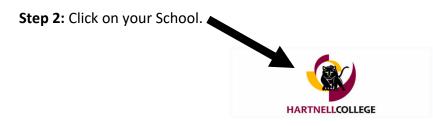
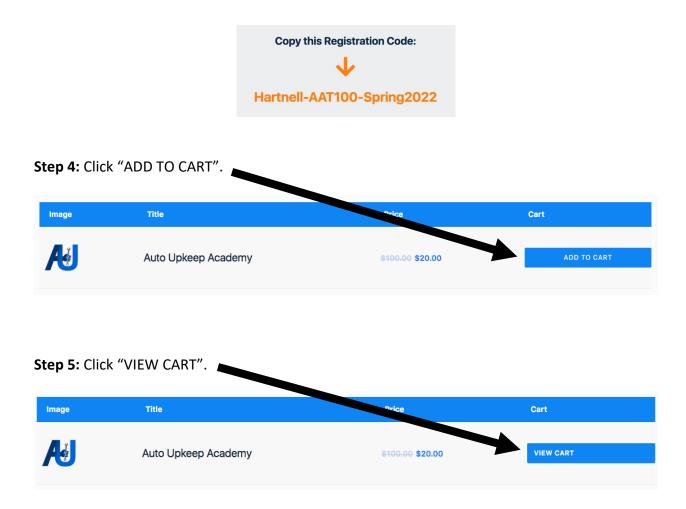
## How to Access Your Course Curriculum

Step 1: Go to https://academy.autoupkeep.com/schools/.



**Step 3:** Copy your Registration Code from the webpage. (For example, "Hartnell-AAT100-Spring2022".)

**NOTE:** "Hartnell-AAT100-Spring2022" is for Hartnell College. If you don't know your School's Registration Code, ask your instructor.



## Step 6: Click "Proceed to checkout".

| SUBTOTA             | QUANTITY | PRICE    | PRODUCT             |   |
|---------------------|----------|----------|---------------------|---|
| \$20.0              | 1        | \$20.00  | Auto Upkeep Academy | × |
| Update cart         |          |          |                     |   |
| \$20.0              |          | SUBTOTAL |                     |   |
| \$20.0              |          | OTAL     |                     |   |
| Proceed to checkout |          |          |                     |   |

**Step 7**: Complete the form and enter/paste your Registration Code at the bottom of the checkout page.

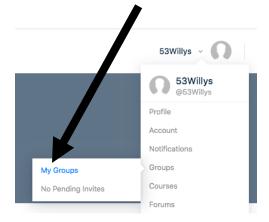
| BILLING DETAILS             |                                | YOUR ORDER               |  |                       |
|-----------------------------|--------------------------------|--------------------------|--|-----------------------|
| First name *                | Last name *                    | PRODUCT                  |  | TOTAL                 |
| Company name (optional)     |                                | × Ad                     | Auto Upkeep Academy<br>QTY: 1  | \$20.00               |
| Company name (optional)     |                                |                          | SUBTOTAL   | \$20.00               |
| Country / Region *          |                                |                          | TOTAL  | \$20.00               |
| United States (US)          |                                |                          |  |                       |
| Street address *            |                                | PayPal 🛶                 | -  |                       |
| House number and street     | name                           | Pay via PayP<br>account. | al; you can pay with your credit card if you   | u don't have a PayPal |
| Apartment, suite, unit, etc | (optional)                     |                          |  |                       |
| Town / City *               |                                | your experie             | al data will be used to process your<br>nee throughout this website, and fo<br>our privacy policy. |                       |
| State *                     |                                | I have re                | ad and agree to the website terms  | and conditions *      |
| California                  |                                | ~                        | PayPal   |                       |
| ZIP •                       |                                |                          | <b>P</b> Payrai  |                       |
|                             |                                |                          | 🖡 PayPal CREDIT  |                       |
| Phone *                     |                                |                          | Debit or Credit Card   |                       |
| Email address *             |                                |                          | Powered by PayPal  |                       |
|                             |                                |                          |  |                       |
| Account username *          |                                |                          |  |                       |
| Username                    |                                |                          |  |                       |
| Create account password     | •                              |                          |  |                       |
| Password                    |                                | *                        |  |                       |
| ADDITIONAL INFORMATION      | i                              |                          |  |                       |
| Order notes (optional)      |                                |                          |  |                       |
| Notes about your order, e.  | g. special notes for delivery. |                          |  |                       |
| Enter Registration C        | code                           |                          |  |                       |
| Enter Registration Code *   |                                |                          |  |                       |
| Hartnell-AAT1               | 00-Spring2022                  |                          |  |                       |

Step 8: Complete checkout.

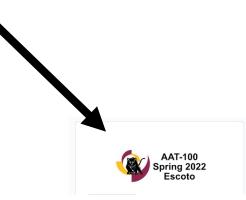
Step 9: Click "Start Academy Courses".

| Auto Upkeep Academy<br>Courses:       1       220 <ul> <li>Common Problems and Roadside Emergencies Course</li> <li>Automotive Accessories Course</li> <li>Colong System Course</li> <li>Supersion, Steering, and Tires Course</li> <li>Going System Course</li> <li>Cooling System Course</li> <li>Cooling System Course</li> <li>Cooling System Course</li> <li>Lubrication System Course</li> <li>Electrical System Course</li> <li>Lubrication System Course</li> <li>Autor and Climate Control Course</li> <li>Autor and Climate Control Course</li> <li>Autor and Climate Course</li> <li>Auto Care and Cleaning Course</li> <li>Auto Care Mork Course</li> <li>Autor Care and Climate Course</li> <li>Autor Care and Climating Course</li> <li>Autor Care and Climating Course</li> <li>Autor Care Biolities Course</li> <li>Stept Around the Automobile Course</li> <li>Automotive Expenses Course</li> <li>Buying an Automobile Course</li> <li>Stri N/A</li> </ul> |              | PRODUCT  |     | QTY | то   |
|--|--------------|--|-----|-----|------|
| Start Academy Courses  | AJ           | Courses:<br>- Common Problems and Roadside Emergencies Cou-<br>- Automotive Accessories Course<br>- Alternative Fuels and Designs Course<br>- Erhaust and Emission System Course<br>- Braiking System Course<br>- Braiking System Course<br>- Ignition System Course<br>- Lubrication System Course<br>- Lubrication System Course | rse | 1   | \$20 |
|  |              | Fluid Level Check Course     Auto Care and Cleaning Course     How Cars Work Course     Tools and Equipment Course     Safety Around the Automobile Course     Repair Facilities Course     Automotive Expenses Course     Buying an Automobile Course   |     |     |      |
|  | Start Academ | Fluid Level Check Course     Auto Care and Cleaning Course     How Cars Work Course     Tools and Equipment Course     Safety Around the Automobile Course     Repair Facilities Course     Automotive Expenses Course     Buying an Automobile Course   |     |     | \$20 |

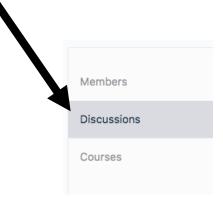
**Step 10:** Click on your "Username  $\rightarrow$  Groups  $\rightarrow$  My Groups".



Step 11: Click on your Group.



**Step 12:** Click on "Discussions" to see if your instructor has posted any directions on how to proceed.



**Please Note:** Some instructors use the school's Learning Management System (LMS), such as Canvas, Blackboard, Schoology, or Google Classroom to post instructions/discussions. Before beginning the curriculum, follow the directions from your instructor.

**Step 13:** Watch the video on the Help page to Learn How the Academy Works. <u>https://academy.autoupkeep.com/help/</u>

