SOLERA

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.
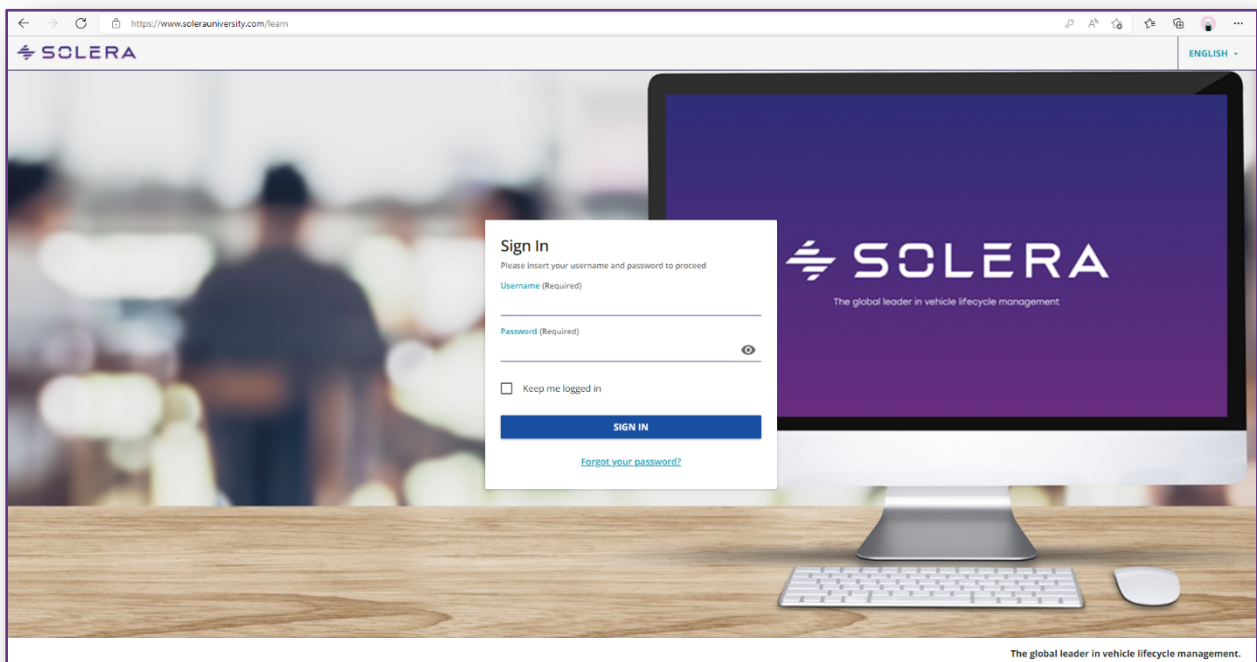
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Logging in to Solera University™

Open a browser and navigate to this URL: (Don't forget to bookmark this link)
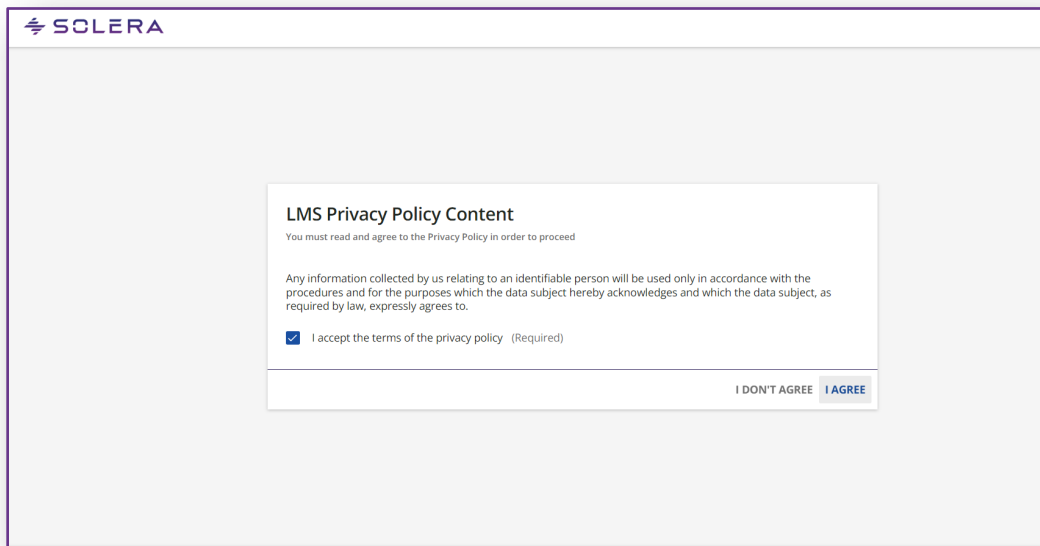
https://www.solerauniversity.com/learn

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

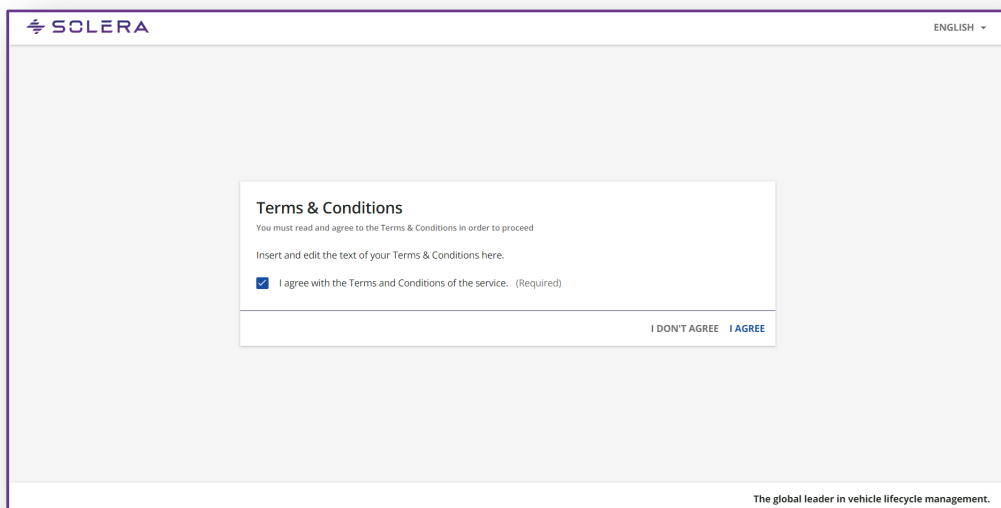*Figure 3 Solera University™ Terms & Conditions*

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

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
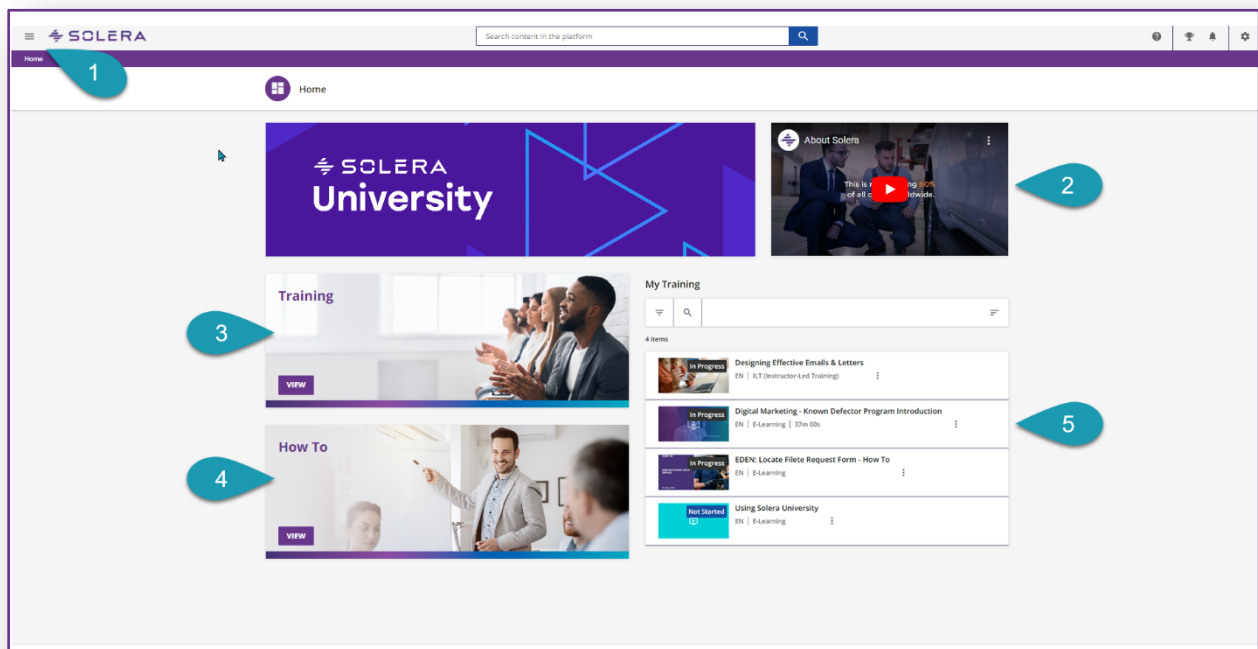
Finding and Enrolling in Courses

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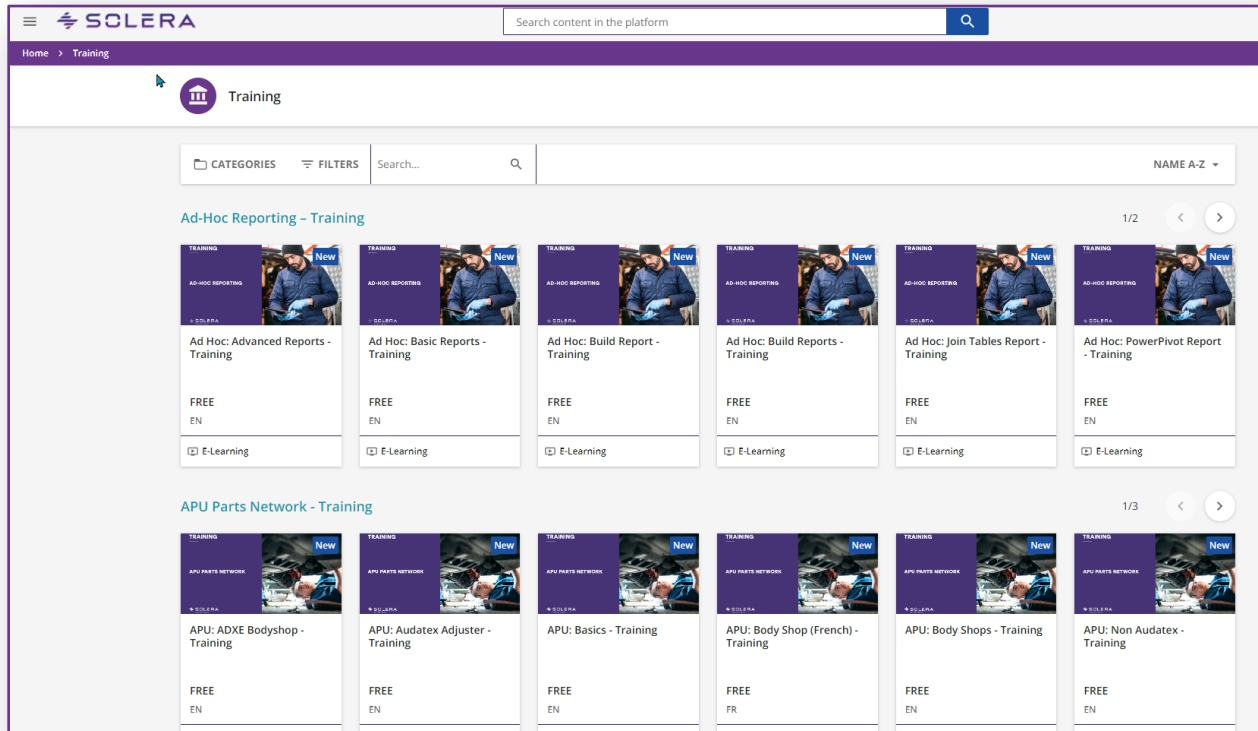
There are many ways to find the course you are looking for. You may sort by categories.

Figure 7 Sort by Training Category
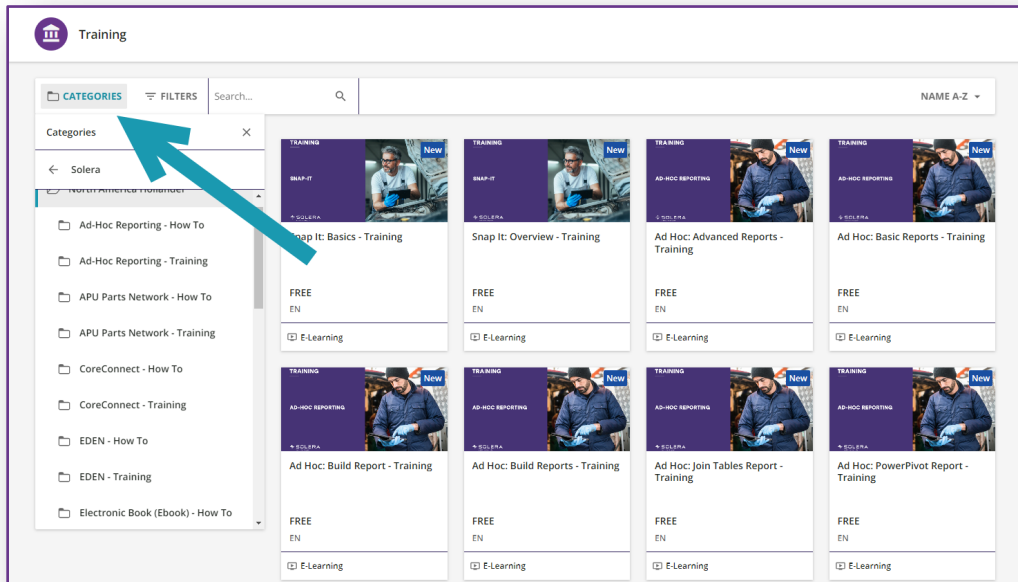
You may also sort by name or newest/oldest (#1 on the image below) or you can search by typing in the name of the course (#2 on the image below).

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 bu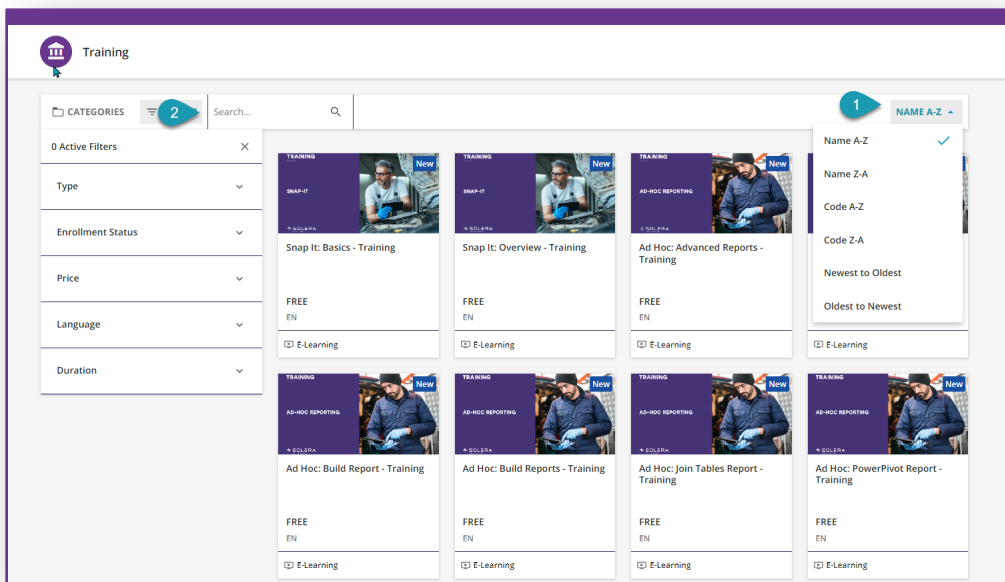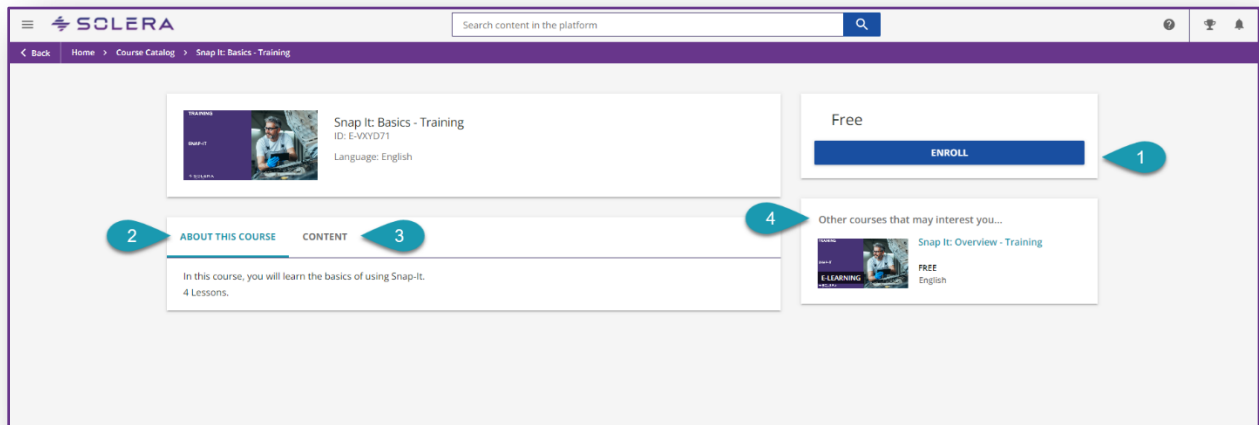tton to enroll in the course. 2. Basic course synopsis. 3. The number of materials included in the course. 4.Other courses that may interest you based on this course.

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.
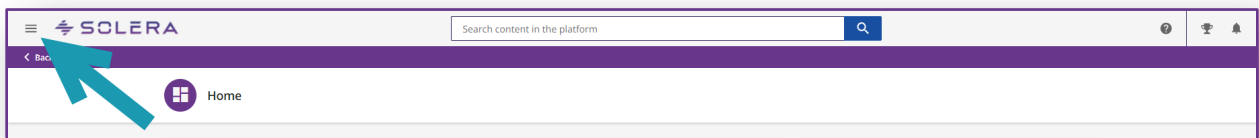
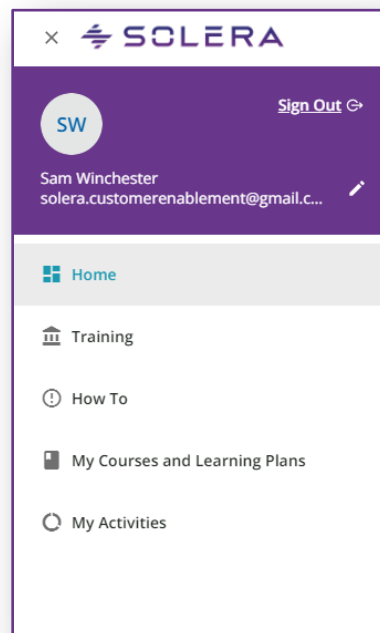*Figure 10 Enrollment Confirmation*
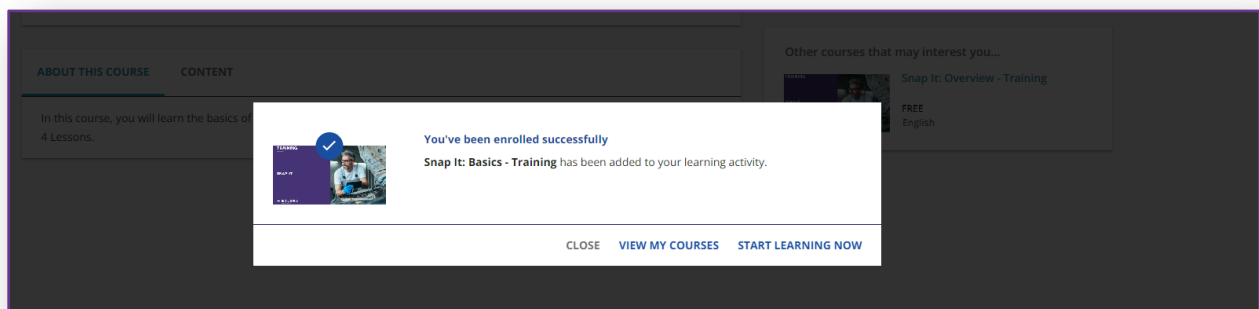
Editing Your Profile

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.
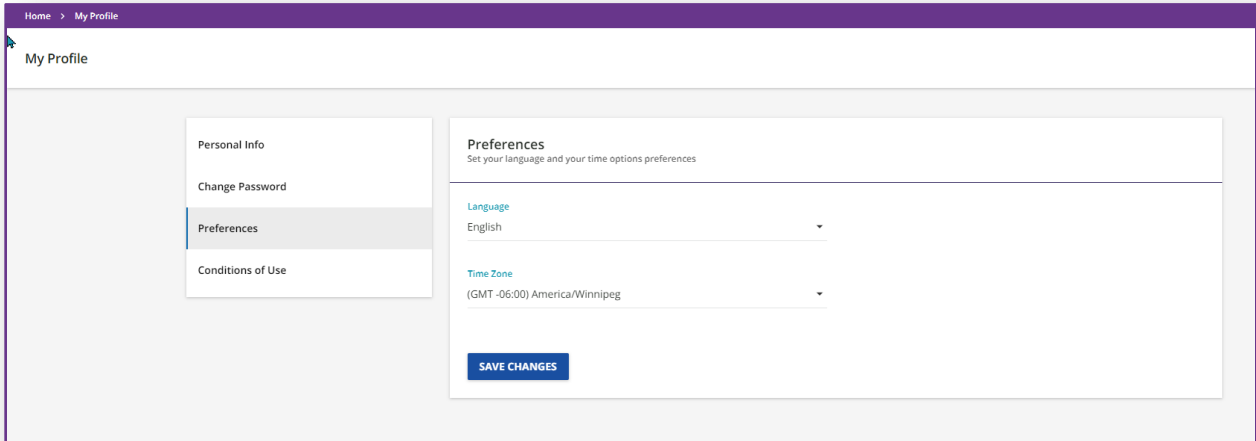
Figure 11 User Menu

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

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.
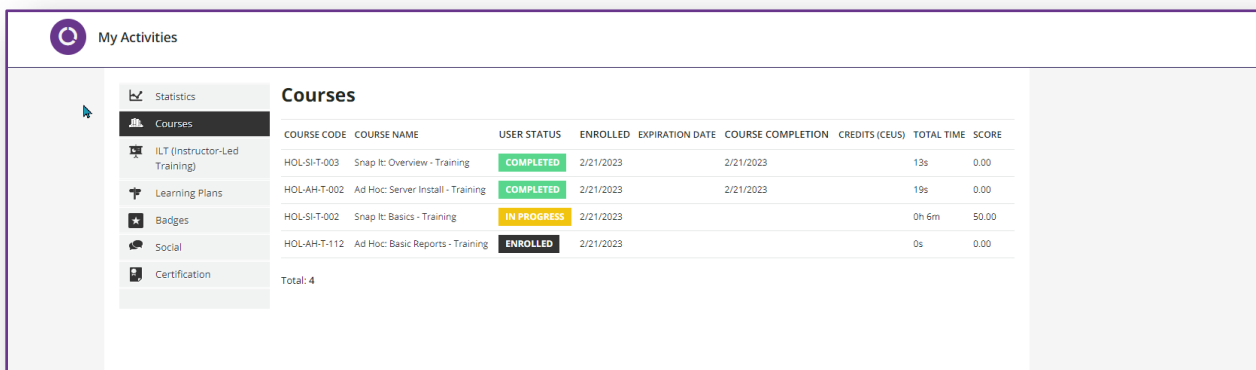
Figure 14 My Activities
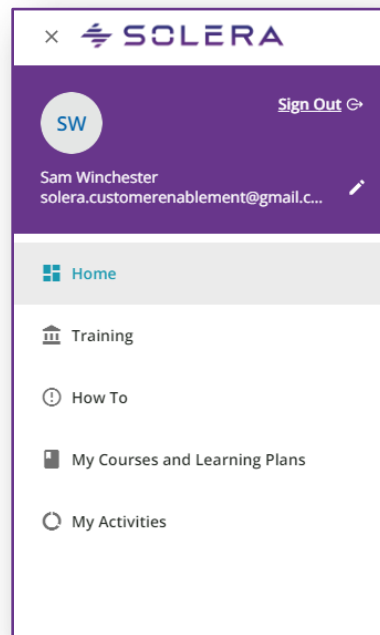
This link takes you to a dashboard of all your activities for the last 12 months. From this dashboard you can see your overall user statistics, any courses, learning plans or Instructor Lead Trainings you are enrolled in. You may also see any certifications or badges you have earned. Just click the appropriate links. It is under the "Courses" link that you will find completion information.
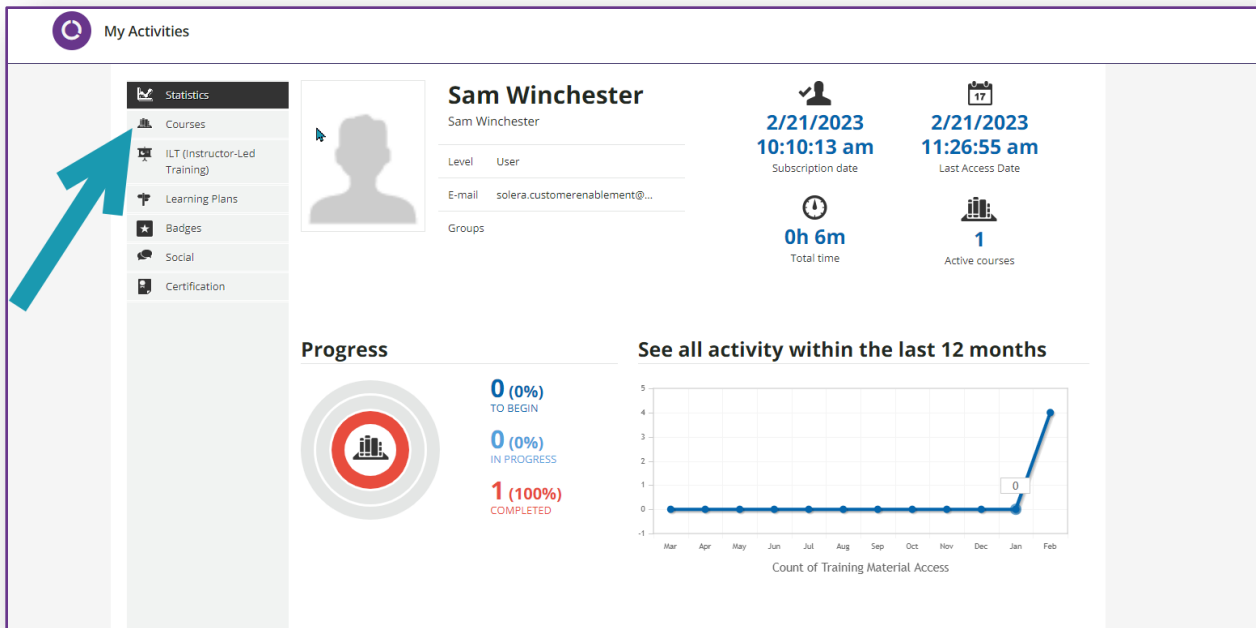
If you click the courses link. A list of all the course you are enrolled in will appear. Under the "User Status" Column. In this column you can see a list of courses that are "Enrolled," "In Progress" and "Completed. You can sort by click this column to find the courses completed. Take a screen capture, save and use as needed for proof of completion.

Figure 15 Course Completion

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.