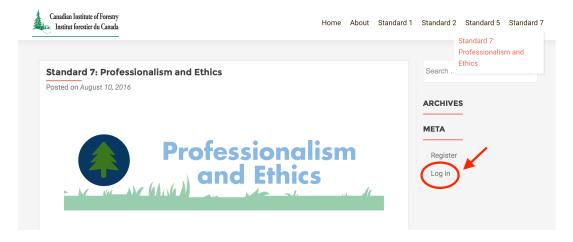
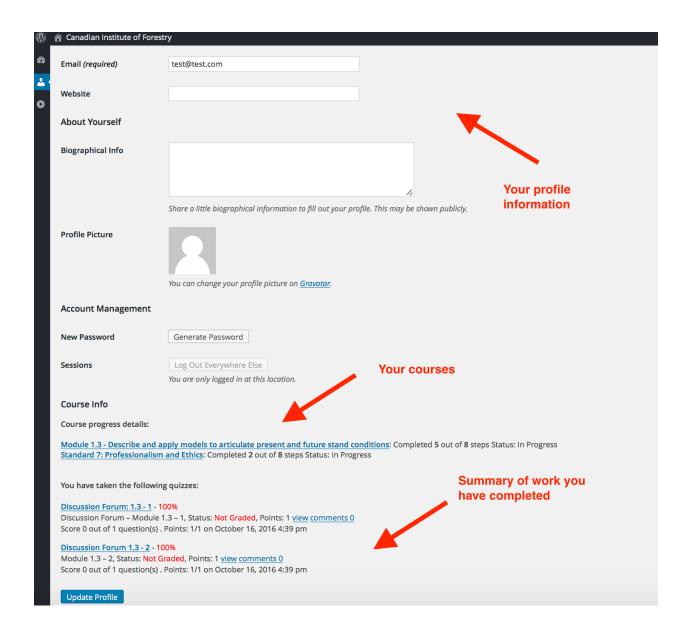
OPFA Bridge Training Program - Getting Started

How to access course material

- **1.** All courses can be found on our website, however, access will only be granted to courses that you have registered for: http://courses.cif-ifc.org.
 - The specific module(s) you have registered for can be found in the dropdown menu of the corresponding Standard. For example, module 1.1 can be found in the dropdown menu of Standard 1
- 2. Once in the URL for your course, click 'Log in' found on the far right side of the page (see picture below)



- 3. Enter your credentials provided this will grant you access to your profile
- **4.** Using your profile: your profile has 2 main components you profile information (name, username, email, etc.) and course information.
 - <u>Profile Information</u>: you may personalize the information within your profile. Be sure to click 'update profile' at the bottom of the page to save any changes to your profile information.
 - <u>Course Information:</u> Provides hyperlinks to the courses you have enrolled in, as well as a summary of work completed within your course. (photo below)
- 5. Access your course: Click on the link in your profile to access you course!



Your Course Progression:

Your course is designed to include 8 unique lessons. In order to advance to the next lesson, you must complete the assignments or discussion questions. For lessons that only include lectures and readings, and do not require the completion of any assignments or discussion questions, you must mark the lesson as complete before you progress. While the course is designed for an 8-week period, you may advance at a more rapid pace if your schedules allows for that.

All work and lessons completed will be saved into the system as you progress. For example, if you complete lesson 4, when you log back in to the system, you may automatically succeed to the next lesson (see picture below).

