



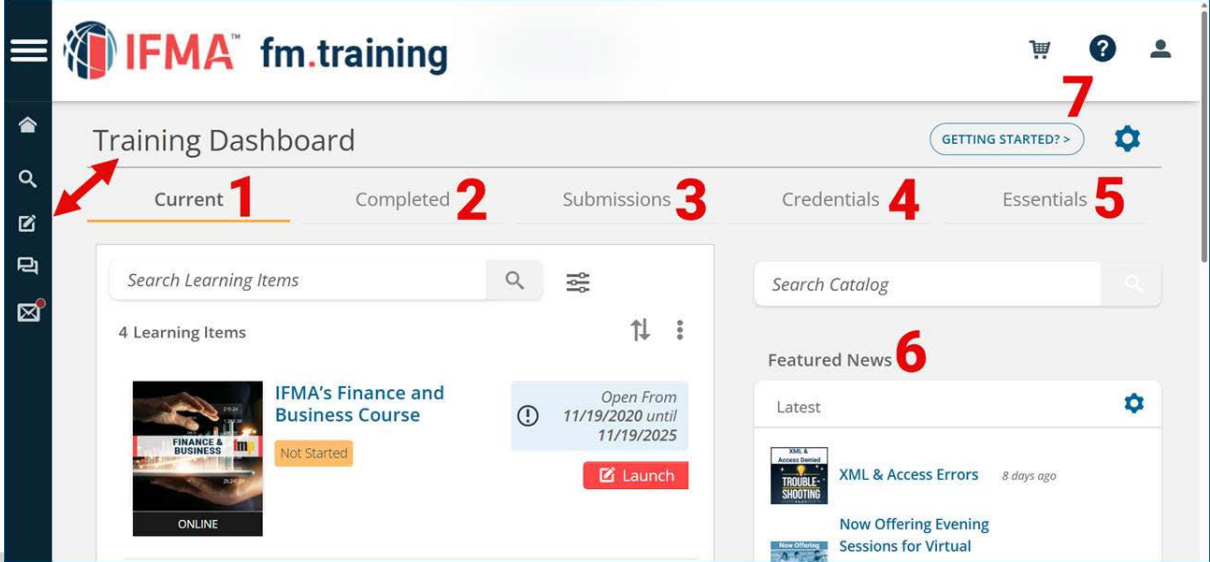
# UNDERSTANDING THE TRAINING DASHBOARD

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## 1 Training Dashboard Components

1. **Current tab:** This area contains Not Started or In Progress courses. Once you are enrolled or purchase a course, this is the area where you can launch or resume courses.
2. **Completed tab:** This area contains all courses you have completed. If a course expires without completion, it will be located here. Additionally, from here, you can download your certificate of completion and view the course if you need to get course information.
3. **Submissions tab:** This area contains all your test scores for courses and any completed Instructor-led Training.
4. **Credentials tab:** If you are taking a Credential course or bundle, this is where you can keep track of the progress of the required courses including when to apply for the Credential.
5. **Essentials tab:** If you are taking the Essentials of FM modules, this is where you can keep track of all the modules to completion. The certificate of completion for all ten modules can be printed from this tab.
6. **Featured News:** Important alerts or events from IFMA.
7. **Getting Started Guides:** Click here to access all getting started guides and training dashboard interactive walk through.



The screenshot displays the IFMA fm.training Training Dashboard. The interface includes a top navigation bar with the IFMA logo and 'fm.training' text. A sidebar on the left contains icons for navigation. The main content area is titled 'Training Dashboard' and features a tabbed interface with the following elements:

- Current (1):** The active tab, highlighted with a red arrow and the number 1. It displays a search bar for 'Learning Items', a list of 4 items, and a featured course titled 'IFMA's Finance and Business Course' with a 'Not Started' status and a 'Launch' button.
- Completed (2):** A tab labeled with the number 2.
- Submissions (3):** A tab labeled with the number 3.
- Credentials (4):** A tab labeled with the number 4.
- Essentials (5):** A tab labeled with the number 5.
- Search Catalog:** A search bar located on the right side of the dashboard.
- Featured News (6):** A section titled 'Featured News' with the number 6, containing a 'Latest' news item about 'XML & Access Errors'.
- GETTING STARTED? >:** A button located in the top right corner of the dashboard.
- Shopping Cart, Help, and User Icons:** Icons for a shopping cart, help, and user profile are located in the top right corner, with a red number 7 pointing to the help icon.

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# CONTACT INFORMATION

## Online Help Desk:

Contact our help desk if you require further assistance or for general inquiries.

**Phone:** +1-800-963-6900 (Worldwide)  
or +1-713-623-4362 | 7:15 a.m. – 5:45 p.m. CDT (USA/Canada)

**Fax:** +1-713-623-6124

For questions on IFMA's FMP, SFP, CFM credentials contact: [Credentials@ifma.org](mailto:Credentials@ifma.org)

