

# DreamBuilder

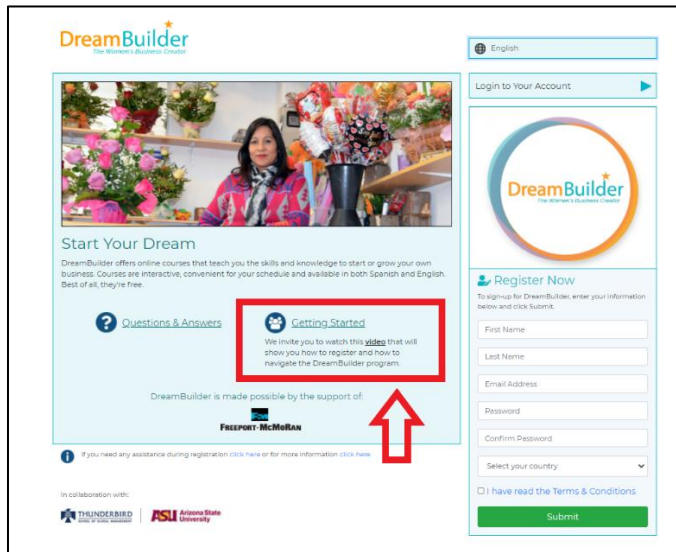
Learner Guide

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## Welcome to DreamBuilder

### Getting Started

Watch the video to help guide you through registration and navigation of the program.



### Frequently Asked Questions

Select Questions & Answers for a list of the most common questions regarding the program.



## Alerts

Alert information is displayed. Notification exists if you are experiencing low connection speed.

The screenshot shows the DreamBuilder landing page. At the top is the logo. Below it is a video thumbnail of a woman in a floral shop. The main heading is "Start Your Dream". Below this, there are two buttons: "Questions & Answers" and "Getting Started". A red arrow points down to a red-bordered box containing two alert messages:

- !** Due to a slow internet connection speed, you may experience some issues completing the DreamBuilder programs and accessing all the features.
- i** If you need any assistance during registration click here or for more information click here

At the bottom, it says "In collaboration with:" followed by logos for Thunderbird and ASU Arizona State University.

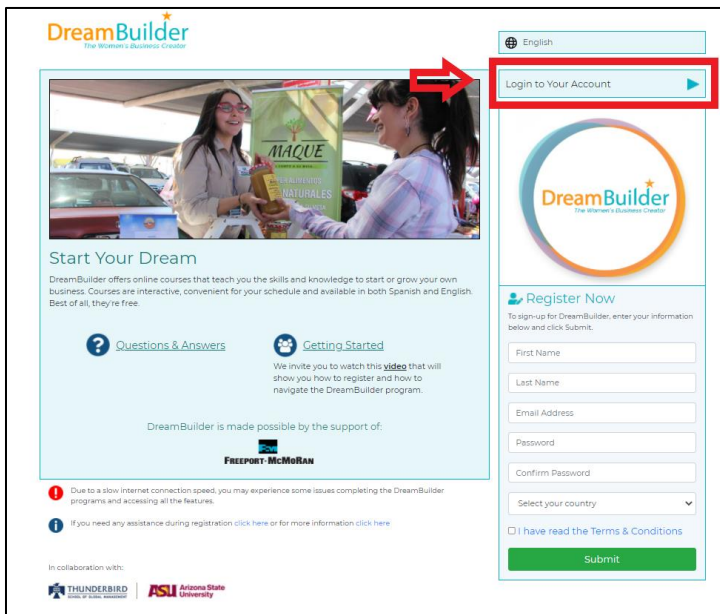
## Registration

To register for an account, you will use the landing page configured for your organization. Please reach out to your Program Coordinator if you have not been provided this information.

Select Language before you register. Choose English or Spanish.

The screenshot shows the DreamBuilder landing page with a registration form on the right. A red arrow points to a red-bordered box at the top right containing a language selection dropdown menu with "English" selected. The registration form includes fields for First Name, Last Name, Email Address, Password, and Confirm Password, along with a "Select your country" dropdown and a "Submit" button. The alert messages from the previous screenshot are also visible at the bottom of the page.

To Login to your pre-existing account please select Login to Your Account



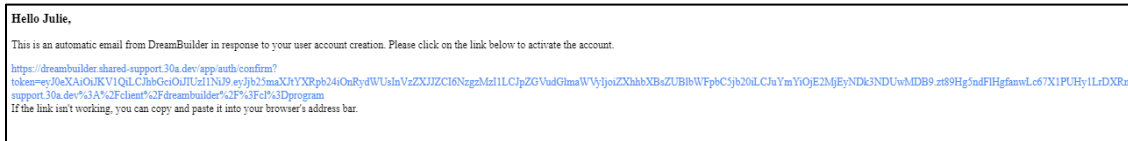
To register a new account, at minimum you will be required to enter the following information under Register Now:

- First Name
- Last Name
- Email Address
- Password
- Confirm Password

Click that you have read the Terms & Conditions and select submit. Depending on the organization you are apart of there could be additional registration requirements. Some landing pages will request that you enter the Country.

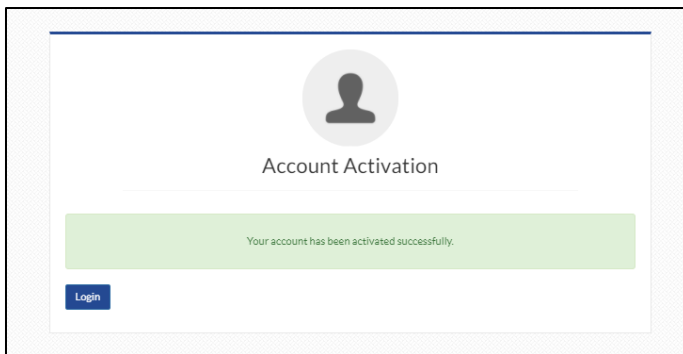


An email will be sent to you prompting you to confirm your account. Click on the link in the email to activate the account.



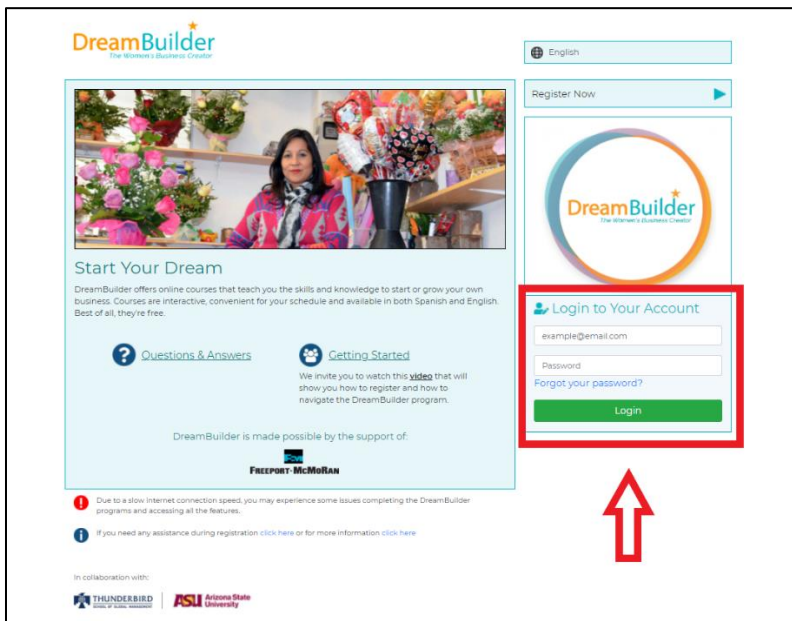
If you do not receive the confirmation email within a few minutes, please check your junk and spam folders. If you entered the email incorrectly, please reach out to our support team for further assistance.

Once the link is clicked you will receive notification that you account is activated.



### Login

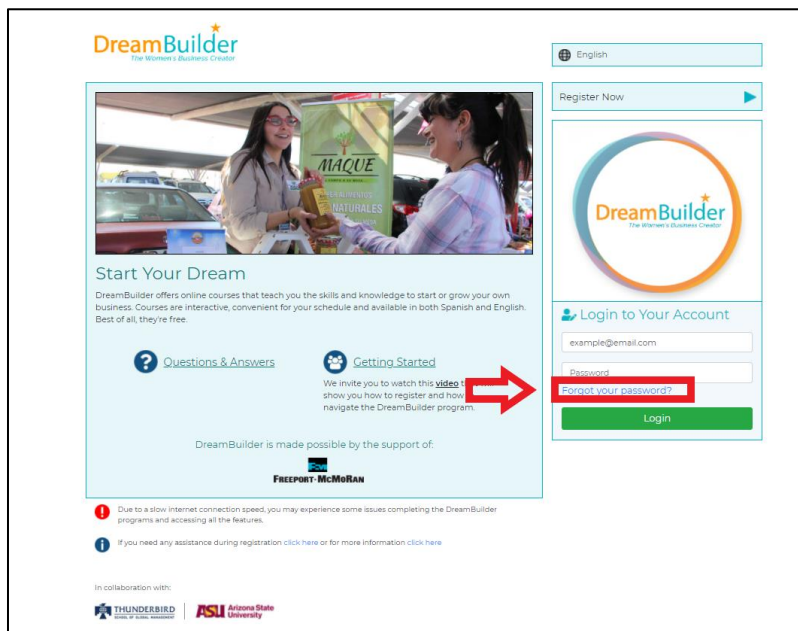
To login to your account enter your email address and password.



### Forgot Password

If you have forgotten the password for your account, you can select the Forgot your Password option. This will trigger a password reset email for your account.

Check your email within a couple of minutes to retrieve the password reset link. Be sure to check your junk and spam folders if the email is not in your main inbox.



### Platform Menus

#### Language

Select the language option to change the language used for the platform.

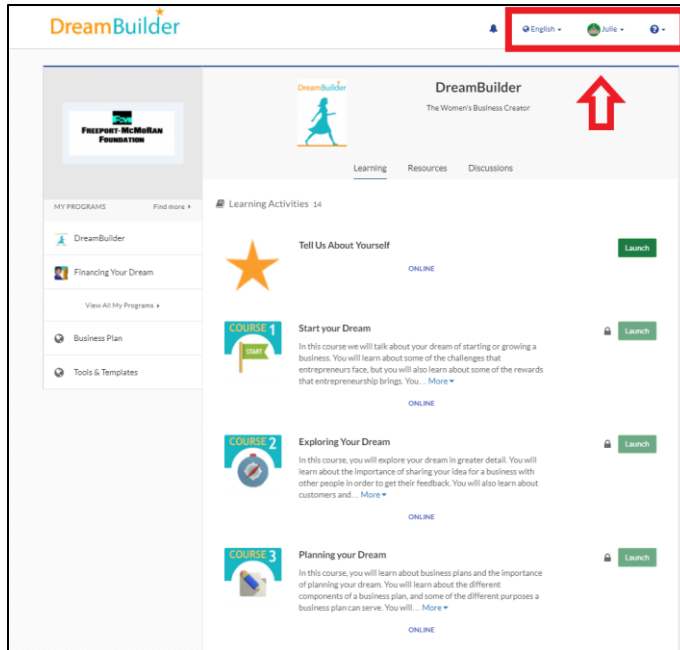
Changing the interface language will not change the programs that you have enrolled in. If you would like to change the programs you are enrolled in from English to Spanish or vice versa, please reach out to our support team for further assistance.

#### Profile

Select your name to access your profile and settings. Here is where you can update your first and last name, password, and privacy notifications.

#### Support

Select the question mark icon to access support resources such as knowledge based articles and frequently asked questions. Here is where you can submit a ticket for further assistance from our support team.

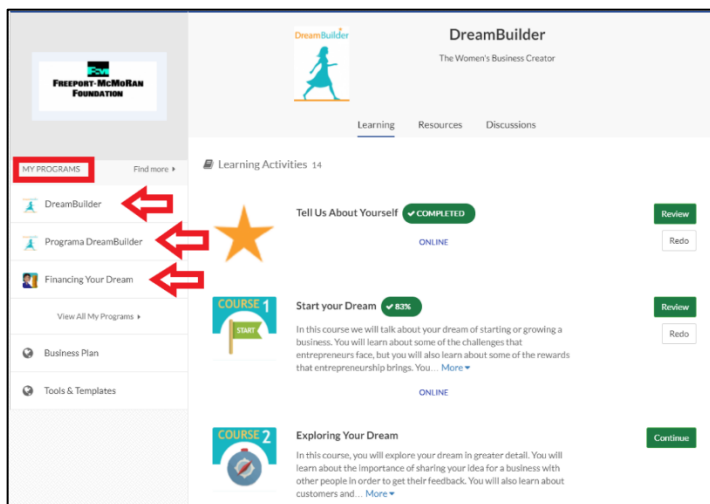


## Accessing Content

DreamBuilder and Financing Your Dream are offering in English and Spanish. If you are not enrolled in the correct language, please contact our support team for further assistance.

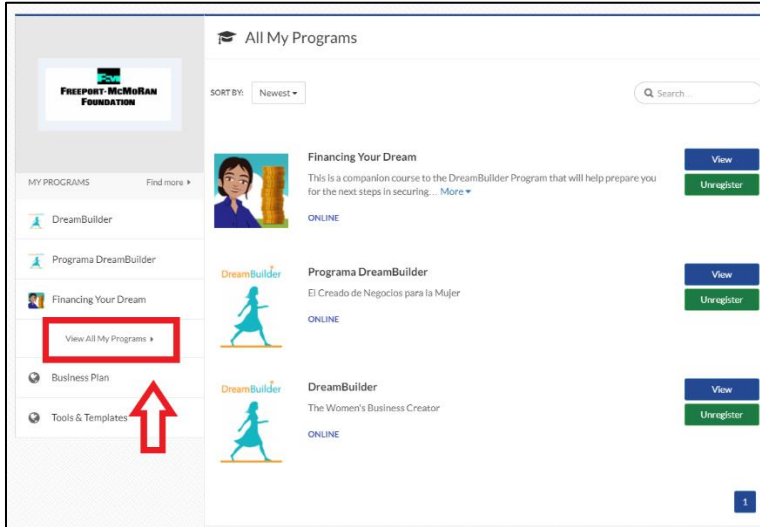
## My Programs

All the programs that you are registered for will be displayed under My Programs.



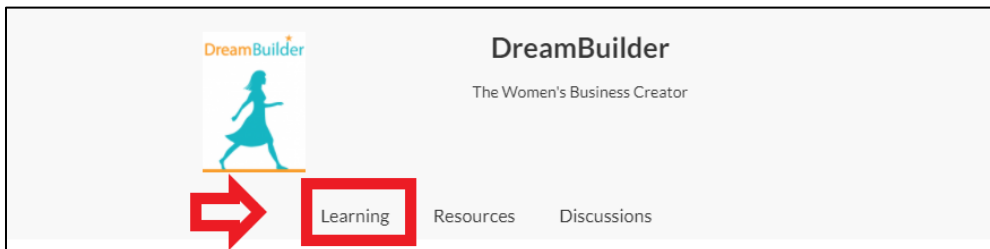
### View All My Programs

If you are registered in more than 3 programs, select View All My Programs to see a complete list of the programs you are registered for.



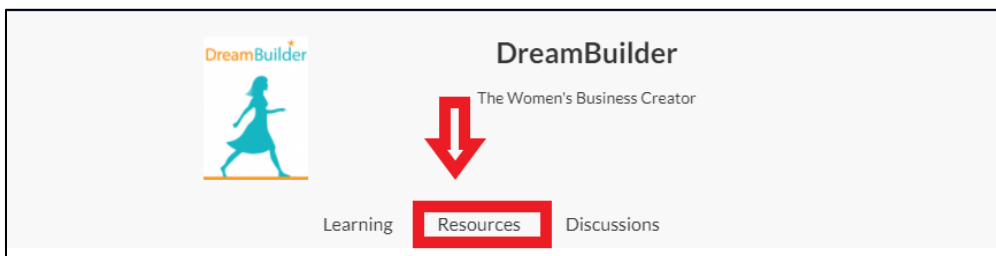
### Learning

You can access the learning activities for each program by choosing the program and selecting Learning.



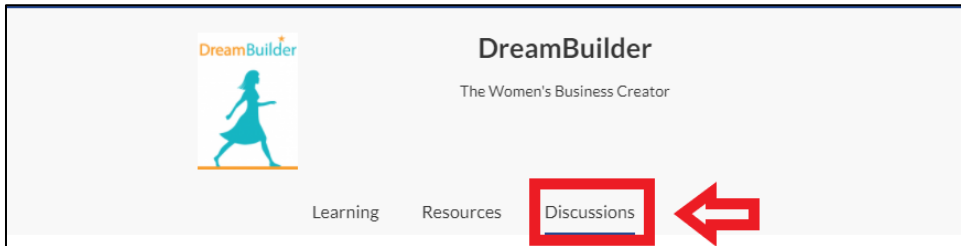
### Resources

This is where additional resources for your program would be listed if available.



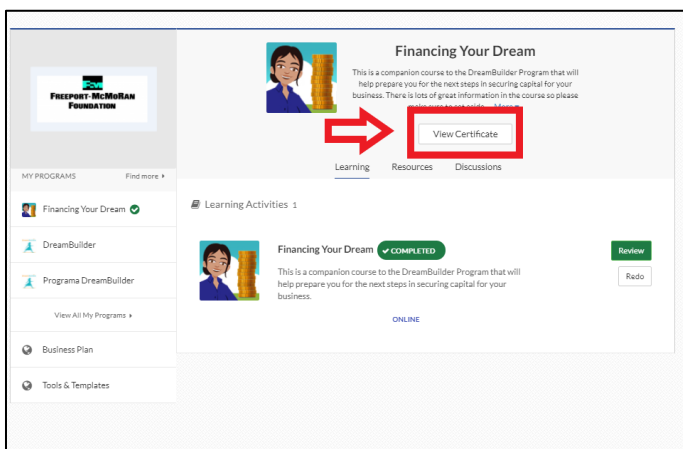
### Discussions

This is where you can connect with a community of other learners who are enrolled in the DreamBuilder program.



### Program Certificate

Once all the learning activities are completed for a program a certificate will be available to you. The program certificate will be displayed above the Learning, Resources and Discussions tabs. Click on View Certificate to open the Certificate in a new window and print or download.

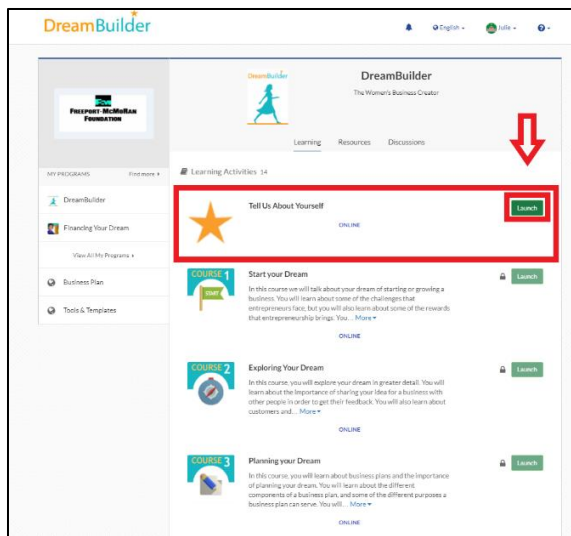


## DreamBuilder

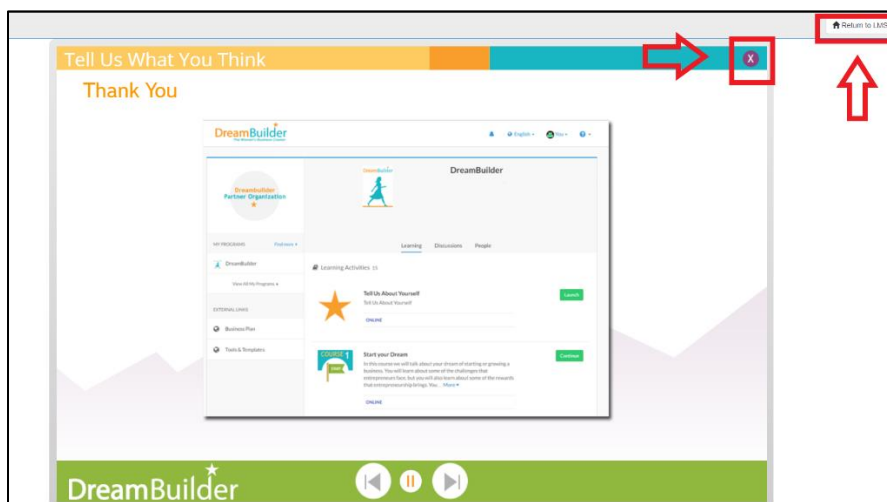
### Tell Us About Yourself Activity: Pre-Program Survey

The first step of the DreamBuilder Program is a pre-program survey which provides Thunderbird with important demographic information.

Select Launch next to Tell Us About Yourself to begin this activity.



Answer each question in the Tell Us About Yourself Activity. Once complete select the Exit button to close the module and return to your DreamBuilder account to begin the Program. Alternatively, you can select the Return to LMS button to return to the default page.

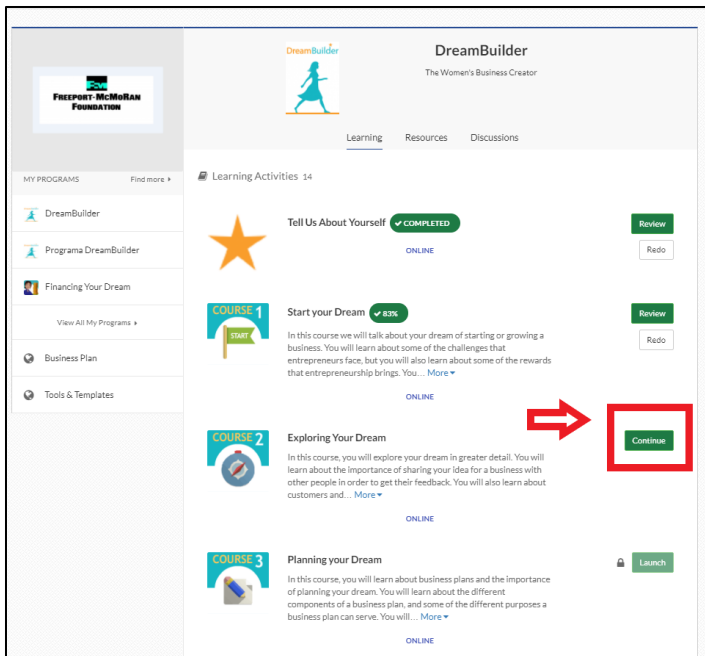


### Learning Activities

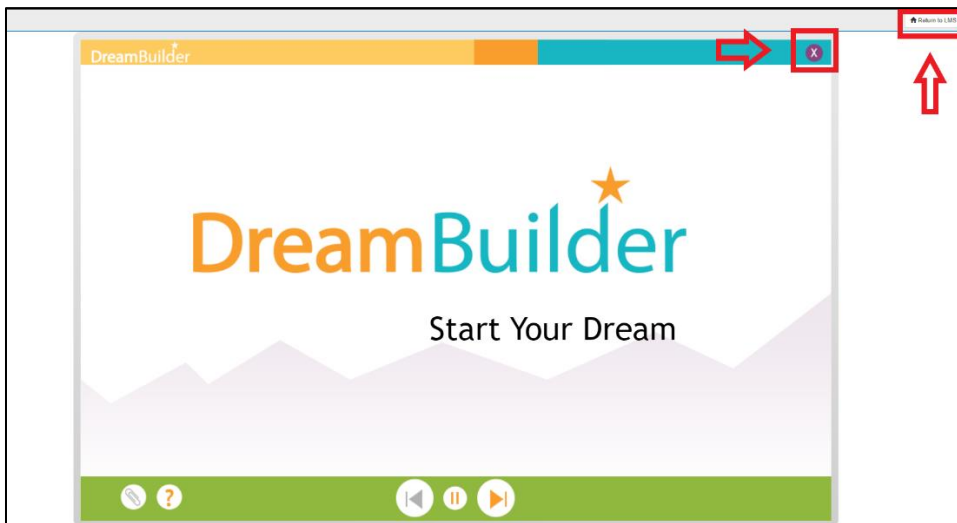
There are 13 interactive courses that make up the DreamBuilder program. They offers a step-by-step framework for launching your own or growing a small business. Courses can be completed at your own pace resulting in a personalized business plan.

The Courses are lock-step, meaning you will need to complete them in the order they are listed, to be able to move through and finish the program. Each course offers a description with learning objectives for the module.

Once the pre-program survey is complete Course 1: Start your Dream will be unlocked. Select launch next to Course 1 to begin. Once Course 1 is complete Course 2: Exploring Your Dream be will unlocked and so on and so forth.

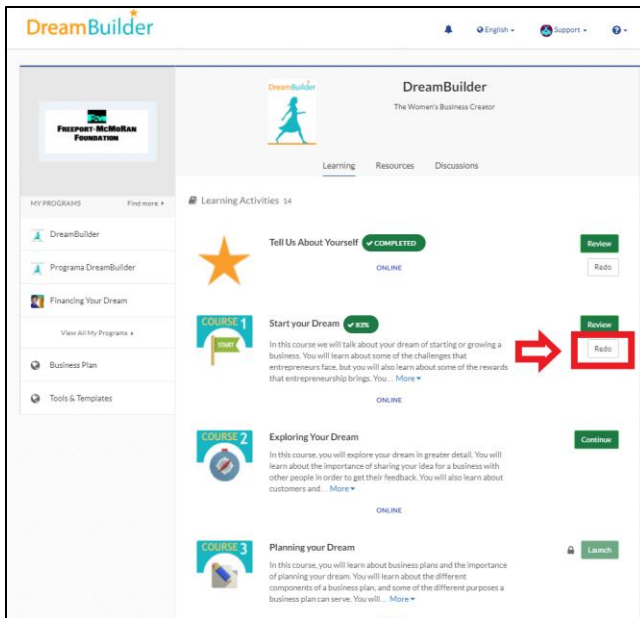


Select Return to LMS or click the exit button to return to your default page.



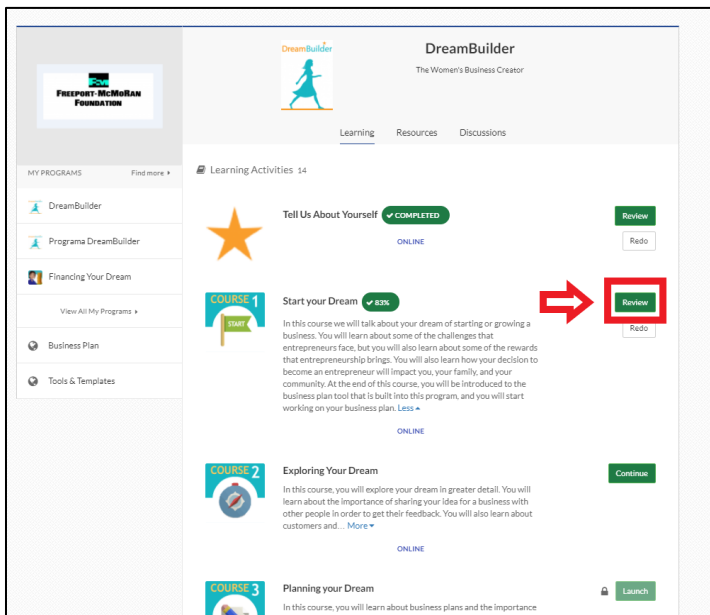
**Redo Mode**

Once a course is complete you will be awarded a grade. To pass you must achieve 50% or higher. If you would like to achieve a higher score than the one awarded please select the redo option next to the course you are looking to complete again. For the next score to be recorded you must select Redo and complete the course in its entirety.



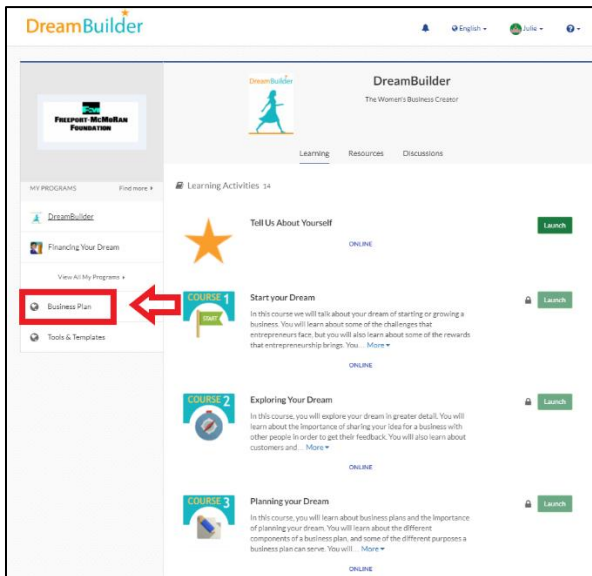
### Review Mode

If a course is launched in Review mode, you can move between unlocked topics but if you retake the quizzes they will not be recorded.



## Business Plan

Open the business plan generator by selecting Business Plan on the left-hand navigation bar.



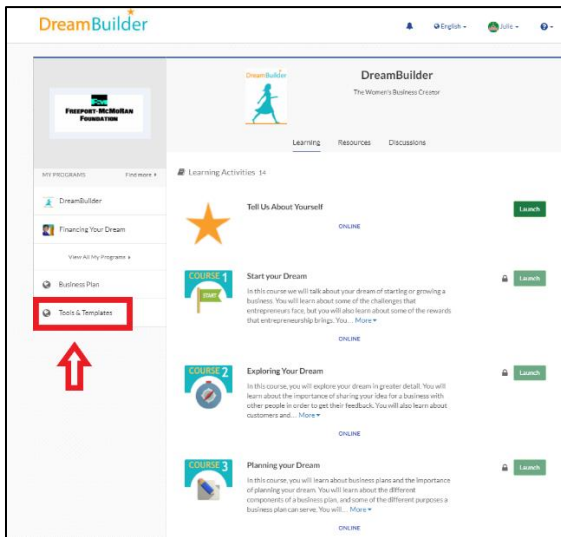
The business plan generator automatically captures the answers submitted to the DreamBuilder modules for any business plan related questions. At anytime you can open the business plan generator to edit or add to the information that has been captured.

Select the Generate Business Plan button in the bottom right corner to download to a word document.

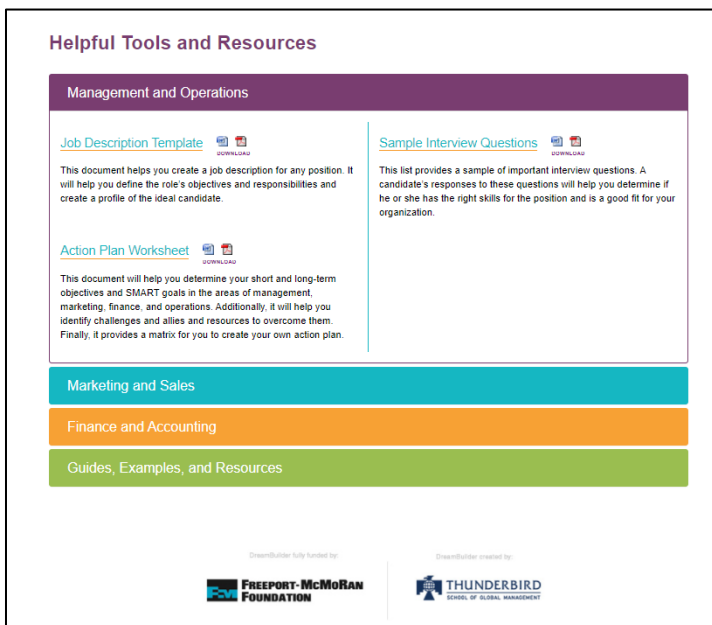


## Tools & Templates

Select Tools & Templates for an assortment of additional resources.



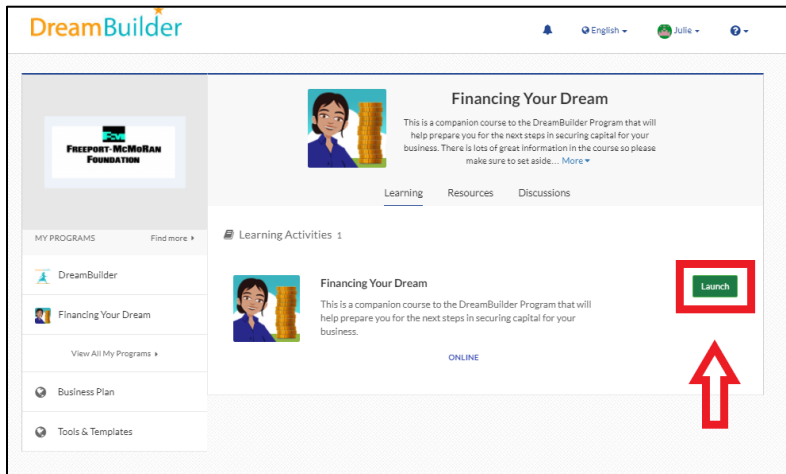
Choose from the categories to search for resources that will help guide your business; Management and Operations, Marketing and Sales, Financing and Accounting, and Guides, Examples, and Resources.



## Financing Your Dreams

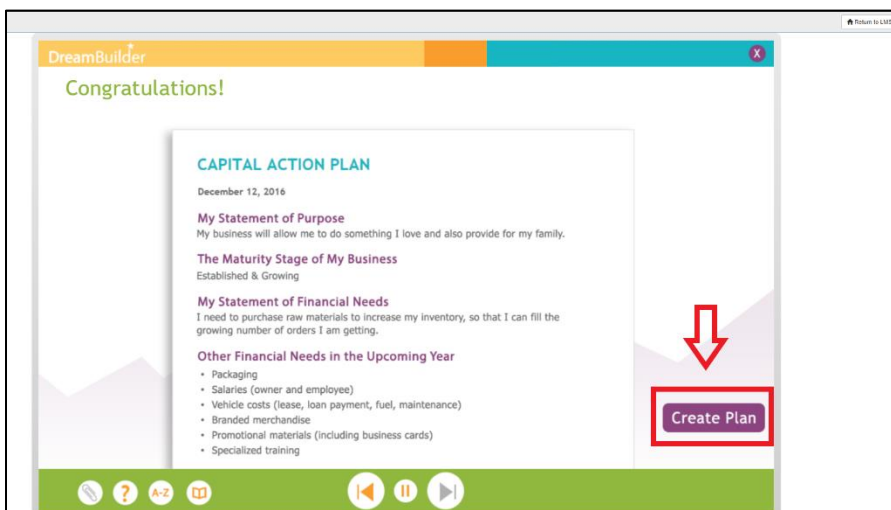
A companion course to the DreamBuilder program that will help prepare you for the next steps in securing capital for your business. In addition to building learners' confidence in financial literacy, this course helps students determine their capital needs and the best approach for obtaining capital for their business.

Select the launch button to begin the Financing Your Dreams course.



## Capital Action Plan

After completing the Financing Your Dream course select the Create Plan button to access your own personalized Capital Action Plan.



The Capital Action Plan will open in a new window with the option to print or download at the bottom of the page.

