



MPF University Registration and User Information

1. Access the MPF University landing page by visiting www.fhlbmpf.com
Click on the EDUCATION tab and drop down to **MPF University**
2. Once on the MPF University landing page, **follow the steps outlined below:**

The screenshot shows the MPF University registration page. It includes a header with the 'mpf' logo and 'UNIVERSITY' text. The main content area is divided into two steps:

STEP ONE: REGISTER FOR AN ACCOUNT
Before you can create an account for MPF® University, you must register for an account. Please submit your email address and PFI # to receive a registration confirmation email.

STEP TWO: CREATE AN ACCOUNT
The registration/confirmation email will provide a link that will redirect you so you may **Create an Account**. Select the **Create Account link** located in the **SIGN IN** box to begin creating your profile/account.

Below the text are two input fields: 'PFI Number:' and 'Email:', each followed by a yellow rectangular input box. A yellow 'Submit' button is located below the 'Email' field. A green arrow points from the 'Submit' button to the right, towards the explanatory text. Below the input fields is a horizontal line, and below that is the text 'Already Have an Account? [Log In Here](#)'. A green arrow points from this link to the left, towards the explanatory text.

After submitting your PFI number and email address, an email confirmation will be sent

The email will list all of the available courses and will provide a link to the MBA registration page

From the MBA registration page, you may create your account

NOTE: It may seem like the submit button doesn't work but it does. Check your email for a confirmation. If you click submit more than once, a message appears stating an account already exists.

Once an account has been established, use this link to login

If you experience any difficulties with this page, please email mpfuniversity@fhlbc.com

At the bottom of the page, there is the 'mpf Mortgage Partnership Finance UNIVERSITY' logo on the left and the 'MBA EDUCATION' logo on the right.

Creating an Account with the MBA

IMPORTANT: We suggest using **CHROME** or **FIREFOX** as your browser. Using **Internet Explorer** may result in some of the account creation fields not being fully visible. If this happens, there are two workarounds: 1. TAB through the fields. 2. Click in the window that contains the cut-off or incomplete fields. Hold down the Ctrl key and with your mouse, turn the roll bar towards you to shrink the contents.

The screenshot shows the MBA website's login and account creation interface. On the left, a 'SIGN IN' box contains a 'User Name' field, a 'Password' field, a 'Remember me next time' checkbox, and a 'Sign In' button. Below this is a 'Forgot Password?' link and a yellow 'CREATE NEW ACCOUNT' button. On the right, blue text provides instructions: 'If you have taken courses through the MBA in the past, you may already have an account linked to your email address. Use that account to sign in.' and 'Not sure if you already have an MBA account? Try creating a new account and it will identify if an account already exists.' Below these are two green arrows pointing to the 'Forgot Password?' and 'CREATE NEW ACCOUNT' buttons, with corresponding text: 'If you have an account but need to retrieve your password, click *Forgot Password*' and 'If you do not have an account with the MBA, click the *Create New Account* link and complete the steps'. The MBA logo and 'EDUCATION' text are in the bottom right corner.

Once you have successfully created an account, you may return to the MPF University landing page located on the MPF Website (www.fhlbmpf.com).

Login with your email address (User Name) and password to access your courses.

Navigating MPF University Home Page

The screenshot displays the MPF University Learning interface. At the top, there is a navigation bar with the MPF University logo, a user name field, and a 'JS' indicator. Below the navigation bar, the main content area is divided into two columns. The left column, titled 'Learning', contains a search bar and a list of courses. The right column, titled 'Latest News', contains a welcome message and a list of 'Invitations' with 'Enroll' buttons. A green arrow points from the 'Invitations' section to the 'Enroll' button for the first course, 'RC_GO_100.3 Funding, Warehousing, Shipping and QC Basics'. Another green arrow points from the 'Enroll' button to the 'Launch' button for the second course, 'RC_GO_100.2 Loan Production Basics'. A third green arrow points from the 'Enroll' button to the 'Resume' button for the first course.

Scroll through all courses in the *Invitations* section. Click *Enroll* to enroll for the desired course(s)

Once enrolled, courses will appear above. Click *Launch* to begin the course. If returning to complete a course already in progress, click *Resume*.

The navigation menu is located in the bottom left corner of the page. It features the MPF University logo at the top, followed by five menu items: 'Learning', 'Training History', 'Calendar', and 'Mail'. Each item is represented by a small icon and a text label.

Learning: MPF University home page which includes a list of courses, enrolled courses and courses in progress

Training History: Shows completed courses

Calendar: Enhancements to the site calendar to come

Mail: Provides site notifications

Under the *Training History* Tab you may view completed courses and print certificates.

The screenshot shows the 'Training History' interface. At the top left is the 'mpf UNIVERSITY' logo. The main heading is 'Training History' with a printer icon. Below this is an information icon and a message: 'The list of your **completed** Learning Activities. You can view your **current** Activities from your [Learning Home Page](#).' A search bar with a magnifying glass icon and a 'Filter' button is present. Below the search bar is a checkbox for 'Use Exact Search' and an information icon. A 'Sort on' dropdown menu is visible. The main content area lists a course: 'RC_GO_100.1 Introduction to Mortgage Banking' with a computer icon, 'Online', and 'Score: 90.00'. To the right, it says 'Satisfied and Completed on 04/17/2018 12:17 PM' and includes a yellow 'View Certificate' button. Another 'Sort on' dropdown is at the bottom left.



You may sign-out by clicking on the dropdown arrow next to your initials located in the upper right-hand corner of the home page.

The drop down also allows you to change some of the site settings and create a more detailed profile (optional).

