



## THE ULTRAVANTAGE SALES ACADEMY USER GUIDE

Dear User,

**Congratulations on the beginning of your sales results transformation.**

**Ensure you go through this document carefully as it would act as a guide for everything you need on this journey.**

### Set Up Your Ultravantage Sales Academy Account

To start taking courses on your Ultravantage Sales Academy account:

Kindly follow these steps carefully.

All directives provided here were done using the user experience of your mobile device in landscape mode. A laptop is also suitable to enhance user experience.

# FOR FIRST TIME USERS

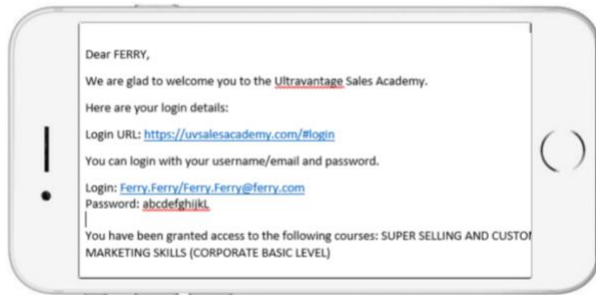
1. Inside your email received are your login details with your created Username. (This can be seen in two formats as shown below {Image A & B}).

Click on the first highlighted link which will automatically take you to a Wordpress drop box asking you to reset your password {Image C}. A very good browser such as Chrome is heavily advised for smoother experience.

Note: A strong password will be auto-generated for you, but you can go ahead to change it if you want.

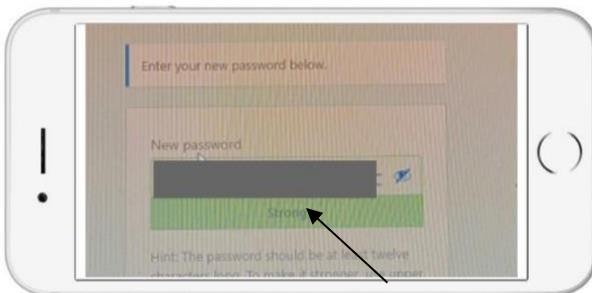
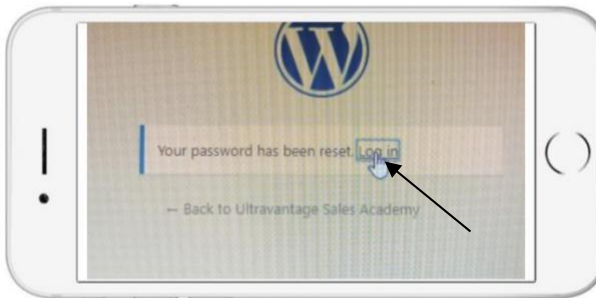


A.



B.

C.



D.

After setting up your password, the prompt above comes up saying "*Your password has been reset*". Click on the **Login** icon and enter your **username/email address and password**. Please note that the steps above are for first-time users

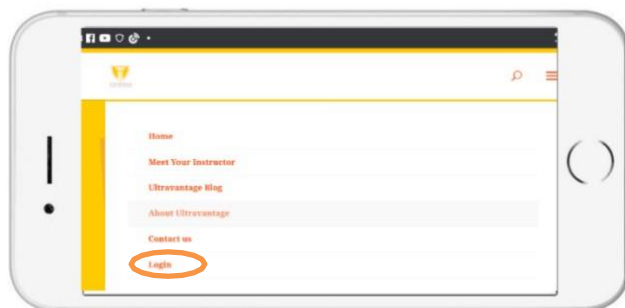
**OR, YOU CAN ALSO SIMPLY LOG IN TO THE SITE [www.uvsalesacademy.com/#login](https://www.uvsalesacademy.com/#login) AND CLICK ON THE FORGOTTEN PASSWORD OPTION**

# FOR RETURNING USERS

kindly visit [www.uvsalesacademy.com](http://www.uvsalesacademy.com)

*All users who logged out after a session and want to log back in will continue their training from where they stopped after logging in their details again.*

Click on the top right **3-lined** icon, scroll down the drop-column and click on **“Login”**, enter your details (**Username/Email Address and Password**) on the login page and voila! You are in (SEE IMAGE DESCRIPTION BELOW).

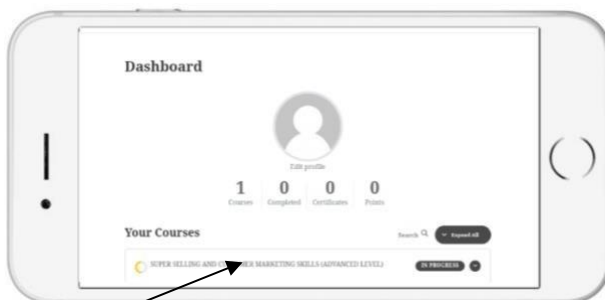




2. You will be automatically logged onto your dashboard which looks exactly like the screenshot below.



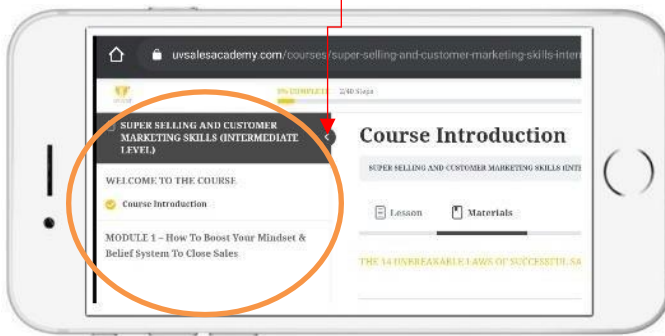
3. Next click on the course icon to start taking your courses



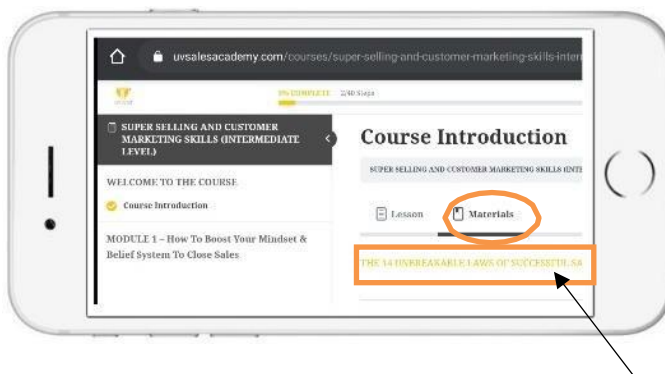
4. After clicking on your course and your course content catalogue appears, click on the 3-lined icon on the far left to open the course outline navigator.



Click on the edge of the slide when you want to close the course outline navigator circled in orange below.

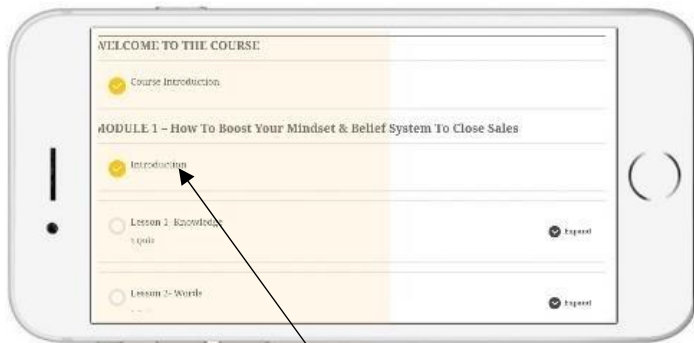


5. After watching the Introduction course video, kindly click at the top right side for the “Materials” icon to get access to the pre-read training material and further study materials for other modules.

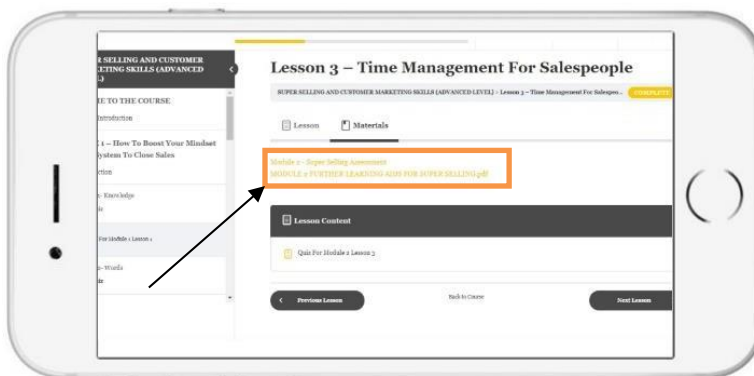
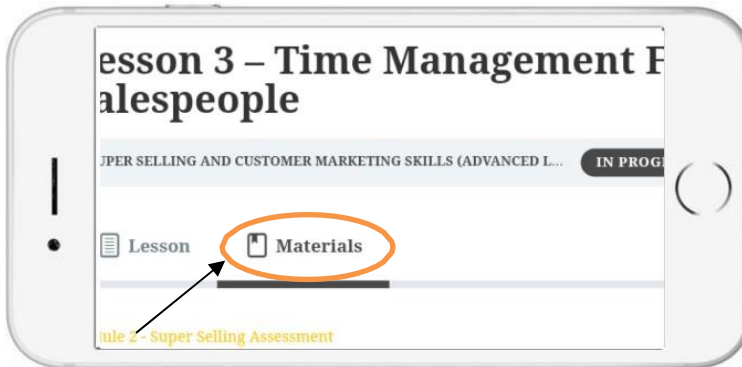


***Please note that before you proceed with the course, ensure to have read the pre-read materials of this course (14 laws of successfully sales prospecting) because the course will go deeper to explain the concepts you will learn from the pre-read material. The answers to the questions in the pre-read material will be requested for at a certain point in the course and so you need to have them ready (have them written on paper or on your phone).***

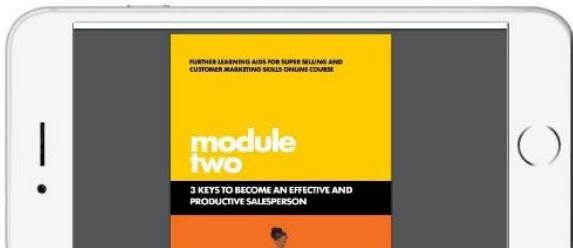
6. A course schedule dialogue box appears for you to start taking your courses from the Introduction video. Ensure you watch these videos sequentially before you can be allowed to move to the next video.



**Please note that you don't access the materials icon for subsequent modules unless you get to the last lesson in that module, that is where you have access to the super selling assessments and further learning aids.**

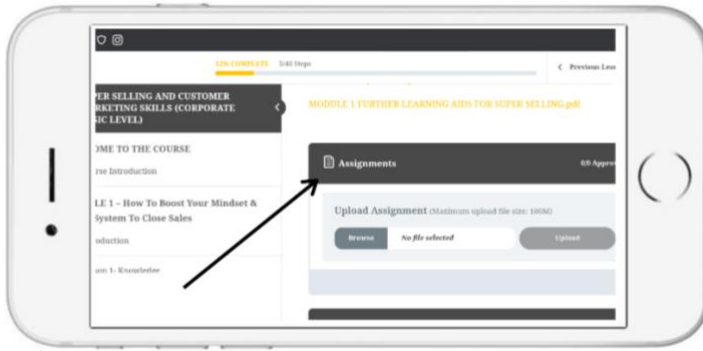


It is necessary to do same at the end of each Module (i.e. after taking the lessons in a particular module) to download your "Further Learning Aids and Module Assessments **because this will help you put to work in practical ways all you will be learning**



7. The assignment upload feature (see image below) can be found below the material's section. It can only be accessed at the;

- 1. COURSE INTRODUCTION**
- 2. LAST LESSON OF EVERY MODULE**



Please ensure to click on the “mark complete” button when the video lesson is completed

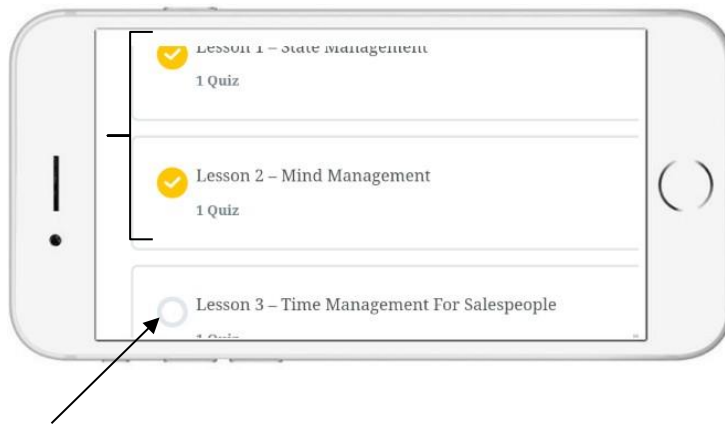
8. Quizzes can be found at the end of each video lesson. Click on the “Expand” icon to show a drop-down tray on the left side of the screen which lets you click on the specific quiz for the video you just watched.

Image 2 indicates when the expand icon has been clicked to show a drop-down with the corresponding lesson and quiz.

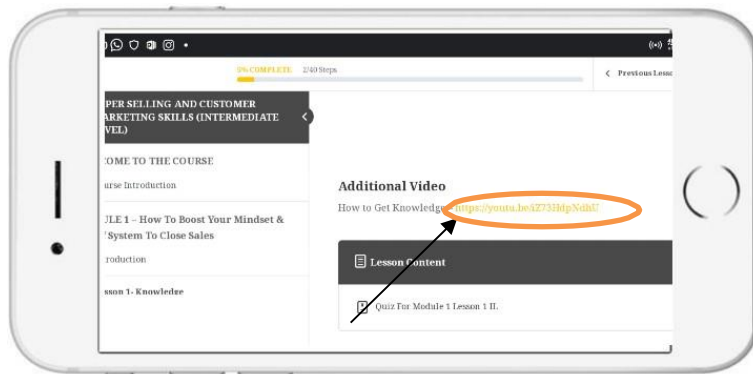


9. The appearance of a yellow ticked circle like the one below indicates a completed module and you can proceed to the next module or lesson while the empty circle indicates a yet to be taken course. Click on the title of the lesson to watch the video.

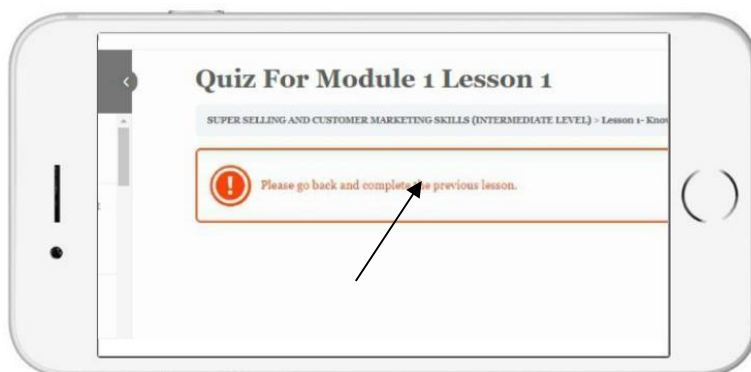




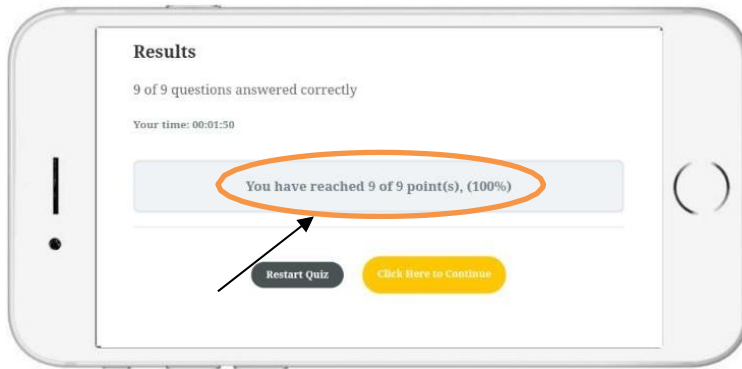
10. Some video lessons have additional video links just below the video interface to buttress key points and insights in the training.



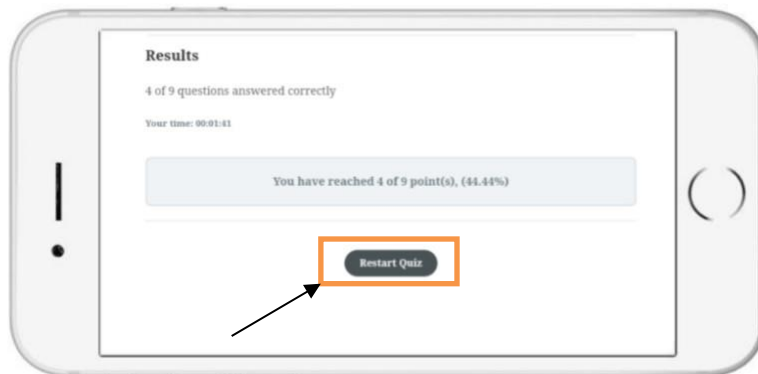
11. A prompt like the one found in the image below indicates that a previous module, lesson or quiz hadn't been taken yet and so, you should go back to the previous lessons to complete them before proceeding to the next one



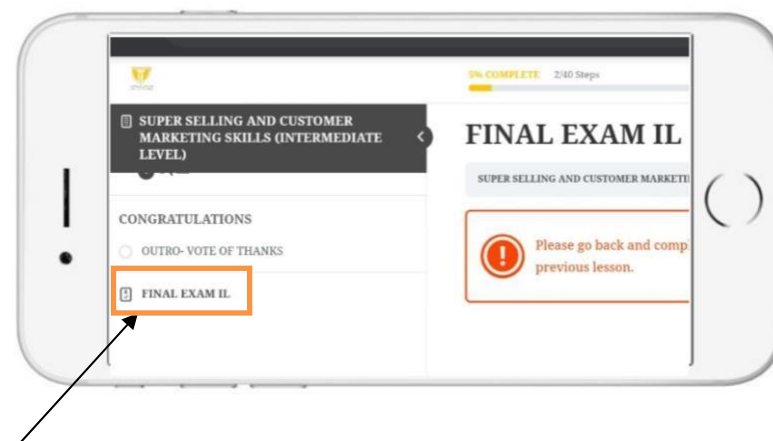
12. Please ensure all quizzes are answered correctly before you can move to the next video lesson. The picture below shows the response you get after completing the quizzes correctly and can now move to the next video lesson. 100% is always the goal at all times



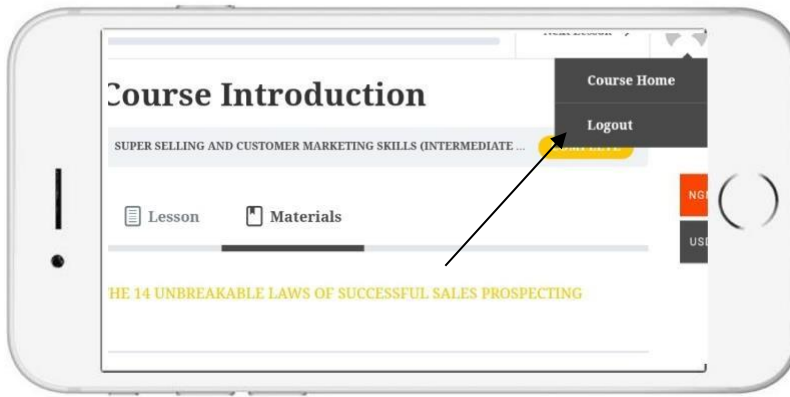
13. Click on restart quiz if you didn't answer all the questions correctly.  
Note: this must be done until all questions must have been answered under each Quiz.



14. A final quiz will be availed to you at the end of the course, which would act as a prerequisite to finishing the course and getting your achievement certificate.



15. To log out of the course at anytime, kindly click on the profile icon on the top right corner of the page and scroll to and click "logout."



### COURSE TRAINING BREAKDOWN (4 WEEKS)

Please note that every module should be completed within the week designated to ensure a truly seamless transformational sales journey in 4 weeks (please note that the social selling modules are only for those scheduled for the course).

DURATION	SUPER SELLING & CUSTOMER MARKETING SKILLS COURSE		SOCIAL SELLING SKILLS COURSE
<b>WEEK 1</b>	<b>MODULE 1</b>	<b>MODULE 2</b>	<b>SOCIAL SELLING</b>
	Lesson 1/Quiz	Lesson 1/Quiz	<b>MODULE 1</b>
	Lesson 2/Quiz	Lesson 2/Quiz	<b>MODULE 2</b>
	Lesson 3/Quiz	Lesson 3/Quiz	<b>MODULE 3</b>
	Lesson 4/Quiz		<b>MODULE 4</b>
<b>WEEK 2</b>	<b>MODULE 3</b>	<b>MODULE 4</b>	<b>SOCIAL SELLING</b>
	Lesson 1/Quiz	Lesson 1/Quiz	<b>MODULE 5</b>
	Lesson 2/Quiz	Lesson 2/Quiz	<b>MODULE 6</b>
	Lesson 3/Quiz	Lesson 3/Quiz	
<b>WEEK 3</b>	<b>MODULE 5</b>	<b>MODULE 6</b>	<b>SOCIAL SELLING</b>
	Lesson 1/Quiz	Lesson 1/Quiz	<b>MODULE 7</b>
	Lesson 2/Quiz	Lesson 2/Quiz	<b>MODULE 8</b>
	Lesson 3/Quiz	Lesson 3/Quiz	<b>MODULE 9</b>

<b>WEEK 4</b>	<b>MODULE 7</b>	<b>MODULE 8</b>	<b>SOCIAL SELLING</b>
	Lesson 1/Quiz	Lesson 1/Quiz	<b>MODULE 10</b>
	Lesson 2/Quiz	Lesson 2/Quiz	<b>MODULE 11</b>
	Lesson 3/Quiz	Lesson 3/Quiz	<b>MODULE 12</b>
		Lesson 4/Quiz	
		Lesson 5/Quiz	
		Lesson 6/Quiz	
		Lesson 7/Quiz	
		FINAL QUIZ	

**Please also note the following;**

1. **Passwords and usernames can't be shared with others**, as this will be easily detected by the platform then both the primary and intruding users will be permanently logged off by the system. *Please keep your login details safe*, because you are responsible for all activity associated with your account.

If you suspect someone else is using your login details, let us know by contacting our support team – [Support@uvsalesacademy.com](mailto:Support@uvsalesacademy.com)

**We generally grant a one-month to one-year access to all course participants when they enrol in a course. However, we reserve the right to revoke access at any point in time in the event where these instructions have been breached.**

2. To ensure we guarantee you the best value possible from this course, we would need a brief summary of the following;

- A. Your current sales target?
- B. How much you've done/achieved so far and within what duration?
- C. What is your current outstanding left to cover in order to meet the target?
- D. What do you feel is your major challenge to achieving this target?

These can be forwarded to [Support@uvsalesacademy.com](mailto:Support@uvsalesacademy.com) with the mail title – MY SALES TARGETS.

For any other technical support, you can directly contact our support team on [Support@uvsalesacademy.com](mailto:Support@uvsalesacademy.com) or call 0701 891 1773

Tech Support Group  
Ultravantage Sales Academy