Instructions for Student Users with MRI eLearning Subscription

Overview

Welcome to the MRI eLearning subscription program! We offer a variety of self-paced eLearning modules and videos to fit your needs.

This guide will help you register for the MRI eLearning subscription site as a user, and to enroll in course series and individual courses.

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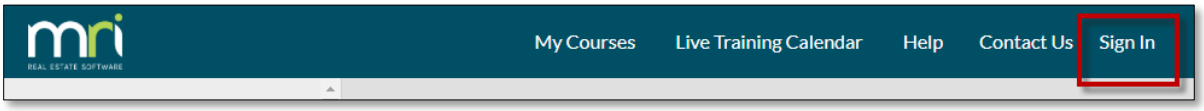
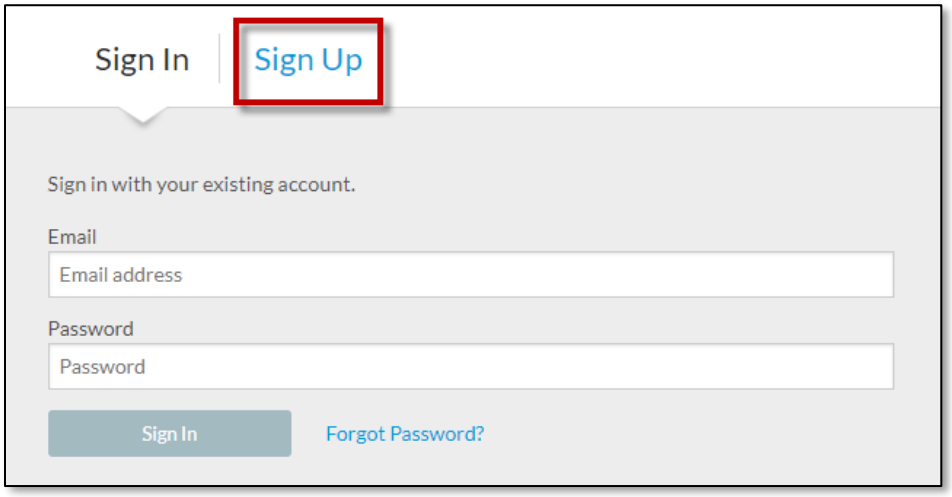
How to Register on the eLearning Subscription Site

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**.

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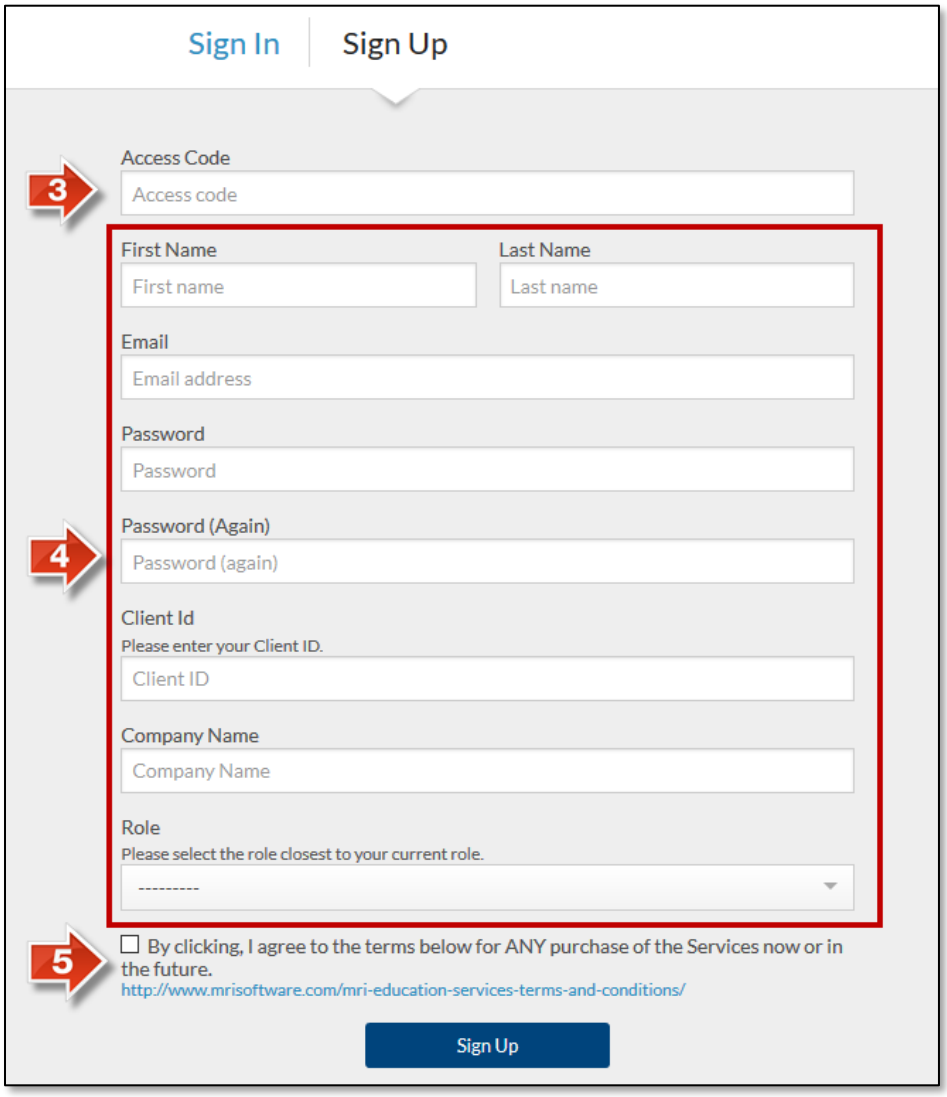

4. Enter your access code. This is a unique code for your company that MRI provides to your Designated Support Contact (DSC) or System Administrator.

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5. Fill in 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
6. Select the checkbox to agree to the Terms and Conditions.

Note: You can read the Terms and Conditions in full by clicking the link below the checkbox.

7. Click **Sign Up**.

You will receive an email confirmation of your registration.

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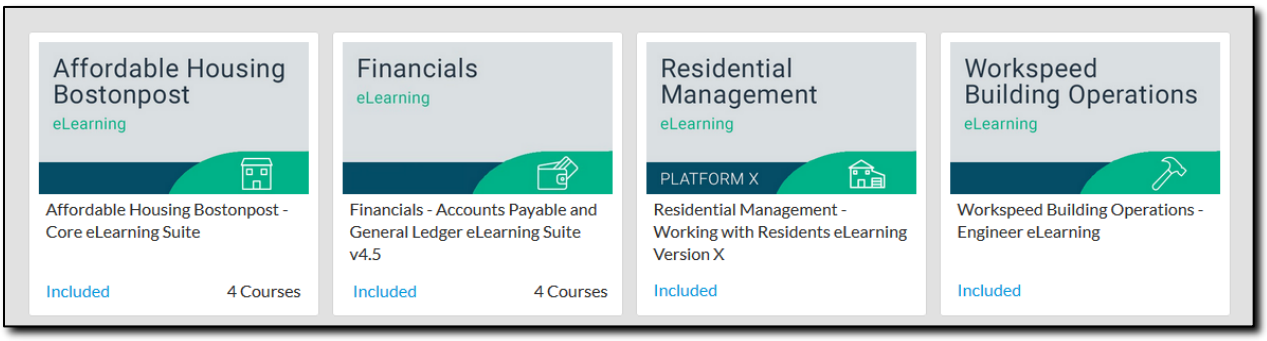
How to Register for Courses

1. Go to https://mriexpress.skilljar.com/
2. Log in using the credentials you created during the site registration process.

3. If the **My Profile** page appears after logging in, click the MRI logo in the upper left to go to your course catalog.

The catalog organizes content into Course Series by Product and Version. You can choose to register for a full series of courses, or you can choose individual courses.



Individual courses are listed on the main catalog page and can also be viewed within their respective series.

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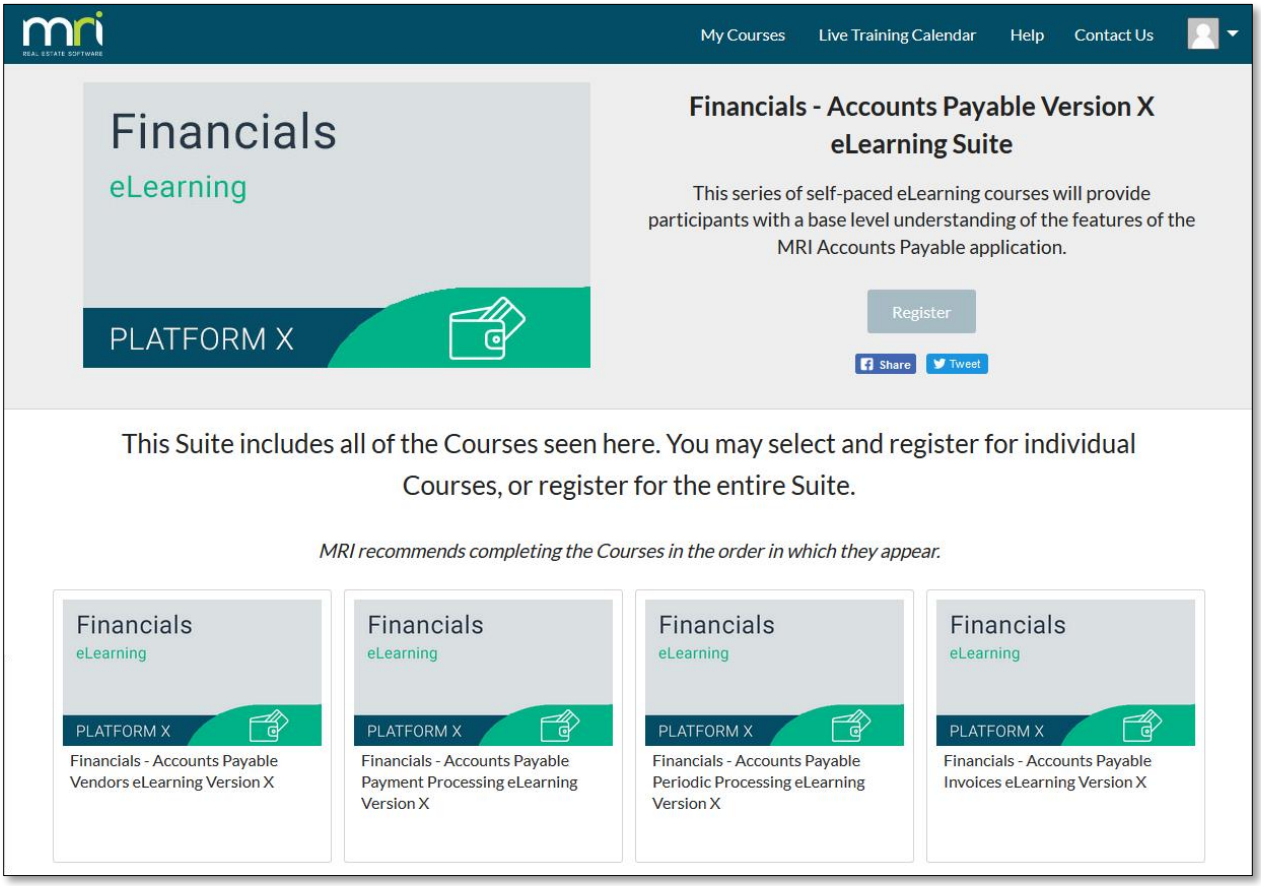

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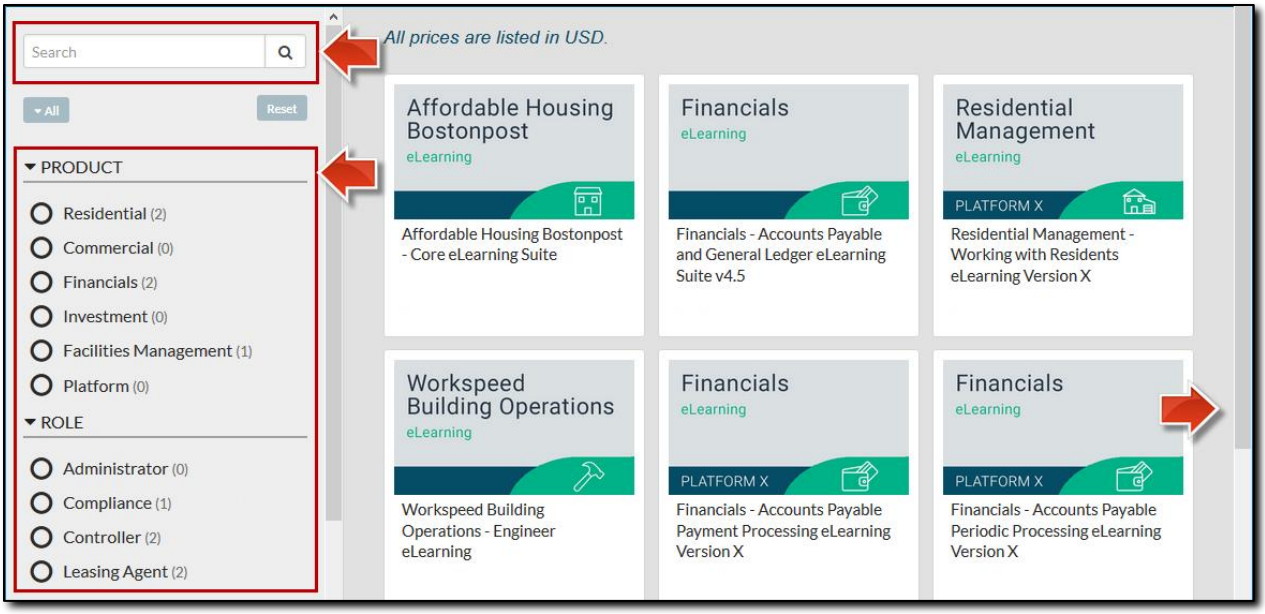
4. To locate a course, use one of the following methods:
    - Filter the courses using the filters on the left.
    - Search for a course using the Search box at the top right.
    - Scroll through the page to browse the full catalog.



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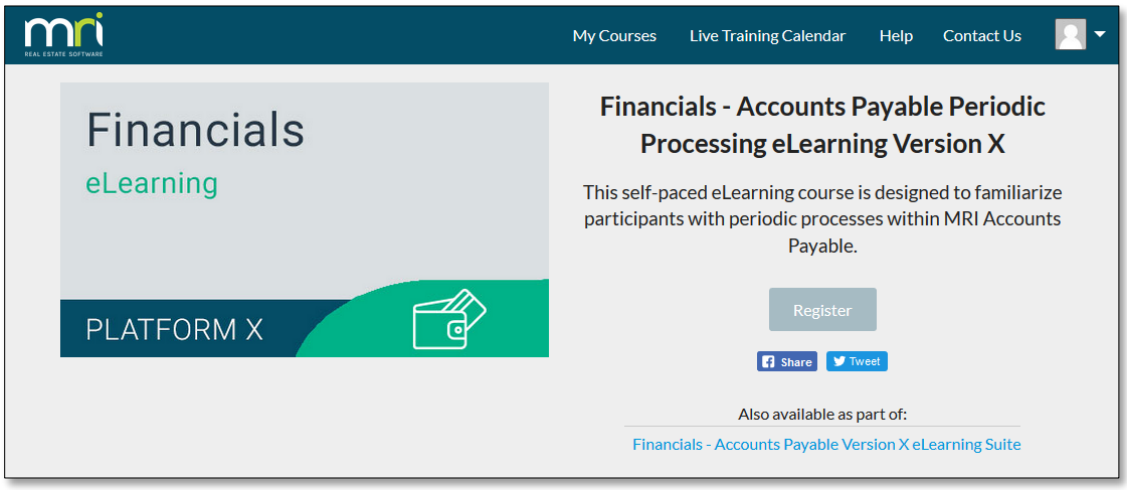
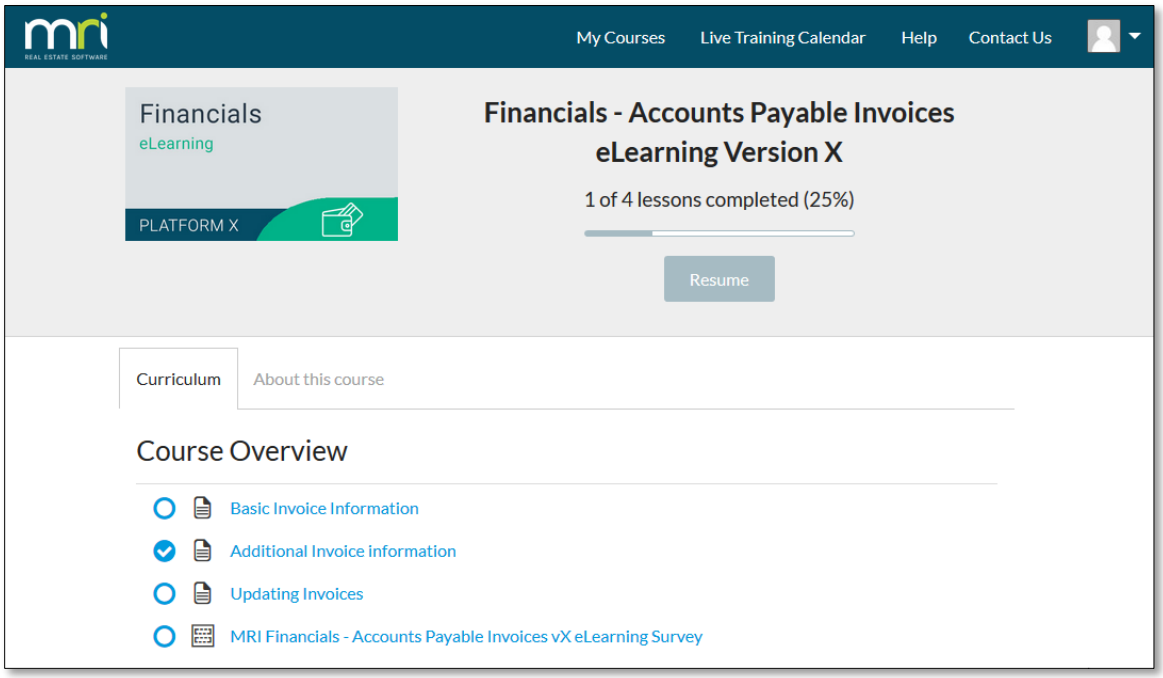
5. Select the series or course for which you would like to register.
6. On the Series or Course Detail page, click **Register**.



7. You can launch the course from the Course Overview page by clicking the lesson with which you would like to start.



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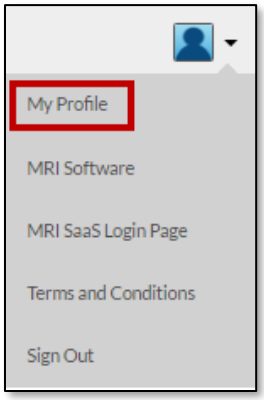
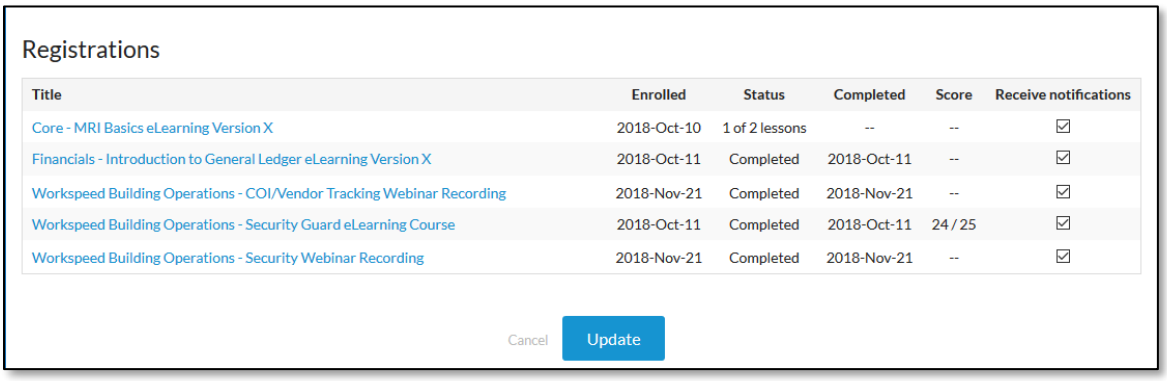
8. To return to the catalog, click the MRI logo.

   OR

   Click the avatar icon, and then select **My Profile** to open your profile page.



9. 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	Score	Receive notifications
Core - MRI Basics eLearning Version X	2018-Oct-10	1 of 2 lessons	--	--	☑
Financials - Introduction to General Ledger eLearning Version X	2018-Oct-11	Completed	2018-Oct-11	--	☑
Workspeed Building Operations - COI/Vendor Tracking Webinar Recording	2018-Nov-21	Completed	2018-Nov-21	--	☑
Workspeed Building Operations - Security Guard eLearning Course	2018-Oct-11	Completed	2018-Oct-11	24 / 25	☑
Workspeed Building Operations - Security Webinar Recording	2018-Nov-21	Completed	2018-Nov-21	--	☑

Cancel Update

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

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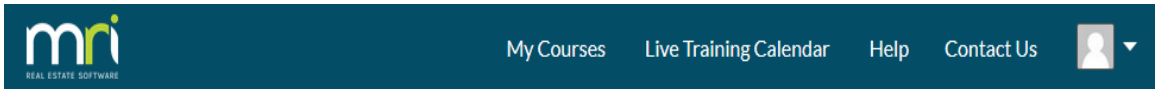
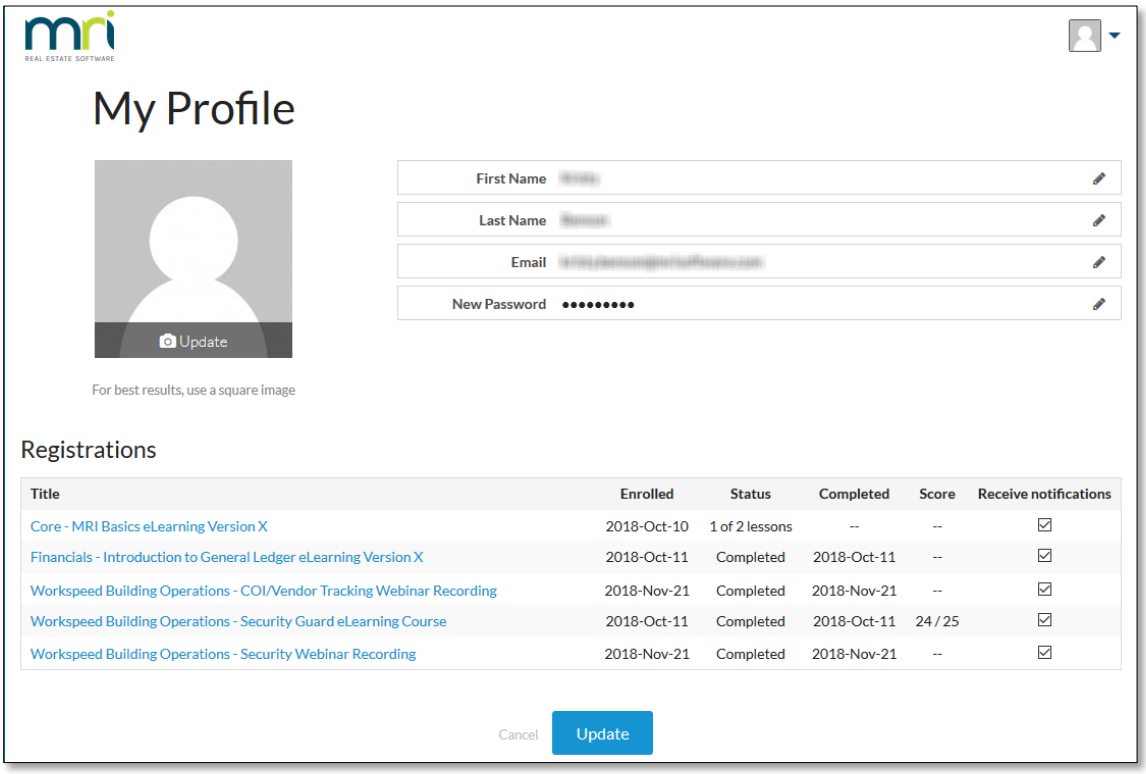
Other Site Features

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 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.

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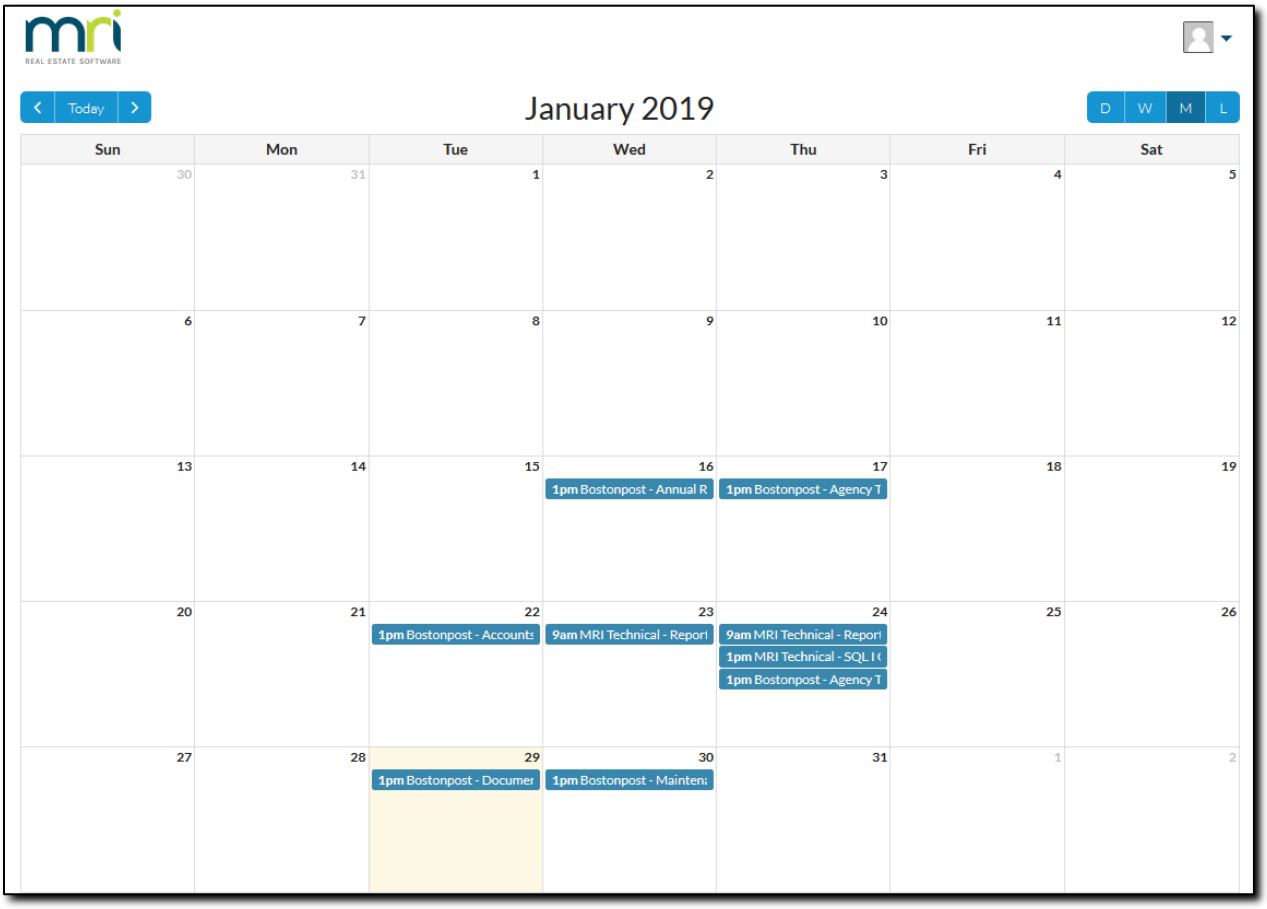

Use the **Help** link to view tips and troubleshooting information for courses.

Use the **Contact Us** link to send an email message to the MRI Education Services team.

Click the avatar icon to view your profile, open the MRI Software website, open the MRI Software SaaS login page, or access training sites for MRI legacy products.

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