MRI Training Academy

Student Guide

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About this Document

Welcome to the MRI eLearning subscription program! On the MRI Training Academy, we offer a variety of self-paced eLearning courses and videos that will introduce you to the features and processes in the MRI Software family of products.

This document includes information about creating accounts and registering for courses on the MRI Training Academy subscription site at **https://mriexpress.skilljar.com**.

Creating MRI Training Academy Accounts

To create an account on the MRI Training Academy, follow these steps:

1. In your Internet browser, go to the MRI Training Academy at **https://mriexpress.skilljar.com**.
2. Click the **Sign Up** tab.
3. Complete the form that appears.

Note

If you do not know your organization's access code or client ID, MRI Software recommends contacting your Designated Support Contact (DSC) or administrator.

If you still need assistance obtaining this information after doing so, you can contact the Education Services team at Education@MRISoftware.com.

Figure 1. Sign-Up Form

4. Select the check box to agree to the terms and conditions. To review the terms and conditions, you can click the link that appears for the URL: https://www.mrisoftware.com/education-services-terms-conditions/.
5. Click the **Sign Up** button. You will receive an email confirmation at the email address you provided, which will also be your user name for the MRI Training Academy.

Registering for eLearning Courses

To register for eLearning courses on the MRI Training Academy, follow these steps:

1. In your Internet browser, go to the MRI Training Academy at **https://mriexpress.skilljar.com**, and then sign in using your credentials.

   After you sign in, the course catalog appears. Here, you can view a variety of courses series and individual courses. On the MRI Training Academy, you can register for full series of courses, or you can register for individual courses.

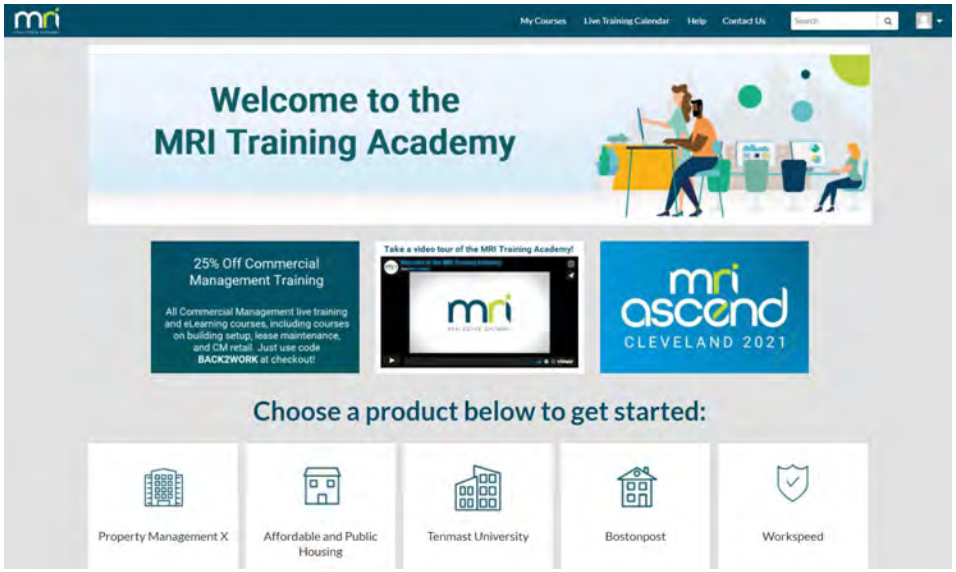

Figure 2. Course Catalog

2. To find a specific course, you can use the following methods:
   - On the home page, find the product family for which you are looking for courses, and then click the product tile. Depending on the product family that you select, either a list of available courses or a list of individual modules from within that product family will appear. If the latter, continue drilling down until the course list appears.

3. Select the course series or individual course for which you want to register.

4. On the course series or course detail page, click the **Register** button. Whenever you return to the course detail pages for courses for which you are registered, the eLearning or video and the course curriculum are displayed automatically.

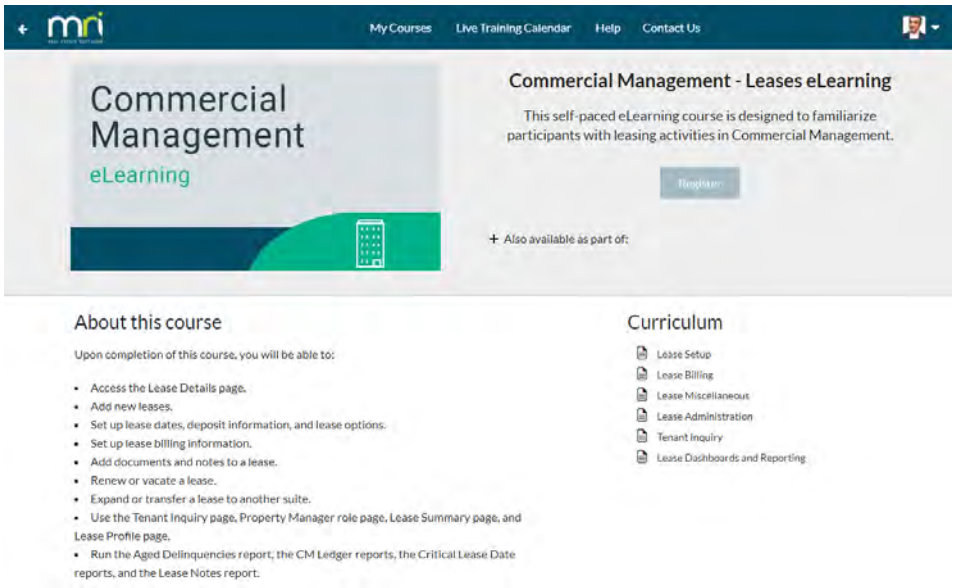

Figure 3. Course Detail Page

5. When you register for an eLearning or recorded video, you can then access the individual lessons that comprise the curriculum.

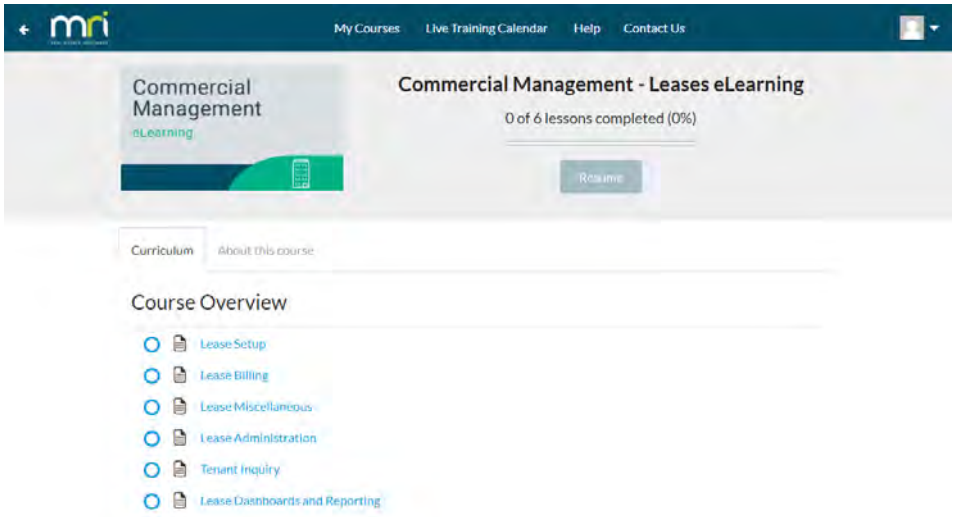

Figure 4. Course Curriculum and Lessons

Registering for Affordable and Public Housing Live Training Courses

If your organization is migrating to the Affordable or Public Housing solution in Property Management X, your access to the MRI Training Academy will include live training courses that are designed to introduce you to the product.

Note

Only Affordable and Public Housing live training courses are included in subscription packages on the MRI Training Academy at **https://mriexpress.skilljar.com**.

Live training courses on other products are hosted exclusively on our MRI Training Academy domain at **https://mrisoftware.skilljar.com**, where you can purchase seats individually.

To register for Affordable and Public Housing live training courses, follow these steps:

1. In your Internet browser, go to the MRI Training Academy at **https://mriexpress.skilljar.com**, and then sign in using your credentials.
2. On the course catalog home page, click the **Affordable and Public Housing** tile.
3. On the **Affordable & Public Housing** catalog page, click the **Affordable Housing** or **Public Housing** tile, depending on the product about which you want to learn more.

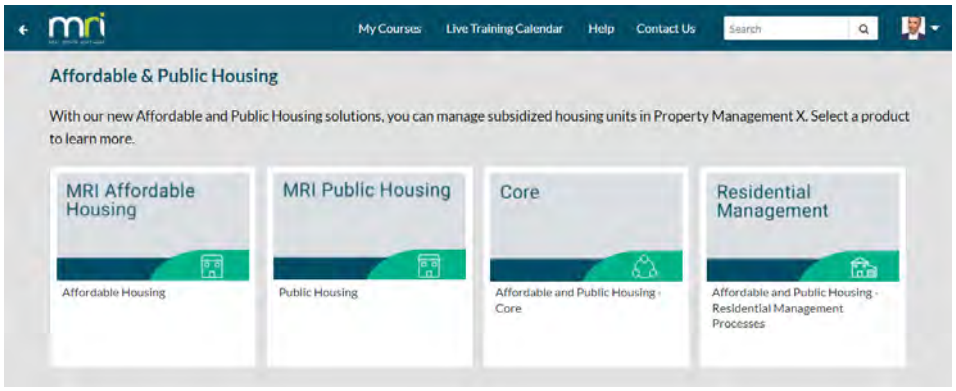

Figure 5. Affordable & Public Housing Catalog Page

4. On the product-specific catalog page, find the specific course for which you want to register. You can find courses using the **Search** field or the filters on the left side of the page. Once you have found the course, click the course tile. The course detail page appears.

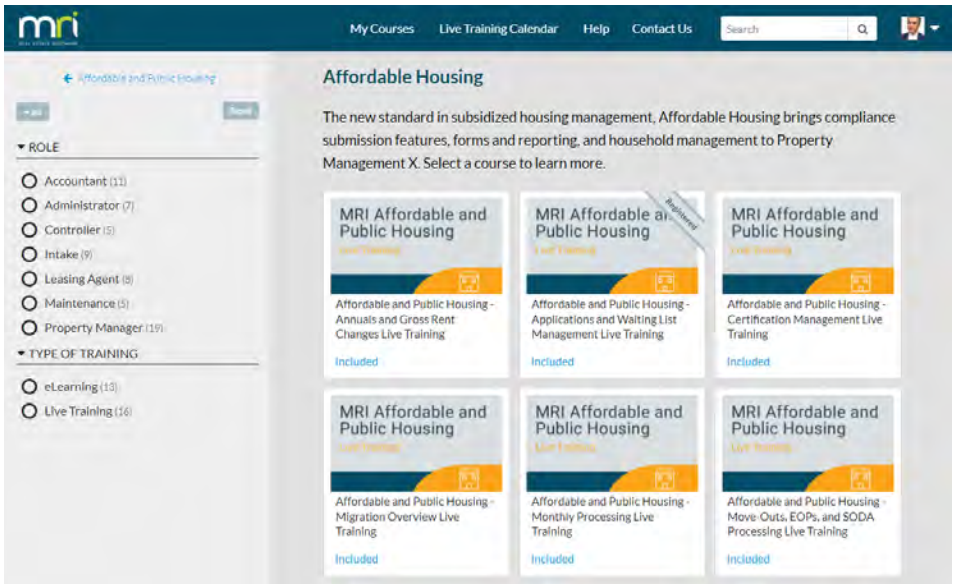

Figure 6. Affordable Housing Catalog Page

5. On the course detail page, click the **Register** button.

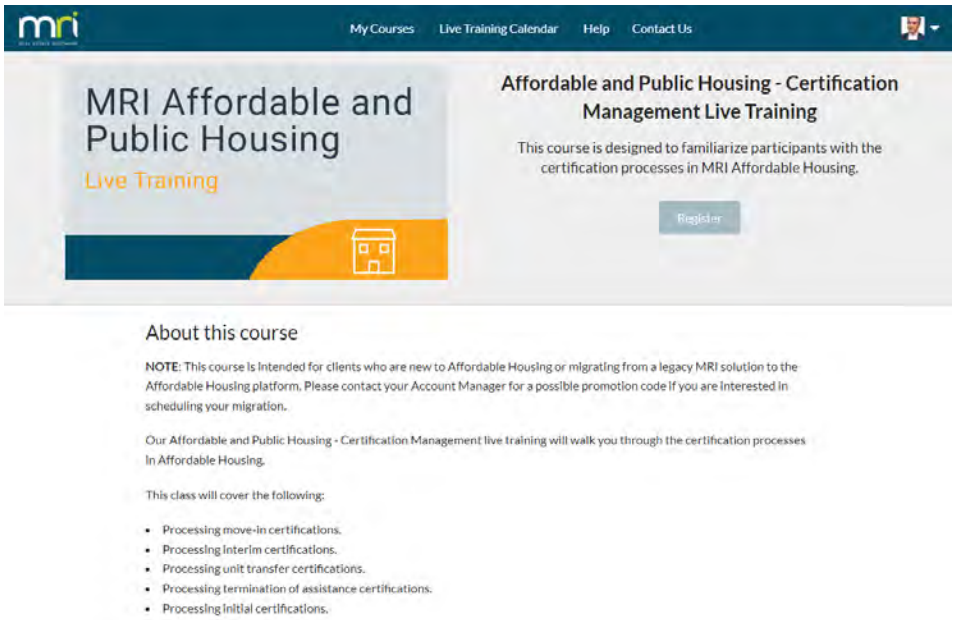

Figure 7. Course Detail Page

6. On the **Select live events** page, to select the specific date on which you want to attend the live training, click the **Select Event** button.

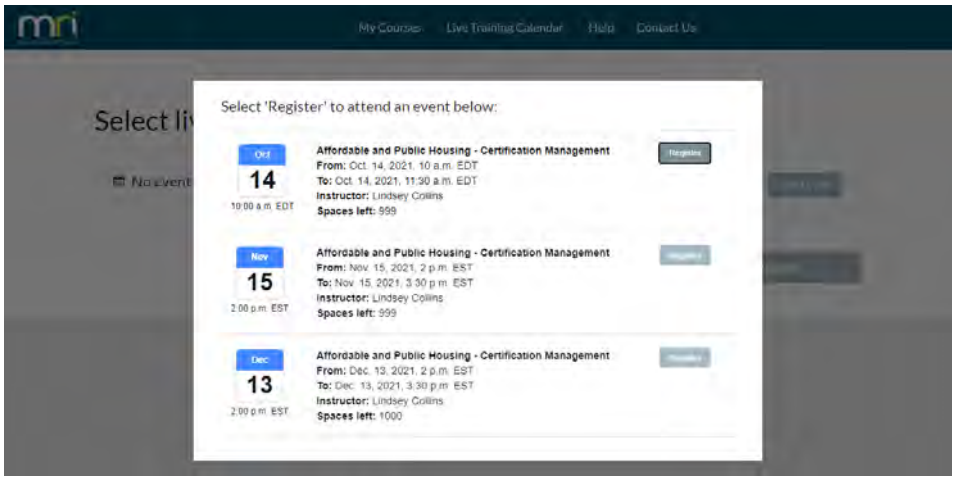

Figure 8. Event Selection

8. On the **Select live events** page, click the **Register** button.

Viewing Course Registrations and Launching Courses

To view your course registrations and launch courses, follow these steps:

1. Go to the MRI Training Academy at **https://mriexpress.skilljar.com**, and then sign in using your credentials.
2. On the website header, click **My Courses**. Your profile opens in a new browser tab.
3. On your profile, scroll down to the **Learning Paths** and **Registrations** areas. The **Learning Paths** list displays the course series for which you are registered, and the **Registrations** list displays your individual course registrations.

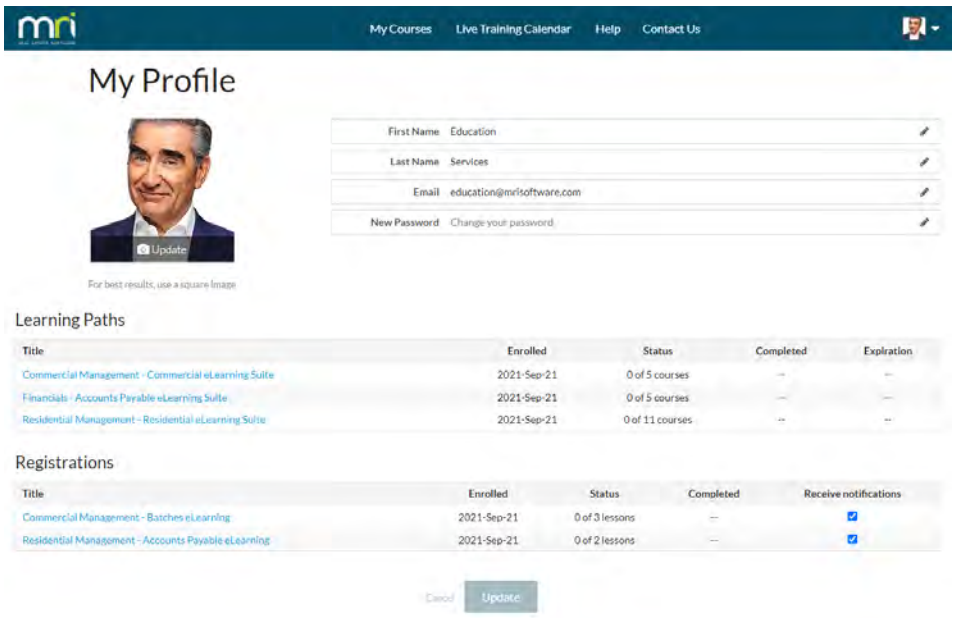

Figure 9. Profile Page

4. To view your course series registrations, click the link for the series name in the **Learning Paths** list. When you click a link on this list, the individual courses from the series appear, and you can click the course tiles to access them.

   To view a specific course, click the link for the course name in the **Registrations** list.

   - When you click a link for an eLearning or video on this list, the course itself appears.

- When you click a link for a live training, your selected session appears. Or, if you have not selected a session, the complete list of available sessions appears.

Additional MRI Training Academy Features

The website header features links that lead to other MRI Training Academy features.

Figure 10. Website Header

- To view your user profile and your course registrations, click the **My Courses** link.

Note

Apart from Affordable and Public Housing migration courses, live training is not included in any MRI Training Academy subscriptions.

- For more information about the MRI Training Academy and to get answers to frequently asked questions, click the **Help** link.
- To contact the Education Services team for questions about the MRI Training Academy, click the **Contact Us** link. When you click this link, a blank email addressed to Education@MRISoftware.com appears.

By clicking your profile picture on the website header, you can also access various features from the following menu links that appear:

- **My Profile**—Click this link to view your profile and your course registrations.
- **MRI Software**—Click this link to go to the MRI Software website at **https://www.mrisoftware.com/**.
- **MRI SaaS Login Page**—Click this link to go to the login page for MRI Property Management in the SaaS environment.
- **HAB Training Calendar**—Click this link to submit a request for training on HAB Software.
- **Terms and Conditions**—Click this link to view the terms and conditions of the MRI Training Academy.
- **Sign Out**—Click this link to sign out of the MRI Training Academy.

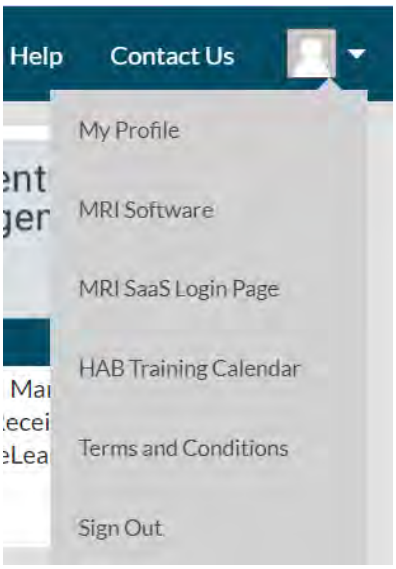

Figure 11. Profile Menu