


## Logging into the KPMG Learning System

- Go to [www.kpmglearning.com](http://www.kpmglearning.com)
- Click on 
- You will be brought to the KPMG Learning Login screen.
- Enter your **Username**: This is your complete email address, (example: *mtyson@tester.com*).

- Enter your **Password**:

### Note:

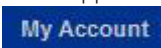
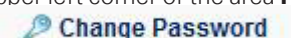
- The first time you log in, use your *temporary password* provided in the **Training Completed** email from KPMG. Once you have logged in with your temporary password, you will be prompted to change your password.
- If you have logged into the site before, use your previous password. If you have forgotten your password, use the **Forgot Password** option. **Five (5) attempts** with the wrong password will lock you out of the system for one hour.

- Then click the **LOGIN**  button.
- The **KPMG Learning** home page should appear.

### Other Password Tips:

- Users from KPMG Alumni Connect or KPMG Institutes** be aware KPMG Learning does not currently interact with the KPMG Alumni Connect or the KPMG Institutes websites. If you received the **Training Completed** notification and are new to the KPMG Learning website, please use your temporary password that is provided under the Login Information section of that email.

## Changing Your Password

- In the upper left corner of the Learning window, click on 
- In the upper left corner of the area **Preferences**, click on 

- The **Change Your Password** window will appear:

- Enter your **Current password**:
- Enter your **New Password**:
- Enter your new password again in the **Confirm Password**: area.
- Click the **Save** button.

### Note:

Your password is case sensitive. Passwords must contain alpha and numeric characters, cannot be the same as a previously used password, and must be at least 8 characters long. Your password cannot be the same as your username, user id or email address.


## To Print a Certificate of Completion for a Course

Once you have successfully completed a course, you can print a Certificate of Completion for your records.

- From the **My Training** menu; select **View My Transcript and CPE Certificates**.

- Your transcript window will appear.

Title	Type	Due Date	Status	Options
UAT: ERS - Derecognition - IAS 39 (Expires 1/4/2014)	Online Class	None	In Progress	Launch
UAT: ERS - Investment Property - IAS 40 (Expires 1/4/2014)	Online Class	None	Registered	Launch
UAT: Modeling and Projecting Financial Statements (Starts 1/20/2013)	Session	None	Registered	None
UAT: Mastering Acquisitions and Buyouts (Starts 1/24/2012)	Session	None	Registered	None

- Click the **Completed** tab.
- Locate the course for which you'd like a certificate printed.
- Click the *course title* to open up the course.
- Scroll to the bottom of the **Training Details** page and click the **Print Certificate** link.
- The certificate will open in Adobe Acrobat.
- Click the  icon.
- The certificate will print.