

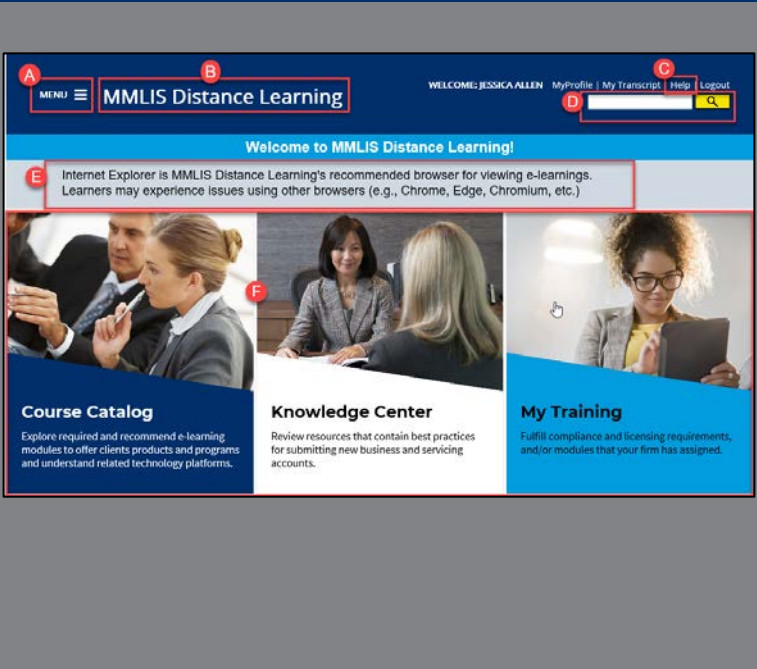
Navigating MMLIS Distance Learning

REFERENCE SHEET – OTHER PLATFORMS

Overview

Use this document to learn how to navigate through Distance Learning, MML Investors Services' learning management system.

Home Page Navigation

SECTIONS	SCREENSHOT(S)
<p>A. MENU BAR: Navigate to the main sections of Distance Learning.</p>	
<p>B. HOME: For quick connection back to the homepage, click on the logo.</p>	
<p>C. HELP: Submit a question to our MMLIS BD Training team on the system.</p>	
<p>D. SEARCH BAR: Enter keywords/terms to help quickly find relevant content.</p>	
<p>E. NEWS AND UPDATES: Scrolling news ticker on updates on training and/or the system. Click on the banner for full article.</p>	
<p>F. TILES: Navigate to the main sections of the learning management system.</p>	

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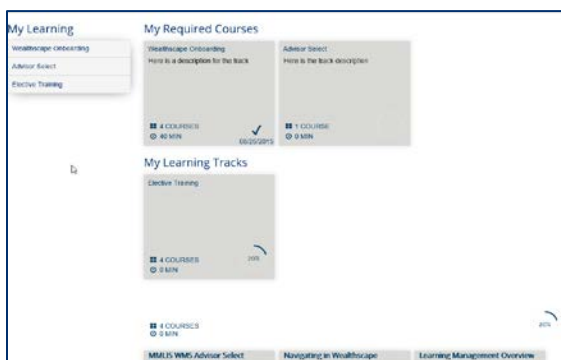
Menu Navigation

SECTIONS	SCREENSHOT(S)
<p>A. MY TRAINING: Lists courses that are added to your suggested learning plan. Launch courses from this section.</p>	
<p>B. COURSE CATALOG: Inventory of all courses available.</p>	
<p>C. KNOWLEDGE CENTER: Resource Guides and Job Aids that include best practices for processing business.</p>	
<p>D. MY TRANSCRIPT: Displays the current status of courses that have been assigned or added to your suggested learning plan and/or all completed training. A PDF of your transcript can be exported.</p>	

My Training

The **My Training** section is a single location for your training plans and/or assigned courses. You can launch your courses directly from this section.

Course Cards contain information and status on the assigned course. Please see next section on Course Cards for more detail.



Course Catalog

The **Course Catalog** is a list of all available courses in MMLIS Distance Learning. You can launch courses directly from here by selecting the course card and clicking "Start."

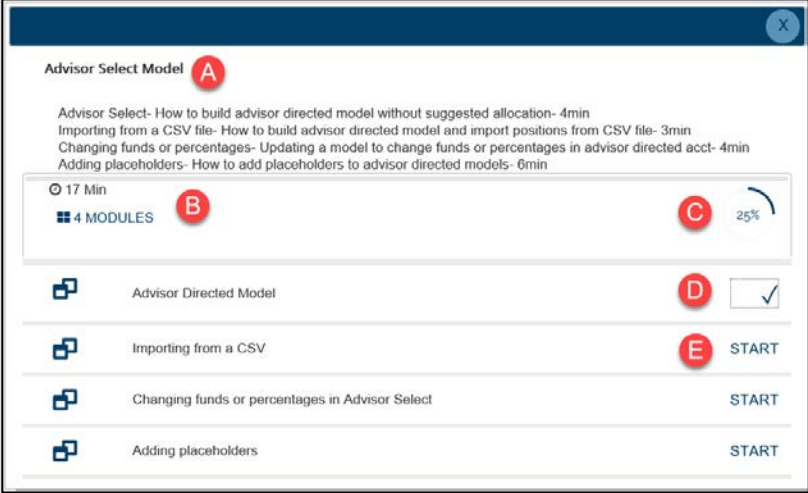
COURSE LIST AND CATEGORIES

SECTIONS	SCREENSHOT(S)
<p>A. LEFT MENU: Top level category</p>	
<p>B. and C. SUBLEVEL CATEGORY: Next level categories expanded by clicking on the arrow keys.</p>	
<p>D. COURSE CARD: Shows title, description and status of course(s).</p>	

COURSE CARD

SECTIONS	SCREENSHOT(S)
<p>A. TITLE AND DESCRIPTION: Name of the course and brief description. For full description and to launch the course, select the card/tile to show course lightbox.</p>	
<p>B. MODULES: Some of the courses may have multiple modules associated with them, and all modules need to be completed before receiving a completion for the course.</p>	
<p>C. DURATION: How many minutes it takes to complete the course. If there are multiple modules, it is the sum of all modules.</p>	
<p>D. ADD A COURSE: Add a course to your "My Training" section.</p>	
<p>E. STATUS:</p> <ul style="list-style-type: none"> • Non Started: Light grey empty circle • Percentage: If there are multiple modules, it will show percentage to complete. • Complete: Check mark 	

COURSE LIGHT BOX AND MODULES

SECTIONS	SCREENSHOT(S)
<p>A. TITLE AND DESCRIPTION: Name of the course and brief description.</p>	
<p>B. MODULES: Some of the courses may have multiple modules associated with them, and all modules need to be completed before receiving a completion for the course.</p>	
<p>C. STATUS:</p> <ul style="list-style-type: none"> • Non Started: Light grey empty circle • Percentage: If there are multiple modules, it will show percentage to complete. • Complete: Check mark 	
<p>D. COMPLETE: Check mark when complete.</p>	
<p>E. START: Launches a module.</p>	

Knowledge Center

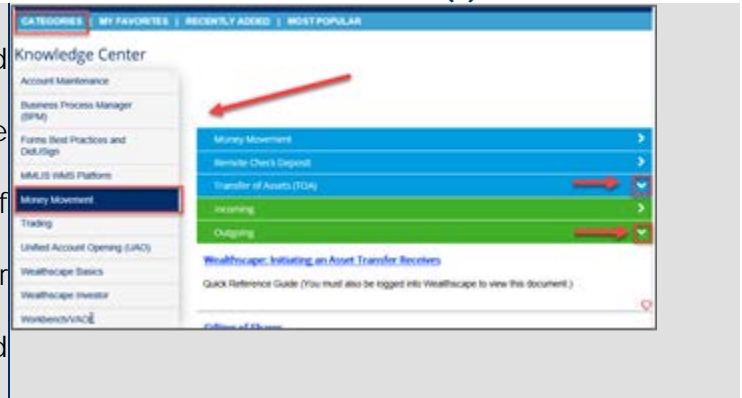
The **Knowledge Center** is a repository of job aids and resources that contain best practices for processing business.

SECTIONS

SCREENSHOT(S)

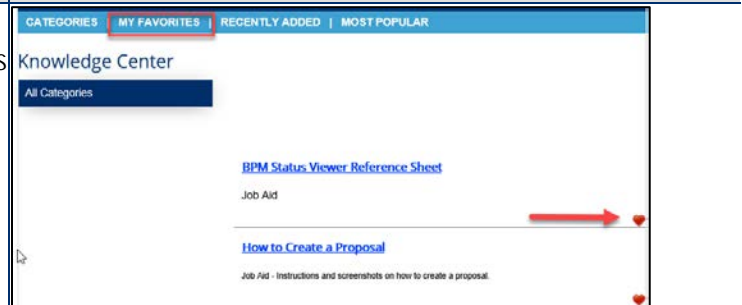
CATEGORIES:

- Breaks out the reference sheets and assets into appropriate classifications.
- "Categories" is the default screen in the Knowledge Center.
- Hovering over each tile shows a description of the category.
- Selecting tiles will bring you to subcategories or reference sheets.
- Clicking on the triangles will expand subcategories.



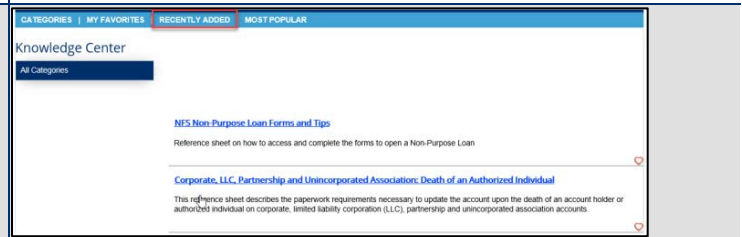
MY FAVORITES:

- The location for the links to each of your assets that you have added as favorites.



RECENTLY ADDED:

- This section shows assets sorted by the most recently added into the Knowledge Center.



MOST POPULAR:

- This section shows assets sorted by the most popular based on the amount of hits on a document.



THINGS TO NOTE:

- Next to each Knowledge Center asset is an **Envelope**. Click the envelope to open an email that contains a link to the asset. This is an easy way for you to share the asset with an agency contact.

[Brokerage and WMS New Business NIGOs Reference Guide](#)

This reference guide describes reasons and resolution methods for Brokerage and WMS NIGOs. (MML560r1_48)

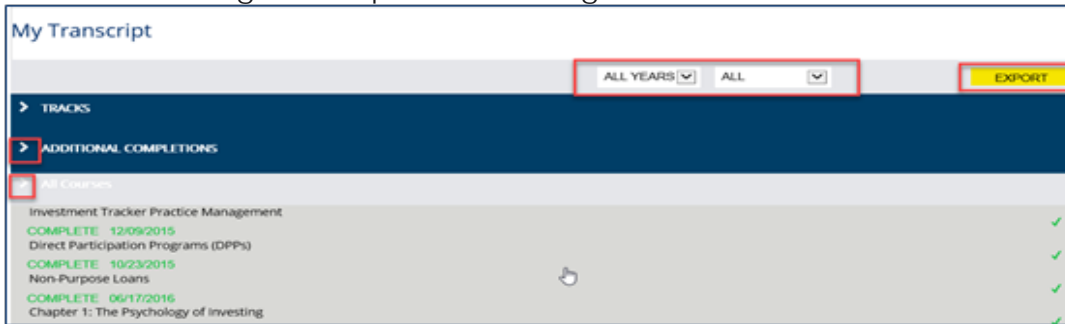


My Transcript

My Transcript displays the current status of courses that have been assigned or added to your suggested learning plan (Not Started, In Progress, Complete). In addition, it will show all of courses that have been completed and date of completion.

THINGS TO NOTE:

- Export a PDF of your transcript to save and send.
- Filter by year.
- Click on triangles to expand out categories.



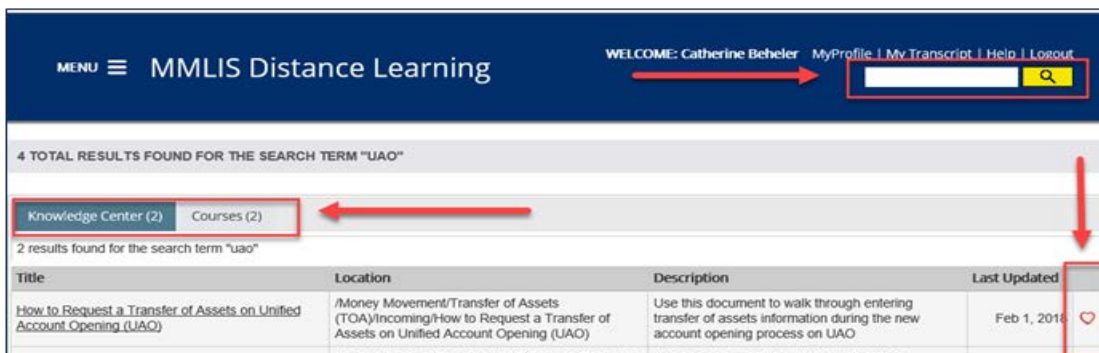
Search Functions

SEARCH FUNCTION

The **Search** bar is helpful in finding the right resources for topics in which you have an interest. Search results are divided into two categories: Knowledge Center and Courses. Toggle between these tabs to find the appropriate information relevant to your search.

ADDING FAVORITES

By clicking on the **Heart**, the asset will appear in the My Favorites category of the Knowledge Center. Use this feature in order to tag documents that you would view frequently.



Questions

CONTACT

Questions on MMLIS Distance Learning bdtraining@massmutual.com

EMAIL