



Introduction to 20 Hour MLO Fundamentals:
Complete Career Education for Mortgage Originators
Platform Instructions

Please read the following:

IMPORTANT NOTES:

1. **After reading these instructions, CLICK YOUR BROWSER'S BACK BUTTON TO RETURN TO THE TRAINING SITE!**
2. **It is best if you use the Firefox Web Browser when you access this site. Content may not perform correctly with other browsers.**
3. **Also, some of the content requires Flash, so you may need to install or update the Firefox Flash Plugin.**

Your Account: Your first time here, must create an account.

Go to: <http://trainingloanofficers.com>

Select "Login" in the upper right corner of the screen.

Select: "Create An Account".

NOTE: You must use your @cmsmtgsolutions.com email address to create your account.

Logging In.

Select "Login" in the upper right corner of the screen.

Passwords case sensitive.

Forget username or password? Click the link to receive an Email with instructions for creating a new username or password.

NOTE: It is best if you always "Log Out" when you are finished with your learning session.

Your Dashboard:

Screen shows the courses you are currently in, or have accessed, and other courses that may be available.

The menu on the left side of the screen shows shortcuts to your courses and other content that may be available on the platform.

NOTE: If you do not see that menu, look in the top left corner of the screen and click the small box with the three horizontal lines to the left of the small CMS logo.

Remember, when you are finished with a learning session it is always best to Log Out by clicking the small arrow in the upper right corner of the screen and selecting: Log Out.

To Access A Course

Accessing A Course

Open the course by selecting the name in the center of the screen or the shortcut in the menu on the left side of the screen.

When the course opens, links to the sections of the course will be displayed in the menu on the left side of the screen, and the full content of the course will be displayed on the screen. You may use either to access the course content.

IMPORTANT: Begin by opening and reading the Course Overview and the Course Instructions for general instructions for the entire course. Instructions for each specific activity or assignment will be found with that activity or assignment.

Ending Your Learning Session

Remember, when you are finished with a learning session it is always best to Log Out by clicking the small arrow in the upper right corner of the screen and selecting: Log Out.