

BLUE RIDGE PROPERTY MANAGEMENT ONLINE TRAINING SCHEDULE & INSTRUCTIONS



Online Training Instructions

Step 1 – Establish Membership:

Each student must have a unique membership account at Grace Hill in order for us to track individual performance. If you have not yet signed up for your membership:

- Go to <http://www.gracehill.com>.
- Click on 'Visitors'.
- Complete the registration form with proper capitalization using your company name, community address and community phone number.
- During this process, you will choose a personal **User ID** and **Password**. You will need your User ID and Password each time you enter Grace Hill.
- Next, enter your Employee ID if required by your company.
- Select a password reminder question from the dropdown and type in the answer to your question.
- Click '**Yes**' to ensure you receive correspondence from Grace Hill. (I.e. course completion certificates, monthly newsletters, new course announcements, etc.)
- Click '**Continue**' and the system will ask you to verify your information. If correct, print this page for your records then click '**Next**' to enter Grace Hill.

You have now established your membership. For all future visits, simply click '**Members**' when you access <http://www.gracehill.com> and enter your personal User ID and Password when prompted.

Step 2 – Access Learning Center:

Once on the Grace Hill website, choose '**Learning Center**' from the menu bar on the left side of your screen.

Begin Training:

- If you are ready to start taking a course, click on '**Begin Training**'.
- Enter your company Training Code, which is **BRPM336** then click '**Continue**'.
- Click the '**Start**' button next to the course title you wish to take.
- Choose your **Community** and **Job Position** from the dropdown menus, then click '**Continue**'.

When exiting a course prior to completion, simply choose 'Exit' in the bottom right corner of your screen. The system will bookmark your location and prompt you to access your last location upon returning to the course.

For questions regarding or other technical support,
contact Grace Hill's Help Desk at (866) GRACEHILL.

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Quick Quizzes:

- If you are ready to start taking a Quick Quiz, click on '**Quick Quizzes**'.
- Enter your company Training Code, which is **BRPM336** then click '**Continue**'.
- Click the '**Start**' button next to the Quick Quiz title you wish to take.
- Choose your **Community** and **Job Position** from the dropdown menus, then click '**Continue**'.

If you exit a Quick Quiz prior to completion, your progress will not be recorded. You must complete your Quick Quiz in one sitting.

Learning Games:

- If you are ready to play a game, click on '**Learning Games**'.
- Enter your company Training Code, which is **BRPM336** then click '**Continue**'.
- Click the '**Start**' button next to the Learning Game you wish to play.
- Choose your **Community** and **Job Position** from the dropdown menus, then click '**Continue**'.

My Certificates:

- If you would like to view/ print your training transcript or receive a duplicate Certificate of Achievement, click on '**My Certificates**'. Page 1 of your training records will be visible on your screen.
- Click on the '**Print**' icon below the page numbers if you would like to print your training record.
- To simply view your records, access each page by clicking on the single arrows next to the page numbers at the bottom of your screen. The single arrows will allow you to move one page at a time either forward or back. Use the second set of double arrows to move to the first page (left arrows) or last page (right arrows) of your records.
- To print a Certificate of Achievement, click on the '**Print Certificates**' link, choose which certificate you'd like to print and click '**Continue**'.
- To email a Certificate of Achievement for a particular course click on the '**Certificate**' icon located to the right of your post-test score for that course. Type in the email address where you would like your certificate to be sent then click '**Continue**'.

Course Materials:

- All Course Workbooks and other downloadable resources from within any Grace Hill course are archived here. Simply choose the appropriate course title from the dropdown menu then click on the title of the document you would like to print or download.

✂ *Tape Me To Your Computer!*

My Training Code is: BRPM336



Grace Hill Help Desk

Call Toll Free 866-GRACEHILL (866-472-2344) or
click "**Help**" on the menu bar at
www.gracehill.com