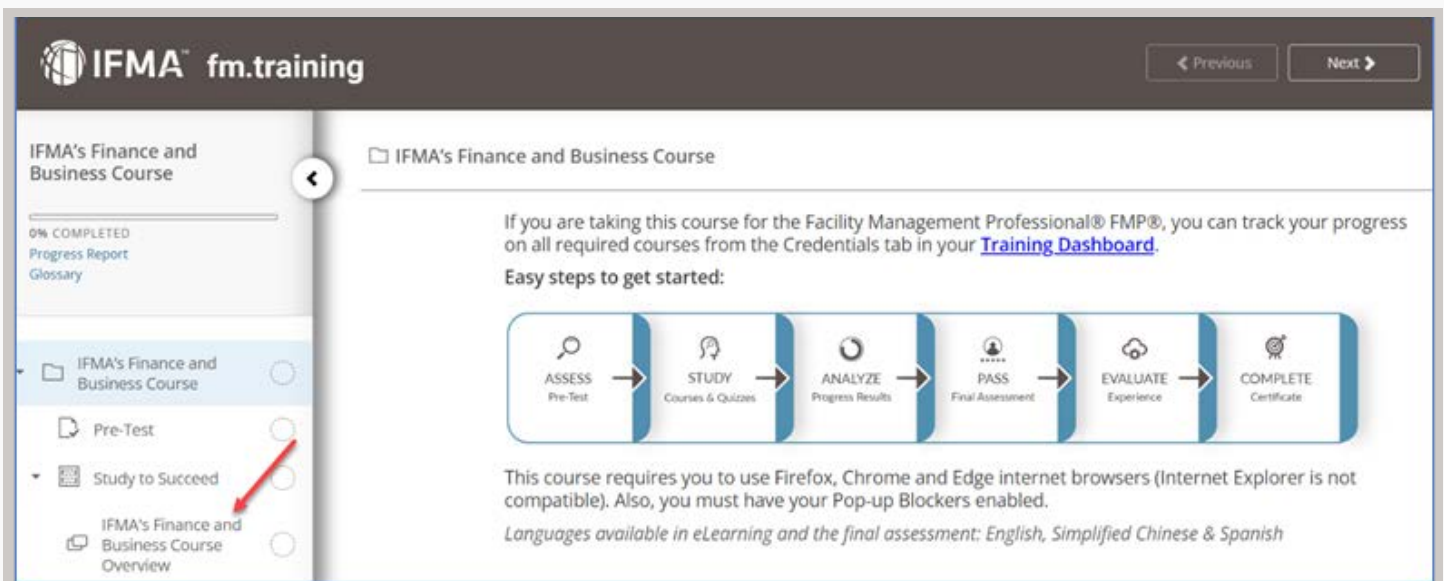


# Accessing translated content in your course

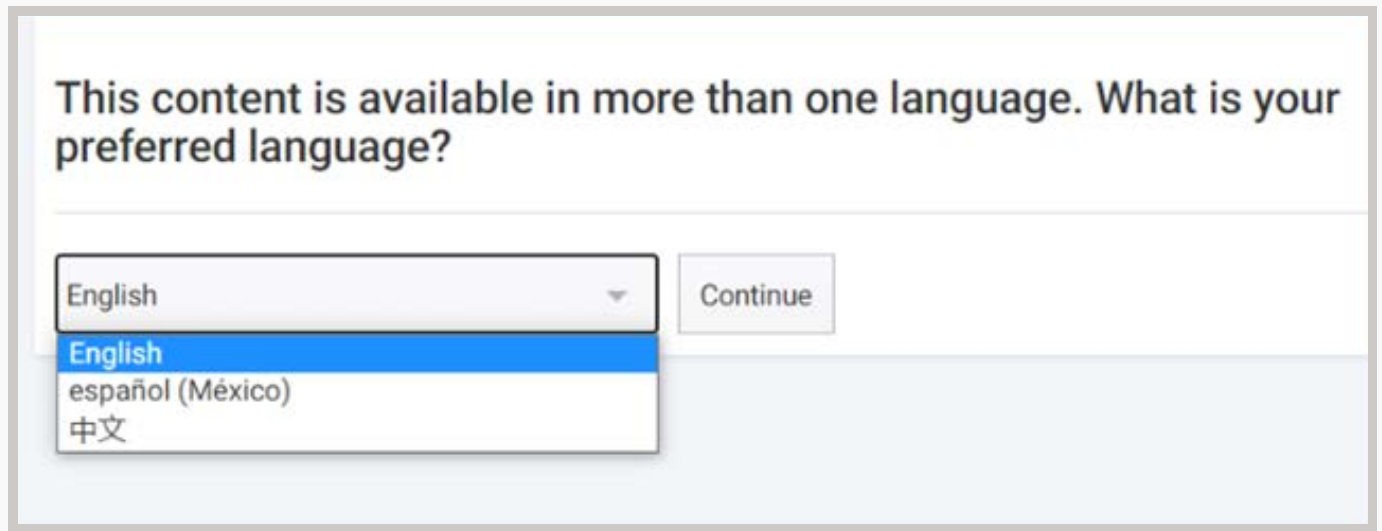
## GET STARTED

1. Login into fm.training
2. Click on the yellow Training Dashboard button.
3. Locate your desired course.
4. Click on the red Launch or Resume button.
5. On the left menu, select the eLearning module you want to access and click on the title to launch the module.

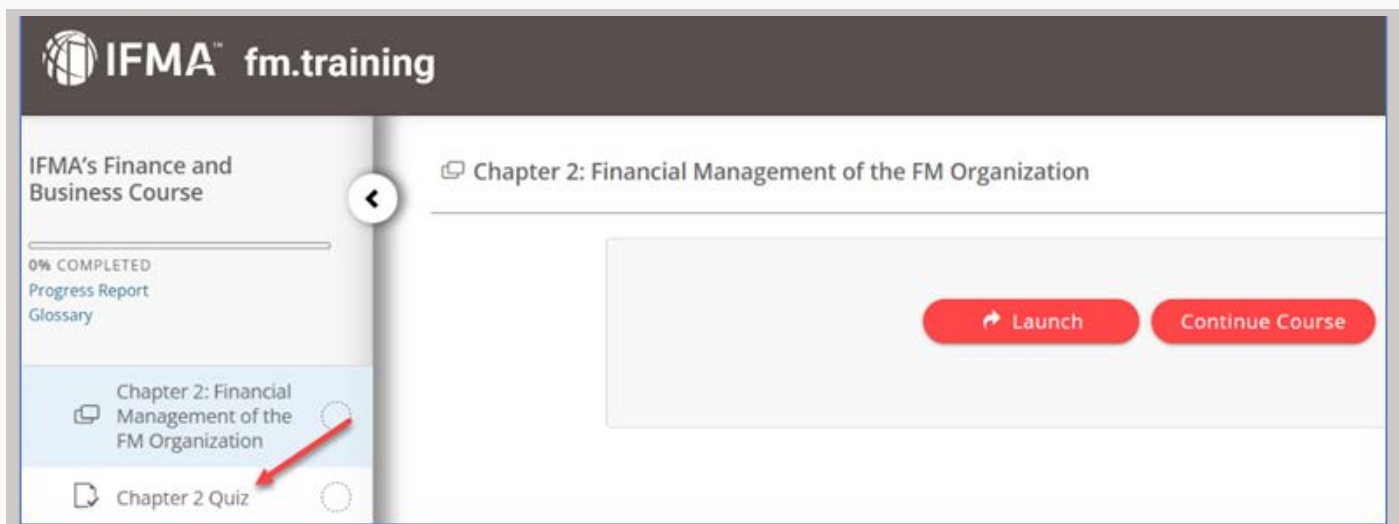


The screenshot shows the IFMA fm.training interface. At the top, there is a navigation bar with the IFMA logo and 'fm.training' text, along with 'Previous' and 'Next' buttons. The main content area is titled 'IFMA's Finance and Business Course'. On the left, a sidebar menu lists course components: 'IFMA's Finance and Business Course' (selected), 'Pre-Test', 'Study to Succeed', and 'IFMA's Finance and Business Course Overview'. A red arrow points to the 'Study to Succeed' item. The main content area displays a progress indicator (0% COMPLETED), a 'Progress Report' link, and a 'Glossary' link. Below this, a section titled 'Easy steps to get started:' features a horizontal flowchart with six steps: ASSESS (Pre-Test), STUDY (Courses & Quizzes), ANALYZE (Progress Results), PASS (Final Assessment), EVALUATE (Experience), and COMPLETE (Certificate). Below the flowchart, text states: 'This course requires you to use Firefox, Chrome and Edge internet browsers (Internet Explorer is not compatible). Also, you must have your Pop-up Blockers enabled.' and 'Languages available in eLearning and the final assessment: English, Simplified Chinese & Spanish'.

- The module will open in a new window. (You must enable pop-ups)
- Select your desired language from the drop-down menu. (Each module will now open in your desired language. You can change the language at any time by selecting a new option from the drop-down).



- For all quizzes and final assessments, you will select the option from the left menu. Click on the test title to launch the quiz or assessment.



9. Click the red Start button to begin. All tests and assessments are in English.

To read the question-and-answer choices in your desired language click the drop-down at the bottom of the question and select your desired language.

**Information**

Question  
**1 of 18**

What is a characteristic of continuous budgeting?

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Language:

--

--  
Spanish (Latin America)  
Chinese (Simple Chinese)

award up to 1 point

10. From the pop-up, read the question-and-answer choices and note your selection. (All answer choices are in the exact order as the English version.)



11. After reviewing the question, click the red OK button to close the pop-up window.

12. Click your corresponding answer choice and then click the red Next button to continue to the next question.

What is a characteristic of continuous budgeting?

- 
- 
- 
- 

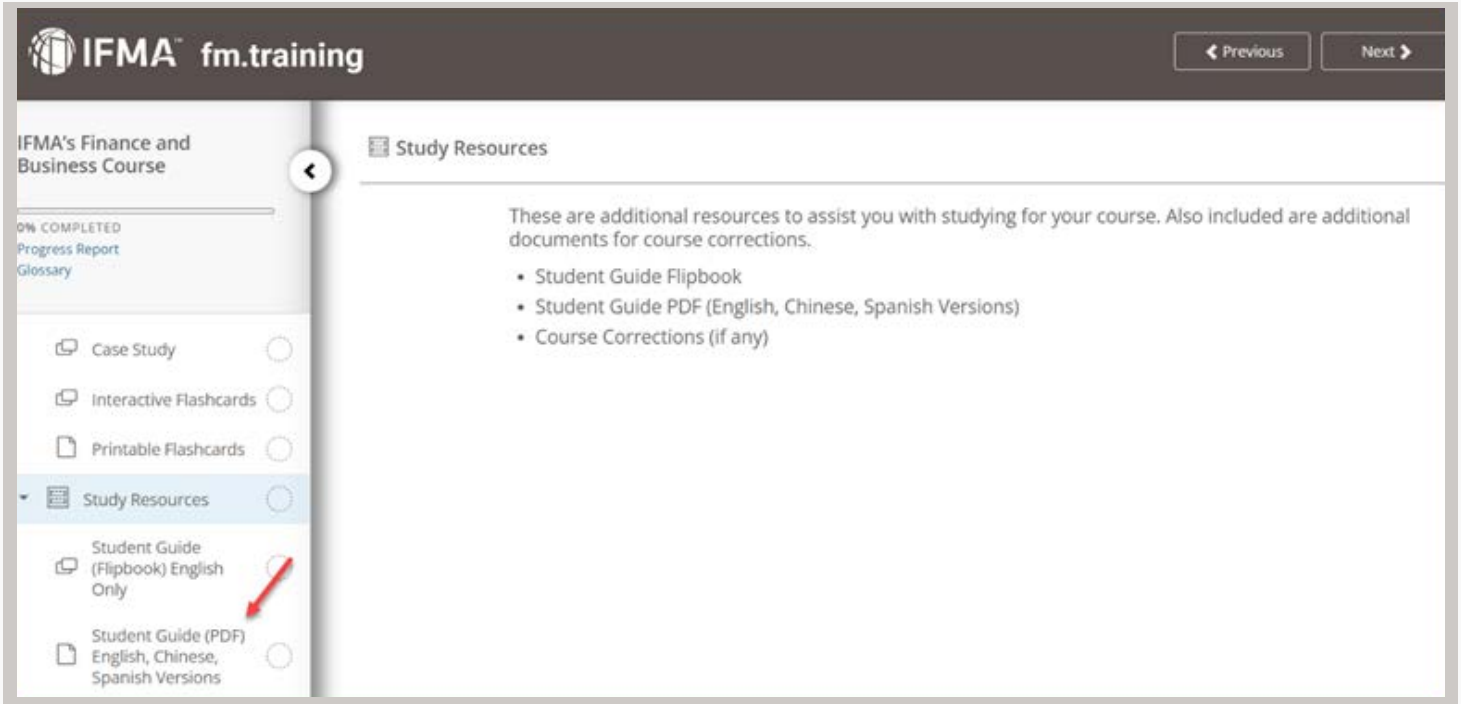
answers hidden

Language:  
Chinese (Simple Chinese) ▾

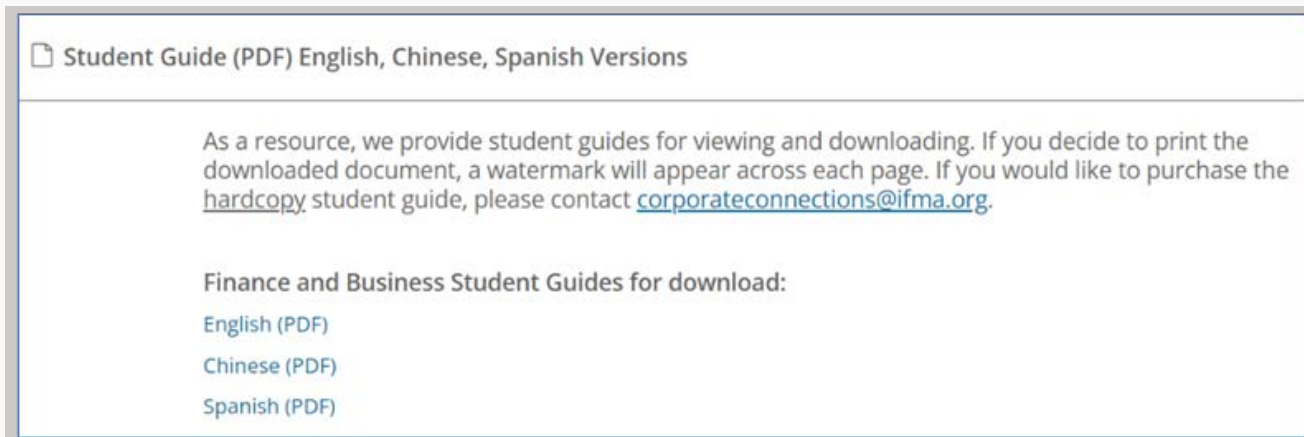
award up to 1 point

Next >

13. Additional resources can be found in the Study Resources section of your course. Locate the Student Guide PDF page on the left menu of your course.



14. Click on the title to open the page then click on the PDF of your desired language to download the PDF.



## FINAL NOTES

If you are using the Firefox browser, the IFMA watermark will show on your file until you fully download it. You will need to click the download button next to the printer icon in the upper right corner of the screen. Save the file to your desired location. When you open from your saved location, the watermark will not be visible.

*Please open an [Online Help Desk ticket](#) if you have any issues with your translated content.*