

## 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.*

### Login Instructions

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

Learning Toolbox	Course/Exam	Date Completed	Proficiency Score
[LD]	BD102 Communication Skills for Today's Customers	---	---
[LD]	BD105 Objection Mastery I	---	---
[LD]	LD101 Building a Winning Team	12/10/2012	---
[LD]	BD106 Objection Mastery II	---	---
[LD]	BD107 Owner Loyalty I	---	---
[LD]	LD102 Implementing Positive Change	---	---
[LD]	LD103 10 Styles of Effective Leadership	---	---
[LD]	BD108 Owner Loyalty II	---	---
[LD]	LD104 Motivating a Winning Team	---	---
[LD]	RTS102 Establishing A Business Relationship	---	---
[LD]	LD105 Coaching vs. Managing	---	---
[LD]	RTS103 Needs Fulfillment	---	---
[LD]	LD106 Leading by Objectives	---	---
[LD]	RTS106 Negotiation Basics	---	---
[LD]	RTS107 Apply the Proper Close	---	---
[LD]	LD107 The Clock & The Compass	---	---
[LD]	Social Media I	---	---
[LD]	LD108 Most Common Mistakes	---	---
[LD]	Social Media II	---	---
[LD]	LDV1 - What Leadership Does	12/7/2012	---
[>]	Business Development Proficiency Test	---	---
[>]	Road to the Sale Proficiency Exam	---	---
[>]	Leadership 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

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

### LEARNING TOOLBOX

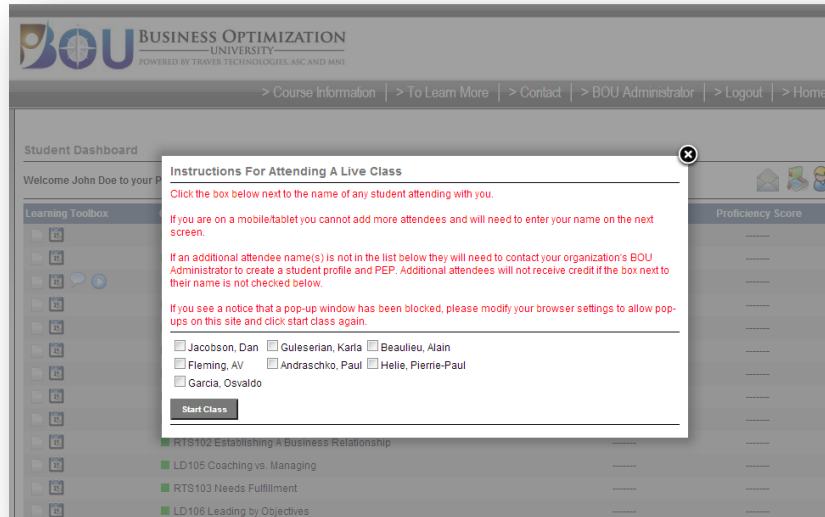
- Play button** - Click when you are ready to *Attend Live Class*. The **Play icon** will appear in your Learning Toolbox 25 minutes before class begins and remain until 5 minutes after class begins.
- Calendar icon** - The *Course Calendar & Reminders* displays a 120-day view of your training calendar. 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 after completing a course for 72 hours. When active you can click on this and provide us feedback on the courses taken.
- Exam link** - This icon will launch your Proficiency Test. The icon becomes activated after you complete the prerequisites for your test.

## Ready to Begin

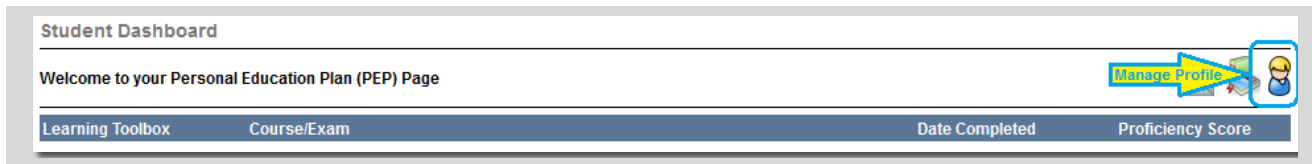
There is no pre-registration. When you are ready to attend class at the scheduled time, click the Play icon:

### 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.

