



ONLINE LEADERS TRAINING CENTER

THE NEW NAIFA ONLINE LEADERS TRAINING CENTER

Purpose: To complement the current Leaders Center and maintain a centralized library with the capability of providing interactive training for a host of programs as well as restricted access for such programs as LSP and LILL.

How to access the center (two options):

1. Go through the NAIFA website
 - www.naifa.org
 - On the lower right, select the Leaders Center tab
 - On the right under the "Spotlight" section, click the Online Leaders Training Center link
2. Go directly to www.naifa.org/leaderstraining

Log in information:

- This is not an individual login but an association login.
 - An Online Leaders Training Center email address has been created for each state and local association using the association ID number (e.g., 000000@naifa.org) and your state name (e.g., California—case sensitive) will be the password.
 - **The email address and password will be needed to enter the center.**
- Passwords have been communicated to all states (Association Executives, Presidents, Presidents-elect and Membership Chairs) including the District of Columbia, Guam and Puerto Rico. States were also provided the local association password list for locals within their state.

To ask a question regarding the Centers functionality and/or content:

Click the "?" on the bottom of the main screen to email NAIFA staff at trainingcenter@naifa.org.

To open (yellow) curriculum folder:

Click the "+" to the left of each curriculum folder to view the available media within the folder or click "open all" at the top left of the screen.

To close (yellow) curriculum folder:

Click the "-" to the left of each curriculum folder or click "close all" at the top left of the screen.

To play media within a (yellow) curriculum folder:

Click to highlight (a brief description will appear on the right side panel) and then click PLAY. To return to the curriculum/course list, click the arrow in the upper right corner.

Curriculum and Media:

We will continue to update and develop new curriculum and media to add to the library.

Center highlights:

Scrolled messages will appear at the bottom of the main screen highlighting key information.

To exit the Center:

Click the "X" on the bottom right of the screen.