



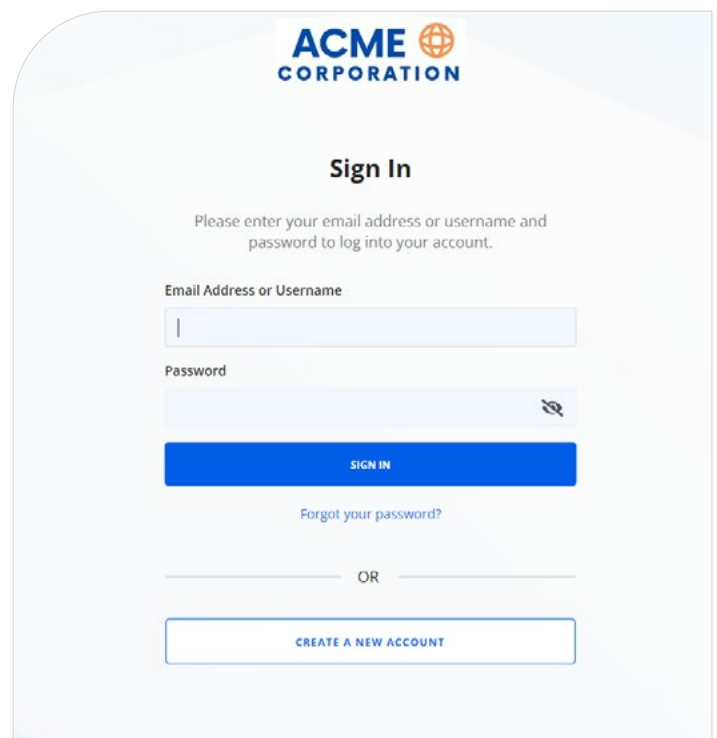
**KAPLAN**<sup>®</sup>


FINANCIAL  
EDUCATION

## Participant User Experience Guide

### Portal Sign In

The participant must sign in using their unique portal link with the email address and password associated with their portal account.



**ACME**   
CORPORATION

### Sign In

Please enter your email address or username and password to log into your account.

Email Address or Username

Password

**SIGN IN**

[Forgot your password?](#)

OR

[CREATE A NEW ACCOUNT](#)

**Next »**

# Today's/Upcoming Live Events

After signing in, participants will see all upcoming live events that have been scheduled by the organization. They can only access events that start in the present day.

- **Today's events** will have an active **Go to Event** button and an indicator in the thumbnail.
- To enroll in a virtual event, the participant must click the **Go to Event** button.
- The **Go to Event** button brings them to the LMS, where they can join the virtual classroom event.
- Future events will have an inactive **Upcoming** button. Participants can click on **View Details** to view the description.

The screenshot shows a user dashboard for ACME Corporation. The user is identified as Marianne. The dashboard features a sidebar with navigation options: Student Dashboard, My Learning, Account & Settings, and Explore Catalog. The main content area is titled 'Hi, Marianne! Welcome to your Dashboard' and displays 'Upcoming Live Events (6)'. There are six event cards, each with a thumbnail, date, time, location, title, and a button. The first two events are for 'TODAY' (Nov 16) and have 'GO TO EVENT' buttons. The remaining four events are for future dates (Nov 17, Nov 21, Nov 23, Dec 01) and have 'UPCOMING' buttons. Below the events is a 'My Learning' section with a 'Ready to Get Started?' prompt and an 'EXPLORE CATALOG' button.

## View Details

Clicking on the **View Details** link will show the description, learning objectives, and prerequisites.

The screenshot shows a modal window titled 'FMN-2023/March, Seg 2 - An "Inside-Out" Approach to Fraud'. The event is scheduled for Mar 24, 2023, from 9:00 am to 10:00 am (America/New\_York). The event description states: 'Fraud is everywhere, and it is expensive. Kelly Richmond Pope, professor, author, speaker, and filmmaker, explains something she calls the fraud archetype system. In this system, there are three different types of perpetrators: intentional, accidental, and righteous. Understanding the characteristics of these perpetrator types will help your organization recognize the internal controls that are needed to protect against fraud.' The learning objectives are: 'Recognize why fraud is so prevalent', 'Identify the three types of perpetrators in Kelly Richmond Pope's archetype system', 'Describe the characteristics of intentional, accidental, and righteous perpetrators', and 'Recognize the internal controls that can be used to help prevent fraud'. The prerequisites/advanced preparation is 'Work experience in financial reporting or auditing, or an introductory course in auditing'. The speaker/author is 'Kelly Pope'. A 'GO TO EVENT' button is located at the bottom right of the modal.

## Joining/During the Event

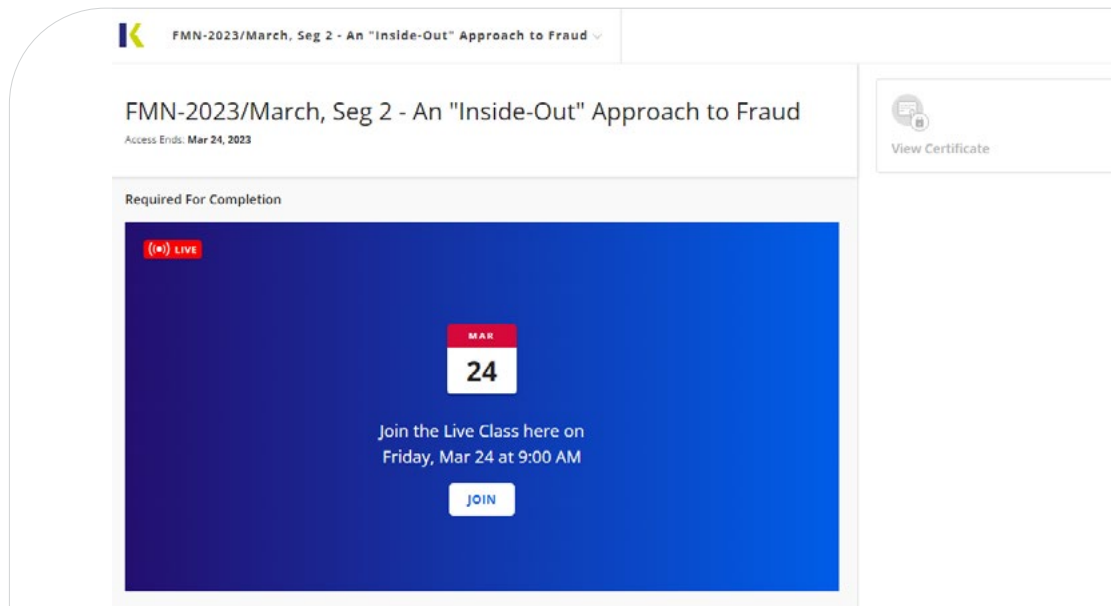
Once in the LMS, participants must click the Join button to enter the virtual classroom.

- This will bring them to the room.
- The **Join** button and the Live icon display 2 hours prior to the live event start time.

Joining the event BEFORE Discussion Leader launches the event:

- The participant will receive a message, "**Meeting has not started.**"
- Once the Discussion Leader joins, the participant will automatically be admitted to the room.

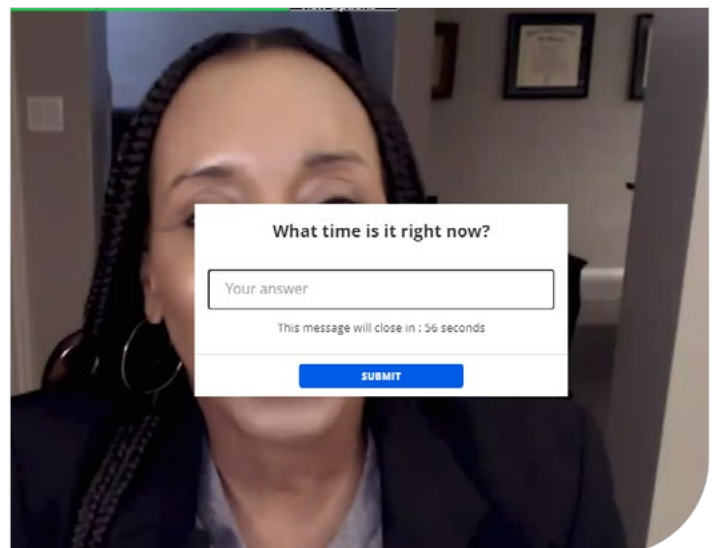
The participant's microphones will automatically be muted when they join the room. The **Discussion Leader** will unmute to start a discussion, following the video. The participant will also be able to turn their camera on.



## Polling Questions

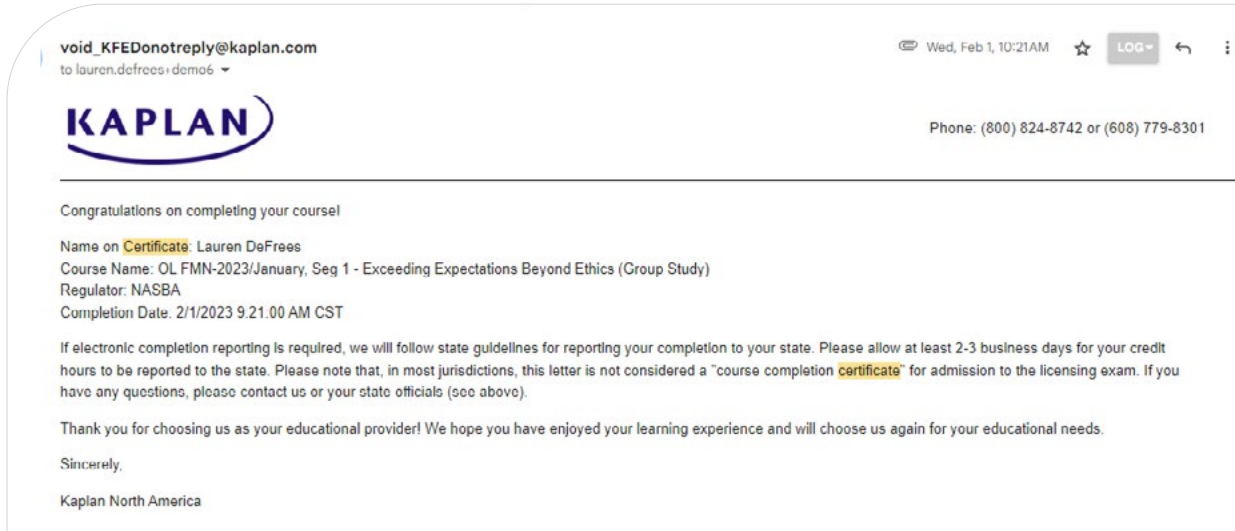
**4** Polling questions will pop up throughout the duration of the event.

To receive credit for the event, it is required that participants answer **3 of the 4** questions.



## After the Event

After meeting the completion criteria, including attending for the required time, the participant will receive a course completion email with their certificate attached.



Completion information and certificates are also available on the **Completions & Certificates** page on their **Student Dashboard**.

