

IFMA Login and Learning Center

This guide will show you how to login to the Online Learning Center and Manage Online Courses

Login

A. Login

Click the **Login** button to Login to your personal profile and launch the online learning center.

B. Login & Password

Type in your login and IFMA password. Click the **Sign on** button.

C. IFMA Profile & Learning Center Link

Once your IFMA profile appears in the upper left hand corner, click on the Online Learning Center Link.

If you would like a guest login email onlinehelp@ifma.org or complete an online Visitor's Sign-in Form located at IFMAnet: <http://www.ifma.org/eseries/source/members/cmemberinsert.cfm?section=home>

Welcome, Kim. Start learning now!

Inbox/Transcript Details

View All Training Activated Training Not Activated Training

TITLE (Click on to see course description)	TYPE	DUE DATE	EXEMPT	STATUS	OPTIONS	DETAILS
Section 1 (Min. required: 4)						
FM Tech PreWork 3	Document	None	No	Completed	Launch	
FM Technology Part 3	Online Class	None	No	Not Activated	Activate	None
FM Technology 3	Discussion	None	No	Pending Prior Training	None	None
FM Technology Part 3	Test	None	No	Pending Prior Training	None	None

Note: IFMA's Competency Courses consist of a series of 4-5 individual course parts. The only portion of the curriculum that requires purchase is the online course. When ready to register for the course, credit card information will be required.

4. Organization of Courses. Each **Course Curriculum**, as shown above in the **transcript**, requires a review of a syllabus (known as **prework**) for helpful course documents, completion of an **online course**, a post to the **discussion board**, completion of an **assessment**, and a course evaluation. The **entire curriculum**, which includes **multiple self checks**, must be completed successfully in order to obtain credit for the curriculum. After successfully completing a course, the **Status** section will reveal a **Completed status** and allow you to print a certificate.

Manage your courses Online Learning Center

1. Finding Courses, Seminars & Products

Go to the **Product Catalog** link and select appropriate category to search for products currently available.

Request This Training

After selecting a title, you must click on

Request This Training to place the requested curriculum into your transcript.

2. Activate, Launch, & Manage Courses*

From your **Transcript**, activate course syllabus or **PreWork**. It contains critical course material, so **Download** and **Mark Complete** after printing. It contains essential course information, handouts and worksheets to complete each activity in the course. Note: The worksheets are for your use only. You do not need to turn them in.

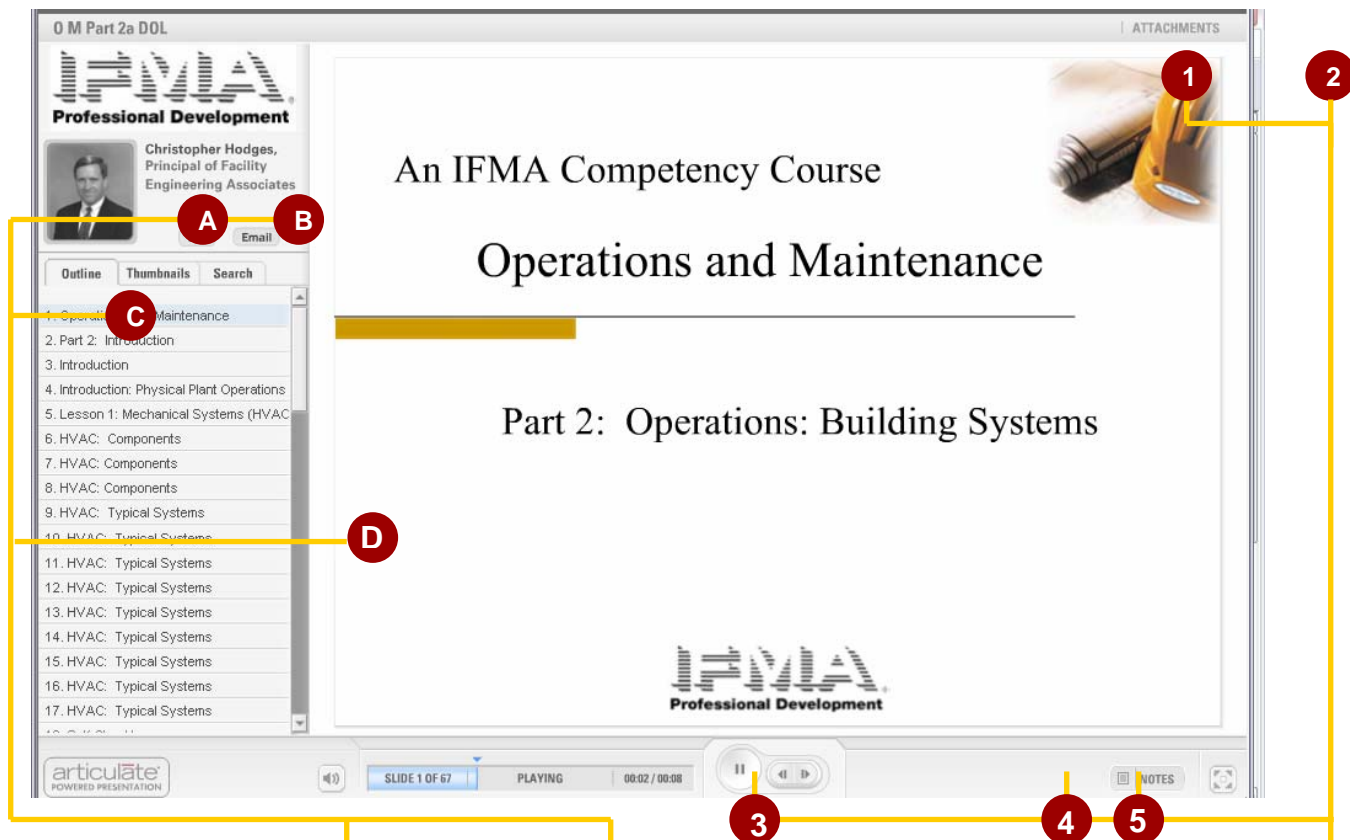
3. The Curriculum: Next, **Activate and Purchase** the course. Enter credit card information (do not use spaces within your account number) and then click **Purchase**. (Price will include price of course plus handling charges). You will receive a receipt on the screen and by email. **Register** formally registers you in the course and may verify account information. **Launch** allows you to actually launch and begin the course. The course will open in a new browser and requires computer speakers to listen to course narration. The course may contain two modules. Please disable pop-up blockers

Other course requirements include a discussion post, a test and an evaluation.

NEED ASSISTANCE? onlinehelp@ifma.org

Navigation Guide

This guide will show you how to use the basic navigational features of this online course.



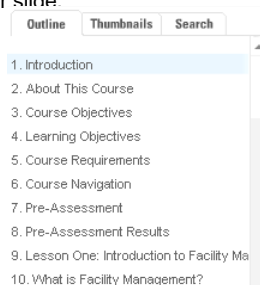
Presenters Panel

Click the **Bio** button for information about the course author or presenter. Click the **Email** button for IFMA help contact information.

Help! For online help email access

How to view content using the Navigation Panel

Click on the navigation panel tabs to choose to view the course content by slide title, thumbnail, or find a topic with a keyword search. From the chosen view, click on desired topic or slide.



Content

The learning content is displayed in the middle section of the screen. Use **Playback Controls** to play, pause, move forward or move backward through the content.



Speaker Control

Click the Speaker Control button, then move slider to adjust audio volume.

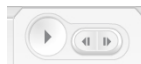
Attachments Link

Click this link to view attached documents.

Exit Link



Click the Exit link when you want to leave the course and return to the Learning Portal.



Playback Controls

The Playback Controls are the main tools for navigation. Click the large forward arrow to toggle between **Pause** or **Play** the presentation.

Click the smaller arrow to move Forward through the presentation. It is suggested that you complete this online course by clicking the Forward button, reviewing the information that appears, then clicking the Forward button again. By doing this you will cover each module in a logical order. The Back, small left-pointing arrow, button is available to return to the previous slide.

Notes



Click the **Notes** button to read additional instruction or content. Be sure to read notes when indicated so that you don't miss important additional information. Click the X button to close the Notes view.



Zoom Button

Click once to close the Navigation, and other, panels. The content will be displayed in view. Click again to zoom even closer. Click once more and additional view buttons appear. Buttons from top down: Pause, Notes, Return to default view.

