

How to Access Your Course Curriculum

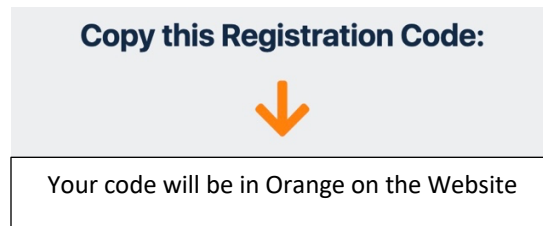
Step 1: Go to <https://academy.autoupkeep.com/schools/>.

Step 2: Click on your School.

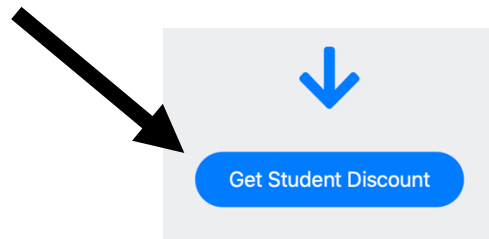


Step 3: Copy your Registration Code from the webpage.

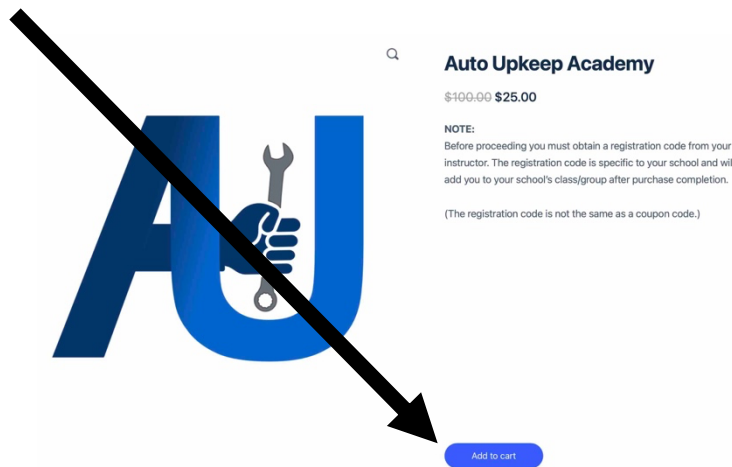
If you don't know your School's Registration Code, ask your instructor.



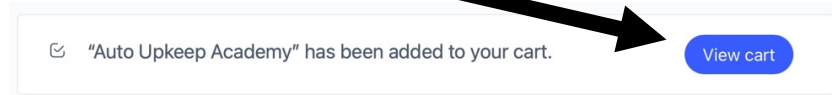
Step 4: Click Get Student Discount.



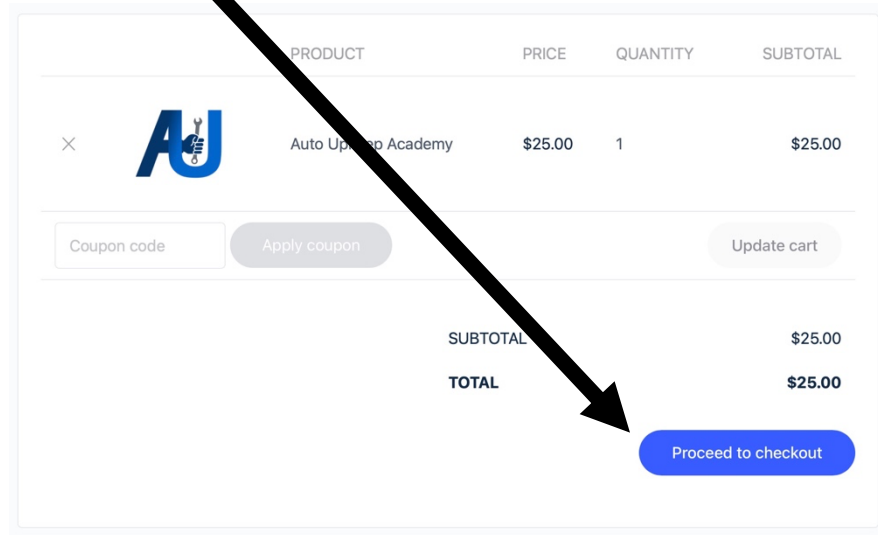
Step 5: Click Add to cart.



Step 6: Click View cart.



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



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

BILLING DETAILS

First name * Last name *

Company name (optional)

Country / Region *

Street address *

Town / City *

State *

ZIP Code *

Phone *

Email address *

Account username *

Create account password *


ADDITIONAL INFORMATION

Order notes (optional)

Enter Registration Code

Enter Registration Code *

YOUR ORDER

PRODUCT	TOTAL
 Auto Upkeep Academy	\$25.00
SUBTOTAL	\$25.00
TOTAL	\$25.00

PLEASE NOTE:
When completing this page, do not use your Email address as your Username. Create a Username that is unique. Most people create Usernames that relate to cars (for example 87Mustang, Ranger1, VWDA, Camry0, Jeep4x4, etc.), something generic (for example Mechanic57, Tech1, etc.), or just using their first name (John1, Michael77, Emma1, etc.). Make it simple and easy to remember. Do not use your full name in your 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. This is explained in the "Academy Registration and Orientation" course.

As soon as you purchase the Auto Upkeep Academy, you will receive instant access to all the courses using the login credentials (Username and Email) you created during checkout. If you selected more than 1 student at checkout, you will receive instructions within 24 hours on how to add users. If you are purchasing "Instructor" access, enter the Username and Email on this page for the Instructor. Your students will be added later. If you are purchasing for just one student, enter the Username and Email address that you want your student to use to log in.

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

☐ I have read and agree to the website [terms and conditions](#) *

[Pay via PayPal](#)

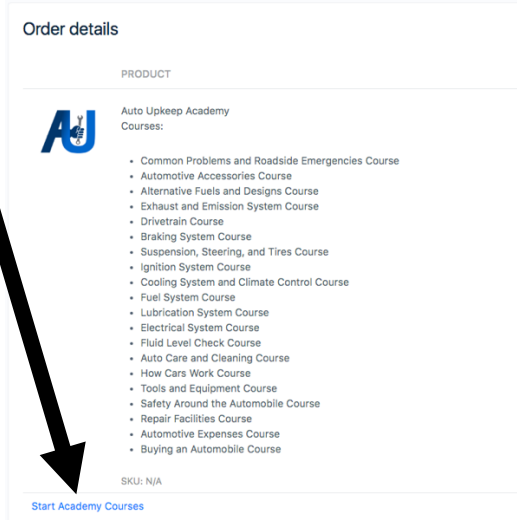
[Pay Later](#)

☐ Debit or Credit Card

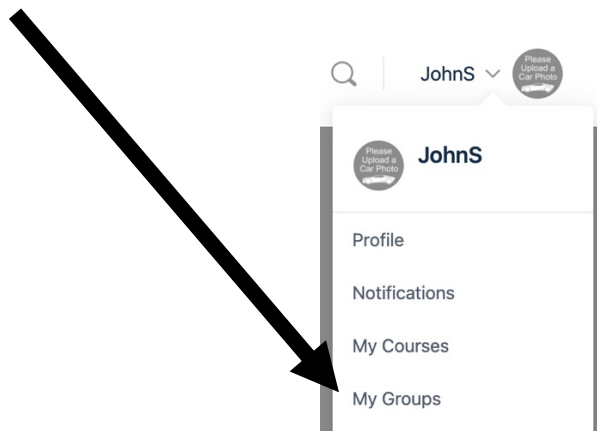
Powered by [PayPal](#)

Step 9: Complete checkout.

Step 10: Click Start Academy Courses.



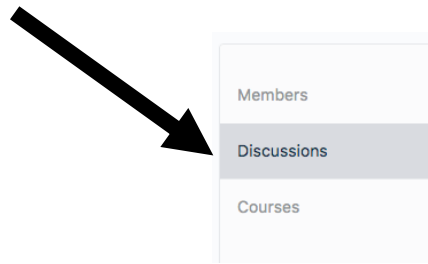
Step 11: Click on your Username → My Groups.



Step 12: Click on your Group.

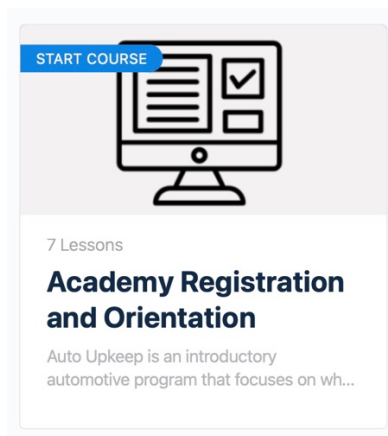


Step 13: Click on Discussions to see if your instructor has posted any directions on how to proceed.



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 14: Complete the Academy Registration and Orientation course to learn how the Academy works.



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

