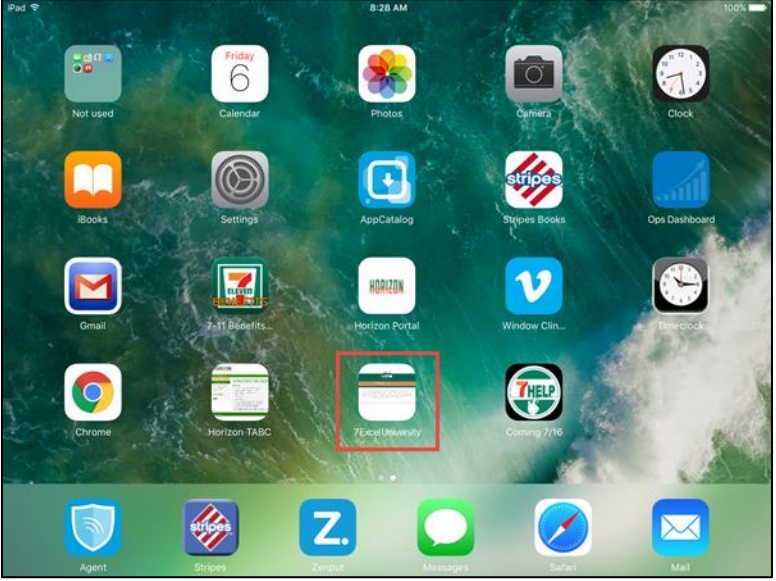
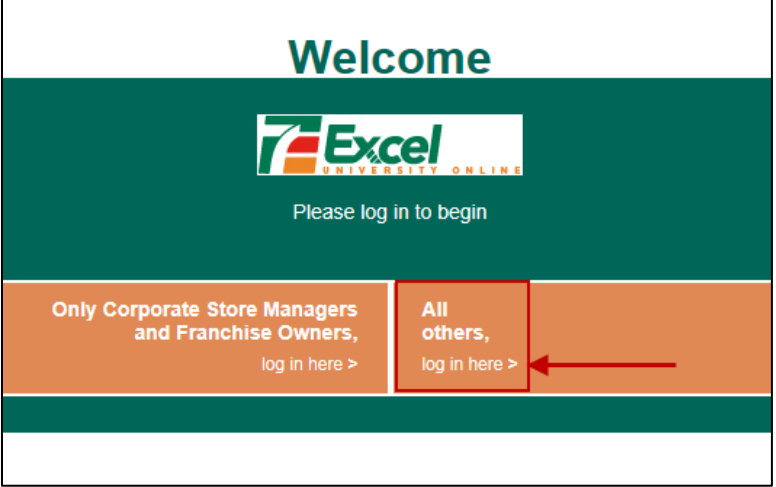
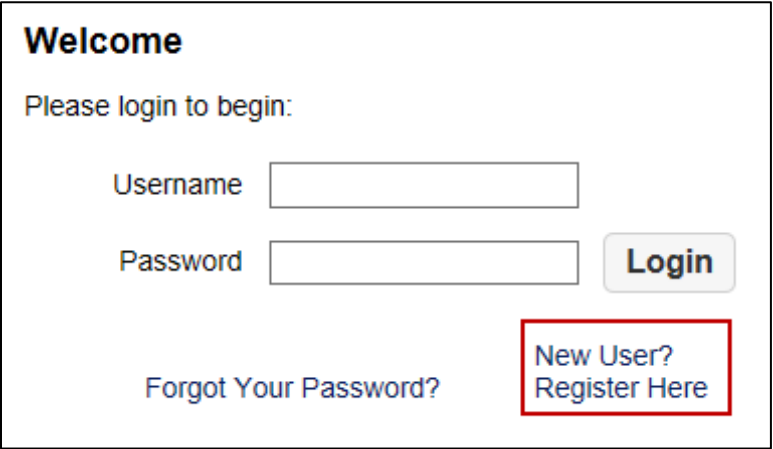
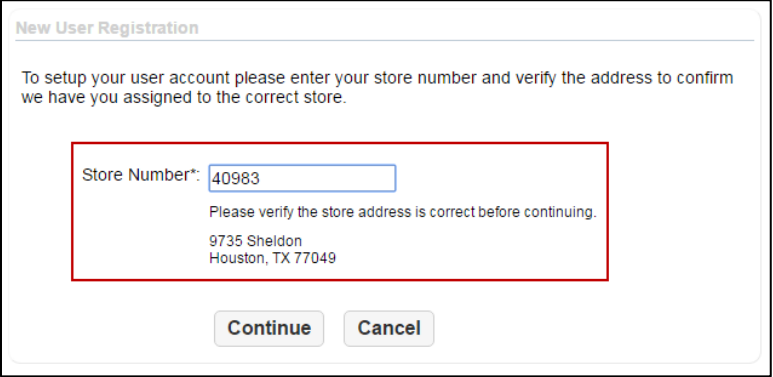




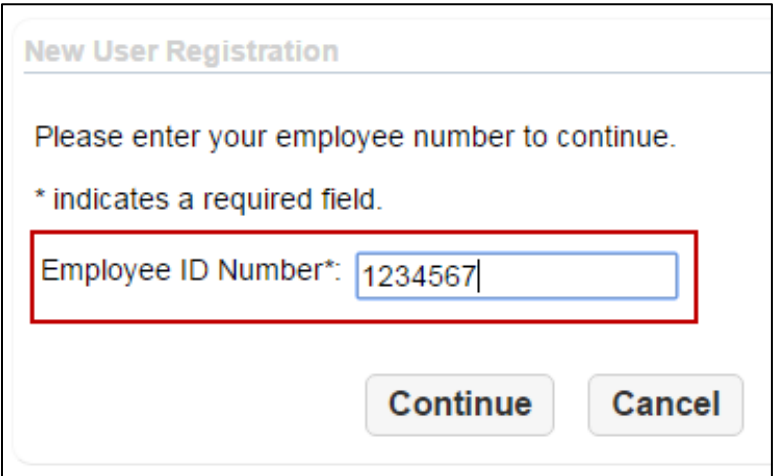
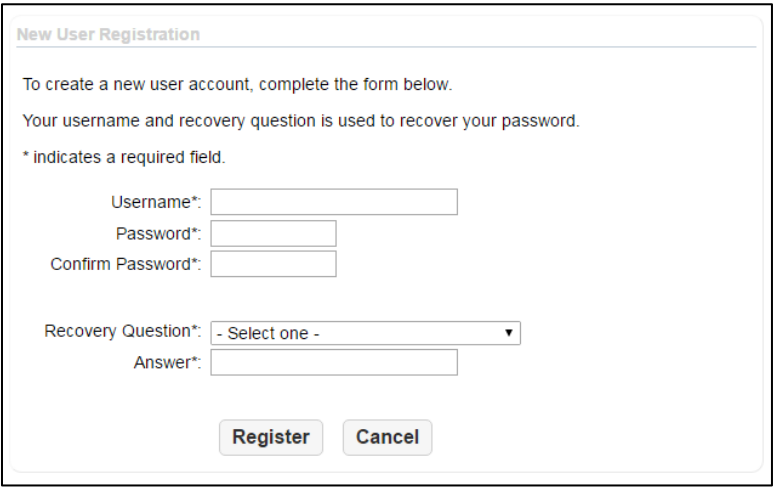
SALES ASSOCIATES REGISTRATIOIN AND LOGIN

Action	Screen
<p>1</p> <p>Note: This procedure applies ONLY to Sales Associates and Assistant Managers. Store Managers and above should follow the appropriate job aid to login.</p> <p>On the iPad, click on the 7 Excel University icon on the home screen (see the job aid for how to create the icon if not done already).</p>	 <p>The screenshot shows an iPad home screen with a grid of app icons. The '7ExcelUniversity' icon, which features the 7-Eleven logo, is highlighted with a red rectangular box. Other visible icons include Not used, Friday Calendar, Photos, Camera, Clock, iBooks, Settings, AppCatalog, Stripes Books, Ops Dashboard, Gmail, 7-11 Benefits, Horizon Portal, Window Clin..., and Telephone. The dock at the bottom contains Agent, Stripes, Zillow, Messages, Safari, and Mail.</p>
<p>2</p> <p>Click on the login option on the right.</p>	 <p>The screenshot displays the 'Welcome' page for 7Excel University Online. The page has a green header with the 'Welcome' text and the 7Excel University Online logo. Below the logo, it says 'Please log in to begin'. There are two login options: 'Only Corporate Store Managers and Franchise Owners, log in here >' and 'All others, log in here >'. The 'All others, log in here >' button is highlighted with a red box, and a red arrow points to it from the right.</p>



<p>3</p>	<p>If this is your first time to login to 7 Excel University, select the New User option.</p> <p>If you have already registered, enter your username and password, and then click on Login. Skip to step 7.</p> <p>If you have forgotten your password, click on Forgot Your Password, enter your username, and answer your security question.</p> <p>Note: Your Store Manager can also reset your password if you do not remember the answer to your security question.</p>	
<p>4</p>	<p>Enter your 7-Eleven store number, then verify that the address shown below is correct.</p> <p>Click Continue.</p>	



<p>5</p>	<p>Enter your Employee ID. Click Continue.</p>	
<p>6</p>	<p>Enter the following information:</p> <ul style="list-style-type: none">• Username (it must NOT contain spaces or special characters, and it must be unique)• Password• Recovery question from drop-down• Answer to recovery question <p>Click Register.</p>	



7

Once logged in, you will see the 7 Excel University home page.

Before beginning any training, check that your name is in the upper right corner.

Be sure to ALWAYS log out completely (including closing the Safari window) when you are finished.

