

A woman with curly hair, wearing a brown blazer, is leaning forward and pointing at a computer monitor. In the background, a man with a beard is sitting at a desk, looking at the same monitor. The setting appears to be a modern office or training center.

LMS Registration User Guide

International Training Team

Sign In

Please insert your username and password to proceed

Username (Required)

Password (Required)



Keep Me Logged in

SIGN IN

[Forgot your password?](#)

New user? [Register](#)

Register

Please click on the register hyperlink if you are registering as a user for the first time

Register

Begin your new learning experience by simply filling out this form.

1 User Profile — 2 Additional Fields

Username (Required)	Email (Required)
First Name (Required)	Last Name (Required)
Password (Required) <input type="password"/>	Retype the password (Required) <input type="password"/>
Language (Required) <input type="text"/>	Time Zone (GMT +00:00) Europe/London <input type="text"/>
Branch Name United Kingdom and Ireland <input type="text"/>	
<input type="checkbox"/> I accept the terms of the privacy policy View Privacy Policy (Required)	
<input type="checkbox"/> I agree with the Terms and Conditions of service. View Terms & Conditions (Required)	
Already registered? Sign In	

SOLERA

Leader in vehicle lifecycle management

NEXT

User Details

Proceed with inputting all details as displayed in the required fields:

1. Username
2. E-Mail
3. First Name
4. Last Name
5. Password
6. Retype the Password
7. Language
8. Time Zone
9. Branch Name

Time Zone

Default to GMT +00:00
Europe/London

Branch Name

Default to United Kingdom and
Ireland

Click the terms and conditions box and the terms of the privacy policy to allow you to proceed to the next stage

Audatex ID for your organisation will allow for the approval of your registration to be sped up including organisation name (This is a mandatory field). Try and have this to hand when signing up for the first time

Register

Begin your new learning experience by simply filling out this form.

User Profile — 2 Additional Fields

Already registered? [Sign In](#)

[PREVIOUS](#)
[REGISTER](#)

Location/City is a mandatory field required to be inputted prior to registering.

You can go back to the previous page should you need to change any fields. If not, click register to proceed.

NB: Once you have registered, please wait prior to logging in. The administration team will need to approve your registration. Once this has been complete, you will receive a notification via email which contains your username, password and the link to Solera University confirming your status to log in

Booking a course on behalf of another individual

Once you have received the notification email with all your user details and are now able to login to Solera University.

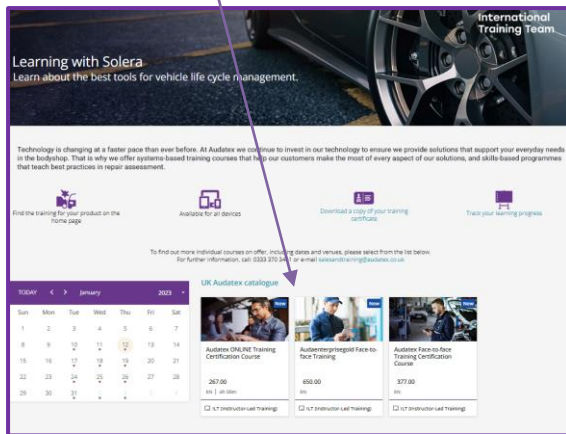
Please contact sm-ww-intltraining@solera.com to raise your query in relation to booking on an individual on to a training course. This is due to your profile needing to be amended enabling you admin rights.

NB: Once your profile has been changed and are following below steps; you can only book one user at a time. Multiple bookings cannot be made

If the person you are booking isn't already a user on the system, you will need to follow the steps again to create the user prior to the below being completed.

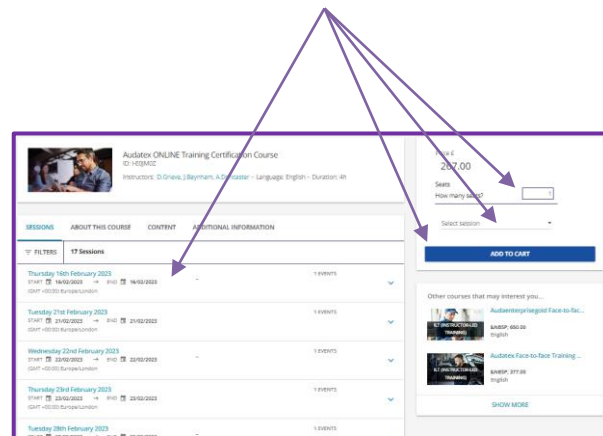
Step 1:

Pick a course from the UK Audatex Catalogue on the home page



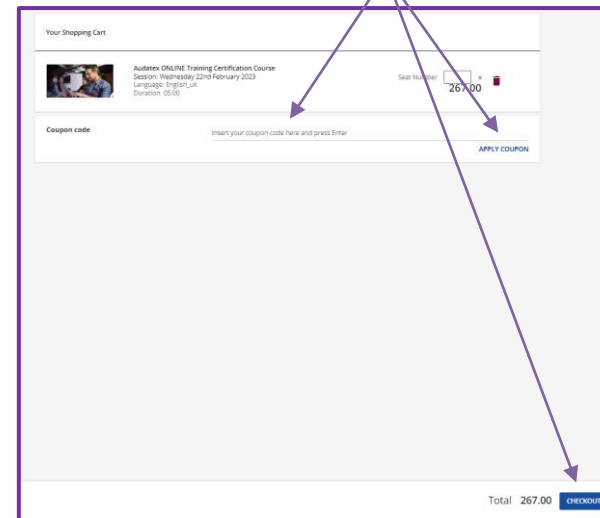
Step 2:

Select a session as displayed (ensure there is 1 seat selected on drop down) and add it to the cart



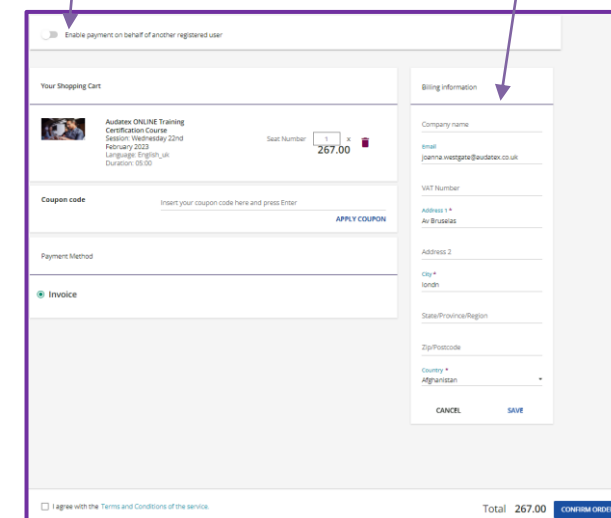
Step 3:

If you have a discount code, then add a coupon if applicable and apply coupon before proceeding to checkout



Step 4:

Click enable payment on the top of the screen and add the name of the person you want to book on. Then complete the rest of the data and confirm/save



**NB: If you are unsure and require additional support, please contact our sales and training team on the following:
P: 0333 370 3441 or E: salesandtraining@audatex.co.uk**



Thank You

International Training Team