

FOR THE POTENTIAL IMR BECOMING AN IMR:

1. After being enrolled in the certification, you will receive the following email informing you've been enrolled:

Hi USER,

You've been enrolled in the Crown Administrators certification course:
Altrua IMR Certification Course.

Access your course here:

<https://crownlearning.wengine.com/courses/altrua-imr-certification-course/>

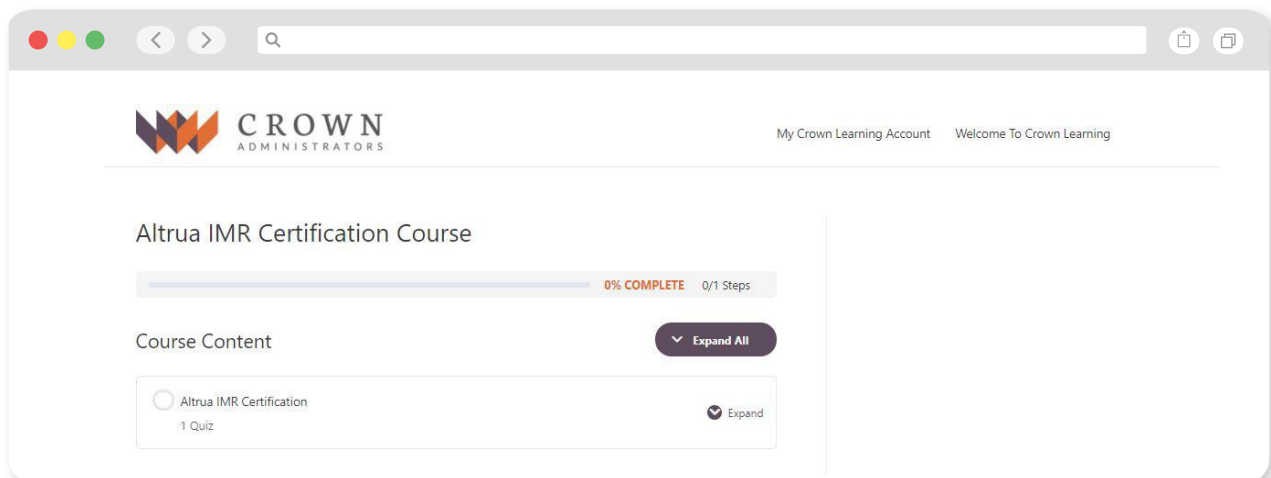
In case you forgot, your username is: ****Email address****, login in with your password, or find reset instructions on the login page.

Kind Regards,

The IMR Services Team

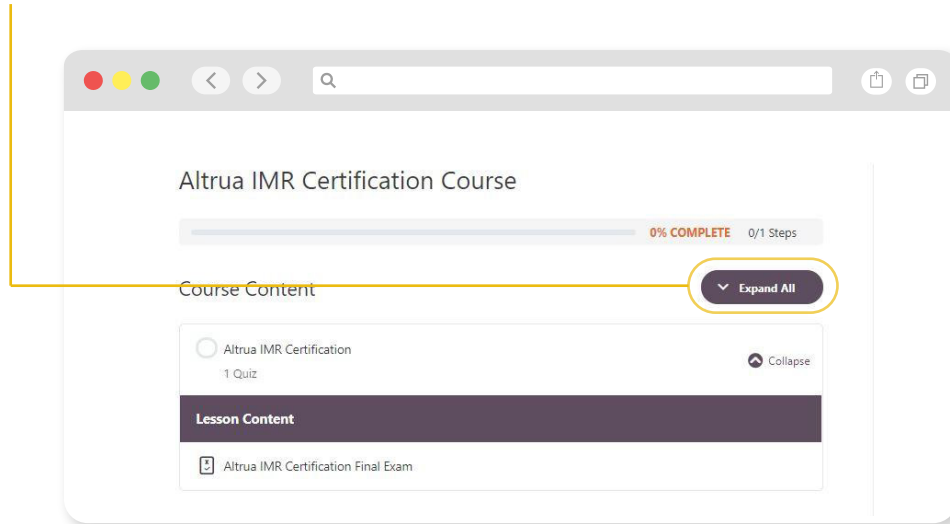
*Don't want to receive this email anymore?
[Click here](#) to manage your notification emails subscription.*

2. Using the information provided, login to the platform to access your desktop.

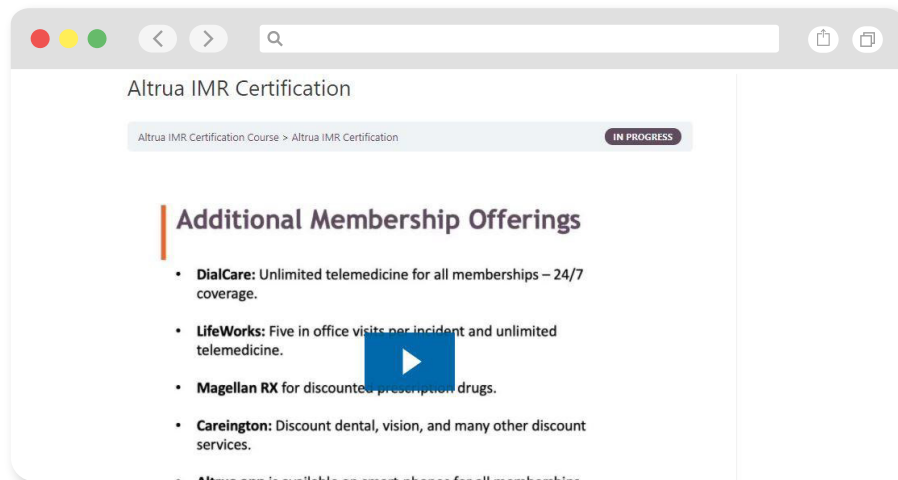


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3. Click on **“Expand All”** to view the Lesson Content

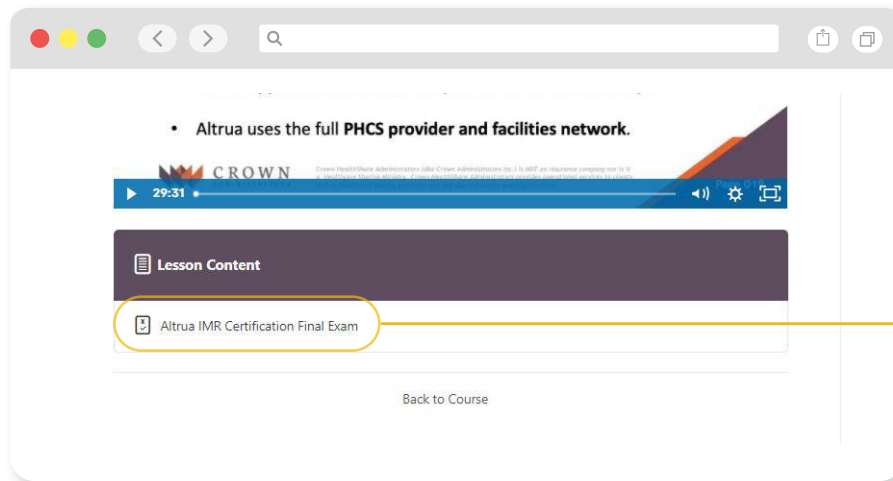


4. Select **“Altrua IMR Certification”** to watch an informative video

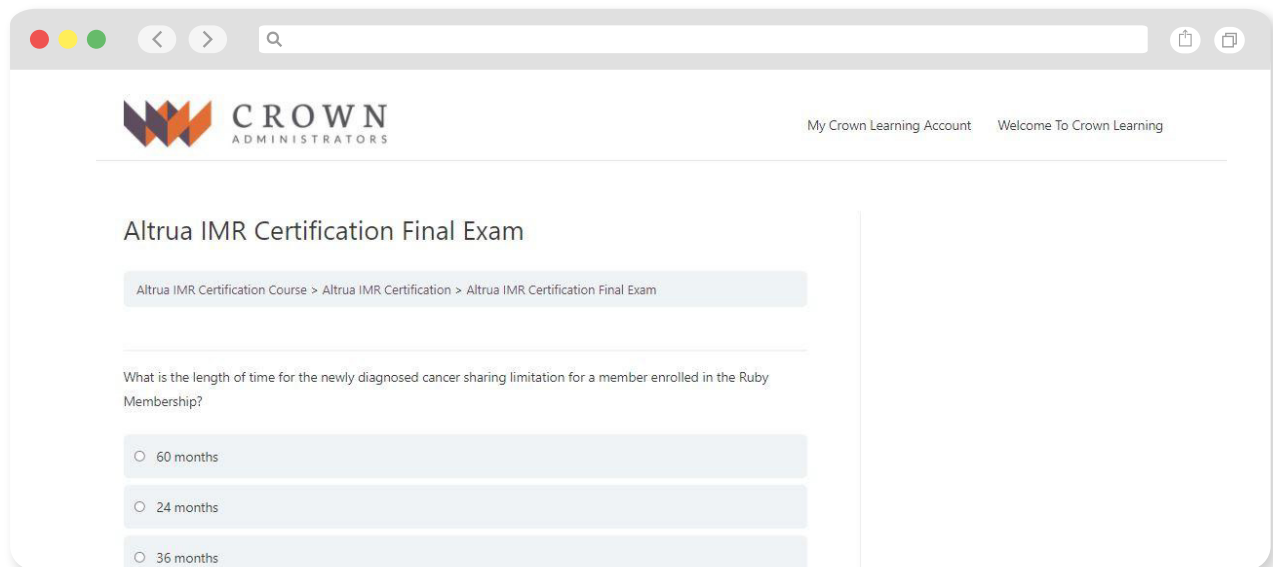


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5. After watching the video, below the video in the section titled *Lesson Content* click on **“Altrua IMR Certification Final Exam”**



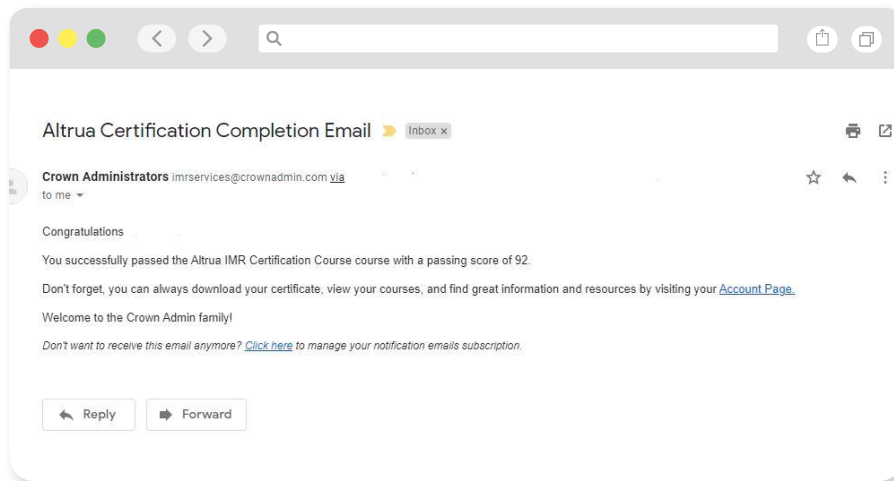
6. Click **“Start Quiz”** and take the quiz



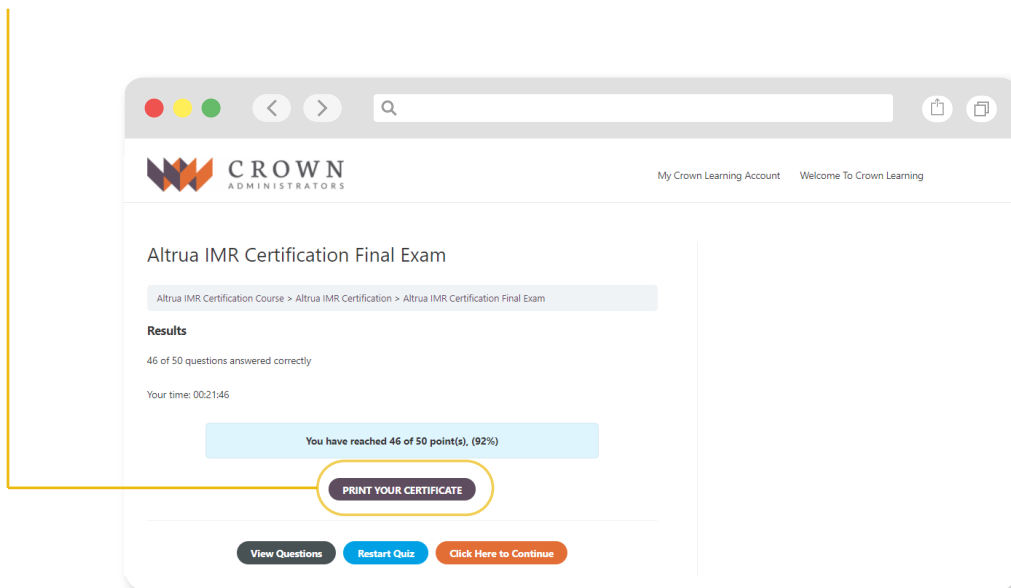
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7. When you finish and **PASS** the Certification:

- a) You will receive an email informing that you've passed, giving you the ability to print the certificate.

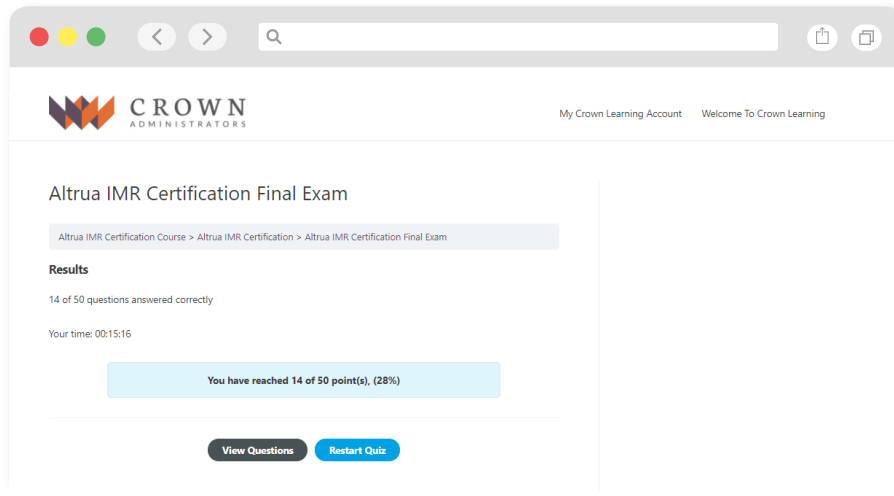


- b) Click on **“Print your Certificate”** from the screen that shows immediately after the quiz is submitted and passed.



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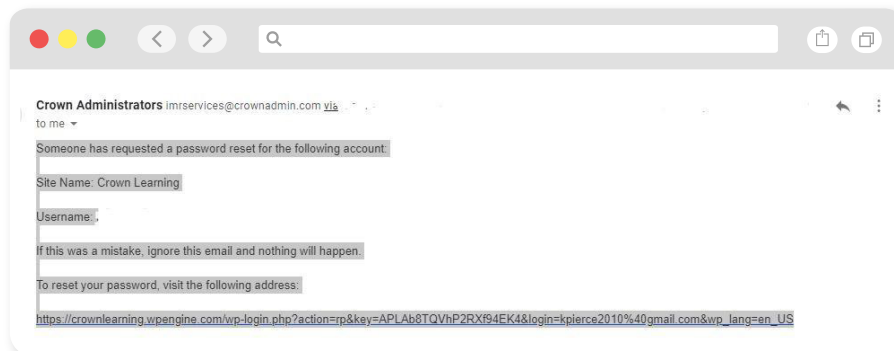
- 8.** If you **FAIL** the Certification Exam you will receive the screen pictured below. You have unlimited times to pass the exam.



Forgot Log In Password

OPTIONS

- 1.** Email IMRServices@CrownAdmin.com and request a password reset. Once the password reset is sent, you will receive an email informing of your options:



- 2.** If you know your password, you can log in here:
<https://crownlearning.wpengine.com/wp-login.php>
(Username will be your email)