

## User's Guide

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### 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://mrsoftware.skilljar.com/>

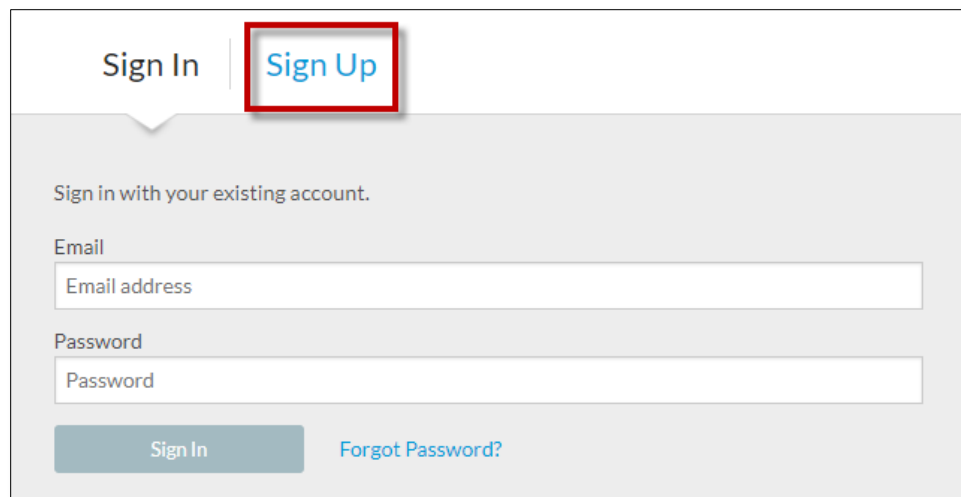


**Note:** UK users should go to <https://mrsoftware-uk.skilljar.com/>

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



2. In the upper right corner, click **Sign In**.



Sign In | **Sign Up**

Sign in with your existing account.

Email  
Email address

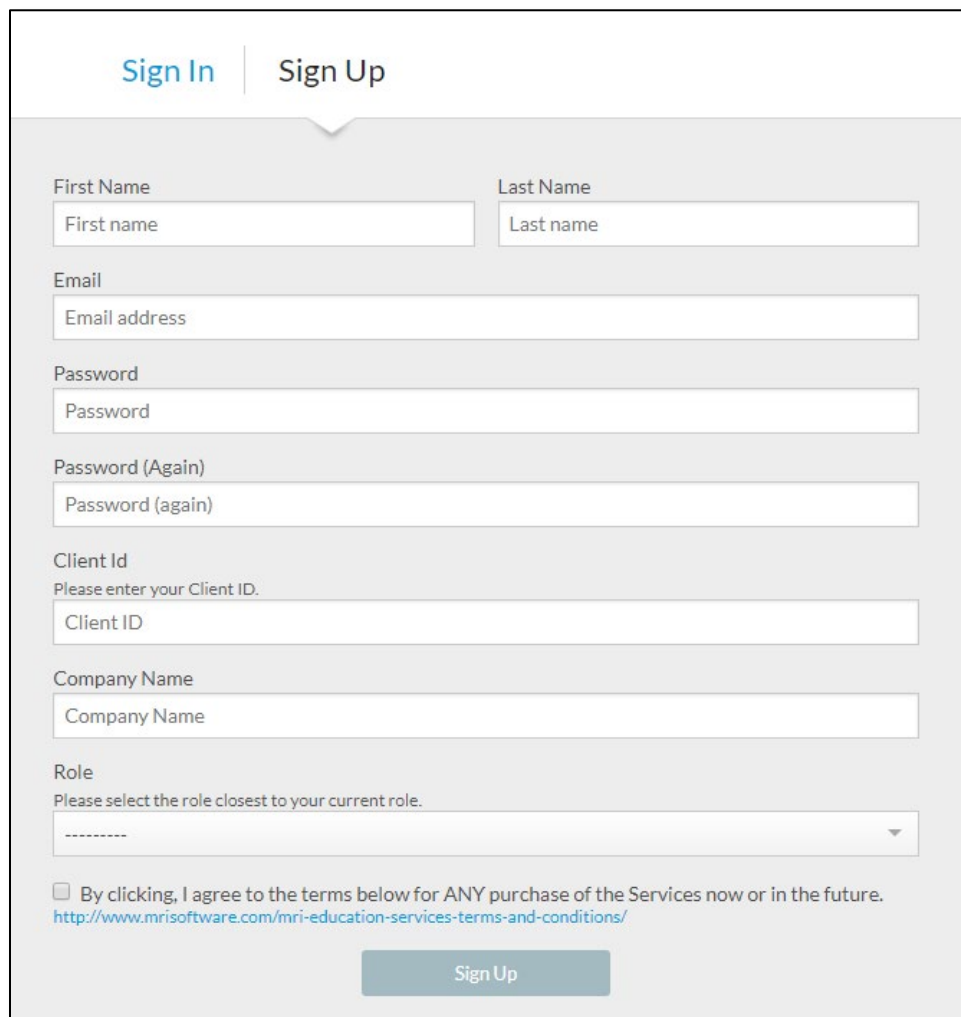
Password  
Password

**Sign In** [Forgot Password?](#)

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.



The form is titled "Sign In | Sign Up" with "Sign Up" being the active tab. It contains the following fields:

- First Name:** Input field with placeholder "First name".
- Last Name:** Input field with placeholder "Last name".
- Email:** Input field with placeholder "Email address".
- Password:** Input field with placeholder "Password".
- Password (Again):** Input field with placeholder "Password (again)".
- Client Id:** Input field with placeholder "Client ID". Above it is the text "Please enter your Client ID."
- Company Name:** Input field with placeholder "Company Name".
- Role:** A dropdown menu with the text "Please select the role closest to your current role." and a placeholder "-----".

Below the fields is a checkbox with the text: "By clicking, I agree to the terms below for ANY purchase of the Services now or in the future. <http://www.mrisoftware.com/mri-education-services-terms-and-conditions/>".

At the bottom right is a "Sign Up" button.

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

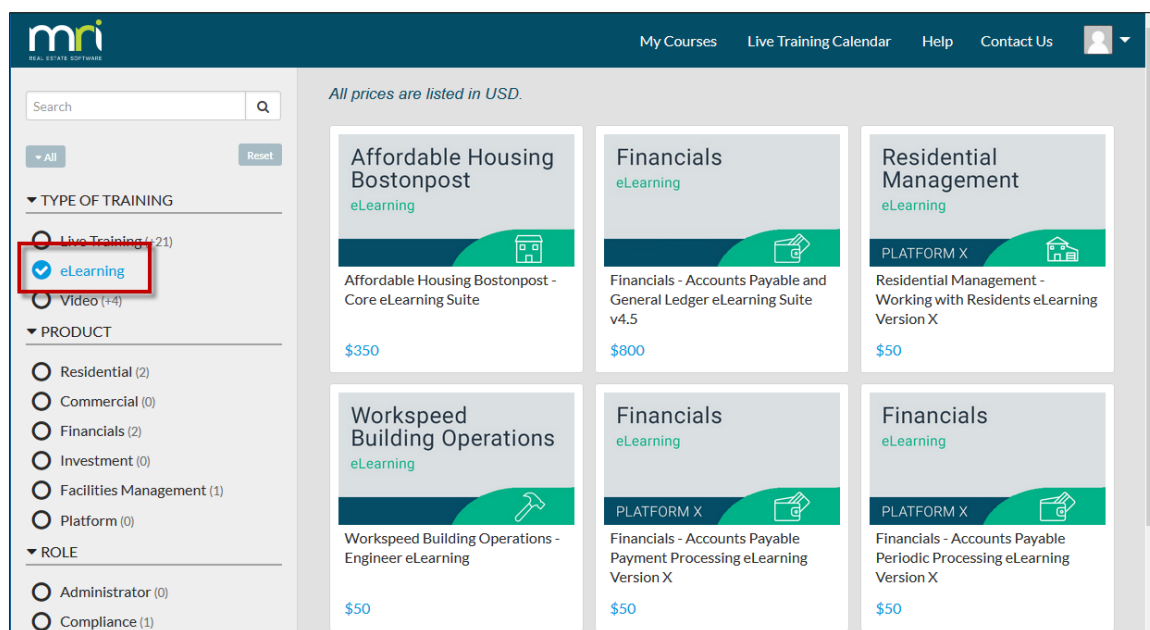
1. Go to <https://mrsoftware.skilljar.com/>



**Note:** UK users should go to <https://mrsoftware-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://mrsoftware-sa.skilljar.com/>

2. Sign in using the email address and password you used during sign-up.

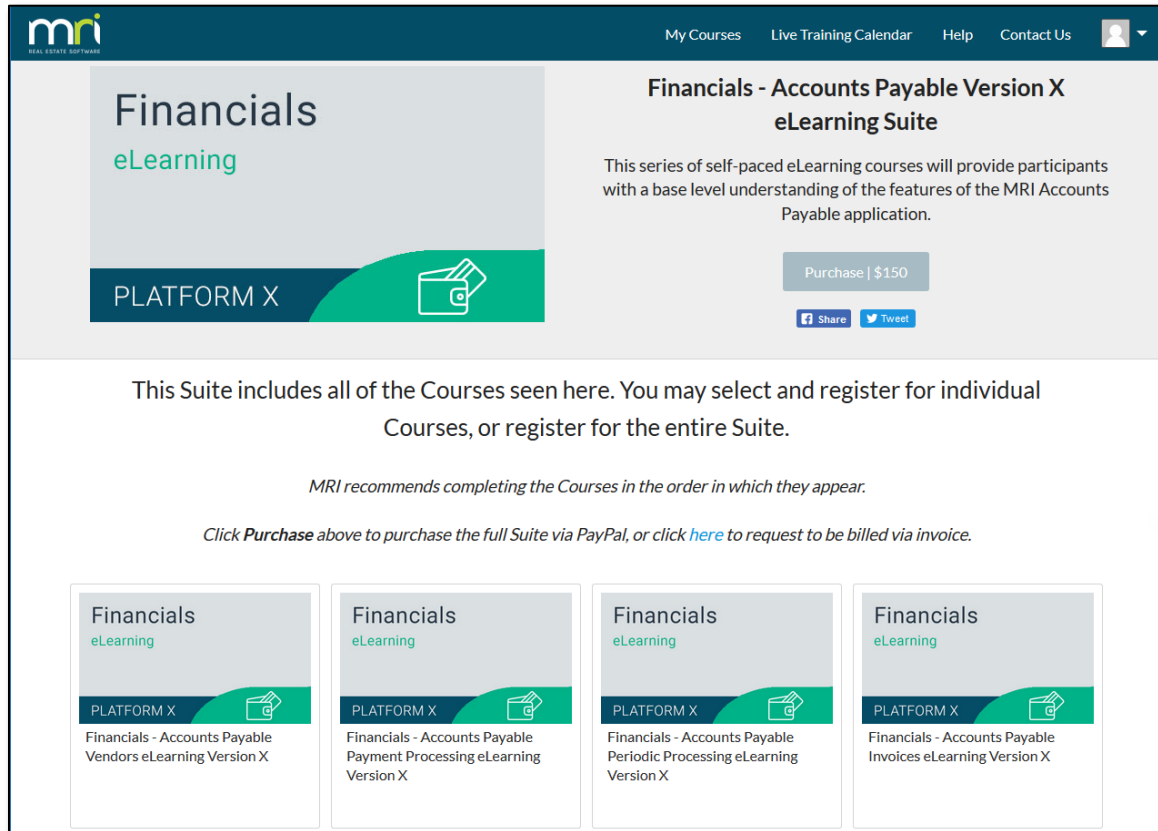


3. The catalog page appears. Use the **Search** field or the **eLearning** filter in the left panel to browse the eLearning options.



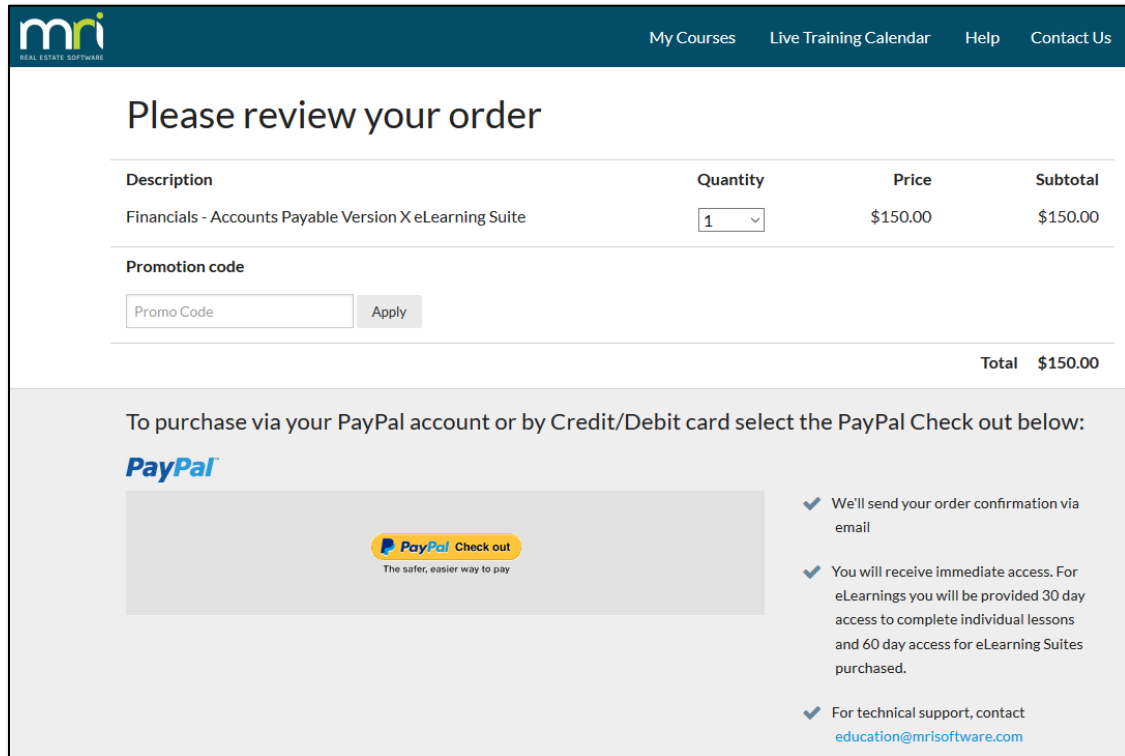
**Note:** eLearning courses are color-coded in **green**.

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.



The screenshot shows the MRI Training Academy website. The header includes the MRI logo, navigation links (My Courses, Live Training Calendar, Help, Contact Us), and a user profile icon. The main content area features a large banner for the "Financials eLearning PLATFORM X" suite. The banner includes the text "Financials - Accounts Payable Version X eLearning Suite" and a description: "This series of self-paced eLearning courses will provide participants with a base level understanding of the features of the MRI Accounts Payable application." Below the description is a "Purchase | \$150" button and social media share buttons for Facebook and Twitter. Below the banner, there is a paragraph stating: "This Suite includes all of the Courses seen here. You may select and register for individual Courses, or register for the entire Suite." followed by a recommendation: "MRI recommends completing the Courses in the order in which they appear." and a note: "Click **Purchase** above to purchase the full Suite via PayPal, or click [here](#) to request to be billed via invoice." Below this, there are four course cards, each with the MRI logo, "Financials eLearning PLATFORM X" header, and a specific course title: "Financials - Accounts Payable Vendors eLearning Version X", "Financials - Accounts Payable Payment Processing eLearning Version X", "Financials - Accounts Payable Periodic Processing eLearning Version X", and "Financials - Accounts Payable Invoices eLearning Version X".

- 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.



Please review your order

Description	Quantity	Price	Subtotal
Financials - Accounts Payable Version X eLearning Suite	1	\$150.00	\$150.00


Promotion code

Promo Code

Total \$150.00

To purchase via your PayPal account or by Credit/Debit card select the PayPal Check out below:

**PayPal**

 The safer, easier way to pay

- ✓ We'll send your order confirmation via email
- ✓ You will receive immediate access. For eLearnings you will be provided 30 day access to complete individual lessons and 60 day access for eLearning Suites purchased.
- ✓ For technical support, contact [education@mrisoftware.com](mailto:education@mrisoftware.com)

- On the Review page, select the quantity you would like to purchase. The list price for each course is per user.
- Apply any promotion codes you may have. The prices are updated.
- To purchase the course or suite using your PayPal account, credit card, or debit card, click **PayPal Check out**.
- 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@mrsoftware.com](mailto:education@mrsoftware.com) to begin the invoicing process. Please allow three business days for processing.



## How to Register for Live Training

1. Go to <https://mrsoftware.skilljar.com/>

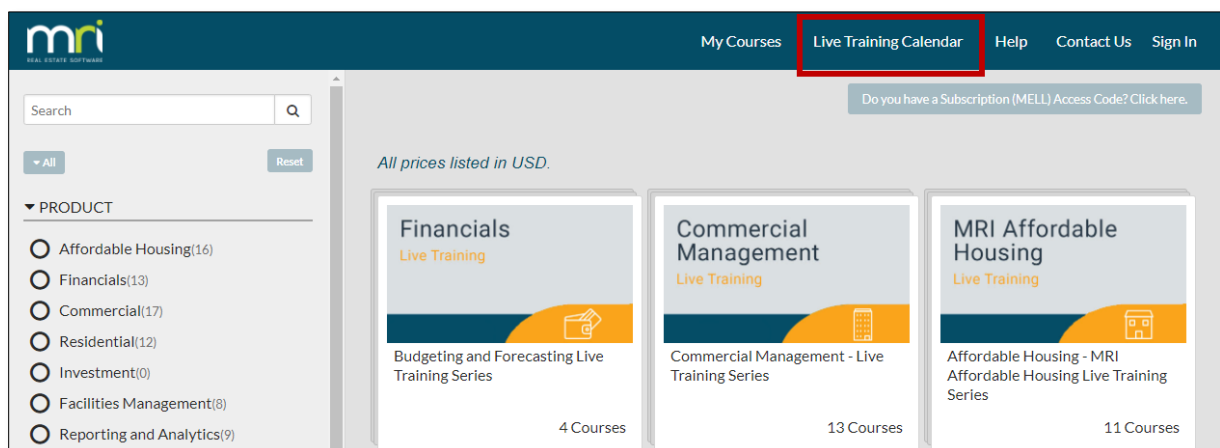


**Note:** UK users should navigate to <https://mrsoftware-uk.skilljar.com/>.

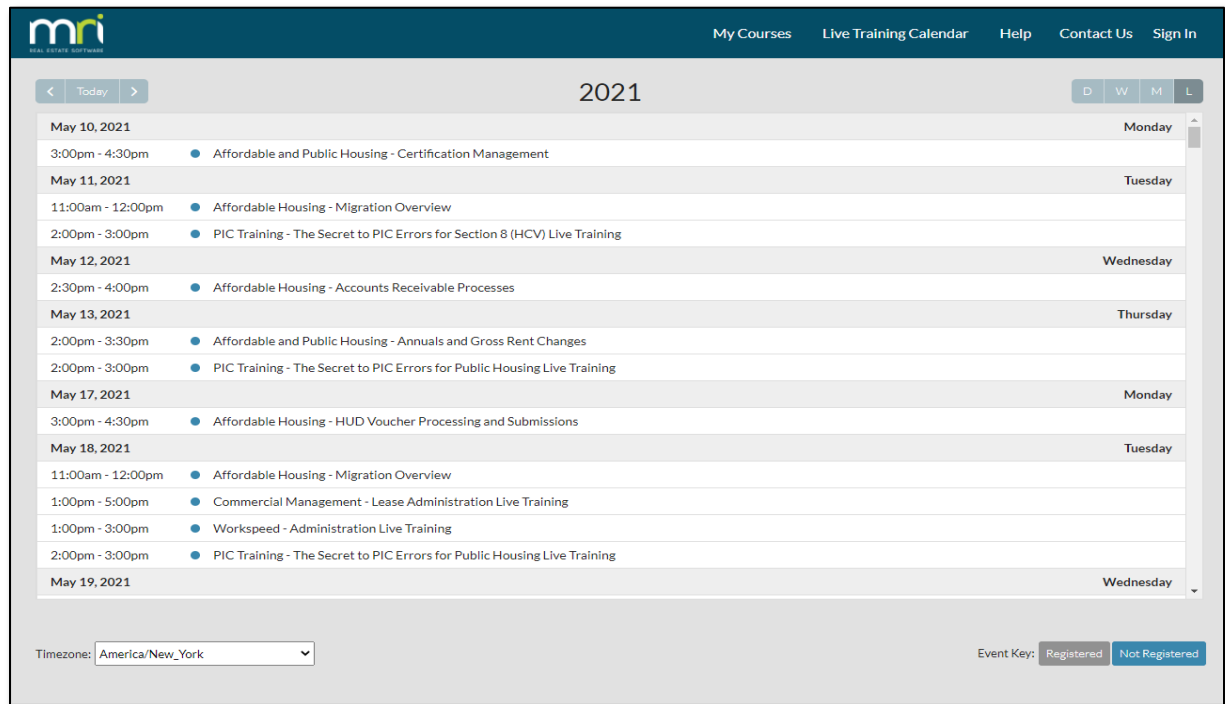
UK users will have the option to select an Open training located under the Live Training Calendar, or to request an Exclusive course located in the course catalog.

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

2. Sign in using the email address and password you used during sign-up. The catalog page appears.



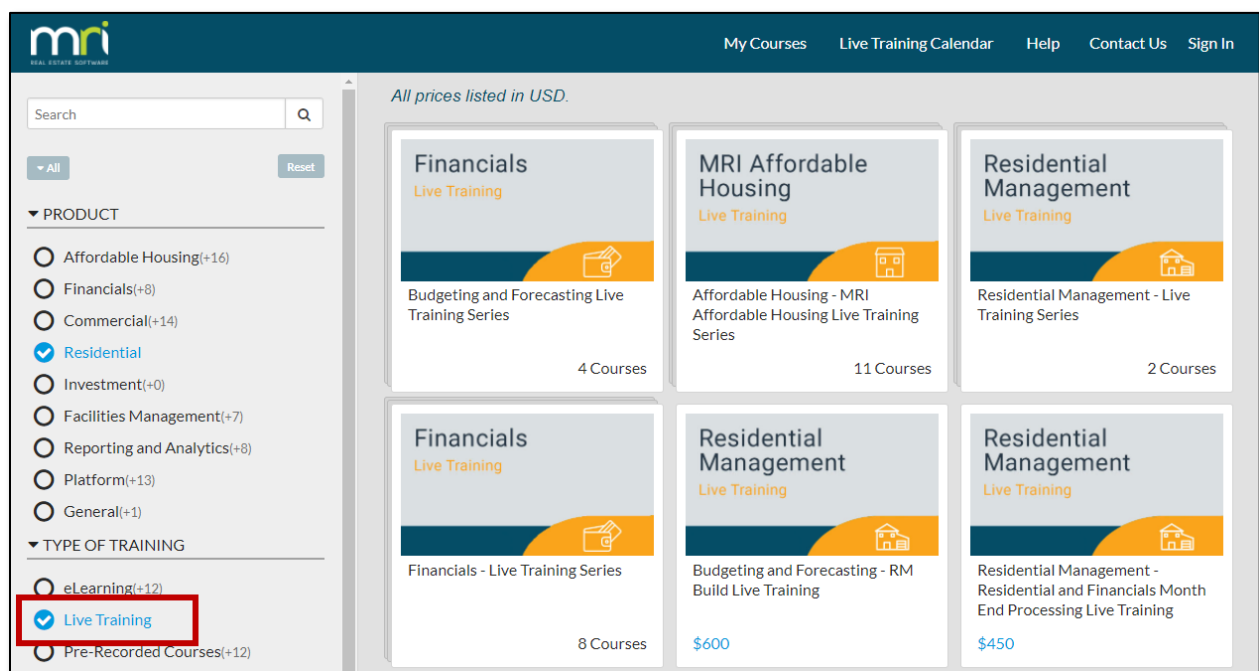
3. To see the calendar view, click the **Live Training Calendar** link. On the calendar, click the course name you would like to attend.



The screenshot shows the MRI Training Academy interface with the 'Live Training Calendar' selected. The calendar displays training sessions for May 2021, organized by day of the week. Each session includes a time slot and a topic. A 'Timezone' dropdown is set to 'America/New\_York', and an 'Event Key' section shows 'Registered' and 'Not Registered' buttons.

Date	Day	Time	Topic
May 10, 2021	Monday	3:00pm - 4:30pm	Affordable and Public Housing - Certification Management
May 11, 2021	Tuesday	11:00am - 12:00pm	Affordable Housing - Migration Overview
May 11, 2021	Tuesday	2:00pm - 3:00pm	PIC Training - The Secret to PIC Errors for Section 8 (HCV) Live Training
May 12, 2021	Wednesday	2:30pm - 4:00pm	Affordable Housing - Accounts Receivable Processes
May 13, 2021	Thursday	2:00pm - 3:30pm	Affordable and Public Housing - Annuals and Gross Rent Changes
May 13, 2021	Thursday	2:00pm - 3:00pm	PIC Training - The Secret to PIC Errors for Public Housing Live Training
May 17, 2021	Monday	3:00pm - 4:30pm	Affordable Housing - HUD Voucher Processing and Submissions
May 18, 2021	Tuesday	11:00am - 12:00pm	Affordable Housing - Migration Overview
May 18, 2021	Tuesday	1:00pm - 5:00pm	Commercial Management - Lease Administration Live Training
May 18, 2021	Tuesday	1:00pm - 3:00pm	Workspeed - Administration Live Training
May 18, 2021	Tuesday	2:00pm - 3:00pm	PIC Training - The Secret to PIC Errors for Public Housing Live Training
May 19, 2021	Wednesday		

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.



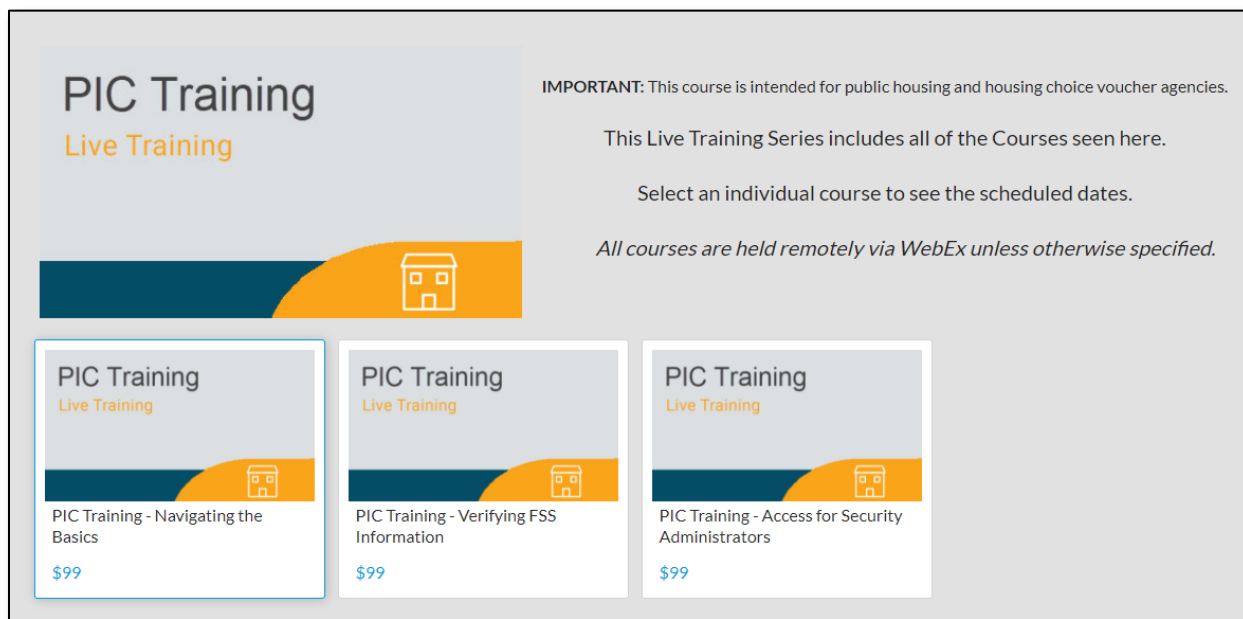
The screenshot shows the MRI Training Academy catalog page. The left sidebar contains a search bar and a filter panel. The 'PRODUCT' filter is expanded, showing 'Residential' selected. The 'TYPE OF TRAINING' filter is also expanded, with 'Live Training' selected and highlighted by a red box. The main content area displays a grid of course cards for 'Financials', 'MRI Affordable Housing', and 'Residential Management'. Each card shows the course title, 'Live Training' status, and the number of courses in the series. Prices are listed in USD.

Category	Course Name	Live Training	Courses	Price
Financials	Budgeting and Forecasting Live Training Series	Yes	4 Courses	
	Financials - Live Training Series	Yes	8 Courses	
MRI Affordable Housing	Affordable Housing - MRI Affordable Housing Live Training Series	Yes	11 Courses	
	Budgeting and Forecasting - RM Build Live Training	Yes		\$600
Residential Management	Residential Management - Live Training Series	Yes	2 Courses	
	Residential Management - Residential and Financials Month End Processing Live Training	Yes		\$450



**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.






**PIC Training**  
Live Training

**IMPORTANT:** This course is intended for public housing and housing choice voucher agencies.

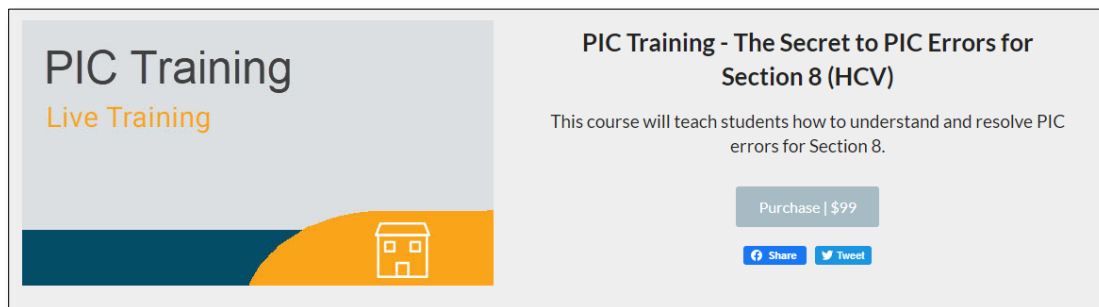
This Live Training Series includes all of the Courses seen here.

Select an individual course to see the scheduled dates.

*All courses are held remotely via WebEx unless otherwise specified.*

PIC Training Live Training	PIC Training Live Training	PIC Training Live Training
		
PIC Training - Navigating the Basics	PIC Training - Verifying FSS Information	PIC Training - Access for Security Administrators
\$99	\$99	\$99

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.



**PIC Training**  
Live Training

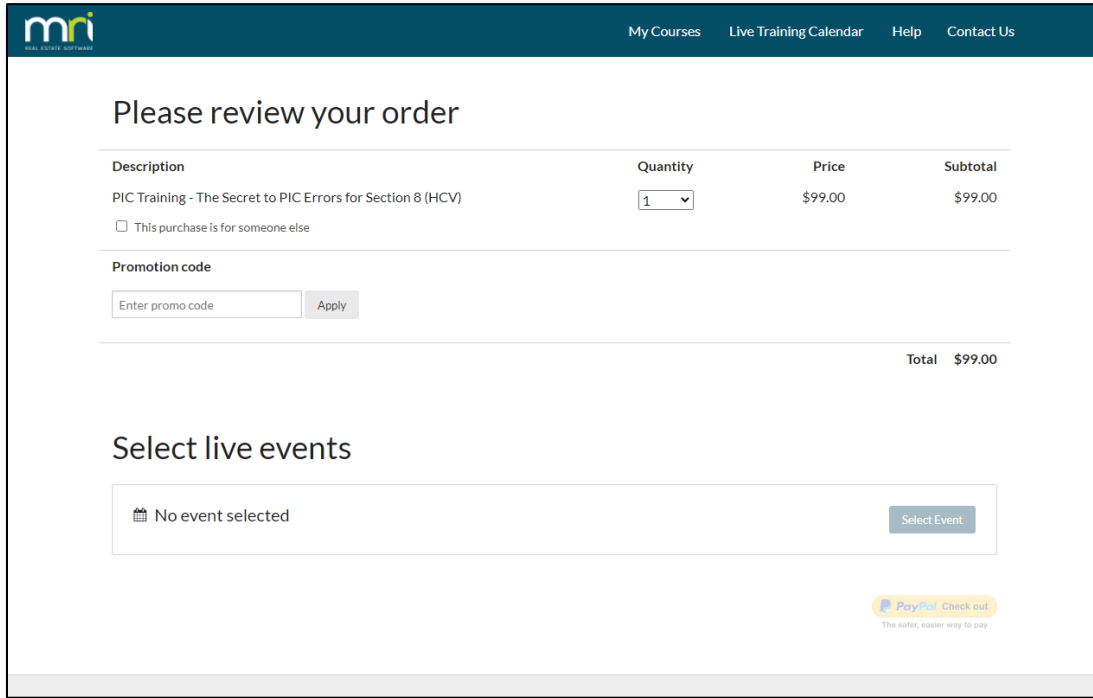
**PIC Training - The Secret to PIC Errors for Section 8 (HCV)**

This course will teach students how to understand and resolve PIC errors for Section 8.

Purchase | \$99

[Share](#) [Tweet](#)

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



The screenshot shows the 'Please review your order' page. At the top, there is a navigation bar with the MRI logo and links for 'My Courses', 'Live Training Calendar', 'Help', and 'Contact Us'. The main heading is 'Please review your order'. Below this is a table with the following columns: 'Description', 'Quantity', 'Price', and 'Subtotal'. The table contains one row for 'PIC Training - The Secret to PIC Errors for Section 8 (HCV)' with a quantity of '1', a price of '\$99.00', and a subtotal of '\$99.00'. Below the table, there is a checkbox labeled 'This purchase is for someone else'. Underneath, there is a 'Promotion code' section with a text input field labeled 'Enter promo code' and an 'Apply' button. At the bottom right of the table, the 'Total' is '\$99.00'. Below the table, there is a section titled 'Select live events' with a box containing a calendar icon and the text 'No event selected', and a 'Select Event' button. At the bottom right, there is a 'PayPal Check out' button with the text 'The safer, easier way to pay'.

Description	Quantity	Price	Subtotal
PIC Training - The Secret to PIC Errors for Section 8 (HCV)	1	\$99.00	\$99.00


☐ This purchase is for someone else

Promotion code

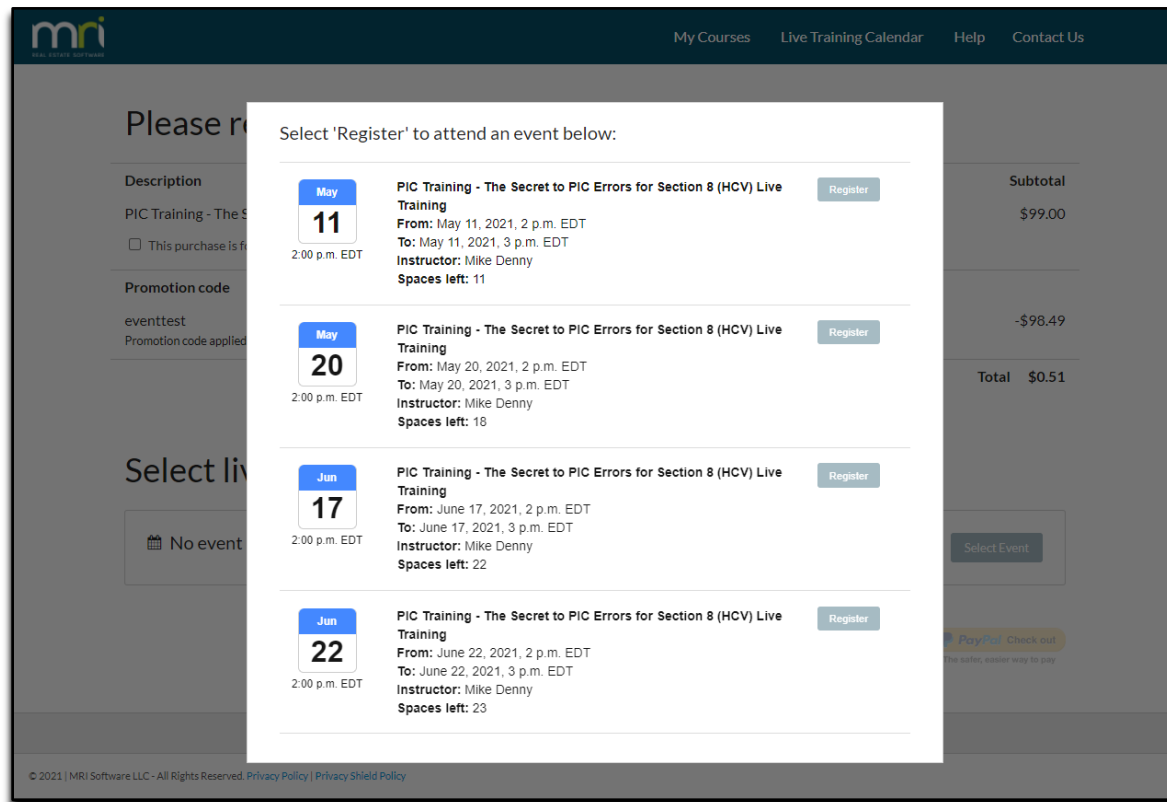
Enter promo code

Total \$99.00

Select live events

 Check out  
The safer, easier way to pay

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.

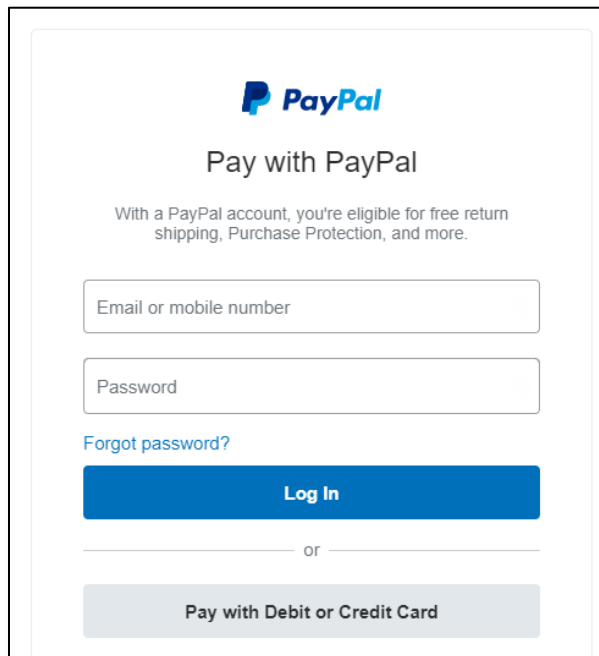
**-OR-**

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.

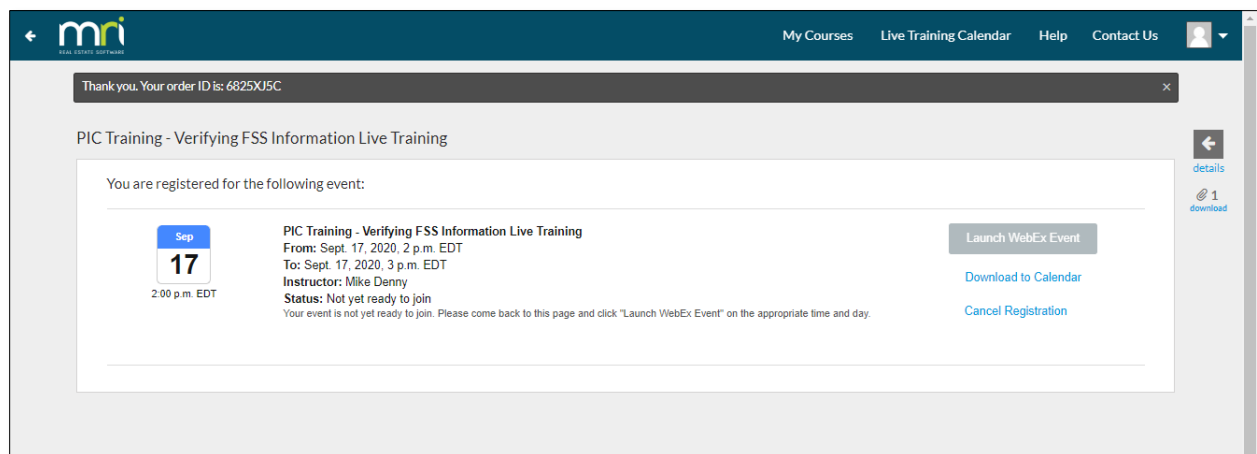


The image shows a PayPal login interface. At the top is the PayPal logo. Below it is the heading "Pay with PayPal". A subtext states: "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." There are two input fields: "Email or mobile number" and "Password". A link "Forgot password?" is located below the password field. A blue "Log In" button is positioned below the input fields. Below the button is a horizontal line with "or" in the center. At the bottom is a grey button labeled "Pay with Debit or Credit Card".



**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@mrsoftware.com](mailto:education@mrsoftware.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.



The image shows a screenshot of the MRI Training Academy website. The top navigation bar includes links for "My Courses", "Live Training Calendar", "Help", and "Contact Us". A dark banner at the top of the main content area says "Thank you, Your order ID is: 6825XJ5C". Below this, the page title is "PIC Training - Verifying FSS Information Live Training". The main content area states "You are registered for the following event:" and displays a calendar for September 17, 2020, at 2:00 p.m. EDT. The event details are: "PIC Training - Verifying FSS Information Live Training", "From: Sept. 17, 2020, 2 p.m. EDT", "To: Sept. 17, 2020, 3 p.m. EDT", "Instructor: Mike Denny", and "Status: Not yet ready to join". A note at the bottom of the event details says "Your event is not yet ready to join. Please come back to this page and click 'Launch WebEx Event' on the appropriate time and day." On the right side of the event details, there are three buttons: "Launch WebEx Event", "Download to Calendar", and "Cancel Registration". A "details" link is also present on the right side of the page.

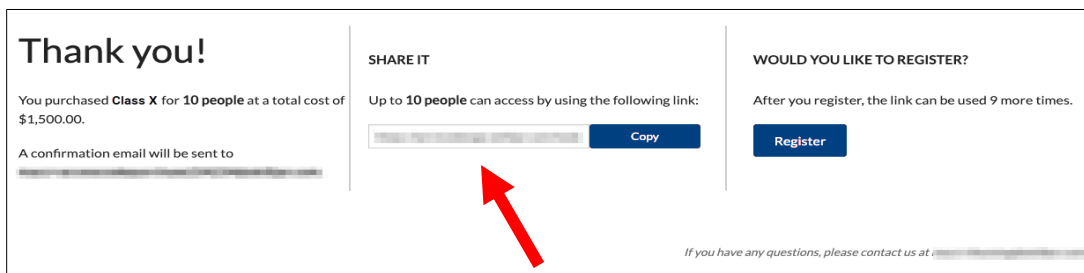


**Important:** If any of the following issues occur, please contact Education Services at [education@mrisoftware.com](mailto:education@mrisoftware.com):

- 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.

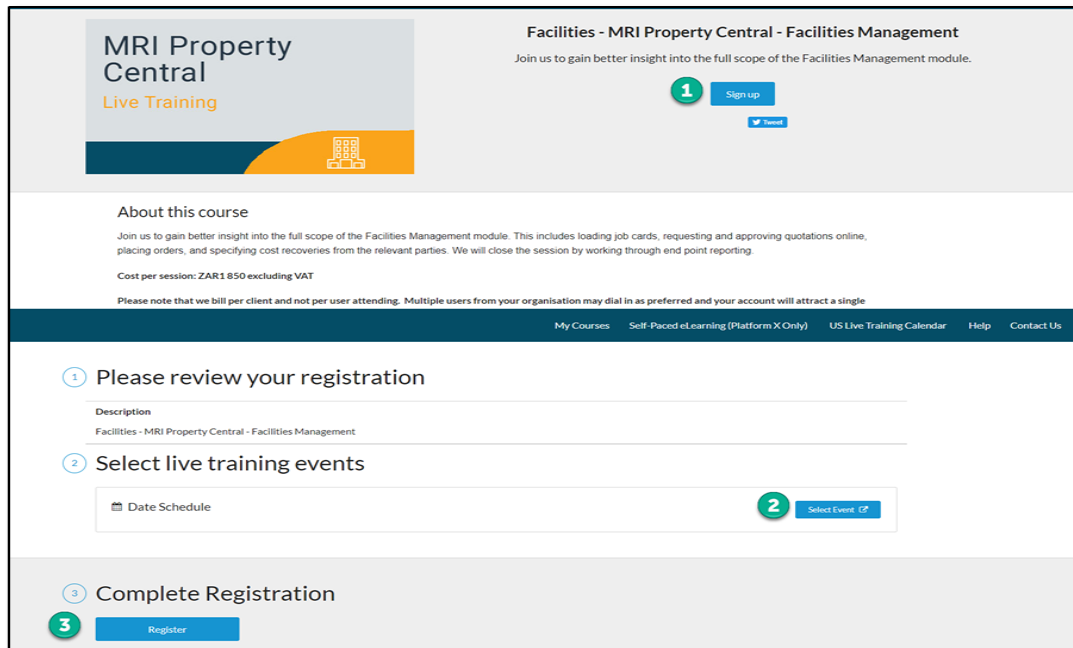


Each attendee can use the link to register free of charge and select a date. They are prompted to create a training account if they do not already have one. They will receive an email confirmation with a link to join the class.

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



**Important:** For purchases on <https://mrsoftware-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.



The screenshot displays the registration interface for 'Facilities - MRI Property Central - Facilities Management'. The header includes the course title and a 'Sign up' button with a green circle containing the number 1. Below the header, the 'About this course' section provides details about the Facilities Management module and the cost per session (ZAR1 850 excluding VAT). A navigation bar at the top right lists 'My Courses', 'Self-Paced eLearning (Platform X Only)', 'US Live Training Calendar', 'Help', and 'Contact Us'. The main content area is divided into three steps: 1. 'Please review your registration' with a description of the course; 2. 'Select live training events' with a 'Date Schedule' dropdown and a 'Select Event' button with a green circle containing the number 2; and 3. 'Complete Registration' with a 'Register' button and a green circle containing the number 3.



## 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://mrsoftware.skilljar.com/>

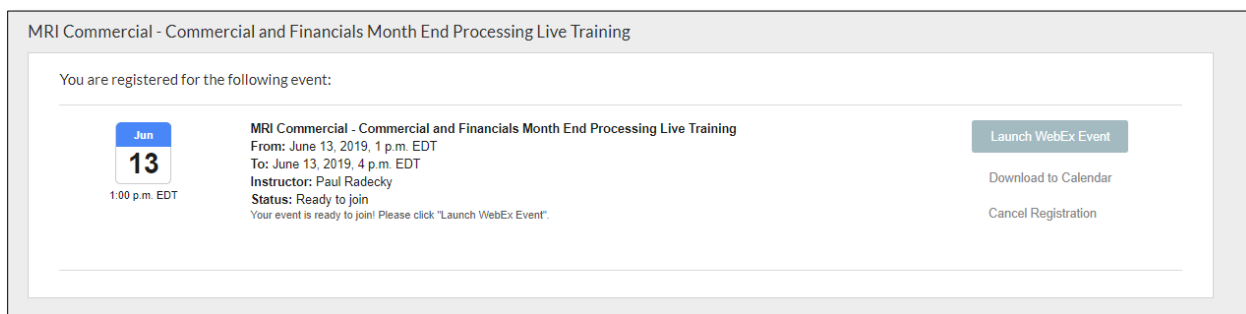
2. Click the **Sign In** link on the top menu bar, and then enter your email address and password.



**Note:** If you do not remember your password, use the **Forgot Password** link, or contact Education Services at [education@mrsoftware.com](mailto:education@mrsoftware.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.



The screenshot shows a web page titled "MRI Commercial - Commercial and Financials Month End Processing Live Training". Below the title, it says "You are registered for the following event:". On the left, there is a calendar icon showing "Jun 13" and "1:00 p.m. EDT". To the right of the calendar, the event details are listed: "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", and "Status: Ready to join". Below the status, it says "Your event is ready to join! Please click 'Launch WebEx Event'". On the right side of the page, there are three buttons: "Launch WebEx Event", "Download to Calendar", and "Cancel Registration".

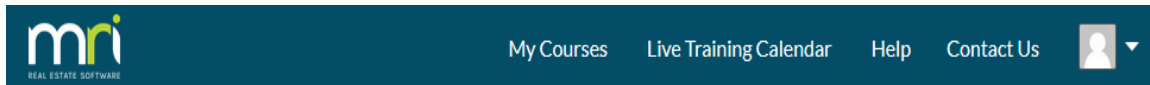


**Note:** If the status is **Not yet ready to join**, this means the instructor has not started the class yet. Periodically refresh the page until the status changes to **Ready to join**, then click the button.

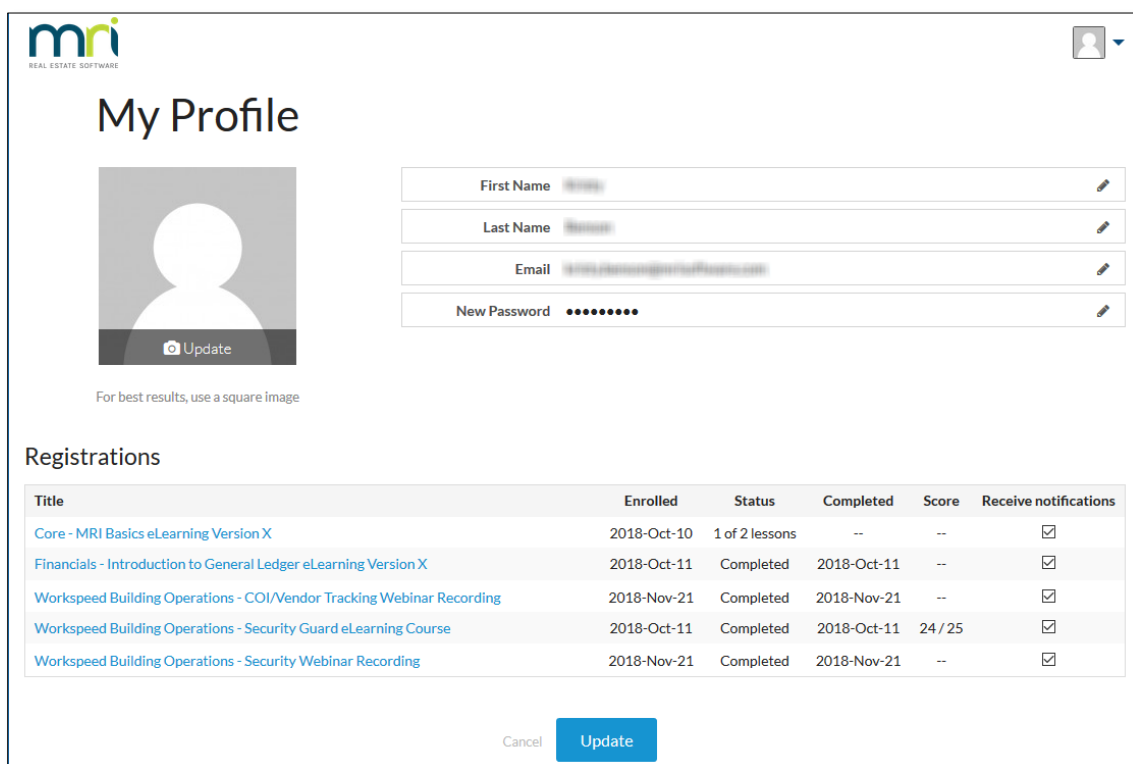
5. At this point, the Webex interface opens. Follow the instructions onscreen to open the Webex meeting and connect to the audio.

## 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.



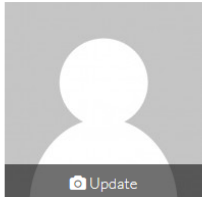
**My Profile**

First Name

Last Name

Email

New Password

 Update

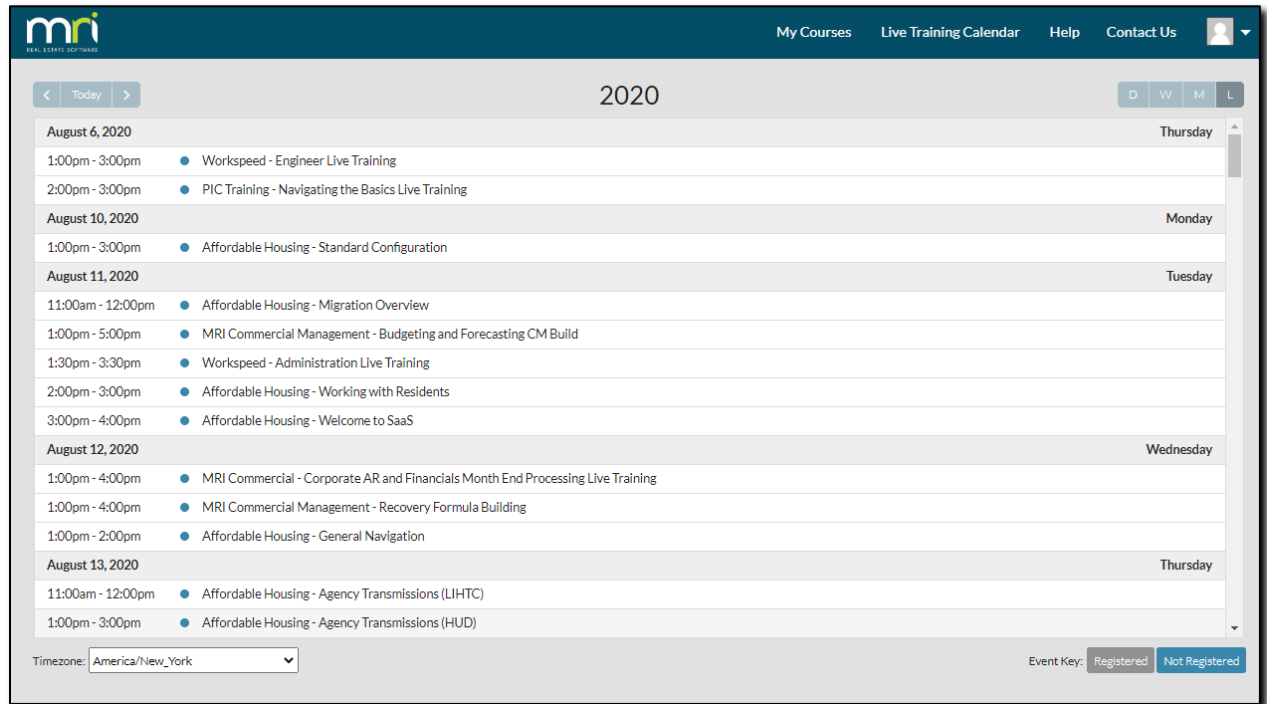
For best results, use a square image

**Registrations**

Title	Enrolled	Status	Completed	Score	Receive notifications
<a href="#">Core - MRI Basics eLearning Version X</a>	2018-Oct-10	1 of 2 lessons	--	--	<input checked="" type="checkbox"/>
<a href="#">Financials - Introduction to General Ledger eLearning Version X</a>	2018-Oct-11	Completed	2018-Oct-11	--	<input checked="" type="checkbox"/>
<a href="#">Workspeed Building Operations - COI/Vendor Tracking Webinar Recording</a>	2018-Nov-21	Completed	2018-Nov-21	--	<input checked="" type="checkbox"/>
<a href="#">Workspeed Building Operations - Security Guard eLearning Course</a>	2018-Oct-11	Completed	2018-Oct-11	24 / 25	<input checked="" type="checkbox"/>
<a href="#">Workspeed Building Operations - Security Webinar Recording</a>	2018-Nov-21	Completed	2018-Nov-21	--	<input checked="" type="checkbox"/>

Cancel

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.