GENERAC®

UNIVERSITY

Quick Start Guide

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The first thing we recommend is that you verify your personal information is correct.

MANAGE PERSONAL INFORMATION

To do this you will click the user icon in the top right corner and click "My Profile." You may edit information in any fields that are not locked. Once complete, click "Save Changes" at the bottom of the page to update the information.

Note: It is very important to have your email correct as this is how we provide information for class confirmations, class changes, certification expirations and more. If you add an alternate email, that email will receive all the emails the primary does.
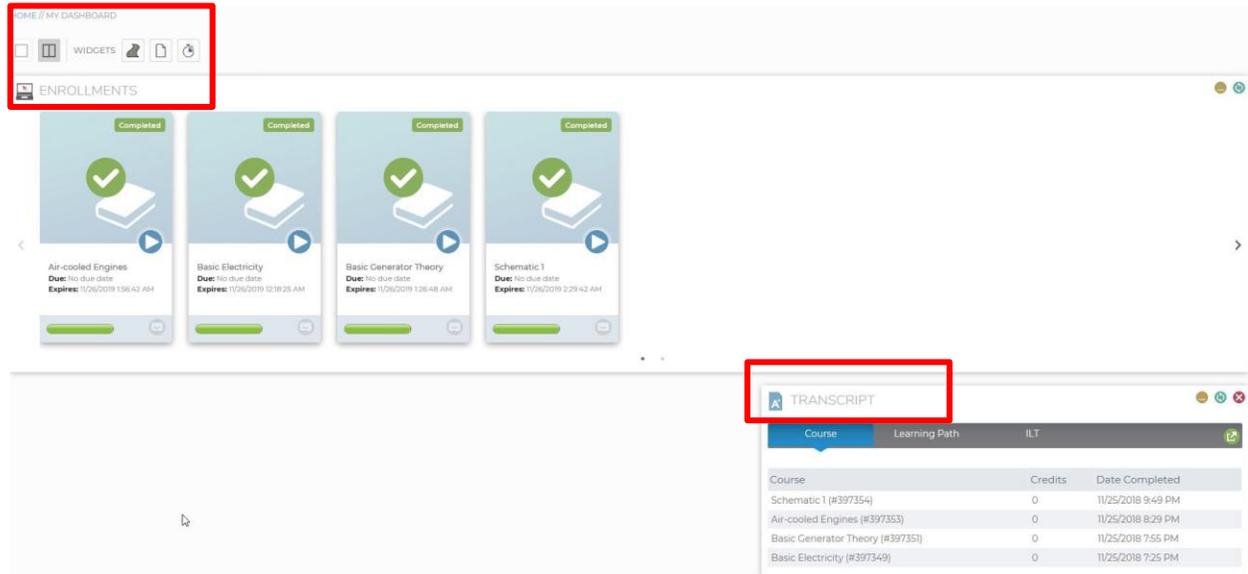
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MY DASHBOARD – This is your personal landing page which you an customize.

"My Dashboard" is the central component of your Generac University experience. The dashboard is made up of "widgets" that allow you to perform tasks such as:

- Viewing and interacting with course content
- Accessing receipts
- Seeing your progress through learning path and course enrollments
- Accessing shared documents
- Viewing events such as course enrollment due dates, course enrollment expiration dates, and instructor led training sessions you are enrolled in
- Viewing and printing your transcripts for completed course, learning path (in the future), and instructor led training enrollments
- Viewing and printing certificates you have earned for completing course
- Interacting with peers and subject matter experts via course and community discussion feeds. (Coming soon)

Some widgets may not be available at this time and an announcement will come when they do become available. When we let you know that they are available you can add them by clicking on the icon on your Dashboard.

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All widgets that are accessible to you via your dashboard can be re-arranged and opened or closed to your liking. A detailed explanation of each widget and its functions are outlined in the sections below.

Example 2 of a DASHBOARD
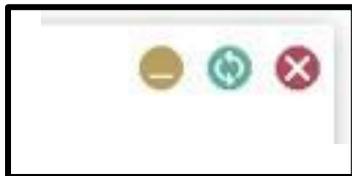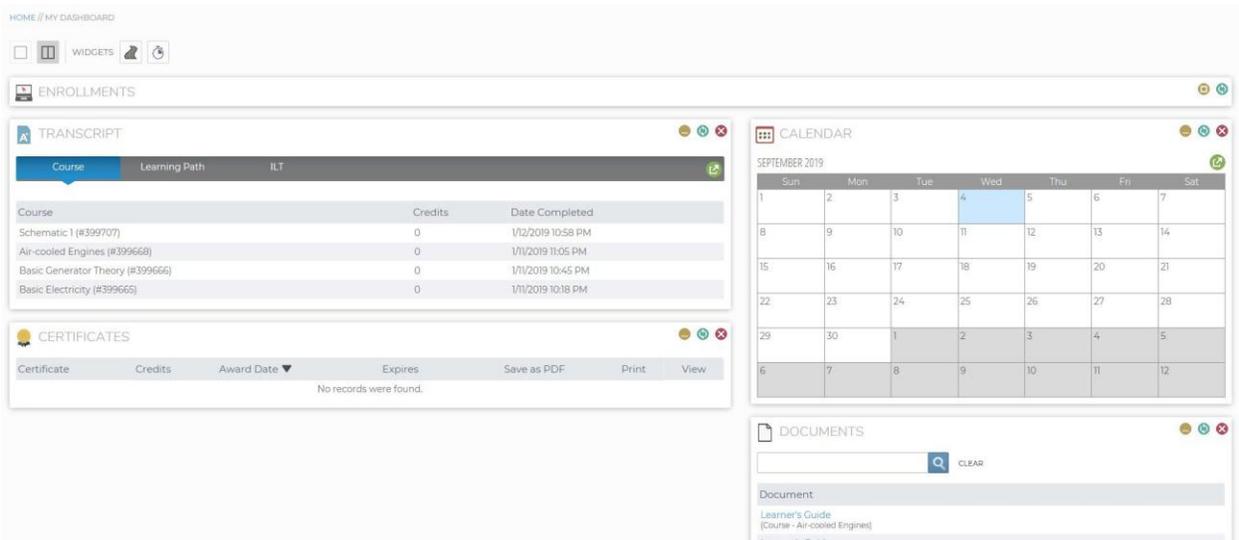
You can minimize the widgets by clicking ⬤

You can click the update icon, if you feel the widget info is not up to date. 🔄

You can close the widget by clicking the ❌

(Notice you can never close the enrollments widget, just minimize).

If you close a widget and want to open it back up, you can go back to the top and click on the widget icon.

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ENROLLMENT WIDGET

The "Enrollments Widget" snows a listing of all courses you are enrolled in, and **is the main point of entry for interacting with content for courses you are enrolled in.** It displays your progress, along with information on due and expiration dates for courses you are enrolled in. The widget is broken down into 5 tabs that display enrollments according to their status:

- **Enrolled** – These are the courses you are currently enrolled in that have not passed their due or expiration dates.
- **Pending** – These are courses that you have requested enrollment in that must be approved by your administrator before they will appear on your Enrolled tab.
- **Overdue** – These are courses you are currently enrolled in that have passed their due date. This status has no effect on your ability to complete the course(s), but you should complete them as soon as possible.
- **Completed** – These are the courses that you have completed. If the course enrollment has not expired, and the course's content has not changed since you have completed it, you may interact with the course content in "review mode."
- **Expired** – These are the course enrollments that have expired prior to you completing them. Expiration means that you are no longer able to interact with or complete the course enrollment.

For each course enrollment listed in the "Enrollments Widget", there are buttons you can click to interact with content for that course:

- View button – Clicking this button will take you to the course enrollment details page for that course enrollment. From there, you will be able to access course materials and interact with course content. **This is the main point for launching and completing courses.**

- Review button – This button functions the same as the "View" button above but appears only for completed course enrollments. This opens content in "review mode" where you can still interact with content where progress is no longer tracked.

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DOCUMENTS WIDGET

The "Documents Widget" shows a listing of all documents you have access to as a result of being enrolled in courses that have course materials attached to them. This widget serves as a means to quickly search for and access any document you have access to within Generac University.
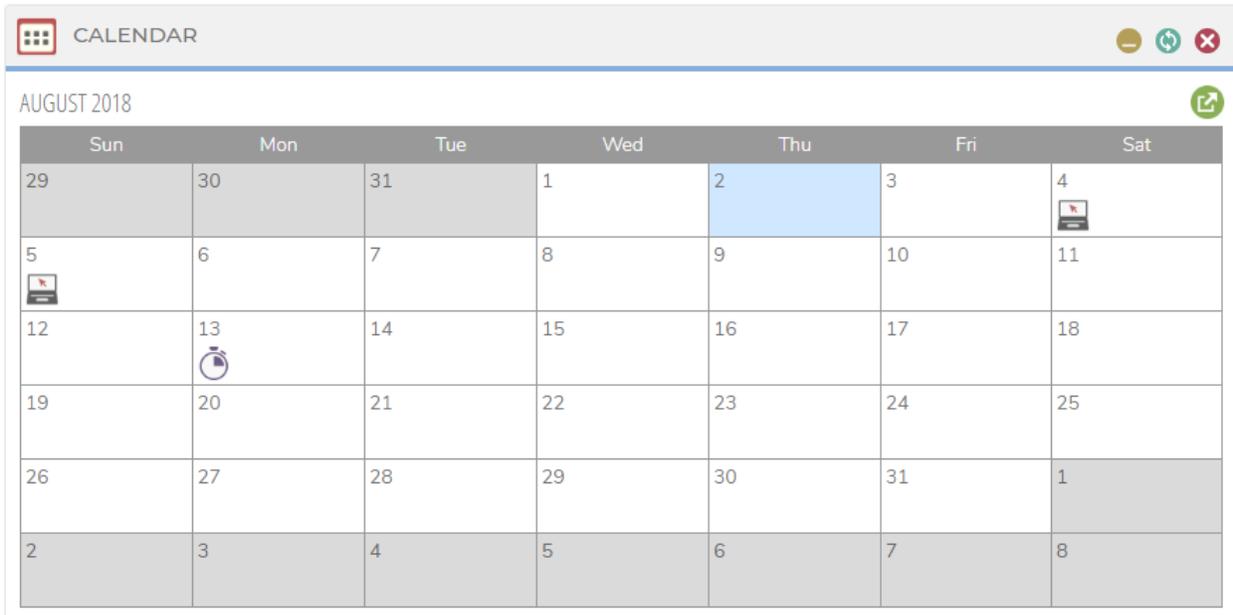
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CALENDAR WIDGET

The "Calendar Widget" shows upcoming events that are relevant to you such as course enrollment due and expiration dates, and instructor led training sessions that you are enrolled in.

Events on the calendar are indicated by the following icons:

Enrollments – This icon indicates that an enrollment is due or will expire on this date. Hovering over the icon will display the event and the name of the enrollment, and clicking on the icon will show additional information about the enrollment.

Instructor Led Training – This icon indicates that an instructor led training session you are enrolled in will occur on this date. Hovering over the icon will display the name of the instructor led training session, and clicking on the icon will show additional information about the session.

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TRANSCRIPT WIDGET

The "Transcript Widget" shows your transcripts for all courses, and instructor led training you have completed.

CERTIFICATES WIDGET

The "Certificates Widget" shows all certificates you have earned by completing courses and learning paths.

You can download, print, or view your certificates using the following buttons:

PDF – Clicking this button will generate and download a PDF file for the certificate.

Print – Clicking this button will print the certificate.

View – Clicking this button will open the certificate for viewing.

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PURCHASE WIDGET

The "Purchase Widget" shows your receipts for all course you have paid for.

Order Number	Order Date ▼	Amount	Options
	1/7/2026	$	
	9/20/2021	$	

Page 1 of 1   2 records found.

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FINDING A COURSE/CATALOG

To view courses, click **CATALOG** on the top banner.
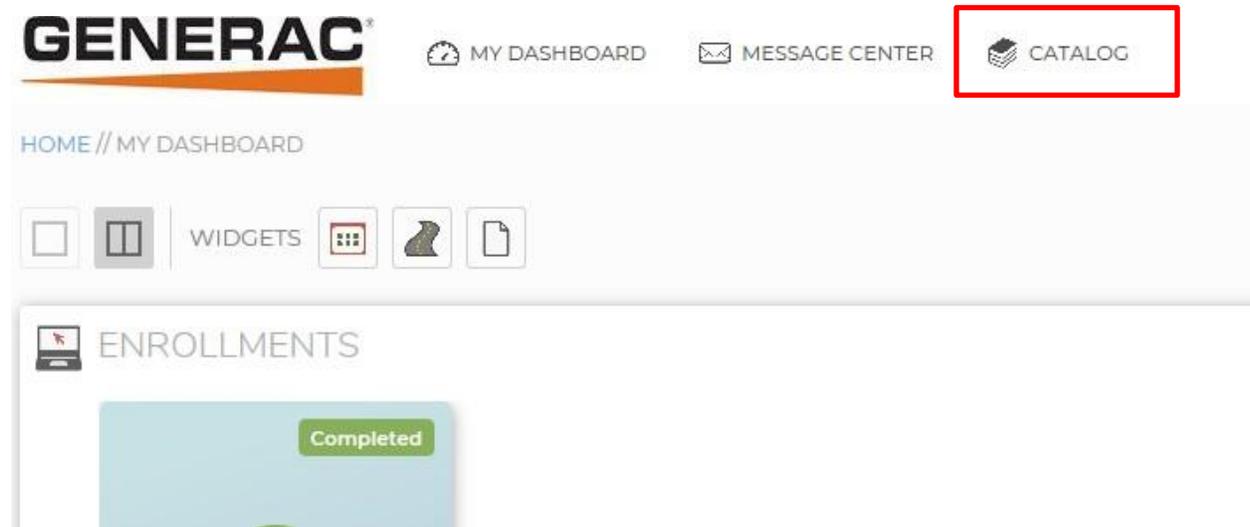
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The course catalog screen will open. On this page you can click on a catalog to expand it to see the courses that exist inside a particular catalog or you can select a course that is not in a catalog. You can also you the Search catalog to search for a catalog or a course. You can use the name of the course to search, or if you know the course number (course code) you can search by that.
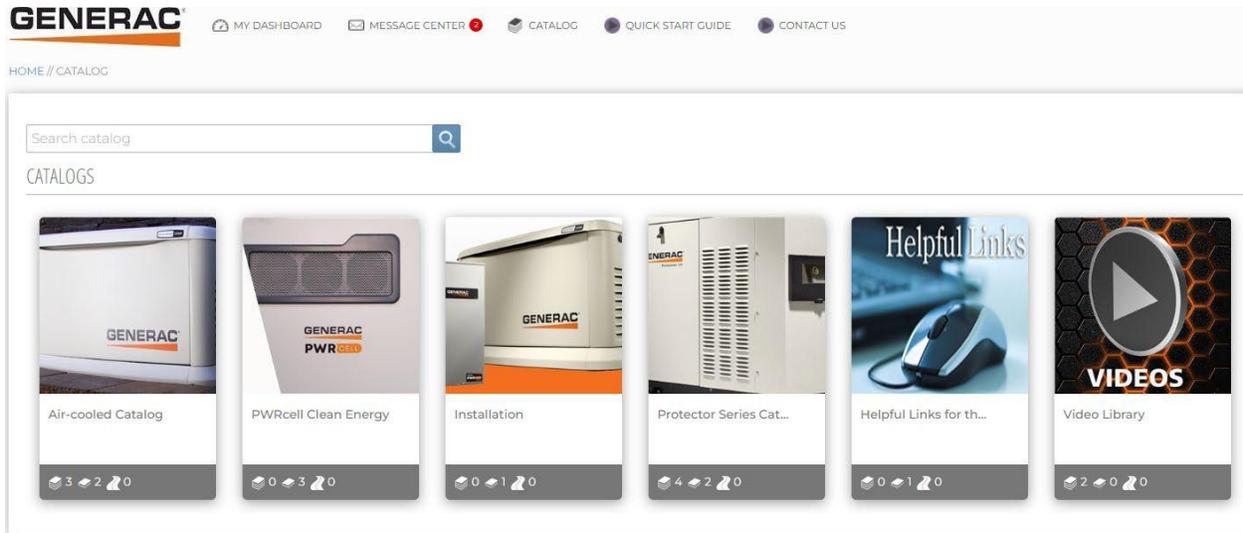
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ENROLLING IN A COURSE

Clicking a course tile will take you to the details view of that course where you can view additional information and enroll in the course.

To enroll in a pre-req course, click the "Enroll" button below the course title. Once you have been enrolled in the course successfully, you will see a pop-up that contains a link to go to your course enrollment where you can begin interacting with the course's content.


To enroll in a course, click the "Enroll" button below the course title. Once you have been enrolled in the course successfully, you will see a pop-up that contains a link to go to your course enrollment where you can begin interacting with the course's content.

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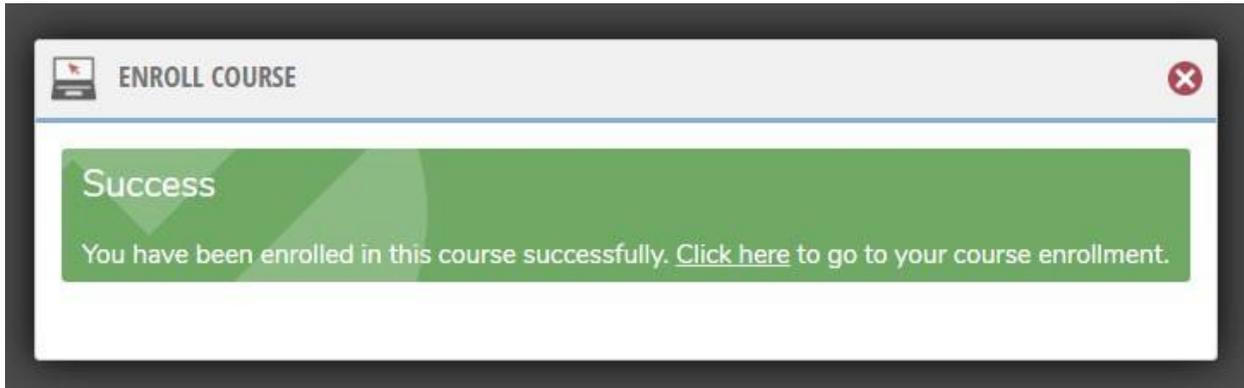
To enroll in a course where there is a fee charged you will click Add to Cart. Clicking the "Add to Cart" button will place the item in your shopping cart.
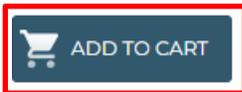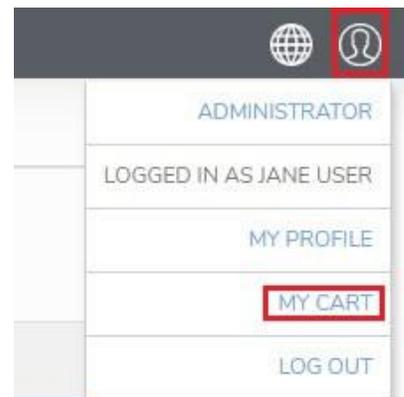

From there, you can continue adding items to your cart or view your cart by clicking the "Go to Cart" button on the item you have just added, or by clicking the "My Cart" link from the user menu.

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From the shopping cart page, you can view the items in your cart, or checkout and pay for your purchases by clicking the "Checkout" button. You can also go back to the catalog to continue adding items to your purchase by clicking the "Continue Shopping" button.

PAYMENT INFORMATION

Once you click the "Checkout" button, you will be taken to a form to enter your payment information and complete the checkout process.
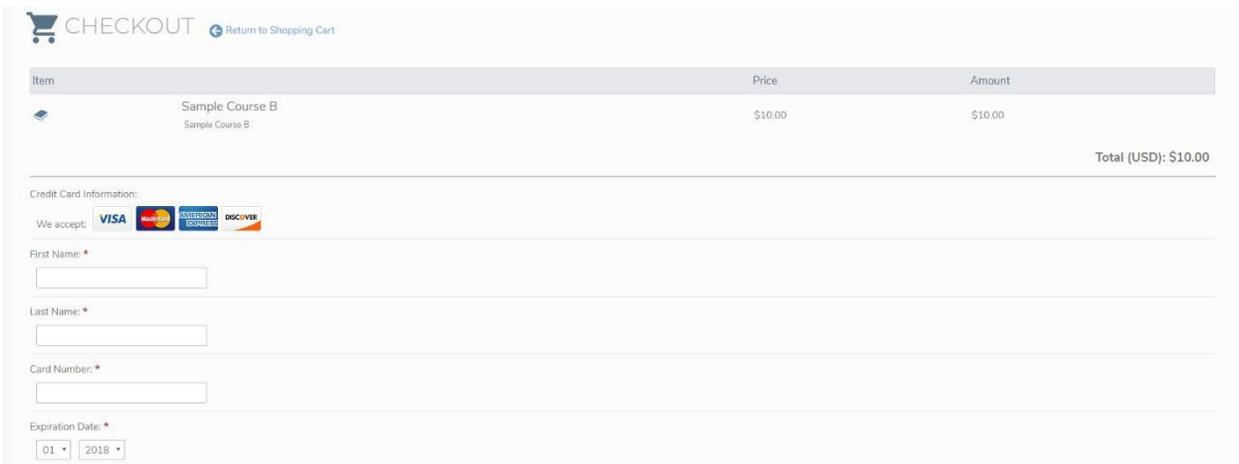

Enter your payment information and click "Submit Order." Your order will be processed immediately, and once processing is successful, you will be enrolled in the items you purchased, and you will receive a pop-up confirmation that your order has been processed successfully. Also, depending on your administrator has configured their payment settings, you may receive an email receipt from the payment provider.
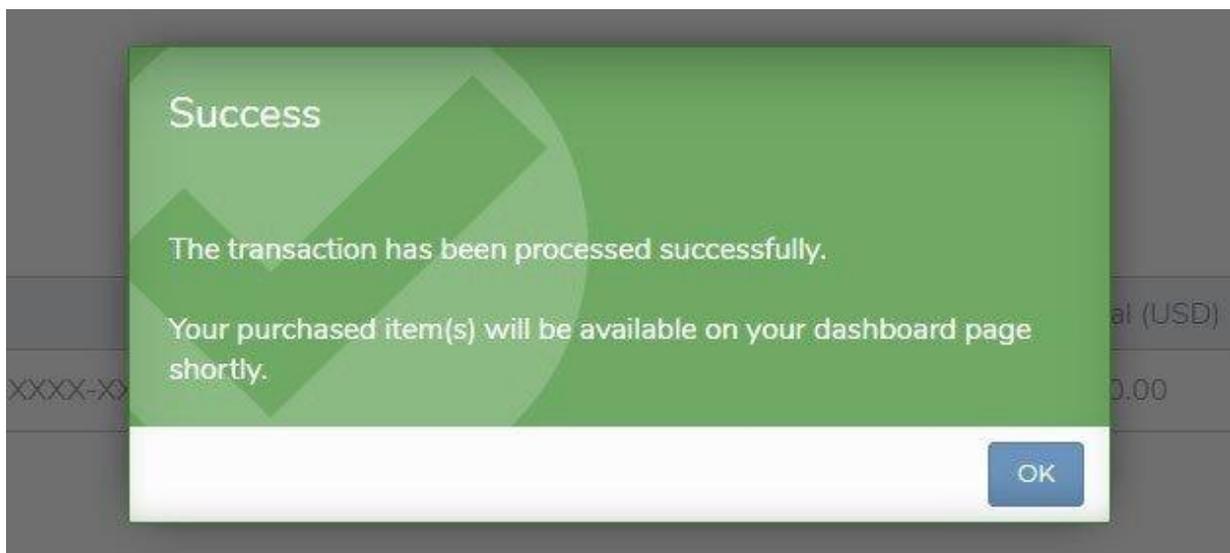
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Courses

After you enroll in a course your enrollments are listed on your "Enrollments" widget, you may interact with them by clicking the "view" button for that enrollment. If you enrolled in an online class or test you will notice in your enrollments that you can launch the test.
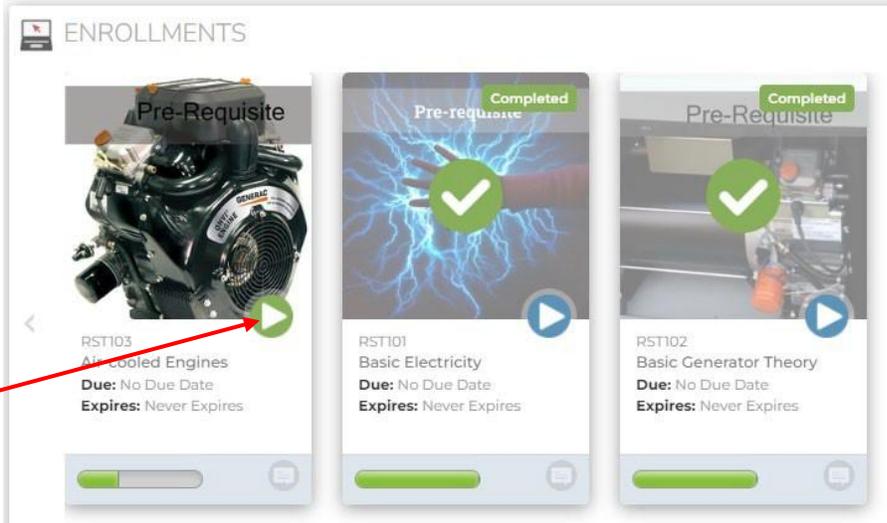
Clicking the "view" button for a course enrollment will take you to the course enrollment screen where you can view the modules that make up your course, and all information and materials related to that course. To complete a course enrollment, you must complete all modules listed for the course. This will differ if you enrolled in an online course versus a classroom session.

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Online Course Notes:

- We strongly recommend GOOGLE CHROME as your browser for the most reliable results when taking an online test.

- Please use a hard-wired, reliable connection to the Internet. A Wi-Fi connection may be used provided the signal is strong and reliable.

- Please only have the windows open that you need, example, don't have 5 internet sessions open this may cause an interruption of the data connection for your test.

- The attempts allowed for online tests vary, however, if your session times out or you close the session before completing, that will count as one of your attempts.

- If your system locks up or you have technical problems, please contact us at servicetraining@generac.com or call 262-544-4811 ext. 4172. (M-F 8:00 a.m. – 5:00 p.m. CST)

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FAQs
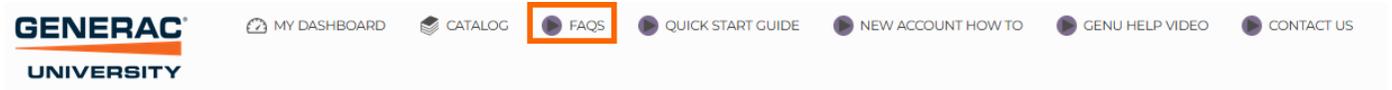
For links to FAQ documents, click FAQs at the top and select the document you wish to view.

If you click 'My Dashboard' at the top, launch "Generac University FAQs" and click the blue button under action, you can look through even more FAQs, including an interactive way to learn how to recertify.

For more helpful tips, click on either "New Account How To" or "GenU Help Video"