Business Optimization University

BOU training platform provides an intuitive student environment, easier access to resources, and real-time reporting on attendance and proficiency exam results.

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 BOU Administrator. Please check with them to verify your Username.

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

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

## Ready to Begin

There is no pre-registration. When you are ready to attend class at the scheduled time, click the Play icon:

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.
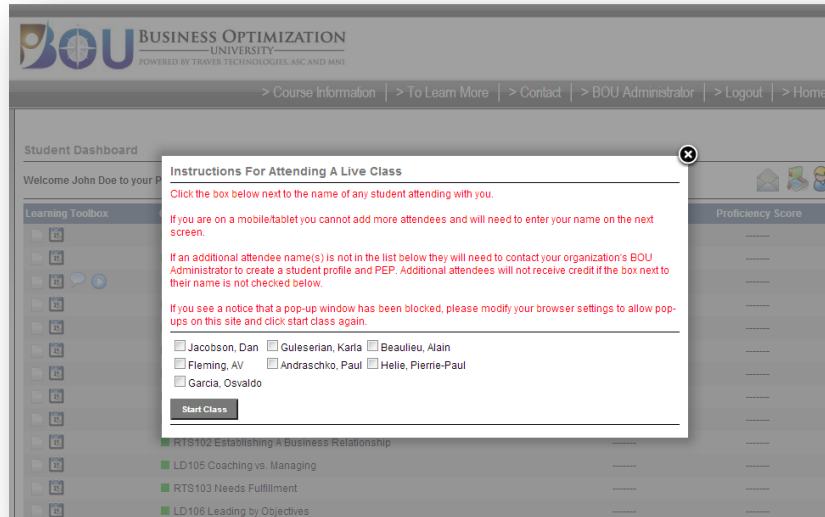
If A Student Wants To Change Their Profile
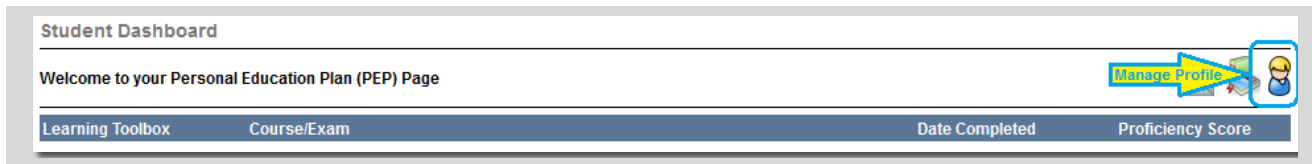
Dial the Conference line and passcode displayed on the initial logon screen inside the classroom. If you have any questions on the conference number you can text the facilitator from the classroom chat application.

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

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.