



How to use MECA Campus

2021.4.9

REMARKS

Welcome to MECA Campus!

Before you enter this community and start to enjoy it, please note that you are requested to observe the remarks below.

1. Release of information

A user of MECA Campus is regarded to agree to the release of its information; name, email address, company & division and other personally identifiable information that may release in the future to TMC, Toyota distributors and others that support the administration and/or maintenance of the MECA Campus.

2. Not to post confidential information

A user of MECA Campus must NOT post any confidential information or document in MECA Campus.

3. Not to forward information/ documents

A user of MECA Campus must NOT forward any information or documents obtained in MECA Campus to anybody outside.

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SIGN UP FOR REGISTRATION

MECA Campus is exclusive websites for registered users.

You need to sign up by entering your profile at;

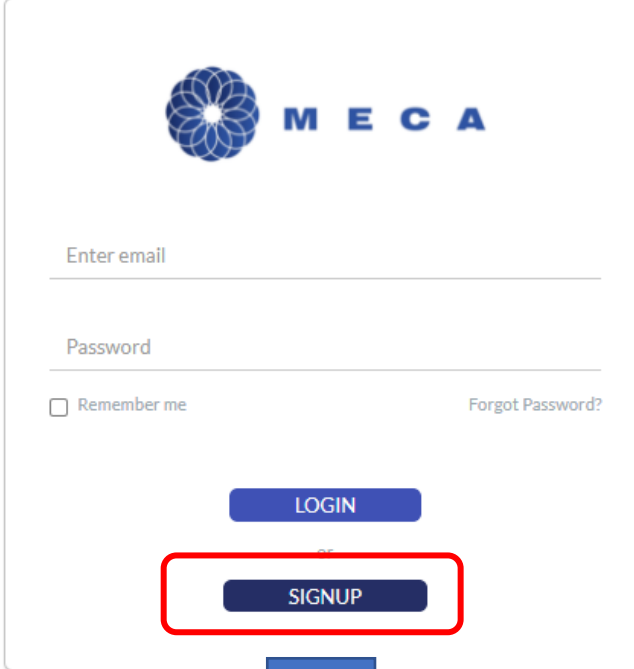
<https://mecacampus.com/home>

Please be sure that you fill out all the columns in the form.

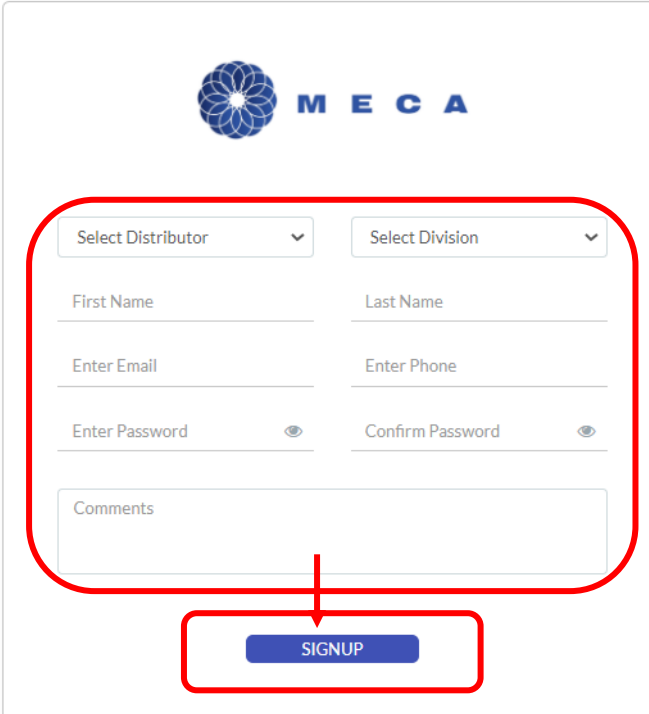
It is not allowed to use your private email address. If you have to use it for any reason, please contact the persons in charge of MECA Campus at TMC:

Shunya Umemoto <shunya_umemoto@mail.toyota.co.jp>

Haruna Tozawa <haruna_tozawa@mail.toyota.co.jp>



The image shows the MECA login and signup interface. At the top is the MECA logo, consisting of a blue circular icon with a white flower-like pattern and the letters 'M E C A' in blue. Below the logo are two input fields: 'Enter email' and 'Password'. Under the 'Enter email' field is a checkbox labeled 'Remember me' and a link 'Forgot Password?'. Below these fields are two buttons: a blue 'LOGIN' button and a dark blue 'SIGNUP' button. The 'SIGNUP' button is highlighted with a red rectangular border.



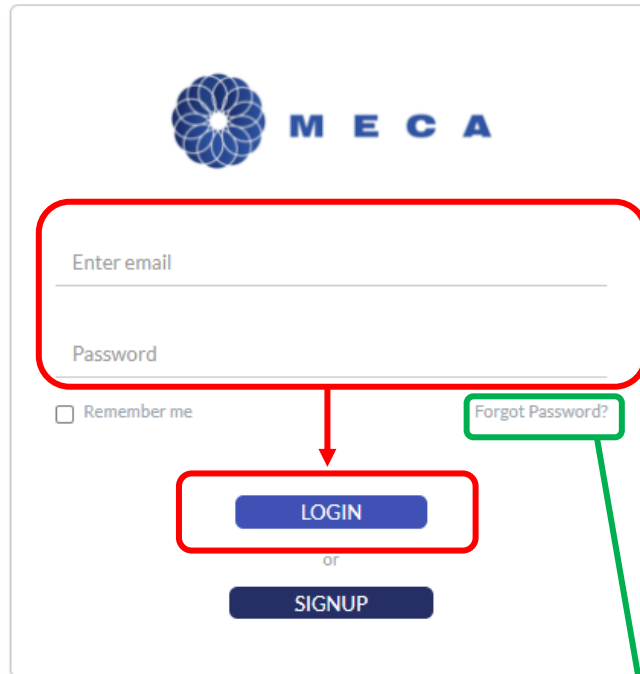
The image shows the MECA registration form. At the top is the MECA logo. Below it are two dropdown menus: 'Select Distributor' and 'Select Division'. Below these are four input fields: 'First Name', 'Last Name', 'Enter Email', and 'Enter Phone'. Below these are two input fields: 'Enter Password' and 'Confirm Password', each with an eye icon to toggle visibility. Below these fields is a text area labeled 'Comments'. At the bottom is a dark blue 'SIGNUP' button, which is highlighted with a red rectangular border. A red arrow points from the 'Comments' text area down to the 'SIGNUP' button.

Through ADMIN's approval you will get registered as a user.
You will receive an email once you are registered.

LOG IN

Once you are registered, you can log in the websites by entering your email address and password.

<https://mecacampus.com/home>



The image shows a login form for Meca. At the top is the Meca logo, which consists of a blue circular icon with a white geometric pattern and the word "MECA" in blue capital letters. Below the logo are two input fields: "Enter email" and "Password". A red rounded rectangle encloses both input fields. Below the "Enter email" field is a checkbox labeled "Remember me". Below the "Password" field is a link labeled "Forgot Password?". A red arrow points from the bottom of the red rectangle to a blue "LOGIN" button. Below the "LOGIN" button is the word "or" and then a dark blue "SIGNUP" button. A green line points from the "Forgot Password?" link to the text block below the form.

If you can't remember your password,
press this button.
By following instructions you will be able
to set up a new password.

HOME PAGE

“Create New”: Press this button if you would like to post

“Chat”: You can chat with any Campus members

“Support” shows the list of category leaders. You can ask for their support if necessary.

“What’s New” shows the list of the most recent posts

The screenshot shows the MEBIT Home Page with various sections and annotations. The top navigation bar includes 'Create New', 'Chat', and 'Support' buttons. The 'What's New' section displays a list of recent posts. The 'Promotion' section features a Toyota Times advertisement. The 'From TMC' section shows a news item about a humanitarian crisis. The 'Calendar' section displays a monthly calendar for March 2021. The 'Reminder' section lists upcoming tasks and events.

Post Title	Date	Content	Author
MEBIT Event	28 Jan 2021 13:08	MEBIT Leader Meeting in Jan	Admin
Kaizen - BIT Foundation	13 Jan 2021 13:27	Obeya Preparation Manual(English/Arabic)	TMC
Kaizen - New Car Sales	13 Jan 2021 13:17	Test new Maas	MebitCampus Concierge - ITP
Kaizen - BIT Foundation	12 Jan 2021 11:24	PDCA Online Training(English/Arabic)	TMC
Kaizen - BIT Foundation	12 Jan 2021 11:04	BIT Foundation ~BIT procedure steps/Skill Map	S Chijiwa - TMC
MEBIT Event	04 Dec 2020 13:46	MEBIT Festival 2020 WS3 @ Online	Admin
MEBIT Event	28 Sep 2020 10:28	[Virtual seminar] Toyota Digital Marketing Solutio...	Admin
MEBIT Event	01 Sep 2020 07:49	[Virtual Seminar]MEBIT HR Support Program	Admin

Done?	Task	Due
<input checked="" type="checkbox"/>	Top Management Crash Course #2 [JQJXV/Q]	20-Mar-21
<input type="checkbox"/>	TBP Management Crash Course #1 [SUKB/CA]	20-Mar-21
<input type="checkbox"/>	TBP DMDP Final Report Out	20-Mar-21
<input type="checkbox"/>	[Virtual Training] Mentor Program B1	20-Mar-21
<input type="checkbox"/>	MEBIT Leaders MTG	20-Mar-21
<input type="checkbox"/>	MEBIT Leaders MTG	20-Mar-21
<input type="checkbox"/>	GR Workshop	20-Mar-21
<input type="checkbox"/>	MEBIT WS1 @ Dubai	20-Mar-21
<input type="checkbox"/>	[Virtual] MEBIT Digital Restart Day By TMNA	20-Mar-21
<input type="checkbox"/>	[Virtual Seminar]MEBIT HR Support Program	20-Mar-21
<input type="checkbox"/>	[Virtual seminar] Toyota Digital Marketing Solutions for Lead Management	20-Mar-21
<input type="checkbox"/>	MEBIT Festival 2020 WS3 @ Online	20-Mar-21

Calendar of events

“Reminder” shows the list of your tasks (workshops, trainings etc.)

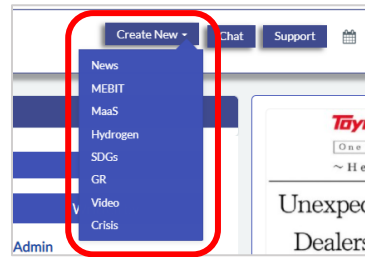
Link to category pages

A = “Promotion”: you can place your advertisement through permission of TMC.

B = “From TMC”: Hottest news / information from TMC

CREATE A NEW POST

You can create a new post either from the fixed menu bar,

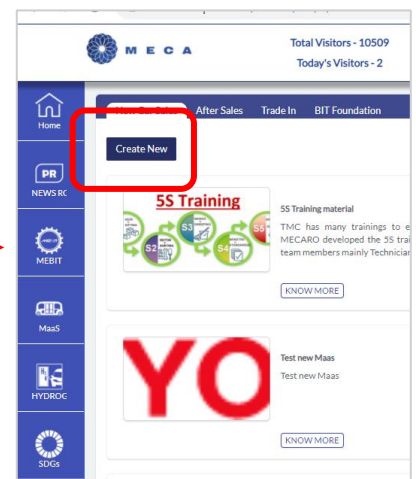
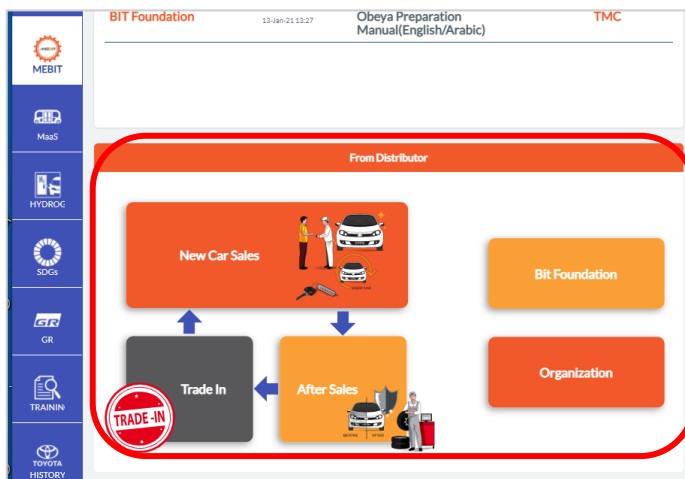


or each of the category pages.

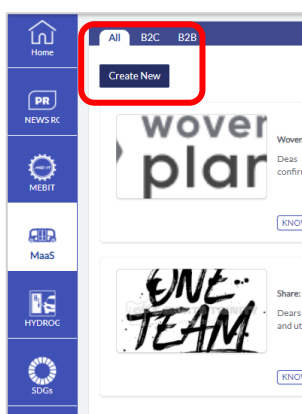
Newsroom



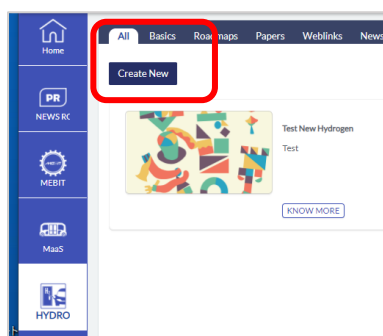
MEBIT



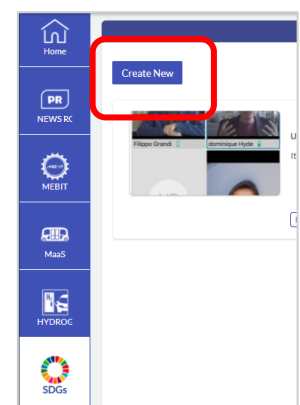
MaaS



Hydrogen



SDGs



<POSTING FORM>

Period of the post to be live (End Date is not mandatory)

Select sub-category from pull-down menu

Files can be uploaded either by drag-and-drop or by select files in your PC.

URL of Youtube video should be the one you get by clicking 'Share' button.

(not the one you see on the top of the page)

Add New Report

Title

Title

Start Date *

DD/MM/YYYY

End Date

DD/MM/YYYY

Cover Image

Upload Image

Type

New Car Sales

Images and Videos

Upload Files

Upload Documents

Upload Documents

Description

Enter text here....

External links

Add

Video Links

Add

Cancel

Add

<POSTING FORM - NEWSROOM>

Add News

Title *

News Title

Category *

Choose Category

Date Posted

DD/MM/YYYY

News Content *

H1H2H3H4H5H6BIBI

Tags *

AI +

Automotive +

Autonomous +

Autonomous/Automated +

Aviation +

BEV +

Battery +

Battery EV +

Brand +

CASE +

CarSharing +

Case +

China +

ConceptCar +

Connected +

Connected City +

Connectivity +

Consulting +

Cutting Edge Technology +

Design +

Dubai Electricity & Water Authority +

Electric +

Electrification +

Energy +

Environment +

Equality +

Events +

Expo +

Fuel Cell +

Hydrogen +

Incentives +

Influencer +

Infrastructure +

Innovation +

Investment +

JV +

Japan +

MaaS +

Management +

Mobility +

Mobility for All +

Models +

News Release +

Olympics-Paralympics +

Other Products and Services +

Portugal +

Practical +

Presentation +

President +

Promoter +

ProspectPartner +

ProspectPartners +

Recycle +

Region +

Regulation +

RegulationBody +

Robotics +

SDGs +

SYI +

Safety +

Safety Technology +

Semiconductors +

Service +

Shared +

Singapore +

Sky +

Slogan +

Smart City +

Smart Mobility Society +

Society +

Software +

Space +

Start Up +

Start Your Impossible +

StartYourImpossible +

Strategic Partner +

Sustainability +

TPS +

TRI-AD +

TRI-P4 +

Team mate +

Tokyo2020 +

Toyota +

Toyota Way +

ToyotaGroup +

Transformation +

Tsinghua +

U.S +

USA +

Vehicledvelopment +

Vision +

Walking +

WovenCity +

Zero Casualty +

Zero Emission +

Cover Image *

Upload Image


Upload Documents

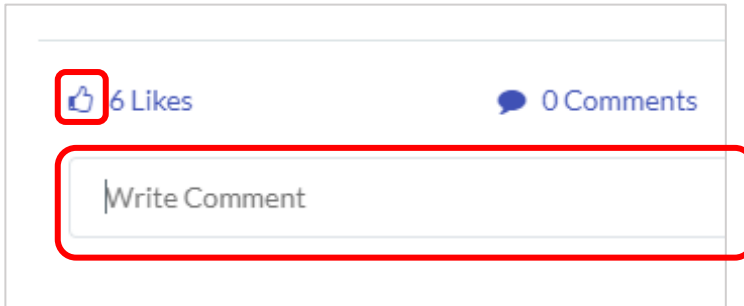
Upload Documents

Cancel

Add

You can make your reaction to the posts by other members.

Click  and/ or write your comment in the bottom part of each post.



If you have any question on this user manual, please contact with the persons in charge of MECA Campus at TMC:

Shunya Umemoto <shunya_umemoto@mail.toyota.co.jp>

Haruna Tozawa <haruna_tozawa@mail.toyota.co.jp>