

Go to www.metal-buildings-institute.org.

Click on Products – Online Training

Click on the appropriate product you'd like access to.

If purchasing a test, choose Registering for: "Others" so that you will receive a registration code in your account to assign to an employee.

Click Add. Confirm number of "Seats".

Note: Only need one seat for the Quality and Craftsmanship 101 (11-module video series) English or Spanish and Quality and Craftsmanship 102 – Insulated Metal Panels as 100 registration codes for each of those products will be placed in your account to be emailed to your employees. Need one Q&C 101 and 102 Testing and Certification for each employee.

Continue adding Products as necessary. Then click Next (or cart) to begin the checkout process.

Create your User Profile if this is your first time visiting the site and accept the Terms and Conditions. Click Next.

Complete Payment Information(if purchasing a product other than Q&C 101), **entering Discount code of Member23 on the right side of the checkout page (Only good to receive free Q&C 101 Video Series and \$200 off Q&C 102 IMP video; there is no discount on the testing) and clicking Apply** to see the discounts in your cart, then click Submit.

The landing page will give you an opportunity to print your invoice but you will also receive a copy via email. The landing page will also provide a link to your Account so that you can email the Registration Codes for the training and testing that you purchased.

To give access to your employees, click My Account, Registration Codes, View Details next to the product you want to share. You have the option to download a template and enter all employees you'd like to give access to in order to do a bulk upload or just grant access to one employee at a time by clicking on Assign Single Code. This will open up a form to complete. Your employee will get an email with a login link, and their login credentials.

Quick Summary of what's in your "My Account" page: Click on Files & Training to see a list of products you've purchased; click on Registration Codes to assign codes to your employees or bulk upload users; click on User Completion Report to view the details of each of your registered users (employees); click on Order History to view your invoices; click on Edit Account to update your User Profile.

Quick Links:

Click Products – Online Training to purchase videos and tests.

Click My Account – Registration Codes to email codes to employees for access to videos and tests.

Click My Account – User Completion Report to view progress of each user in watching videos and completing tests. Once a user has successfully completed a test there will be a "click here" link to view the certificate of completion.