



RTG University Guide

for **AXIS™** Retail Management System Users

Complete the following procedures as needed to access and use the **RTG University** Learning Management System (LMS).

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For assistance with any of these procedures, contact the RTG Training Team at RTGTraining@AcuSport.com.

To view this document's contents online, click [here to view the AXIS Online Guide](#).

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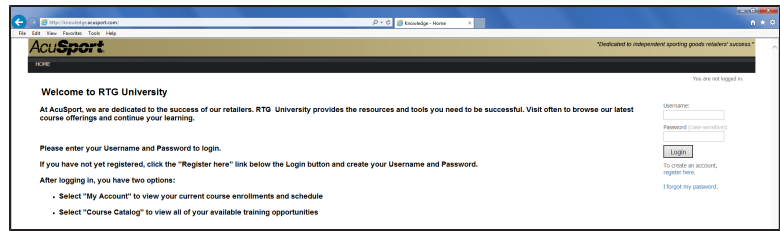
Publication Information

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Access the RTG University Website

Complete this procedure to navigate to the **RTG University** website.

1. Open a web browser and navigate to the following URL to display the **RTG University** welcome page:
<http://knowledge.acusport.com/>



2. Complete one of the following procedures as appropriate to identify yourself and display navigation tools at the top of the welcome page:
 - If you have not yet registered with **RTG University**, complete [Register with RTG University](#) to create your account.
 - If you are a returning **RTG University** user, complete [Log In to RTG University](#) to access your account.

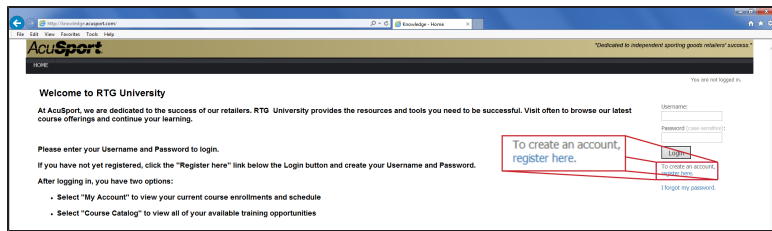
Note: For assistance with or more information about this procedure, contact the RTG Training Team at RTGTraining@Acusport.com.

Register with RTG University

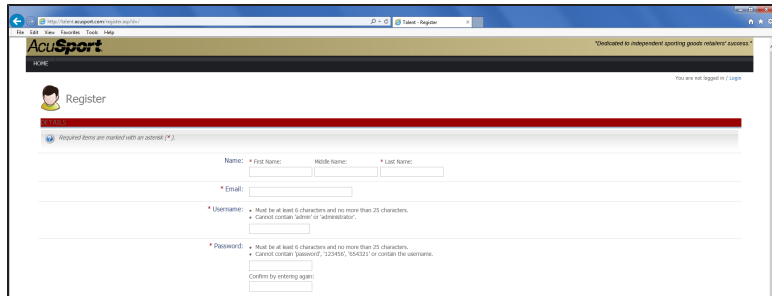
Complete this procedure to create your RTG University account.

1. Navigate to the **RTG University** welcome page.

Note: Refer to [Access the RTG University Website](#) for more information.



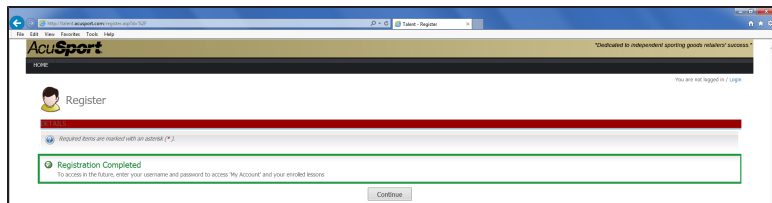
2. Click the **register here** option to display the **Register** page.



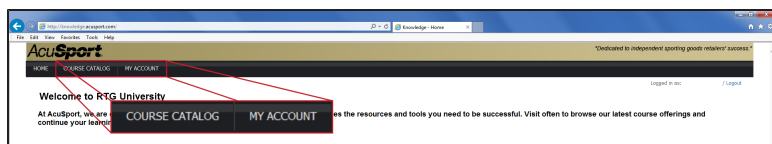
3. Complete the fields on this page:
 - Fields with a red asterisk are required.
 - Scroll down as needed to view the entire page.
 - Be sure to enter the correct store name in the **Acusport Store Name** field.

Note: This field is used to assign the registrant to a store-specific user group. All employees in a store must enter the exact same store name to join the same group.

4. Click the **Create Registration** button to display a **Registration Completed** message on the **Register** page.



5. Click the **Continue** button to display navigation tools at the top of the welcome page.



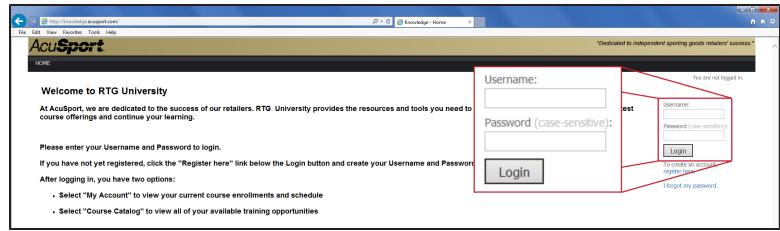
Note: For assistance with or more information about this procedure, contact the RTG Training Team at RTGTraining@Acusport.com.

Log In to RTG University

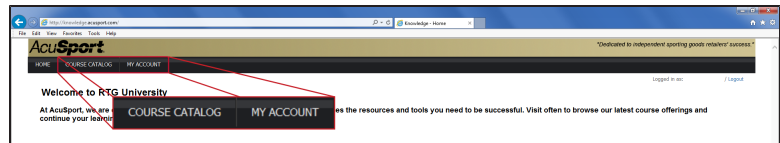
Complete this procedure to access your **RTG University** account.

1. Navigate to the **RTG University** welcome page.

Note: Refer to [Access the RTG University Website](#) for more information.



2. Enter your username in the **Username** field.
3. Enter your password in the **Password** field.
4. Click the **Login** button to display navigation tools at the top of the welcome page.

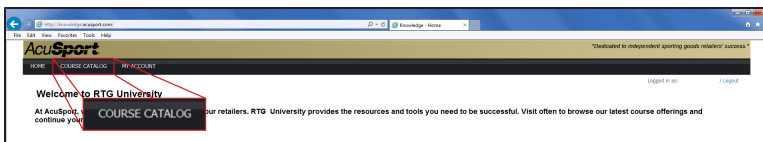


5. Complete the following procedures as needed to use the RTG University:
 - [Enroll in an RTG University Course](#)
 - [Complete an RTG University Course](#)

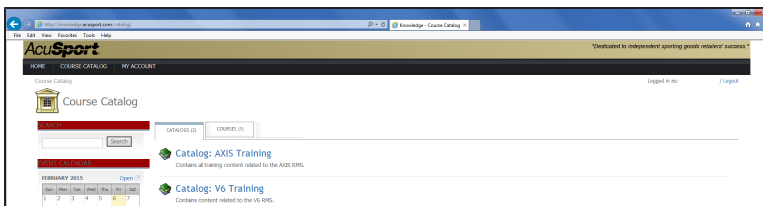
Enroll in an RTG University Course

Complete this procedure to enroll in an **RTG University** course.

1. **Log In to RTG University** to access your account and display navigation tools at the top of the welcome page.

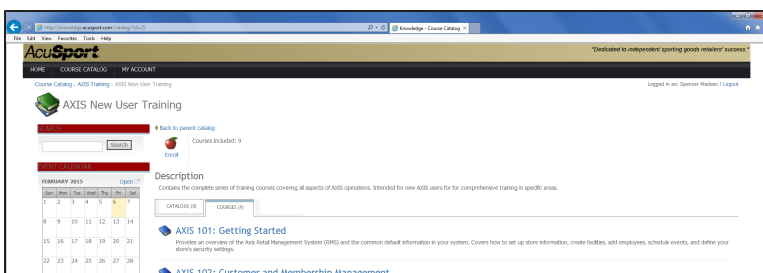


2. Click the **COURSE CATALOG** tab to display the **Course Catalog** page.

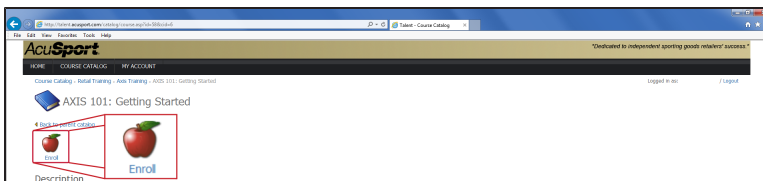


3. Click a catalog to display a list of available courses on the **COURSES** tab.

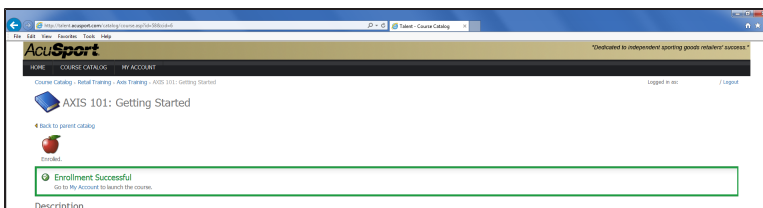
Note: If this procedure displays another list of catalogs on the **CATALOGS** tab, continue clicking catalogs as needed until a list of courses is displayed.



4. Click a course to display its details page.



5. Click the **Enroll** option to display an **Enrollment Successful** message on the details page.



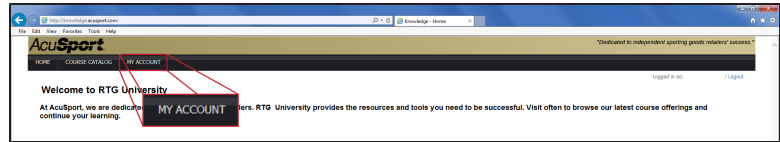
6. When appropriate, complete the course.

Note: Refer to **Complete an RTG University Course** for more information.

Complete an RTG University Course

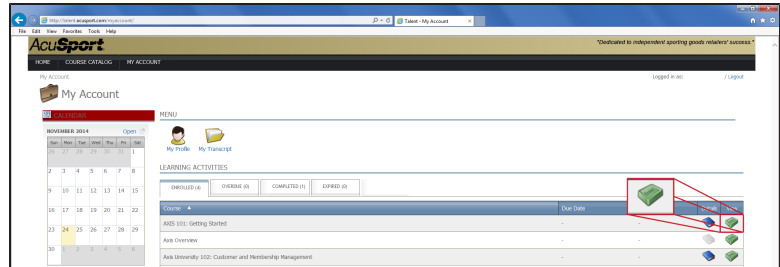
Complete this procedure to view an RTG University course.

1. [Log In to RTG University](#) to access your account and display navigation tools at the top of the welcome page.

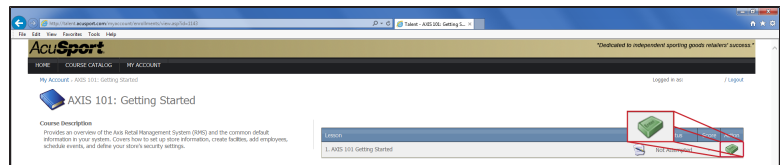


2. Click the **MY ACCOUNT** tab to display the **My Account** page.
3. If needed, click the **ENROLLED** tab to display a list of enrolled courses.

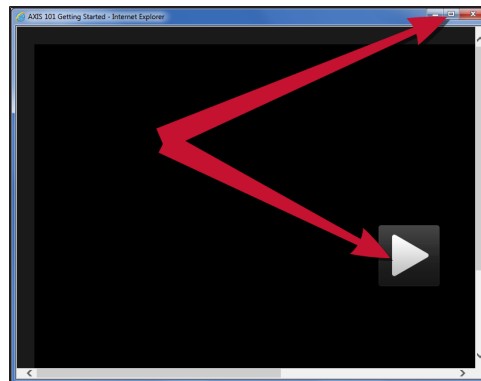
Note: Refer to [Enroll in an RTG University Course](#) for information on adding courses to this list.



4. Click a course's green **View** button to display its description page.



5. Click the course's green **Action** button to display a new window.



6. If desired, click the **Maximize** button in the upper right corner to expand the window to full screen mode and make volume and playback controls available during play.
7. Click the **Play** button to start the course.
8. Complete the course as directed.

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