

BWI University Resources & Tutorials

Narrated Tutorials

Assign Courses to your staff - [Go Now](#)

This tutorial will walk you through how to assign any of the courses within the library to your staff

Locate who has not completed assigned courses - [Click Here](#)

This tutorial explains how to identify which assignments have not been completed by staff. You can look at by assigned course or by user

Locate All Users - [Learn How](#)

We will walk you through locating all the users associated with your property, active or inactive, so that you can identify who at your property has a BWIU account

Creating property Users - [Begin Creating Now](#)

This tutorial will show you exactly how to create users, from the initial steps to adding their jobs to their profile.

Inactivating Users - [Unclutter Your Space](#)

Want to know how to inactivate users? That is exactly what this tutorial walks you through.

Develop your Hierarchy - [Build Your Team](#)

Keep your staff close in the system, easily navigate to their profiles and manage their training from just a few clicks.

Click-by-Click Tutorials

GM Points / Transcripts - [Calculate and Read](#)

Learn how to read your transcripts and how to calculate the number of GM points you have acquired during your certification cycle

How to navigate to Users Admin Profile - [Click Me](#)

Navigate to the admin profile where you can truly manage your staff and their training

Register Others for Training - [Show and Tell](#)

Bypass the assignment process and register your staff directly for classes or online courses

Add Jobs (associated training based on job) - [Work! Work! Work!](#)

Automatically assign Best Western mandated training to your staff by adding a job to their profile.

Transfer users to a new/different Manager - [A New Sheriff](#)

If one manager quits, easily transfer all their direct reports to a new manager with this tutorial

Alternative way to add manager: [Speedy Boss](#)

The quickest way to add a manager to a user's profile.