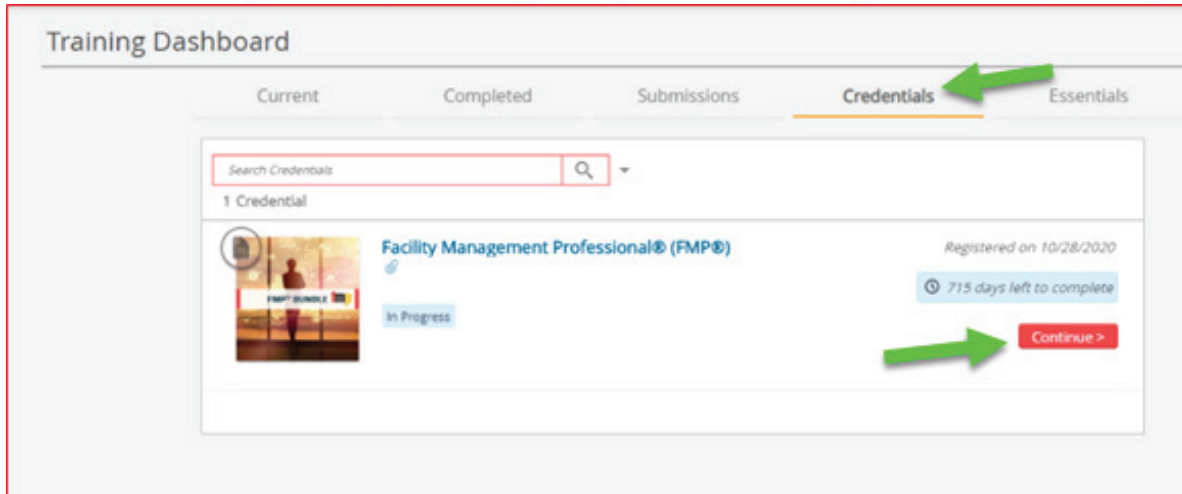# IFMA ™ ► ► ► fm.training
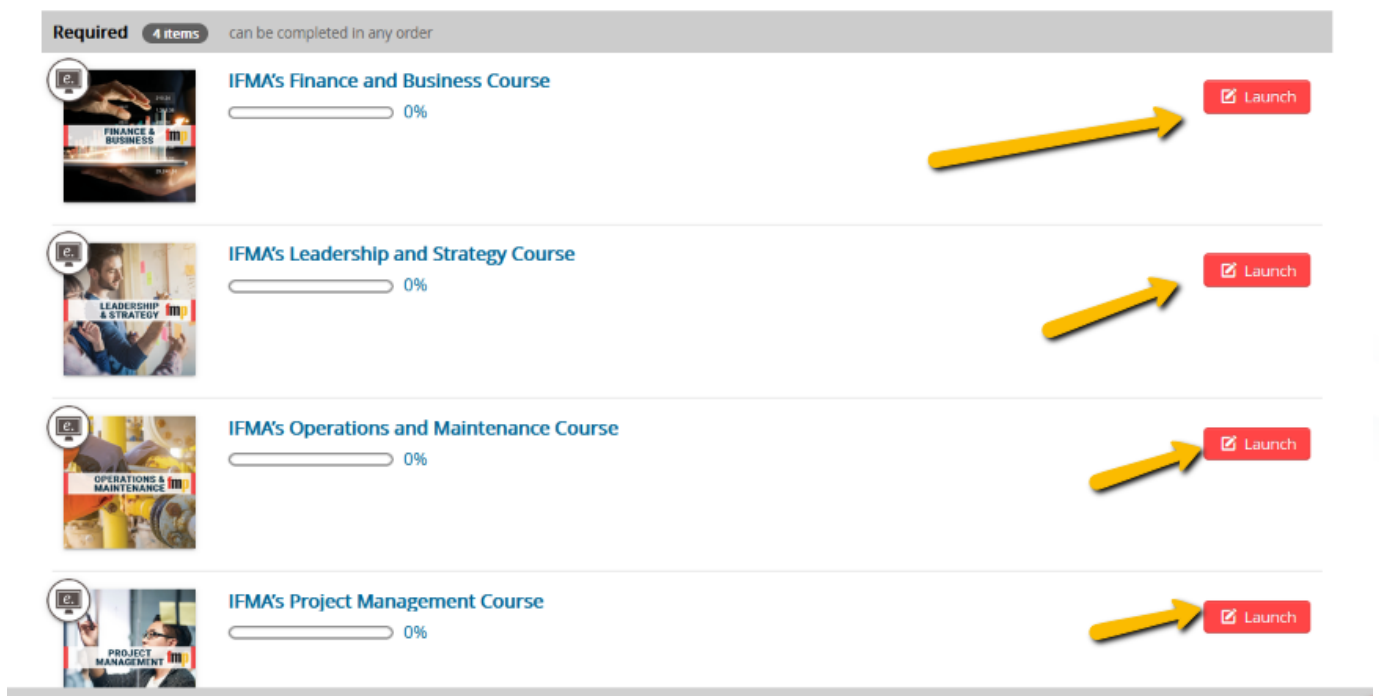
HOW TO TAKE A CREDENTIAL

Step 1 – From the Training Dashboard, select the Credentials tab to locate your credential path.

Click on continue.

Step 2 – In the Required Course area your courses will be located here for your Credential.

- Select the course you wish to take and click the Enroll button.
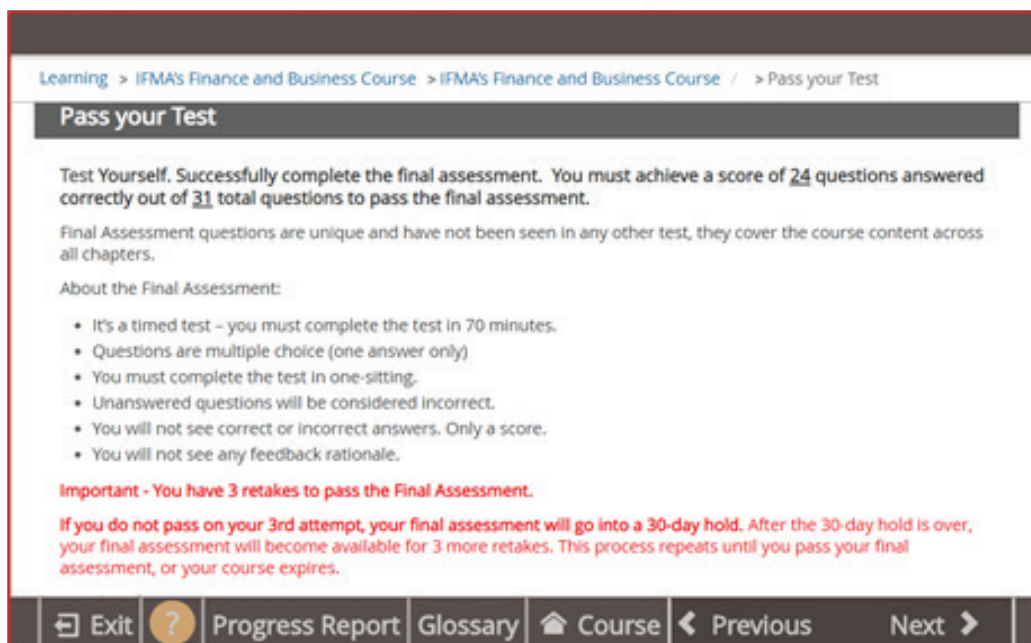- Launch your course from here or the Current tab.

Step 3 – Accept the Terms and conditions.

Step 4 – Navigate your course by clicking Next on the course player at the bottom of the screen or by clicking on each page or folder in the Content Navigation section.
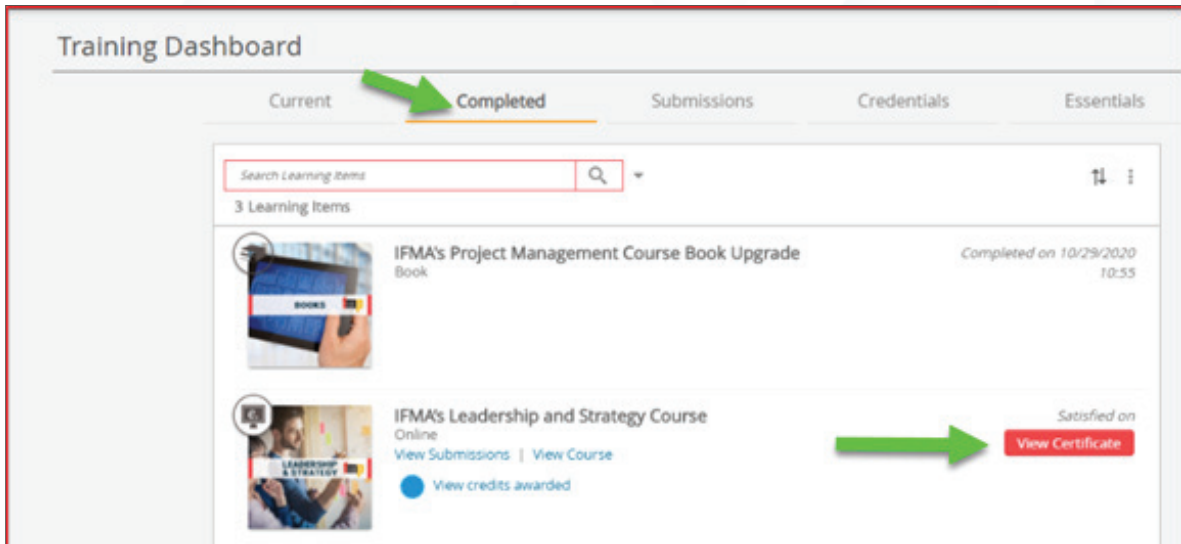

- As you progress through your course you will see instructions on each of the pages and folders. Please take a few minutes to read through these instructions.
- We encourage you to work through the chapters and then take the corresponding quiz before moving to the final assessment.
- When you are ready to take the final assessment please read over the instructors on the Pass your Test page so that you understand the grading policy and the time restrictions for the test.

- When you pass the test, your evaluation will become available. We ask everyone to please complete the evaluation as this will help us improve our courses and content.

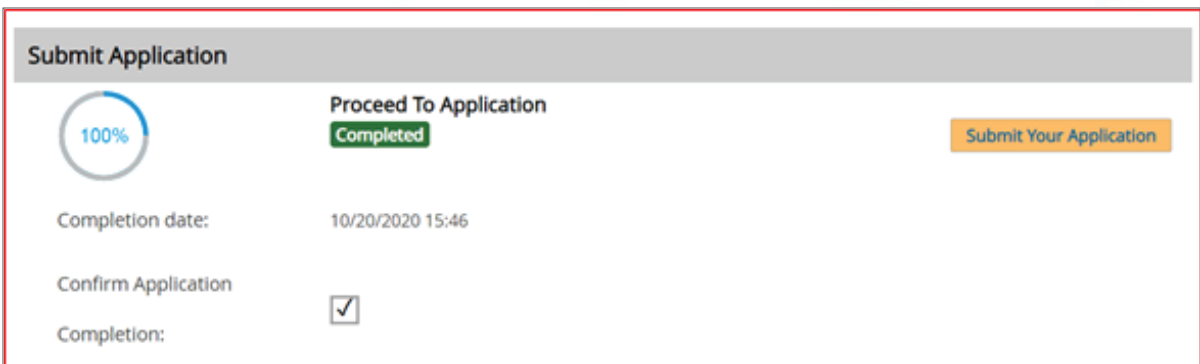**Step 5** – View Completion and Print Certificate

- Upon completion of both the final assessment and the evaluation you can click on Exit to go back to your training dashboard. Here you can click on the Completed tab to locate and print your certificate of completion.

- Click on View Certificate to download and print your certificate of completion for the course.

Step 6 - You will now need to go back to your Credential tab to launch your next course in your Credential path.

Step 7 - Submit Application

- The picture below shows that you have completed all courses for your Credential. The status will change from ineligible to a completed status and to Proceed To Application. You will need to check the box Confirm Application Completion then click on Submit Your Application. You will also receive an email to Apply for the Credential.

CONTACT INFORMATION

► ► ► **fm.training**

Contact customer support if you need any assistance.

Corporateconnections@ifma.org

Phone: +1-800-963-6900 or +1-713-623-4362

7:15 a.m. – 5:45 p.m. CT (US)