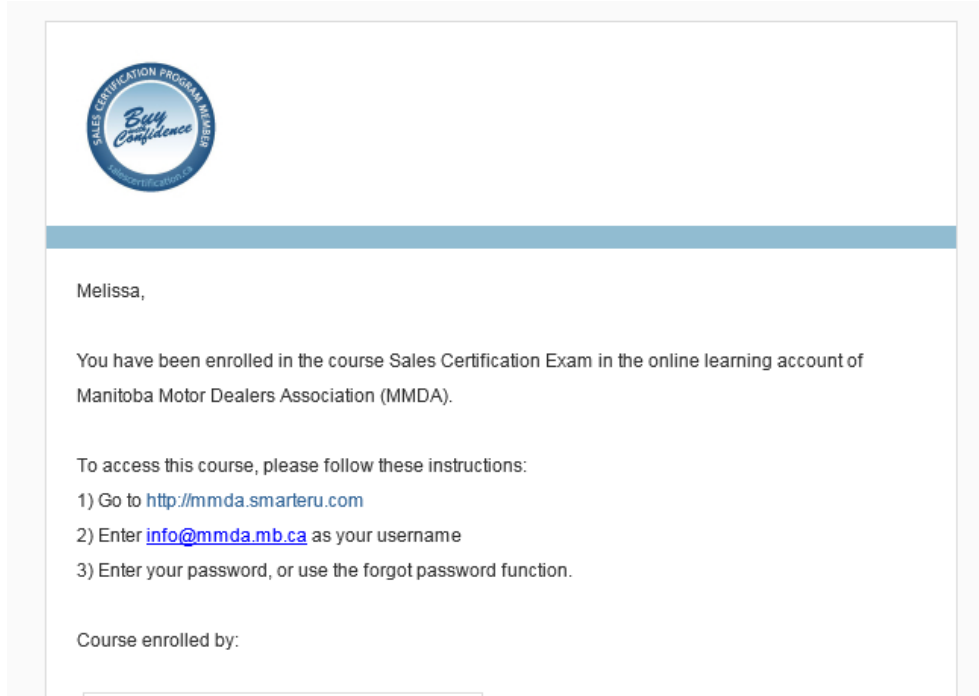# Sales Certification Program

NEW TRAINEE (USERS)

TRAINING BOOKLET
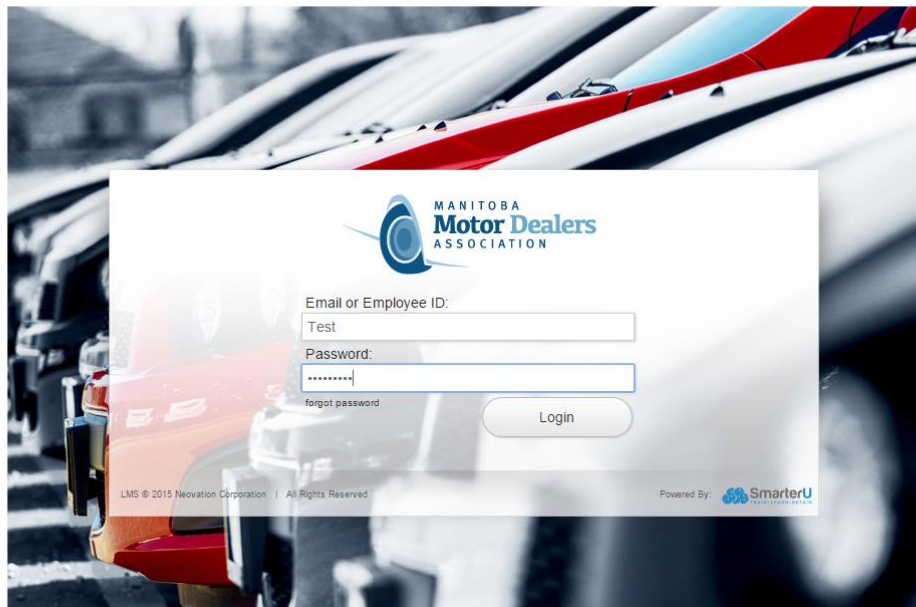
You will receive an email confirming your enrollment into the Sales Certification Course.

Melissa,

You have been enrolled in the course Sales Certification Exam in the online learning account of
Manitoba Motor Dealers Association (MMDA).

To access this course, please follow these instructions:
1) Go to http://mmda.smarteru.com
2) Enter info@mmda.mb.ca as your username
3) Enter your password, or use the forgot password function.

Course enrolled by:

<u>Step One:</u>

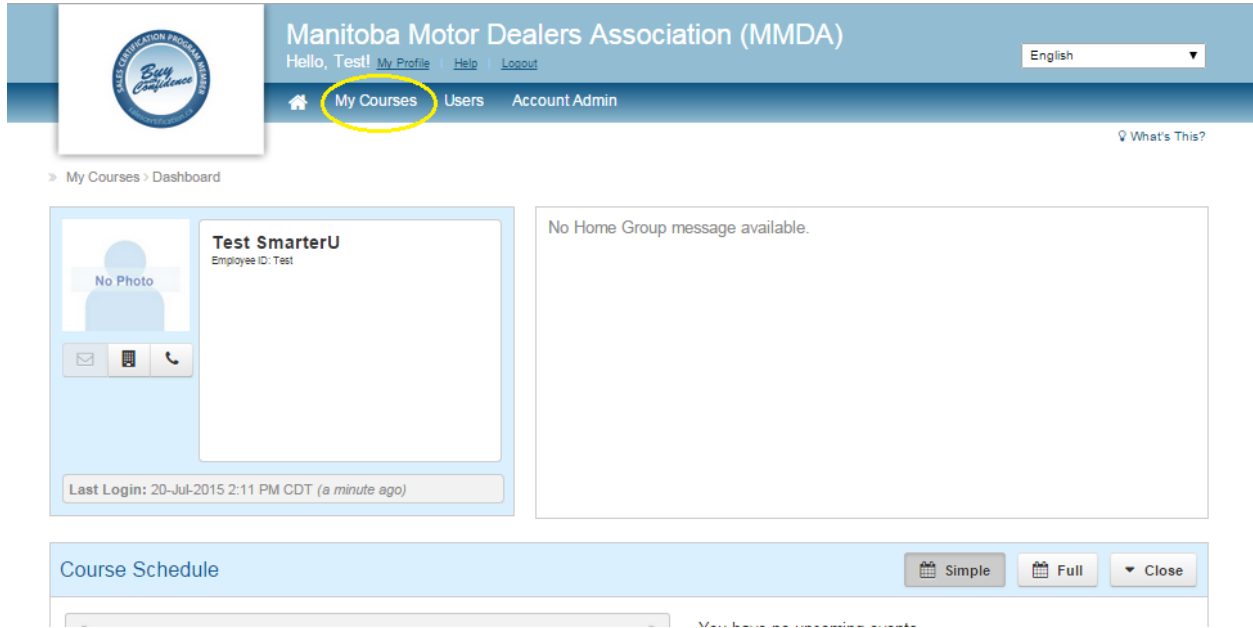Login with your dealership email and given generic password, which you can change once you log in.

mmda.smarteru.com/remote-login/login.cfm

MANITOBA
Motor Dealers
ASSOCIATION

Email or Employee ID:
Test

Password:
••••••••

forgot password

Login

LMS © 2015 Neovation Corporation | All Rights Reserved

Powered By: SmarterU

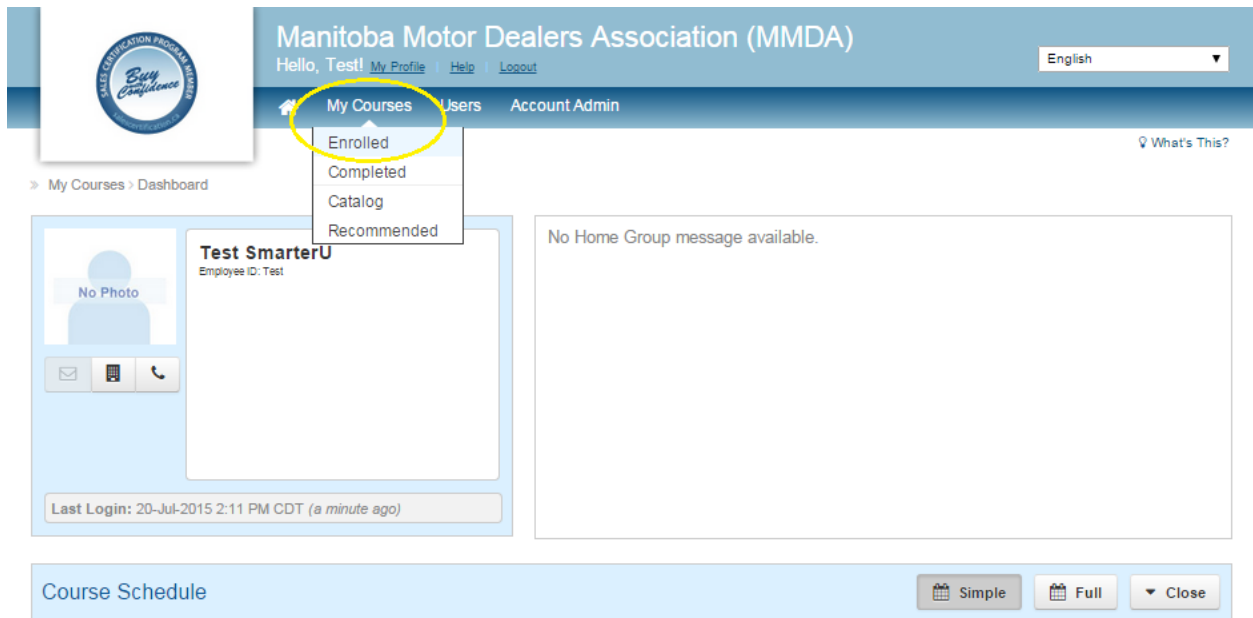This is your profile screen after you log in.

Step 1:

Scroll over and click the "My Courses" option in the user menu.

Step 2:

Under the My Courses menu click on "Enrolled" in the dropdown menu.

Step 3:

The courses you are enrolled in will appear below the under "Course Details" click the "Start" button to begin your exam.

Step 4:

Step 5:

Manitoba Motor Dealers Association (MMDA)   English ▼

Sales Certification Exam (exit)
Sales Certification Exam ▶ Sales Certification Final Exam

Quiz Question Index   Time Remaining: 00:59:52 (06-Jul-2015 4:18 PM CDT)   Question 1 of 20 (ID: 172104)
                                                                                            Flag Question: ☐

What does the Code of Conduct require employees to do?

Possible Answers:

    ○ To meet the commitments of the code as a normal part of their job.
    ○ Read and understand the Code.
    ○ To treat customers with respect.
    ○ To conduct themselves in a professional manner.

Next ▶ ▼

After you have read all the modules and clicked next you will be taken to the Quiz.

Note the "Time Remaining" at the top center, you have an hour to complete the quiz.

On the right hand side it also shows what question you are on.

Once you select your answer click next to go to the next question.

Step 6:

Manitoba Motor Dealers Association (MMDA)   English ▼

Sales Certification Exam (exit)
Sales Certification Exam ▶ Sales Certification Final Exam

Quiz Question Index   Time Remaining: 00:55:56 (20-Jul-2015 10:52 AM CDT)   Question 20 of 20 (ID: 172112)
                                                                                            Flag Question: ☐

What is a sales Agreement?

Possible Answers:

A. ◉ An agreement between the salesperson and the buyer.
    ○ An agreement provided by a salesperson for the sale of a vehicle to a buyer.
    ○ A written agreement provided for every vehicle sales transaction, signed by the dealer, or someone acting on behalf of a dealer and signed by the buyer.
    ○ An agreement provided for the sale of a vehicle to a buyer signed by the salesperson.

B.
◀ Prev   Submit & Review ▶

A. Select your final answer.

B. Click "Submit & Review"

Step 7:

Step 8: