



## Partner Education Website

User Guide  
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## Overview

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The MRI Partner Education website is a place where all partners can access training content, register for upcoming trainings, complete certification exams, and more. Users can log on and manage their course registrations and training paths on an individual level.

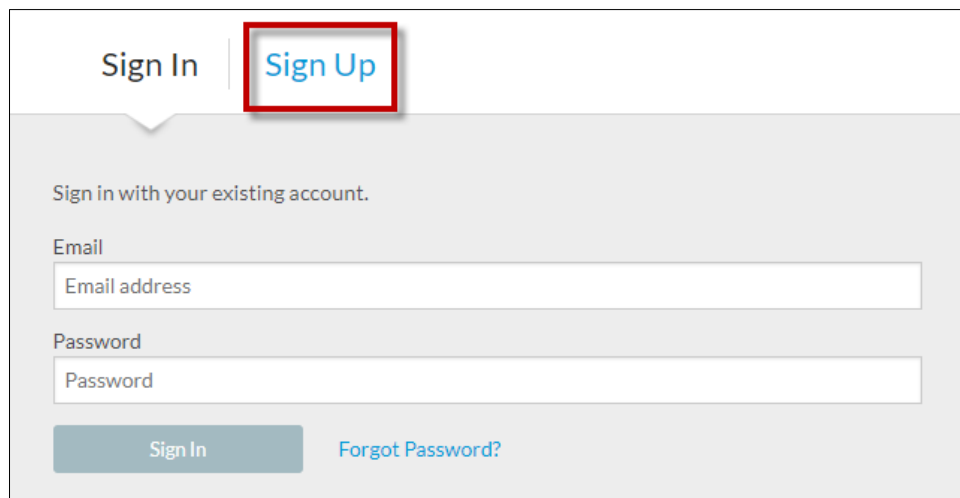
This guide reviews how to register for access to the website, navigate the trainings, and change individual profile options.

## Website Registration

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Each user must complete the registration process. To register, follow these steps:

1. Go to <http://mri-partner.skilljar.com/>.
2. In the header, click the **Sign Up** tab (Figure 1).

The image shows a screenshot of the MRI Partner Education website's header and sign-in section. At the top, there are two tabs: "Sign In" and "Sign Up". The "Sign Up" tab is highlighted with a red rectangular box. Below the tabs, there is a section for signing in with an existing account. It includes an "Email" field with the placeholder text "Email address" and a "Password" field with the placeholder text "Password". At the bottom of this section, there is a "Sign In" button and a link for "Forgot Password?".

**Figure 1. Sign Up Tab**

3. Complete the following fields:
  - **Access Code**—Enter your MRI client ID. If you do not know your MRI client ID, email [partnereducation@mrisoftware.com](mailto:partnereducation@mrisoftware.com).

### Note

The Access Code is case sensitive, letters must be entered as lower case.

- **First Name**—Enter your first name.
- **Last Name**—Enter your last name.

- **E-Mail**—Enter your individual email address. After registering for a training, this is the email address that receives the calendar invite and any additional information or updates about the course.

#### Note

This cannot be a group email address.

- **Password**—Create a secure password.
  - **Password (Again)**—Enter your new password again.
  - **Company Name**—Enter the name of the company with which you are affiliated.
4. Select the check box to agree to the terms and conditions of MRI Education Services, and then click **Sign Up**.

## Navigating the Course Catalog

The full course catalog is displayed on the **Home** page (Figure 2). You can filter the catalog by clicking the relevant tile or scroll down to display the entire catalog.

#### Note

Depending on your specific settings, your **Home** page may look different.

The screenshot displays the 'Welcome to MRI Partner Education' home page. It features a grid of ten course tiles arranged in two rows of five. Each tile includes the course title, format (e.g., Recorded Video, eLearning), platform (PLATFORM X), a brief description, and a 'FREE' label. A 'Registered' badge is visible on the top-right corner of the 'Commercial Management' tile in the first row.

Course Title	Format	Platform	Description	Cost
Financials	Recorded Video	PLATFORM X	Pre-Recorded Training - GL II Reconciliation	FREE
Residential Management	Recorded Video	PLATFORM X	Pre-Recorded Training - RM II Leasing Process	FREE
Financials	Recorded Video	PLATFORM X	Pre-Recorded Training - AP Application Immersion	FREE
Commercial Management	eLearning	PLATFORM X	Marquette Training- Lease Administration eLearning	FREE
Residential Management	Recorded Video	PLATFORM X	Marquette Training - RM II Statement of Deposit	FREE
Residential Management	Recorded Video	PLATFORM X	Marquette Training - RM II Leasing Process	FREE
Residential Management	Recorded Video	PLATFORM X	Marquette Training - RM Application Immersion	FREE
Financials	eLearning	PLATFORM X	Marquette Training - General Ledger Journal Entries	FREE
Assessment	Certification Exam	PLATFORM X	Certified Student - MRI Residential Management Exam	FREE
Assessment	Certification Exam	PLATFORM X	Certified Student - MRI Financials Exam	FREE

Figure 2. MRI Partner Education Home Page

## Partner Training Calendar

The training calendar contains all upcoming MRI courses, and has daily, weekly, monthly, and list views. To access the calendar, on the **Home** page, click the **Partner Training Calendar** link (Figure ).

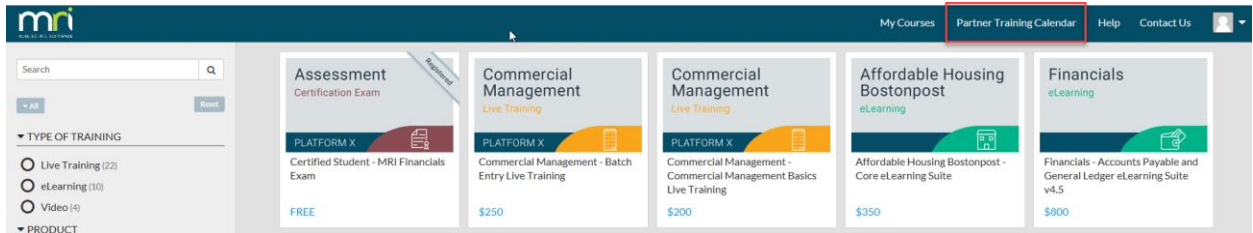


Figure 3. Partner Training Calendar Tile

## Calendar Views

The monthly calendar view (Figure 4) allows you to see as many current courses as possible. Clicking a course displays the **Partner Training Course Detail** page, where you can register for the training. For information about how to register, refer to the “[Registering for Live Partner Trainings](#)” section on page 8. To access the different views, click one of the following buttons:

- **D**—Daily
- **W**—Weekly
- **M**—Monthly
- **L**—List

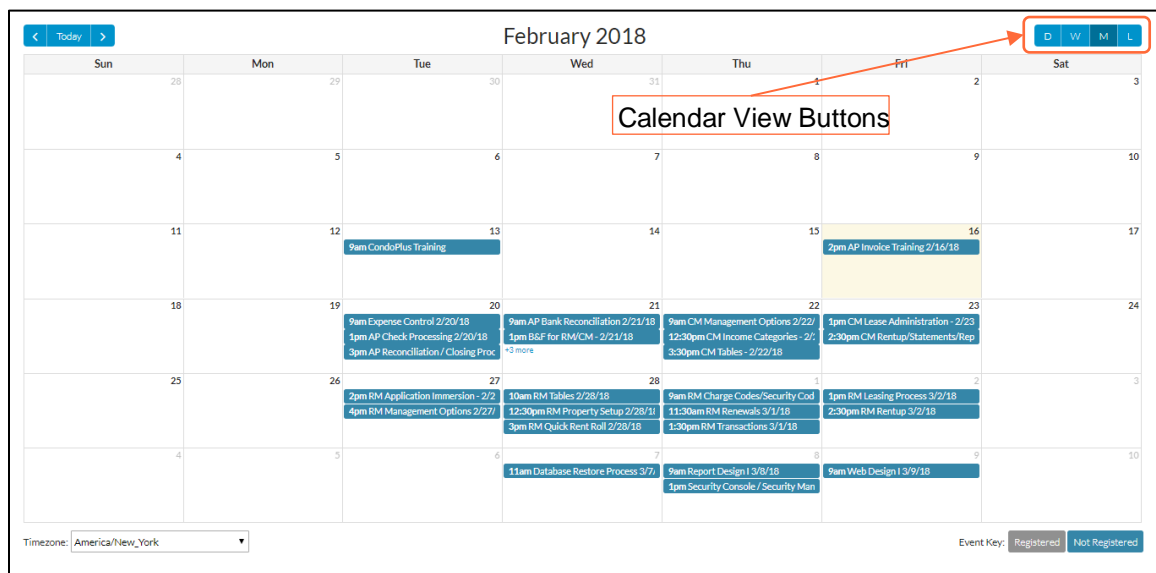


Figure 4. Monthly Calendar View



The list calendar view (Figure 5) displays a list of upcoming courses. If you are already registered for an upcoming course, you can click the course name to take you to the course-specific page. If you want to register for a course, refer to the “Registering for Live Partner Trainings” section on page 8.

2019		D	W	M	T
January 23, 2019		Wednesday			
9am - 5pm	MRI Technical - Report Design Day 1				
January 24, 2019		Thursday			
9am - 5pm	MRI Technical - Report Design Day 2				
1pm - 3pm	MRI Technical - SQL I Queries				
February 1, 2019		Friday			
10am - 11:30am	RM Leasing Process				
12:30pm - 2pm	RM II - SODA				
February 8, 2019		Friday			
8:30am - 11:30am	Web Design I				
February 11, 2019		Monday			
8:30am - 10am	SQL I				
February 13, 2019		Wednesday			
1pm - 4pm	MRI Financials - JobCost Advanced				
February 19, 2019		Tuesday			
12pm - 5pm	MRI Core - MRI Security Basics				

**Figure 5. List Calendar View**

## Course Details

The **Course Details** page (Figure 2) has the following three sections:

- **Training – [course name]**—Provides a short description of the course and a **Register** button. For more information about registering for a course, refer to the “Registering for Live Partner Trainings” section on page 8.
- **About this course**—Provides a brief overview of the course content.
- **Curriculum**—Provides links to any available course materials, such as documentation, videos, or upcoming live trainings. These links become accessible after registering for the course.

The screenshot shows a web page for a live training course. At the top, there is a navigation bar with links for 'My Courses', 'Partner Training Calendar', 'Help', and 'Contact Us'. The main content area features a large header for 'Residential Management Live Training' with a 'PLATFORM X' logo and a house icon. To the right, the course title is 'Live Training - RM II Management Options', followed by a description: 'This course will introduce trainees to the management options related to the Residential Management module and their impact on processing.' Below this is a 'Register | FREE' button and social media sharing options for Facebook and Twitter. Underneath the main content, there is a section titled 'About this course' with a brief description: 'This course will introduce trainees to the management options related to the Residential Management module and their impact on processing.' Below that is a 'COURSE OUTLINE' section with two items: '1. MGNT (Management Options table) and RMOPTION (RM Options table)' and '2. Residential Management related Management Options'.

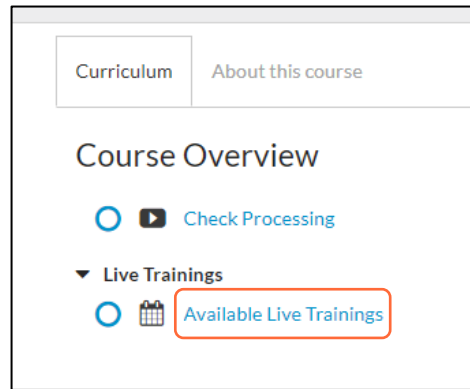
**Figure 2. Training Course Details Page**

## Registering for Live Partner Trainings

To register for a live partner training, follow these steps:

1. Click the name of the course for which you want to register.
2. On the **Training Course Detail** page, click **Register**.
3. On the **Curriculum** tab, in the **Course Overview** area, click the **Available Live Trainings** link (Figure 3).



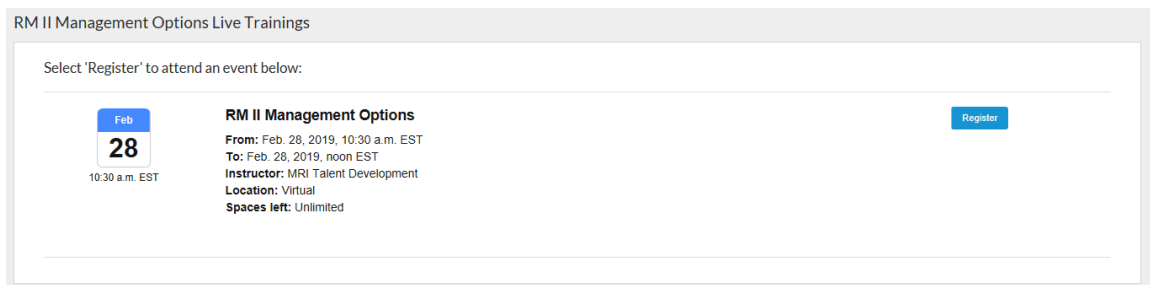


**Figure 3. Available Live Trainings Link**

- When you find a training with a day and time that works for you, click the corresponding **Register** button (Figure 4). After you click **Register**, the page will display your registration information and WebEx details.

#### Note

If trainings are not currently scheduled for your selected course, please continue to check the training calendar for new trainings or email [partnereducation@mrisoftware.com](mailto:partnereducation@mrisoftware.com) with training requests.



**Figure 4. Register Button**

## GPS Live Public Trainings

On a regular basis, MRI Global Professional Services (GPS) offers live training that is client-facing. These courses focus on end-users and are a good starting point when learning a new product or understanding how MRI clients use the software. Live GPS trainings are available to partners in the Partner Connect program at no cost. If there are no paid client registrations, classes are subject to cancellation. You will be notified of cancellations at least seven days prior to the class.

## Registering for Live Public Trainings

To register for live public trainings, follow these steps:

1. On the **Home** page, select **Live Training** (Figure 5).

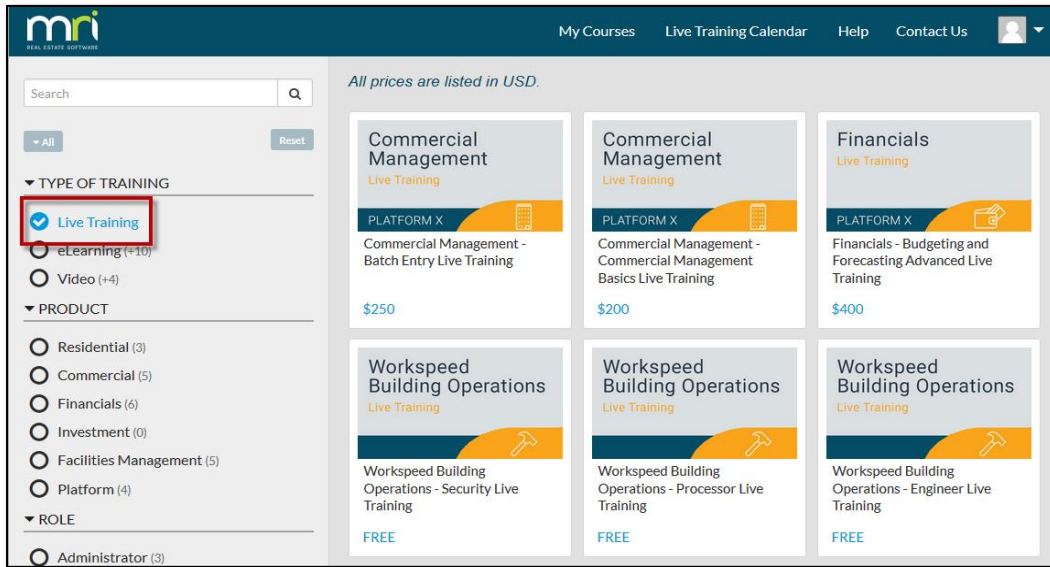


Figure 5. Live Training Option

2. Click **MRI Live Public Training Series** (Figure 6).
  - a. If you select a series, from the Course Series page, click the individual course you would like to take.

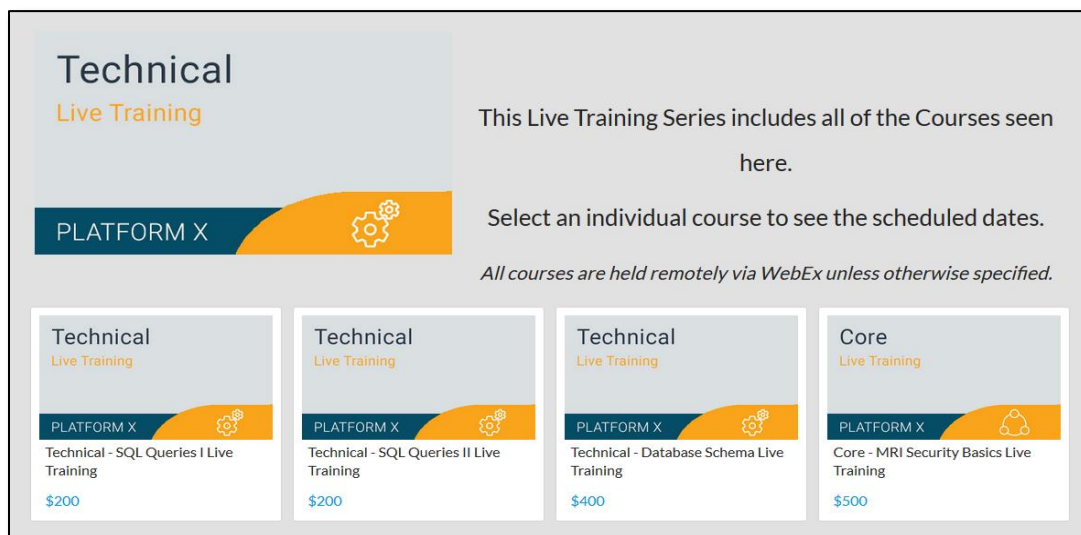


Figure 6. MRI Live Public Training Series

- Click the course for which you want to register.
- On the **Live Training Course Detail** page (Figure 7), review the course information, and then click **Purchase**.

The screenshot shows the 'Core - MRI Security Basics Live Training' page. At the top, there is a navigation bar with links for 'My Courses', 'Partner Training Calendar', 'Help', and 'Contact Us'. The main content area features a course card on the left with the text 'Core Live Training' and 'PLATFORM X' with a logo. To the right, the course title 'Core - MRI Security Basics Live Training' is displayed, followed by a description: 'This course was designed to familiarize participants with administrations of security functions within MRI Software.' Below the description is a 'Purchase | \$200' button and social media share buttons for Facebook and Twitter.

**About this course**

Upon completion of this course, you will be able to:

- Manage users.
- Manage security roles.
- Understand and manage table structure with regards to security roles.

Please note: The list price for this course is per user/attendee. Click **Purchase** above to purchase via PayPal, or click [here](#) to request to be billed via INVOICE. *(Requests for invoices must be received at least 3 business days prior to the scheduled start date of the event you would like to attend.)*

\*\* Online registration is a two-step process. After registering for the course, you must select the specific date you would like to attend. You will receive a confirmation email once you have selected a date.\*\*

MRI Core - MRI Security Basics

**Figure 7. Live Training Course Details Page**

- On the **Please Review Your Order** page (Figure 8), in the **Promotion Code** field, enter **mripartner**, and then click **Enter**. When the promotion code is applied, the purchase price is reduced to \$0.00.

The screenshot shows the 'Please review your order' page. It contains a table with the following data:

Description	Quantity	Price	Subtotal
MRI Core - MRI Security Basics Live Training	1	\$200.00	\$200.00
Promotion code: mripartner			-\$200.00
<b>Total</b>			<b>\$0.00</b>

Below the table, it states 'Promotion code applied.' and there is a blue 'Purchase' button.

**Figure 8. Please Review Your Order Page**

- When you find a training with a day and time that works for you, click the corresponding **Register** button. After you click **Register**, you will receive an email with your registration information and a calendar invitation.

## Managing My Profile

The My Profile feature (Figure 9) offers users the ability to manage their personal information and registered courses. The list of registrations displays the title, date of enrollment, and status for each course.

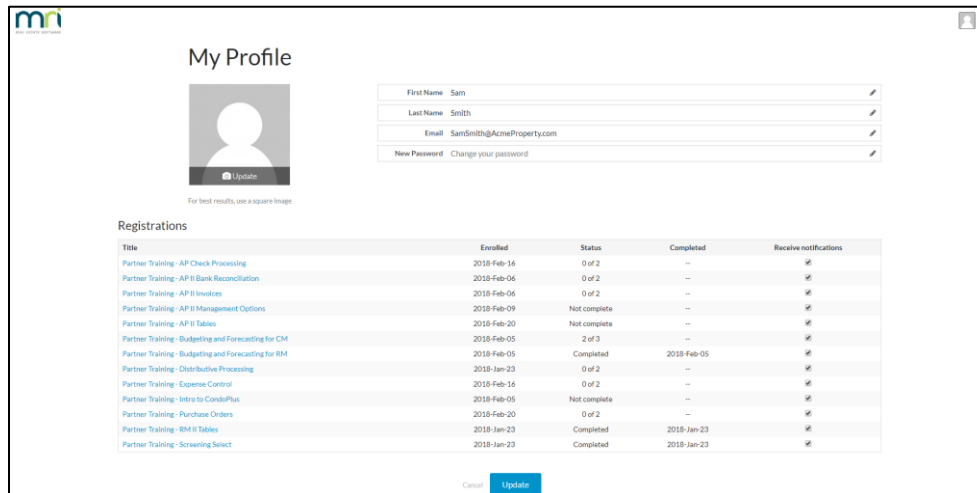


Figure 9. My Profile Feature

## Accessing Your Profile

To access your profile, in the upper-right corner of the **Home** page, click the arrow, and then click **My Profile** (Figure 10).

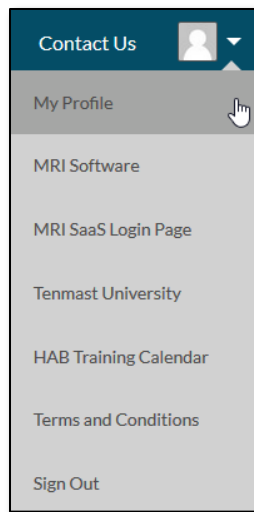


Figure 10. Accessing My Profile

## Changing Your Profile Picture

To change your profile picture, click **Update** (Figure 11), browse for your image, and then click **Upload**.

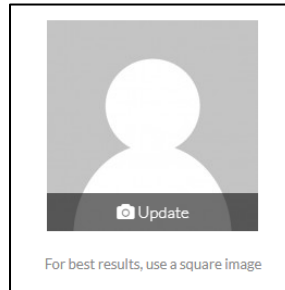






Figure 11. Update Profile Picture

## Updating Profile Information

To update your name, email, or password, in the field that you want to edit, enter your changes, and then click **Update** (Figure 12).

First Name	Sam	
Last Name	Smith	
Email	SamSmith@AcmeProperty.com	
New Password	Change your password	

Cancel Update

Figure 12. Updating Profile Information