

Solera University™ New User Guide

This document will guide you through the process of signing into Solera University™ for the first time. It will also explain the Solera University™ Home Page, finding and enrolling in courses, how to use the menu to edit your profile including preferred language and finally how to find proof of completion in the My Activities section.

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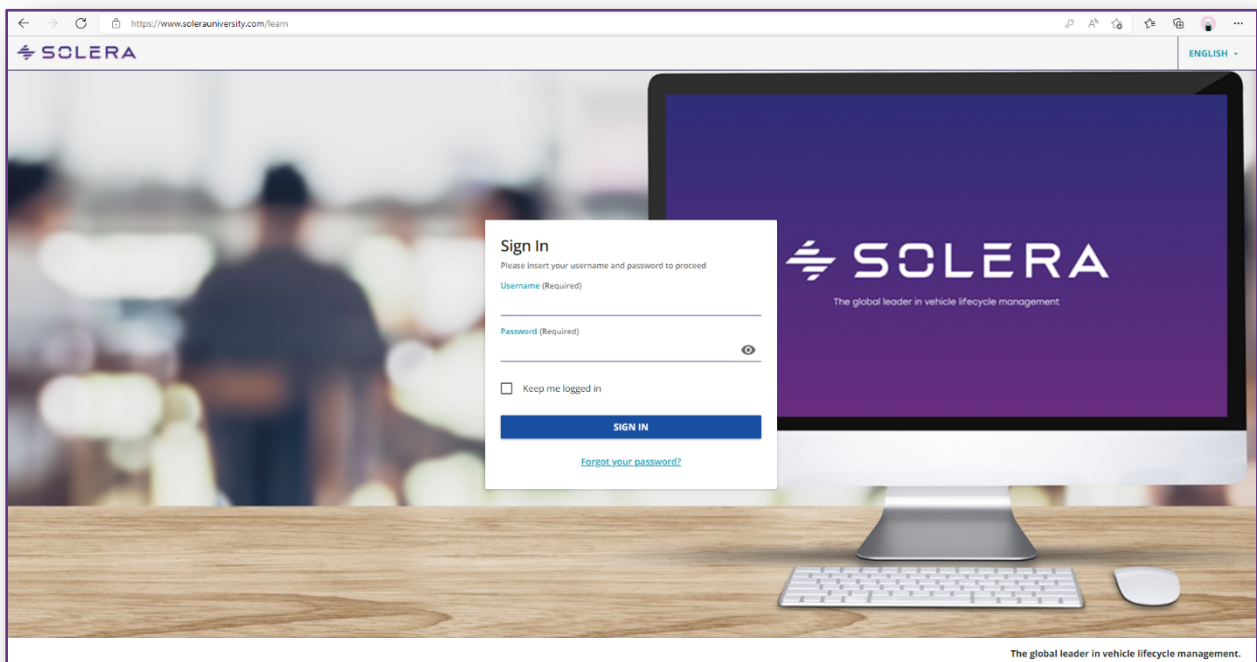
Logging in to Solera University™

Open a browser and navigate to this URL: (Don't forget to bookmark this link)

<https://www.solerauniversity.com/learn>

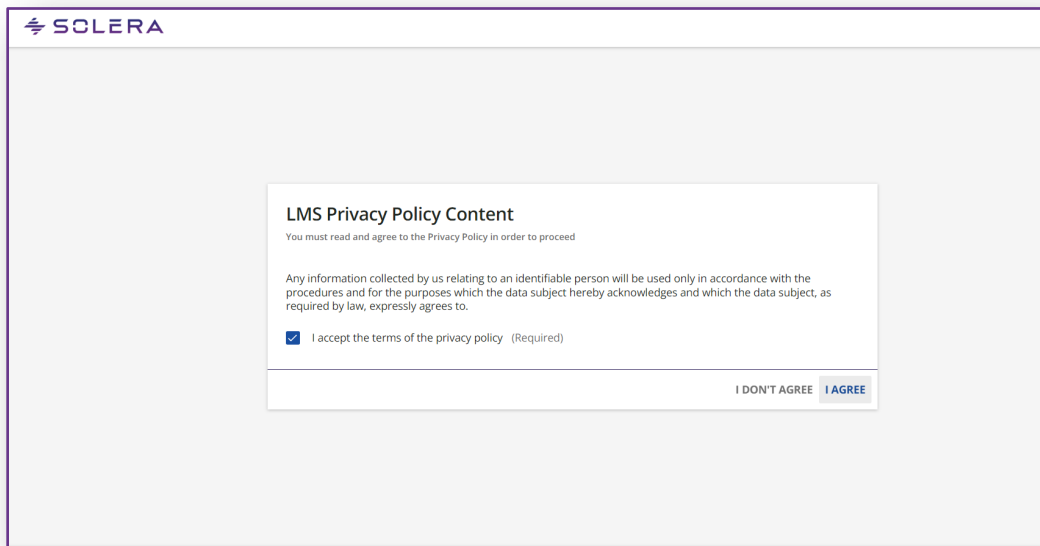
This is the login page for Solera University™. Use the credentials provided to you by Solera University™ to log in.

Figure 1 Solera University™ Login Page



You will be asked to accept the privacy policy and the terms and conditions.

Figure 2 Solera University™ Privacy Policy



LMS Privacy Policy Content

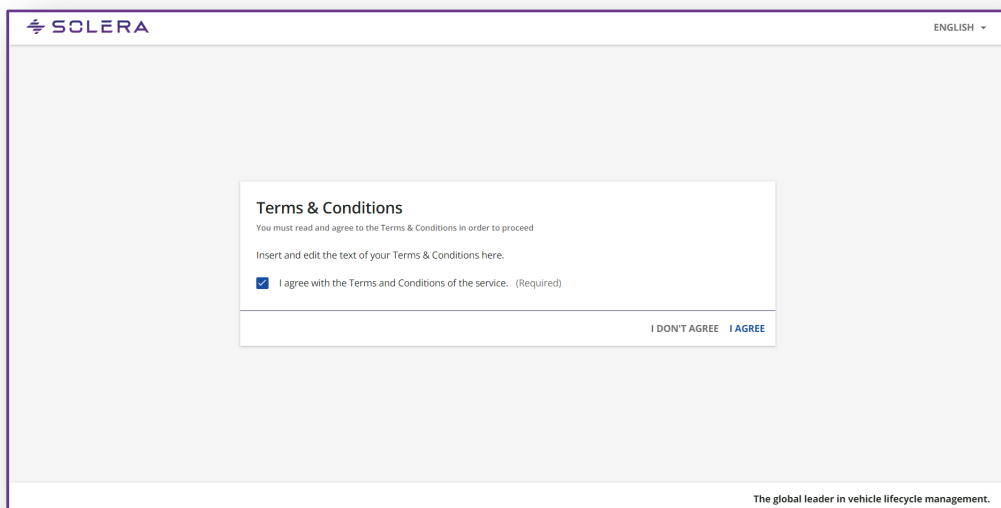
You must read and agree to the Privacy Policy in order to proceed

Any information collected by us relating to an identifiable person will be used only in accordance with the procedures and for the purposes which the data subject hereby acknowledges and which the data subject, as required by law, expressly agrees to.

☒ I accept the terms of the privacy policy (Required)

[I DON'T AGREE](#) [I AGREE](#)

Figure 3 Solera University™ Terms & Conditions



Terms & Conditions

You must read and agree to the Terms & Conditions in order to proceed

Insert and edit the text of your Terms & Conditions here.

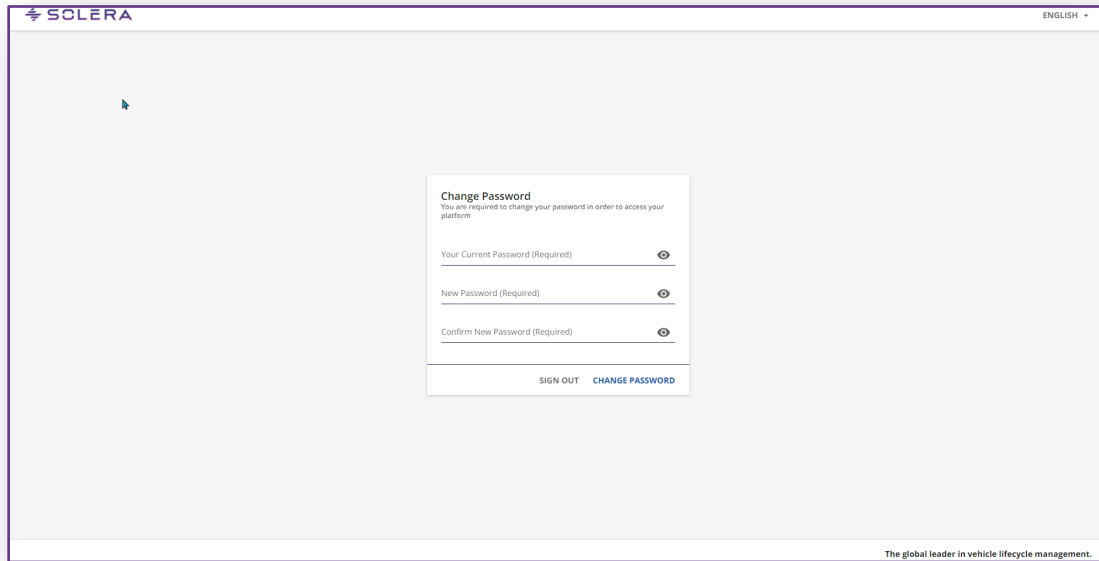
☒ I agree with the Terms and Conditions of the service. (Required)

[I DON'T AGREE](#) [I AGREE](#)

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Then you will be asked to change your password from the generic password provided in your Solera University welcome email to a more secure password. Your new password must contain at least six characters, contain both letters and numbers and be different then your username.


Figure 4 Solera University™ Change Password Requirement




The screenshot shows a web application interface for Solera University. At the top left is the Solera logo, and at the top right is a language selector set to "ENGLISH". The main content area is a light gray rectangle. In the center of this area is a white card titled "Change Password". Below the title is a message: "You are required to change your password in order to access your platform". There are three password input fields, each with a label and a required status: "Your Current Password (Required)", "New Password (Required)", and "Confirm New Password (Required)". Each field has a toggle icon to the right. At the bottom of the card are two buttons: "SIGN OUT" and "CHANGE PASSWORD". At the bottom right of the entire page, outside the main content area, is the text "The global leader in vehicle lifecycle management."

Change Password
You are required to change your password in order to access your platform

Your Current Password (Required) 

New Password (Required) 

Confirm New Password (Required) 

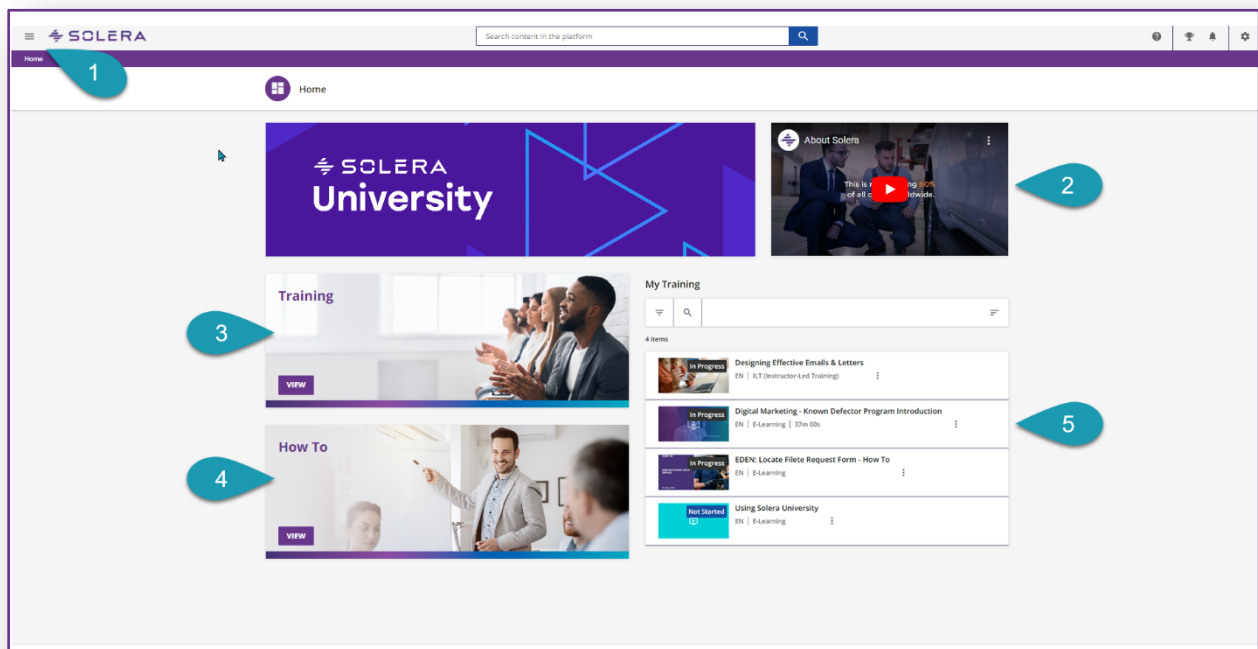
[SIGN OUT](#) [CHANGE PASSWORD](#)

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Solera University™ Home Page

Below is the home page that you will see for Solera University™. There are five principal areas of importance for you to note on this home page. 1. Is the User Menu. 2. Is the Using Solera University™ Video (created from this document). 3. Is the link to the Training catalog that will display courses and materials. 4. Is the link to the How To catalog that will display content and documents that will help with common questions or tasks. 5. Is the My Training area that shows a list of all of the courses you are enrolled in.

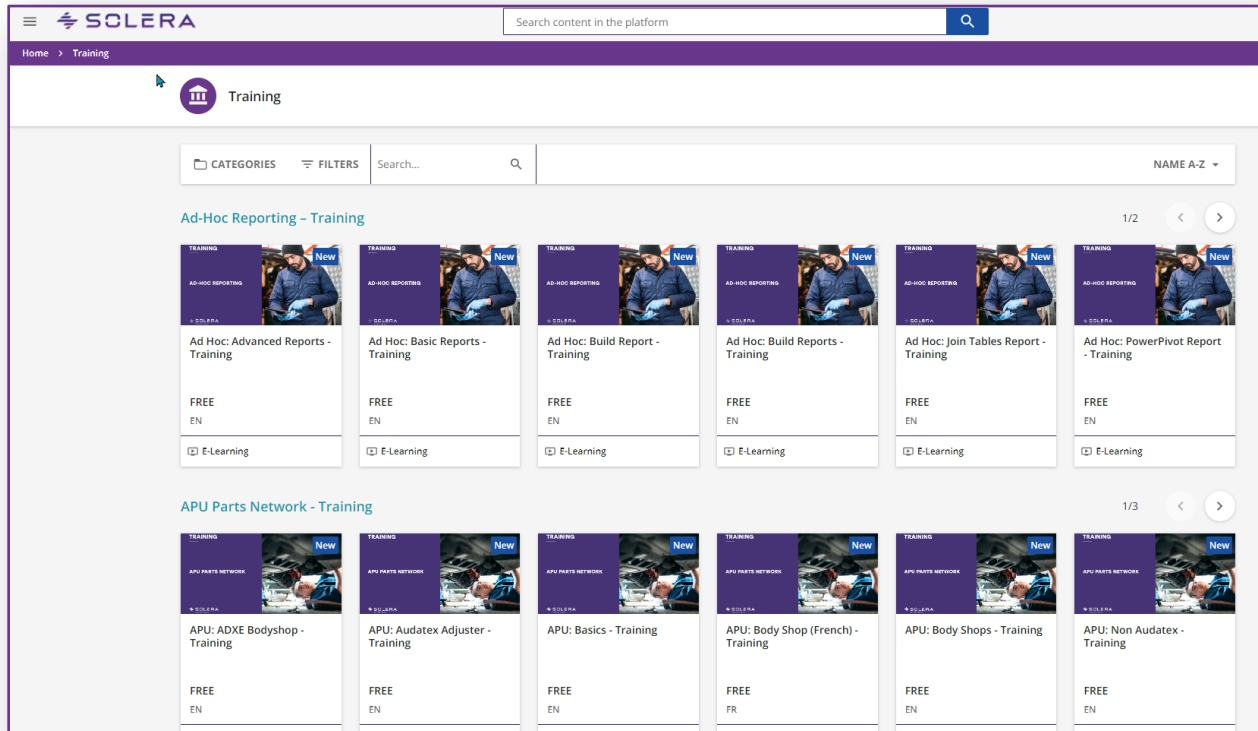
Figure 5 Solera University™ Home Page



Finding and Enrolling in Courses

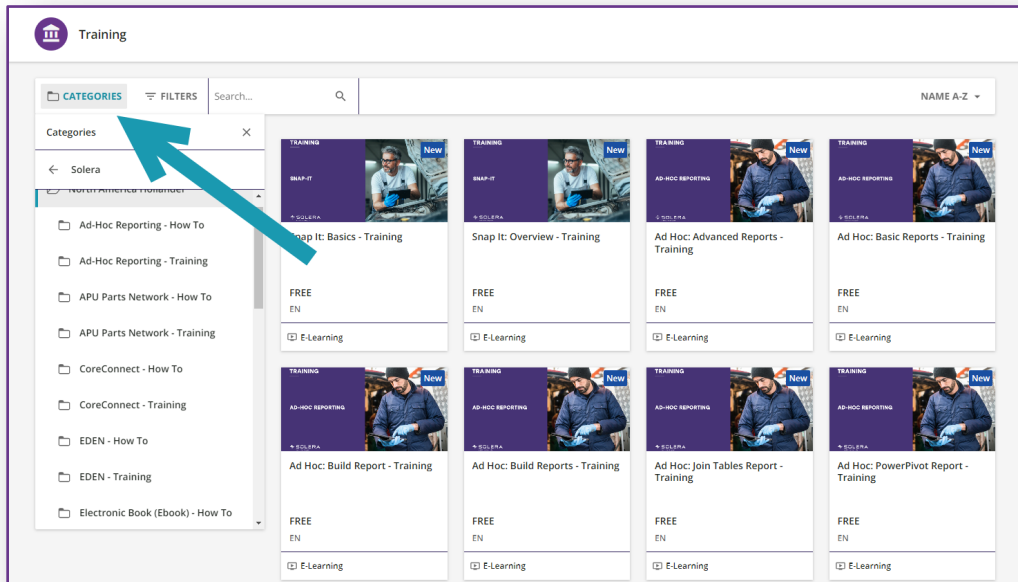
To find courses in which to enroll, click on the “View” button on the Training or How To section of the home page (#3 or #4 on the image above). Here you will find the catalog.

Figure 6 Training Catalog



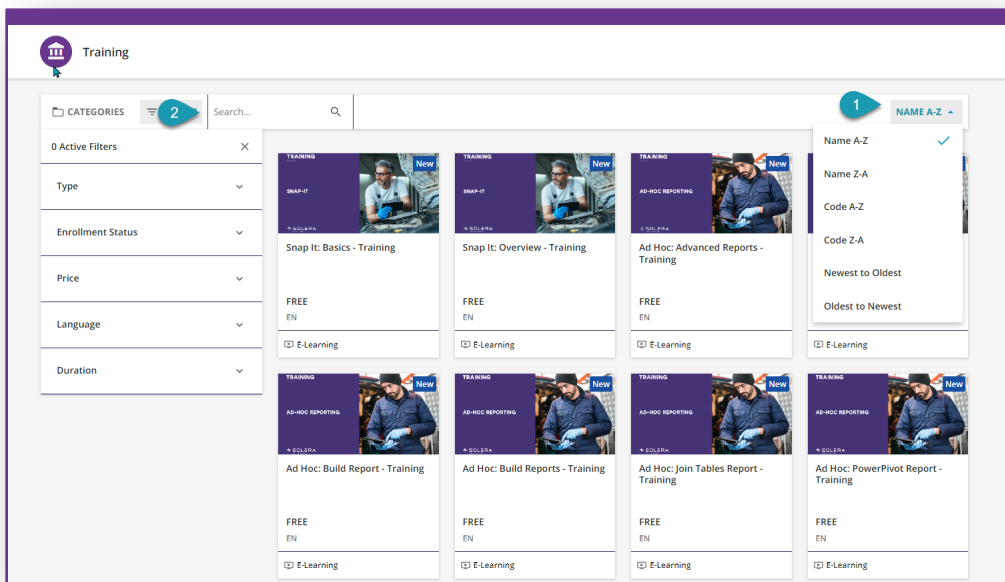
There are many ways to find the course you are looking for. You may sort by categories.

Figure 7 Sort by Training Category



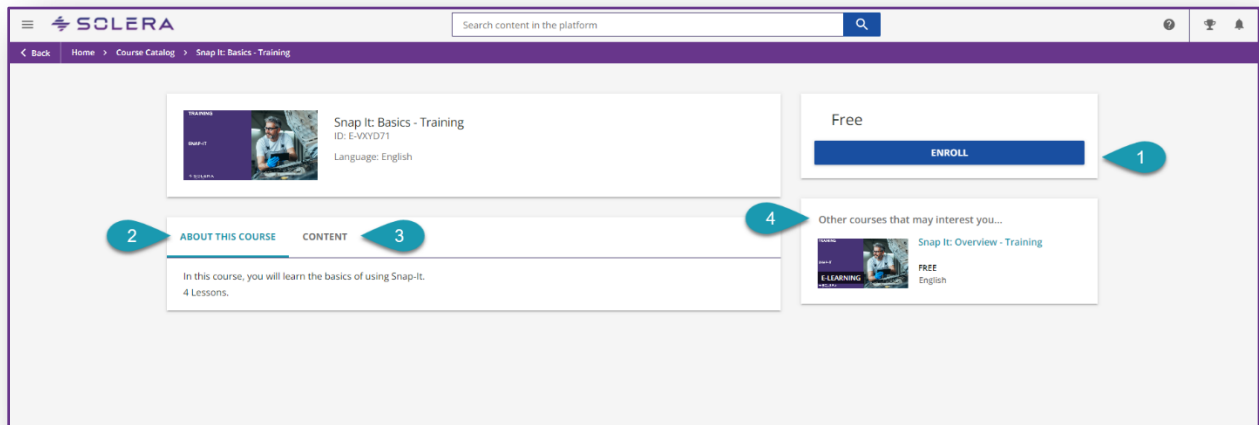
You may also sort by name or newest/oldest (#1 on the image below) or you can search by typing in the name of the course (#2 on the image below).

Figure 8 Sort by Name or Search by Name



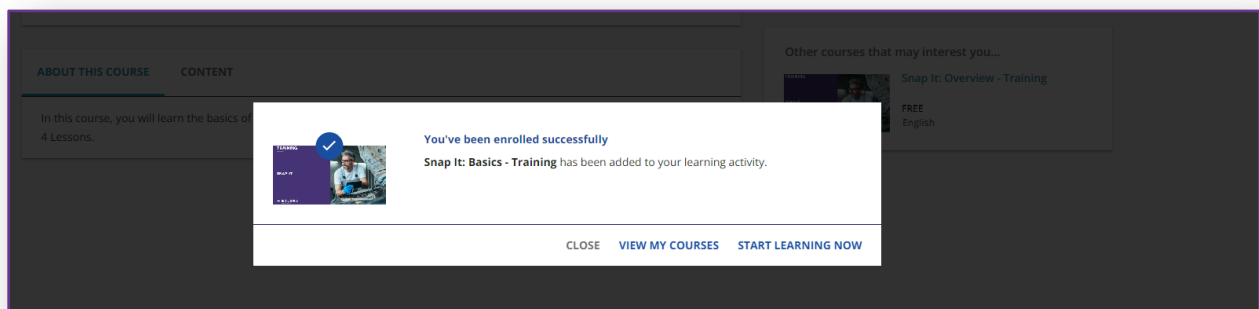
Once you find the course you need, click the thumbnail link. On this page you will find information about this course. 1. The Enroll button to enroll in the course. 2. Basic course synopsis. 3. The number of materials included in the course. 4. Other courses that may interest you based on this course.

Figure 9 Course Information



You can search through any course without commitment until you find the course you need. Click the back button to return to the catalog. To enroll in the course, click the enroll button. You will see the box below as confirmation you have enrolled in the course. From here you may view all of the courses you have enrolled in, or you may start the course.

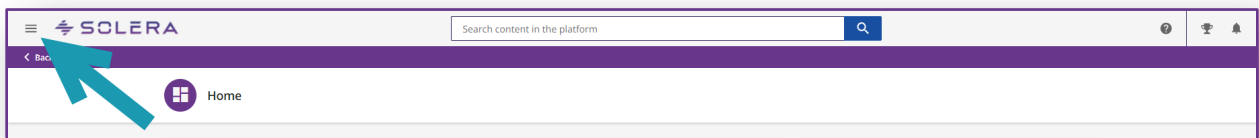
Figure 10 Enrollment Confirmation



Editing Your Profile

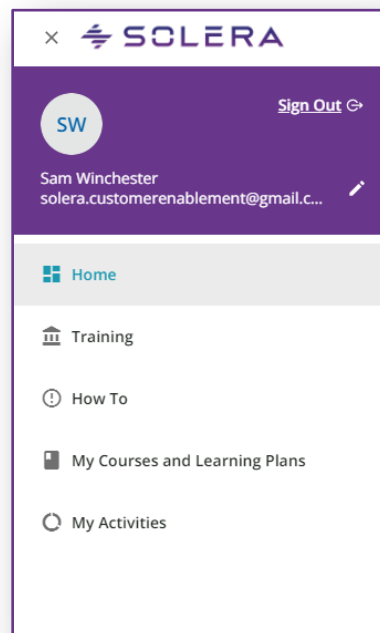
If you need to edit your profile, especially if you need to change the LMS language, click the hamburger icon in the top left-hand corner next to the Solera Logo. This is the User Menu.

Figure 11 User Menu



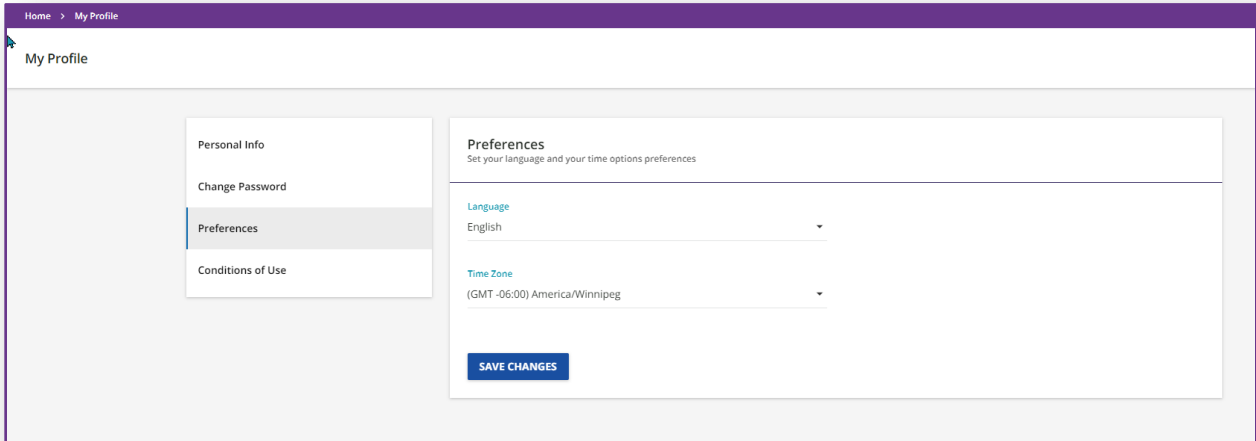
To edit your profile, click the pencil icon at the end of your information.

Figure 12 Edit Profile



From here you can add an avatar (under personal info), change your password, and select preferences. This is where you establish your LMS language and set your time zone. Remember to save changes when you are finished on each page.

Figure 13 Set Language Preference



Home > My Profile

My Profile

- Personal Info
- Change Password
- Preferences**
- Conditions of Use

Preferences

Set your language and your time options preferences

Language
English

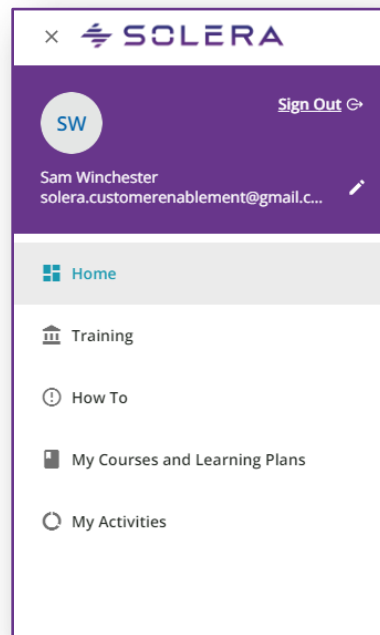
Time Zone
(GMT -06:00) America/Winnipeg

SAVE CHANGES

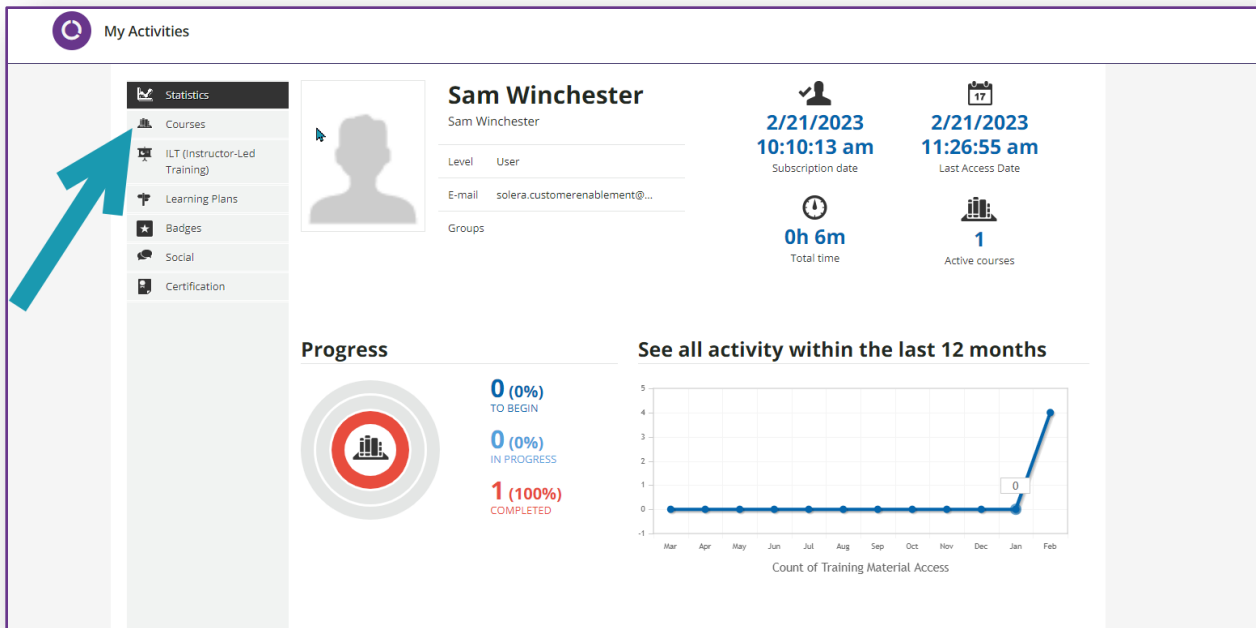
The “My Activities” Section

There may be instances where it may be important to provide proof of completion. In order to do this return to the user menu (the hamburger icon at the top left-hand corner). Click on the “My Activities” link.

Figure 14 My Activities

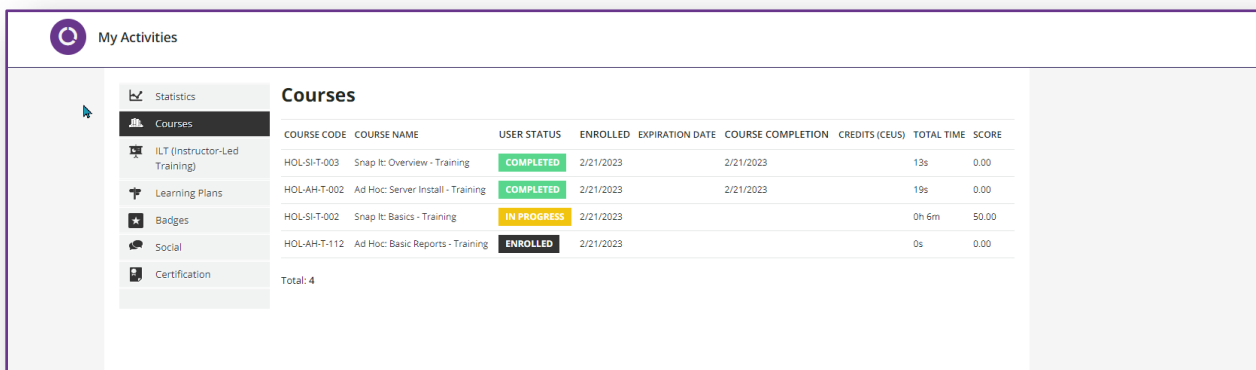


This link takes you to a dashboard of all your activities for the last 12 months. From this dashboard you can see your overall user statistics, any courses, learning plans or Instructor Lead Trainings you are enrolled in. You may also see any certifications or badges you have earned. Just click the appropriate links. It is under the “Courses” link that you will find completion information.



If you click the courses link. A list of all the course you are enrolled in will appear. Under the “User Status” Column. In this column you can see a list of courses that are “Enrolled,” “In Progress” and “Completed. You can sort by click this column to find the courses completed. Take a screen capture, save and use as needed for proof of completion.

Figure 15 Course Completion



My Activities

Courses

COURSE CODE	COURSE NAME	USER STATUS	ENROLLED	EXPIRATION DATE	COURSE COMPLETION	CREDITS (CEUS)	TOTAL TIME	SCORE
HOL-SI-T-003	Snap It: Overview - Training	COMPLETED	2/21/2023	2/21/2023			13s	0.00
HOL-AH-T-002	Ad Hoc: Server Install - Training	COMPLETED	2/21/2023	2/21/2023			19s	0.00
HOL-SI-T-002	Snap It: Basics - Training	IN PROGRESS	2/21/2023				0h 6m	50.00
HOL-AH-T-112	Ad Hoc: Basic Reports - Training	ENROLLED	2/21/2023				0s	0.00

Total: 4

Additional Support

Please contact your Product Support team if you need additional assistance with Solera University™.

Requesting instructor-led training in French

For instructor-led training, please contact your product support team, and they will assist in scheduling an appointment with an instructor.