

Financial Tools for the Trades Apprentice Instructions

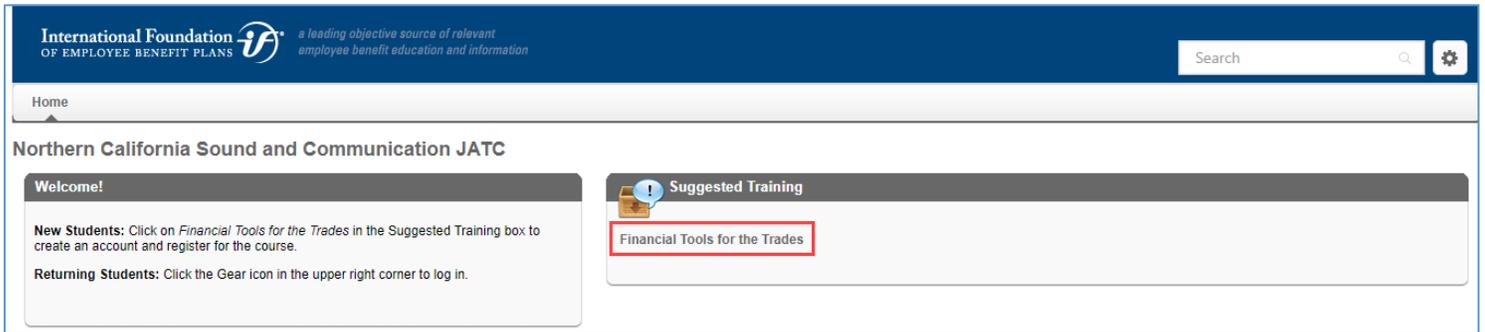
To register for the *Financial Tools for the Trades* course, follow these instructions.

Step 1: Register for the Course

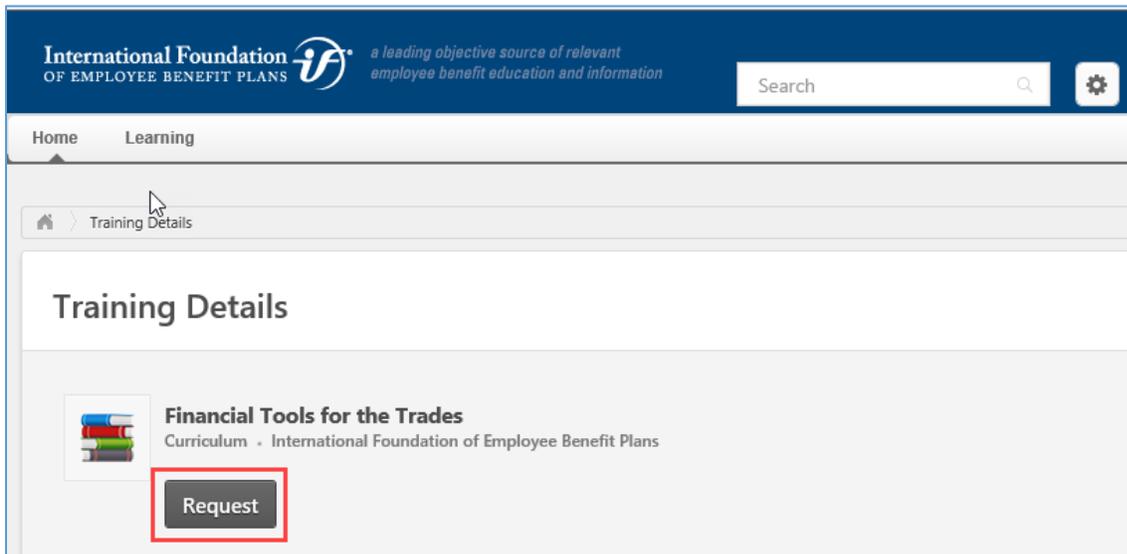
1. Click on the following link: <https://ifebp.csod.com/default.aspx?c=ncscjatc>

Remember that this link is only for you and may not be used by anyone else.

2. Click on the *Financial Tools for the Trades* title in the Required Training box.



3. Click the "Request" button to register for the course.



4. Complete all of the fields to register for the course and create an account. All of the fields marked with an asterisk are required. Approval will be sent via email, so you must use a real email address. Make sure to remember your password so that you can access the course after your registration is approved.

Click "Submit" when you are done.

* Required Field

* First Name:

* Last Name:

* Email Address:

*Address Line 1:

Address Line 2:

*City:

State:

*Zip:

*Phone:

Local Union Number

Card Number

* Passwords must be 4 - 20 characters

* Passwords cannot have leading or trailing spaces

* Passwords cannot be the same as the Username, User ID, or email address.

* New password

* Confirm password

Already a user? [Login here](#)

Return to Browsing? [Click here](#)

Cancel

Submit

Thank you for taking time to enter your information. Once your registration has been approved, an email will be sent to you.

5. Once you submit your registration, your training administrator will be notified and will approve your registration. When you are approved, you will receive an email that looks like this:

Dear Sandy Pamperin of the Test Employer Group for FTFT group,

You have been approved for registration. Please return to your group's portal and login for your International Foundation training.

Username: barblp@ifebp.org

Password: ([retrieve your password](#))

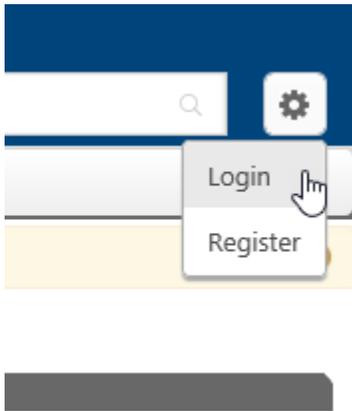
E-Learning - Educational Programs Department
International Foundation of Employee Benefit Plans
18700 W. Bluemound Road
Brookfield, WI 53045
(888) 334-3327, option 3 | (262) 786-6647 Fax
elearning@ifebp.org | www.ifebp.org

Step 2: Taking the Course

1. Once you get your approval email, click the same link you used before:

<https://ifebp.csod.com/default.aspx?c=ncsciatc>

2. Click "Login" from the Gear icon in the upper right corner.



3. Use the email address and password you provided on the registration page to log in:

International Foundation
OF EMPLOYEE BENEFIT PLANS 

Welcome to the International Foundation's training portal. | Please log in.

Login

Username:

Password:

[Forgot Password?](#)

Need help? Please email elearn@ifebp.org or call 888-334-3327

If you are a plan sponsor, administrator, trustee or service provider, please log in through the International Foundation's web site at www.ifebp.org to access your training.

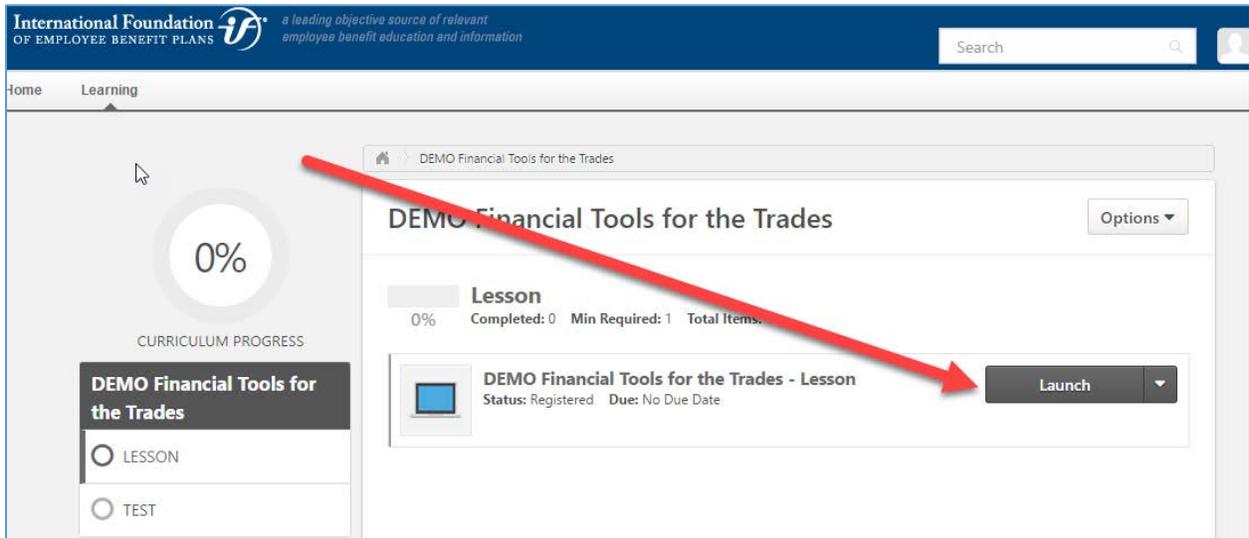
4. You will see the Financial Tools for the Trades course in your transcript. Click “Open Curriculum.”

The screenshot shows a user interface for Ricardo Pamperin. On the left is a navigation menu with 'Transcript' selected. The main content area is titled 'Welcome: Ricardo Pamperin' and includes a search bar and filter buttons. A search result for 'DEMO Financial Tools for the Trades (Expires 4/26/2017)' is displayed, with a red arrow pointing to the 'Open Curriculum' button.

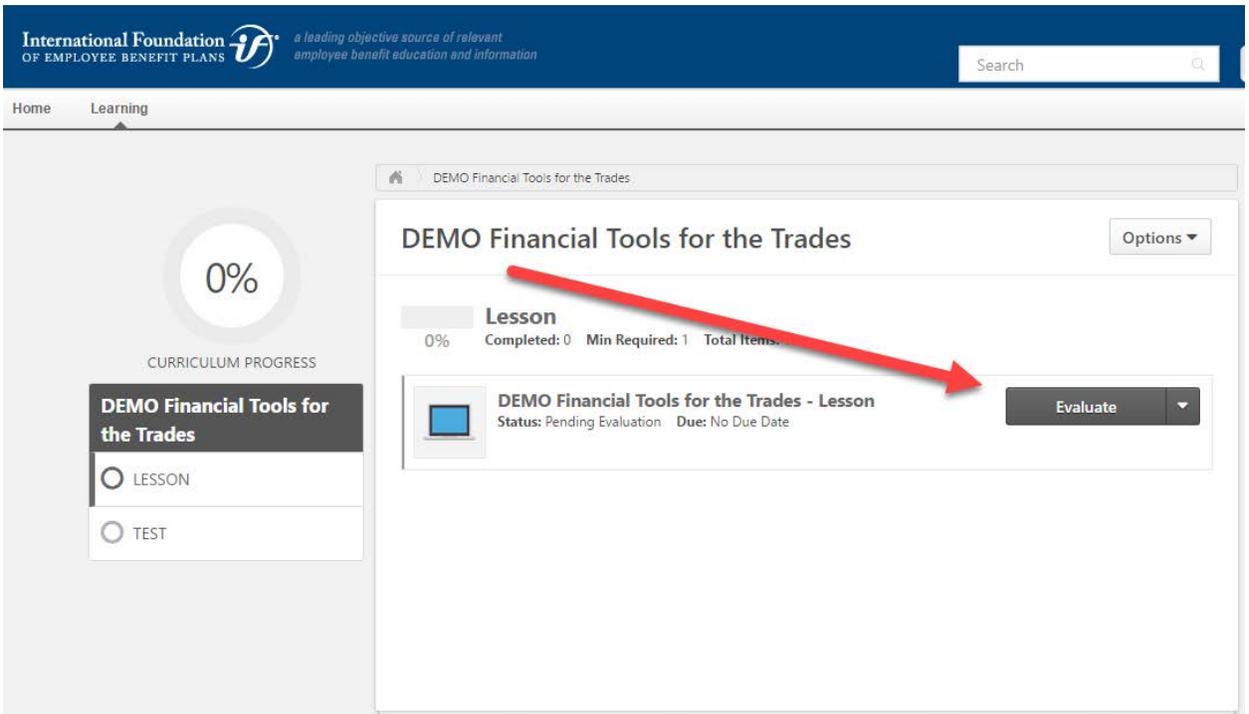
5. Click on either option to get to the Lesson.

The screenshot shows the course page for 'DEMO Financial Tools for the Trades'. On the left, a 'CURRICULUM PROGRESS' section shows 0% completion for the Lesson and Test. The main content area includes a description of the course and two sections: 'Lesson' and 'Test', each with a 'View Details' button.

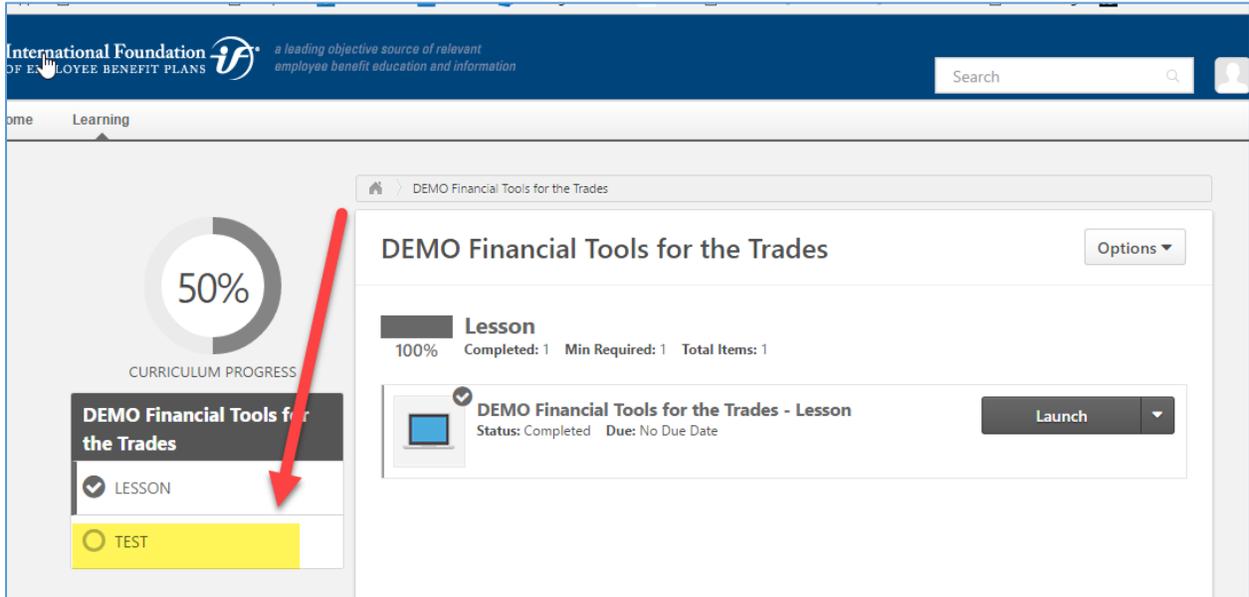
6. Click "Launch" to begin the course. The course will open in a new tab or window. The course includes full audio so you may want to have headphones handy. You need to touch every page of the course in order to successfully complete it.



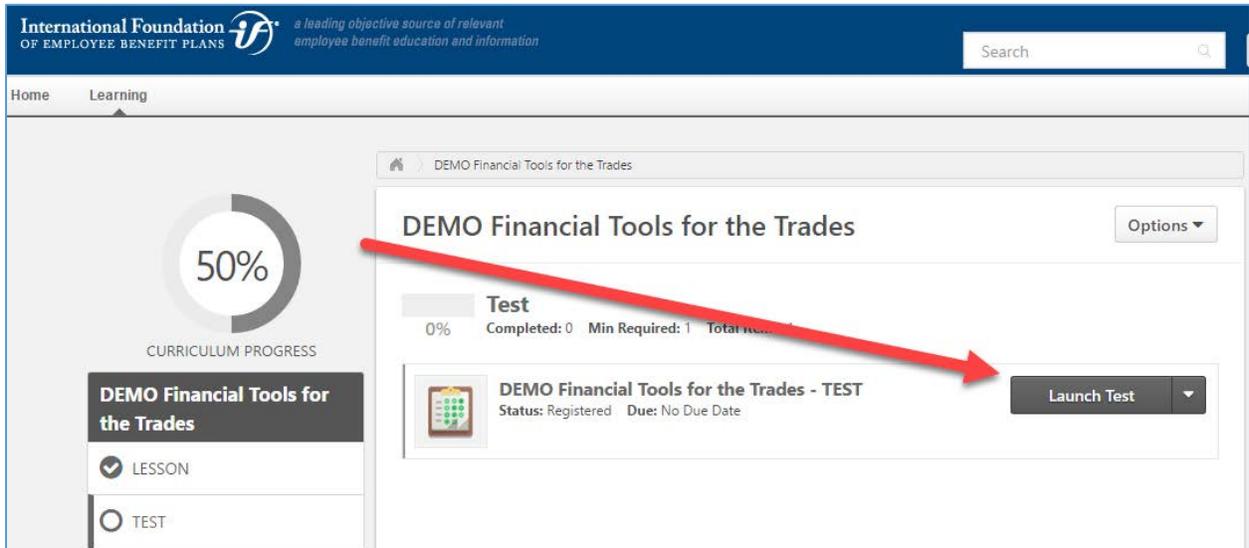
7. Once you have finished the course, you will be asked to submit an evaluation. Click "Evaluate" to continue.



- Once you have completed the evaluation, you are ready to take the final exam. Click the "Test" section.



- Click "Launch Test."



10. Read the testing instructions and then click “Continue” to take the exam. You will have 60 minutes to complete the test, which consists of 20 multiple choice questions. You have unlimited attempts to pass this test. When you have answered all the questions, click “Summary.” You can jump back to any question to review it by clicking “Go to Section.”

When you’re ready, click “Submit Final Answers.”

Your test score will display. You may print the page for your records.

Once you pass the test, your training administrator will be notified.

You may go back into the course to review it until your access expires.