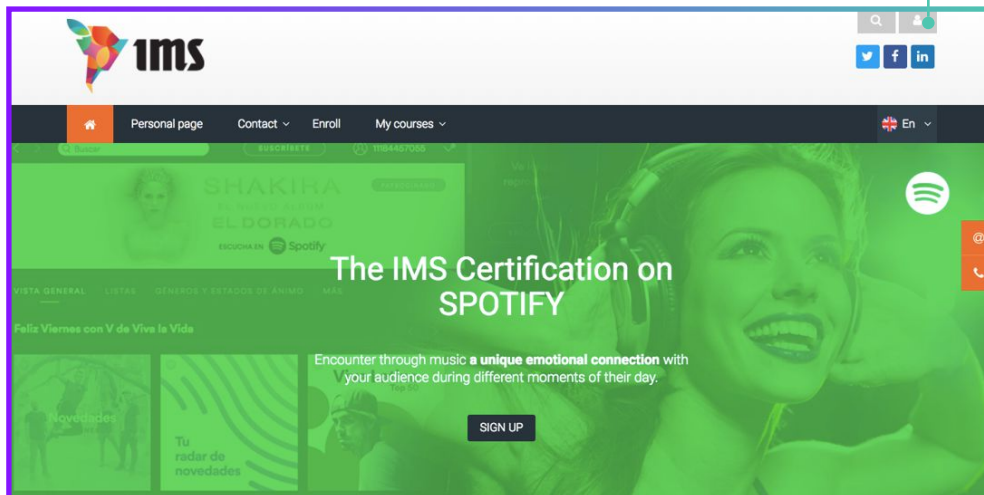
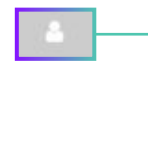


Welcome!

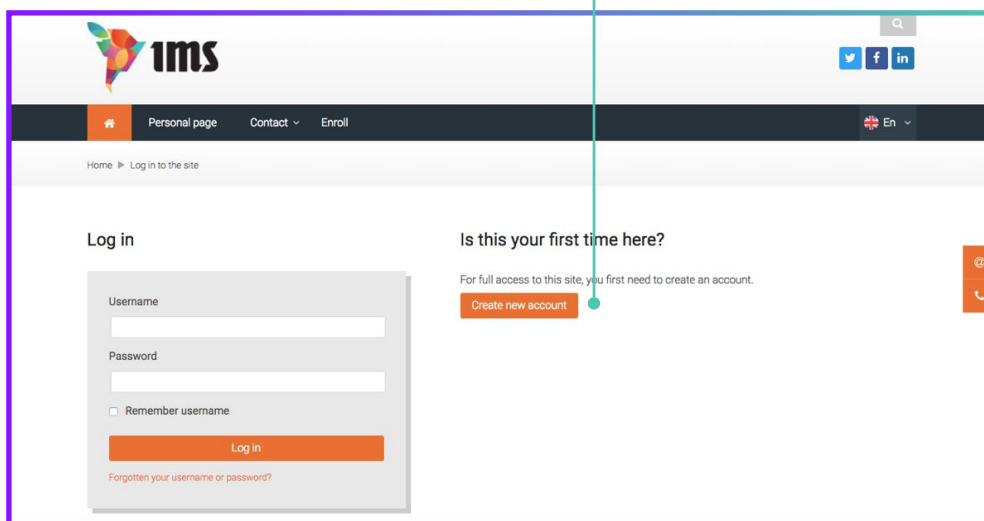
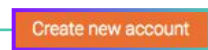
In this document, you will learn how to log in, navigate and enroll to all IMS Certifications.

Home Page

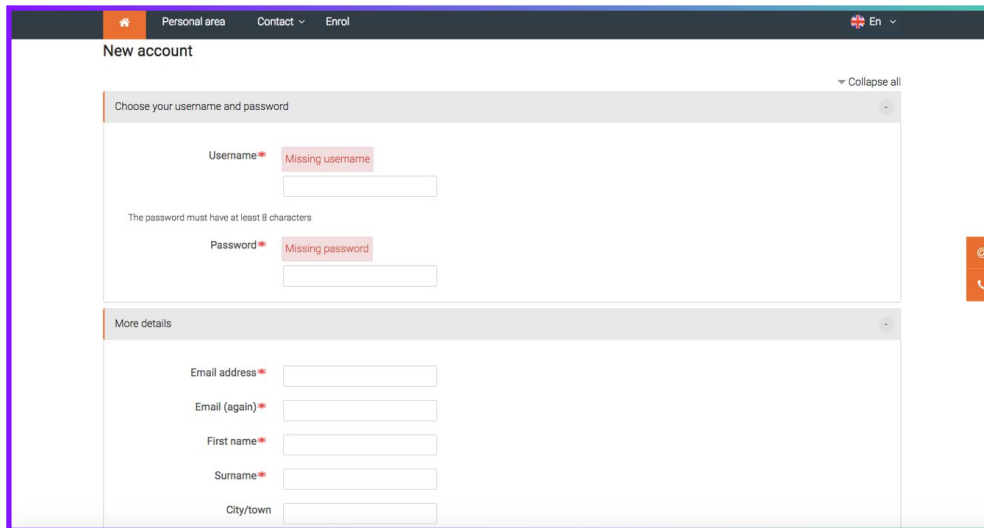
This is the landing page, where you should click on the **user icon** to Log in



If you are not registered, please click on "**Create new Account**" to create your account.

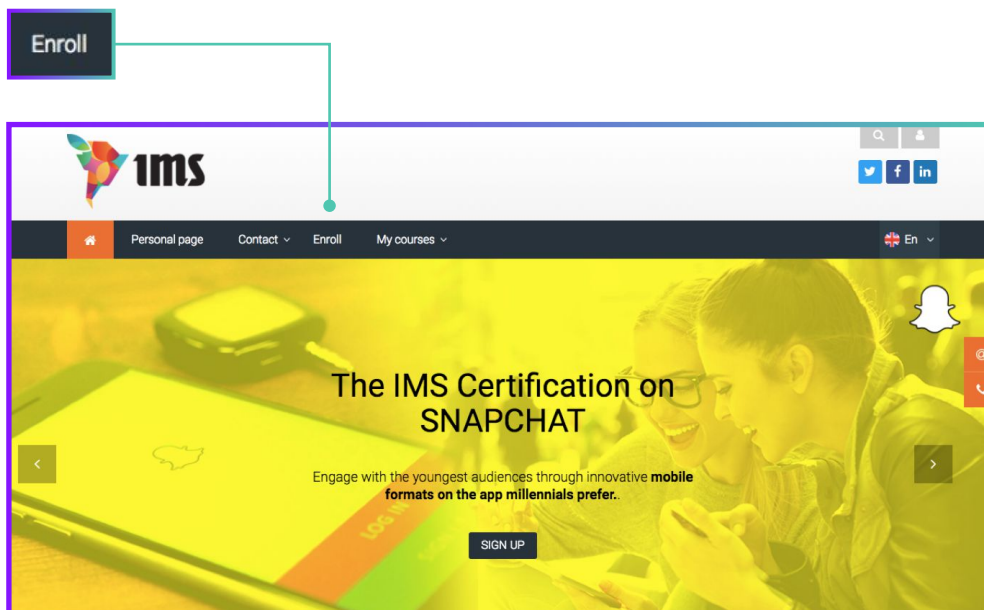


In order to create your account, please fill in the required fields (highlighted with red star) with the corresponding information



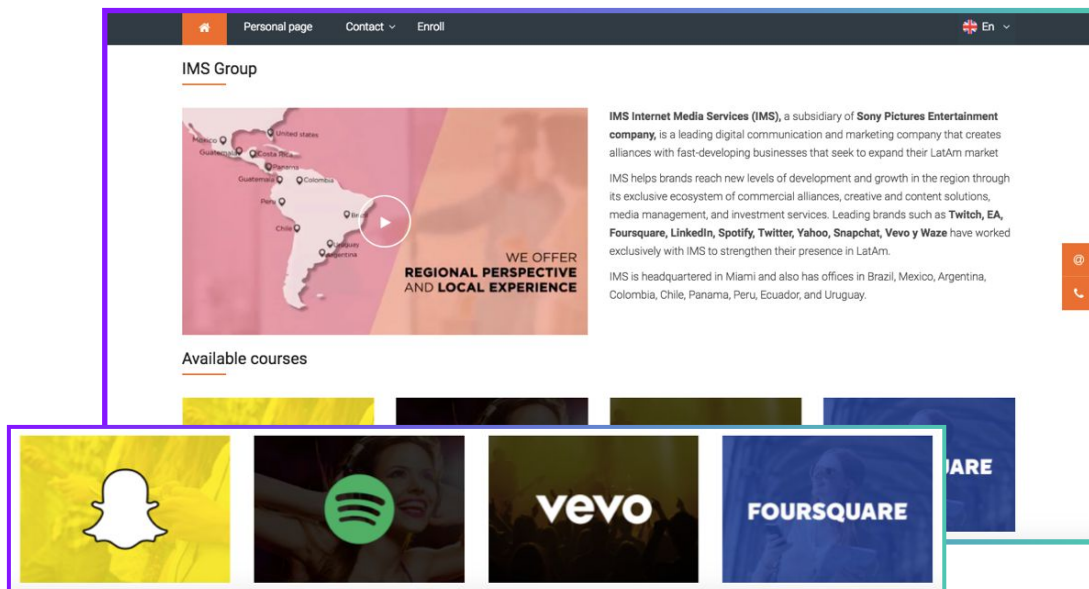
Once you filled in all required fields and click on **"Create my new account"**, you will receive a welcoming email. The welcoming email will ask you to verify your account in order to log into the platform.

Once you are logged in, please click on the **"Enroll"**...

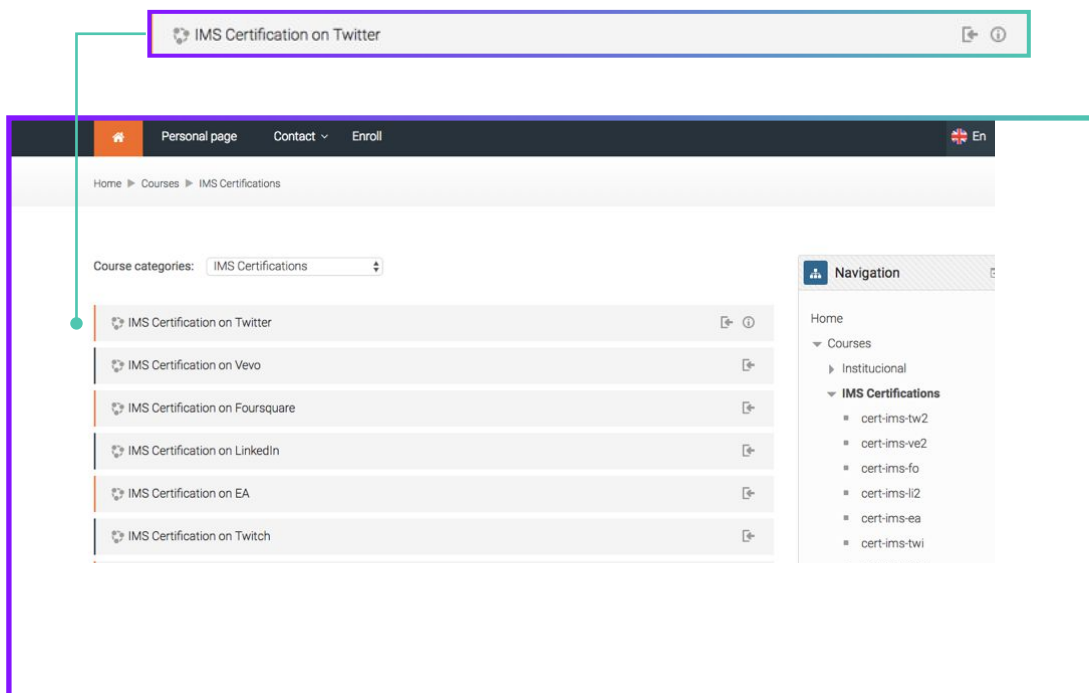


...or scroll down on the home page to click on the different courses available and enroll in each course.

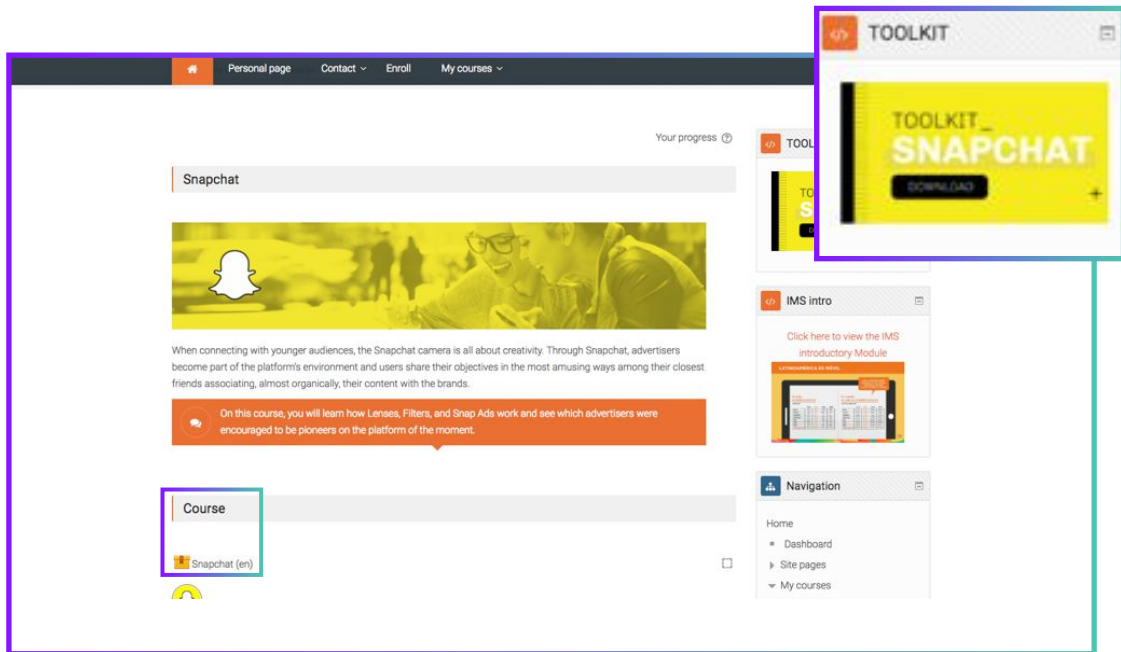
Once you click on any of these two options (Enroll or available courses), it will show the complete list of courses available to enroll. Click on the one that you want to certify yourself on.



Once you click on the course of choice, you will be able to enroll and view more information about course.

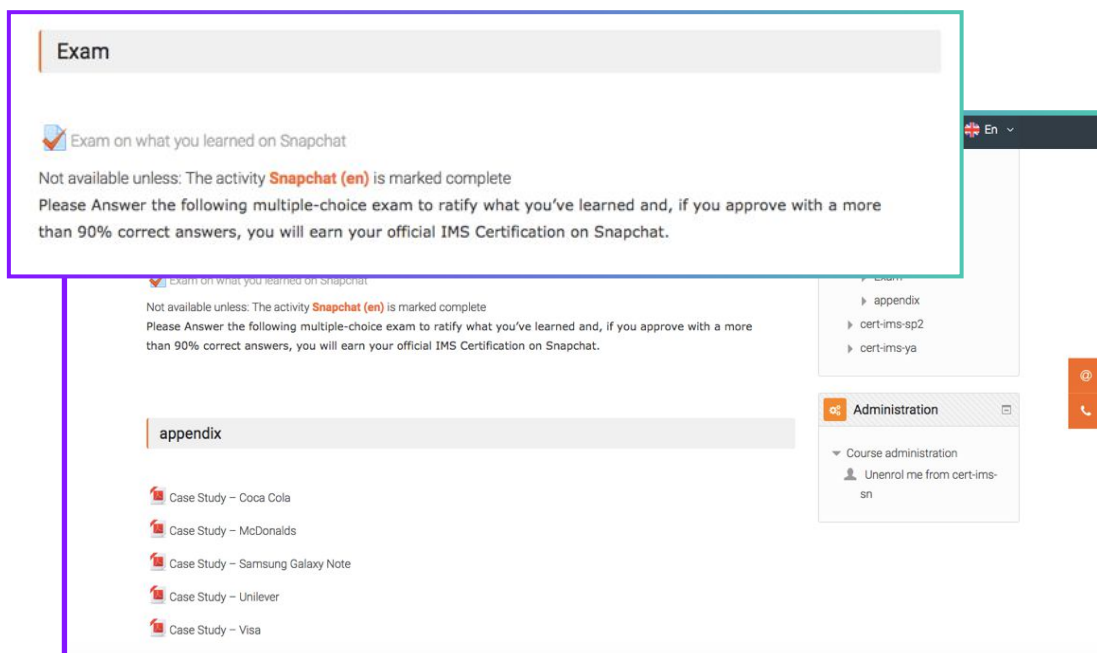


Once enrolled you will be able to download the toolkit to learn more about the platform and begin the course.

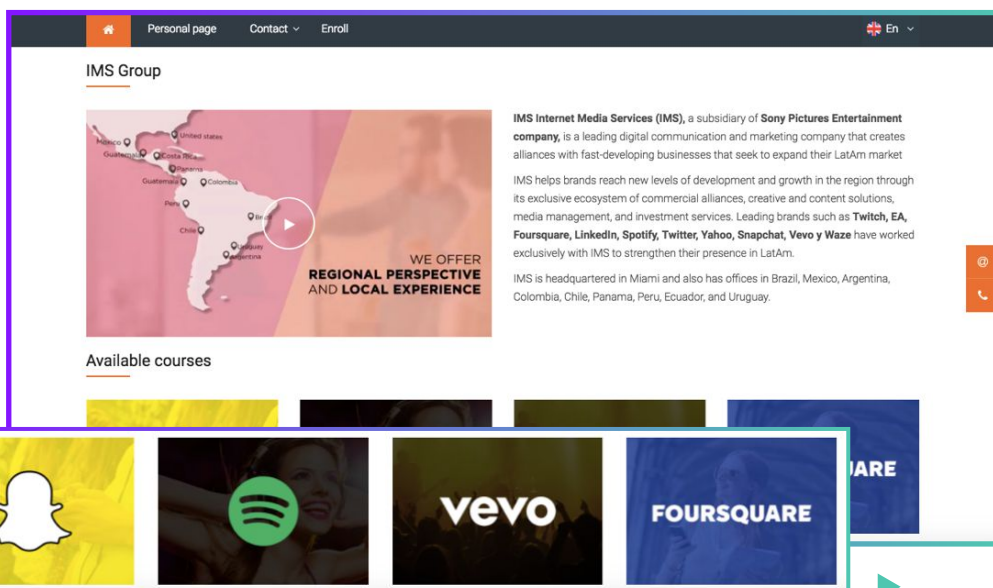
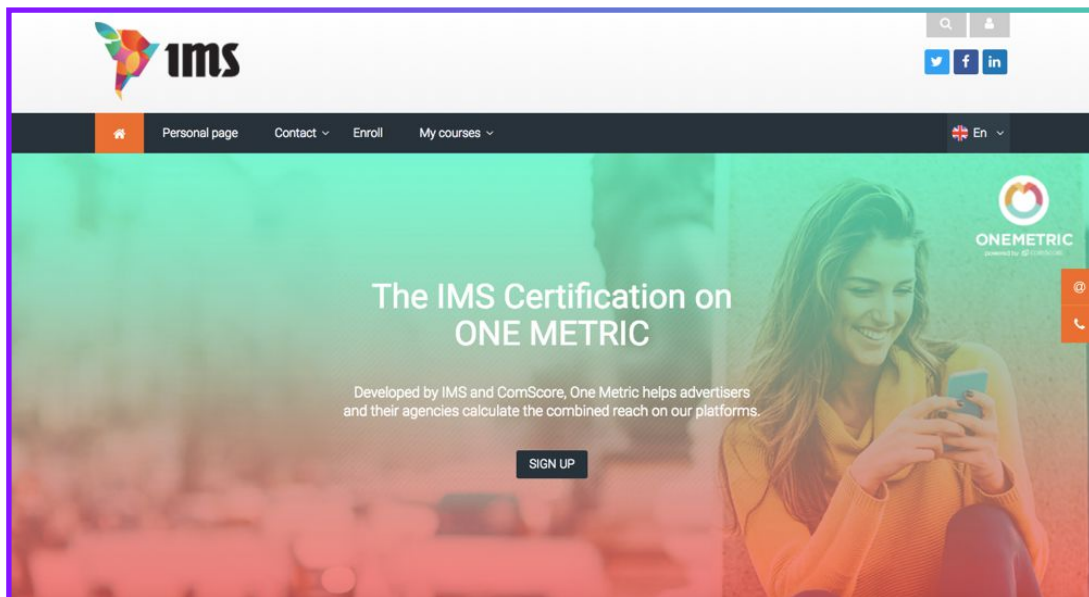


Once you complete the course, you will be asked to exit the screen and return to the course's homepage. Here you can complete the exam and receive your certification.

Please follow the same process with each course.



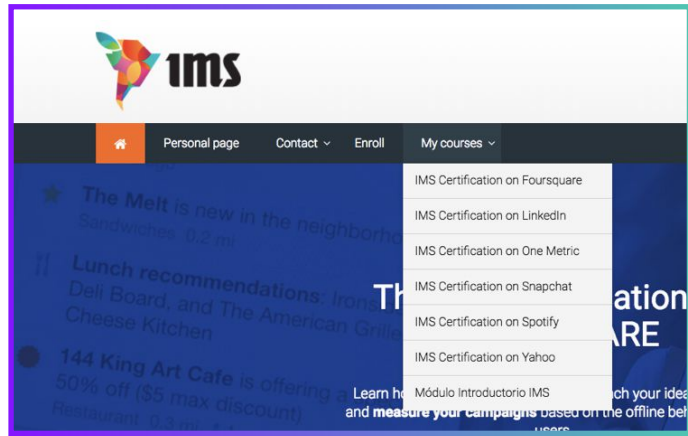
Once you finished enrolling on all courses, you can go back to the home and check all the latest information about the platform, on the sliding banners.



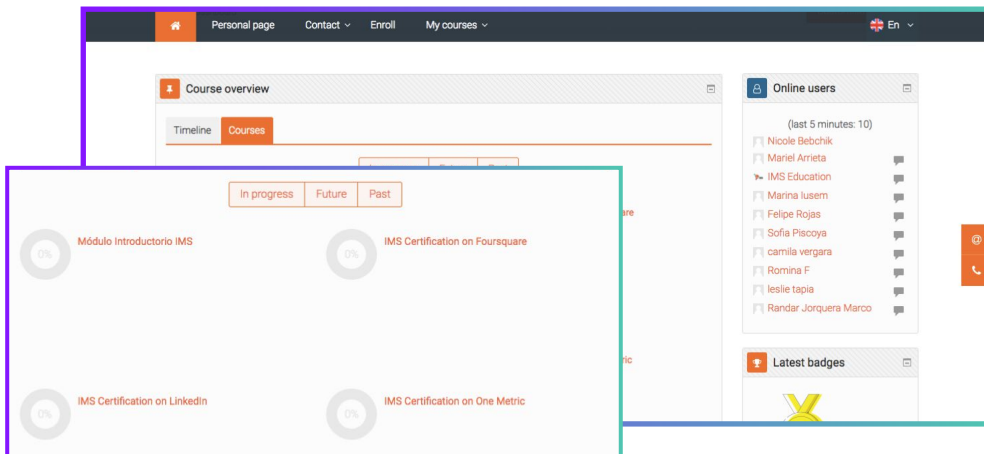
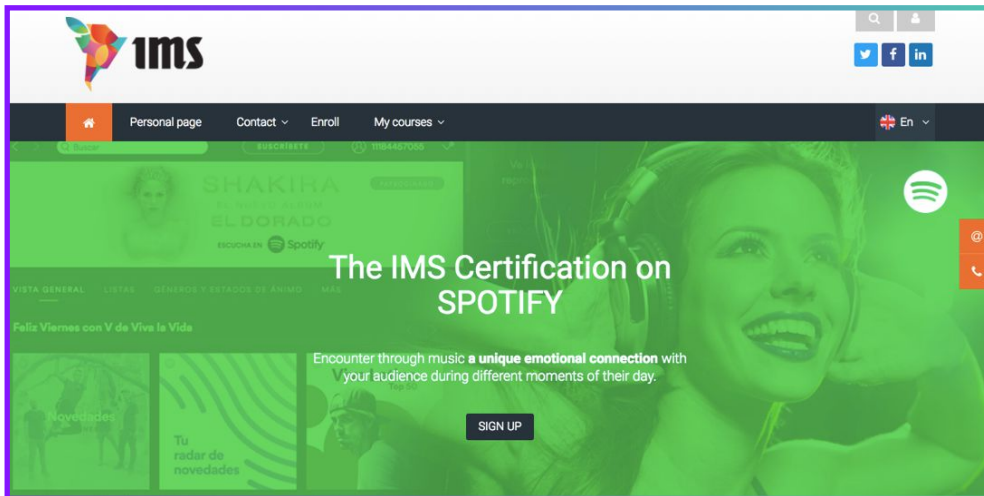
You will be able to access the courses if you:

a. Click on any of the banners you will find on the homepage.

b. If you click on the “**My Courses**” option at the top bar menu, a menu will drop down and you can click on any of the courses shown.



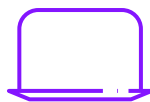
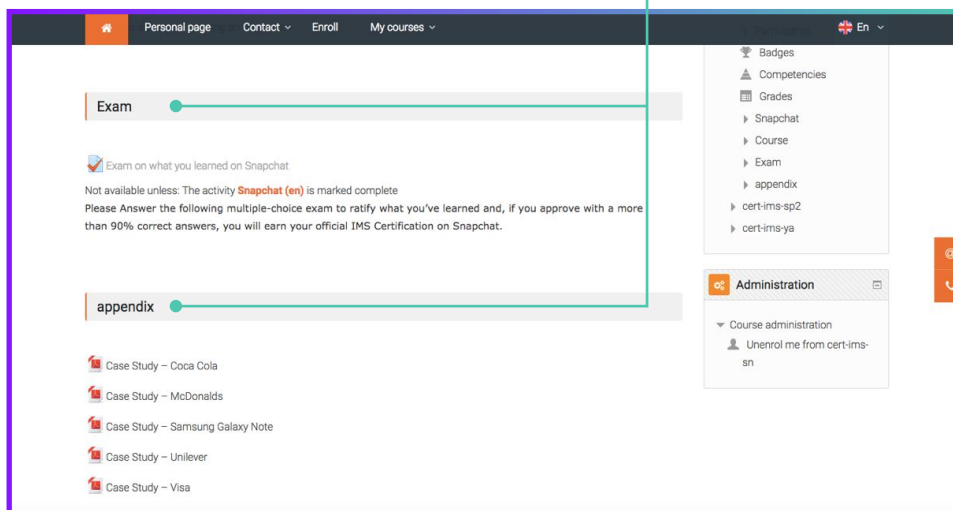
We strongly recommend clicking on “Personal Page” so you can, not only see the courses in progress, but also access all other complementary sections with relevant content, online users with who you will be able to chat; calendar of events, and upcoming events, where you will be able to mark your calendar for future certifications and webinars.



A certification/course has different activities required that you will have to complete in order to be granted a Certification. These are:

- 1) The course
- 2) An Exam
- 3) Download the **Certificate** that you can choose to add to your **LinkedIn Profile**.

At the bottom of every course page, you will find the “**Appendix**” section, on which you will find additional content like case studies, best practices and other files that will enrich your learning experience. We suggest you always check this section, since it is constantly updated with new content.



Welcome to IMS Education

<http://education.imscorporate.com>

We hope you enjoy our platform and what we offer. Please do not hesitate to contact us with any question you might have. Also feel free to share your feedback with us at education@imscorporate.com