

# Financial Tools for the Trades: A Survival Guide for Apprentices



## Online Course Access Instructions

Congratulations! You have been registered for the *Financial Tools for the Trades* e-learning course.

### HOW TO LOG IN:

**Option 1:** Click this link or type it into your web browser.

<https://learning.ifebp.org/topclass/login.do?DirectAccess=1>

**OR**

**Option 2:** Scan this QR Code with your phone or tablet.



### YOUR USERNAME AND PASSWORD:

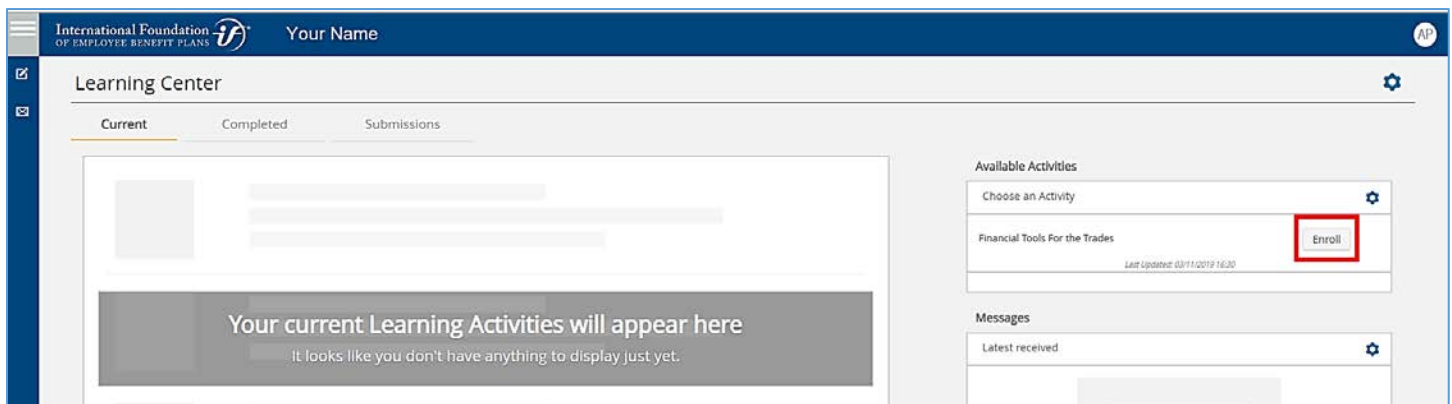
**Username:** Your personal email address on file with your apprenticeship training program.

**Temporary password (all lower case):** train

*Once you log in, you will be prompted to reset this.*

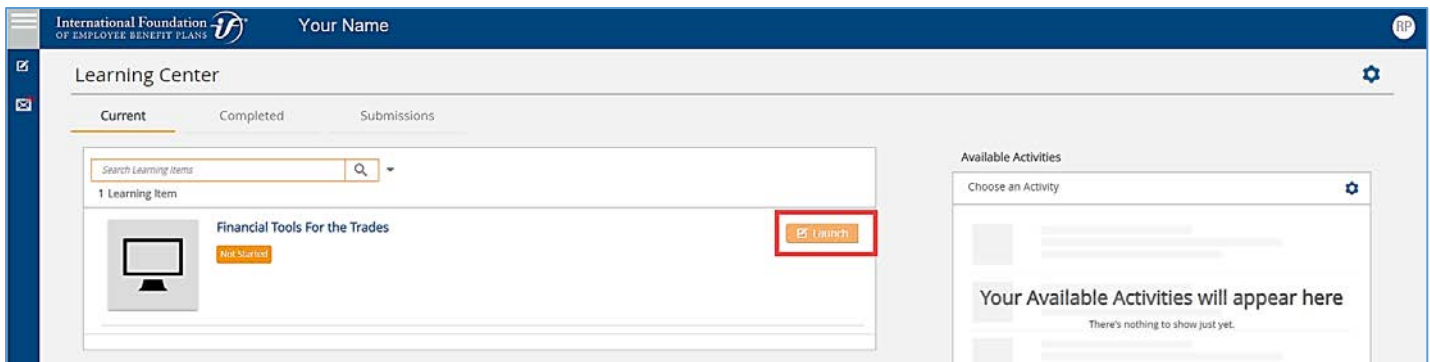
### HOW TO ENROLL IN THE COURSE:

Once you're logged in, click "Enroll" to gain access to the course.



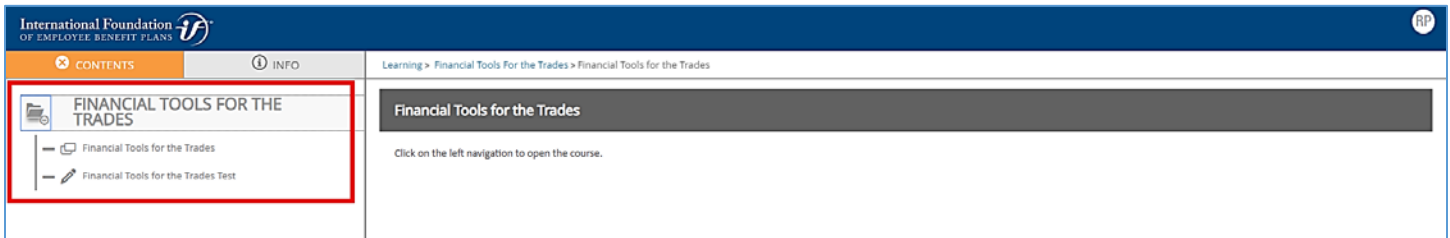
## HOW TO COMPLETE THE COURSE:

After you enroll in the course, it will appear in your Learning Center. Click “Launch.”



Click on the File Folder icon to expand the menu and see the contents of the course.

You can click on the first option to launch the course or the second option to start the final exam. You must complete both items to earn a Certificate of Completion.



## HELPFUL TIPS:

- **All pop-up blockers must be turned off.** The lessons and all included worksheets open in new windows. You must have all pop-up blockers turned off for these to work.
- **The lesson includes full audio.** The course audio does not start automatically, but you can click the Play button at the top of each lesson to listen to the narrator. You can pause audio at any time, too.
- **You have unlimited attempts to pass the exam.** For each attempt, you will have 60 minutes to complete the test, which consists of 20 multiple choice questions. You can jump back to any question to review it by choosing that question from the “Go To...” dropdown menu. When you have answered all the questions, click “Submit Test.” Your results will display and you may print the page for your records.
- **You can still access the course after you complete it.** You have access to the course until the expiration date listed. You can log in anytime to review these concepts again or access the course handouts.
- **Ask for help.** If you have trouble accessing the course, start by asking your training program coordinator for help. If you still need assistance, contact the International Foundation of Employee Benefit Plans by emailing [teamtraining@ifebp.org](mailto:teamtraining@ifebp.org) or calling (888) 334-3327. Make sure to let us know that you’re an apprentice.