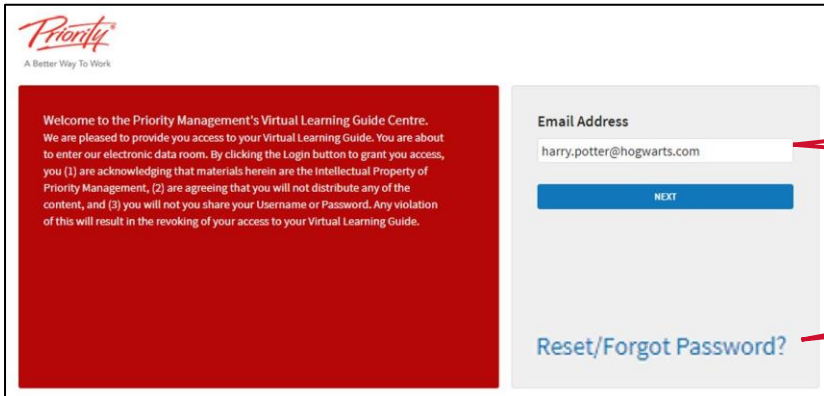


### INTRODUCTION

The Virtual Learning Guide (VLG) can be viewed when online. The VLG is packed with practical ways of 'Working Sm@rter' and the Priority Management best practices. The VLG is hosted by Firmex for Priority Management International. There are just 4 quick steps to set it up.

### STEP 1: LOG IN TO VLG FROM PRIORITY/FIRMEX

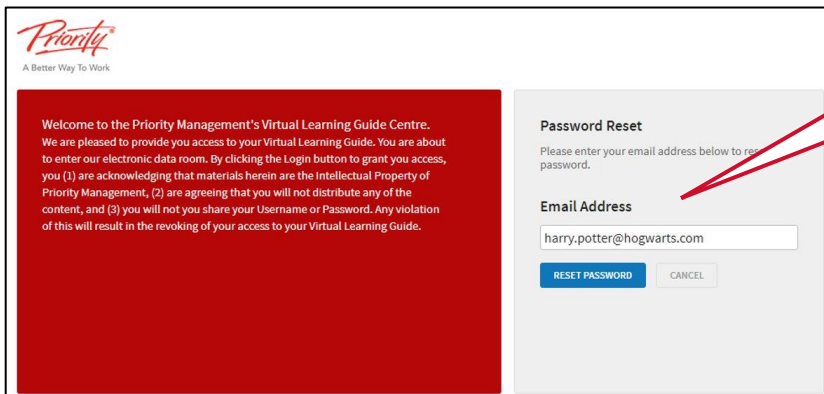
**Web Browser:** Simply add [priority.firmex.com](http://priority.firmex.com) in the address bar and click Enter.



**1.1:** Username: Enter your email address > click "Next"

**1.2:** On the next screen leave Password blank and click on "Reset /Forgot Password"

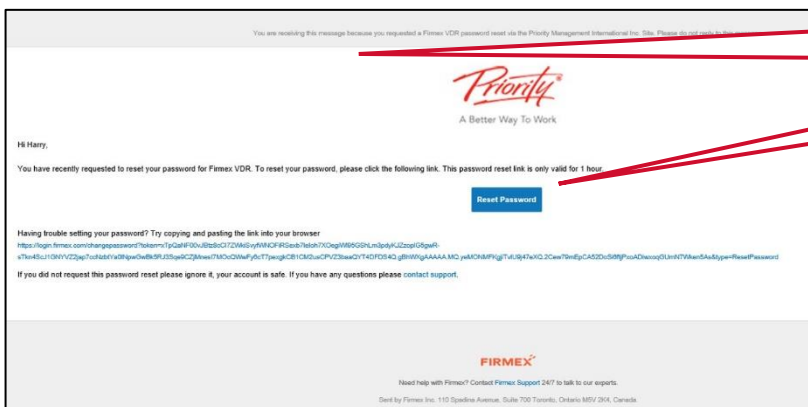
**1.3:** Type your email address and click on "Reset Password"



If you were registered with Priority Management before the training: "Reset Password" email arrives with link to reset your password. If no email arrives, you were not pre-registered:

Try again in 1-2 days by re-setting the password again to generate "Reset Password" email

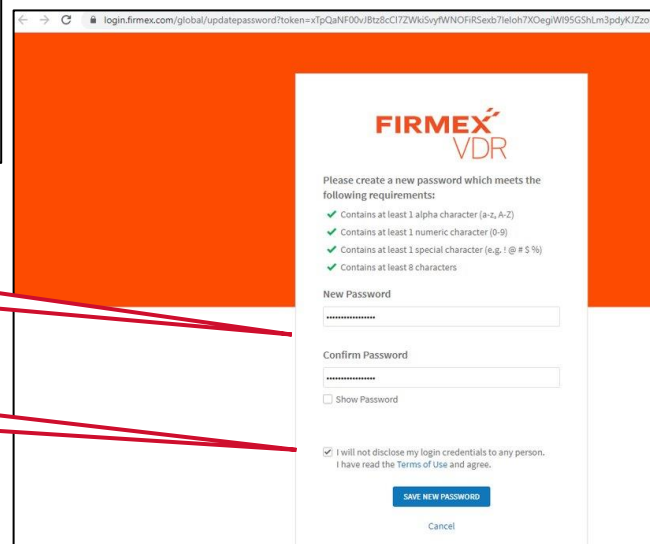
### STEP 2: EMAIL WITH LINK TO RESET PASSWORD

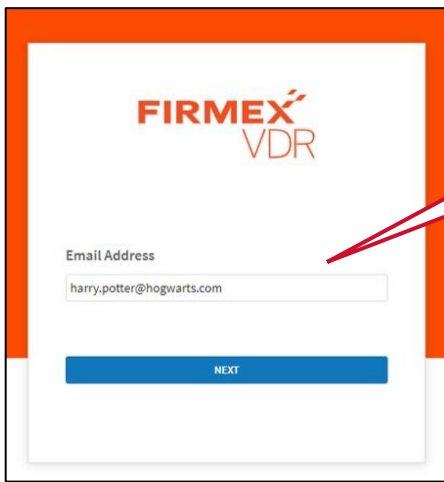


**2.0:** You will receive an email "Reset your Firmex VDR Password". Click on "Reset Password"

**2.1:** Create your "New Password" > "Confirm Password"

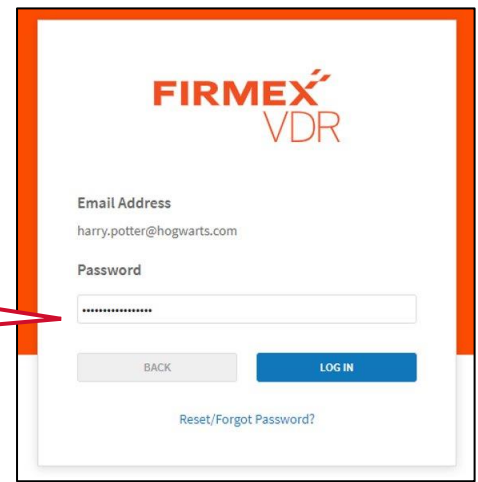
**2.2:** Make sure to tick "Terms of Use" box > Click on "Save New Password"



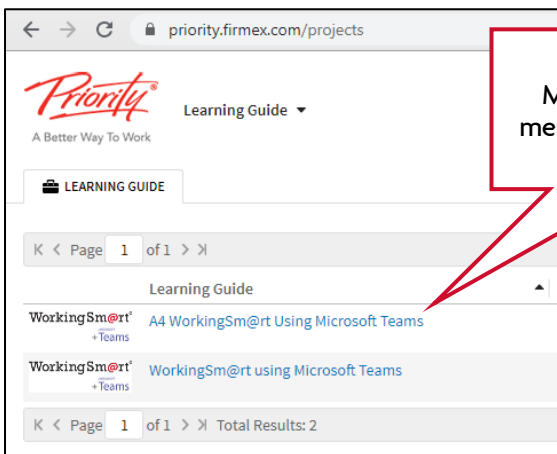


**2.3:** Login to Guide: Enter your email address > Click "Next"

**2.4:** Enter your password > Click on "Log In"

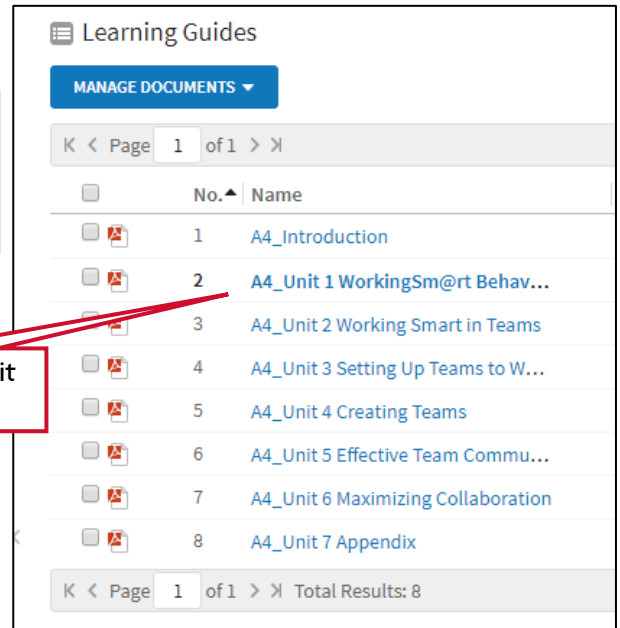


### STEP 3: VIEWING THE LEARNING GUIDE

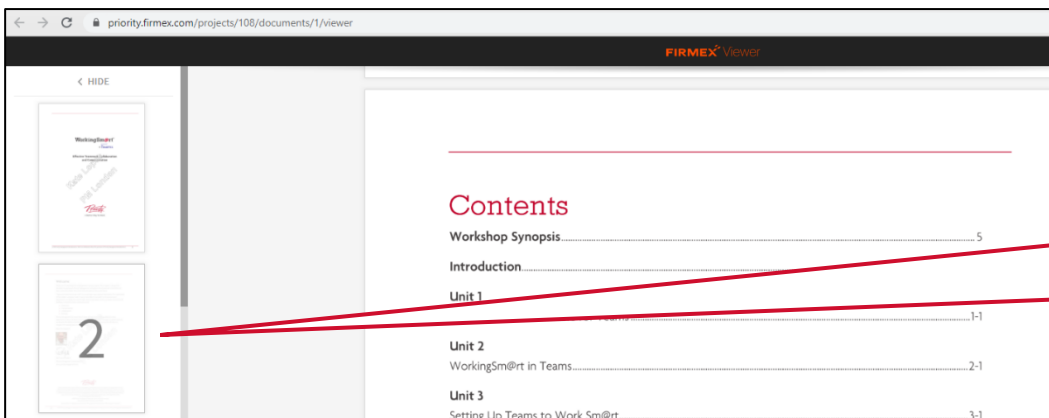


**3.0:** Open Course Materials drop-down menu – click on blue link

**3.1:** Click on the unit you wish to view



### STEP 4: FIRMEX VIEWER NOW OPENS



**4.0:** Select pages: Hover over thumbnail images on left to see page numbers > slide up/down > click on selected page

### NOTES:

- Make sure you adhere to your organization's IT policies at all times. Please contact your IT Department first if you have any queries.
- The Virtual Learning Guides (VLG) are copyrighted and owned by Priority Management International, and are not to be distributed in any form. The link, Usernames and Passwords are for the sole use of the person they were sent to. Any improper use will result in the link to the individual being revoked and the VLG becoming unavailable.
- For technical assistance, please contact Firmex, not Priority Management. The Help Menu is clear and user-friendly and users may email their questions or telephone for assistance 24/7/365  
 Phone: North America: 1 (888) 688-4042 or 1 (416) 840-4241  
 Europe: +44 (0) 20 3371 8476  
 International: 1 (416) 840-4241 (Dial Extension 11)