

## 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.*

### Our Goal

Together, Traver Technologies and Mitsubishi Motor Sales of Canada are embarking on a Lease Optimization program that will provide tremendous benefits to Mitsubishi dealers across the country. We are excited to announce that beginning June 2014 we will be delivering online live workshops targeting the improvement of lease penetration throughout Canada.

These live and interactive courses will focus your team on practical skills to grow your leasing sales. Selling more effectively demands a greater knowledge and proficiency from everyone involved in the selling process. For this reason, we are strongly encouraging you to take advantage of these courses.

This powerful and required training is available to all Mitsubishi sales and management personnel. This is live and very interactive training that is being offered at no extra cost to all Mitsubishi dealerships. Each course is only approximately 25-30 minutes in length and the courses will be offered multiple times allowing your employees many opportunities to take advantage of the training.

### Login Instructions

Access the training by going through Mitsubishi GoFar Academy. On your first visit you will need to complete the “Enroll” process prior to taking any courses.

Simply complete the form and click “Save” and then click on “Login” to access your Personal Education Plan.

Once you are registered you will only need to enter your existing Username and Password to access the training.

MITSUBISHI MOTORS

> BOU Administrator | > Instructions & Support | > Enroll | > Login | > Home

Complete this form only once. Submitting multiple enrollments could potentially create duplicate profiles.  
If you have already completed this enrollment form, click Login above to attend class.

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Store #: \_\_\_\_\_

Please select your role:  
 Mitsubishi Field Team/Corporate  
 Dealership Sales Manager/Executive-level Manager  
 Dealership Sales Professional

Username: \_\_\_\_\_  
Password: \_\_\_\_\_  
Verify Password: \_\_\_\_\_

Save



**username:** Use the same Username and Password you use to access your other Mitsubishi training courses.

**Password:** Use the same password you use to access your other Mitsubishi training.

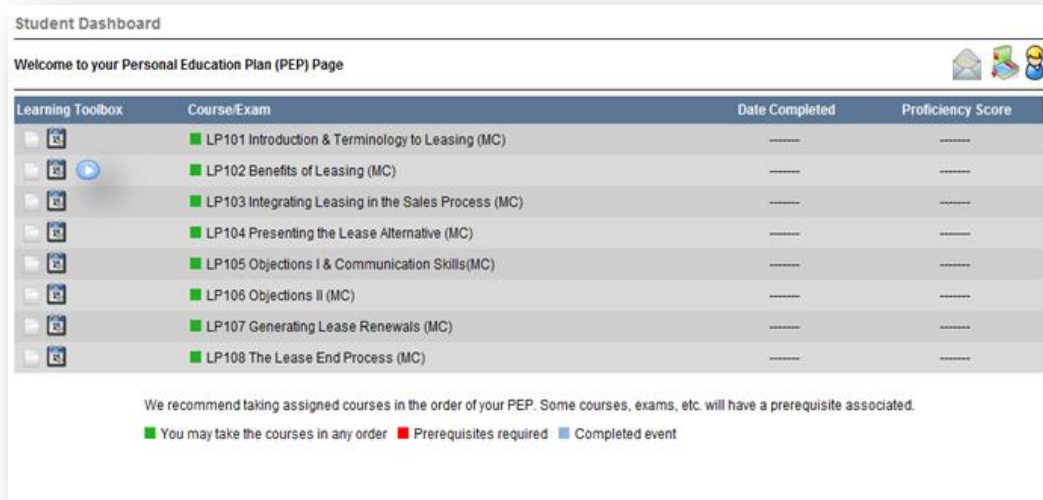
**For example, John Doe's Username is: jdoe and Password is: lancer123**

*Use Manage Profile to change your password at any time. Details below.)*

## Student Dashboard

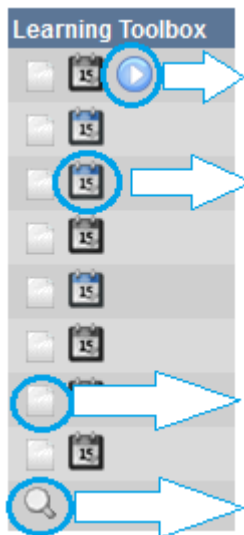
Upon logging in, your home page will default to your Student Dashboard.

Here, you will find your course listings, resource links, reminder scheduling tool, course completion dates and test score.



**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



**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. The scheduled classes for that particular course are displayed on the calendar by dark boxes. 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.

**Magnifying glass** – This icon will launch your Proficiency Test. The icon becomes activated after you complete the prerequisites for your test.

## Ready to Begin


You must enroll in the training first by clicking on the “Enroll” link at [www.MitsubishiOnlineTraining.com](http://www.MitsubishiOnlineTraining.com) to establish your student profile and have access to the courses. When you are ready to attend class at the scheduled time, click “Login” enter your created Username and Password and then click the blue Play icon in your student dashboard:

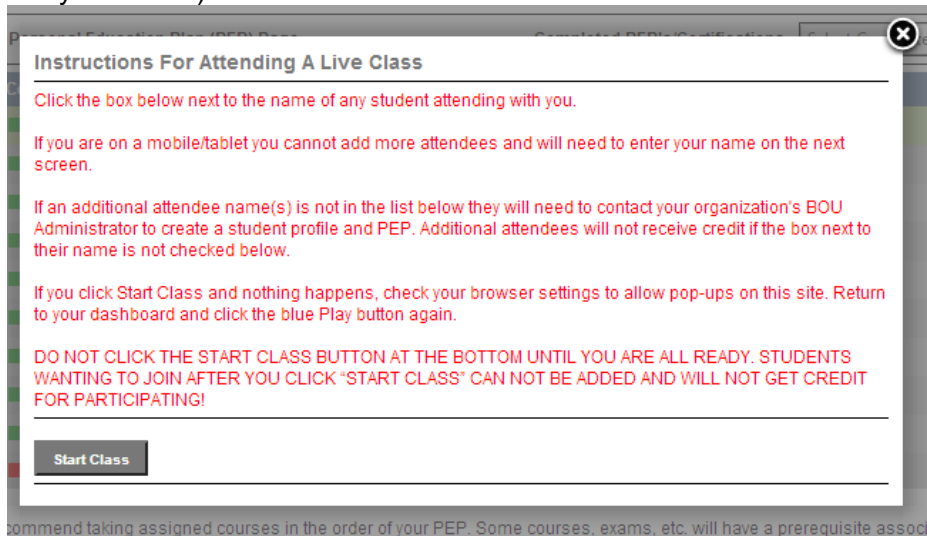


**IMPORTANT:** Your information must match your student profile exactly. To verify your profile credentials, access **Manage Profile** located on your Student Dashboard page.



## To Join Class

- Click on the 
- Add **other** students that are joining the course with you at your workstation. (You will not see your name)



- Click **Start Class** and you will be directed straight into the classroom.

**Dial the Conference line: 844-929-8478 Student Access Code 474 158#**

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