

How to Register on the FM. Training Website

- Visit www.fm.training.
- Click **Login** at the bottom left.

The screenshot shows the homepage of the fm.training website. On the left is a dark navigation menu with the following items: 'We Define FM', 'Browse by Topic', 'Home', 'Credentials Programs', 'Classroom Courses', 'Online Courses', 'GSA FBPTA Aligned Courses', 'Job board', 'Credentials registry', 'CAMP', 'IFMA Qualified Instructor', 'Online Help', 'define.fm', 'Login' (highlighted with a red arrow), and 'Register an account'. The main content area features the 'fm.training' logo, a search bar, and a section for 'IFMA-RICS Credentials and qualifications'. At the bottom, there are logos for 'fmn' and 'sfn' under the 'INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION' banner.

- Select **REGISTER**

The screenshot shows a trade show booth with a 'REGISTER' sign. A red arrow points to the sign. In the foreground, there is a 'LOG IN' form overlay with the following fields: 'Email Id', 'Password', and a 'Login' button. There is also a 'Forgot password?' link and social media icons for Facebook, Google+, Twitter, LinkedIn, and YouTube.

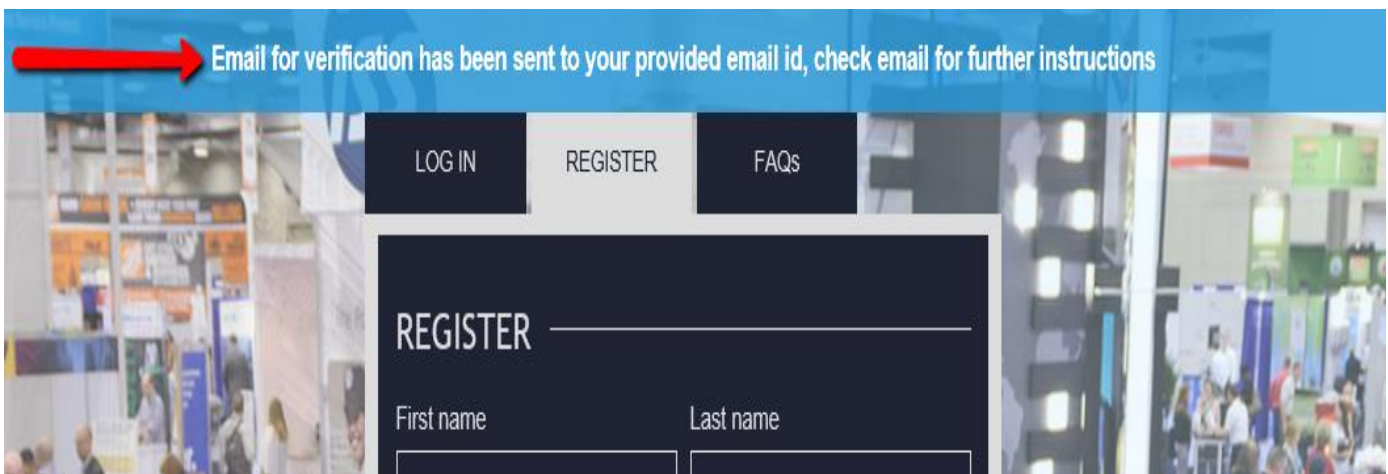
- Complete the required information. **Note- Please use the email address that the course is registered with.** Click **Register** once everything is filled out.

The screenshot shows a registration form with the following fields and values:

- First name:** Ijeoma
- Last name:** Nwogu
- Email:** ThisIsAnExample@gmail.com (indicated by a red arrow)
- Password:** (highlighted in yellow)
- Country:** United States of America
- Postal Code:** 77024
- Confirm Password:**

A red arrow points to the **Register** button at the bottom right of the form. Below the form are social media icons for Facebook, Twitter, LinkedIn, and Google+.

- You should now receive a Verification Email.



- Go to your email and verify the email with the link attached.

Hello Tracey,

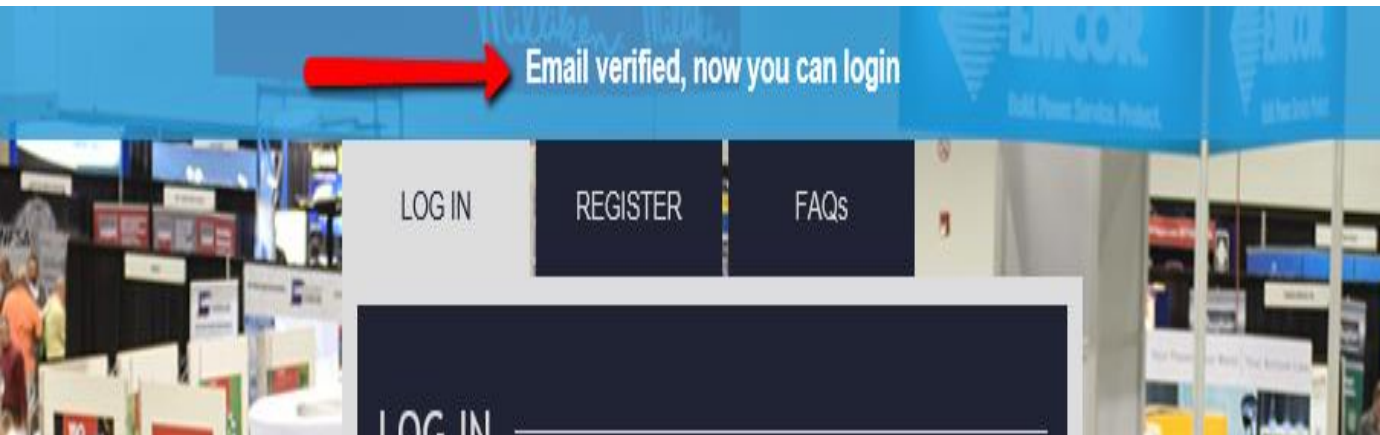
To verify your email, please click on following link and if your browser does not open it, please copy and paste it in your browser's address bar.

<https://my.ifma.org/login/?vtype=emailverification&vtoken=3bdfcad666114f2c871f7cd5b3b5cde0>



Regards

- Once you click on the link, your email will be verified. The link will take you back to the Login page on www.fm.training.



- Put the email address and password that was created and select the Login button.

