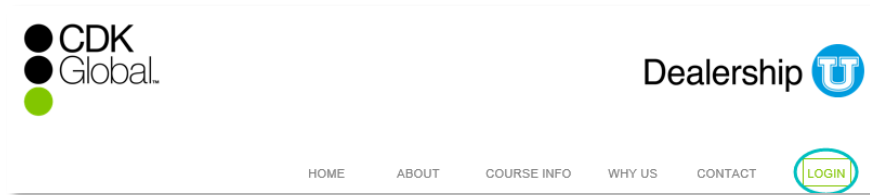




Login Instructions

Your training website is: www.yourpersonaluniversity.com

Located in the top right corner of your home page, click **>Login**



Username:

Your permanent username will be set by your organization's Dealership U Administrator. Please check with them to verify your Username.

Recommended: Use your OEM student ID

Password:

Your initial password will be set by your organization's Dealership U Administrator. Please check with them to verify your Password.

Dealership U

Username

Password

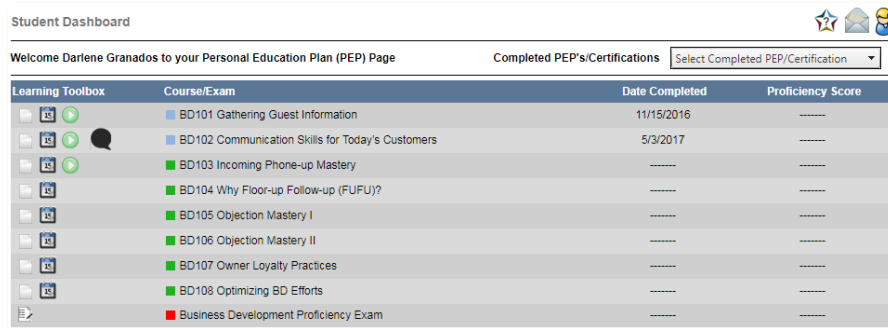
LOGIN

[Forgot your password?](#)



Student Dashboard

Upon logging in, your Home page will default to your Student Dashboard.



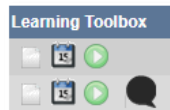
Learning Toolbox	Course/Exam	Date Completed	Proficiency Score
	BD101 Gathering Guest Information	11/15/2016	-----
	BD102 Communication Skills for Today's Customers	5/3/2017	-----
	BD103 Incoming Phone-up Mastery	-----	-----
	BD104 Why Floor-up Follow-up (FUFU)?	-----	-----
	BD105 Objection Mastery I	-----	-----
	BD106 Objection Mastery II	-----	-----
	BD107 Owner Loyalty Practices	-----	-----
	BD108 Optimizing BD Efforts	-----	-----
	Business Development Proficiency Exam	-----	-----

The Dashboard is sometimes used to display one-time announcements, but it also provides access to:

- Dealership U Administrator Orientation
- Dealership U Support Email
- Profile Update – change your username, email, title, etc.
- Course listings
- Course completion dates
- Exam link - activated after all prerequisites are completed
- Test score(s)
- Certificate of Completion icon - after successfully completing the exam

Hint: Use your mouse to hover over an icon and display the information linked to each. You can use this technique with any icon in the Learning system.



The **Learning Toolbox** section of your Student Dashboard provides access to:



- Course workbooks and materials
- Course calendar reminders
- Play buttons to attend either Live or Anytime courses
- Feedback icon to leave course reaction and feedback



The Learning Toolbox Legend located at the bottom of your Home page provides a guide to the various icons on your Student Dashboard.

LEARNING TOOLBOX LEGEND

-  **Live Course (blue play button)** – Click when you are ready to *Attend Live Class*. The Play icon will appear in your Learning Toolbox 25 minutes before class begins and remain until 1 minute after class begins.
-  **ANY TIME Course (green play button)** – These courses are available to take anytime you need them. They do require the student to interact and pass with a 50% to receive credit for completion.
-  **Calendar icon** – The Course Calendar & Reminders displays a 120-day view of your training calendar. Clicking on any of the dark boxes will show you the time class is scheduled. After selecting a date and time, you can send a calendar reminder to your email.
-  **Paper icon** – The Course Downloads provides access to course workbooks and materials associated with that course.
-  **Feedback icon** – This icon will appear for 72 hours after completing a course. When active, you can click on this and provide us feedback on the courses taken.
-  **Exam link** – This icon will launch your Proficiency Exam. The icon becomes activated after you complete the prerequisites for your test.



Ready to Begin

There is no pre-registration. When you are ready to attend class, click the blue Play icon  for the live class(during the scheduled time) or the green Play icon  for the Anytime class.



For live courses, a pop-up box will provide instructions to attend or how to add additional students if you are attending as group using one computer.

Instructions For Attending A Live Class

Single participant: Click "Start Class" below.

Group participants:

Mobile/Tablet Users: You cannot add more attendees and will need to enter your name on the next screen.

If an additional attendee name(s) is not in the list below they will need to contact your organization's Dealership U Administrator to create a student profile and PEP. Additional attendees will not receive credit if the box next to their name is not checked below.

DO NOT CLICK THE START CLASS BUTTON AT THE BOTTOM UNTIL YOU ARE ALL READY. STUDENTS WANTING TO JOIN AFTER YOU CLICK "START CLASS" CAN NOT BE ADDED AND WILL NOT GET CREDIT FOR PARTICIPATING!

Click the box below next to the name of any student(s) attending with you.

<input type="checkbox"/> Boniol, Eric	<input type="checkbox"/> Nguyen, Ted	<input type="checkbox"/> Medina, Victor
<input type="checkbox"/> Powell, Judy	<input type="checkbox"/> Ramirez, Ana Mariscal	<input type="checkbox"/> O'Rear, Sam
<input type="checkbox"/> Abshier, Dave	<input type="checkbox"/> Longcore, Cheri	<input type="checkbox"/> O'Rear, Ryan
<input type="checkbox"/> Rowe, Chris	<input type="checkbox"/> Wilkins, Roger	<input type="checkbox"/> Bravo, Jennifer
<input type="checkbox"/> Medina, Jose Antonio	<input type="checkbox"/> Gantt, Kelvin	<input type="checkbox"/> Hammond, Barb
<input type="checkbox"/> Dittmar, Kevin	<input type="checkbox"/> Manory, Nick	<input type="checkbox"/> Barclay, Aaron
<input type="checkbox"/> Foster, Rae	<input type="checkbox"/> Breault, Cindy	<input type="checkbox"/> Series, BD
<input type="checkbox"/> Thede, Nick	<input type="checkbox"/> Larsen, Ted	<input type="checkbox"/> Lovell, Marcia
<input type="checkbox"/> Albanese, Tony	<input type="checkbox"/> Seversen, Brett	<input type="checkbox"/> Doe, JohndoeBD
<input type="checkbox"/> McCrary, Adam	<input type="checkbox"/> DEMO, DEMO	<input type="checkbox"/> Milligan, Dave
<input type="checkbox"/> German, Rex	<input type="checkbox"/> Buentello, Raul	<input type="checkbox"/> Ocampo, Irais
<input type="checkbox"/> Ramirez, Rigo	<input type="checkbox"/> Odom, Nate	<input type="checkbox"/> German, Rex 2
<input type="checkbox"/> Schwartz, Bobby	<input type="checkbox"/> Painter, Edgar	<input type="checkbox"/> Spade, Sam
<input type="checkbox"/> Tarpley, Shelly	<input type="checkbox"/> Valle Luna, Marco	

If you click Start Class and nothing happens, check your browser settings to allow pop-ups on this site. Return to your dashboard and click the blue Play button again.

Dial the Conference line and passcode displayed on the initial logon screen inside the classroom. If you have any questions about the conference number, you can text the facilitator from the classroom chat application.

Do not log out early! Your attendance is determined ONLY when the Instructor ends the meeting.



Course Information

Click on COURSE INFO from the navigation link to view:

1. Course Catalog
2. Student Instructions to log in
3. Series descriptions and calendars



HOME ABOUT COURSE INFO WHY US CONTACT [LOGIN](#)



Our Courses

We offer personalized courses and learning plans, each designed to help you and your team learn and grow.

Click on the link **1** [Dealership U Course Catalog \(2017\)](#) to learn more about each series and their availability. **2** [Student Instructions](#) to log in. If you are a new student we encourage you to read the [Student Instructions](#) to familiarize yourself with Dealership U and accessing learning events.

Individual Series Availability & Descriptions

<p>Business Development (Phone Skills) Series Updated 12.18.17</p>	<p>Leasing Presentation Series Updated 12.18.17</p>
<p>Business Development for Managers (BD4MGR) Series Updated 12.18.17</p>	<p>Road to the Sale Series Updated 12.18.17</p>
<p>e-Strategies Series Updated 12.18.17</p>	<p>Selling in the Service Lane Series Updated 12.18.17</p>
<p>F&I Series On-demand</p>	<p>Service Development (Service BDC) Series Updated 12.18.17</p>
<p>Leadership Development Series Updated 12.18.17</p>	<p>Communication Fundamentals Skills Series Anytime Only</p>