



# Form: Change or Request eLearning/Video

*Please open the pdf in Adobe Acrobat Reader*

This form is meant to **request** an eLearning or Video training or to **change** the delivery method or the content of a current training offered here: [http://elearn.aidt.edu/ Requestor/min](http://elearn.aidt.edu/Requestor/min). E4 needs to sign the form and the SME/course owner needs to approve and sign this form (only for required trainings). The AIDT Team will take care of your request.

Course name: \_\_\_\_\_ Course code: \_\_\_\_\_ Required Training:  Yes  No

## 1. Request a new eLearning / Video / Digital Training

Please explain the training you are requesting:

Video                       eLearning                       Live-event recording                       Other: \_\_\_\_\_

## 2. Change existing training content:

Please explain what training course or delivery method to change:

*Please open the pdf with Adobe Acrobat Reader. You find a guide on 'how to use the digital signature function' [here](#)*

**Printed name**

**Digital Signature & Date**

Requestor/E4 or above \_\_\_\_\_

**If the training is required (showing up in the training not taken report), the SME needs to sign as well.**

SME of the course \_\_\_\_\_

If all relevant signatures are on the form, click **submit** to send the form via email to multimedia AIDT team ([aidt.pruitt@mercedes-benz.com](mailto:aidt.pruitt@mercedes-benz.com); [aidt.davis@mercedes-benz.com](mailto:aidt.davis@mercedes-benz.com); [aidt.florence@mercedes-benz.com](mailto:aidt.florence@mercedes-benz.com))

**Submit**

## Process

