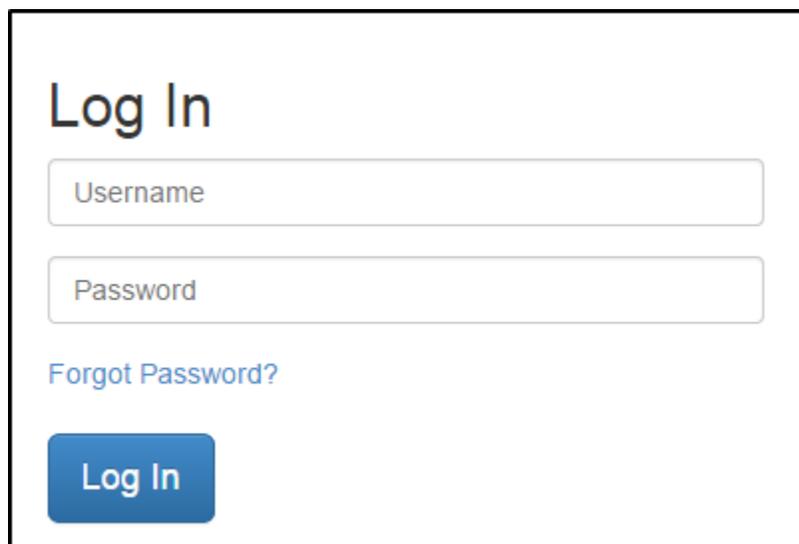# User Guide

Version 05192015

Logging into the system:

You can access ABG University by typing the following URLs into your browser address bar:

<div align="center">

www.abguniversity.com | www.abgtraining.com

</div>

* Access is not dependent on the company network; it can be accessed outside the company network.

Log In

Username
Password

Forgot Password?

Log In

English Spanish Italian German Hungarian French

At this time, you have the ability to login using the above language options.

The "Forgot Password" option gives the user the ability to reset their password if they have forgotten what it is. Please note that this option will only work if the user has a working email address populated in the system. If you do not have an email address populated in the system, you will have to contact your system administrator to reset your password.

Passwords are required to be changed every 90 days and must be at least 8 characters long and contain at least 2 of the following: uppercase letters, lowercase letters, numbers, and symbols.

The default view will be dependent on what content has been assigned to your account. Things like job title, location and job responsibilities will determine what content is available to you.


There are two main views when showing or searching for training material. The first option is called "My Content", this menu option will display only content that is assigned to you by the system or yourself. The other menu option is called "Entire Catalog", this menu option will display all assigned content as well all other available content.

Searching for training content:

The search menu is where you go to find all the training material that is available to you.

Material that is assigned to you can be found by browsing through the Content Groups menu.
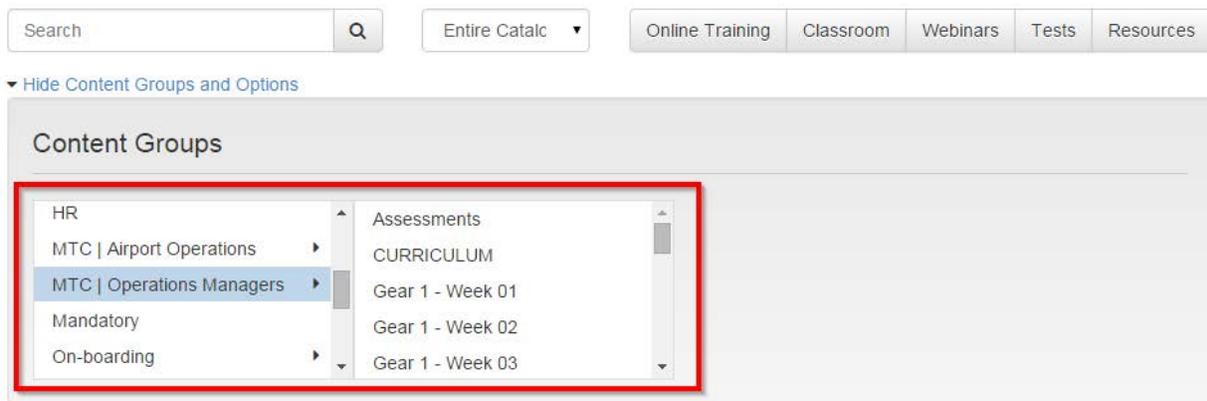
To quickly find material that is assigned or avalable to you, you can use the Search tool: In the example below, the user is searching for any "Online training" that contains the words "Excel 2010" in its title.

To remove search criteria, simply click the "x" to remove it.

If you would like to assign the course material to yourself, click the "Assign" option, the content will be assigned to you, and will be ready to be launched.

The red circle will turn to green indicating that you have successfully assigned the content. If you assigned the content by mistake or changed your mind, you can un-assign the content by clicking the "Un-assign" option.