Your training website is: www.mazdaonlinetraining.com

Located in the top right corner of your home page, click **>Login**
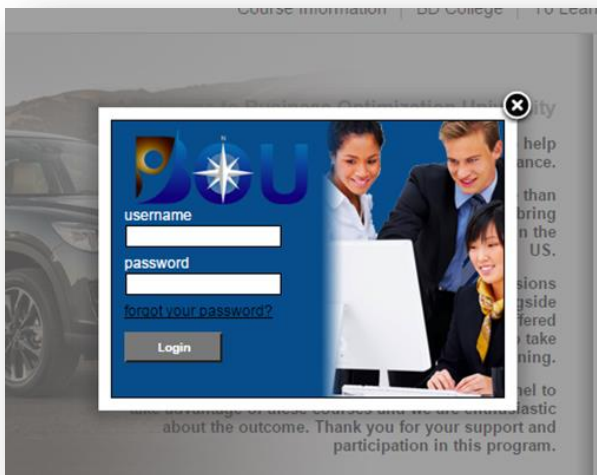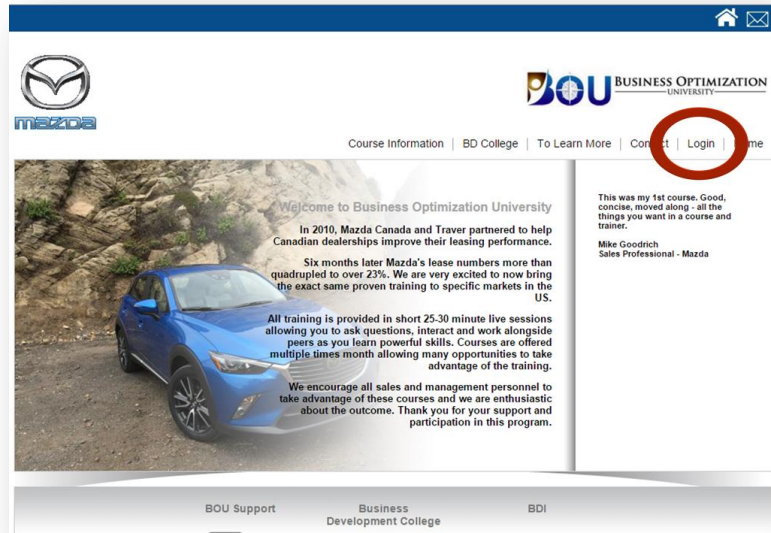
username:
Your permanent username will be set by your organization's BOU Administrator. Please check with them to verify your Username.

Password:
Your initial password will be set by your organization's Administrator. Check with them to verify your Username.

(Use Manage Profile to change your password at any time. Details are below.)

Student Dashboard

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

Here, you will find your course listings, resource links, reminder scheduling tool, feedback link, course completion dates, exam link (after all prerequisites are completed) test score and your link to print your Certificate of Achievement after successfully completing the proficiency 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.

Learning Toolbox

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

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).

Meeting Login Window
After you click the blue play button to attend a live course you will see this screen. Follow the instructions on the screen to attend or add additional students attending with you on the same computer.

Instructions For Attending A Live Class

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

If you are on a mobile/tablet 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 BOU 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.

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.

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!

Longcore, Cheri	Thede, Nick	Tarpley, Shelly
Patrick, Jim	West, Jeff	Allan, Jim
Powell, Judy	Lamothe, Dawn	Speight, Kevin
Vajda, Josh	Albanese, Tony	Dareing, Mike
Anjum, Mitch	Garza, Cindy	Larsen, Ted
Abshier, Dave	Batchelor, J.R.	Boniol, Eric
Harris, Ron	Milligan, Dave	Obrien, Terry
Rowe, Chris	McCrary, Adam	Hulsey, Thom
Waffer, Danny	German, Rex	Turner, Scott
Killion, Stacy	Ramirez, Rigo	Tezeno, Daniel
Dittmar, Kevin	Schwartz, Bobby	Pellegrini, Paul
Cockrell, Craig	Smith, Aldric	Rodgers, Amy
Foster, Rae	Young, Dennis	

Start Class

Dial the Conference line and passcode displayed on the initial logon screen inside the classroom. If you have any questions on 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.

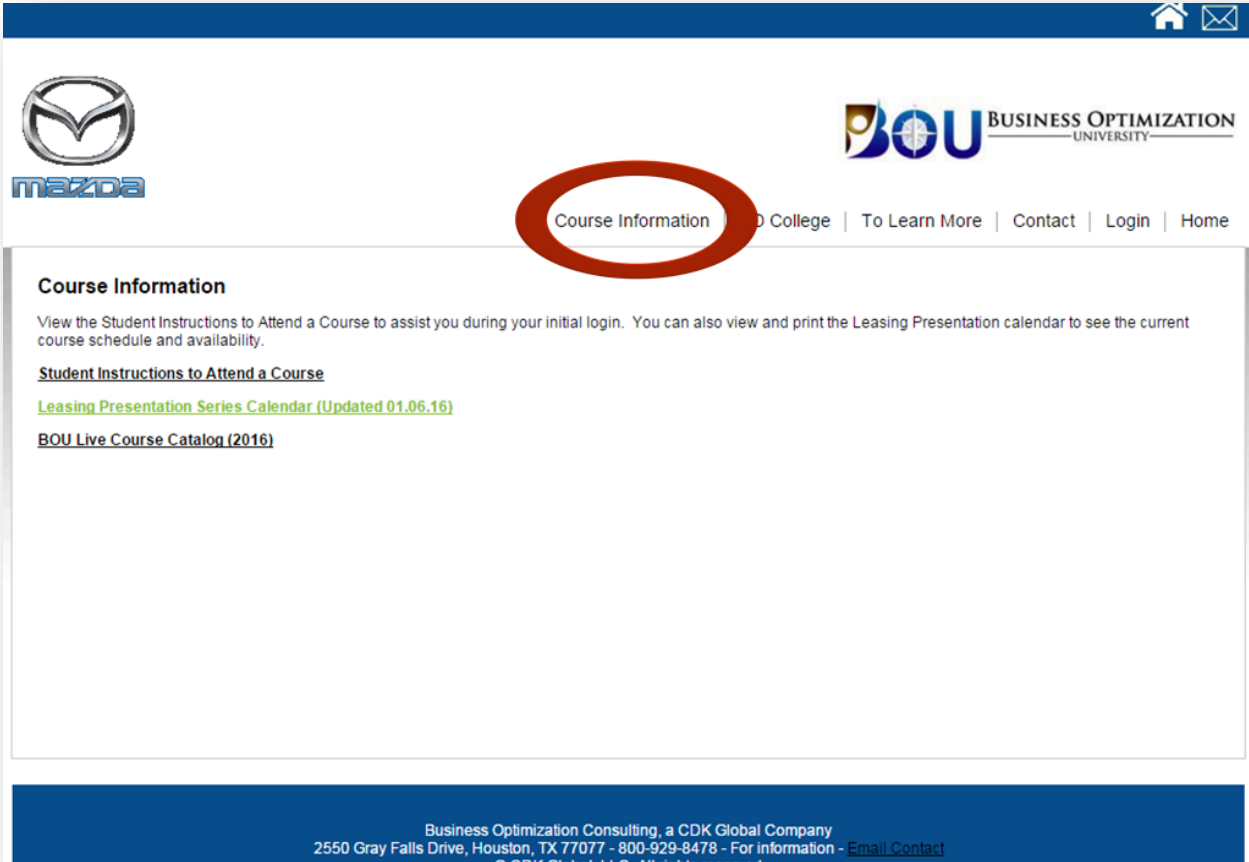**If A Student Wants To Change Their Profile**

Student Dashboard

Welcome to your Personal Education Plan (PEP) Page   Manage Profile →

Learning Toolbox	Course/Exam	Date Completed	Proficiency Score

To View The Calendar, Course Catalog or Instructions

Click on the Course Information navigation link to view the current live course calendar, course catalog of available courses, or instructions.