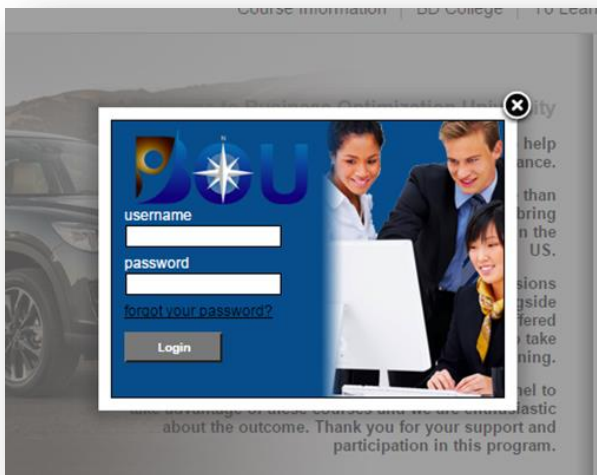
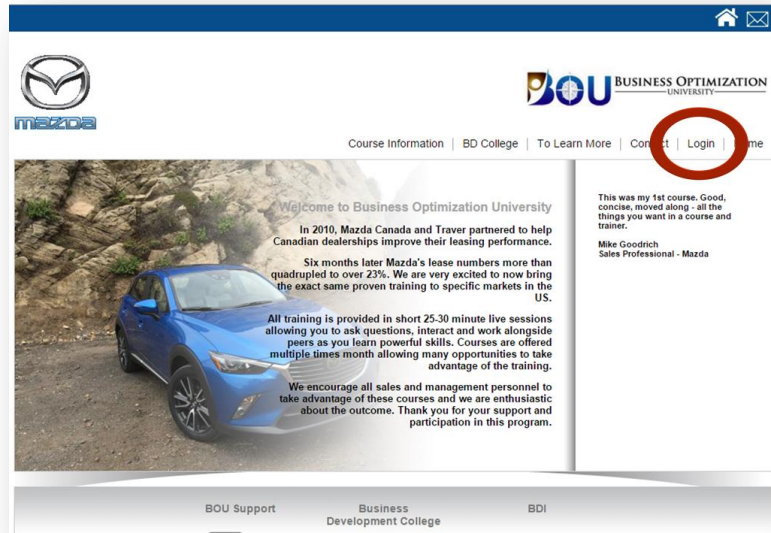


## Login Instructions

Your training website is: [www.mazdaonlinetraining.com](http://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.

Welcome John Doe to your Personal Education Plan (PEP) Page Completed PEP's/Certifications

Learning Toolbox	Course/Exam	Date Completed	Proficiency Score
	LP101 Introduction to Leasing - LIVE	-----	-----
	LP102 Leasing Terminology and Calculations - LIVE	-----	-----
	LP103 Benefits of Leasing - LIVE	-----	-----
	LP104 Integrating Leasing in the Sales Process - LIVE	-----	-----
	LP105 Presenting the Lease Alternative - LIVE	-----	-----
	LP106 Objections and Concerns - LIVE	-----	-----
	LP107 Know Your Lease - LIVE	-----	-----
	LP108 Retention & Lease-End Process - LIVE	-----	-----
	Lease Proficiency Exam (Core)	-----	-----

We recommend taking assigned courses in the order of your PEP. Some courses, exams, etc. will have a prerequisite associated.

■ You may take the courses in any order 
 ■ Prerequisites or retake required 
 ■ Completed event 
 ■ Optional

**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.

### 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.
- ANYTIME 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).

**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!**

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


**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

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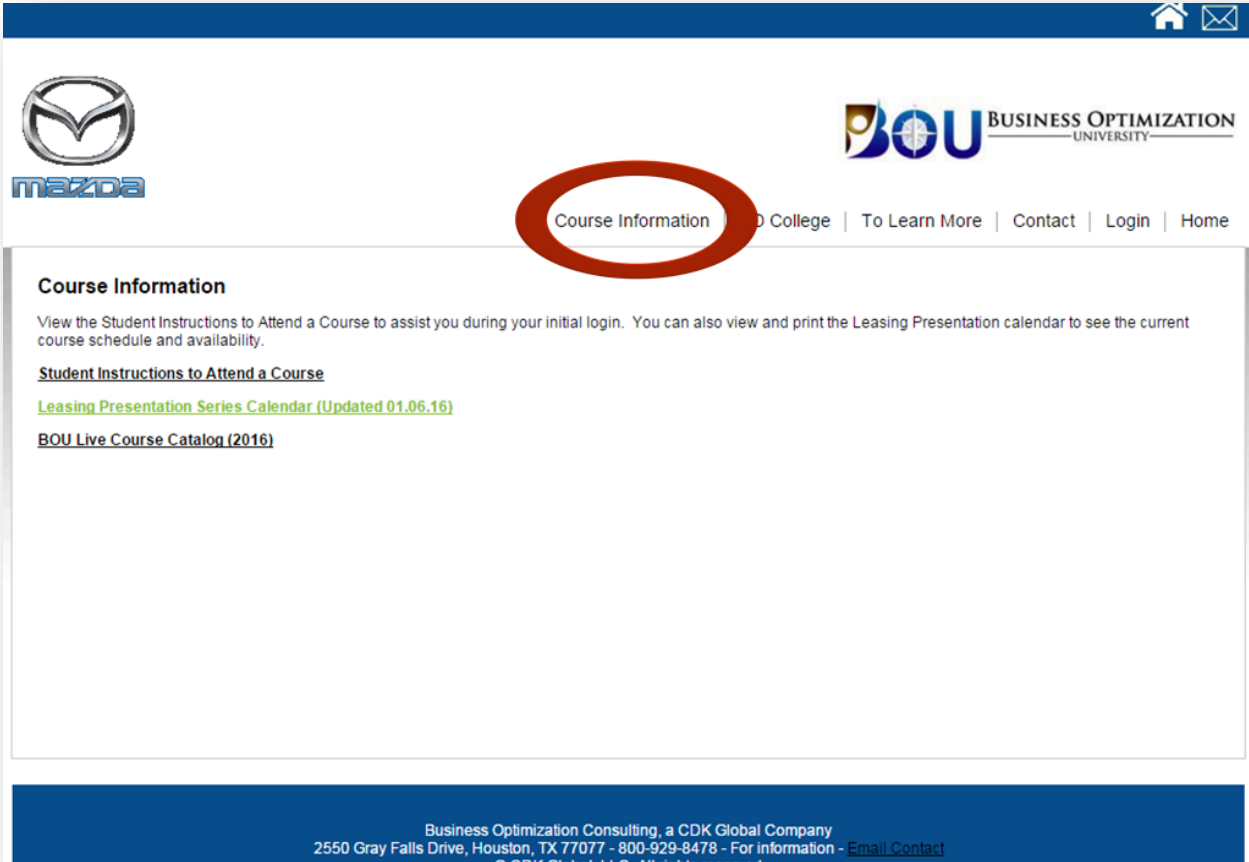
Welcome to your Personal Education Plan (PEP) Page 

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Learning Toolbox	Course/Exam	Date Completed	Proficiency Score
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**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.



Course Information | BOU College | To Learn More | Contact | Login | Home

### Course Information

View the Student Instructions to Attend a Course to assist you during your initial login. You can also view and print the Leasing Presentation calendar to see the current course schedule and availability.

[Student Instructions to Attend a Course](#)

[Leasing Presentation Series Calendar \(Updated 01.06.16\)](#)

[BOU Live Course Catalog \(2016\)](#)

Business Optimization Consulting, a CDK Global Company  
2550 Gray Falls Drive, Houston, TX 77077 - 800-929-8478 - For information - [Email Contact](#)