

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).

Access the RTG University Website Register with RTG University	
Log In to RTG University	
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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

RTG University Guide for AXIS[™] Retail Management System Users

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Access the RTG University Website

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

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

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			Pasaword (case-sensitive):
Please enter your Username and Password to login.			
, ,			Login
If you have not yet registered, click the "Register here" link below the Login button	and create your Username and Password.		To create an account,
If you have not yet registered, click the "Register here" link below the Login button After logging in, you have two options:	and create your Username and Password.		register here.
	and create your Username and Password.		

- 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 <u>Register with RTG University</u> 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 **<u>RTGTraining@AcuSport.com</u>**.

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.

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Welcome to RTG University At Acu8port, we are dedicated to the success of our retailers. RTG University provides t course offerings and continue your learning.	the resources and tools you need to be suc	cessful. Visit often to browse our latest	You are not logged in. Username: Passwood (come sensitive):
Please enter your Username and Password to login. If you have not yot registered, click the "Register here" link below the Login button and After logging in, you have two options: = select "Dourse Catalog" to view all of your available training opportunities	create your Username and Password.	To create an account, register here.	To crothe an account, regarder here. I longet my password.

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

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Acu Sport	"Dedicated is independent sporting goods indefend success."
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* Email:	
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- 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 storespecific 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.

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	Registration Completed To access the future, entry your semance and password to access 'by Account' and your enseted lessons	
	Continue	

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 **<u>RTGTraining@AcuSport.com</u>**.

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.

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over Welcome to RTG University At Anglant, we are dedicated to the success of our retailers. RTG University provides the resources and tools you need to course offerings and continue your learning.	Username: Password (case-sensitive):	Vive ore not logged in .
Please enter your Username and Password to login. If you have not yet registered, click the "Register Inter" link below the Login button and create your Username and Password After loging in you have two options: Select "My Account" to view your current course enrollments and schedule Select "Course Catalog" to view all of your available training opportunities	Login	Login Fororis as incount registric to a formation 1 logist my passionit.

- 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
 - <u>Complete an RTG University Course</u>

Enroll in an RTG University Course

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

1. <u>Log In to RTG University</u> 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.

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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.

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1	2	4	5	6		CATALOGS (0) COURSES (0)		
8	9	0 11	12	13	14	AXIS 101: Getting Started		
15	16	7 15	19	20	21	Provides an overview of the Axis Retal Management System (RMS) and the common default information in your system. Covers how to set up store information, create facilities, add empli	oyees, schedule events, and define your	
22	23	14 25	26	27	28			
						I AXIS 102: Customer and Membership Management		

4. Click a course to display its details page.

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

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AXIS 101: Getting Started			
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6. When appropriate, complete the course.

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

Complete an RTG University Course

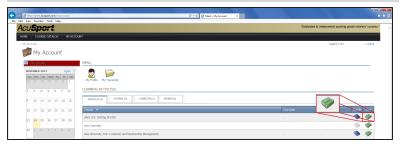
Complete this procedure to view an **RTG University** course.

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

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- 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.

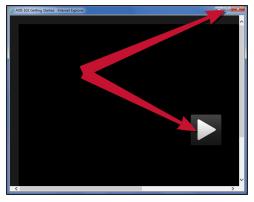
Note: Refer to **Enroll in an RTG University Course** for information on adding courses to this list.



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

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My Account - ANS 101: Getting Started		Logged in asi / Logout
AXIS 101: Getting Started		
Course Description		
Provides an overview of the Avis Retal Hanagement System (RHS) and the common default information in your system. Covers how to set up store information, create facilities, add employees.	Lesson	15 4000 100
schedule events, and define your store's security settings.	1. AUS 101 Getting Started	Not Attempted

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 **<u>RTGTraining@AcuSport.com</u>**.