



User Guide

Flexco University

www.FlexcoUniversity.com

1. Registration
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1. Registration

You may be registered for Flexco University in one of two ways:

- A. You receive an invitation from your manager or Flexco representative.
- B. You register yourself from the home page of www.FlexcoUniversity.com

A. Registration by Invitation

You will receive an e-mail invitation from “Flexco University” saying “*Your Manager* has registered you for Flexco University”.

The e-mail will contain details about the courses you will be able to access, instructions for setting up your profile, and a link to the website.

1. Click on that link to activate your account and access the website for the first time.
2. **** IMPORTANT **** Before taking any courses go to “My Profile” and completely fill out your profile and select a password of your choosing. Required fields will be indicated.

Welcome, Flexco University User

Flexco University Online

Training Home **My Profile** Contact Logout

Training Subjects and Courses

Help

Courses include detailed information on selecting, installing and maintaining our conveyor belt solutions. To begin training, click on a category photo below or use the search function.

Search

[Advanced Search]

Belt Conveyor Products
Cleaners, Flows, Trackers

Heavy Duty Fasteners
Hinged, Solid Plate Systems

Online Courses Assigned to Me

Course	Assigned By	Assigned Date
You have no courses assigned to you.		

More

My Online Training Activity

Course	Date	Score
You have not taken any quizzes.		

More

B. Registering Yourself

1. Go to the site at www.flexcouniversity.com
2. Click on the link above and to the right of the log in box: **“To Register: [Click Here](#)”**
3. Fill out all required fields in the pop up form.

English 中国的 Deutsch Español

Don't have an account yet? Register below: * Required

First Name:*
Last Name:*
Company:*
Title:
Industry:*
Postal Code:*
Phone Number:*

Address 1:*
Address 2:
Country:*
City:*
State/Province:*
Preferred Language:*
Manager Email:*

--- choose one ---
--- choose one ---
--- choose one ---
--- choose one ---

Must be a valid email. You will receive an email to complete the registration process.
Email:*
Retype Email:*

Username:
Password*: (6-20 chars.)

* I have read and accept the [terms of use and conditions.](#)

Register

Help

To Register: [Click here.](#)

Login

Terms of Use Privacy Policy Legal Notices

4. A validation e-mail titled “Your New Flexco University Account” will be sent to the address you registered with. If you do not receive an activation e-mail, first check your “junk” or spam folder.
5. ****IMPORTANT**** You must click on the link in this e-mail in order to activate your account and access the site.

2. Take a Course

If your manager or Territory Manager or Local Administrator registered you, you should have access to all the appropriate courses on your first log in.

If you register yourself you will immediately have access to 100 level courses. Additional courses may be assigned to you by your local Flexco Representative or you may request access to additional courses using the “Contact” tab once you are logged in to Flexco University Online.

Courses are divided into categories. Each one is represented by a labeled photo on the home page. If you want to browse courses, click on the category you are interested in. You may search for courses using the keyword search box. Clicking “Advanced Search” will show additional search options.

You may also click on “Course Catalog” to view a full list of available course.

The screenshot displays the Flexco University Online training portal. At the top left is the Flexco University logo, which includes the text "ONLINE • ON-SITE • IN-CLASS" and "FLEXCO UNIVERSITY". To the right of the logo is the text "Flexco University Online". A navigation bar at the top right contains links for "Training Home", "My Profile", "Contact", and "Logout".

The main content area is titled "Training Subjects and Courses" and includes a "Help" button. Below the title, there is a brief description: "Courses include detailed information on selecting, installing and maintaining our conveyor belt solutions. To begin training, click on a category photo below or use the search function." A search bar with a "Search" button and a link to "[Advanced Search]" is provided.

On the left side, there are two sections: "Online Courses Assigned to Me" and "My Online Training Activity". The "Assigned to Me" section shows a table with columns for "Course", "Assigned By", and "Assigned Date", with a note that no courses are assigned. The "My Online Training Activity" section shows a table with columns for "Course", "Date", and "Score", with a note that no quizzes have been taken. Both sections have a "More" link.

The main content area features five category photos with captions: "Belt Conveyor Products" (Cleaners, Flows, Trackers), "Heavy Duty Fasteners" (Hinged, Solid Plate Systems), "Light Duty Products" (Fastener Systems, Endlessing), "Belt Maintenance Tools" (Safe Operation of Belt Maintenance Tools), and "Transfer Point Solutions" (Chutes). A "Course Catalog" button is located at the bottom of the main content area.

To access a course, click on the underlined name of the course.

The courses are interactive so you may click through at your own pace using the PREVIOUS and NEXT buttons in the bottom right corner.

The left hand side has two tabs, which provide different information.

The OUTLINE tab shows the thumbnail photo and title of each slide. You can use this view to browse through a course to find specific information. You may also use the SEARCH box that appears below the outline tab.

The NOTES tab shows additional text which supports the key points in each slide.

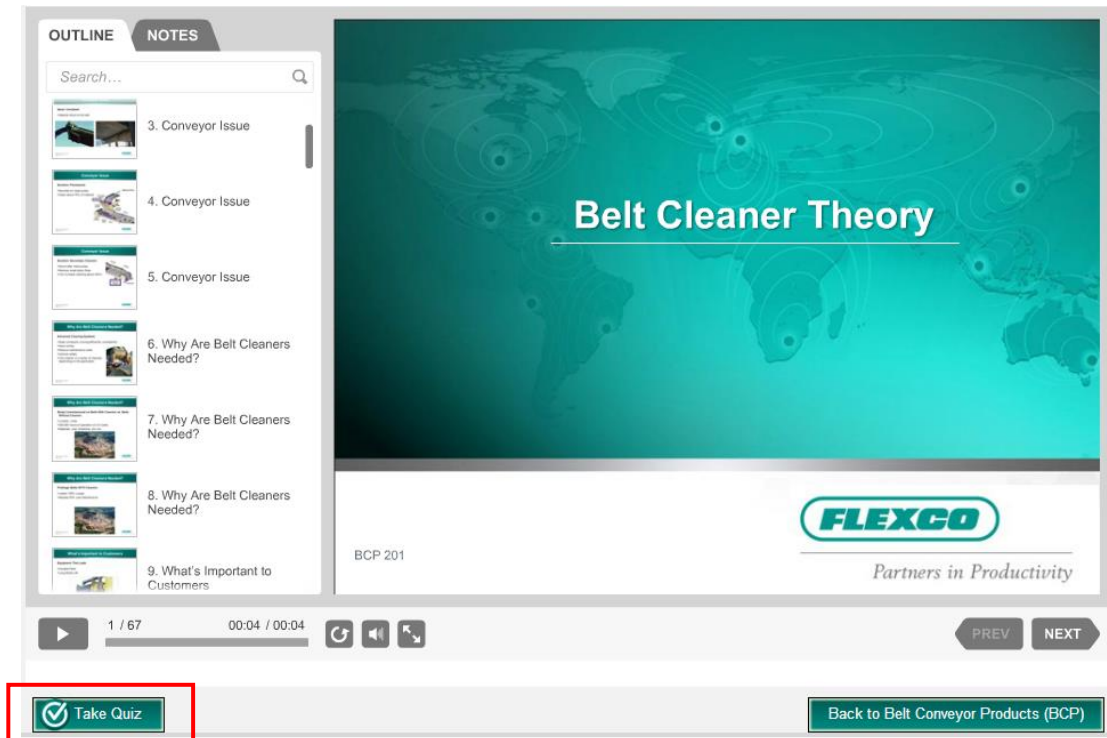
Some courses will also have audio narration. You can adjust the volume and pause/play the audio using the controls on the bottom left hand side.

3. Take a Quiz & Print a Certificate

For a course to be applied to your Training Activity, you must take and pass the quiz.

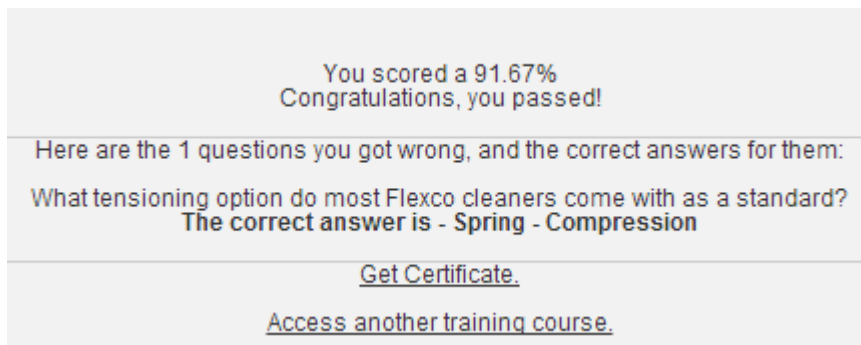
When you are ready to take the quiz, click on the button “Take Quiz” on the bottom left hand side of each course.

You must get 80% on a quiz to earn the certification for that course. You can retake and review the course as many times as you want.



After submitting your quiz answers, a message will appear with your score. It will also show you which, if any, of your answers were incorrect. If you did not pass, it will provide a link to re-take the course.

If you did pass, it will provide a link to view and print your certificate of completion.



4. Update Profile Information

To update your profile information and preferences, click on “My Profile”, located on the top menu.

On the right hand side, you will see your current profile information. If you would like to update any of these fields, click the Edit button. After making your changes, click the Update button.

My Profile [Help](#)

View your current training groups and courses, update your contact information, send your course scores to managers, and more — all in one place.

First Name: Flexco University	Address 1: 1995 Oak Industrial Drive
Last Name: User	Address 2: N/A
Company: Test	Country: United States
Title: N/A	City: Grand Rapids
Industry: Other	State/Province: MI
Email: email@gmail.com	Postal Code: 49505
Phone Number: 6162421688	Text Language: English
Username: email@gmail.com	Course Language Preference: 1: 2: 3:
Password: *****	
Regional Rep: eschneider@flexco.com	
Manager Email(s): liz.marie.wood@gmail.com	

[Edit](#)

5. My Profile Activity History

The My Profile page will show which courses you have previously taken. You are able to see your previous scores and access your certificates. The My Profile page will show the 5 most recent courses you have taken. You can click the “More” button to see your full history of course activity.

You will also see which courses, if any, have been assigned to you by a manager or lead. Once you complete and pass these courses, they will no longer appear as assigned.

The screenshot displays the 'My Profile' page on the Flexco University Online platform. The page header includes the Flexco University logo, the text 'Flexco University Online', and navigation links for 'Training Home', 'My Profile', 'Contact', and 'Logout'. A 'Help' button is located in the top right corner.

The main content area is divided into two sections:

- Online Courses Assigned to Me (Not Passed):** A table listing six assigned courses, all assigned by Elizabeth Schneider on July 07, 2015.
- Training Courses Taken:** A table showing one completed course: BCP 209 - Plows, taken on 11/19/15 at 7:44AM, with a score of 83.33. A 'View Certificate' link is provided for this course.

Course	Assigned By	Assigned Date
BCP 201 - Belt Cleaner Theory	Elizabeth Schneider	Jul 07, 2015
BCP 202 - Precleaners	Elizabeth Schneider	Jul 07, 2015
BCP 203 - Precleaner Install	Elizabeth Schneider	Jul 07, 2015
BCP 204 - Secondary Cleaners	Elizabeth Schneider	Jul 07, 2015
BCP 205 - Secondary Cleaners Install	Elizabeth Schneider	Jul 07, 2015
BCP 206 - Belt Trackers	Elizabeth Schneider	Jul 07, 2015

Date	Course	Score	Action
11/19/15 7:44AM	BCP 209 - Plows	83.33	View Certificate