



UNDERSTANDING THE TRAINING DASHBOARD

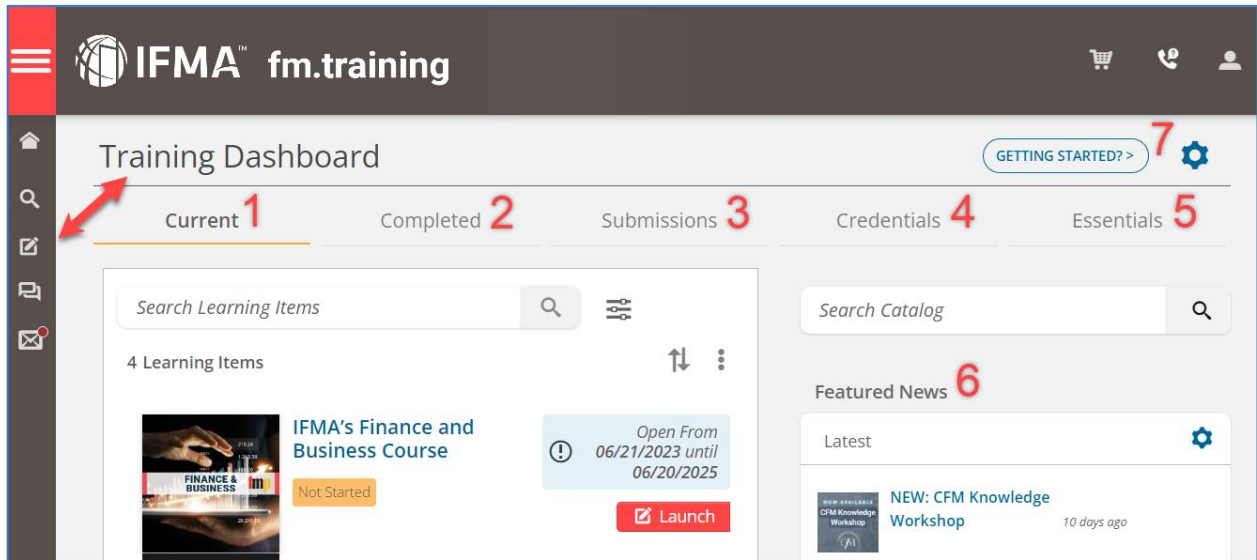
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1 Training Dashboard Components

1. **Current tab:** This area contains Not Started or In Progress courses. Once you are enrolled or purchase a course, this is the area where you can launch or resume courses.
2. **Completed tab:** This area contains all courses you have completed. If a course expires without completion, it will be located here. Additionally, from here, you can download your certificate of completion and view the course if you need to get course information.
3. **Submissions tab:** This area contains all your test scores for courses and any completed Instructor-led Training.
4. **Credentials tab:** If you are taking a Credential course or bundle, this is where you can keep track of the progress of the required courses including when to apply for the Credential.
5. **Essentials tab:** If you are taking the Essentials of FM modules, this is where you can keep track of all the modules to completion. The certificate of completion for all ten modules can be printed from this tab.

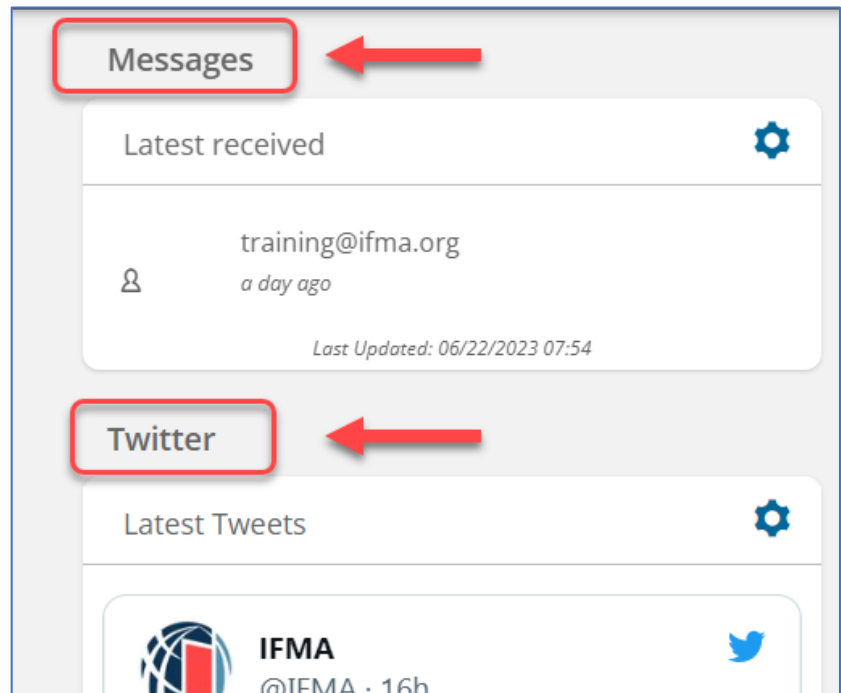
6. **Featured News:** Important alerts or events from IFMA.
7. **Getting Started Guides:** Click here to access all getting started guides and training dashboard interactive walk through.



2 Messages and Widgets

Messages: Any messages that the system sends out to your email address will also be displayed in the **Messages** widget.

Social Media Feed: If enabled, a social media feed such as Twitter can be found on the dashboard.



3 Program Widget

The widget is at the bottom of the Training Dashboard. This feature can be used to customize your training dashboard. The Widget is a feature that is used if you are enrolled in a single course and would like to add the Credential Path to your training dashboard.

This feature allows a more fluid flow of completion and application process within a Credential program. Through the Credential Path you can better view your status within the program and will be able to apply for your credential more efficiently.

Please see a more detailed explanation of adding courses to your dashboard through the **Widget** [here](#).

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CONTACT INFORMATION

Online Help Desk:

Contact our help desk if you require further assistance or for general inquiries.

Phone: +1-800-963-6900 (Worldwide)
or +1-713-623-4362 | 7:15 a.m. – 5:45 p.m. CDT (USA/Canada)

Fax: +1-713-623-6124

For questions on IFMA's FMP, SFP, CFM credentials contact: Credentials@ifma.org

