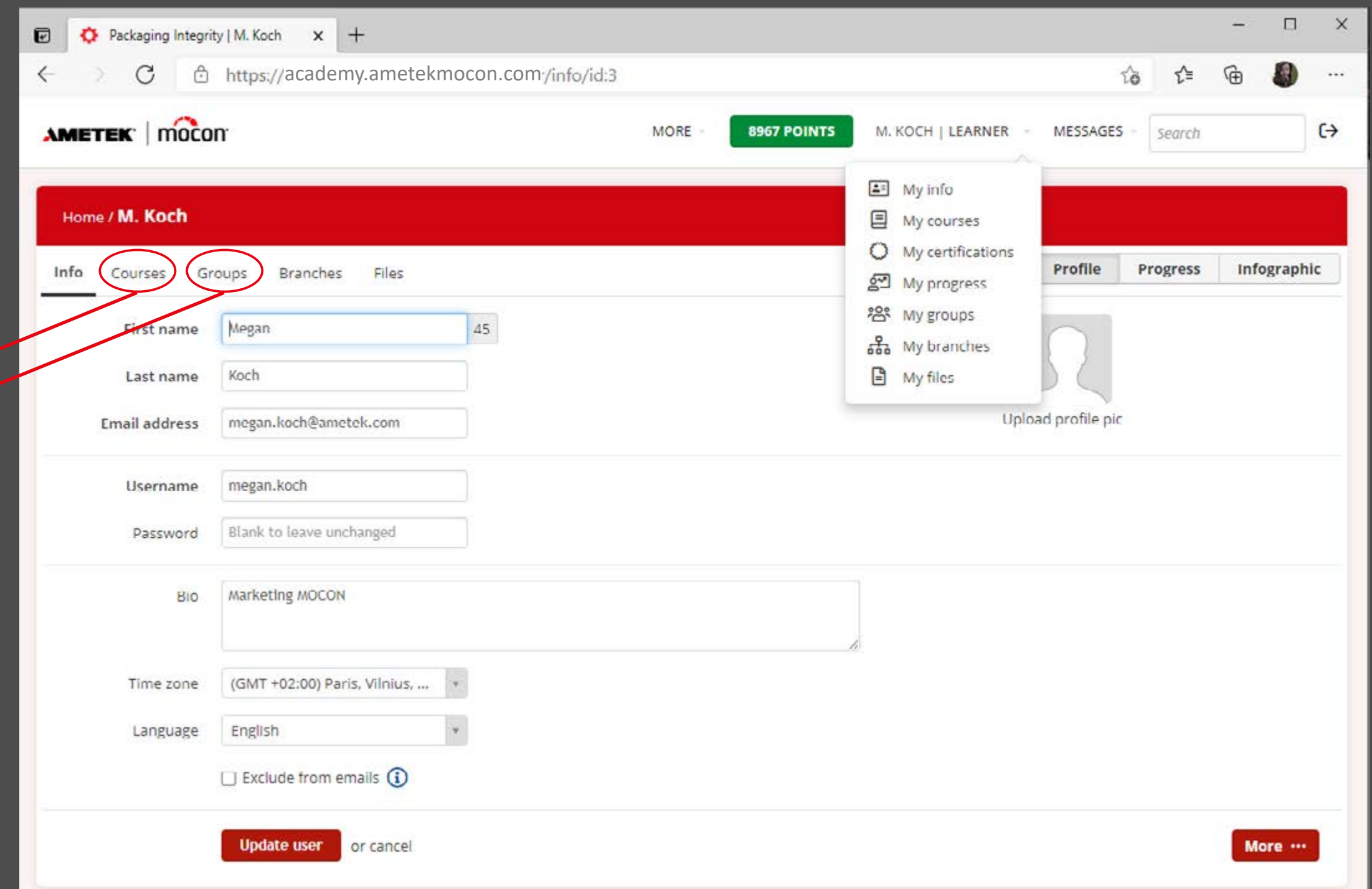
*Please note that these additions are optional.*

In addition, you can see your assigned **Courses** and which **Groups** you are assigned to.

Groups are e.g. PTPS, Sales rep, Gullimex.

You should be assigned to approximately 3 groups.

You cannot add yourself to new groups, but you can request changes and additions from the administrator at [academy.mocon@ametek.com](mailto:academy.mocon@ametek.com).

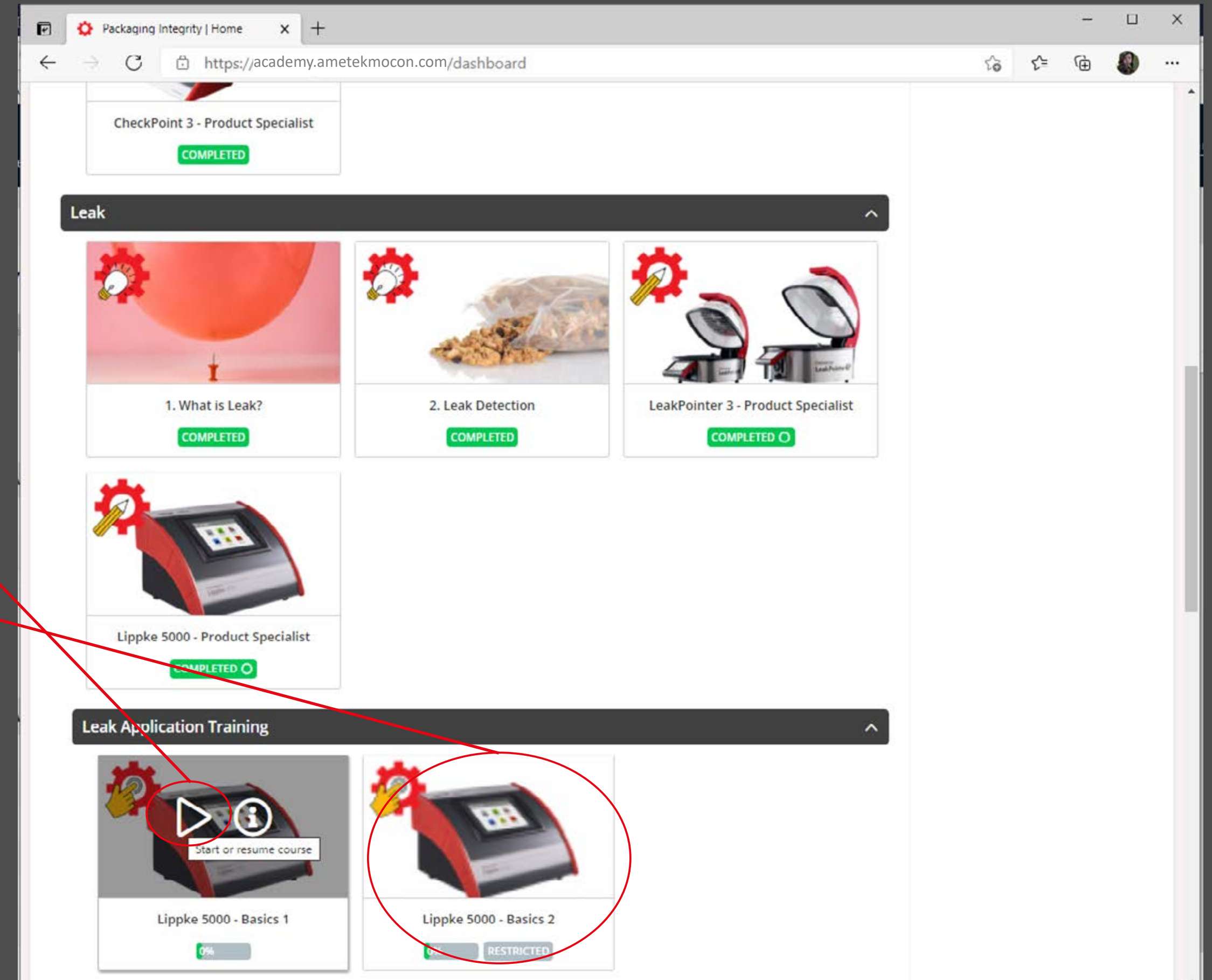


# Starting a course

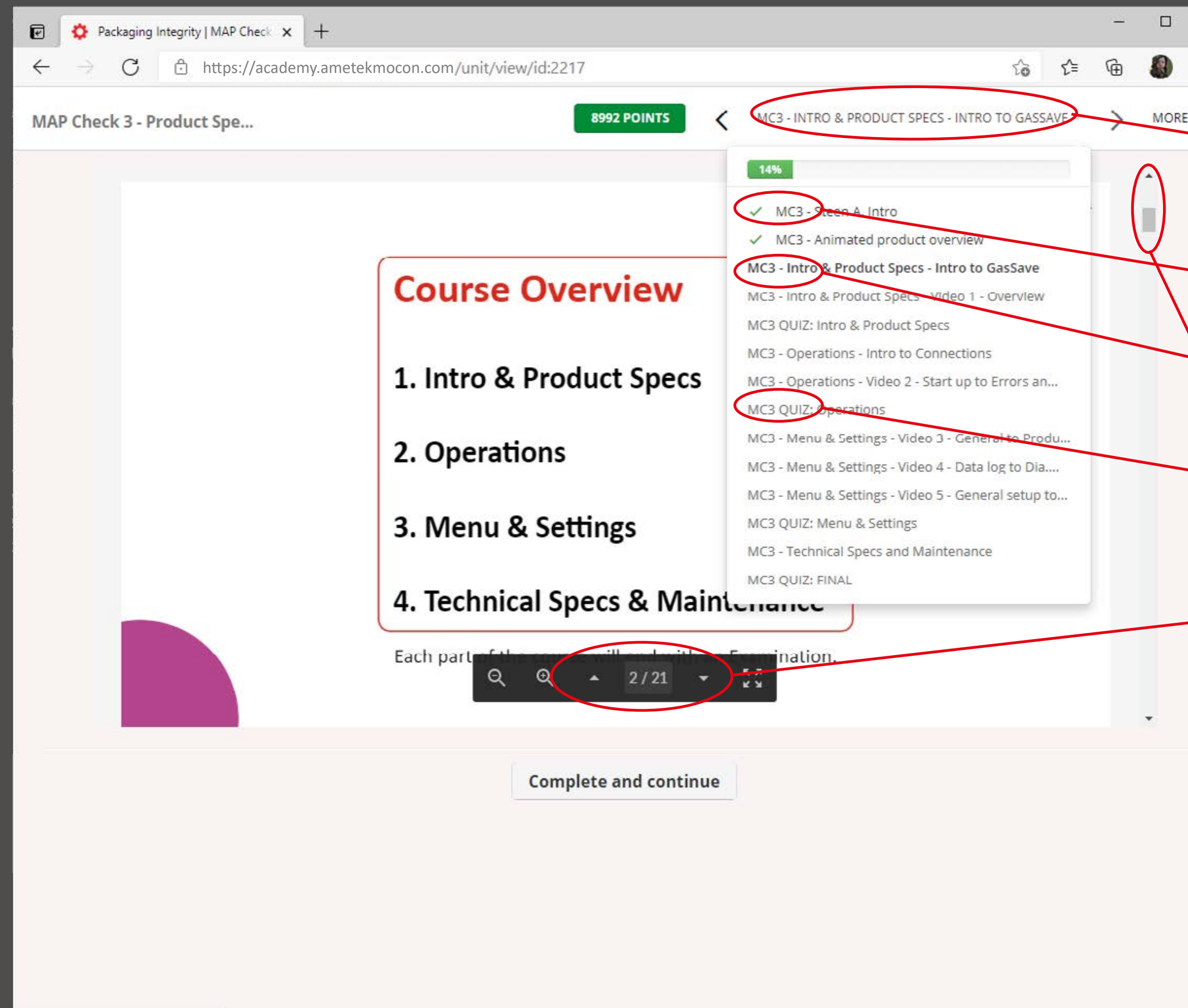
After you have logged in, you can see a list of all your assigned course on the homepage. You can choose to view them in a list or with thumbnails.

To start or resume a course, simply hover over the course icon and click the arrow.

If a course thumbnail is blurry, it is because the course is not 'unlocked' yet. Typically the course has a prerequisite - another course that must be completed before it becomes available. You can see this information by clicking the "i" icon when you hover over the course thumbnail.



# Navigating a course



Click on the name in the menu bar to see a dropdown of all of the course's parts and a progress bar.

Completed sections are checked.

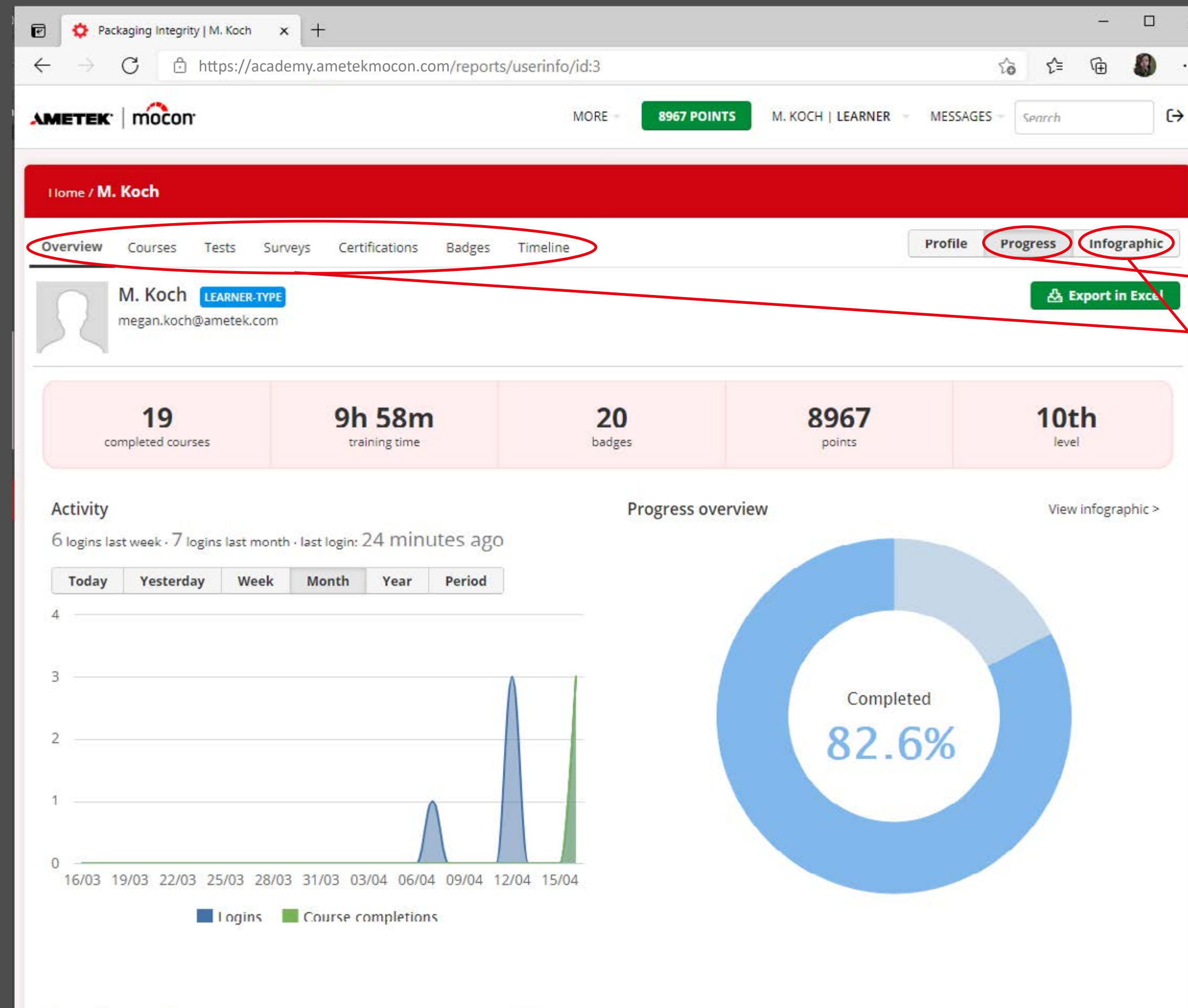
The current section is bolded.

Quizzes are placed after each section of the course.

Navigate through presentations using the arrows or scroll. Videos can be played, paused and restarted.

You can revisit parts of the course by clicking on the section you would like to redo in the dropdown menu.

# Tracking your progress



Besides your Profile information, you can also see information about your training progress.

## PROGRESS

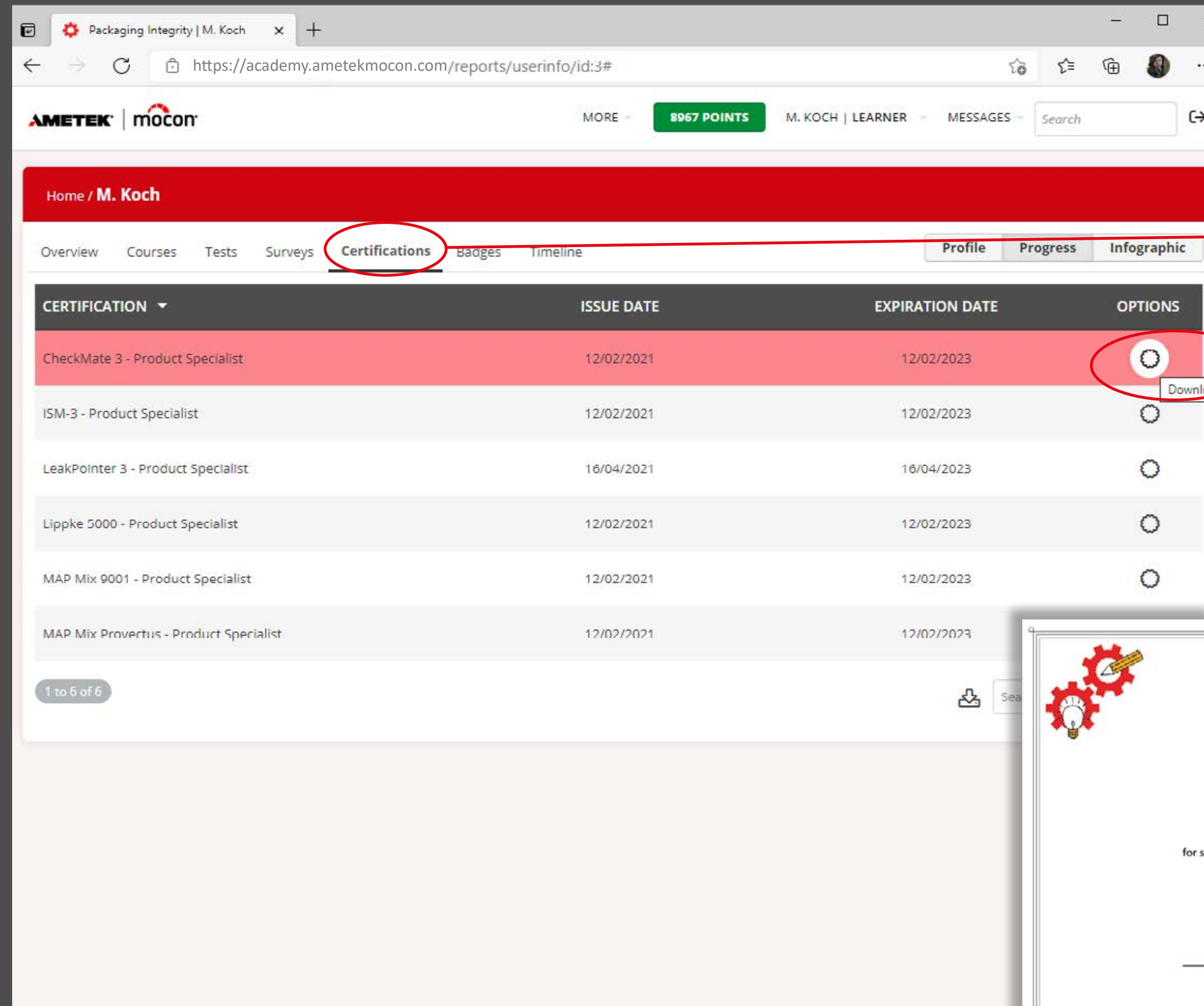
Here you can follow your training progress, assigned courses, test results and certificates.

## INFORGRAPHIC

There is an infographic of your progress which you can export and print.









# Your certifications



Home / M. Koch

Overview Courses Tests Surveys **Certifications** Badges Timeline Profile Progress Infographic

| CERTIFICATION                          | ISSUE DATE | EXPIRATION DATE | OPTIONS   |
|--|------------|-----------------|---|
| CheckMate 3 - Product Specialist       | 12/02/2021 | 12/02/2023      |    |
| ISM-3 - Product Specialist             | 12/02/2021 | 12/02/2023      |   |
| LeakPointer 3 - Product Specialist     | 16/04/2021 | 16/04/2023      |  |
| Lippke 5000 - Product Specialist       | 12/02/2021 | 12/02/2023      |  |
| MAP Mix 9001 - Product Specialist      | 12/02/2021 | 12/02/2023      |  |
| MAP Mix Provertus - Product Specialist | 12/02/2021 | 12/02/2023      |  |

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From your Progress page or from the menu, choose "Certifications" to see all of your certificates.

Click on the icon at the end of the corresponding line to download and/or print your course certificate.

Each certification is valid for 2 years.



# Let us know what you think

Academy Packaging Integrity content and platform are dynamic and new courses will be added periodically.

If you have any questions, requests or suggestions for new course material, please write to our administrator at [academy.mocon@ametek.com](mailto:academy.mocon@ametek.com).

