



User Guide

Changing Your Password & Printing Certificates in the Learning Management System

- 1) Go to <http://pmawm.com/> and click where it says "Click here to Enter Online University".

Property Management Association of West Michigan

FARM BUREAU INSURANCE
MICHIGAN'S INSURANCE COMPANY

Click Here For **MARKET SURVEY**
© myrentcomps.com

FlashVortex.com

PMA of West Michigan Launches Online University

Click Here to Enter
ONLINE UNIVERSITY

PMAWM has partnered with the National Apartment Association Education Institute (NAAEI) and CallSource to launch a universal online-based Learning Management System (LMS) that will be utilized across all NAA affiliates.

On this new system, you can sign up for PMAWM's in person courses and seminars, and take [online courses](#) 24 hours a day. These interactive online courses are designed to last about an hour. You can take any of the over 60 courses without leaving the office or home, and you are able to go at your own pace.

FEATURED COURSES THROUGH OCTOBER 31, 2011 (Available in English or Spanish)

- "Bed Bugs 101" Only \$49
- "Coaching for Development" Only \$49

Find An Apartment

Bedrooms: Any Number

Max Rent:

Location:
(city or zip code)

Add Your Properties

Apartment Directory

View Business Partners Listing

facebook

- 2) If you have already been assigned a username and password, please click where it says “Already a Registered User? [Log In](#)”.

 - If you are not registered yet, please self-register using the form below if you are a PMAWM Member. If you are a Non-Member, please click the link “Non Members click Here to register”.

Property Management Association of West Michigan

FARM BUREAU INSURANCE
MICHIGAN'S INSURANCE COMPANY

Click Here For **MARKET SURVEY**
© myrentcomps.com

FREE REGISTRATION
FlashVortex.com

PMAWM Online University

Already a Registered User? [Log In](#)

Non-Members [click here to register](#)

Are you ready to start your online education? Please register by filling out the form using **personal/unique email address** to create your login and launch you into your personal profile.

FEATURED COURSES THROUGH OCTOBER 31, 2011 (Available in English and Spanish)

"Bed Bugs 101" Only \$49

"Coaching for Development" Only \$49

All fields with an asterisk(*) are required and must have a value entered

First Name*

Last Name*

Email Address*

Password*

Confirm Password*

Company*

Primary Phone

Find An Apartment

Bedrooms:

Max Rent:

Location:

(city or zip code)

Add Your Properties

Apartment Directory

View Business Partners Listing

facebook

Members Only Sign In Here

- 3) Enter your login information using the form below:

Private Label University Login

Username

Password

- 4) Once you are logged into the system, you may change your own password by selecting "Profile" on the top right corner of the screen.

Welcome PMAWM Member (Property Management Association of West Michigan) - Profile - Contact Us

Property Management Association of West Michigan

Training Company Page Documents

Information

PMAWM Member
Online Registrant
PM Engraving

- My Success
- Print Certificates
- Payment History

Courses Designations

Legend: ■ Required ■ Designated ■ Elective ■ Overdue Completed Pending for admin action

Course Type: All
Due Within: Next 60 days
Refresh Page

126 courses found, displaying all courses.

Course Name	Actions	Cost	Status	Last Completed	Available Date	Due Date	Pre-Test Score	Final Score
** FREE COURSE ** PMAWM: How To Make A GLAStar Board	REVIEW	Free	<input checked="" type="checkbox"/>	10/15/2011				
** FREE COURSE ** PMAWM: How to Maximize Your RentLinx Ads	START	Free			Anytime			

- 5) Type the new password you would like in the Password field, and re-enter your new password in the Password Confirmation field. Then, Save changes.

Profile

Your Info

Photo

First Name: PMAWM
Last Name: Member
Hire Date: 10/19/2011
Employee Id: Swrn1xyfdqjo3l6zqu9ok9bj55m597t5
Username: PMAWM@PMAWM.COM
Learning Community: PM Engraving
Job Position: Online Registrant

Address 1
Address 2
City
State: Select State
ZIP
Phone
Extension
Certificate Name

Password: ●●●●

Password Confirmation: Please re-enter password

Email: PMAWM@PMAWM.COM
Email Confirmation: Please re-enter email address

Supervisor Email: Multiple email addresses can be added

Assigned Permissions: User

Save

6) You also have the ability to print certificates from courses that have been completed. In order to complete this task you will start from your training page.

Welcome PMAWM Member (Property Management Association of West Michigan) · Profile · Contact Us

Property Management Association of West Michigan

Training Company Page Documents

Information

PMAWM Member
Online Registrant
PM Engraving

- My Success
- Print Certificates
- Payment History

Courses Designations

Legend: ■ Required ■ Designated ■ Elective ⊗ Overdue Completed Pending for admin action

Course Type: All
Due Within: Next 60 days

126 courses found, displaying all courses.

Course Name	Actions	Cost	Status	Last Completed	Available Date	Due Date	Pre-Test Score	Final Score
** FREE COURSE ** PMAWM: How To Make A GLAStar Board	<input type="button" value="REVIEW"/>	Free	<input checked="" type="checkbox"/>	10/15/2011				
** FREE COURSE ** PMAWM: How to Maximize Your RentLinX Ads	<input type="button" value="START"/>	Free			Anytime			

7) You can view all of the trainings you've attended and the online courses you've completed by changing the Course Type drop-down menu from "All" to "Completed".

Welcome PMAWM Member (Property Management Association of West Michigan) · Profile

Property Management Association of West Michigan

Training Company Page Documents

Information

PMAWM Member
Online Registrant
PM Engraving

- My Success
- Print Certificates
- Payment History

Courses Designations

Legend: ■ Required ■ Designated ■ Elective ⊗ Overdue Completed Pending for admin action

Course Type: All
Due Within: Completed

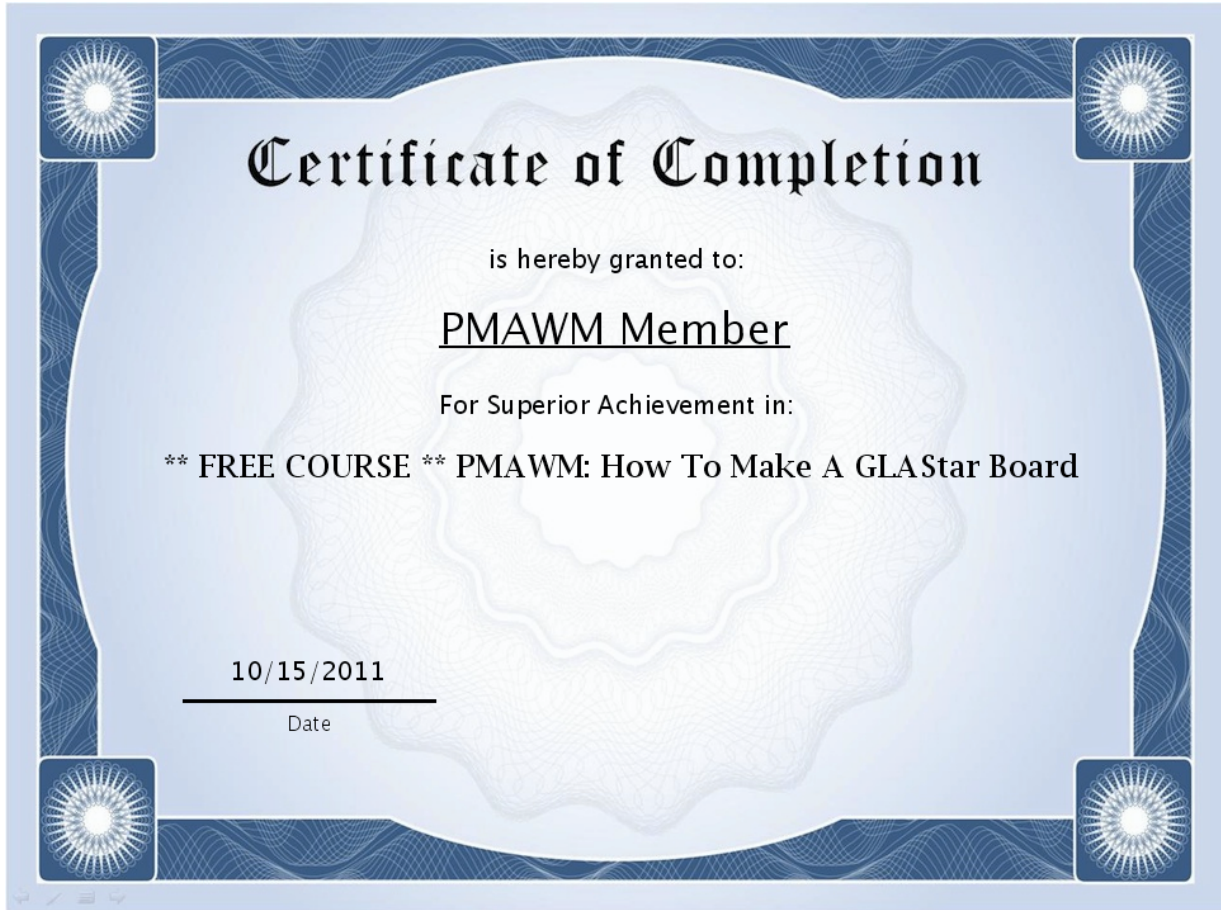
126 courses found, displaying 3 courses.

Course Name	Actions	Cost	Status	Last Completed	Available Date	Due Date	Pre-Test Score	Final Score
** FREE COURSE ** PMAWM: How To Make A GLAStar Board	<input type="button" value="REVIEW"/>	Free	<input checked="" type="checkbox"/>	10/15/2011				
** FREE COURSE ** PMAWM: How to Maximize Your RentLinX Ads	<input type="button" value="START"/>	Free			Anytime			
** Featured ** Bed Bugs 101	<input type="button" value="START"/>	\$49.00			Anytime			

- 8) To print the certificates for the courses that you have completed, click on "Print Certificates" at the top of your training page.

- 9) You will see a list of all the courses you have completed, the date it was completed, whether it was an online course or In-person training, and you have the option to download the certificate as a PDF document.

- 10) Your certificate will open up in a new window and you then have the option to save the file to your computer or print out as many copies as you would like. You will always be able to sign in at a later date and have access to print additional copies as well.



If you encounter any issues as you are attempting change your password or print your certificate, please contact UniversitySupport@callsource.com.