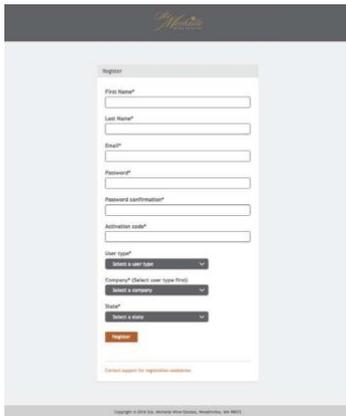


# Welcome to the Ste. Michelle Wine Estates Learning Management System

Please carefully read through the instructions below in order to accurately register your new LMS account. If you need assistance please email:

[smwe.lms.support@bydaylight.com](mailto:smwe.lms.support@bydaylight.com).



## NEW USERS

Please visit: [smweschool.com/register](http://smweschool.com/register) to create your account.

The activation code is: **qualitywines**

When filling out the form, you will be prompted to enter your User Type and Company followed by Location if prompted. Below please find helpful details on selecting the appropriate options for you:

### User Type Select

- **Distributors:** You work for a wine distributorship
- **SMWE:** You work for Ste. Michelle Wine Estates
- **Restaurants:** You work at a restaurant account (Please note, your activation code may be different than above if you received instructions from your manager)
- **Wine Trades:** You are outside a distributorship, you do **NOT** work for SMWE or at a restaurant



### Company Select

The Company dropdown allows you to select your company. If you do not see your company listed, please select "Other" from the bottom of the dropdown list.

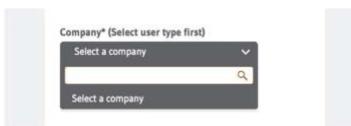
### Location Select

Select your specific location or in some cases region or associated group. Please ensure you select the correct option so your data is categorized accurately.

### SMWE Users Company Options:

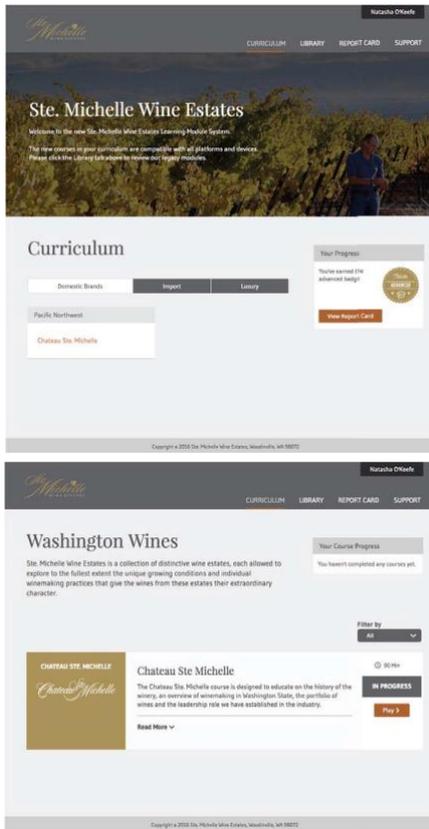
You have 3 options to select from the Company Dropdown menu

- **SMWE Sales:** You are part of the SMWE Sales Team
- **SMWE Guest Services:** You work at one of our associated wineries in the Guest Services department
- **SMWE Non Sales:** You work in any other department that is **NOT** Sales or Guest Services



### SMWE Users Location Options:

- **SMWE Sales:** Please select your Region or associated team. If you have questions on which group you belong please refer to the organization chart or ask your manager
- **SMWE Guest Services:** Please select the State in which the winery you work for is located
- **SMWE Non Sales:** Currently, there are no specific options



## ORIENTATION

Upon logging in you will be able to view your coursework. Most students' curriculum will include: All Brands, Domestic, International and Waitstaff Training. If you are a restaurant student, you may just see Waitstaff Training. Click the category tab to display the courses and modules that make up each curriculum. You must complete and pass all courses and modules with that curriculum unless otherwise advised by your manager.

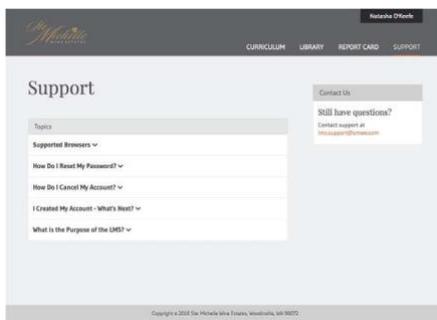
## LET'S GET STARTED

We've organized each curriculum by region and then by brand. You can learn more about each module by clicking the "Read More" link. Once you've selected your first module, simply click the "Start" button on the right side of the screen. This will launch the module in a new browser tab. Once you have finished a module, you should close your module tab or window. You will see your score is recorded by the LMS. If you did not meet the passing requirement, you'll see a prompt to retake the module. If you passed, you'll see the option to Replay the module.



## CERTIFICATE OF COMPLETION

Upon completing a module, you will have the ability to print or email a certificate of completion for your records. This can be tackled from the curriculum detail page. For each module, you'll see on the right side of the screen there is an email and a download icon. Clicking these will send you the certificate via email or prompt the certificate to download to your computer, respectively.



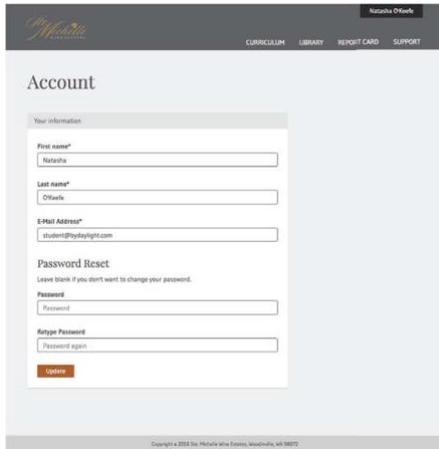
## SUPPORT

Should you have any questions about the LMS, please consult the Support page. If after reviewing the support page your questions persist, please reach out to [swme.lms.support@bydaylight.com](mailto:swme.lms.support@bydaylight.com) with your questions.



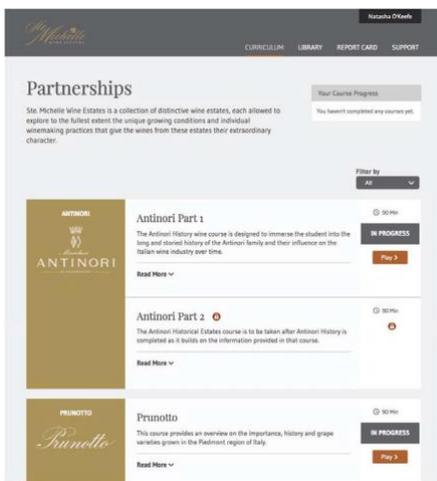
## REPORT CARD

The Report Card page grants you visibility into your history. This view will display your average score, total modules completed and statistical details. This view also shows what badge level you're at. Badges are earned based upon the percentage of modules you have taken and passed. For example, if you have 10 modules available to you to take, you will earn the Beginner badge upon completing 5 modules. Upon completing 9 modules, you will earn the Advanced badge.



## FORGOTYOURPASSWORD?

If you are having trouble logging in or can't remember your password, please click the "Forgot Your Password" link on the login screen. This will enable you to reset your password.



## REFRESH

You can always retake any modules you've completed in order to refresh your knowledge.