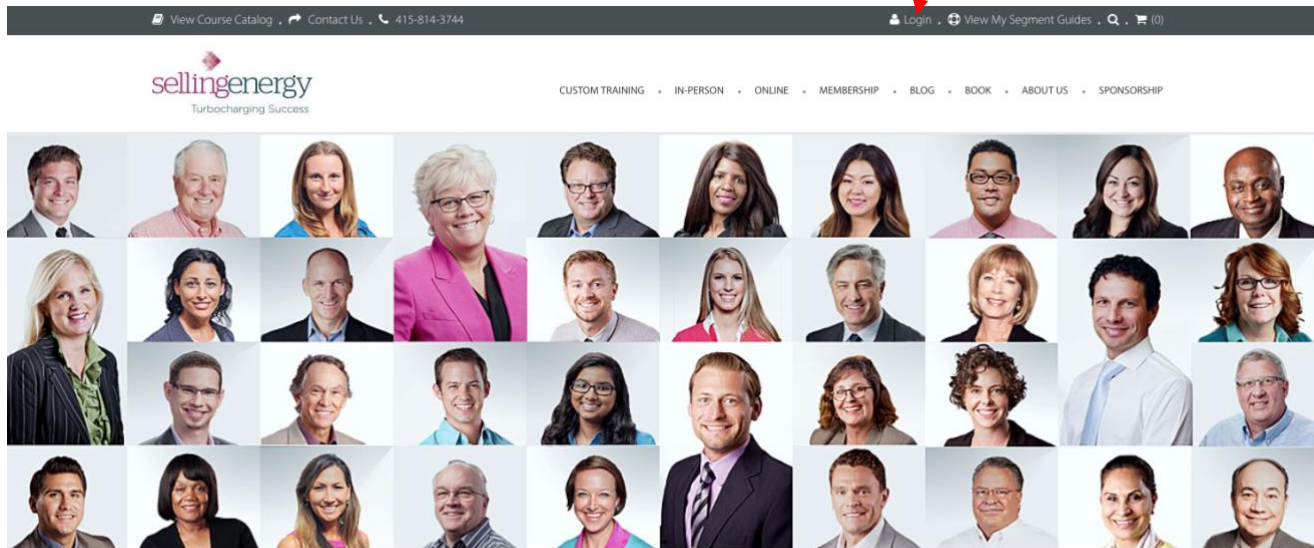


How to Access Your Online Courses

- Visit our Website, www.SellingEnergy.com
- Look for and click on **Login** in the top toolbar



HEAR WHAT PAST SALES TRAINING ATTENDEES HAVE TO SAY

- Log in by entering your unique credentials.
- If you forgot your login credentials, please see the Troubleshooting Tips at the end of this document.



LOGIN AND REGISTER

Login to your Account.

If you already have an account, you can authenticate yourself below.

Email
Username

Password
Password

Remember Me

Log me in

[Lost Password?](#)

Register an Account

New customer? Please fill out the form to immediately get a membership account.

Email
Beth@sellingenergy.com

First Name
Beth

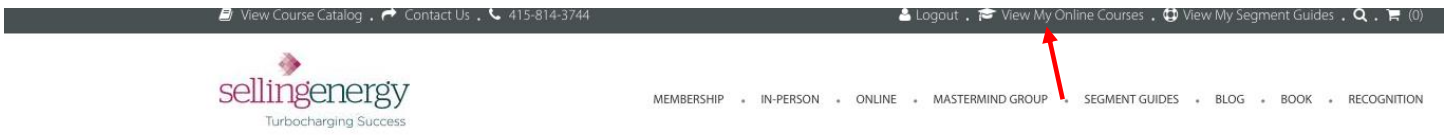
Last Name
Gucciardi

Password

Password Again

Register Account

- Once logged in, at the top of the page, look for **View My Online Courses**. Click on that.



Segment Guides

[View Past Transa](#)



- A pop-up box will appear the first time you access our Learning Management System.
- Please read, then accept, our Terms and Conditions by clicking I Agree.

Login

Welcome. Please log in below to access your courses.

Keep me signed in + [Forgot Password?](#)

OR

Terms & Conditions

Registration is for a license to use these course materials on a PER-PERSON basis for one year. Access by unlicensed registrants is strictly prohibited. As the licensed registrant for this training, you are accountable for any illegal distribution of course content including sharing your log-on information with others, group viewing, posting copies of this material on the Internet or on a company server or intranet, and any other form of unauthorized sharing.

If you need additional help registering people for this course or using these training materials for your team, please email info@sellingenergy.com so that they may be properly registered.

All training materials are covered by U.S. Copyright law and under the Digital Millennium Copyright Act.

- Click My Courses to access your training course(s).

The screenshot shows the Selling Energy dashboard with the following elements:

- Header:** Selling Energy logo with the tagline "Turbocharging Success" and a menu icon in the top right corner.
- Hero Image:** A video player showing a man in a suit and glasses speaking.
- Resume Card:** An orange card with a right-pointing arrow icon, labeled "Resume" and "Nothing to resume yet >".
- My Courses Card:** A dark teal card with a calendar and pencil icon, labeled "My Courses" and "See courses you are enrolled in >". A red arrow points to this card.
- Resources Card:** A green card with a download icon, labeled "Resources" and "Browse or download resources >".
- Catalog Card:** An orange card with a document and arrow icon, labeled "Catalog" and "See a complete list of available courses >".
- Message Board:** A pink notification box with a message icon and the number "2", containing the text "You have been enrolled in Financial Analysis of E..." and "Welcome to Selling Energy".

- Click Launch to play your video(s)

The screenshot shows the "My Courses" page with the following elements:

- Header:** Selling Energy logo with the tagline "Turbocharging Success".
- Navigation:** A dark teal sidebar with "My Courses" and a count of "1".
- Section Header:** "My Courses" with a folder and list view toggle.
- Search:** A search bar containing "Search 'My Courses'" and a magnifying glass icon.
- Filters:** A "Show Complete" toggle set to "ON".
- Course Card:** A card for "Financial Analysis of Energy Efficiency Projects : Advanced" with a video thumbnail and a "Launch" button. A red arrow points to this button.

- Once you have launched your training course, you can start the individual sections playing by clicking Launch, then clicking the play arrow. Your progress will be saved, so you can come back later and start again right where you left off. You will also be able to see your lesson progress, as well as the date when your access to the training will expire.
- Alternately, you may view your online courses directly by visiting <https://sellingenergy.myabsorb.com> and entering your log on credentials.

Enjoy the training session!

Troubleshooting Tips:

How to update your Passwords

Our main Selling Energy website and our online training Learning Management System (LMS) are two different websites. If you change your password on one site, the new credentials do NOT carry over to the other site. If you need to reset your password, we recommend changing your password on both sites, using the same credentials.

On Selling Energy (www.sellingenergy.com)

1 - Visit: <https://www.sellingenergy.com/login-and-register/>. Then click “Lost Password?”

2 - Fill in your email, then click “Get New Password”. Check your inbox for an email with instructions for resetting your password.

The image shows two screenshots from the Selling Energy website. The left screenshot is the login page with the heading "Login to your Account." and the subtext "If you already have an account, you can authenticate yourself below." It features an "Email" field with the placeholder "erica@sellingenergy.com", a "Password" field with masked characters, a "Remember Me" checkbox, and a "Log me in" button. A red arrow points to a "Lost Password?" link below the login form. The right screenshot is a modal window titled "sellingenergy" with the instruction "Please enter your username or email address. You will receive a link to create a new password via email." It contains an "Email Address" input field and a "Get New Password" button, with a red arrow pointing to the button.

On our Learning Management System (LMS) (<https://sellingenergy.myabsorb.com>)

1 – Visit: <https://sellingenergy.myabsorb.com/#/login> Click “Forgot Password?”

2 – You may reset your password using either your username or your email. Use your email address. Enter your email address and click Submit. A password reset link will be emailed to you.

The image shows two screenshots from the Learning Management System (LMS). The left screenshot is the login page with the heading "Login" and the subtext "Welcome. Please log in below to access your courses." It features a "Username" field, a "Password" field, a "Keep me signed in" checkbox, a "Forgot Password?" link, a "Login" button, and a "Sign Up" button. A red arrow points to the "Forgot Password?" link. The right screenshot is a modal window titled "Reset Password" with a close button in the top right corner. It contains two dropdown menus: "BY USERNAME" and "BY EMAIL". A red arrow points to the "BY EMAIL" dropdown. There is a "Close" button at the bottom right of the modal.

Once you have reset your passwords, continue with the instructions above to access your online training. Have questions? Need Help? Email info@sellingenergy.com or call 415-814-3744. We will be glad to help!