



MRI Training Academy

User Guide 2021

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About this Document

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, as well as instructor-led live training courses.

This document includes information about creating accounts and registering for courses on the MRI Training Academy at <https://mrisoftware.skilljar.com>.

Creating MRI Training Academy Accounts

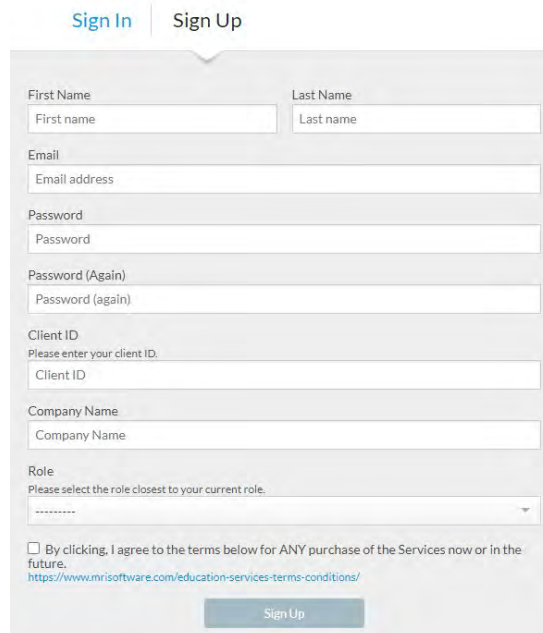
To create an account on the MRI Training Academy, follow these steps:

1. In your Internet browser, go to the MRI Training Academy at <https://mrisoftware.skilljar.com>.
2. Click **Sign In** in the upper right corner of the site.
3. Click the **Sign Up** tab.
4. Complete the form that appears.

Note

If you do not know your organization's 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.



The image shows a web form for signing up. At the top, there are two tabs: "Sign In" (highlighted in blue) and "Sign Up". Below the tabs is a form with 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" and a note "Please enter your client ID."
- Company Name: Input field with placeholder "Company Name"
- Role: A dropdown menu with a note "Please select the role closest to your current role." and a placeholder "-----"

At the bottom of the form, there 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." followed by a URL: <https://www.mrisoftware.com/education-services-terms-conditions/>. Below the checkbox is a blue "Sign Up" button.

Figure 1. Sign-Up Form

5. 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/>.
6. 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://mrisoftware.skilljar.com>, and then sign in using your credentials.
After you sign in, the course catalog appears. On the MRI Training Academy, you can register for full series of courses, or you can register for individual courses.
2. To find a specific eLearning course, you can use the following methods:
 - On the home page, find the product family for which you are looking for eLearning 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.
 - In the **Search** field, enter search criteria to find a specific course.

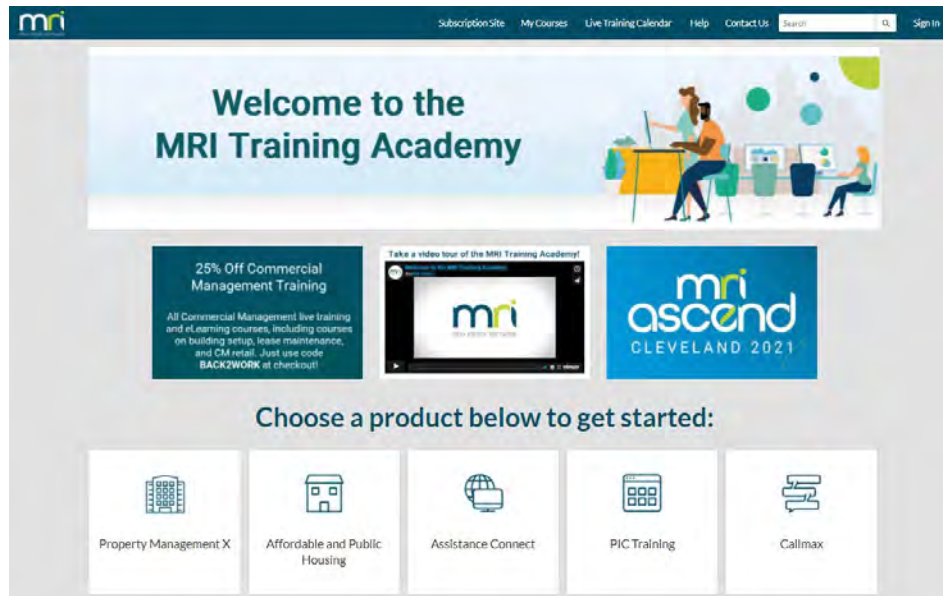
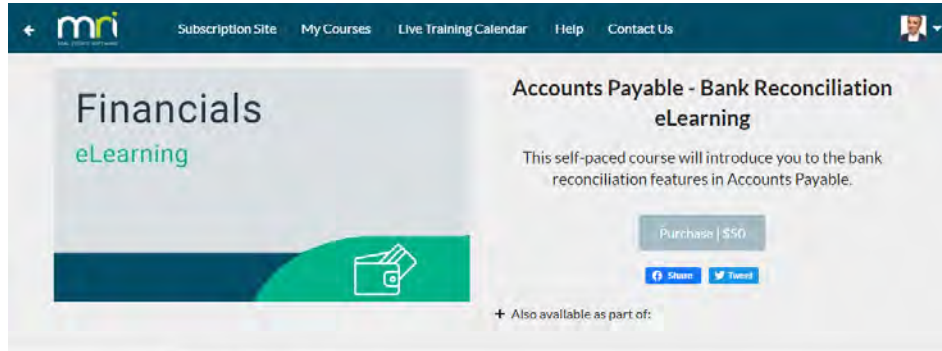


Figure 2. Home Page

- Once you have found the eLearning course for which you want to register, click the **Purchase** button. Then, proceed to Step 4.

or

If the eLearning course is free, click the **Register** button that is displayed. When you do so, the course content immediately appears.



About this course

In Accounts Payable (AP), you can use the bank reconciliation to clear transactions, deposits, and journal entries, ensuring that your cash account balances are accurate and up-to-date.

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

- Create new bank reconciliations.
- Clear transactions on bank reconciliations, including payments, deposits, and journal entries.
- Migrate bank reconciliations from the legacy platform to MRI for the Web.
- Reopen closed bank reconciliations.
- Run reports to view reconciliation details.

Figure 3. eLearning Course Detail Page

- On the **Please review your order** page, review your order details, including the quantity, price, and total.

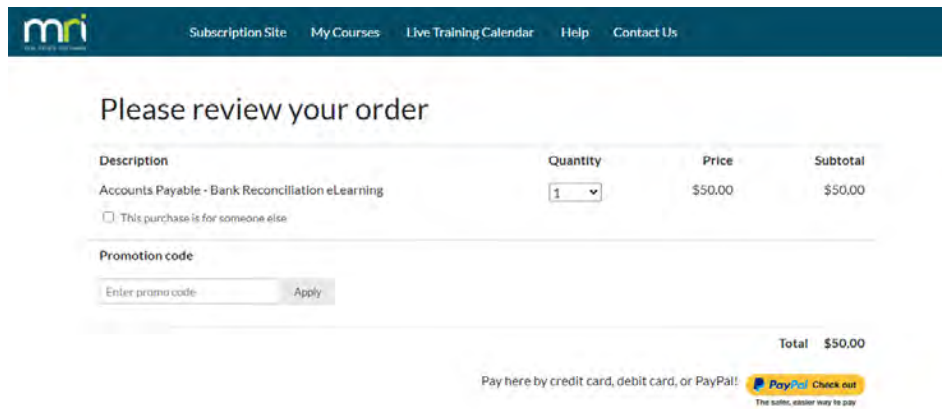


Figure 4. Order Review

- If you are making this purchase for another user from your organization, select the **This purchase is for someone else** check box.

Note

If you select this check box or purchase multiple spots in an eLearning course, you will receive a link that you must share with the other students who will be taking the course. In this scenario, each student can access the course and register by using this link, and they will also be prompted to create an account if necessary.

6. If you have a promo code for the course, in the **Promotion code** field, enter the promo code, and then click the **Apply** button. The price and totals are updated as appropriate.
7. When you are ready, to check out using a credit card, debit card, or PayPal account, click the **PayPal Check out** button.

Note

If you do not want to pay using a credit card, debit card, or PayPal account, you can also be invoiced for training. To do so, send an email to Education@MRISoftware.com. In your email, provide your organization name, MRI client ID, student names, student email addresses, and the course title.

Please allow three (3) business days for processing.

8. To log onto your PayPal account, enter the email address associated with the account, as well as your password, and then click the **Log In** button. Then, complete the payment process.

or

To check out using a credit or debit card without using a PayPal account, click the **Pay With Debit or Credit Card** button, and then complete the payment process.

PayPal

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password

[Forgot password?](#)

Log In

or

Pay with Debit or Credit Card

[Cancel and return to MRI Education Services](#)

English | Français | Español | 中文

Figure 5. PayPal Login

When you complete the payment process, you can then access the course on your MRI Training Academy account. The system also sends you an automated email confirmation that contains your registration details and a link to the course.

Registering for Live Training Courses

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

1. In your Internet browser, go to the MRI Training Academy at <https://mrsoftware.skilljar.com>, and then sign in using your credentials.
After you sign in, the course catalog appears. On the MRI Training Academy, you can register for full series of courses, or you can register for individual courses.
2. To find a specific live training course, you can use the following methods:
 - On the home page, find the product family for which you are looking for live training 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.
 - In the **Search** field, enter search criteria to find a specific course.
 - On the website header, click the **Live Training Calendar** link. On the calendar, you can view live training courses organized by date. Here, you can click the course name to view more detail.

Note

If you select a course on the calendar, you must still select the specific date on which you want to attend the course. This process is described later in this section.

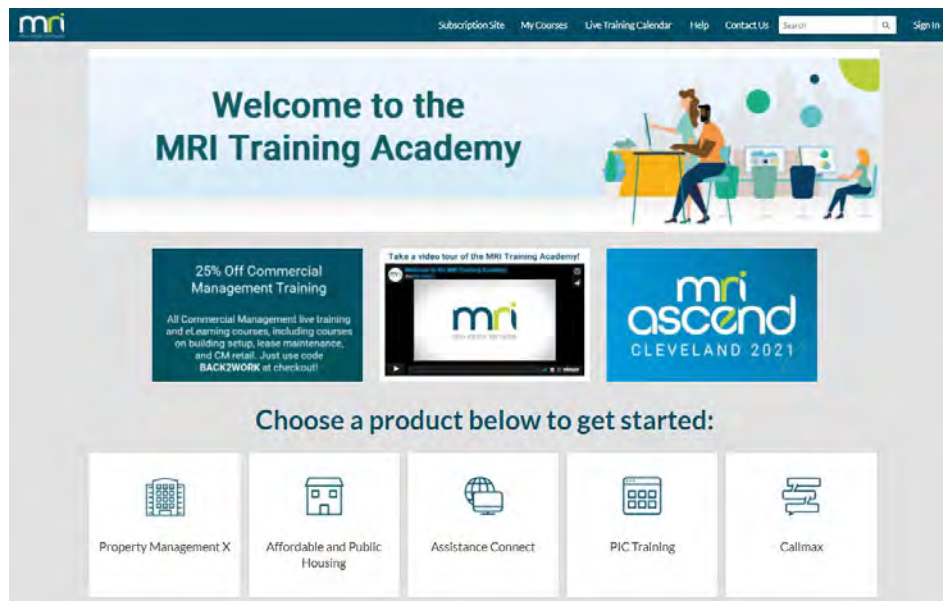
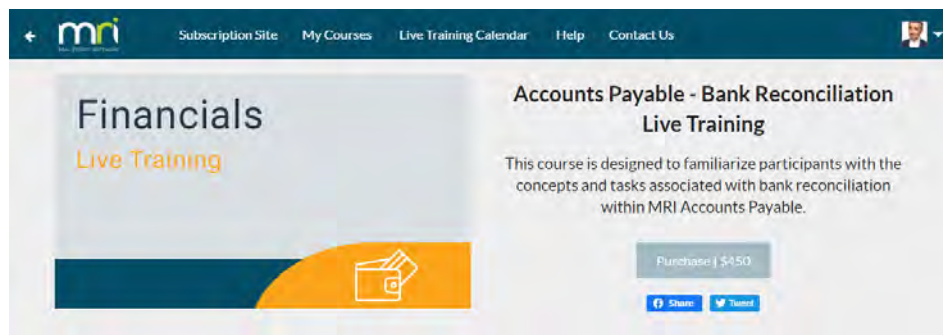


Figure 6. Home Page

- Once you have found the live training course for which you want to register, click the **Purchase** button. Then, proceed to Step 4.

or

If the live training course is free, click the **Register** button that is displayed.



About this course

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

- Reconcile MRI to the bank statement.
- Work with bank reconciliation adjustments.
- Reconcile a bank statement to the General Ledger.

Figure 7. Live Training Course Detail Page

- On the **Please review your order** page, review your order details, including the quantity, price, and total.

Please review your order

Description	Quantity	Price	Subtotal
Accounts Payable - Bank Reconciliation Live Training	1	\$450.00	\$450.00

This purchase is for someone else

Promotion code

Enter promo code

Total \$450.00

Select live events

Pay here by credit card, debit card, or PayPal!

Figure 8. Order Review

- If you are making this purchase for another user from your organization, select the **This purchase is for someone else** check box.

Note

If you select this check box or purchase multiple spots in an eLearning course, you will receive a link that you must share with the other students who will be taking the course. In this scenario, each student can access the course and register by using this link, and they will also be prompted to create an account if necessary.

- If you have a promo code for the course, in the **Promotion code** field, enter the promo code, and then click the **Apply** button. The price and totals are updated as appropriate.
- In the **Select live events** area, click the **Select Event** button, and then select the specific date on which you want to attend the live training course by clicking the **Register** button.

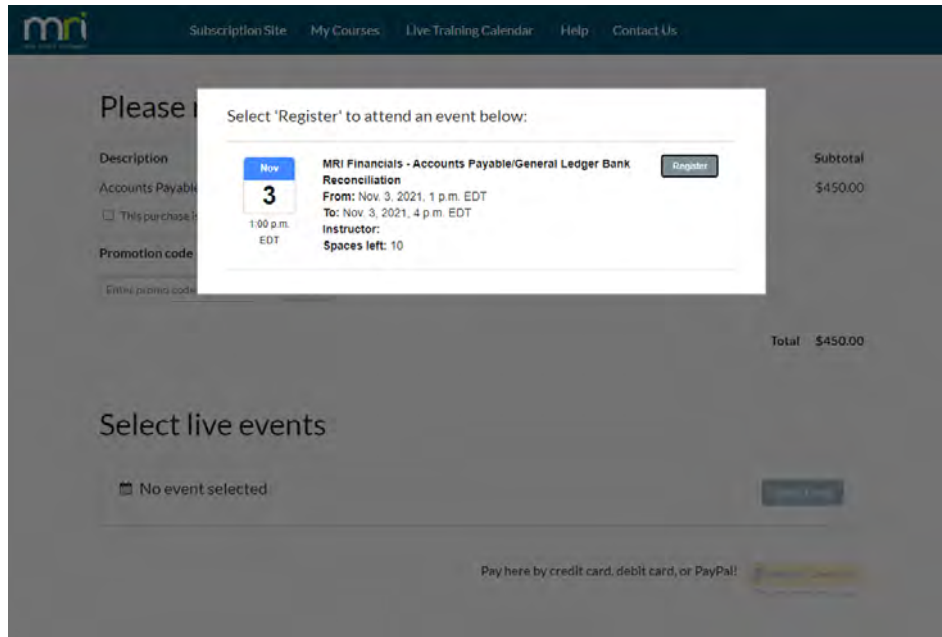


Figure 9. Select Session Date

8. When you are ready, to check out using a credit card, debit card, or PayPal account, click the **PayPal Check out** button.

Note

If you do not want to pay using a credit card, debit card, or PayPal account, you can also be invoiced for training. To do so, send an email to Education@MRISoftware.com. In your email, provide your organization name, MRI client ID, student names, student email addresses, and the course title.

Please allow three (3) business days for processing.

9. To log onto your PayPal account, enter the email address associated with the account, as well as your password, and then click the **Log In** button. Then, complete the payment process.

or

To check out using a credit or debit card without using a PayPal account, click the **Pay With Debit or Credit Card** button, and then complete the payment process.

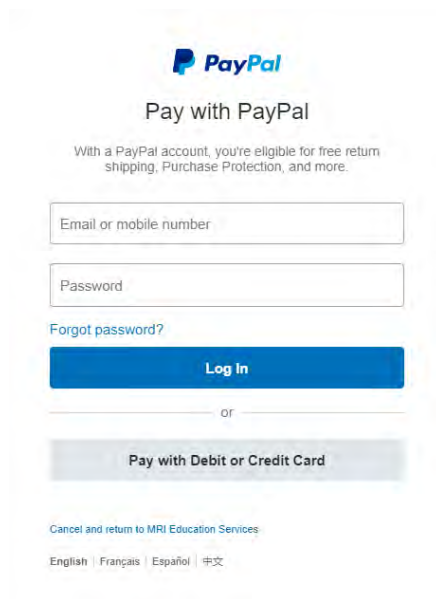


Figure 10. PayPal Login

When you complete the payment and registration processes, the system sends you an automated email confirmation that contains your registration details and a link to the course.

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://mrsoftware.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.

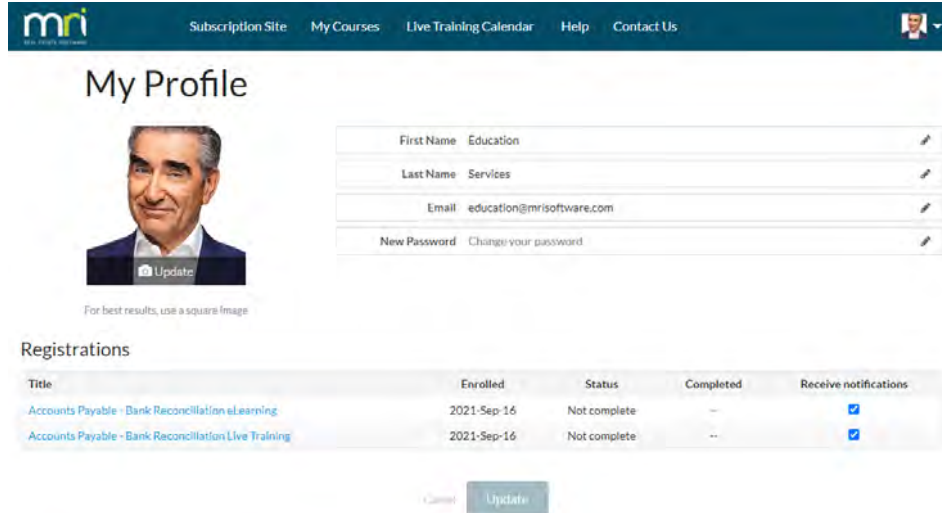


Figure 11. Profile Page

- 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.

or

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 12. Website Header

- To go to the subscription domain of the MRI Training Academy (<https://mriexpress.skilljar.com>), click the **Subscription Site** link.
- To view your user profile and your course registrations, click the **My Courses** link.

- To view the calendar of live training events, click the **Live Training Calendar** link.
- 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.

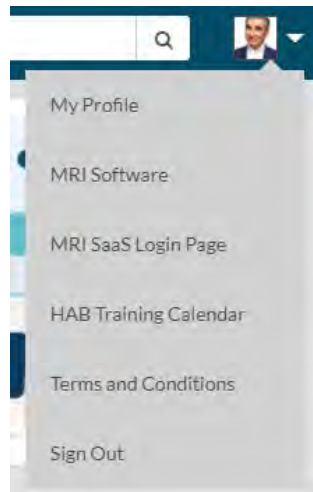


Figure 13. Profile Menu