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).

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**.

Notices

General

Trademarks and Credits

Legal Counsel

Publication Information

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/
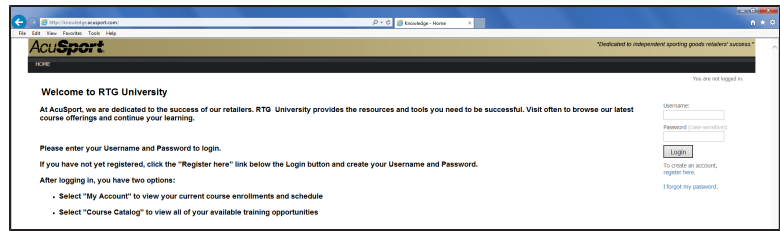
2. Complete one of the following procedures as appropriate to identify yourself and display navigation tools at the top of the welcome page:

   - 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.
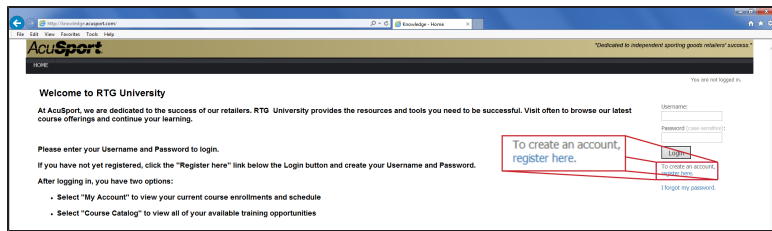
   Note: For assistance with or more information about this procedure, contact the RTG Training Team at **RTGTraining@AcuSport.com**.
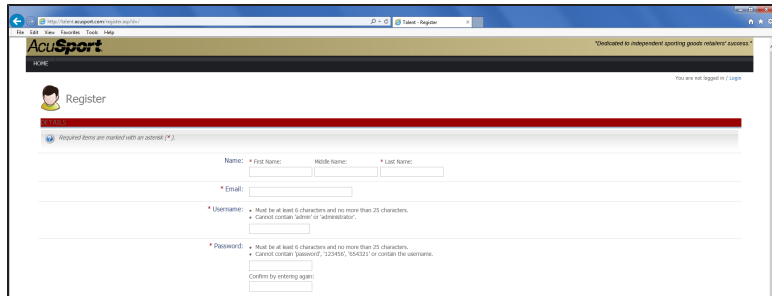
Register with RTG University

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.
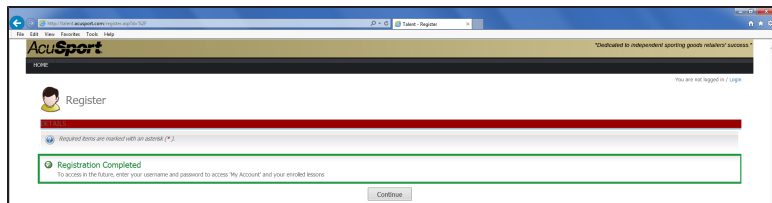
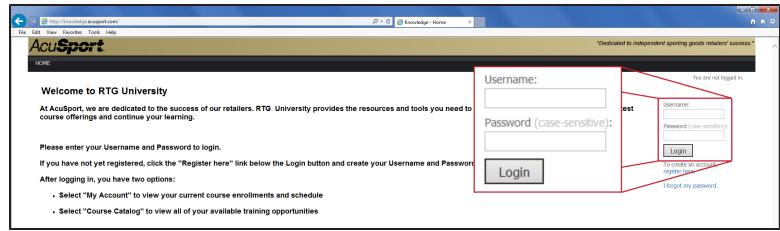5. Click the **Continue** button to display navigation tools at the top of the welcome page.
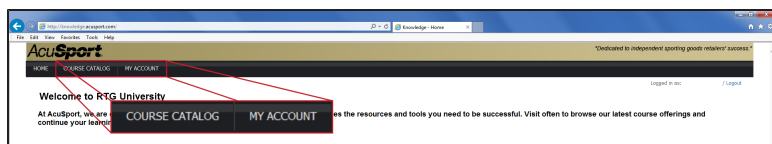
Note: For assistance with or more information about this procedure, contact the RTG Training Team at **RTGTraining@AcuSport.com**.

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.
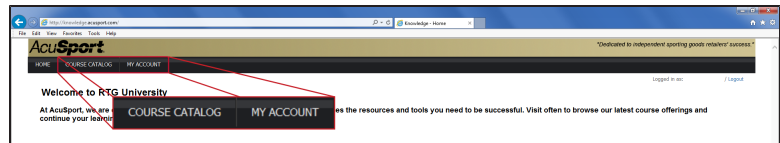
5. Complete the following procedures as needed to use the RTG University:

   - **Enroll in an RTG University Course**
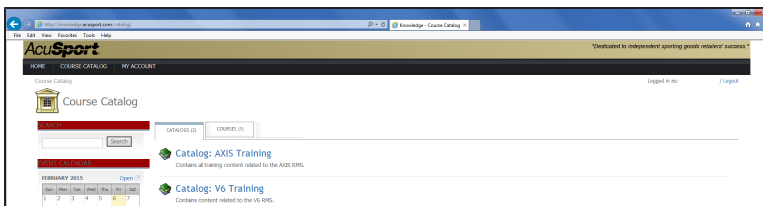   - **Complete an RTG University Course**

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.
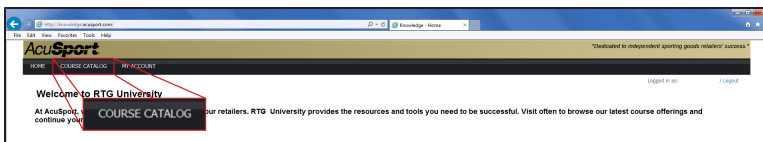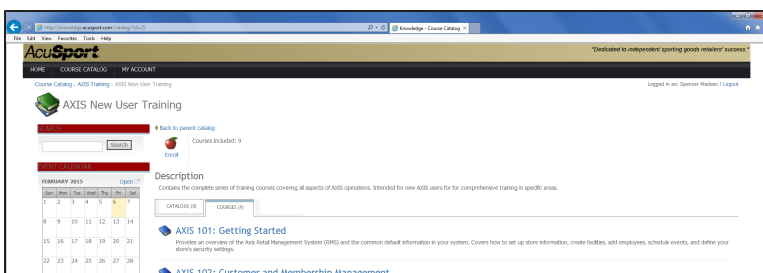

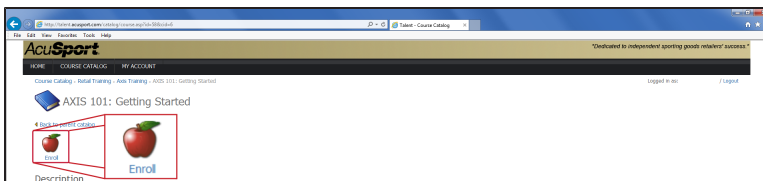2. Click the **COURSE CATALOG** tab to display the **Course Catalog** page.

3. Click a catalog to display a list of available courses on the **COURSES** tab.
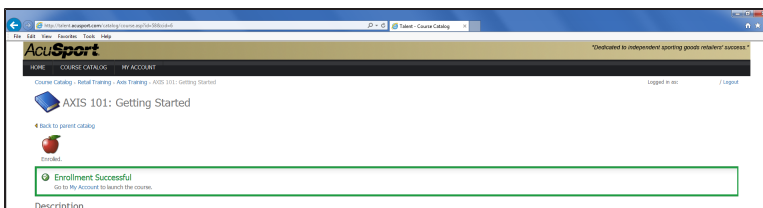
   Note: If this procedure displays another list of catalogs on the **CATALOGS** tab, continue clicking catalogs as needed until a list of courses is displayed.

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.
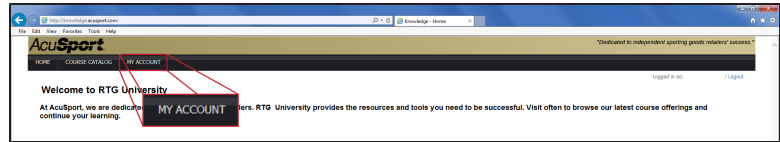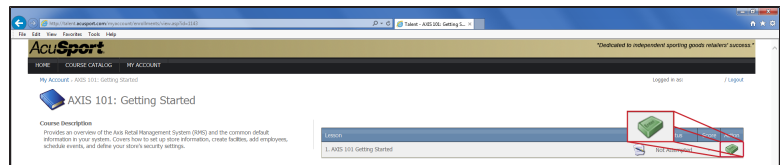

2. Click the **MY ACCOUNT** tab to display the **My Account** page.

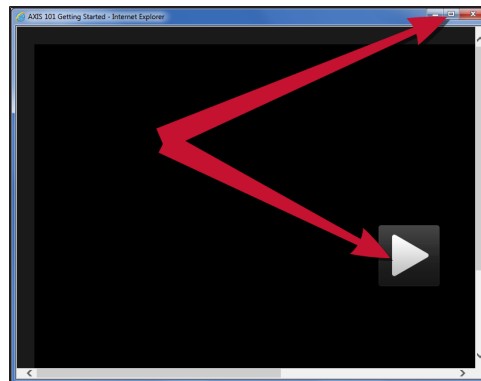3. If needed, click the **ENROLLED** tab to display a list of enrolled courses.

   Note: Refer to **Enroll in an RTG University Course** for information on adding courses to this list.
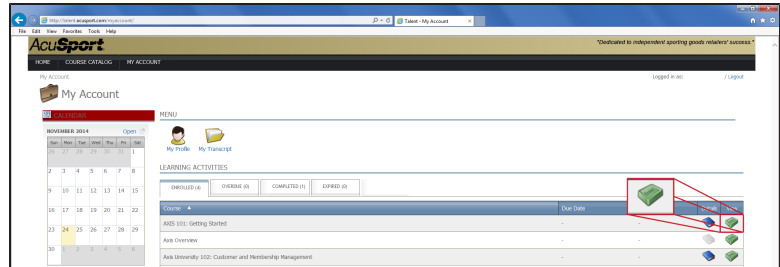
4. Click a course's green **View** button to display its description page.

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.

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