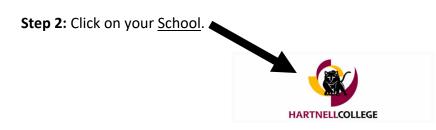
How to Access Your Course Curriculum

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



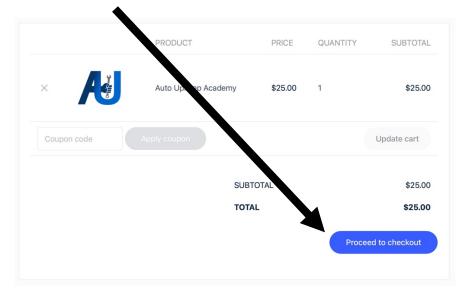
Step 3: Copy your <u>Registration Code</u> from the webpage.

If you don't know your School's Registration Code, ask your instructor.





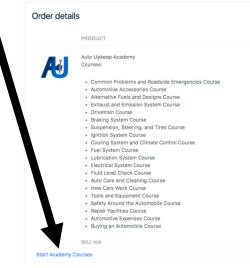
Step 7: Click <u>Proceed to checkout</u>. Do <u>**NOT**</u> put the Registration Code in the Coupon Code box.



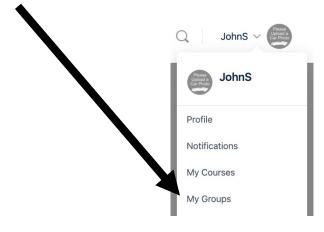
Step 8: Complete the form and enter/paste your <u>Registration Code</u> at the bottom of the checkout page.

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	Upkeep Academy
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	SUBTOTAL \$25.0
Country / Region *	TOTAL \$25.0
United States (US)	
treet address *	al new
House number and street name	Pay via PayPal; you can pay with your credit card if
	you don't have a PayPal account.
Town / City *	
ioni (out	PLEASE NOTE: When completing this page, do not use your Email
	address as your Username. Create a Username that is
State *	unique. Most people create Usernames that relate to
California	cars (for example 67Mustang, Ranger1, VWID4, Camry5,
ZIP Code *	Jeep4x4, etc.), something generic (for example
DP SORe -	Mechanic57, Tech1, etc.), or just using their first name (John1, Michael77, EmmaS, etc.). Make it simple and
	easy to remember. Do not use your full name in your
Phone *	Username. Your Username is used to log in. Once it is
	created, it cannot be changed. Your Username is not the
	name used on your Transcript. After you log in, you can change the way your name appears on your Transcript.
Email address *	This is explained in the "Academy Registration and
	Orientation" course.
	As soon as you purchase the Auto Upkeep Academy, you
Account username *	As soon as you purchase the Auto Upkeep Academy, you will receive instant access to all the courses using the
Username	As soon as you purchase the Auto Upkeep Academy, you
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Step 10: Click Start Academy Courses.



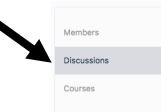
Step 11: Click on your <u>Username</u> \rightarrow <u>My Groups</u>.



Step 12: Click on your Group.



Step 13: Click on <u>Discussions</u> 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 14: Complete the <u>Academy Registration and Orientation</u> course to learn how the Academy works.



Step 15: Watch the video on the <u>Help</u> page. <u>https://academy.autoupkeep.com/help/</u>

