Partner Connect

Partner Education Website

User Guide

February 2019

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Overview

The MRI Partner Education website is a place where all partners can access training content, register for upcoming trainings, complete certification exams, and more. Users can log on and manage their course registrations and training paths on an individual level.

This guide reviews how to register for access to the website, navigate the trainings, and change individual profile options.

Website Registration

Each user must complete the registration process. To register, follow these steps:

1. Go to http://www.mri-partner.skilljar.com/.
2. In the header, click the **Sign Up** tab (Figure 1).

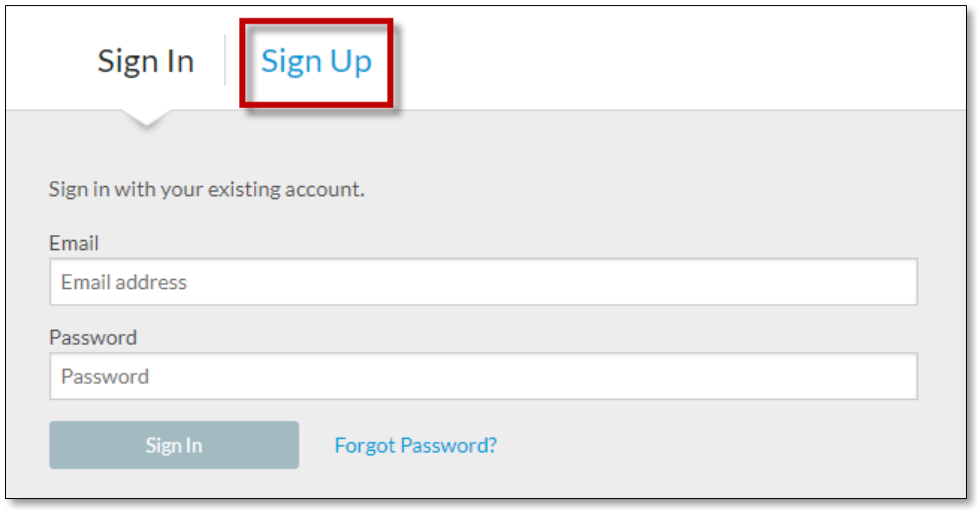

Figure 1. Sign Up Tab

3. Complete the following fields:
   - **Access Code**—Enter your MRI client ID. If you do not know your MRI client ID, email partnereducation@mrisoftware.com.

     Note

     The Access Code is case sensitive, letters must be entered as lower case.

   - **First Name**—Enter your first name.
   - **Last Name**—Enter your last name.

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- **E-Mail**—Enter your individual email address. After registering for a training, this is the email address that receives the calendar invite and any additional information or updates about the course.

  Note

  This cannot be a group email address.

- **Password**—Create a secure password.
- **Password (Again)**—Enter your new password again.
- **Company Name**—Enter the name of the company with which you are affiliated.

4. Select the check box to agree to the terms and conditions of MRI Education Services, and then click **Sign Up**.

Navigating the Course Catalog

The full course catalog is displayed on the **Home** page (Figure 2). You can filter the catalog by clicking the relevant tile or scroll down to display the entire catalog.

Note

Depending on your specific settings, your **Home** page may look different.

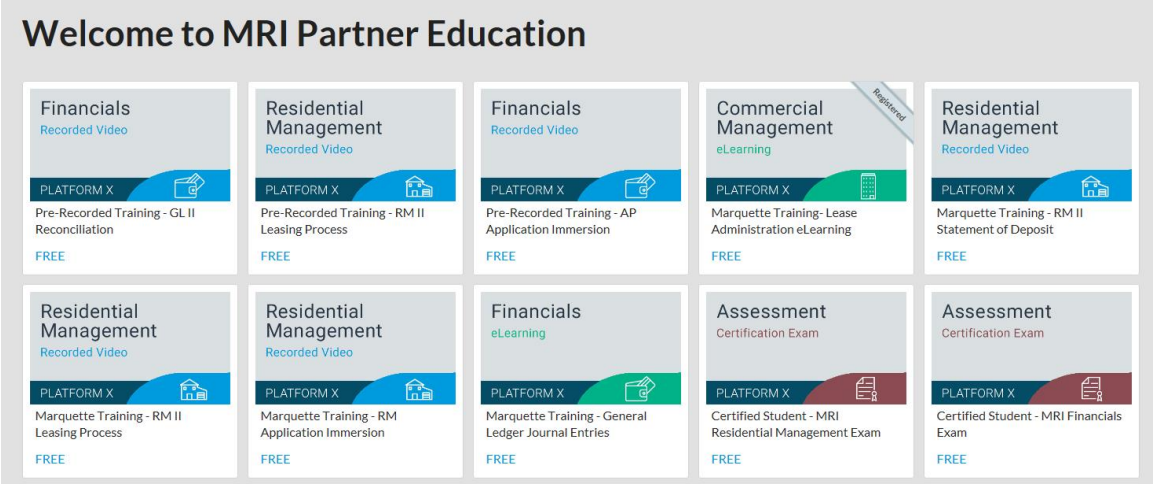

Figure 2. MRI Partner Education Home Page

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Partner Training Calendar

The training calendar contains all upcoming MRI courses, and has daily, weekly, monthly, and list views. To access the calendar, on the **Home** page, click the **Partner Training Calendar** link (Figure).

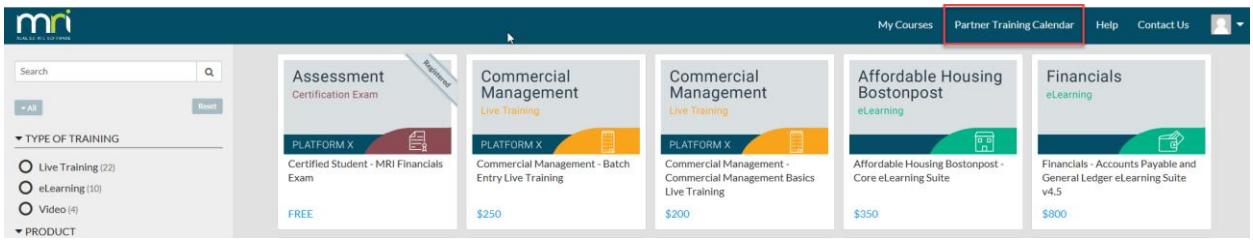

Figure 3. Partner Training Calendar Tile

Calendar Views

The monthly calendar view (Figure 4) allows you to see as many current courses as possible. Clicking a course displays the **Partner Training Course Detail** page, where you can register for the training. For information about how to register, refer to the "Registering for Live Partner Trainings" section on page 8. To access the different views, click one of the following buttons:

- **D**—Daily
- **W**—Weekly
- **M**—Monthly
- **L**—List

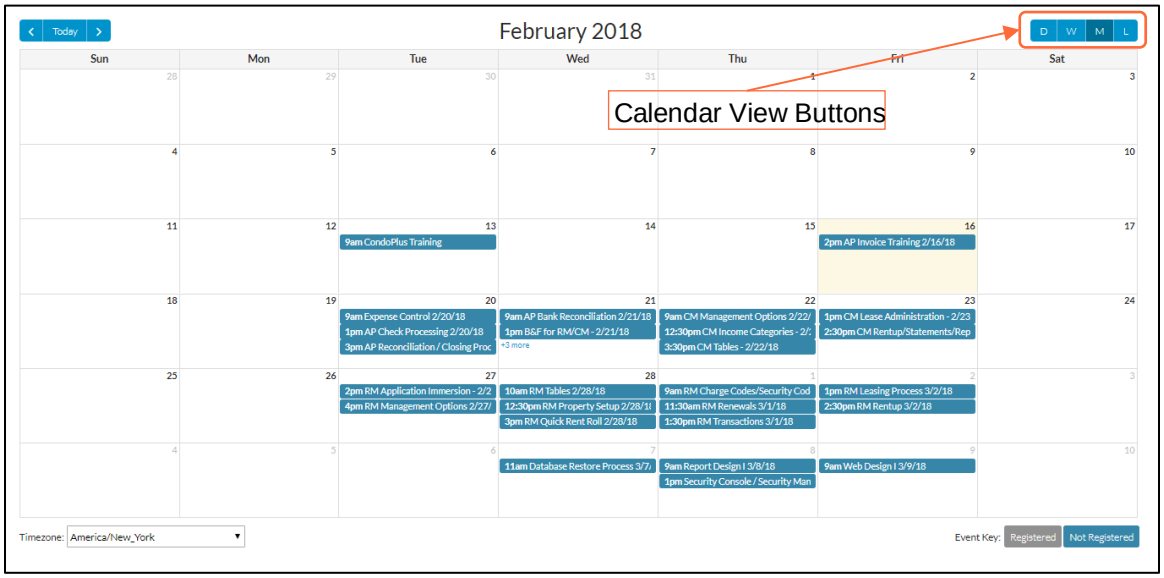

Figure 4. Monthly Calendar View

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The list calendar view (Figure 5) displays a list of upcoming courses. If you are already registered for an upcoming course, you can click the course name to take you to the course-specific page. If you want to register for a course, refer to the "Registering for Live Partner Trainings" section on page 8.

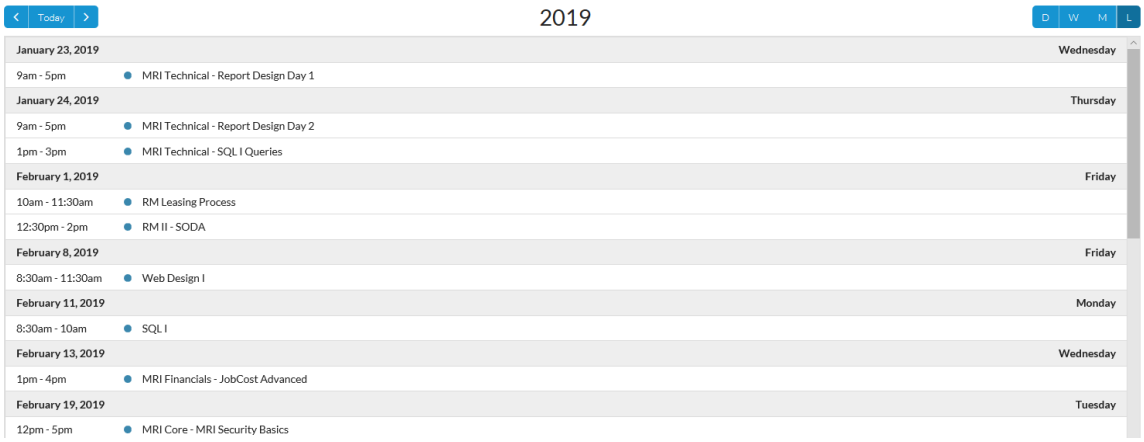

Figure 5. List Calendar View

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Course Details

The **Course Details** page (Figure 2) has the following three sections:

- **Training – [*course name*]**—Provides a short description of the course and a **Register** button. For more information about registering for a course, refer to the "Registering for Live Partner Trainings" section on page 8.
- **About this course**—Provides a brief overview of the course content.
- **Curriculum**—Provides links to any available course materials, such as documentation, videos, or upcoming live trainings. These links become accessible after registering for the course.

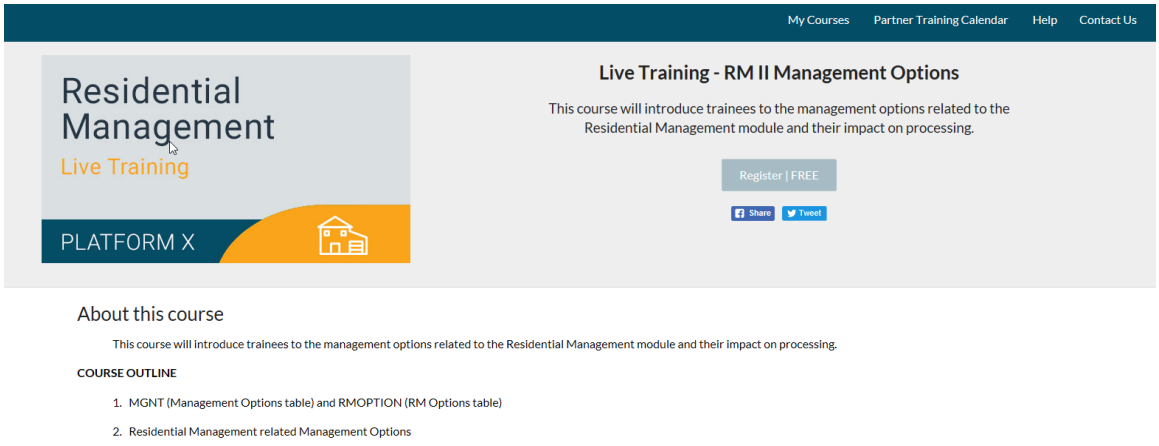

Figure 2. Training Course Details Page

Registering for Live Partner Trainings

To register for a live partner training, follow these steps:

1. Click the name of the course for which you want to register.
2. On the **Training Course Detail** page, click **Register**.
3. On the **Curriculum** tab, in the **Course Overview** area, click the **Available Live Trainings** link (Figure 3).

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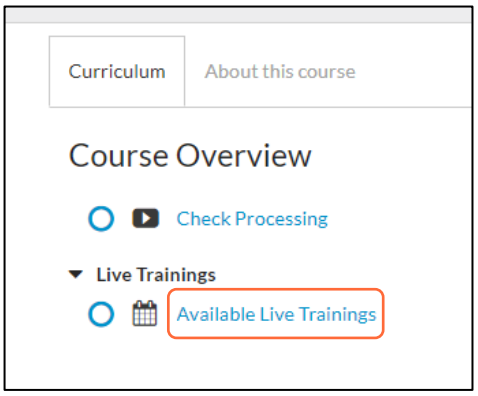

Figure 3. Available Live Trainings Link

4. When you find a training with a day and time that works for you, click the corresponding **Register** button (Figure 4). After you click **Register**, the page will display your registration information and WebEx details.

   Note

   If trainings are not currently scheduled for your selected course, please continue to check the training calendar for new trainings or email partnereducation@mrisoftware.com with training requests.

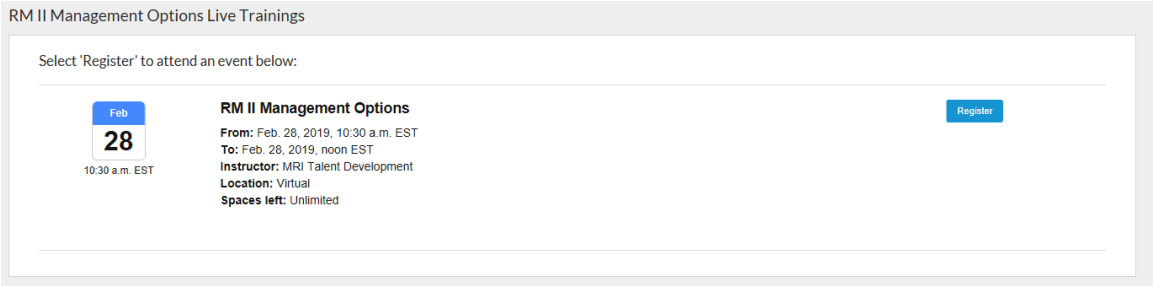

Figure 4. Register Button

GPS Live Public Trainings

On a regular basis, MRI Global Professional Services (GPS) offers live training that is client-facing. These courses focus on end-users and are a good starting point when learning a new product or understanding how MRI clients use the software. Live GPS trainings are available to partners in the Partner Connect program at no cost. If there are no paid client registrations, classes are subject to cancellation. You will be notified of cancellations at least seven days prior to the class.

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Registering for Live Public Trainings

To register for live public trainings, follow these steps:

1. On the **Home** page, select **Live Training** (Figure 5).

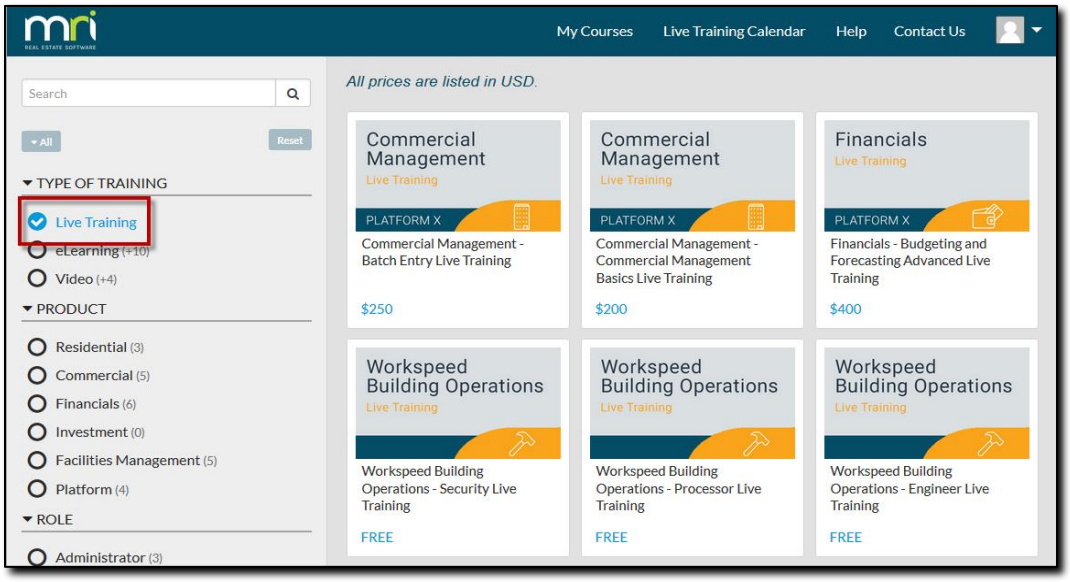

Figure 5. Live Training Option

2. Click **MRI Live Public Training Series** (Figure 6).
   a. If you select a series, from the Course Series page, click the individual course you would like to take.

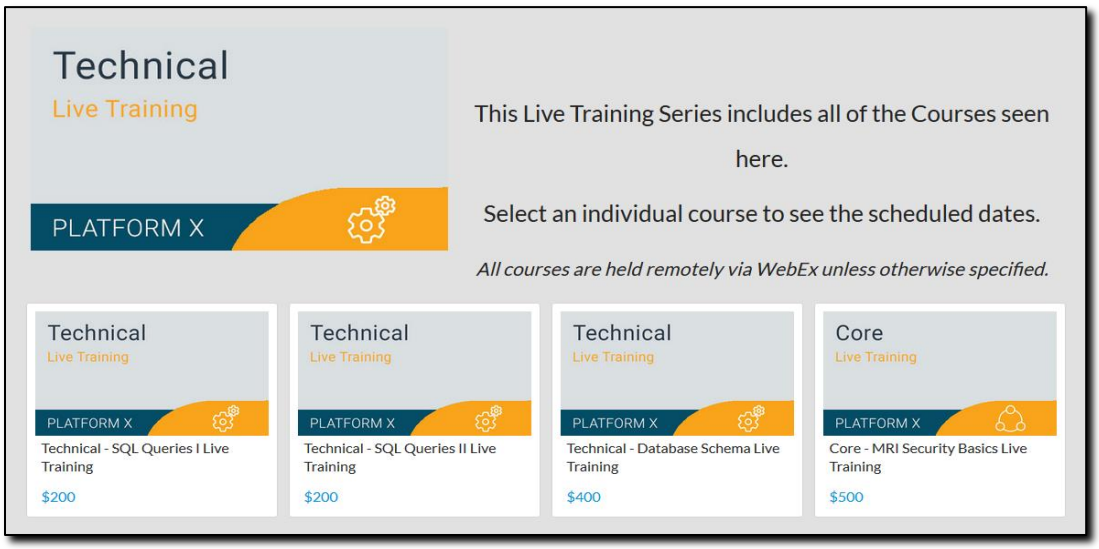

Figure 6. MRI Live Public Training Series

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3. Click the course for which you want to register.
4. On the **Live Training Course Detail** page (Figure 7), review the course information, and then click **Purchase**.

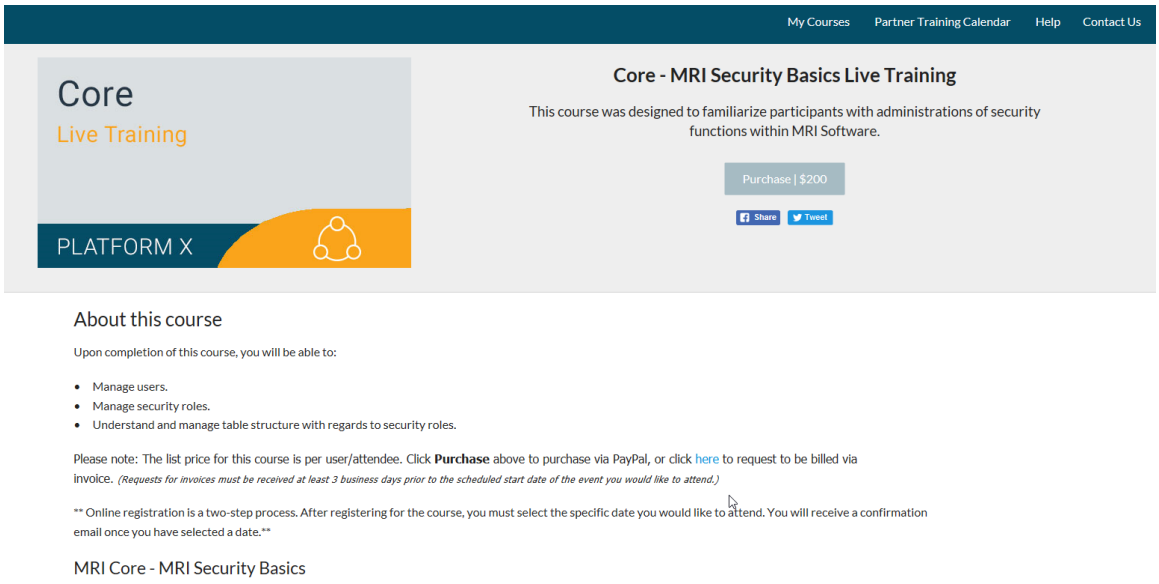

Figure 7. Live Training Course Details Page

5. On the **Please Review Your Order** page (Figure 8), in the **Promotion Code** field, enter **mripartner**, and then click **Enter**. When the promotion code is applied, the purchase price is reduced to $0.00.

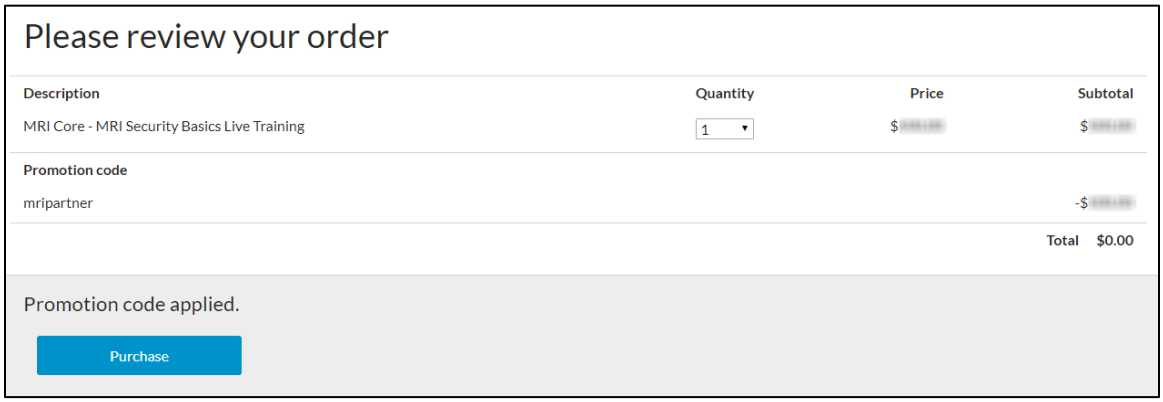

Figure 8. Please Review Your Order Page

6. When you find a training with a day and time that works for you, click the corresponding **Register** button. After you click **Register**, you will receive an email with your registration information and a calendar invitation.

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Managing My Profile

The My Profile feature (Figure 9) offers users the ability to manage their personal information and registered courses. The list of registrations displays the title, date of enrollment, and status for each course.

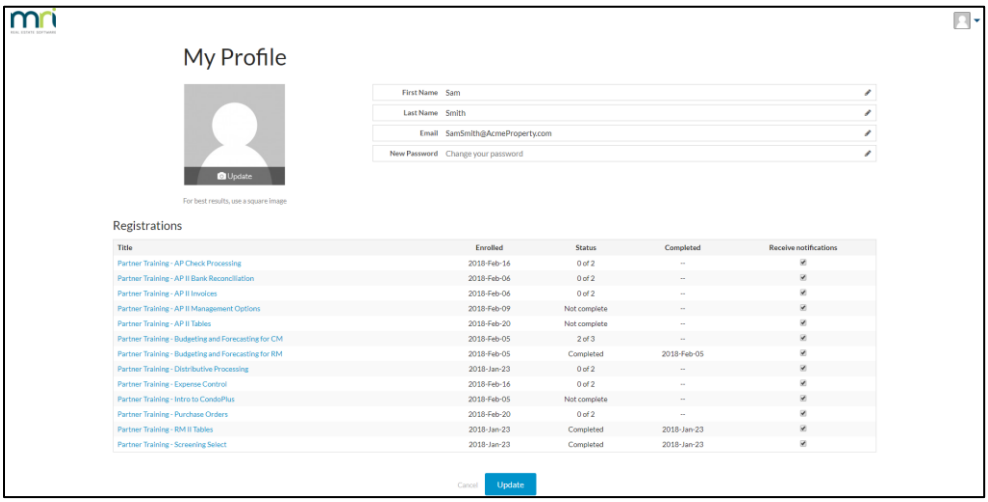

Figure 9. My Profile Feature

Accessing Your Profile

To access your profile, in the upper-right corner of the **Home** page, click the arrow, and then click **My Profile** (Figure 10).

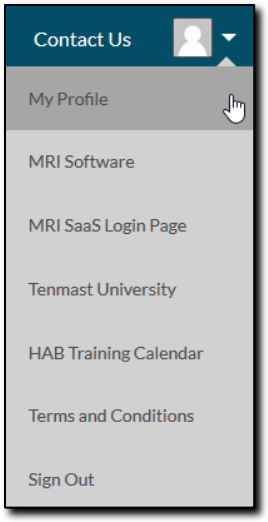

Figure 10. Accessing My Profile

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Changing Your Profile Picture

To change your profile picture, click **Update** (Figure 11), browse for your image, and then click **Upload**.

Figure 11. Update Profile Picture

Updating Profile Information

To update your name, email, or password, in the field that you want to edit, enter your changes, and then click **Update** (Figure 12).

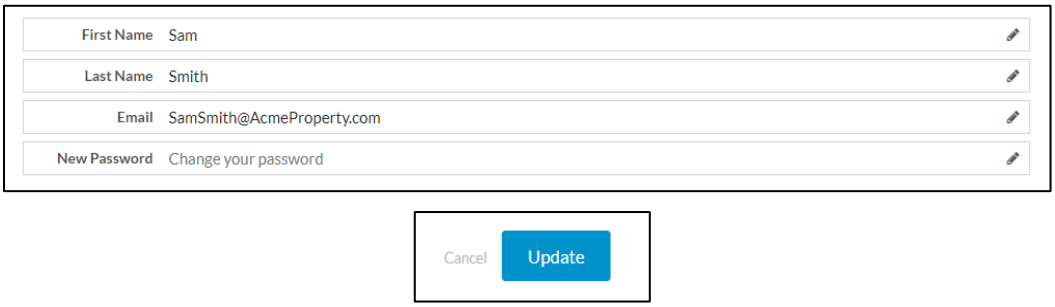

Figure 12. Updating Profile Information

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