

Website Instructions



Program materials may not be reproduced without the express consent of MRA. Revised 11/2013. MRA has offices in Wisconsin, Minnesota, Northern Illinois, and Iowa/Western Illinois. www.mranet.org To access the PLX website through the MRA website, please follow these directions.

• Start by logging into the MRA website (<u>www.mranet.org</u>) and enter your E-mail and password.



- First time logging in? We already created an account for you. Please follow the below instructions:
 - 1. Click on the Login button in the upper right corner.
 - 2. Click "Reset Password."
 - 3. Enter your email, and then click "Submit."
 - 4. Password reset instructions will be sent back to you via an email. Click on the link in the email or copy and paste the link into your browser. If you do not see the email come through, please check your spam.
 - 5. Once you click on the link in the email, it will take you to the "Log In" page, click Log In.
 - 6. Fill in the information to change your password, and then scroll to the bottom of page and click "Save."
 - 7. Your dashboard will appear and you will be logged in.

Where HR Mean	RA s Business.	/ HR Serv	rices Learning Tal	ent 丨 Total Rewards	Log in Contact Cart Resources Membership
Loa in					
Create Account >	Reset Password				
E-mail *	•				
Enter your e-mail addre	55.				
Password *					
Enter the password that	t accompanies your e-mail.				
Enter the pessword the	t accompanies your e-mail.				
Enter the password the	t accompanies your e-mail.				
Enter the password the	t accompanies your e-mail.	IMPORTANT LINKS	RESOURCES	OUR LOCATIONS	
Log in	t accompanies your e-meil.	IMPORTANT LINKS About MBA	RESOURCES Toolkits	OUR LOCATIONS	Plymouth, MN
Log in	teccompanies your e-mail.	IMPORTANT LINKS About MBA Board of Directors	RESOURCES Toolkits Policies	OUR LOCATIONS Waukesha, Wi N19W24400 Ricewood Dr. Wewkesha, W1 53158 262523 0900	Plymouth, MN 9805 45th Avenue North Pymouth, MN 5542 7632 253 9100
Log in Log in Services Talent	t accompanies your e-mail.	IMPORTANT LINKS About MBA Board of Directors Contact Us	RESOURCES Toolkits Policies Checklists	OUR LOCATIONS Watkesha, WI Ni 19072400 Riverwood Dr. Weakeha, W 33188 20252330900 Pabliting, IL	Plymouth, MN 980545th Avenue North 98ymouth, MM 55442 762.225.9100 Moline, IL
Log in Log in Services Talent	t accompanies your e-mail.	IMPORTANT LINKS Abourt MBA Board of Directors Contact Us MBA Careers	RESOURCES Toolkits Policies Checklists Letters/Forms	OUR LOCATIONS Waukesha, W N 19072460 Riverwood Dr. Waukesh, W 153188 262.523.0090 Palatine, IL 625 North Court	Plymouth. MN 9805 45th Avenue North Plymouth, MN 5542 763.253.9100 Moline, IL 3800 Avenue of the Cales
Log in Log in Simple A and the second the Services Talent	t accompanies your e-mail.	IMPORTANT LINKS About MRA Board of Directors Contact Us MRA Careers MRA In the News	RESOURCES Toolkits Policies Checklists Letters/Forms Guides	OUR LOCATIONS Waukesha, Wi N19924400 filverwood Dr. Weintenha Wi 33160 262523 2000 Palatine, IL 625 North Court Pelatine, IL 60087 Suis 300	Plymouth, MN 9805 43th Avenue North Pprovodh, NH 3542 763.253.51040 Molines, IL 3800 Avenue of the Cities Moline, IL 91265 Suite 100

Once you are successfully logged in, Log in will change to Log out. From here:

- 1. Click on the Learning tab to view menu.
- 2. Click on Principles of Leadership Excellence in the first column under Learning & Organization Development.

WHERE HR Means Business.	HR Services	Learning / Talent / Total Rewa	My account Log out Contact 📜 (* rds Resources Membershi
_earning & Organization	PROFESSIONAL DEVELOPMENT	Drganization development	Compensation Trends: Pay, Benefits & Best Practices >
Development >>	Learn at Your Location	Engage and retain your essential employees	September 27, 2019 : IL, Moline - MRA
lick here to see all Learning &	Learn Online	Coaching	September 27, 2019 : WI Fau Claire - Fau Claire County
ngunization Development Services	Leadership Development	Preparing high potential people for new responsiblities	September 27, 2019 :
	HR Training & Certifications	Assessments	MRA - Palatine
019 Training Catalog	Business & Soft Skills Training	Powerful insights to build effective	September 27, 2019 : WI Madison - Herzing University
inciples of Leadership Excellence	ecutive & Professional	teams	wi, madison - nerzing oniversity
ertificate Series Programs	Roundtables	Strategic Planning	
onference Room Rental	Conferences & Events	Aligning your organization to achieve your business goals	COMPTREND
aining & Events FAQ		Succession Planning	Pay • Benefits • Best Praction
nployee Engagement Surveys		With an eye toward your organization's future	Learn More! >

The PLX website will appear.



Click on Participant Access and a menu will appear to the right with Website, Game (Diagnostic Direction Tool reinforcement learning game), Intersession & Intermodule Work, and Website Instructions*.



*Important note: The Forum will be added back to this area after it is rebuilt. For now, any intersession assignment that asks you to post on The Forum, please just be prepared to report out about your experience in the next class.

Click Website to go to the screen with series information and to complete your first two assignments. If the Welcome! page does not come up, check again to make sure you are logged in. If it still does not come up, please contact Judy Bell at <u>judy.bell@mranet.org</u> or 262-696-3313 to verify your login has been set-up for access to PLX.



In order for you to get the most out of your training, if at all possible, please complete the 360 and the Learning Plan assignments prior to attending your first class.

- The 360 assignment. Your manager, your peers, your subordinates, and you will receive a survey via email with a link that will allow you and them to provide feedback about your work performance. You will receive your personalized feedback report on the second day of Principles of Leadership Excellence 1.
- Learning Plan Assignment. You will need to begin writing a Learning Plan. In your plan, you'll set learning goals that will help you focus on issues that are particularly relevant to your job.

Click back to the Welcome! Page. Click Skill Development, and then click Access Intersession and Intermodule Work.



When you click a module, you will have detailed instructions for the work to do, and in some cases, links for webinars or other sites you need to visit for the work.

Click the Module prior to the one you are attending. For example, if you are attending Module 3, click Module 2. Scroll down in that module to view Intermodule Work and complete the assignment before coming to class. From there, you may click the module you are attending (ex – Module 4), to view the necessary prework between Day 1 or 2 of the module (Intersession Work).

