Instructions for Student Users from Tenmast

Overview

Welcome to the MRI Training Academy subscription program! This site is the new home of Tenmast University. We offer a variety of video lessons to fit your needs.

This guide will help you register for the MRI subscription site as a user, and to enroll in Tenmast courses.
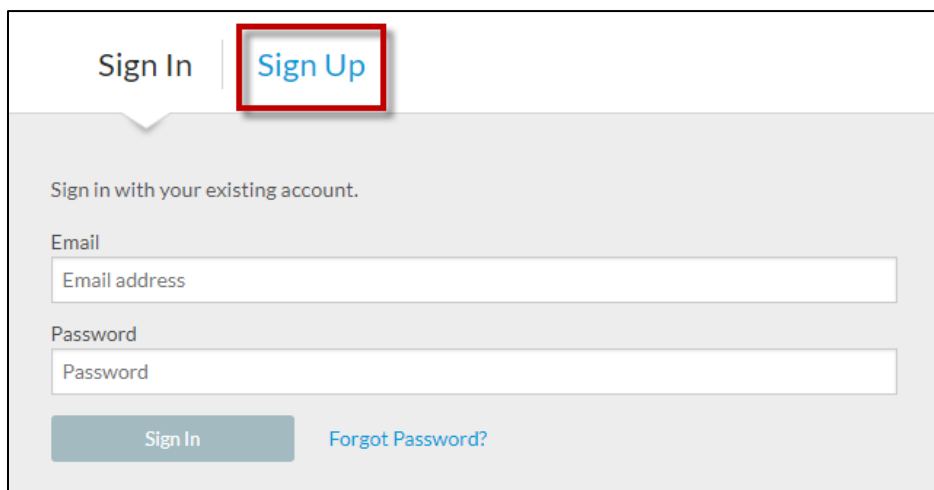
How to Register on the Subscription Site

1. Go to http://mriexpress.skilljar.com/

2. In the upper right corner, click **Sign In**.
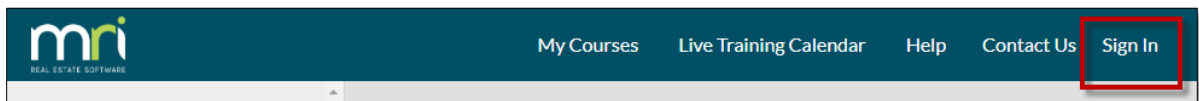
3. On the sign in page, click **Sign Up**.
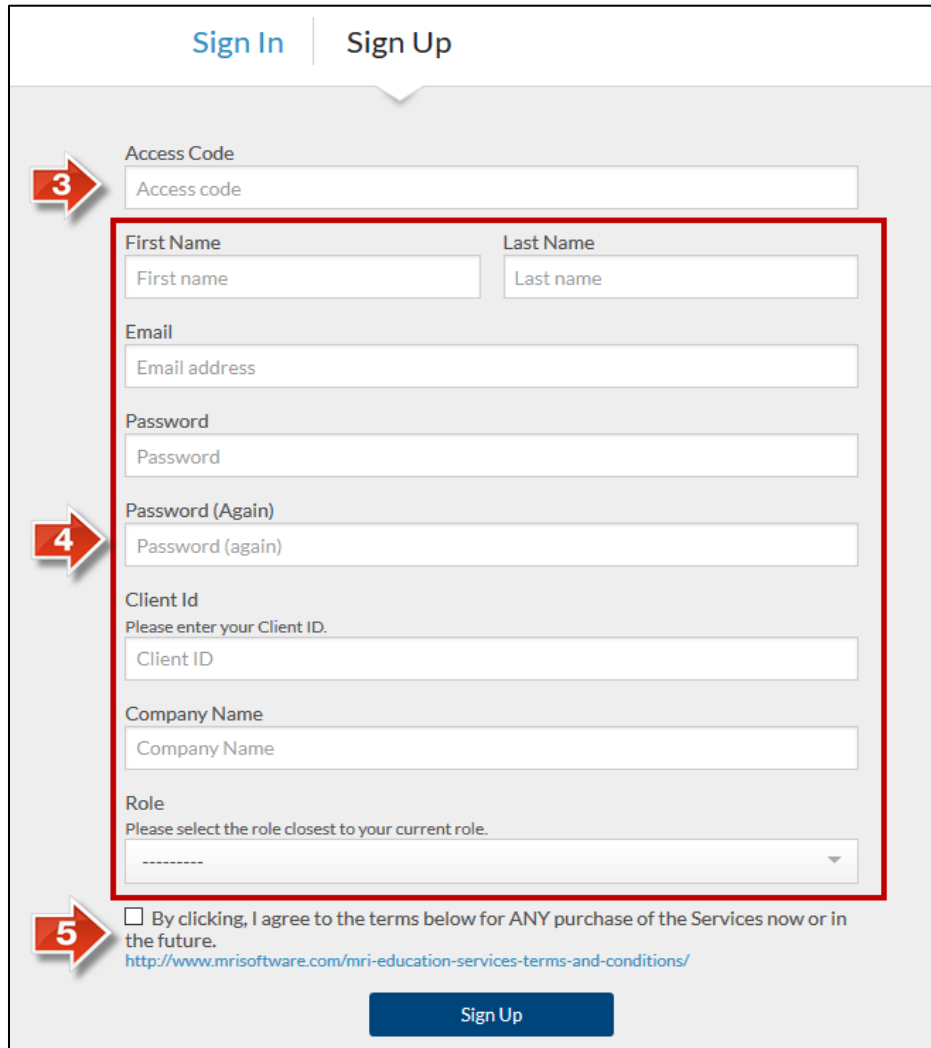
4. Enter your access code. This is a unique code for your company that MRI provides to your Designated Support Contacts (DSC) or System Administrator.

5. Fill in the following fields:

- First Name

- Last Name

- Email – you must use your company email address

- Password

- Client ID – this code identifies your agency and can be obtained from your DSC or System Administrator

- Company Name

- Role

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

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

7. Click **Sign Up**.

You will receive a confirmation email message if your registration is successful.

How to Register for Courses

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

2. Log in using the credentials you created during the site registration process.

The catalog page appears. You will see a mixture of course series, and individual courses. The catalog organizes content into course series by product, type of training, and role.

The collection of Tenmast courses is listed on the main catalog page. Click this Tenmast tile to view the Tenmast courses.
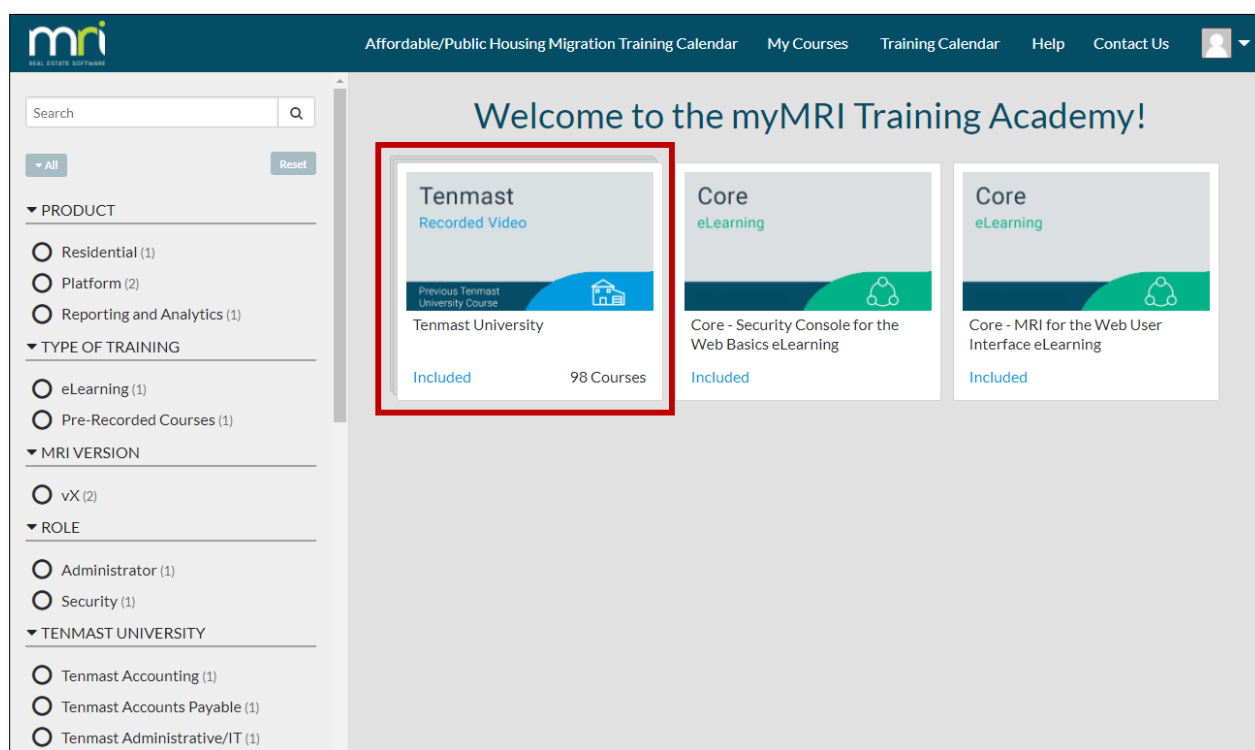

3. To locate a course, use one of the following methods:

- Filter the courses using the filters on the left. Tenmast University filters have been set up to group related courses by topic or role.

- Search for a course using the Search box at the top to find a course by keyword or by course number.

- Scroll through the page to browse the full catalog.
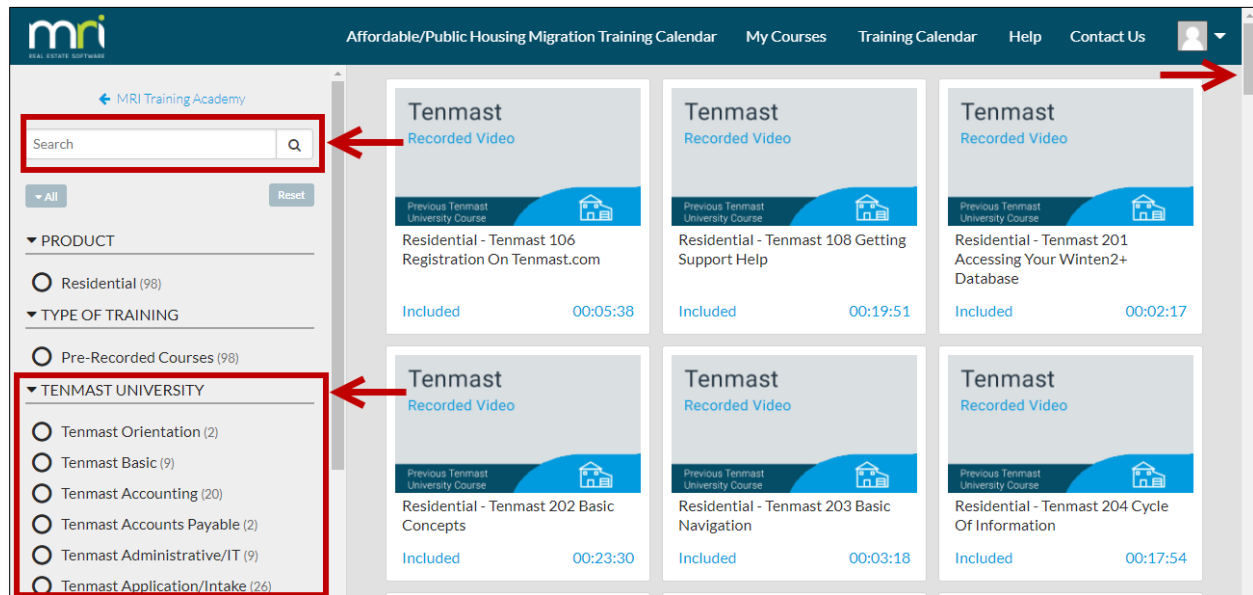
4. Select the course for which you would like to register.

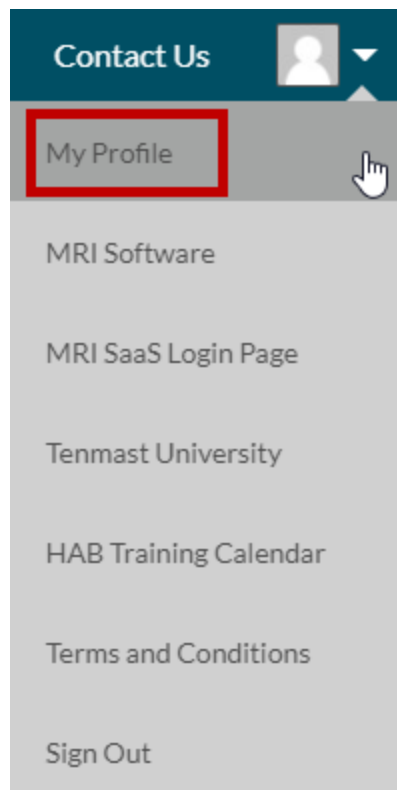5. On the Course Detail page, click **Register**.
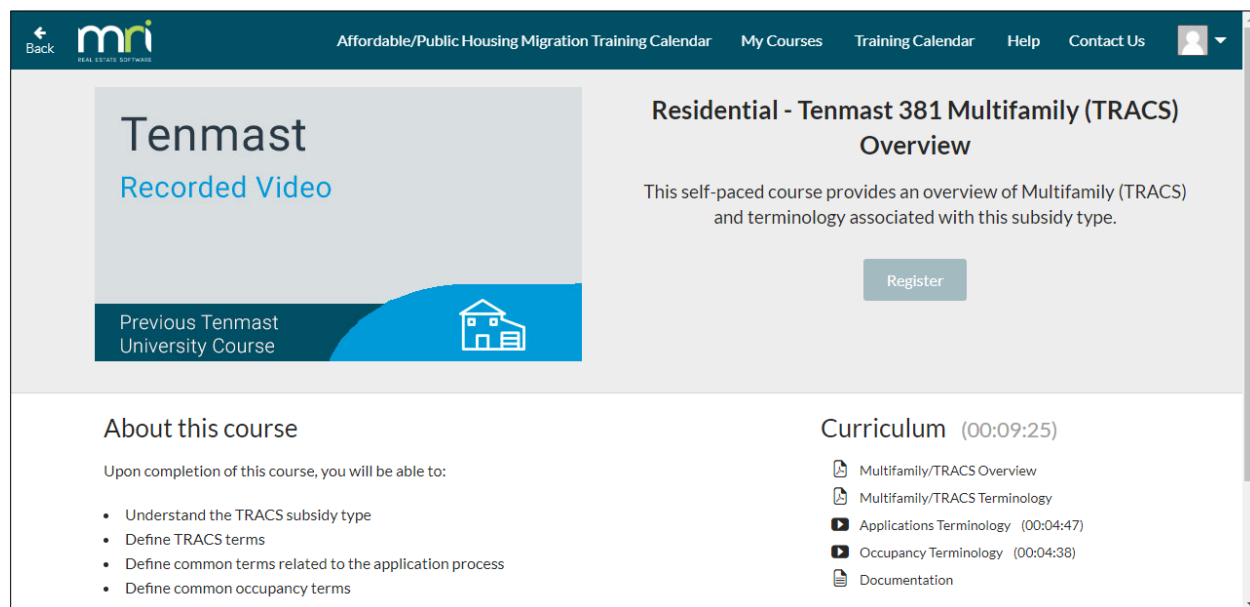
6. You can launch the course from the Course Overview page by clicking the lesson with which you would like to start.
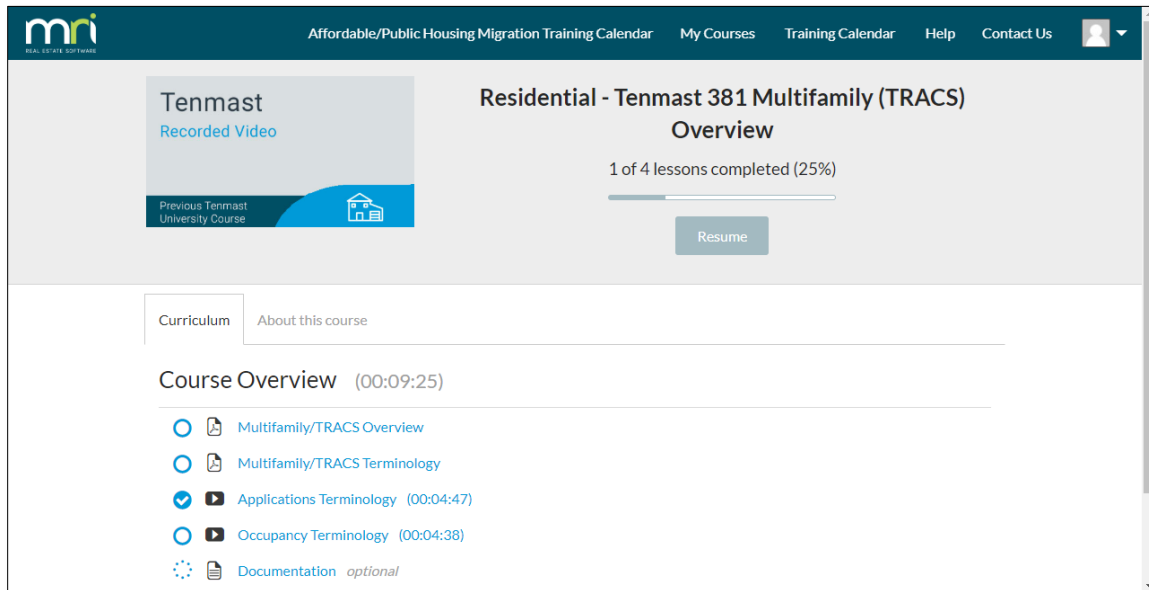
7. To return to the catalog, click the MRI logo.

   OR

   To open your profile page, click the user icon, and then select **My Profile**.

8. On your profile page, you can view a list of the courses for which you have registered, as well as your progress/completion status for each. You can launch a course from this page by clicking the course title.

Registrations

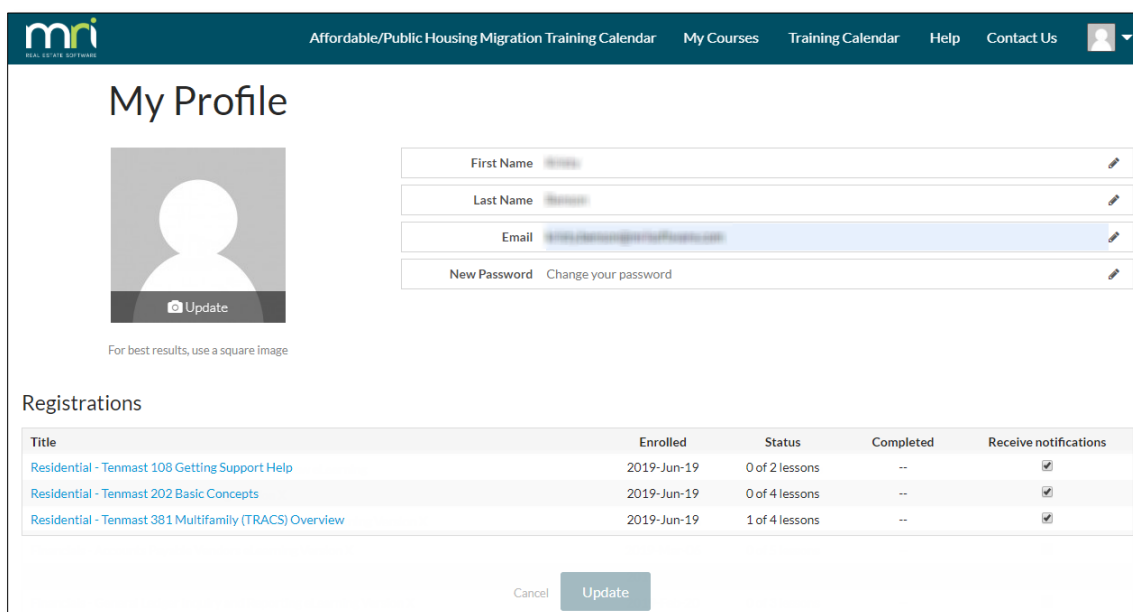| Title	Enrolled	Status	Completed	Receive notifications
Residential - Tenmast 108 Getting Support Help	2019-Jun-19	0 of 2 lessons	--	☑
Residential - Tenmast 202 Basic Concepts	2019-Jun-19	0 of 4 lessons	--	☑
Residential - Tenmast 381 Multifamily (TRACS) Overview	2019-Jun-19	1 of 4 lessons	--	☑

Cancel   Update

Note: You can also access the **My Profile** page by selecting **My Courses** from the main catalog page.

Other Site Features

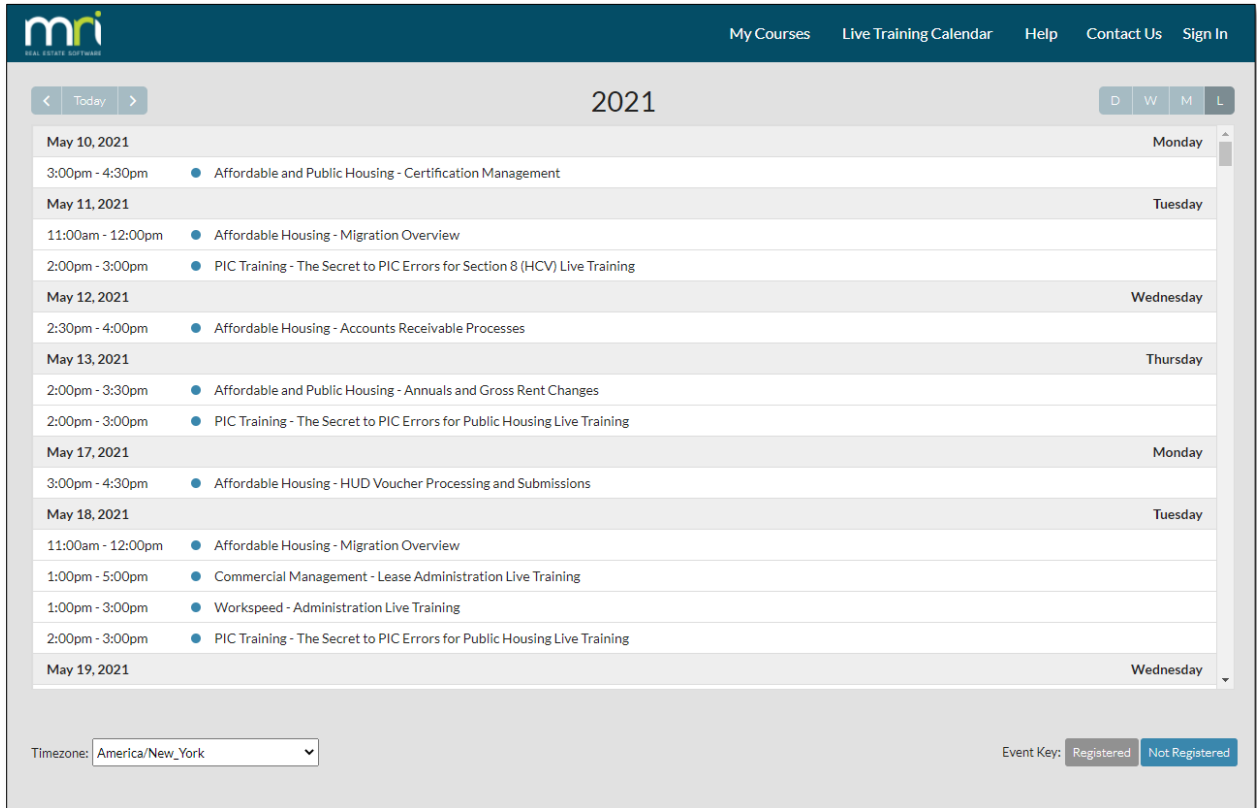Links to several additional features are located on the top menu bar.
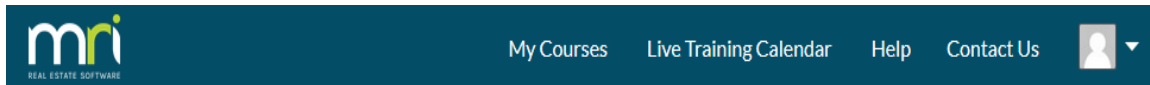
Use the **My Courses** link to open your profile and view the courses you have registered for. You can also edit your name, email address, or password.

Use the **Live Training Calendar** link to see the live instructor-led client training offered by MRI in a calendar view. Click a course to see more details and to register.

Note: Live trainings are not included in the MRI eLearning subscription. You must purchase these courses additionally. For more information about enrolling in live training, refer to the MRI Training Academy User's Guide, available from the **Help** link.

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.

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