

## Instructions for Student Users from Tenmast

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### Overview

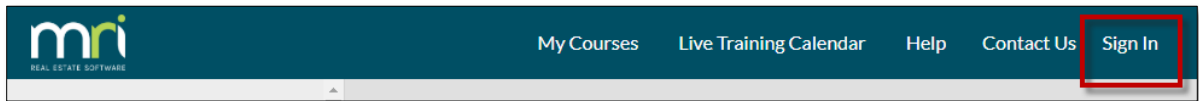
Welcome to the MRI Training Academy subscription program! This site is the new home of Tenmast University. We offer a variety of video lessons to fit your needs.

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

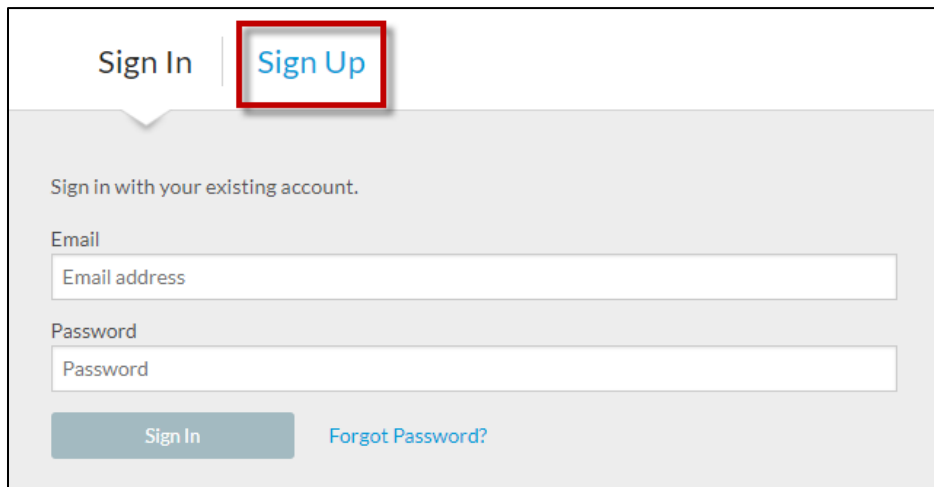


## How to Register on the Subscription Site

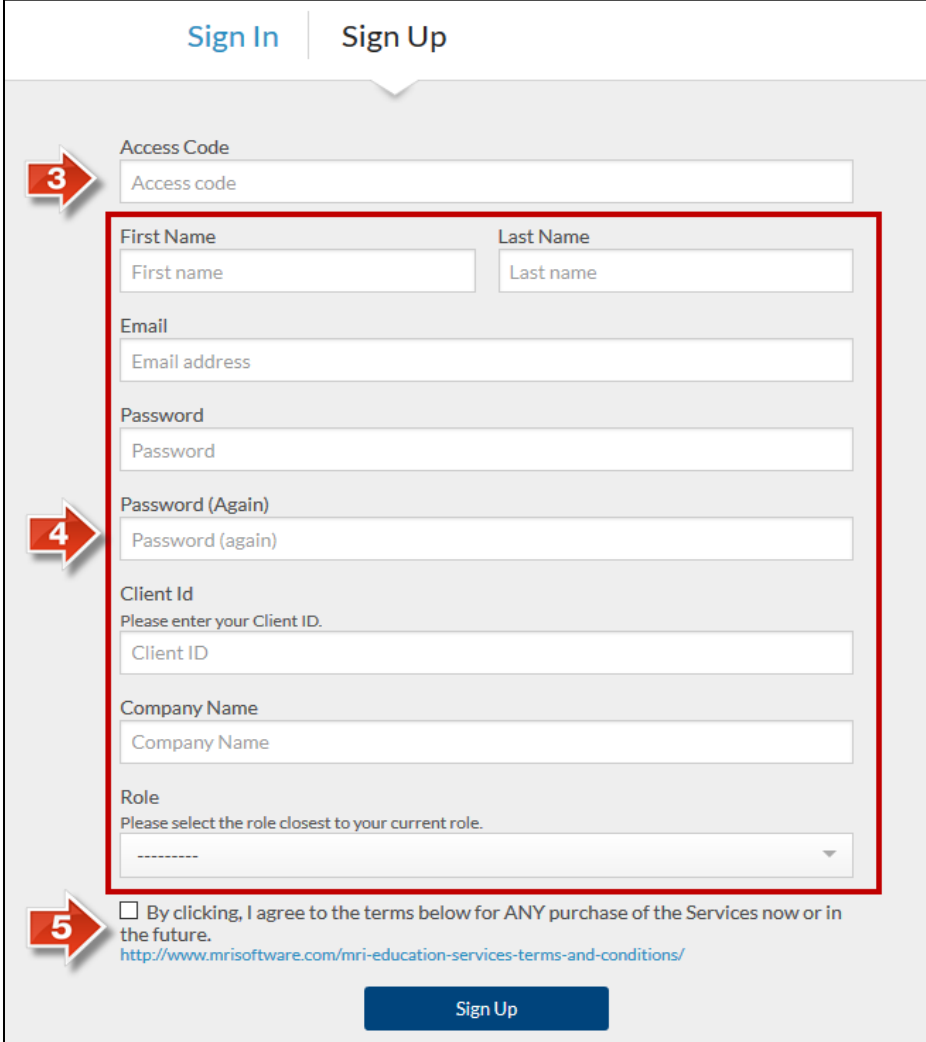
1. Go to <http://mriexpress.skilljar.com/>
2. In the upper right corner, click **Sign In**.



3. On the sign in page, click **Sign Up**.

A screenshot of the MRI sign-in page. At the top, there are two tabs: 'Sign In' and 'Sign Up'. The 'Sign Up' tab is highlighted with a red rectangular box. Below the tabs, the text reads 'Sign in with your existing account.' There are two input fields: 'Email' with the placeholder 'Email address' and 'Password' with the placeholder 'Password'. At the bottom, there is a 'Sign In' button and a 'Forgot Password?' link.

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.



The screenshot shows a web form for signing up. At the top, there are two tabs: "Sign In" and "Sign Up". The "Sign Up" tab is active. The form contains several input fields: "Access Code" (with callout 3), "First Name" and "Last Name" (with callout 4), "Email", "Password", "Password (Again)" (with callout 4), "Client Id", "Company Name", and "Role" (with callout 5). Below the form is a checkbox for terms and conditions and a "Sign Up" button.

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 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.*

## How to Register for Courses

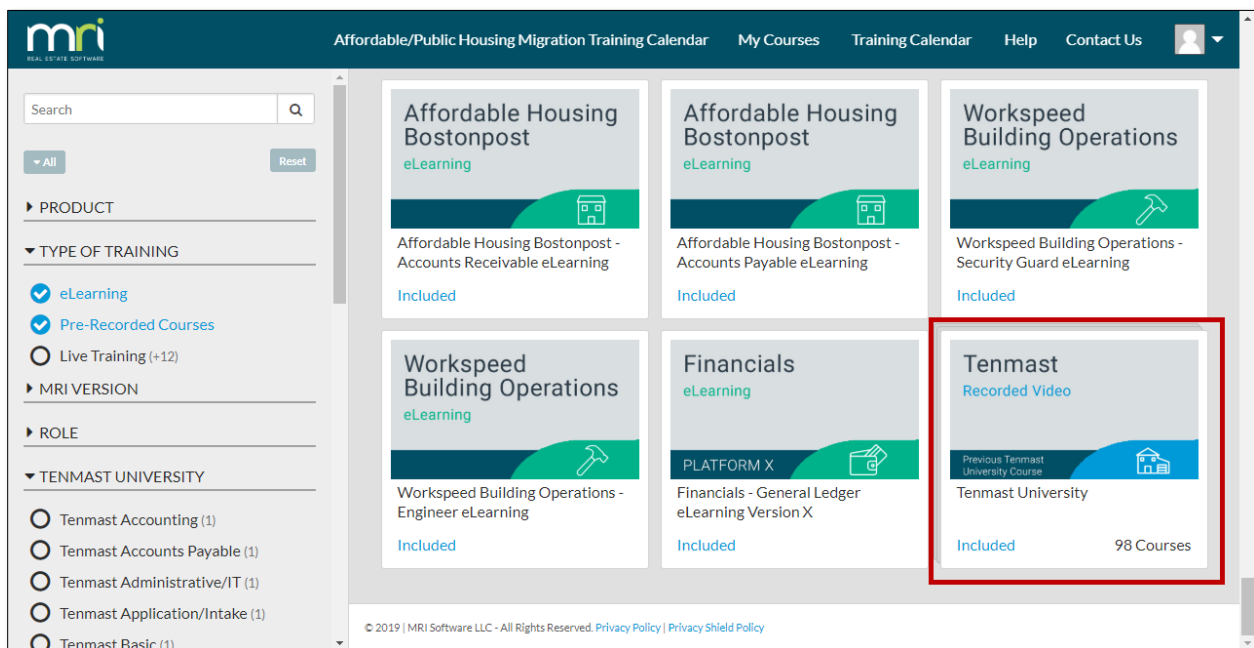
1. Go to <https://mriexpress.skilljar.com/>
2. Log in using the credentials you created during the site registration process.



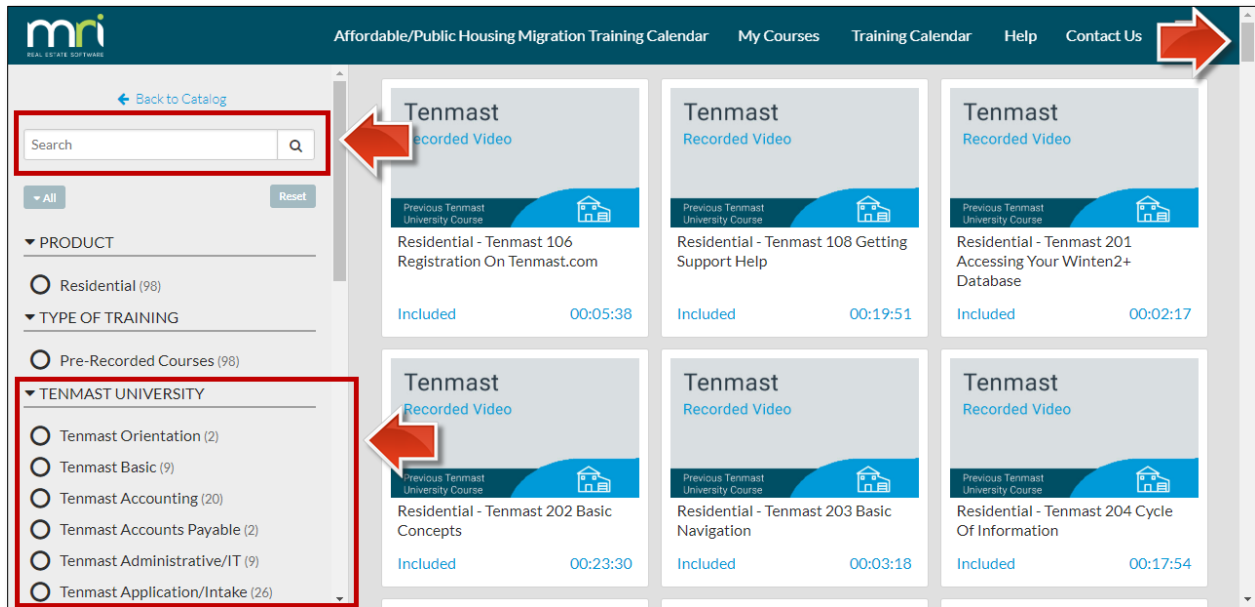
3. If the **My Profile** page appears after logging in, click the MRI logo in the upper left to go to your course catalog.

The catalog organizes content into course series by product, type of training, and role.

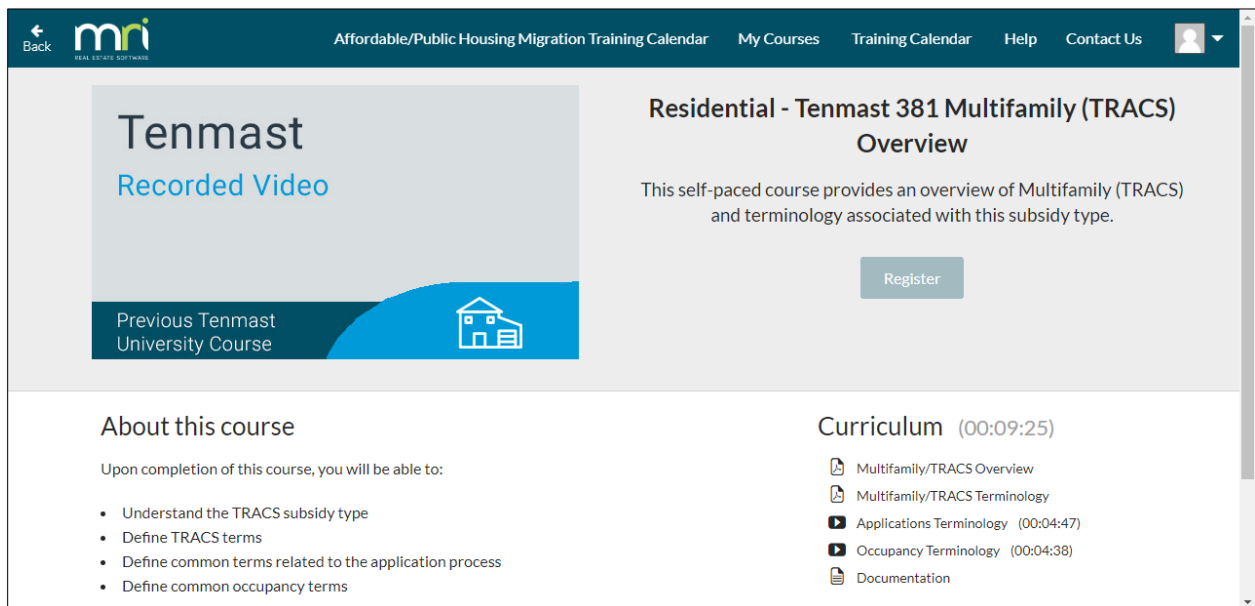
The collection of Tenmast courses is listed on the main catalog page. Click this Tenmast tile to view the Tenmast courses.



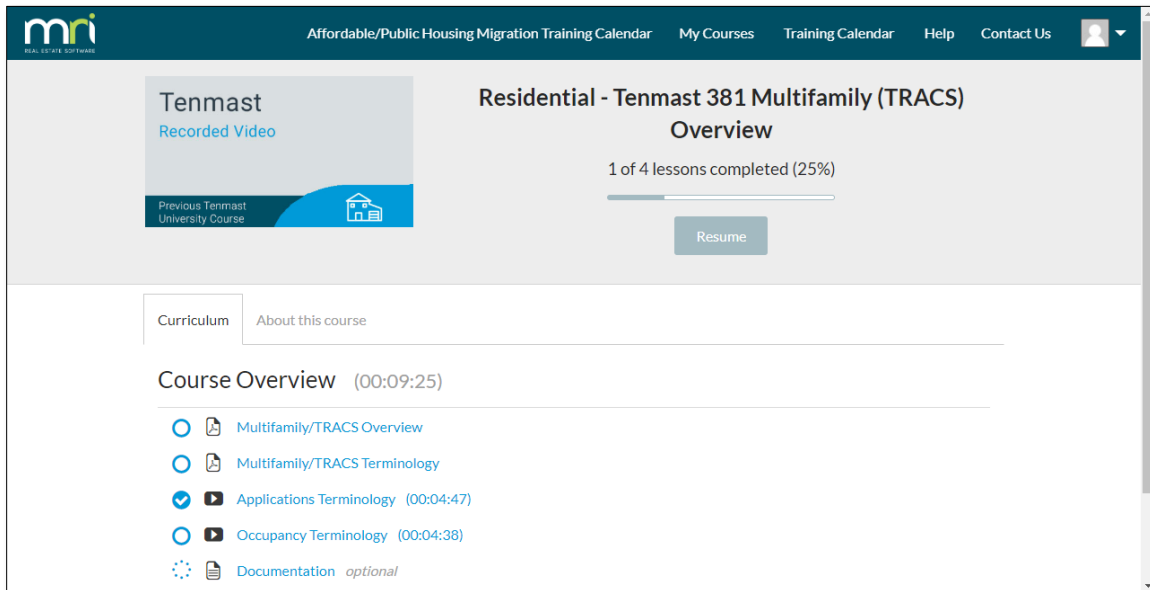
4. To locate a course, use one of the following methods:
  - Filter the courses using the filters on the left. Tenmast University filters have been set up to group related courses by topic or role.
  - Search for a course using the Search box at the top right to find a course by keyword or by course number.
  - Scroll through the page to browse the full catalog.



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



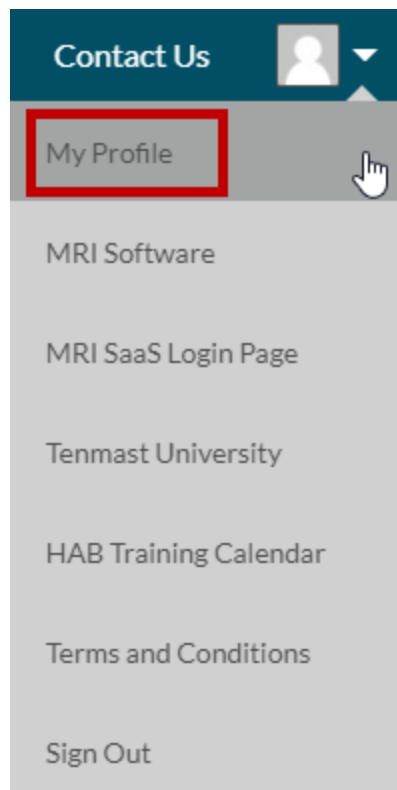
7. You can launch the course from the Course Overview page by clicking the lesson with which you would like to start.



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	Receive notifications	
<a href="#">Residential - Tenmast 108 Getting Support Help</a>	2019-Jun-19	0 of 2 lessons	--	<input checked="" type="checkbox"/>	
<a href="#">Residential - Tenmast 202 Basic Concepts</a>	2019-Jun-19	0 of 4 lessons	--	<input checked="" type="checkbox"/>	
<a href="#">Residential - Tenmast 381 Multifamily (TRACS) Overview</a>	2019-Jun-19	1 of 4 lessons	--	<input checked="" type="checkbox"/>	

Cancel Update

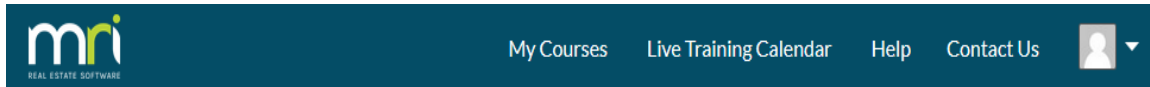


**Note:** You can also access the **My Profile** page by selecting **My Courses** from the main catalog page.

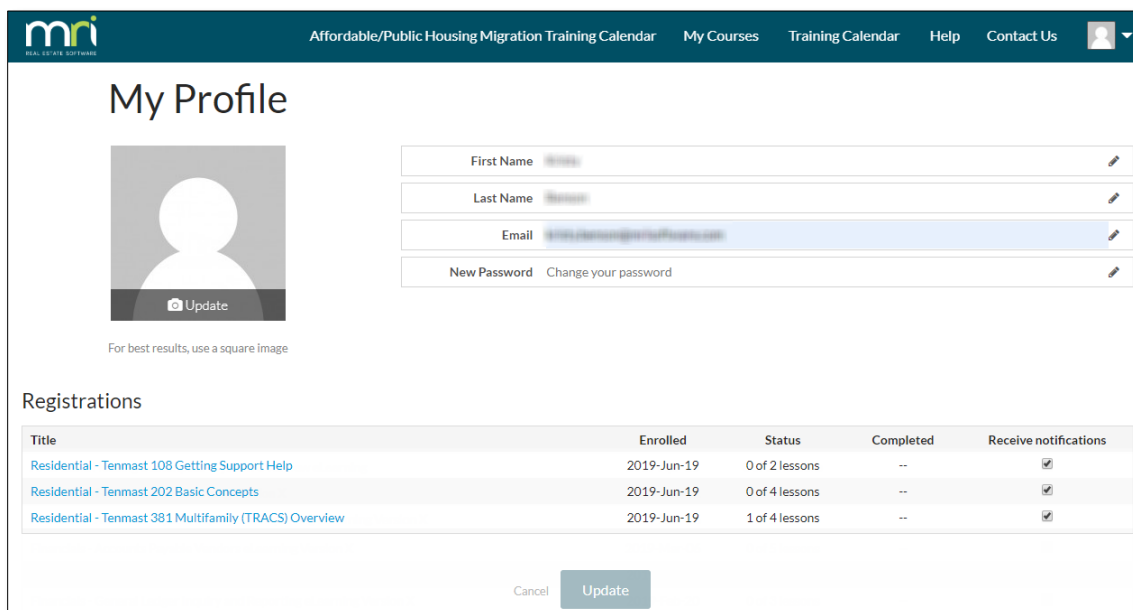


## Other Site Features

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.



**My Profile**

For best results, use a square image

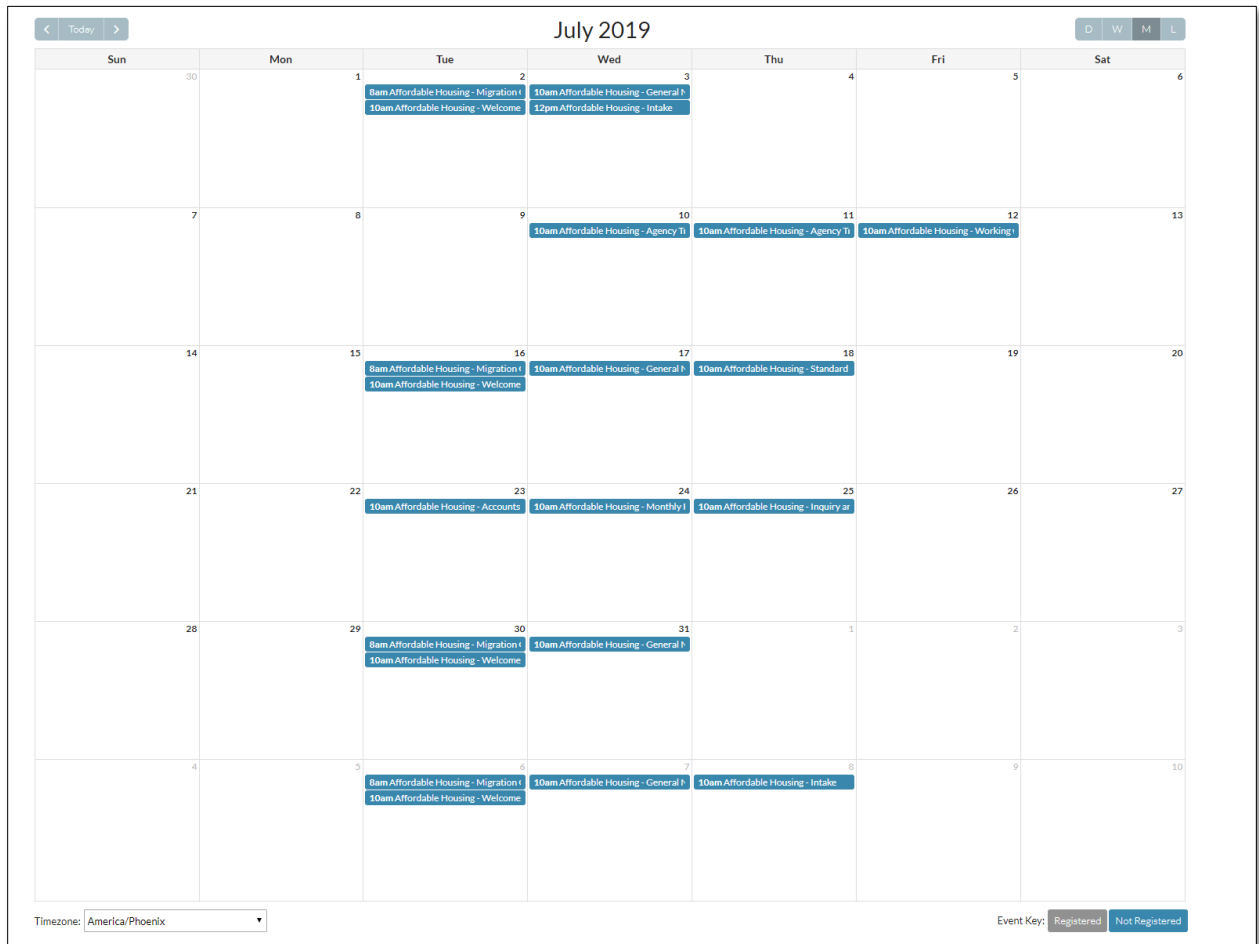
Update

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Cancel Update

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.

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.