

# MPF Announcement

April 23, 2018 2018-27

## Alert

Policy Update  
New Policy  
Reminder  
Clarification

**Training Information** ■

## Audience

**Program Management** ■

**Origination** ■

**Quality Control** ■

**Servicing** ■

**Underwriting** ■

**Compliance/Legal** ■

## Product

**MPF Xtra®** ■

**MPF® Direct** ■

**MPF Government MBS** ■

**MPF Traditional** ■

### Effective Date:

Immediately



## The MPF Program is pleased to announce that the new MPF® University site is now available!

Through our partnership with the Mortgage Bankers Association (MBA), Participating Financial Institutions are welcome to take advantage of over 100 free, on-demand MBA courses.

**To access the new MPF University site, all users must register for a new account.**

To register, visit <https://www.fhlbmpf.com> Click on the *EDUCATION* tab and drop down to *MPF University*. Provide your PFI Number and email address.

After registering, a confirmation email will be sent containing a list of available courses and a link to the site where you may complete the steps to create your new MPF University account.

Please note that if you already have an account with the MBA, you must register but will not have to create a new account. Use your existing MBA credentials to login. If you cannot recall your MBA credentials, click on the *Forgot Password* link.

**For information about access and use, we strongly encourage you to review the *MPF University Registration and User Information* contained in this announcement .**

Please direct any questions to: [mpfuniversity@fhlbc.com](mailto:mpfuniversity@fhlbc.com)



## MPF University Registration and User Information

1. Access the MPF University landing page by visiting <https://www.fhlbmpf.com>  
Click on the EDUCATION tab and drop down to **MPF University**
2. Once on the MPF University landing page, **follow the steps outlined below:**

The screenshot shows the MPF University registration page. At the top left is the 'mpf UNIVERSITY' logo. The main content area is divided into two columns. The left column contains a registration form with the following text:

**STEP ONE: REGISTER FOR AN ACCOUNT**  
Before you can create an account for MPF® University, you must register for an account. Please submit your email address and PFI # to receive a registration confirmation email.

**STEP TWO: CREATE AN ACCOUNT**  
The registration/confirmation email will provide a link that will redirect you so you may **Create an Account**. Select the **Create Account link** located in the **SIGN IN** box to begin creating your profile/account.

PFI Number:   
Email:

Below the form is a link: **Already Have an Account? [Log In Here](#)**. A green arrow points from the text 'Once an account has been established, use this link to login' to this link.

The right column contains blue text annotations:

- After submitting your PFI number and email address, an email confirmation will be sent
- The email will list **all of the available courses** and will provide a link to the MBA registration page
- From the MBA registration page, you may create your account

At the bottom of the page, there is a footer with the MPF Mortgage Partnership Finance logo and the text 'UNIVERSITY', and the MBA EDUCATION logo on the right.

If you experience any difficulties with this page, please email [mpfuniversity@fhlbc.com](mailto:mpfuniversity@fhlbc.com)

## Creating an Account with the MBA

**IMPORTANT:** We suggest using **CHROME** or **FIREFOX** as your browser. Using **Internet Explorer** may result in some of the account creation fields not being fully visible. If this happens, there are two workarounds: 1. TAB through the fields. 2. Click in the window that contains the cut-off or incomplete fields. Hold down the Ctrl key and with your mouse, turn the roll bar towards you to shrink the contents.

The screenshot shows the MBA sign-in and account creation interface. On the left, there is a 'SIGN IN' section with a 'User Name' field, a 'Password' field, a 'Remember me next time.' checkbox, and a 'Sign In' button. Below this is a 'Forgot Password?' link and a 'CREATE NEW ACCOUNT' button. On the right, there are three explanatory text blocks with arrows pointing to the corresponding elements: 'If you have taken courses through the MBA in the past, you may already have an account linked to your email address. Use that account to sign in' points to the sign-in fields; 'Not sure if you already have an MBA account? Try creating a new account and it will identify if an account already exists' points to the 'CREATE NEW ACCOUNT' button; and 'If you have an account but need to retrieve your password, click *Forgot Password*' points to the 'Forgot Password?' link. The MBA logo is visible in the bottom right corner.

Once you have successfully created an account, you may return to the MPF University landing page located on the MPF Website ([www.fhlbmpf.com](http://www.fhlbmpf.com)).

Login with your email address (User Name) and password to access your courses.

## Navigating MPF University Home Page

**Scroll through all courses in the *Invitations* section. Click *Enroll* to enroll for the desired course(s)**

**Once enrolled, courses will appear above. Click *Launch* to begin the course. If returning to complete a course already in progress, click *Resume*.**

- Learning
- Training History
- Calendar
- Mail

**Learning:** MPF University home page which includes a list of courses, enrolled courses and courses in progress

**Training History:** Shows completed courses

**Calendar:** Enhancements to the site calendar to come

**Mail:** Provides site notifications

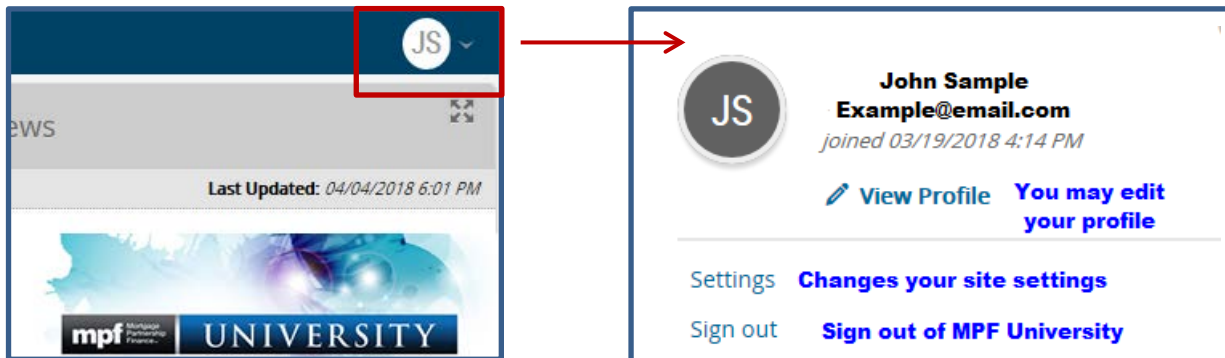
Under the *Training History* Tab you may view completed courses and print certificates.

The screenshot displays the 'Training History' interface. At the top, there is a search bar with a magnifying glass icon and a 'Filter' button. Below the search bar, there is a checkbox for 'Use Exact Search' and an information icon. The main content area shows a list of completed courses. The first course is 'RC\_GO\_100.1 Introduction to Mortgage Banking', which is an online course with a score of 90.00. To the right of the course name, it says 'Satisfied and Completed on 04/17/2018 12:17 PM' and a yellow 'View Certificate' button.



You may sign-out by clicking on the dropdown arrow next to your initials located in the upper right-hand corner of the home page.

The drop down also allows you to change some of the site settings and create a more detailed profile (optional).



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