



## Partner Education Website

User Guide  
March 2018



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## Overview

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The MRI Partner Education website is a place where all partners can access training content, register for upcoming trainings, complete certification exams, and more. Users can log on and manage their course registrations and training paths on an individual level.

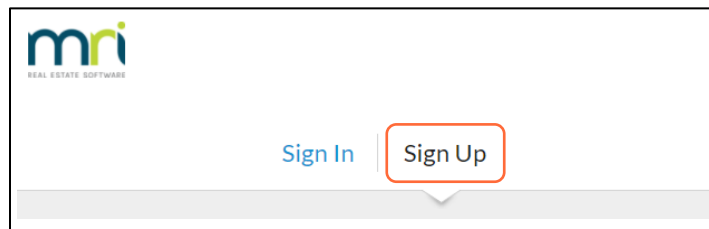
This guide reviews how to register for access to the website, navigate the trainings, and change individual profile options.

## Website Registration

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Each user must complete the registration process. To register, follow these steps:

1. Go to <http://www.mri-partner.skilljar.com/>.
2. In the header, click the **Sign Up** tab (Figure 1).



**Figure 1. Sign Up Tab**

3. Complete the following fields:
  - **Access Code**—Enter your MRI client ID. If you do not know your MRI client ID, email [partnereducation@mrisoftware.com](mailto:partnereducation@mrisoftware.com).

**Note**

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The Access Code is case sensitive, letters must be entered as lower case.

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- **First Name**—Enter your first name.
- **Last Name**—Enter your last name.
- **E-Mail**—Enter your individual email address. After registering for a training, this is the email address that receives the calendar invite and any additional information or updates about the course.

**Note**

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This cannot be a group email address.

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- **Password**—Create a secure password.
- **Password (Again)**—Enter your new password again.

- **Company Name**—Enter the name of the company with which you are affiliated.
4. Select the check box to agree to the terms and conditions of MRI Education Services, and then click **Sign Up**.

## Partner Training Calendar

The training calendar contains all upcoming MRI courses, and has daily, weekly, monthly, and list views. To access the calendar, on the **Home** page, click the **Partner Training Calendar** tile (Figure 2).

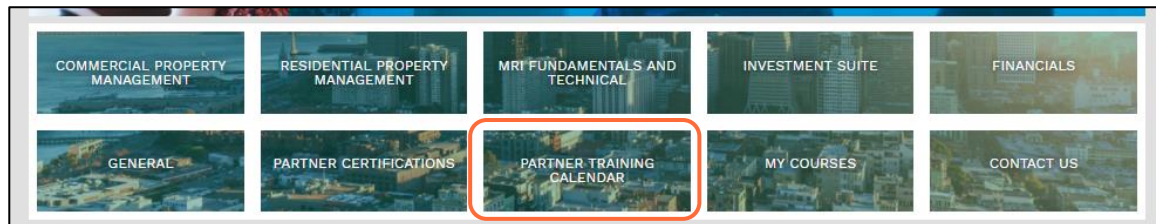
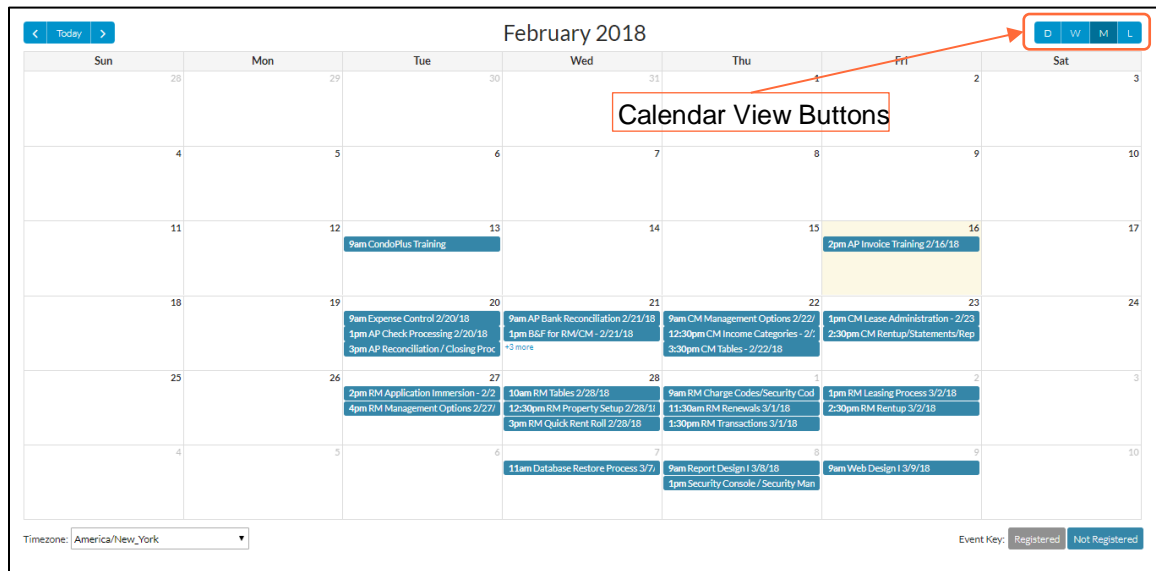


Figure 2. Partner Training Calendar Tile

## Calendar Views

The monthly calendar view (Figure 3) allows you to see as many current courses as possible. Clicking a course displays the **Partner Training Course Detail** page, where you can register for the training. For information about how to register, refer to the “[Registering for Live Partner Trainings](#)” section on page 8. To access the different views, click one of the following buttons:

- **D**—Daily
- **W**—Weekly
- **M**—Monthly
- **L**—List



The list calendar view (Figure 4) displays a list of upcoming courses. If you are already registered for an upcoming course, you can click the course name to take you to the course-specific page. If you want to register for a course, refer to the “Registering for Live Partner Trainings” section on page 8.

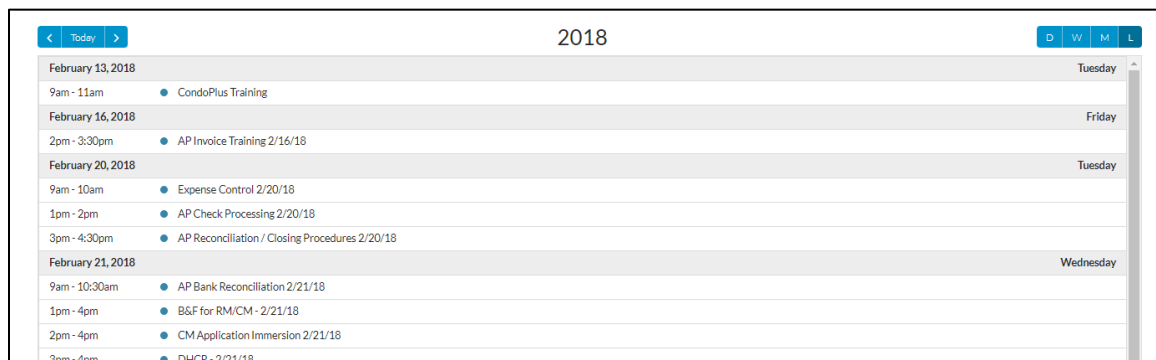


Figure 4. List Calendar View

## Navigating the Course Catalog

The full course catalog is displayed on the **Home** page (Figure 5). You can filter the catalog by clicking the relevant tile, or scroll down to display the entire catalog.

### Note

Depending on your specific settings, your **Home** page may look different.

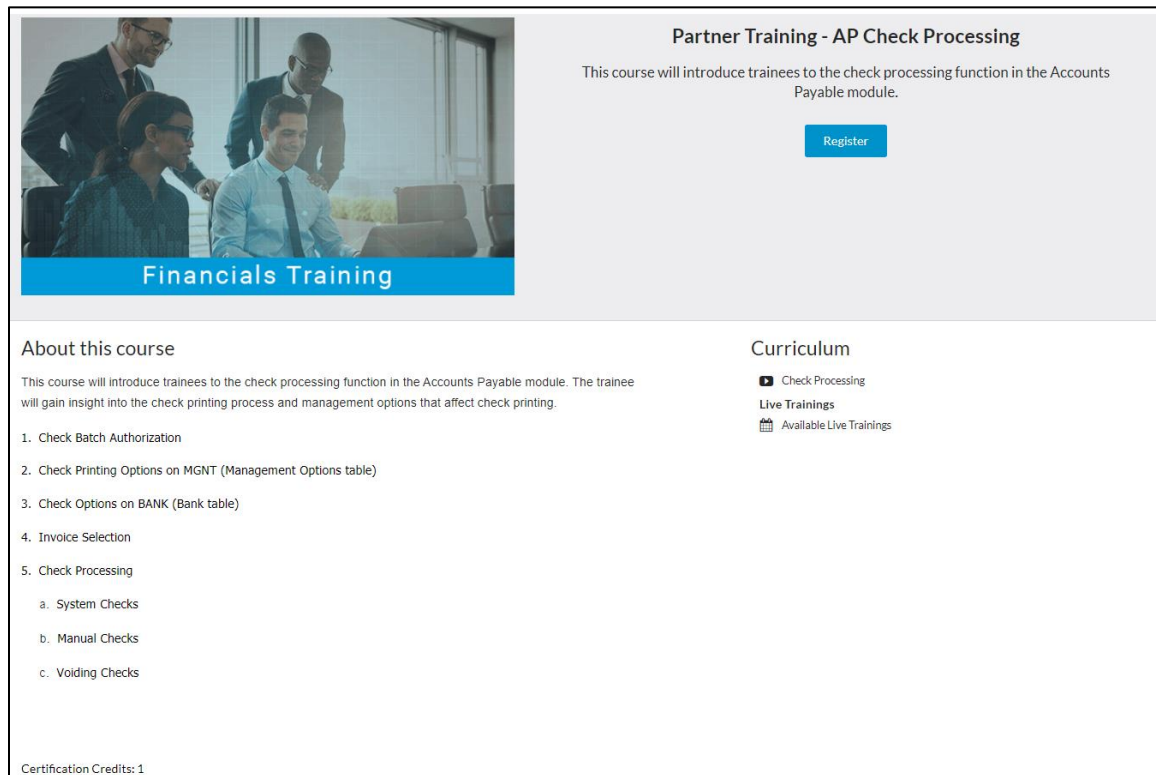


Figure 5. MRI Partner Education Home Page

## Partner Training Course Details

The **Partner Training Course Details** page (Figure 6) has the following three sections:

- **Partner Training – [course name]**—Provides a short description of the course and a **Register** button. For more information about registering for a course, refer to the “Registering for Live Partner Trainings” section on page 8.
- **About this course**—Provides a brief overview of the course content.
- **Curriculum**—Provides links to any available course materials, such as documentation, videos, or upcoming live trainings. These links become accessible after registering for the course.



The screenshot shows a course detail page for 'Partner Training - AP Check Processing'. It features a header with a course title, a description, and a 'Register' button. Below the header are two columns: 'About this course' and 'Curriculum'. The 'About this course' section contains a paragraph and a numbered list of topics. The 'Curriculum' section lists 'Check Processing', 'Live Trainings', and 'Available Live Trainings'.

**Partner Training - AP Check Processing**

This course will introduce trainees to the check processing function in the Accounts Payable module.

[Register](#)

**Financials Training**

**About this course**

This course will introduce trainees to the check processing function in the Accounts Payable module. The trainee will gain insight into the check printing process and management options that affect check printing.

1. Check Batch Authorization
2. Check Printing Options on MGNT (Management Options table)
3. Check Options on BANK (Bank table)
4. Invoice Selection
5. Check Processing
  - a. System Checks
  - b. Manual Checks
  - c. Voiding Checks

Certification Credits: 1

**Curriculum**

- ▶ Check Processing
- ▶ Live Trainings
- ▶ Available Live Trainings

**Figure 6. Partner Training Course Details Page**

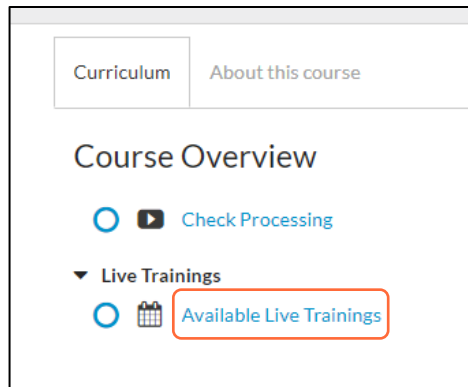
## Registering for Live Partner Trainings

To register for a live partner training, follow these steps:

1. Click the name of the course for which you want to register.
2. On the **Partner Training Course Detail** page, click **Register**.



- On the **Curriculum** tab, in the **Course Overview** area, click the **Available Live Trainings** link (Figure 7).

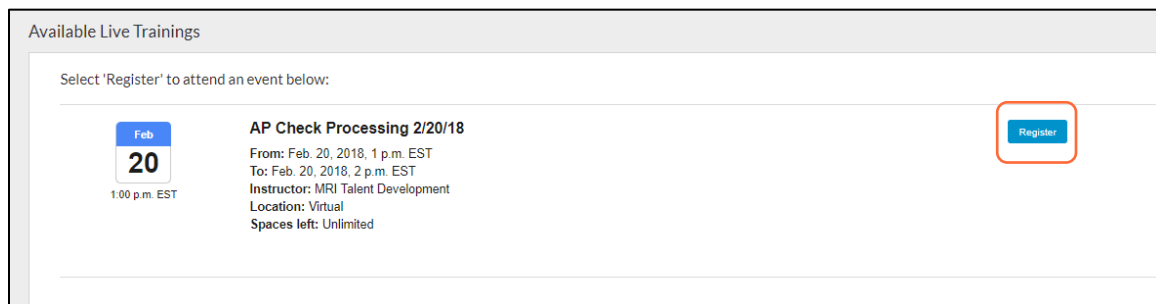


**Figure 7. Available Live Trainings Link**

- When you find a training with a day and time that works for you, click the corresponding **Register** button (Figure 8). After you click **Register**, the page will display your registration information and WebEx details. You will receive an email from [partnereducation@mrisoftware.com](mailto:partnereducation@mrisoftware.com) with this information and a calendar invitation. If any changes are made to the WebEx, your calendar invite is updated automatically.

#### Note

If trainings are not currently scheduled for your selected course, please continue to check the training calendar for new trainings or email [partnereducation@mrisoftware.com](mailto:partnereducation@mrisoftware.com) with training requests.



**Figure 8. Register Button**

## GPS Live Public Trainings

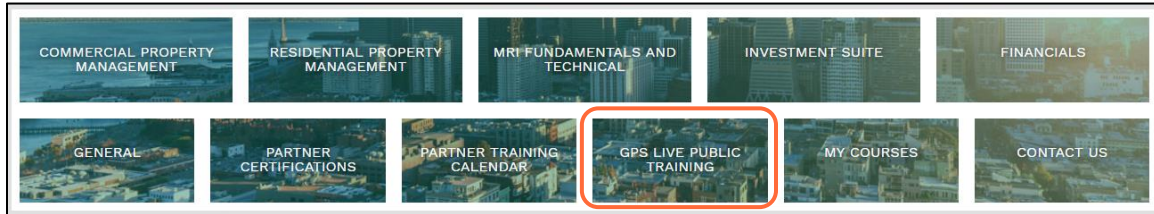
On a regular basis, MRI Global Professional Services (GPS) offers live training that is client-facing. These courses focus on end-users and are a good starting point when learning a new product or understanding how MRI clients use the software. Live GPS trainings are available to partners in the Partner Connect program at no cost. If there are no paid client registrations, classes are subject to

cancellation. You will be notified of cancellations at least seven days prior to the class.

## Registering for GPS Live Public Trainings

To register for GPS live public trainings, follow these steps:

1. On the **Home** page, click the **GPS Live Public Training** tile (Figure 9).



**Figure 9. GPS Live Public Training Tile**

2. Click **MRI Live Public Training Series** (Figure 10).



**Figure 10. MRI Live Public Training Series**

3. Scroll down to view the available courses (Figure 11).

**mri**  
REAL ESTATE SOFTWARE

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.  
Please enter promo code **mripartner** during the checkout process.  
Courses without paid registrations are subject to cancellation up to a week prior to the scheduled delivery date.

Course Title	Description	Included in Partnership
MRI Core - Live Training	MRI Core - MRI Security Basics Live Training This course was designed to familiarize participants with administrations of security functions within MRI Software.	Included in Partnership
Commercial Management - Live Training	MRI Commercial Management - Commercial Recoveries Live Training This course is designed to familiarize participants with concepts and tasks associated with recoveries within MRI Commercial Management.	Included in Partnership
Commercial Management - Live Training	MRI Commercial Management - Retail Recoveries Live Training This course is designed to familiarize participants with concepts and tasks associated with retail recoveries within MRI Commercial Management.	Included in Partnership
Commercial Management - Live Training	MRI Commercial Management - Budgeting and Forecasting CM Build Live Training This course is designed to familiarize participants with the concepts and tasks associated with the CM Workbook concepts in MRI Budgeting and Forecasting.	Included in Partnership
Financials - Live Training	MRI Financials - Budgeting and Forecasting Basics Live Training This course is designed to familiarize participants with the concepts and tasks associated with Budgeting and Forecasting within MRI Software.	Included in Partnership

**Figure 11. Available Courses for the Live Training Series**

4. Click the course for which you want to register.
5. On the **Live Training Course Detail** page (Figure 12), review the course information, and then click **Register**.

**MRI Core - MRI Security Basics Live Training**  
This course was designed to familiarize participants with administrations of security functions within MRI Software.  
[Register](#)

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

- Manage users.
- Manage security roles.
- Understand and manage table structure with regards to security roles.

Please note: The list price for this course is per user/attendee. Click **Purchase** above to purchase via PayPal, or click [here](#) to request to be billed via invoice. (Requests for invoices must be received at least 3 business days prior to the scheduled start date of the event you would like to attend.)

\*\* Online registration is a two-step process. After registering for the course, you must select the specific date you would like to attend. You will receive a confirmation email once you have selected a date.\*\*

Event	Date	Spaces left
MRI Core - MRI Security Basics	May 15, 2018, noon - May 15, 2018, 5 p.m. EDT	12
MRI Core - MRI Security Basics	Aug 14, 2018, noon - Aug 14, 2018, 5 p.m. EDT	12
MRI Core - MRI Security Basics	Nov 13, 2018, noon - Nov 13, 2018, 5 p.m. EST	12

**Figure 12. Live Training Course Details Page**

- On the **Please Review Your Order** page (Figure 13), in the **Promotion Code** field, enter **mripartner**, and then click **Enter**. When the promotion code is applied, the purchase price is reduced to \$0.00.

Please review your order

Description	Quantity	Price	Subtotal
MRI Core - MRI Security Basics Live Training	1	\$ 1,000.00	\$ 1,000.00
Promotion code			
mripartner			-\$ 1,000.00
			<b>Total \$0.00</b>

Promotion code applied.



[Purchase](#)


**Figure 13. Please Review Your Order Page**

- When you find a training with a day and time that works for you, click the corresponding **Register** button. After you click **Register**, you will receive an email with your registration information and a calendar invitation.

## Managing My Profile

The My Profile feature (Figure 14) offers users the ability to manage their personal information and registered courses. The list of registrations displays the title, date of enrollment, and status for each course.


My Profile




First Name	Sam	✎
Last Name	Smith	✎
Email	SamSmith@AcmeProperty.com	✎
New Password	Change your password	✎

For best results, use a square image

**Registrations**

Title	Enrolled	Status	Completed	Receive notifications
Partner Training - AP Check Processing	2018-Feb-16	0 of 2	--	🔔
Partner Training - AP II Bank Reconciliation	2018-Feb-06	0 of 2	--	🔔
Partner Training - AP II Invoices	2018-Feb-06	0 of 2	--	🔔
Partner Training - AP II Management Options	2018-Feb-09	Not complete	--	🔔
Partner Training - AP II Tables	2018-Feb-20	Not complete	--	🔔
Partner Training - Budgeting and Forecasting for CM	2018-Feb-05	2 of 3	--	🔔
Partner Training - Budgeting and Forecasting for RM	2018-Feb-05	Completed	2018-Feb-05	🔔
Partner Training - Distributive Processing	2018-Jan-23	0 of 2	--	🔔
Partner Training - Expense Control	2018-Feb-16	0 of 2	--	🔔
Partner Training - Intro to CondoPlus	2018-Feb-05	Not complete	--	🔔
Partner Training - Purchase Orders	2018-Feb-20	0 of 2	--	🔔
Partner Training - RM II Tables	2018-Jan-23	Completed	2018-Jan-23	🔔
Partner Training - Screening Select	2018-Jan-23	Completed	2018-Jan-23	🔔

[Update](#)

**Figure 14. My Profile Feature**

## Accessing Your Profile

To access your profile, in the upper-right corner of the **Home** page, click the arrow, and then click **My Profile** (Figure 15).

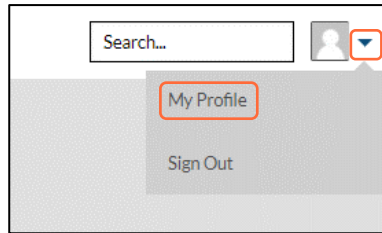


Figure 15. Accessing My Profile

## Changing Your Profile Picture





To change your profile picture, click **Update** (Figure 16), browse for your image, and then click **Upload**.



Figure 16. Update Profile Picture

## Updating Profile Information

To update your name, email, or password, in the field that you want to edit, enter your changes, and then click **Update** (Figure 17).

First Name	Sam	
Last Name	Smith	
Email	SamSmith@AcmeProperty.com	
New Password	Change your password	

Cancel Update

Figure 17. Updating Profile Information