

Navigating Agent Compliance College

Learning Management System

DESCRIPTION

Use this document to learn how to navigate through Agent Compliance College, a virtual training website accessible to all those who hold a Career Agent or Agent Emeritus contract. The Compliance College contains the training courses needed to meet the Annual Compliance Training Requirements for non-registered Career Agents and Agents Emeritus

TABLE OF CONTENTS

- [HOME PAGE](#)
- [MY TRAINING](#)
- [COURSE CARD](#)
- [COURSE LIGHT BOX AND MODULES](#)
- [MY TRANSCRIPT](#)

HOME PAGE

HOME PAGE NAVIGATION

SECTIONS	SCREENSHOT(S)
<p>A. HOME: For quick connection back to the homepage, click on the logo.</p>	
<p>B. 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>	
<p>C. HELP: Submit a question to our MMLIS BD Training team on the system.</p>	
<p>D. TILES: Navigate to the main sections of the learning management system.</p>	

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MY TRAINING

WHAT IS IT?

- 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.

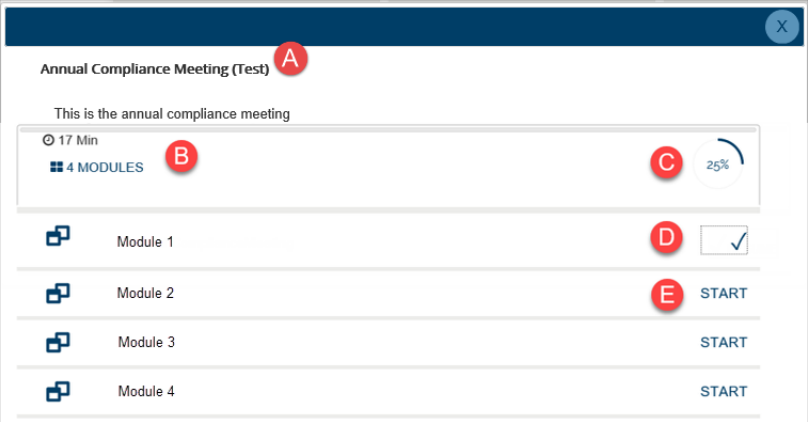
SECTIONS	SCREENSHOT(S)
<p>A. LEFT MENU: Top level category</p>	
<p>B. SUBLEVEL CATEGORY: Next level categories expanded by clicking on the arrow keys.</p>	
<p>C. COURSE CARD: Shows title, description and status of course(s).</p>	

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 	
<p>F. Print Certificate: A link to open and print a PDF of the course completion certificate. Only viewable once course is successfully completed.</p>	

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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>	

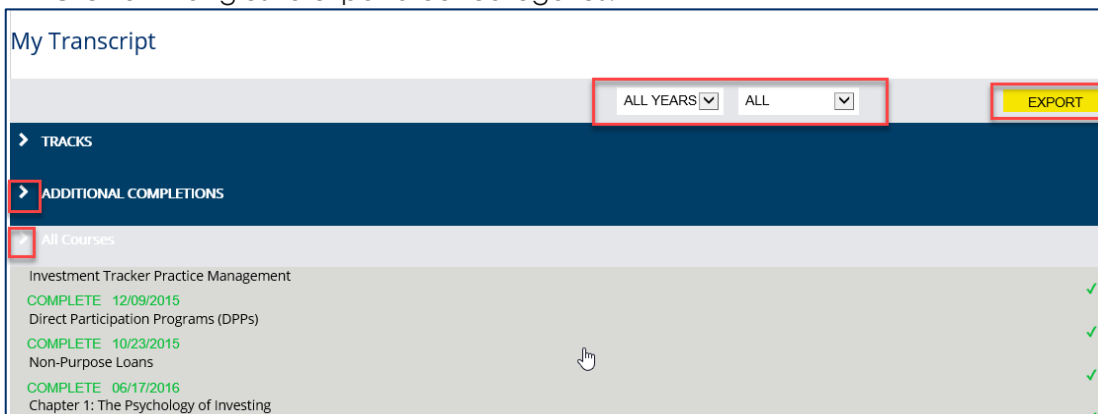
MY TRANSCRIPT

WHAT IS IT?

- Your 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.



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MML422r1_21 Rev. 2/2019

