



NATIONAL ASSOCIATION OF INSURANCE AND FINANCIAL ADVISORS



NAIFA 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 and drilled down restricted access for such programs as LSP and LILI.

HOW TO ACCESS THE CENTER (TWO OPTIONS):

- Go through the NAIFA website
 - www.naifa.org
 - On the top right, select the Leaders Center tab and login.
 - At the top of the page, click the Online Leaders Training Center link under “Highlights.”
- Go directly to www.naifa.org/leaderstraining

LOG IN INFORMATION:

As a NAIFA Leader, once you log in the NAIFA.org website you will have access to the Leaders Center and the Online Leaders Training Center.

As restricted programs, Local Success Planning (LSP), Leadership in Life Institute (LILI) Moderators and the Association Executives Conference Calls will not be accessible. These programs require a unique username and password which are distributed through the appropriate program staff.

NAIFA.ORG LOG IN INSTRUCTIONS:

- **Member Number:** Your NAIFA member number.
- **Password:** Your last name in all lowercase letters.

TO ASK A QUESTION REGARDING THE CENTERS FUNCTIONALITY AND/OR CONTENT:

Email NAIFA staff at trainingcenter@naifa.org.

TO ACCESS MATERIAL WITHIN A TAB:

Click the appropriate tab at the top of the page to view available material.

TO VIEW AND/OR PLAY MATERIAL WITHIN A TAB:

Click the appropriate links and/or images.

TO PLAY VIDEOS:

Click on the link and/or image and then click on the play/arrow symbol shown on middle of the video screen.

(continued on other side)

TO VIEW VIDEOS IN FULL SCREEN:

Click on the “□” on the bottom right hand corner of the video screen. Click “Esc” to exit the video and return to the Center.

TO RETURN TO THE HOMEPAGE:

Click the “Home” tab at the top of the page.

CURRICULUM AND MEDIA:

We will continue to develop and track new material to add to the library.

IF YOU HAVE DIFFICULTY ACCESSING THE INFORMATION, SEE THE TIPS BELOW.

- **Adobe Flash Player:** You will know you do not already have this feature if images do not appear or a red “x” appears on your screen when you attempt to view material.
 - Steps to download Adobe Flash Player:
 - Visit <http://www.adobe.com/products/flashplayer/> to download.