



FINANCIAL
EDUCATION

Self-Study Participant User Guide



Portal Sign In

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

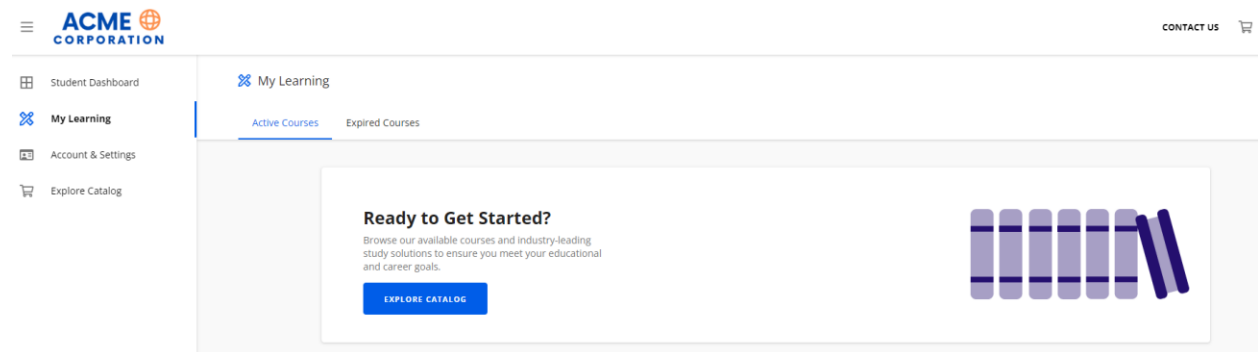
A screenshot of a web portal sign-in page for ACME Corporation. The page has a light blue header with the ACME Corporation logo (a globe icon) and the text "ACME CORPORATION". Below the header, the title "Sign In" is centered. Underneath, there is a instruction: "Please enter your email address or username and password to log into your account." There are two input fields: "Email Address or Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a blue "SIGN IN" button. Underneath the button is a link that says "Forgot your password?". Below that is a horizontal line with "OR" in the center. At the bottom is a button that says "CREATE A NEW ACCOUNT".

Accessing Courses

After logging in, users are taken to their My Learning page where they can access existing enrollments or explore the course catalog to order additional products.

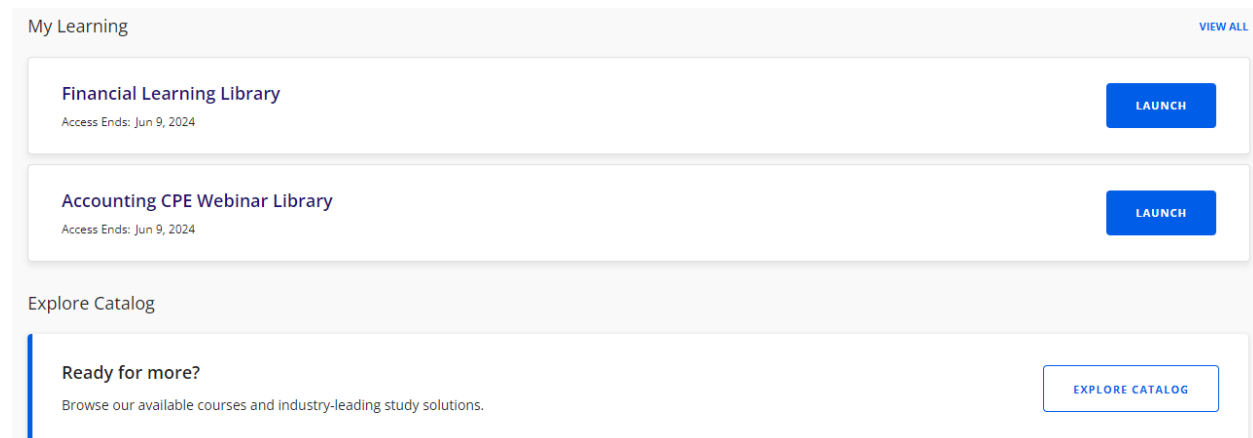
Explore Catalog

To view and enroll in courses or libraries, click “Explore Catalog.”



Launching Courses

To take a course, click the “Launch” button next to the course or library to be taken to the Kaplan Learning Management System (LMS). Here, users can explore available courses in their library or directly access an individual course enrollment.



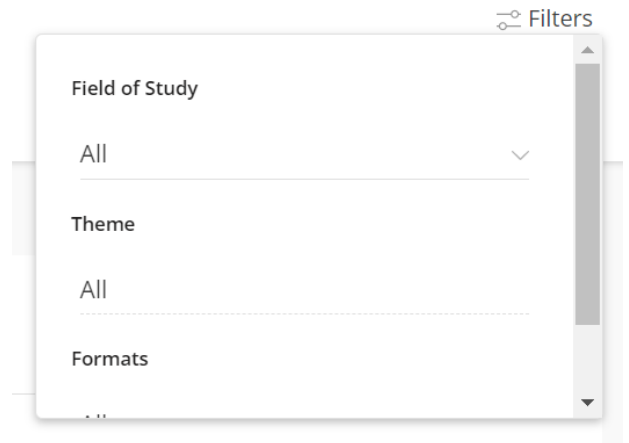
Accessing a Library

Once the library is launched, courses will be organized into “All,” “In Progress,” “Completed,” and “Not Started.”

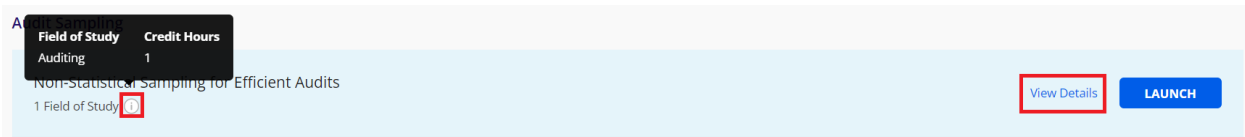
Financial Learning Library

[All Courses](#) [In Progress](#) [Completed](#) [Not Started](#)

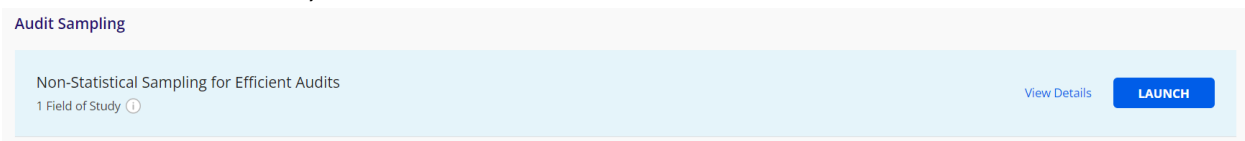
Users may also filter courses in the library by clicking the Filter button on the right



To determine the field of study, click on the info icon. Users can also click on “View Details” for a course description and learning objectives.

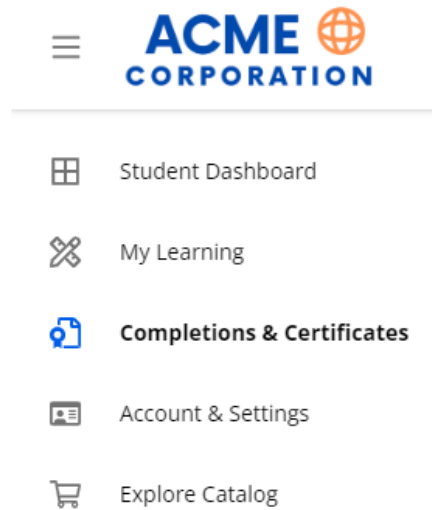


To enroll in a course, select “Launch”



Completion Certificates

To access new and past certificates, click the left menu and select “Completions and Certificates.”



From here, you can Export an Excel file of course completions or click “View Certificate” to view, print, or save a copy of the completion certificate.

