User's Guide

Overview

Welcome to the MRI Training Academy! We offer a variety of training options to fit your needs, whether you are looking for self-paced eLearning modules, instructor-led live training courses, or helpful videos.

This guide will help you sign up for the MRI Training Academy and register for eLearning and live training courses.

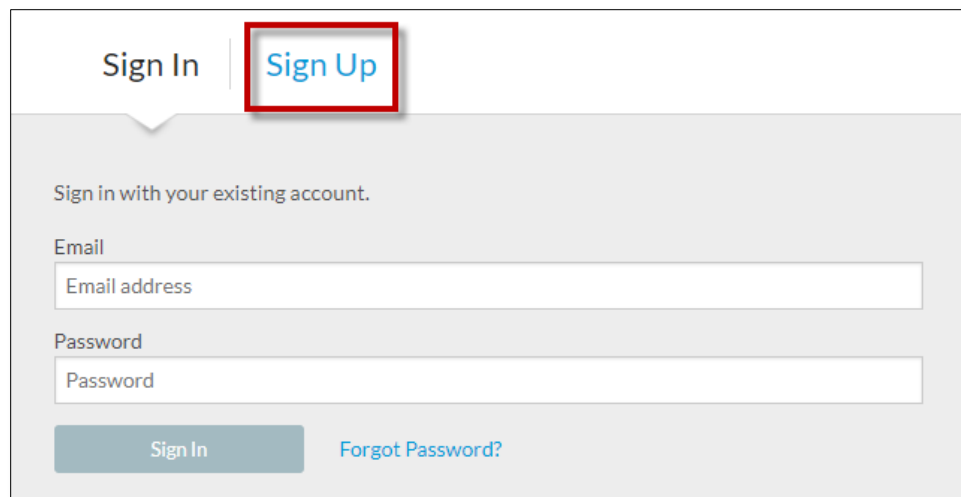# How to Sign Up for the MRI Training Academy

1. Go to https://mrisoftware.skilljar.com/

Note: UK users should go to https://mrisoftware-uk.skilljar.com/

South Africa users with MDA Property Manager/MRI Property Central should go to https://mrisoftware-sa.skilljar.com/

2. In the upper right corner, click **Sign In**.
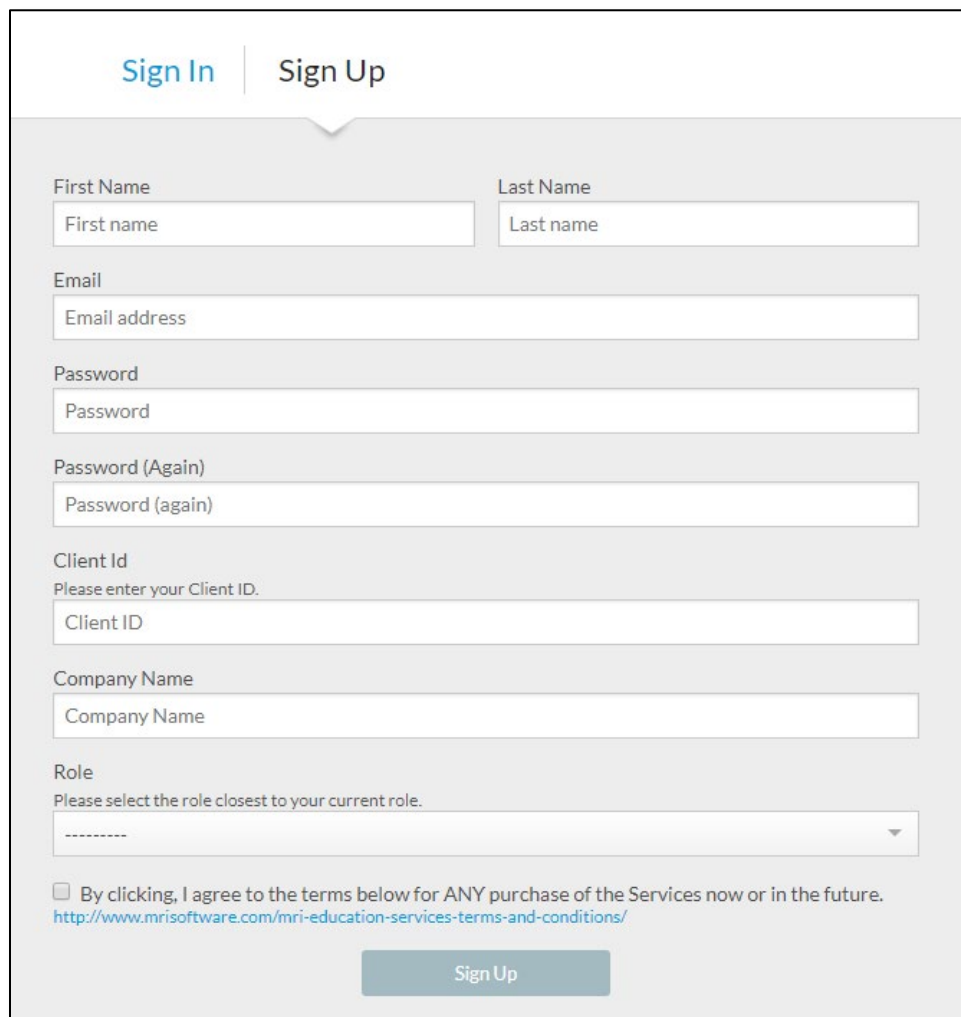
3. On the sign in page, click **Sign Up**.

> **Note**: If you have already registered for subscription eLearning content, you can sign in with the same email address and password. You may be asked to complete additional signup fields before continuing.

4. Complete the following fields:

- **First Name**

- **Last Name**

- **Email** – you must use your company email address

- **Password**

- **Client ID** – you can obtain this from your DSC or System Administrator

- **Company Name**

- **Role**

5. Select the check box to agree to the Terms and Conditions.

> **Note**: You can access and read the full Terms and Conditions by clicking the link below the check box.

6. Click **Sign Up**. You will receive a confirmation email message if your registration is successful.

How to Register for eLearning Courses

1. Go to https://mrisoftware.skilljar.com/

   > **Note:** UK users should go to https://mrisoftware-uk.skilljar.com/
   >
   > Currently, our domain for MRI Property Central/MDA Property Manager does not offer eLearning courses. Therefore, South Africa users interested in live training should go to https://mrisoftware-sa.skilljar.com/

2. Sign in using the email address and password you used during sign-up.
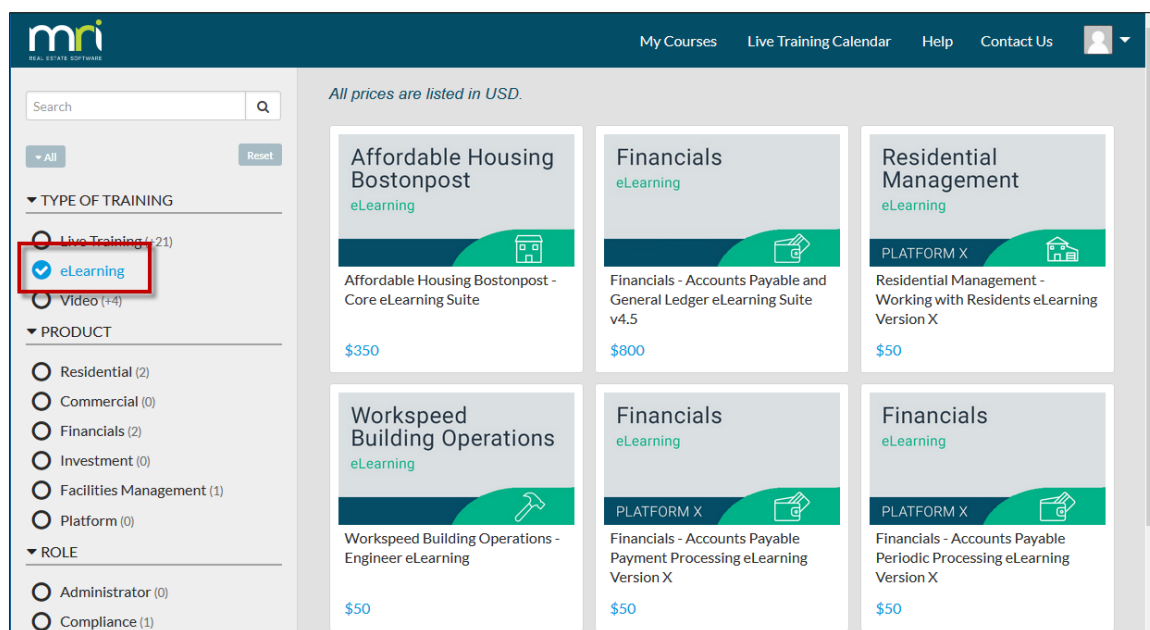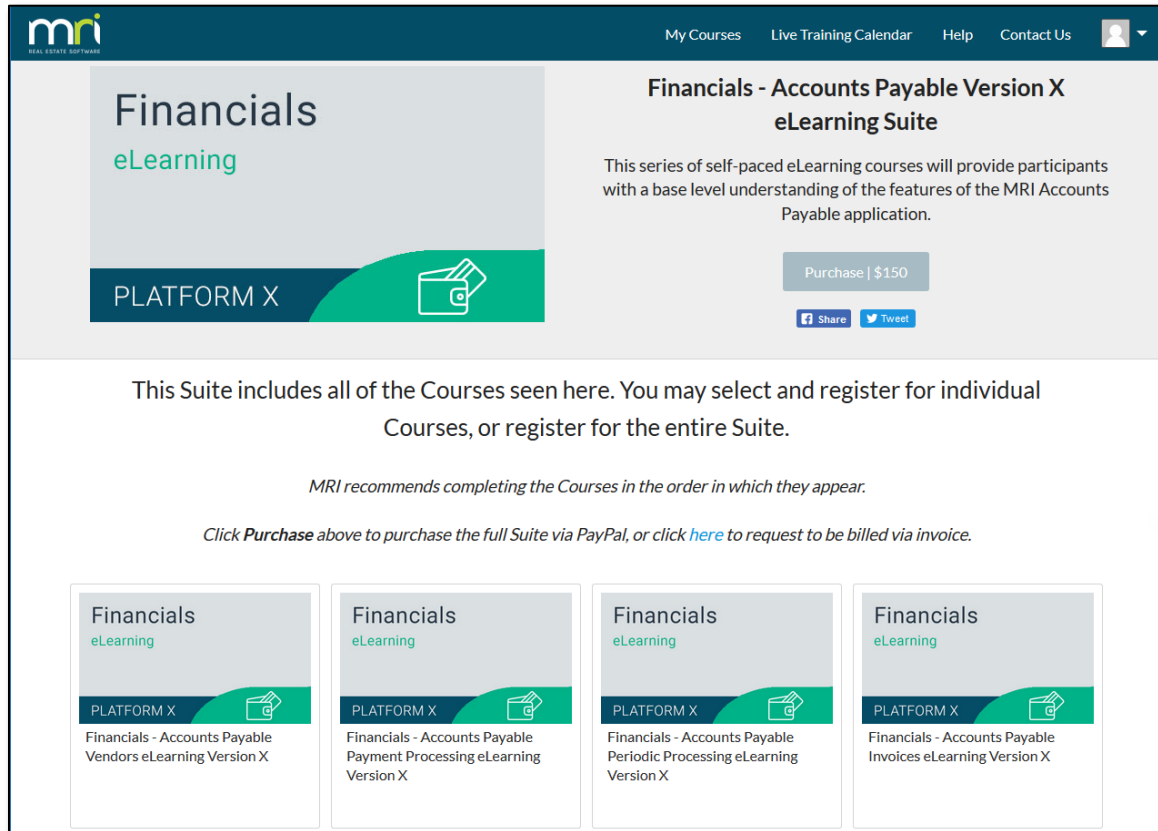
3. The catalog page appears. Use the **Search** field or the **eLearning** filter in the left panel to browse the eLearning options.
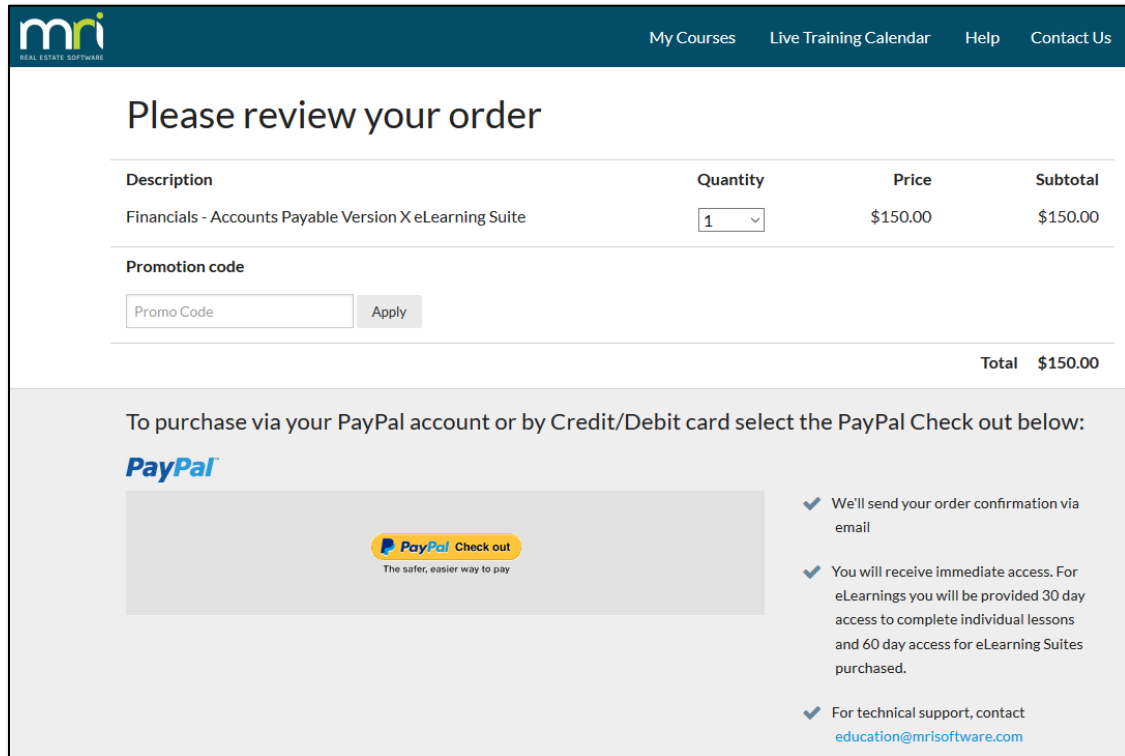
   > **Note:** eLearning courses are color-coded in **green**.

4. Click the tile for the eLearning suite or individual course you would like to take.

   - If you select a suite, all of the courses that are included in the suite are listed on the Suite Detail page.

- You can select any individual course for purchase, or you may buy the full suite at the bundled price displayed below the suite description.

5. When you have selected a suite or course, click **Purchase** on the respective Suite or Course Detail page.
   -OR-
   If the course is free of charge, click the **Register** button that appears instead. The video or eLearning course will immediately open.

6. On the Review page, select the quantity you would like to purchase. The list price for each course is per user.

7. Apply any promotion codes you may have. The prices are updated.

8. To purchase the course or suite using your PayPal account, credit card, or debit card, click **PayPal Check out**.

9. To pay with a PayPal account, log in using your PayPal credentials, then complete the purchase fields.
   -OR-
   To pay using a credit or debit card, click **Pay with Debit or Credit Card**, then complete the purchase fields. This option does not require a PayPal account.

   After submitting your payment, you will receive an email confirmation containing a link to access the eLearning course or suite.

Important: If you purchased multiple registrations for a course, or if you selected the **This purchase is for someone else check box**, after payment, you will receive a link to share with the people who will attend the class.

Each student can use the link to register free of charge. They are prompted to create a training account if they do not already have one.

If you personally need to register for the course, click **Register** on the right.

Important: If you are not able to purchase with a credit card or prefer to be invoiced, send an email message including the attendees' names, email addresses, and the course title to education@mrisoftware.com to begin the invoicing process. Please allow three business days for processing.

How to Register for Live Training

1. Go to https://mrisoftware.skilljar.com/

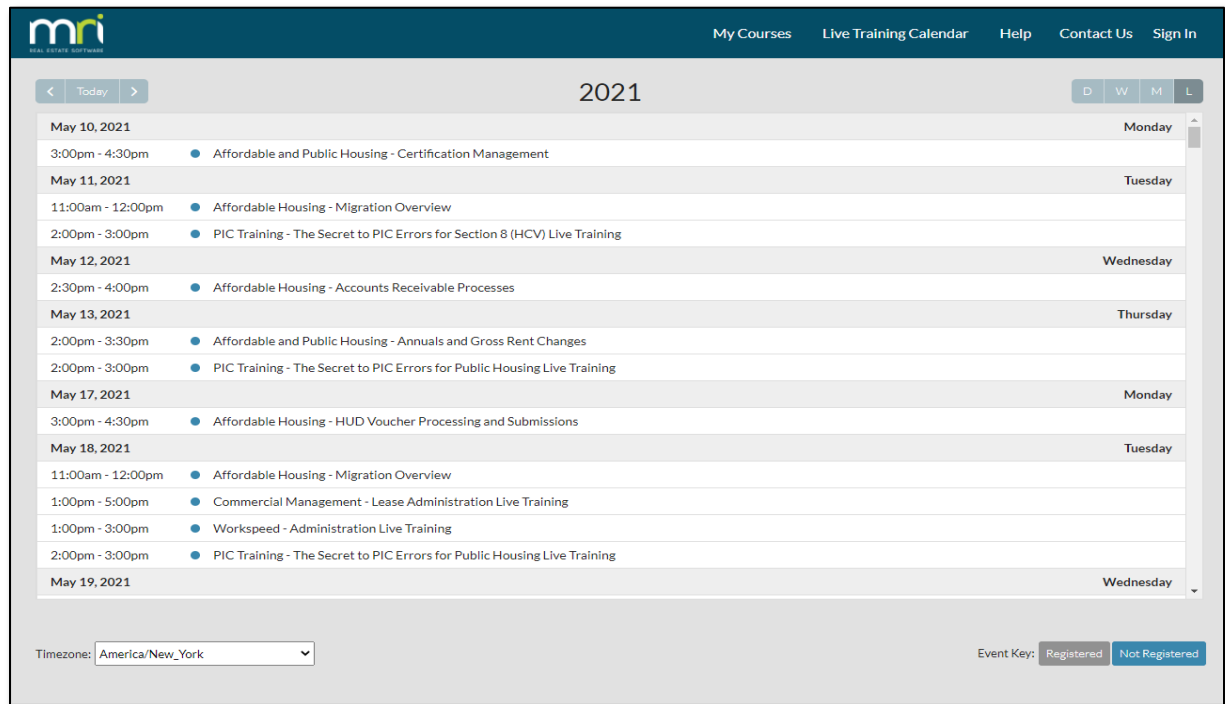   **Note:** UK users should navigate to https://mrisoftware-uk.skilljar.com/.

   UK users will have the option to select an Open training located under the Live Training Calendar, or to request an Exclusive course located in the course catalog.

   South Africa users with MDA Property Manager/MRI Property Central should go to https://mrisoftware-sa.skilljar.com/ .

2. Sign in using the email address and password you used during sign-up. The catalog page appears.
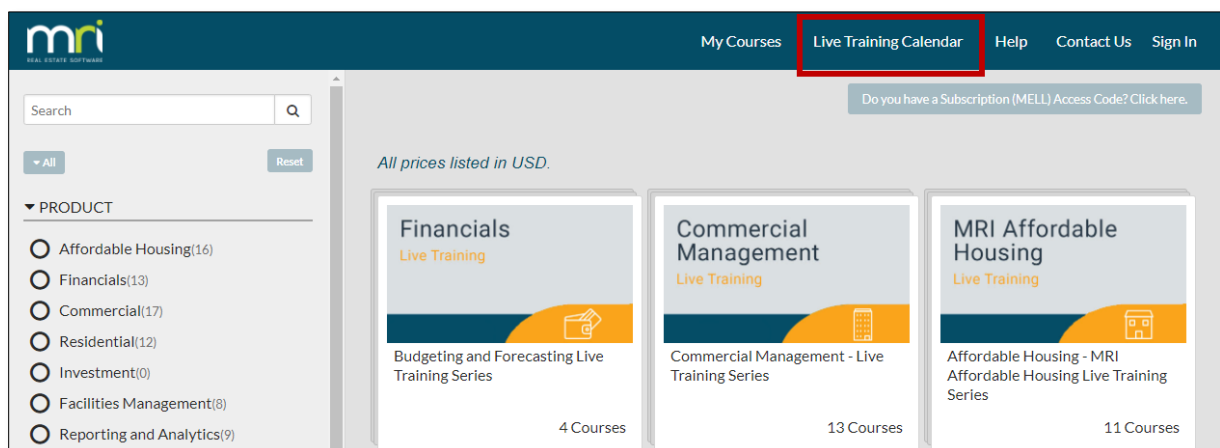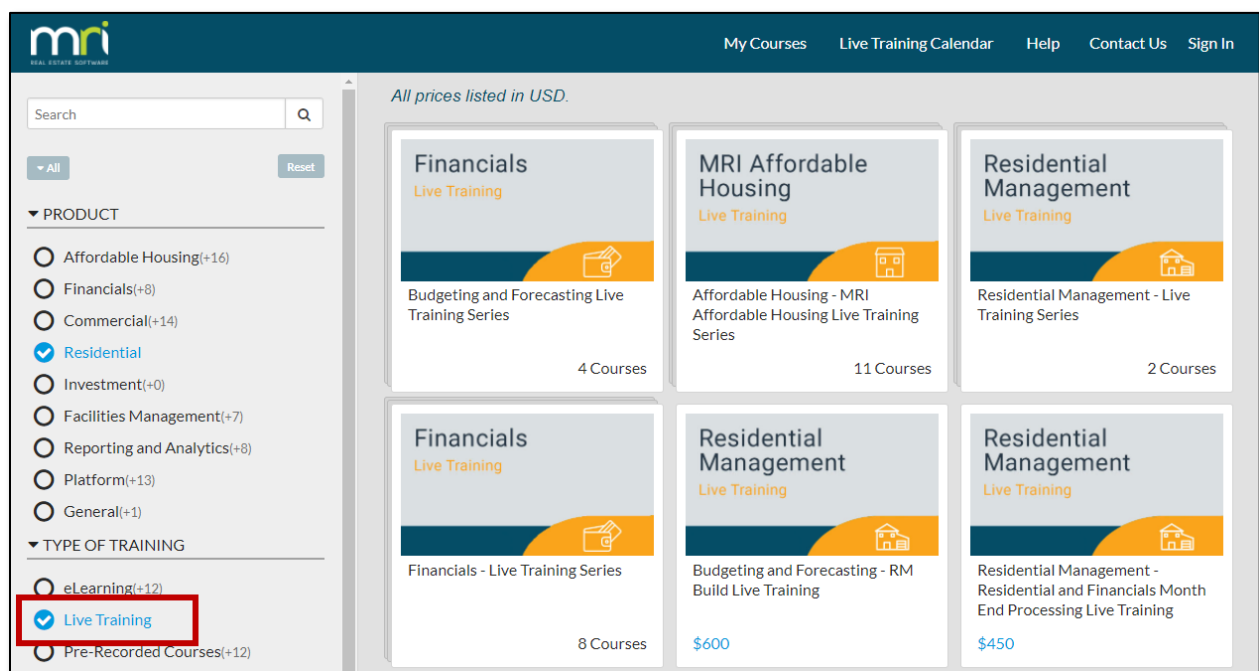
3. To see the calendar view, click the **Live Training Calendar** link. On the calendar, click the course name you would like to attend.

Or, back on the catalog page, you can also use the **Search** field or the **Live Training** filter in the left panel to browse the live training options. Click the individual course name or course series you are interested in.
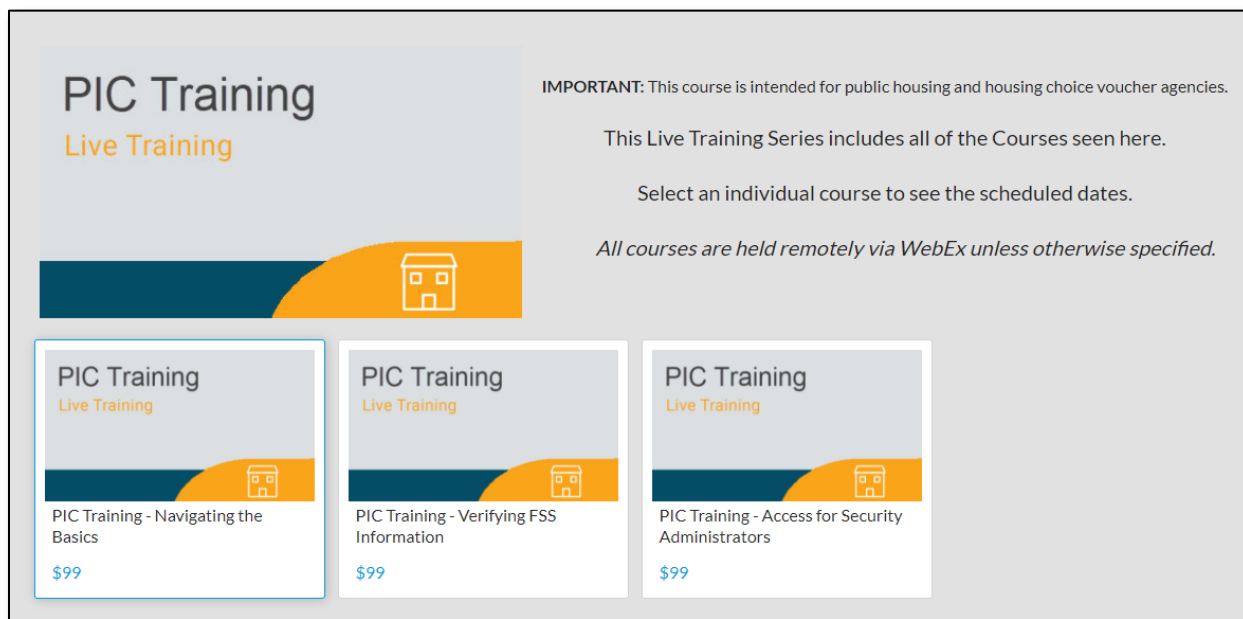
> **Note:** Live training courses are color-coded **in gold**.

- If you select a series, from the Course Series page, click the individual course you would like to attend.

4. When you have selected a course, click **Purchase** on the Course Detail page.
   -OR-
   If the course is free of charge, click the **Register** button that appears instead, and then proceed to Step 8.

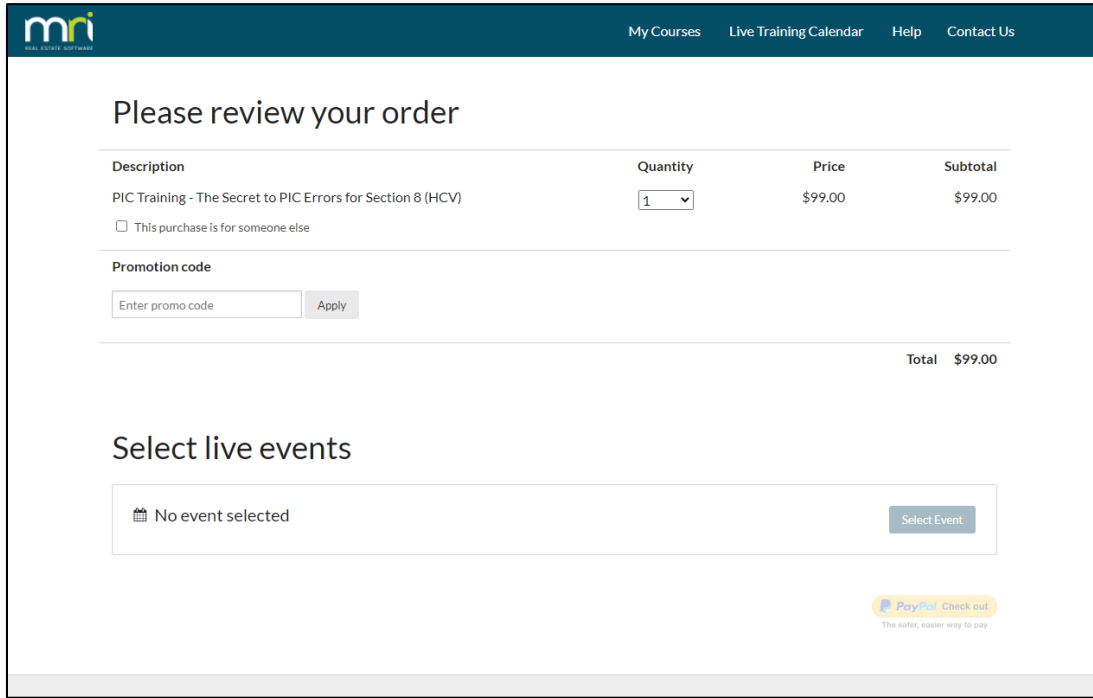5. On the Review page, select the quantity you would like to purchase. The list price for each course is per user.

6. Apply any promotion codes you may have. The prices are updated.

7. If a different person will be attending this course, select the **This purchase is for someone else** check box, and then proceed to Step 10.

8. Click **Select Event**.

9. Click **Register** to the right of the date you would like to attend.
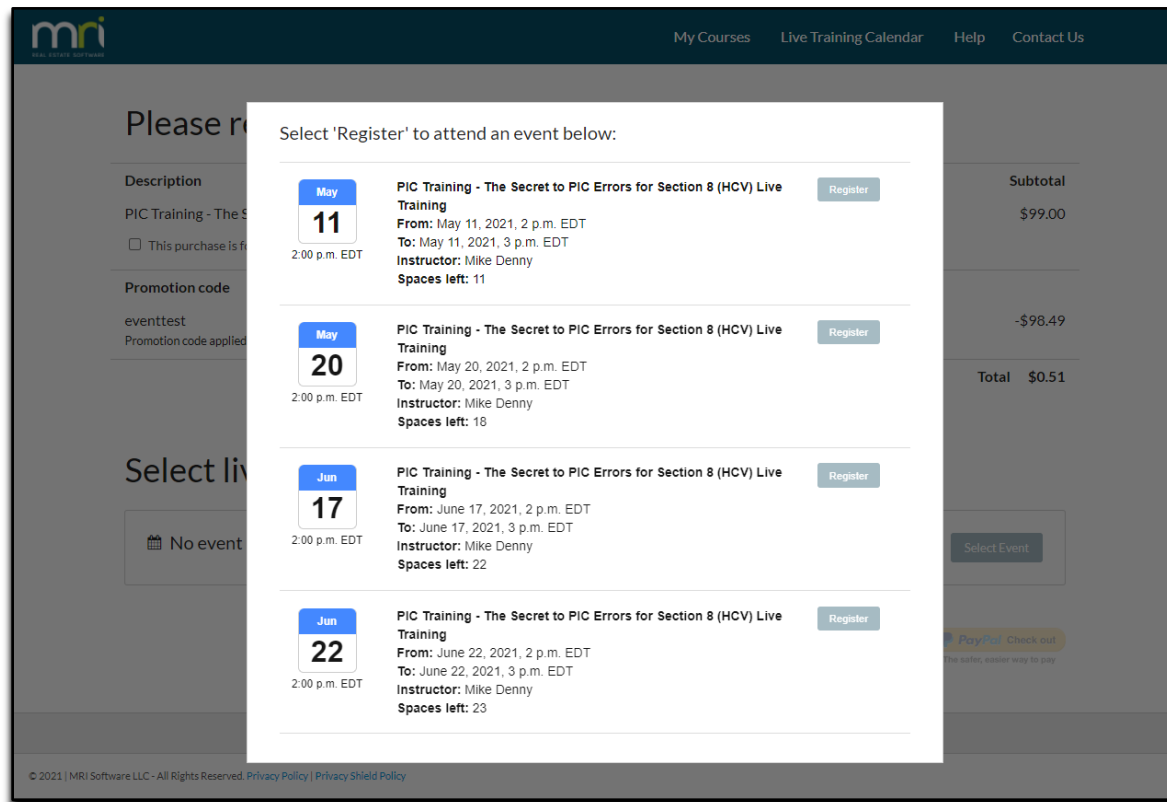
⚠️ **Important**: You must select an event date even if you already clicked a date on the Live Training Calendar.

10. For a free course, click **Register**, and then proceed to Step 12.
    -OR-
    To purchase the course or suite using your PayPal account, credit card, or debit card, click **PayPal Check out**.

11. To pay with a PayPal account, log in using your PayPal credentials, then complete the purchase fields.
    -OR-
    To pay using a credit or debit card, click **Pay with Debit or Credit Card**, then complete the purchase fields. This option does not require a PayPal account.
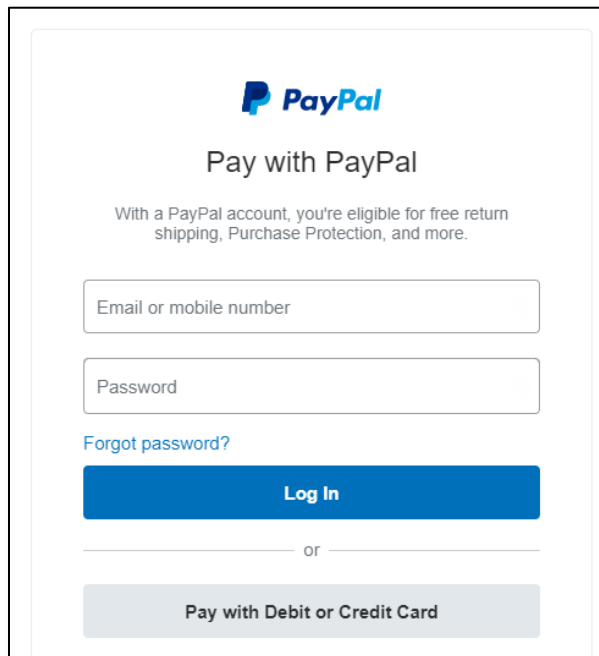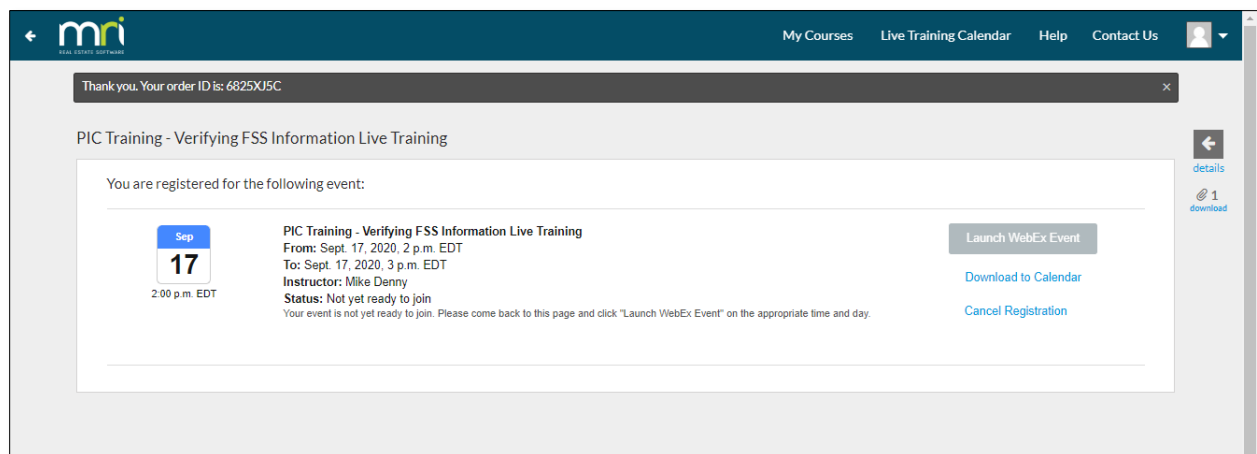
> ⚠️ **Important**: If you are not able to purchase with a credit card or prefer to be invoiced, send an email message including the attendees' names, email addresses, and the course title to education@mrisoftware.com to begin the invoicing process. Please allow three business days for processing.

12. You will see a message confirming that your registration was successful. You will also receive an email confirmation containing a link to attend the live training event.

> ⚠️ **Important**: If any of the following issues occur, please contact Education Services at education@mrisoftware.com:
>
> - You do not receive a confirmation email message.
>
> - You need to transfer the registration to a different student.
>
> - You do not see the course listed on your profile, which you can access by clicking **My Courses** on the top menu bar.

> ⚠️ **Important**: If you purchased multiple registrations for a course, or if you selected the **This purchase is for someone else check box**, after payment, you will receive a link to share with the people who will attend the class.
>
>
>
> Each attendee can use the link to register free of charge and select a date. They are prompted to create a training account if they do not already have one. They will receive an email confirmation with a link to join the class.
>
> If you personally need to register for the course, click **Register** on the right.

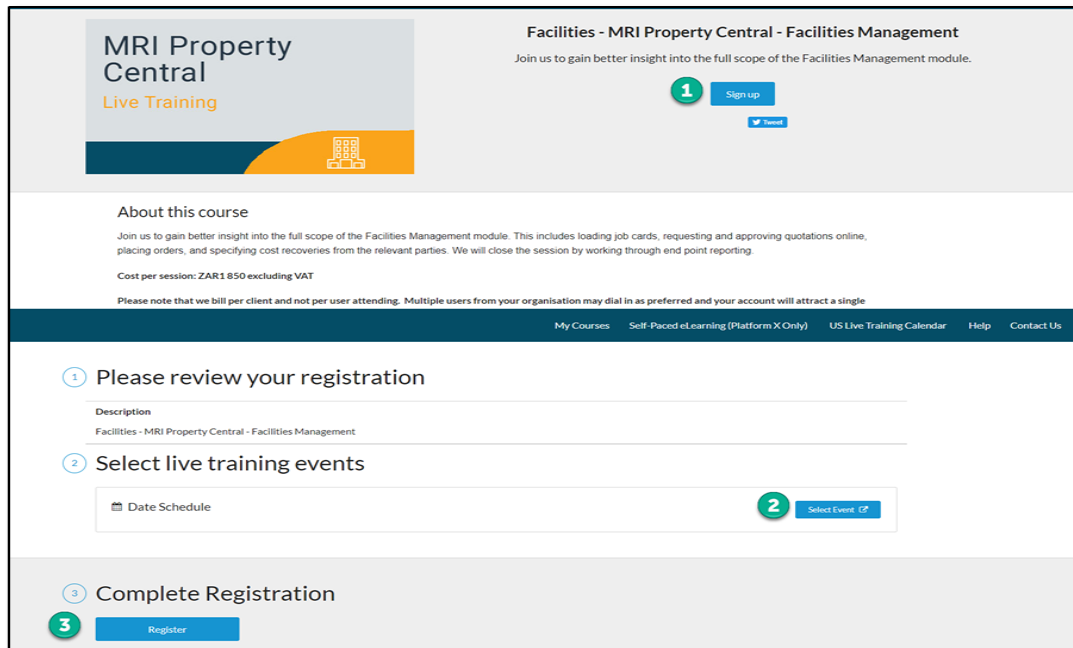⚠️ **Important**: For purchases on https://mrisoftware-sa.skilljar.com/, you are not required to pay online. You will be billed for your lessons after your registration. The training course cost will be displayed in the course details. When purchasing a live training on this site, you will only have to sign up (1), select the event (2), and complete the registration (3), as shown in the image below.

How to Attend a Live Training

1. Click the link in the email confirmation you received after registering for the class, and then proceed to Step 3.
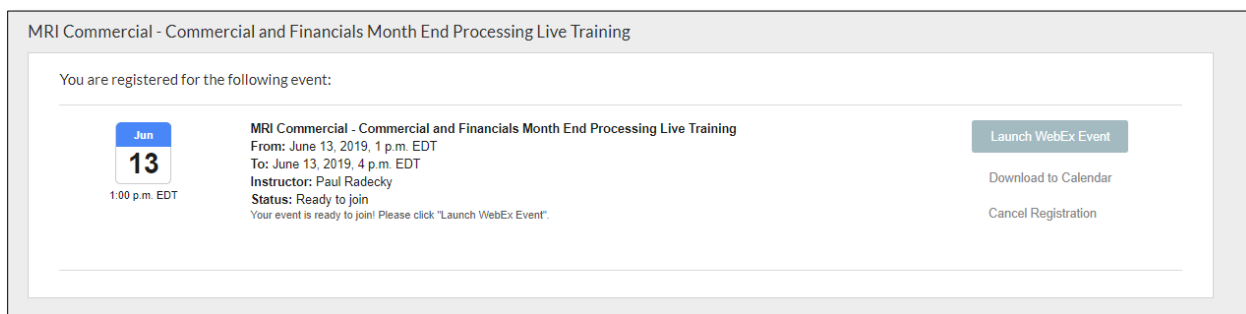   **-OR-**
   Go to https://mrisoftware.skilljar.com/

2. Click the **Sign In** link on the top menu bar, and then enter your email address and password.

   > **Note:** If you do not remember your password, use the **Forgot Password** link, or contact Education Services at education@mrisoftware.com.
   >
   > When you register for a course, it is connected to your account. The course link cannot be forwarded or transferred to another user without contacting Education Services before the class starts.

3. If you clicked the link in your email confirmation, the course page appears. Otherwise, click the **My Courses** link on the menu bar, and then click the course name.

4. Click the **Launch Webex Event** button.

   MRI Commercial - Commercial and Financials Month End Processing Live Training

   You are registered for the following event:

 | Jun 13 1:00 p.m. EDT | MRI Commercial - Commercial and Financials Month End Processing Live Training
From: June 13, 2019, 1 p.m. EDT
To: June 13, 2019, 4 p.m. EDT
Instructor: Paul Radecky
Status: Ready to join
Your event is ready to join! Please click "Launch WebEx Event". | Launch WebEx Event

Download to Calendar

Cancel Registration |

   > **Note:** If the status is **Not yet ready to join**, this means the instructor has not started the class yet. Periodically refresh the page until the status changes to **Ready to join**, then click the button.
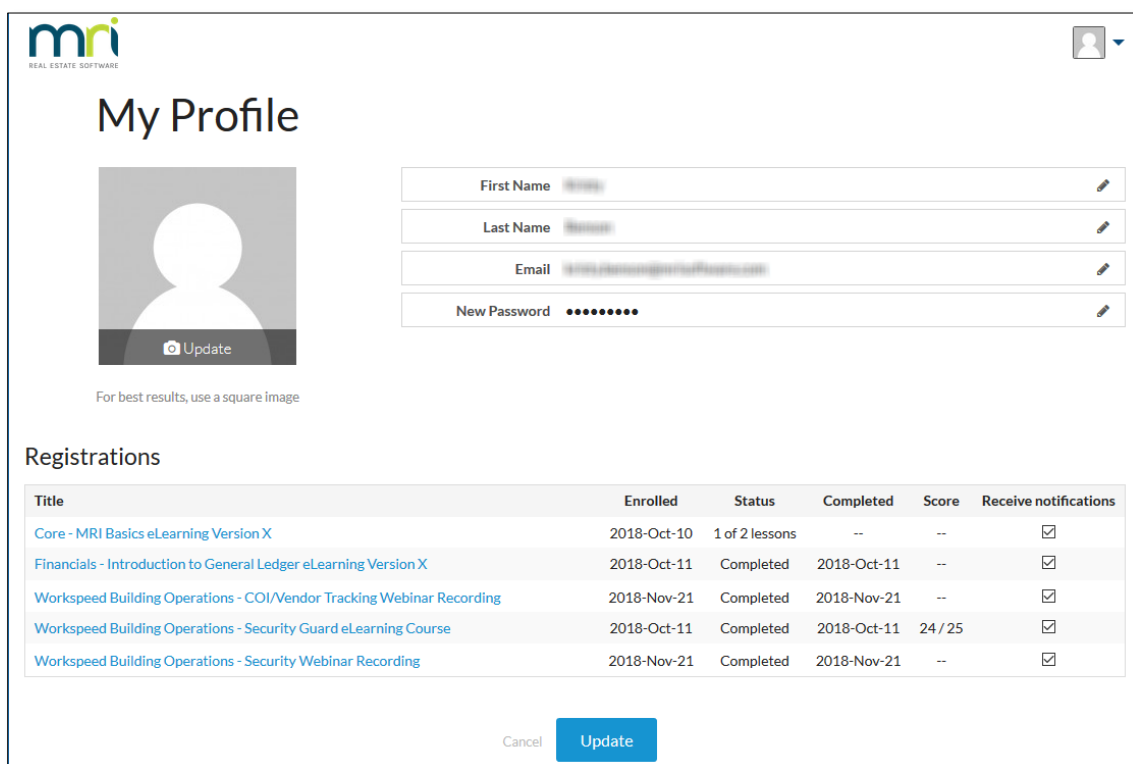
5. At this point, the Webex interface opens. Follow the instructions onscreen to open the Webex meeting and connect to the audio.

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Other Site Features

Links to several additional features are located on the top menu bar.
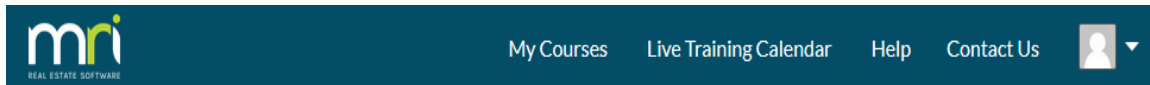
Use the **My Courses** link to open your profile and view the courses you have registered for. You can also edit your name, email address, or password.
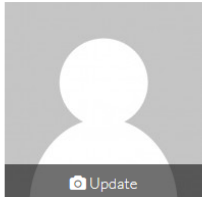
Use the **Live Training Calendar** link to see the live client training offered by MRI in a calendar view. Click a course to see more details and to register.
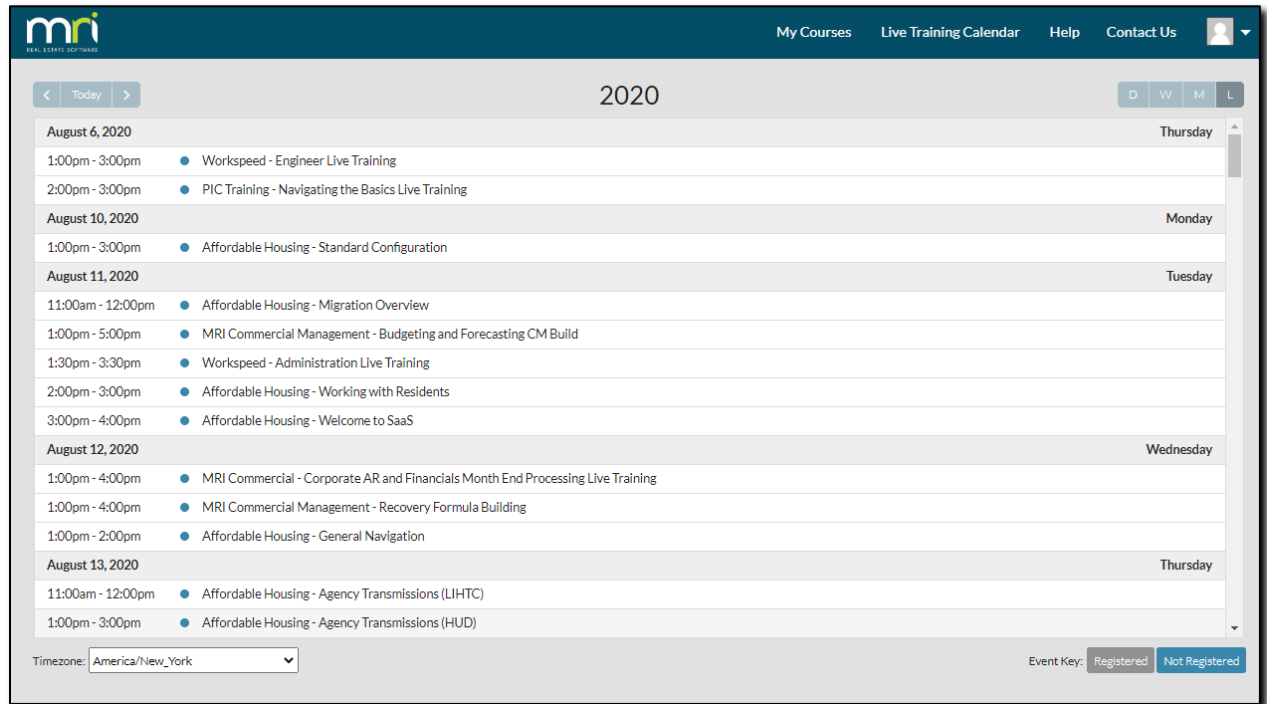
Use the **Help** link to view tips and troubleshooting information for courses.

Use the **Contact Us** link to send an email message to the MRI Education Services team.

Click the user icon to view your profile, open the MRI Software website, or open the MRI Software SaaS login page.