

UNDERSTANDING THE TRAINING DASHBOARD

Your FMP course will be accessible from your Training Dashboard on FM.Training. The Training Dashboard consist of several tabs: Current, Completed, Submissions, Credentials and Essentials. Let us learn about each Training Dashboard component.

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Training Dashboard Components:

- 1. **Current tab:** This area contains Not Started or In Progress courses. Once you are enrolled, this is the area where you can launch or resume your FMP.
- 2. Completed tab:
 - Contains all courses you have completed.
 - Download your certificate of completion
 - View the course if you need to get to course information.
 - If a course expires without completing, it will be located here.
- 3. Submissions tab: This area contains all your test scores for the FMP course.
- 4. **Credentials tab:** This is where you can keep track of the progress of the required courses for the FMP, including when to submit your application.
- 5. **Essentials tab:** You will not use this tab as you pursue the FMP course.

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- 6. Featured News: Important alerts or events from IFMA.
- 7. **Messages:** Any messages that the system sends out to your email address, will also place them in the messages widget. (not seen in above picture)

Now you are ready to begin your FMP course!

CONTACT INFORMATION

► ► **fm.training**

Contact customer support if you need any assistance.

Corporateconnections@ifma.org

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7:15 a.m. – 5:45 p.m. CT (US)