LMS Registration User Guide

International Training Team
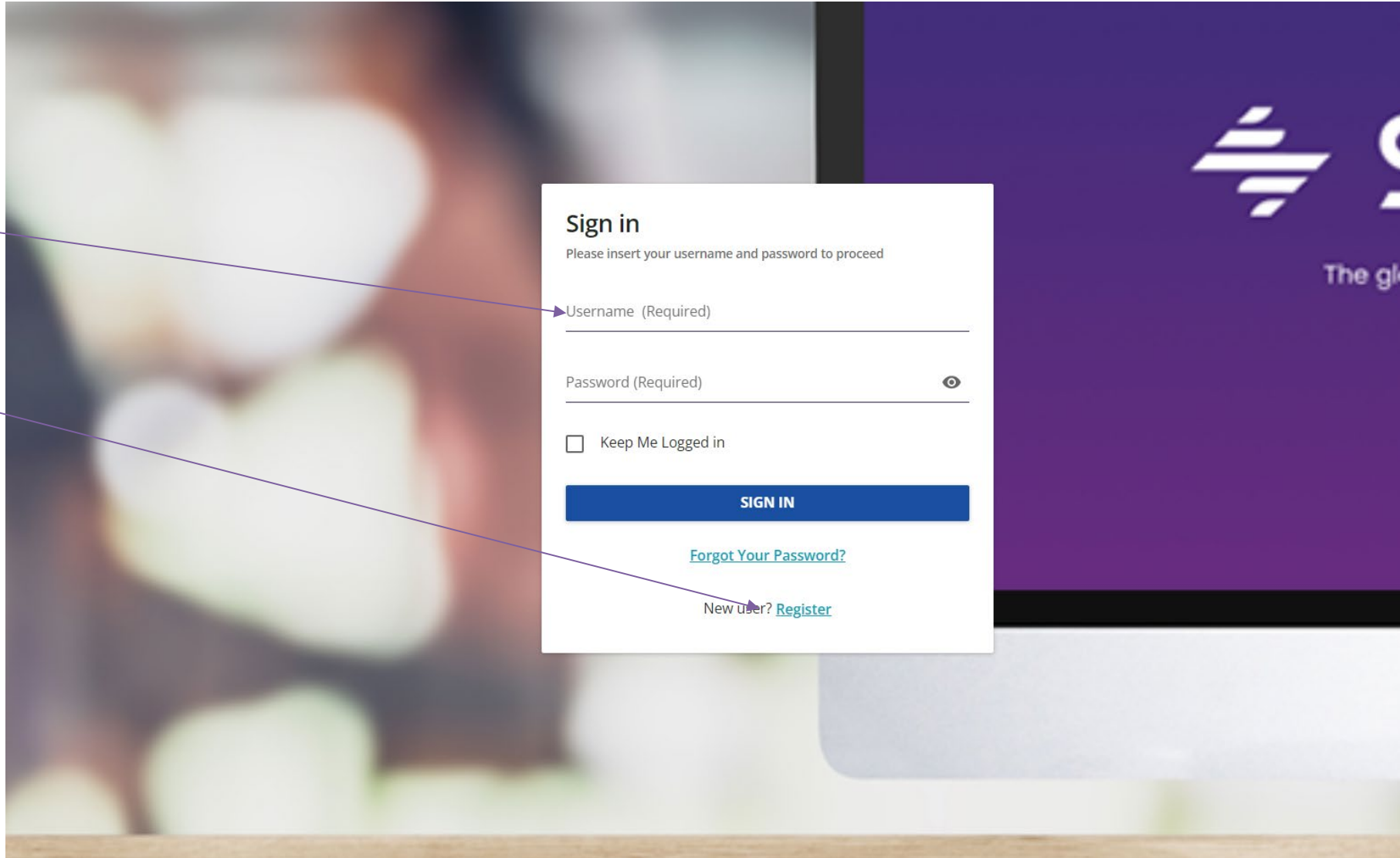
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Existing users - Click on the below link to login
http://www.solerauniversity.com/aus

Login Tip!
Username = your
email address

New users – Click
Register to create
an account

Sign in

Please insert your username and password to proceed

Username (Required)

Password (Required)

☐ Keep Me Logged in

SIGN IN

Forgot Your Password?

New user? Register

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Register

Begin your new learning experience by simply filling out this form.

1. User Profile — 2. Additional Fields

Username (Required)   Email (Required)

First Name (Required)   Last Name (Required)

Password (Required)   Retype the password (Required)

Language (Required)   **Time Zone**
(GMT +11:00) Australia/Sydney

Branch Name
Australia and New Zealand

☐ I accept the terms of the privacy policy View Privacy Policy ⧉ (Required)
☐ I agree with the Terms and Conditions of service. View Terms & Conditions ⧉ (Required)

Already registered? Sign In

NEXT

User Details
Add your details as displayed in the required fields:
1. Username = User email
2. E-Mail = User email
3. First Name = User first Name
4. Last Name = User last Name
5. Password = See requirements
6. Retype Password = Retype pw
7. Language = English
8. Time Zone = User time zone
9. Branch Name = Australia and New Zealand

Password requirements:
1. Must contain at least 6 characters
2. Must contain both letters and numbers
3. Must be different from your username

Click the terms and conditions box and the terms of the privacy policy to allow you to proceed to the next step

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Organisation AU & NZ:
Audatex Australia and New Zealand (Default).
This is a mandatory field.

Segment:
Choose 1 of the following options:
1. Accessor
2. Bodyshop
3. Insurance
4. OEM
5. Retail Dealers

This is a mandatory field.
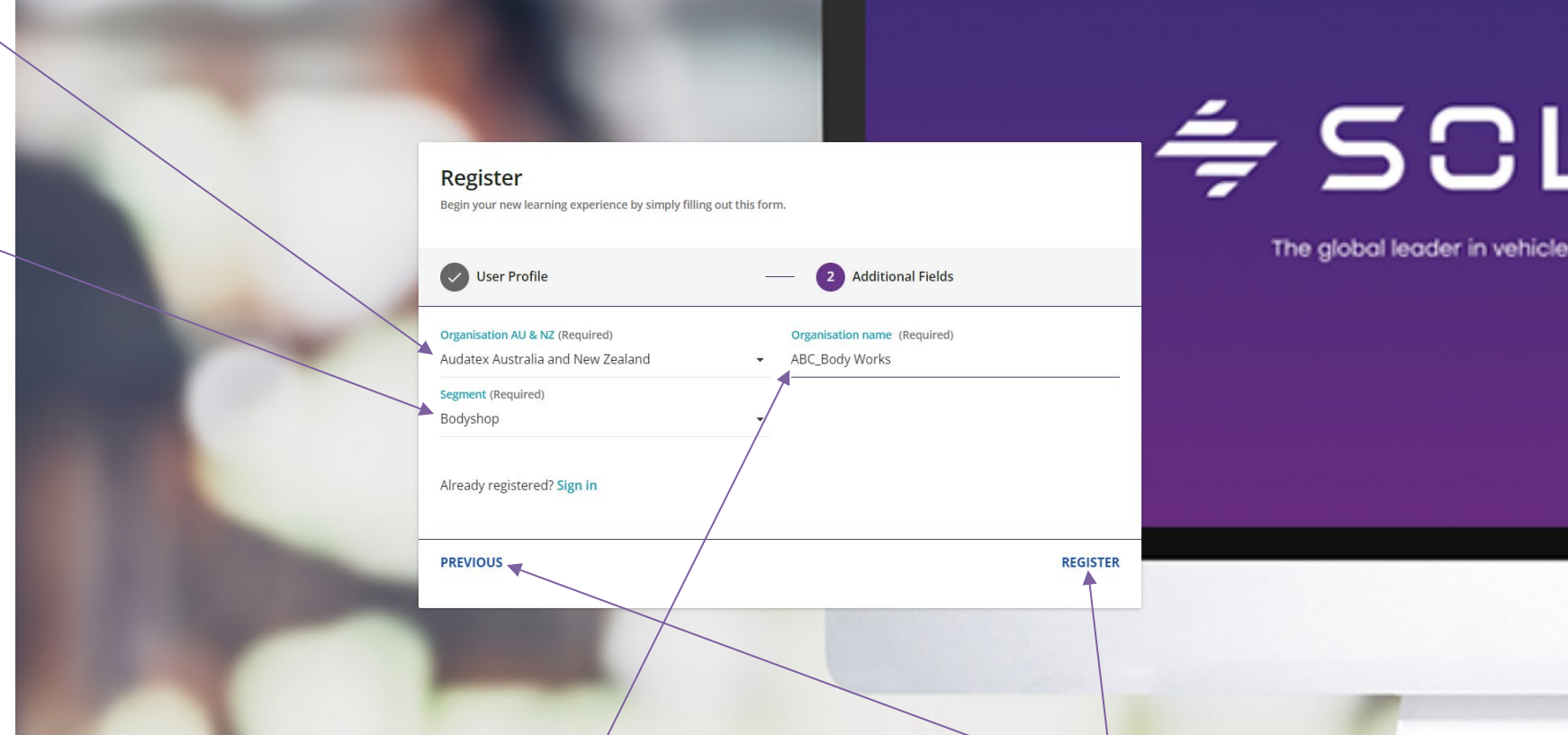
Organisation Name:
Enter the name of the users organisation.
This is a mandatory field.

You can go back to the previous page should you need to change any fields. If not, click Register to proceed.

Register
Begin your new learning experience by simply filling out this form.

User Profile — 2 Additional Fields

Organisation AU & NZ (Required)
Audatex Australia and New Zealand

Organisation name (Required)
ABC_Body Works

Segment (Required)
Bodyshop

Already registered? Sign in

PREVIOUS

REGISTER

The global leader in vehicle

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Booking training on behalf of another user/s

If you're making a booking on behalf of a new user, the new user must first be created in our system as per the previous steps. If the user already exists, you can simply login using their credentials and continue with the usual enrollment/payment process detailed below.

Note: Only one payment per user account is possible at a time. To make payments for multiple users, simply login with each users' credentials and complete the enrollment/payment process (as detailed below) and logout when done. Then login with the next users' credentials and repeat the process again for all remaining users. We apologise for the inconvenience this may cause!

Step 1:
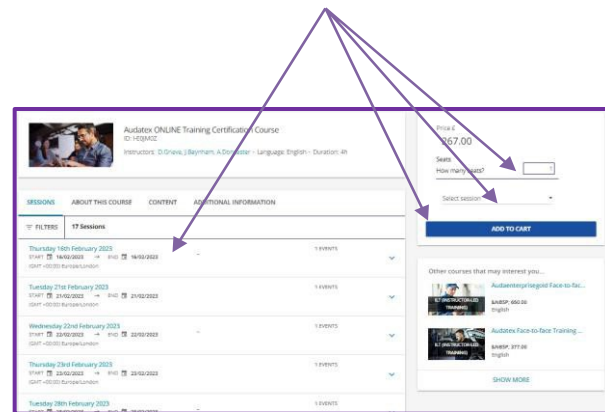Go to
http://www.solerauniversity.com/aus
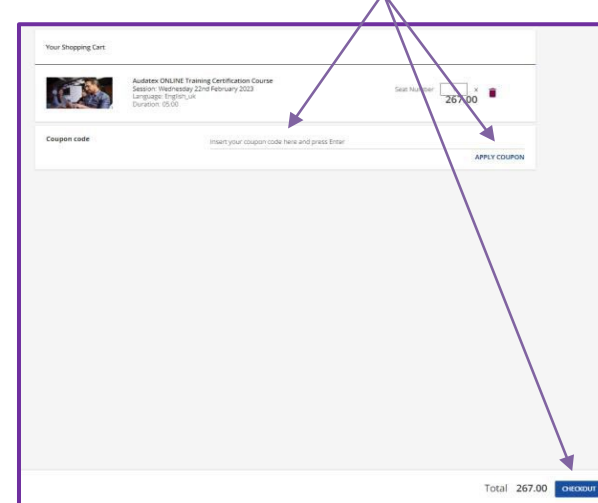and login with your credentials. Select one of the available courses which are organised by state
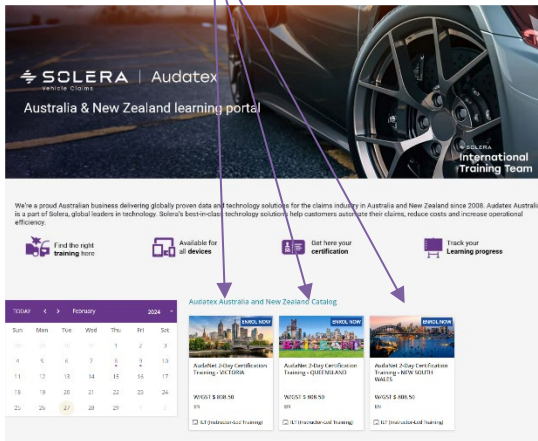
Step 2:
Select a session from the drop-down menu (only 1 seat can be entered in the 'Seats' text box). Next click **Add to Cart**
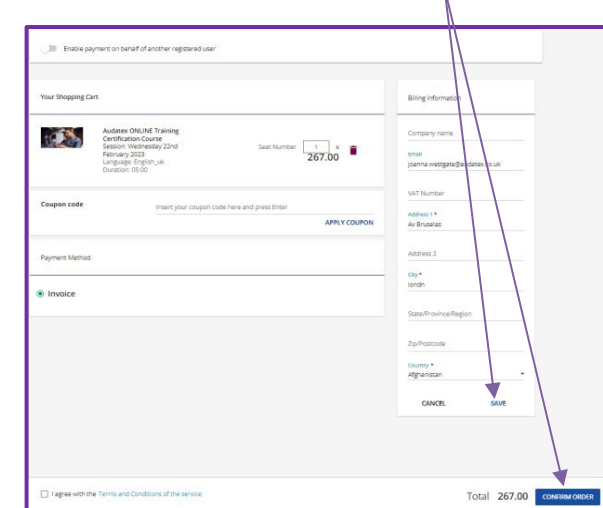
Step 3:
If you have a discount code, enter it into the 'Coupon code' text box and click **Apply Coupon** before preceding to checkout. Next click **Checkout**

Step 4:
Add your billing information and click **Save**.Then click the 'Agree to the terms and conditions of this service' check box and click **Confirm Order**

Step 5:
Add your credit card information and click **Pay**

Invoice Notice:
An invoice will be sent to your registered email address at the beginning of the following month after the training was completed

If you require additional support, please contact jason.parolin@solera.com

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