



FBLA-PBL Learning Center

Getting Started Guide

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Learning Center

Explore. Experience. Engage.

FBLA-PBL's Learning Center is the new hub for all member activities. Students and advisers can access on-demand programming and explore partner resources all from within the Learning Center. This is a one-stop shop for FBLA-PBL members to access everything they need!

Need help? Check out our [FAQ Page](#) for answers to your questions or submit your question through the form at the bottom of this page.

Watch this video for an orientation of the new Learning Center!

PROGRAMS BY MEMBERSHIP

- FBLA-ML
- FBLA
- PBL
- Advisers

PROGRAMS BY TYPE

- Achievement Awards
- Student Challenges
- Partner Programs & Resources

UPDATES FROM THE NATIONAL CENTER

Subscribe via RSS

Welcome to the FBLA Learning

FBLA-ML Members

FBLA Members

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**Please note the Table of Contents above is linked. You can click on any items on this list to go directly to that section.*

FOR ADDITIONAL ASSISTANCE: If you still need help after reviewing this guide, please contact Gayle Robinson at grobinson@fbla.org or (703) 657-8186.

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Overview

What is the Learning Center?

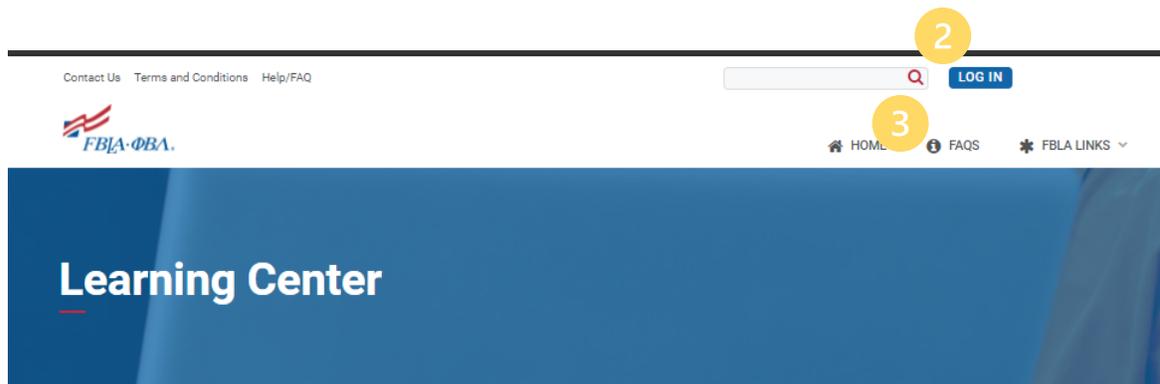
The Learning Center is **the new hub for all educational programming** for both members and advisers. Once logged in, members can participate in **individual achievement award programs**, compete in **student challenges**, and explore **partner programming and resources**. Advisers will also have access to adviser versions of each member program as well as additional programming and training specifically for advisers.

Visit the Learning Center - <https://learn.fbla-pbl.org>

Getting Started

Below is a screenshot of what you will see when you first open the Learning Center. We have marked with yellow circles the first three steps you should take.

1. **Watch the Learning Center Orientation Video** – this video introduces you to the Learning Center and demonstrates how to navigate the platform.
2. **Login** – Click the blue button in the top right-hand corner to login using your normal my.FBLA membership database credentials. *You will not be able to see most of the content until you login!*
3. **Visit the FAQ Page** – We are continuously updating the FAQ page with answers to your questions, so we encourage you to review the content on this page.



IT LOOKS LIKE YOU HAVEN'T LOGGED IN!

In order to access the majority of the Learning Center, you'll need to login. You can do so by clicking the blue login button in the top right hand corner of the page and using your my.FBLA Membership Database credentials.

Explore. Experience. Engage.

FBLA-PBL's Learning Center is the new hub for all member activities. Students and advisers can access on-demand programming and explore partner resources all from within the Learning Center. This is a one-stop shop for FBLA-PBL members to access everything they need!

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Navigating the Learning Center

Logging In

To access most of the content in the [Learning Center](#), you will need to login. You can do so by clicking the blue *Log In* button at the top of the screen. You will then be redirected to a generic FBLA login screen where you will need to login using your my.FBLA Membership Database credentials. Once logged in, you'll be redirected back to the Learning Center where you'll now be able to register for programs.

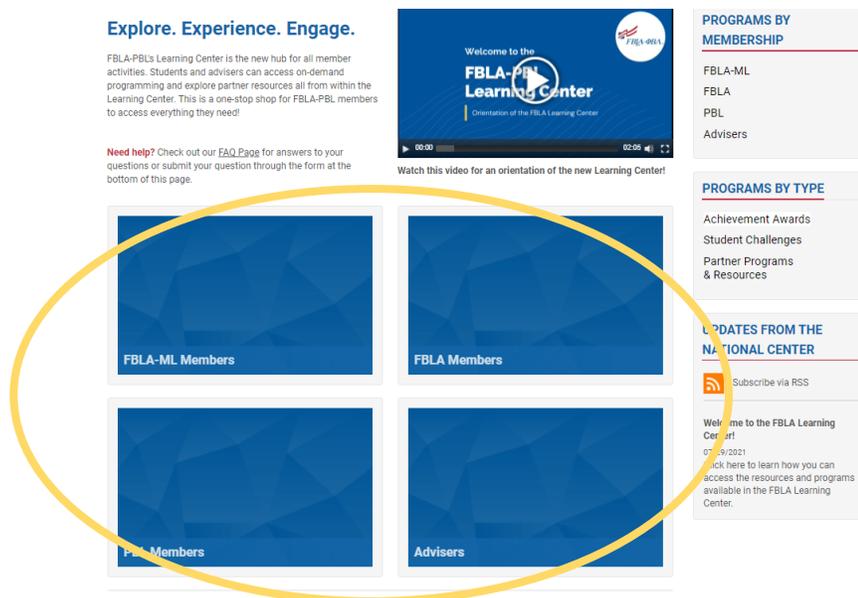
For more help with the login process, please review the [Login Troubleshooting](#) section at the end of this guide.



Division Pages

On the home screen in the [Learning Center](#), you will see that the site had been broken down into four primary hubs represented by the four blue boxes shown below. You will want to navigate to the hub based on your role in the organization:

- FBLA-ML Members
- FBLA Members
- PBL Members
- Advisers



New FBLA-PBL Learning Center

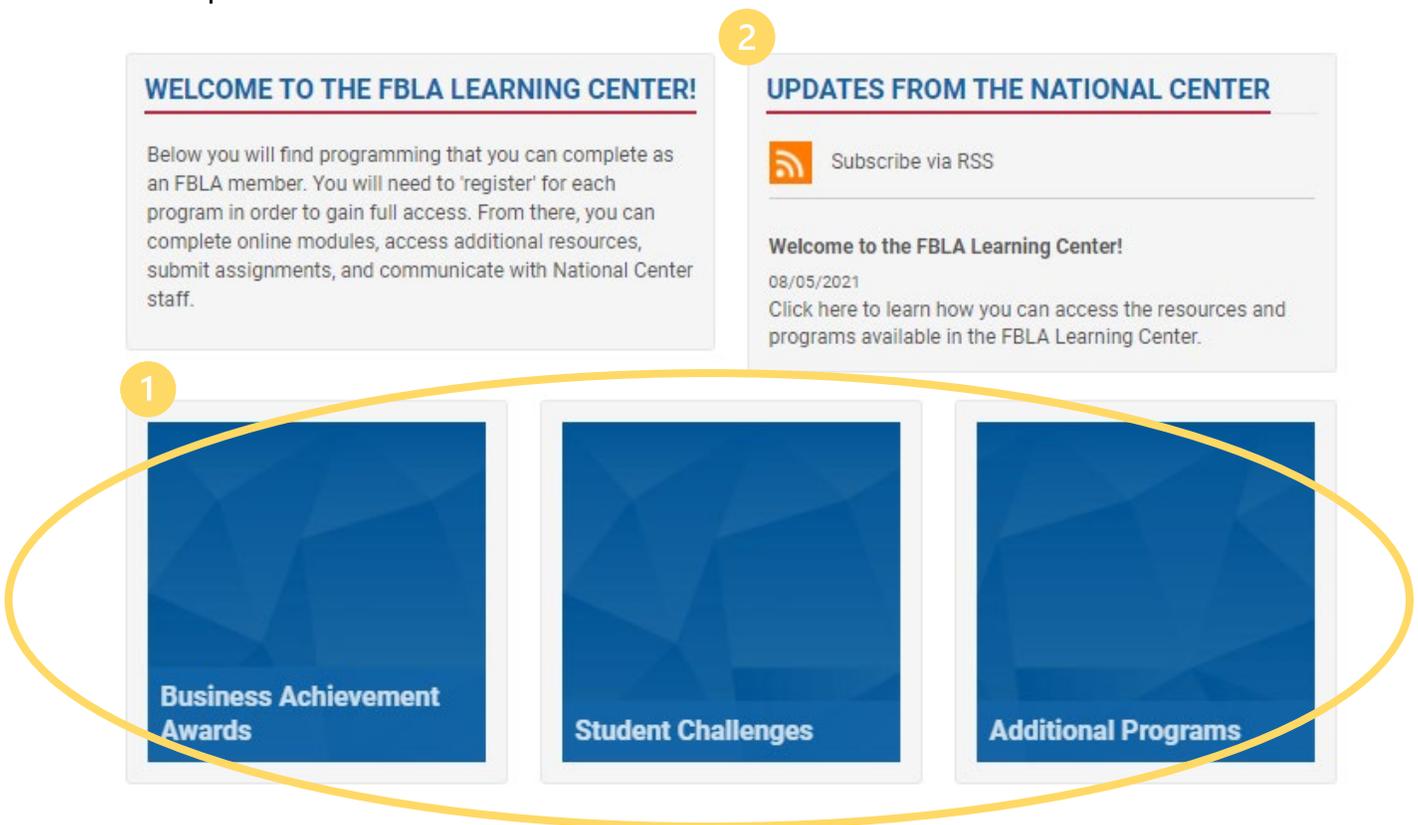
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Division Pages

Regardless of membership division, student division hubs will be broken into three categories:

- **Achievement Awards** - The first category you'll see is your division's achievement awards. This is where you will find the brand-new LEAD Awards for FBLA Middle Level Members, Business Achievement Awards for FBLA Members, and the new Excellence Award for Phi Beta Lambda members.
- **Student Challenges** - The second category you'll see is student challenges. Did you know you can compete against members from around the country throughout the year? Different from the National Awards Program which are our official Competitive Events, student challenges are typically hosted by our partners and take place at various points throughout the year.
- **Additional Programming** - The last category you'll see catches all other programs we offer. Here, you'll find on-demand programs from the National Center and our partners.



Updates from the National Center – As new programs launch, announcements directed towards students will be posted to the Learning Center. *Please Note: Adviser announcements will continue to primarily be posted in the Leadership Community.*

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Adviser Hub

The adviser hub is structured differently from the student hub. When arriving in the adviser hub, there are a few key areas to note.

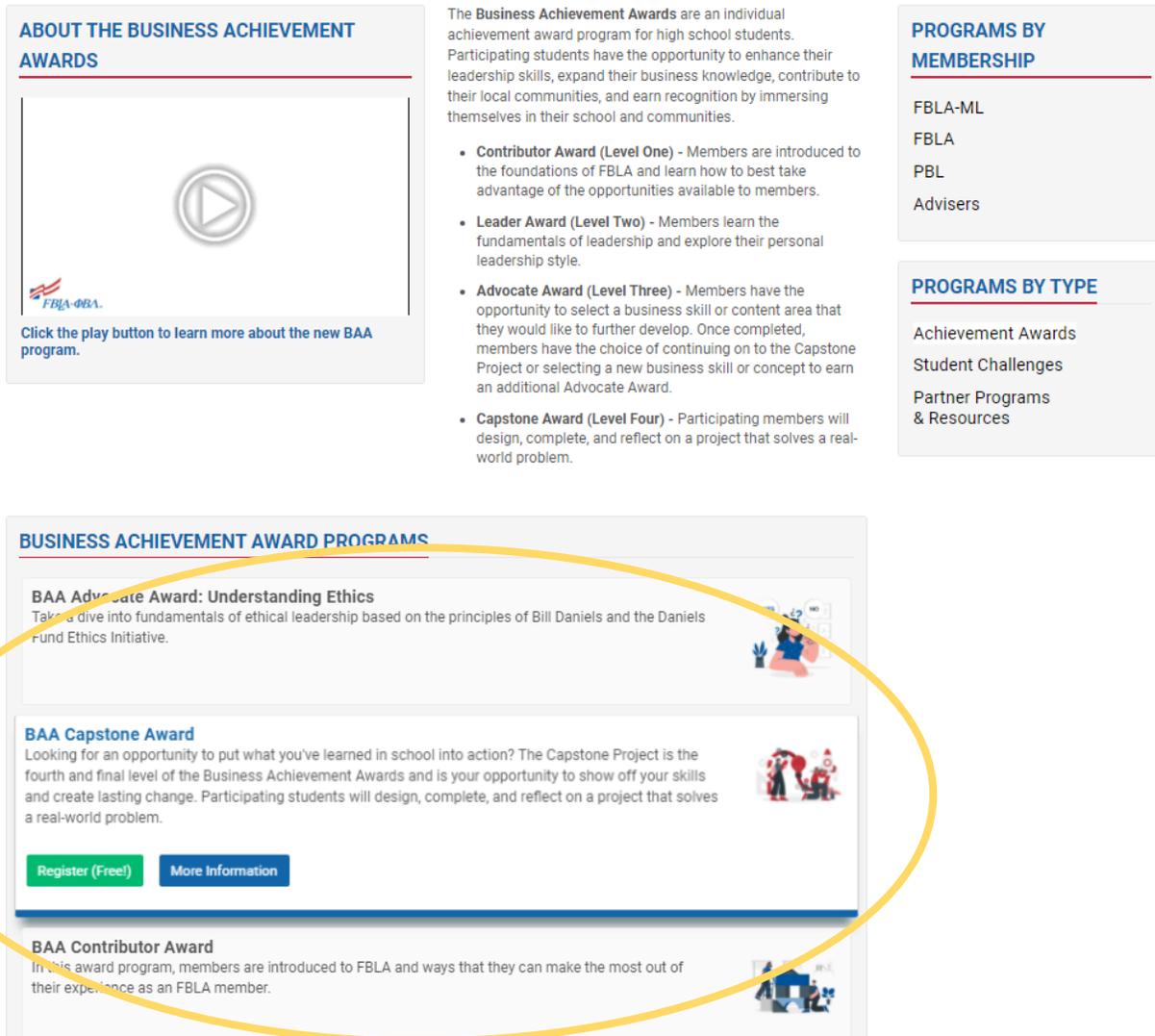
- 1. Adviser Trainings and Webinars** – You can find recordings of previous webinars from the National Center as well as register for future webinars in the *Adviser Trainings and Webinars* box.
- 2. Adviser Division Hubs** – Adviser versions of student programs (i.e. LEAD Awards, BAA Awards, and PBL Excellence Awards) are sorted by division.
- 3. Additional Adviser Resources** – Additional handouts and/or videos will be housed in the *Additional Adviser Resources* file collection at the bottom of the screen.

The screenshot shows the Adviser Hub interface. Callout 1 points to the 'ADVISER TRAININGS & WEBINARS' section, which includes an 'On-Demand Webinar: my.FBLA Database Training' recorded on 08/10/2021, brought to you by the National Center. Callout 2 points to three resource boxes: 'FBLA-ML Adviser Program Resources', 'FBLA Adviser Program Resources', and 'PBL Adviser Program Resources'. Callout 3 points to the 'ADDITIONAL ADVISER RESOURCES' section, which features an RSS feed subscription option and a 'Local Adviser Admin Permissions' link with a 'Download' button.

Program Registration

Student Registration

Paid members will register through their membership division hub. Students will choose what type of program they are looking for on their division hub home screen and then navigate to that program type's respective page. Once there, paid members will see a list of available programs and a green *Register (Free!)* button. **If students do not see the green Register (Free!) button, they likely are not logged in or have not paid their membership dues.*



ABOUT THE BUSINESS ACHIEVEMENT AWARDS

The **Business Achievement Awards** are an individual achievement award program for high school students. Participating students have the opportunity to enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities.

- **Contributor Award (Level One)** - Members are introduced to the foundations of FBLA and learn how to best take advantage of the opportunities available to members.
- **Leader Award (Level Two)** - Members learn the fundamentals of leadership and explore their personal leadership style.
- **Advocate Award (Level Three)** - Members have the opportunity to select a business skill or content area that they would like to further develop. Once completed, members have the choice of continuing on to the Capstone Project or selecting a new business skill or concept to earn an additional Advocate Award.
- **Capstone Award (Level Four)** - Participating members will design, complete, and reflect on a project that solves a real-world problem.

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BUSINESS ACHIEVEMENT AWARD PROGRAMS

BAA Advocate Award: Understanding Ethics
Take a dive into fundamentals of ethical leadership based on the principles of Bill Daniels and the Daniels Fund Ethics Initiative.

BAA Capstone Award
Looking for an opportunity to put what you've learned in school into action? The Capstone Project is the fourth and final level of the Business Achievement Awards and is your opportunity to show off your skills and create lasting change. Participating students will design, complete, and reflect on a project that solves a real-world problem.

[Register \(Free!\)](#) [More Information](#)

BAA Contributor Award
In this award program, members are introduced to FBLA and ways that they can make the most out of their experience as an FBLA member.

*The image above provides a sample of what a landing page by program type.

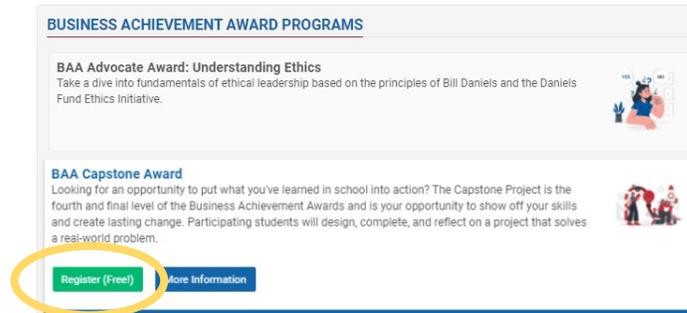
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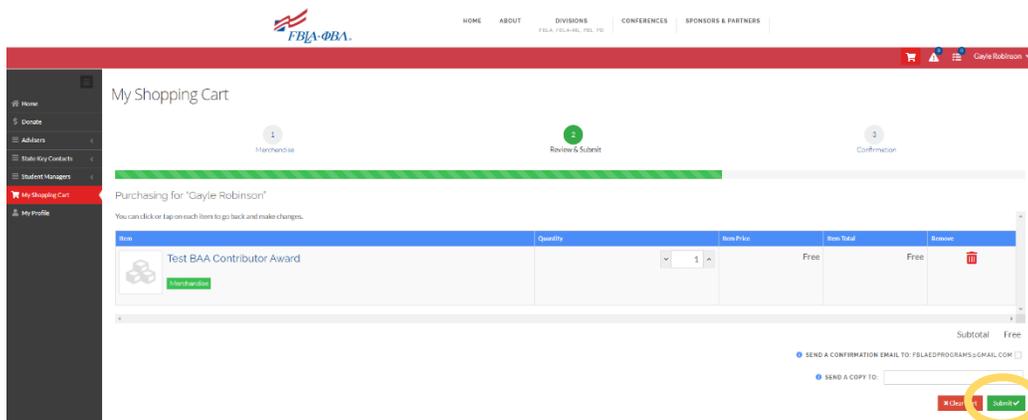


Registration Process:

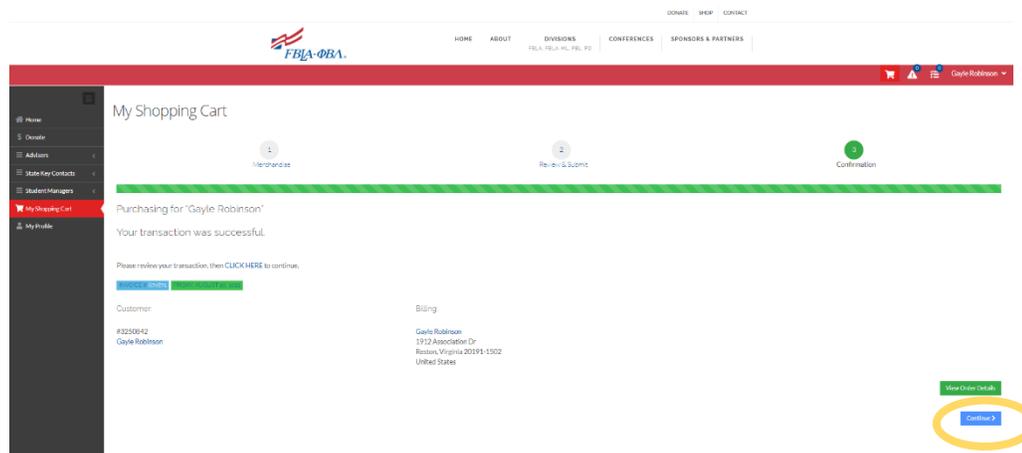
1. Locate the program you want to register for and click the green *Register (Free!)* button. Students will now be re-directed to the membership database.



2. Once in their shopping cart in the membership database, students should click the green *Submit* button to process their registration.



3. On the next screen, students should select the blue *Continue* button to return to the Learning Center where they will now have access to that program.



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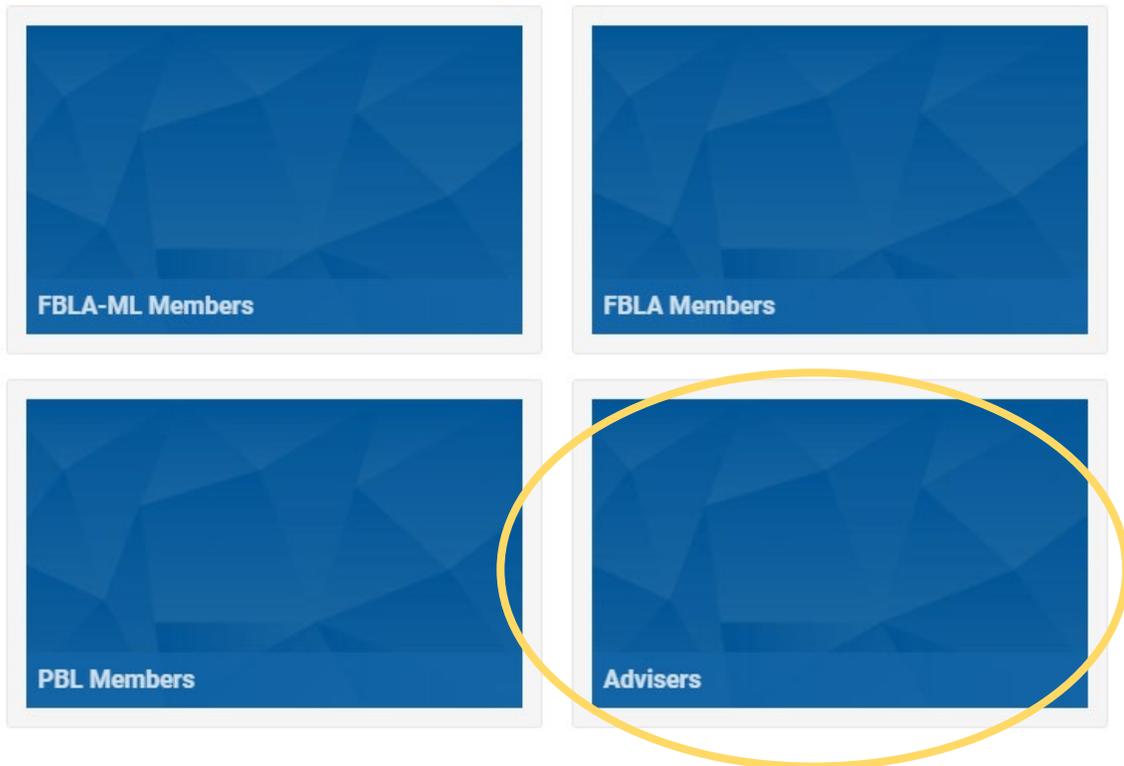
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Adviser Registration

The adviser registration process is very similar to the student registration process.

1. **Navigate to the *Adviser Hub*** – From the home screen, click the blue box labelled advisers.



2. **Select your division** - Click the blue box labelled adviser program resources for your division.



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3. Click the green *Register* button on the program that you want to register for - Advisers will then see a mirror list of programs to what their students see but advisers will see the adviser version.

WELCOME FBLA ADVISERS!

Welcome! On this page, you will find adviser copies of each BAA program available to your students. These copies include everything available to your students but in a more user friendly format for advisers. While your students must complete components in order, you have full access to every component immediately. Additionally, you'll find an *Adviser Resource* guide with each program that provides an outline of each program along with *Classroom Connections* and *Competitive Event Connections*.



Click the play button to learn more about the new BAA program.

BAA ADVISER RESOURCES

BAA Advocate Award: Understanding Ethics - Adviser

Contains 46 Component(s)

Are your students completing the BAA Advocate Award? Register for this course to access the course content as well as access important notes and resources for advisers.

Register (Free!)

More Information

BAA Leader Award - Adviser

Contains 51 Component(s)

Are your students completing the BAA Contributor Award? Register for this course to access the course content as well as access important notes and resources for advisers.

BAA Contributor Award - Adviser

Contains 27 Component(s)

Are your students completing the BAA Contributor Award? Register for this course to access the course content, as well as, access important notes and resources for advisers.

BAA Capstone Award - Adviser

Contains 17 Component(s)

REGISTRATION INSTRUCTIONS

1. Click the green *Register* button below the program you would like to register for.
2. Once redirected to the my.FBLA Membership Database, purchase the product for yourself.
3. Click the blue *Continue* button to return to the Learning Center to access the program.

IMPORTANT NOTES

Adviser Resource - This resource is a program overview in pdf form that contains program objectives, outlines, student activities, classroom connections, and competitive event connections.

- **Adviser Feedback** - Find a problem with one of the programs? Please submit any questions, concerns and/or general feedback through the **Adviser Feedback* Survey* under the *Component* tab of each course.

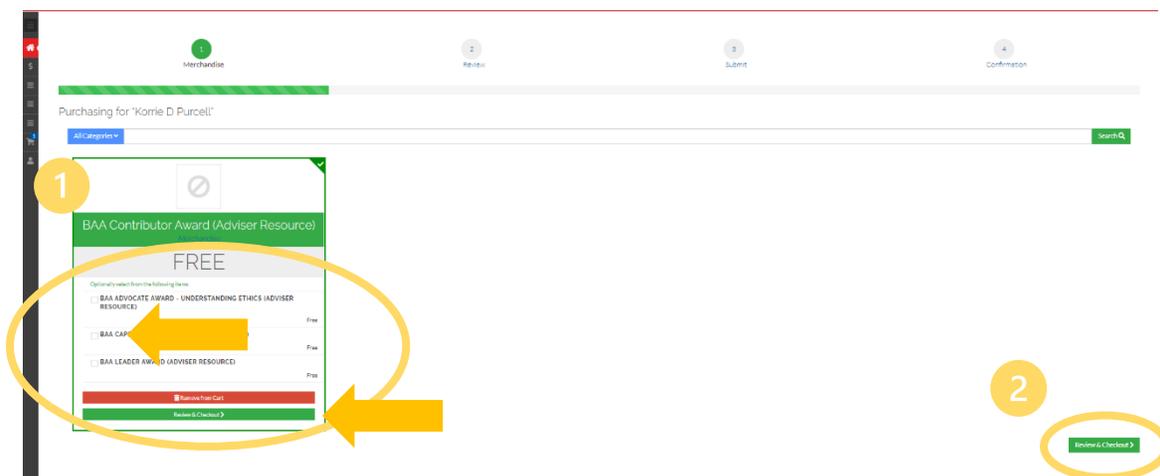
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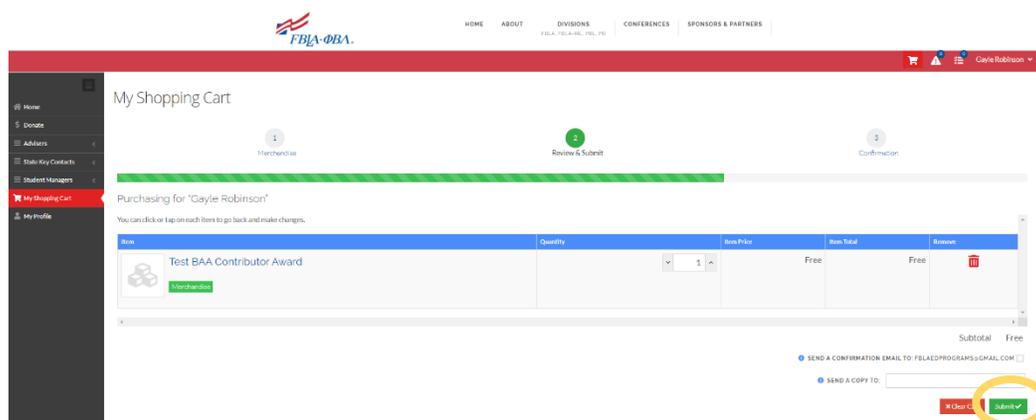


4. Select any additional programs you want to register for and click the green **Review & Checkout** button – if purchasing a program such as one of the BAA award levels, you might be prompted to purchase additional related programs. You can check the box next to each program you would like to also purchase in the box on the left-hand side of the screen. Once selected, click the large **Review & Checkout** button.

*If you are not prompted to add additional programs to your cart, simply click the green **Review & Checkout** button in the bottom right-hand corner.



5. Click the green **Submit** button to process your registration.

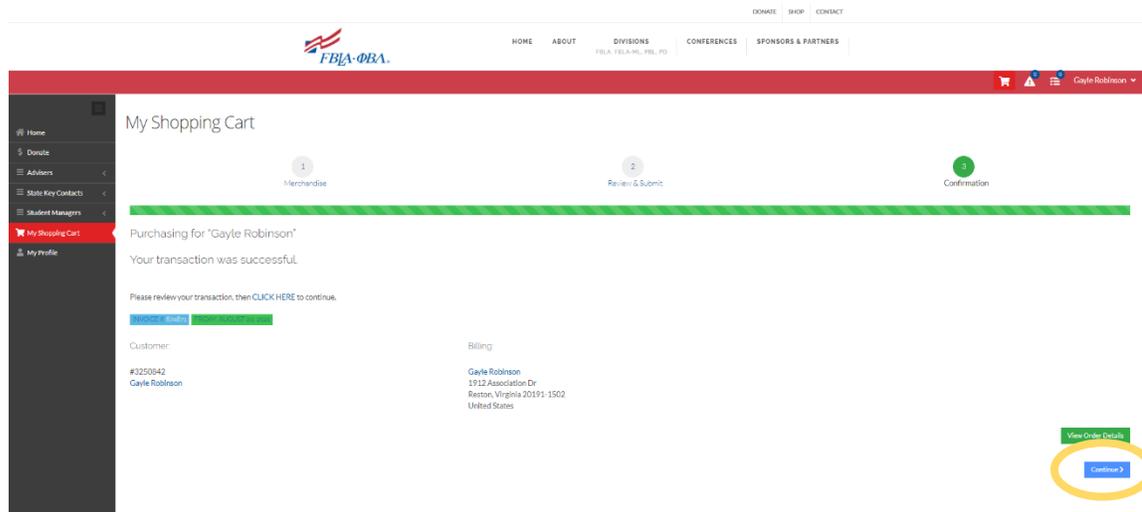


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6. Click the blue **Continue** button to return to the Learning Center - you will now have access to that program.



Achievement Awards

Overview

In this new system, student members will register themselves for *LEAD Awards*, *Business Achievement Awards*, and the new *PBL Excellence Award*. Advisers will have access to an adviser replica of each student program.

- **Student Access** - Members individually register for *Achievement Award* programs through their *Division Page*
- **Adviser Access** – Advisers register for adviser versions of each program in the *Adviser Hub*

LEAD Awards (FBLA-ML)

The *LEAD Awards* are the individual achievement award program for FBLA-ML members. Participating members can enhance their leadership skills, expand their business knowledge, and earn recognition by immersing themselves in their school and communities. There are two levels to the LEAD Award.

1. **LEAD Explore Award** - Members are introduced to the foundations of FBLA, learn how to best take advantage of the opportunities available to them, and develop their leadership skills.
2. **LEAD Aspire Award** - Members select a business skill or content area that they would like to further develop. Once complete members can choose to select a new business skill or concept to earn an additional Aspire Award.
 - **Time Management** (Available Now)
 - **Money Management** (Coming Soon)



Business Achievement Awards (FBLA)

The *Business Achievement Awards* are an individual achievement award program for high school students. Participating students can enhance their leadership skills, expand their business knowledge, contribute to their local communities, and earn recognition by immersing themselves in their school and communities.

1. **Contributor Award (Level One)** - Members are introduced to the foundations of FBLA and learn how to best take advantage of the opportunities available to members.
2. **Leader Award (Level Two)** - Members learn the fundamentals of leadership and explore their personal leadership style.
3. **Advocate Award (Level Three)** - Members can select a business skill or content area that they would like to further develop. Once completed, members have the choice of continuing to the Capstone Project or selecting a new business skill or concept to earn an additional Advocate Award.
 - **Understanding Ethics** (Available Now)
 - **Personal Branding** (Coming Soon)
 - **Design Thinking** (Spring 2022)
4. **Capstone Award (Level Four)** - Participating members will design, complete, and reflect on a project that solves a real-world problem. Over the course of approximately 80 hours, students will use design thinking methodology to design and implement a project that impacts their school or community.



PBL Excellence Award

The PBL Excellence Award replaces the now-retired Career and Membership Achievement Program (CMAP).

The *Excellence Award* is Phi Beta Lambda's new individual achievement award that provides members with the opportunity to develop critical skills needed to succeed in the workforce. This credit-based award program provides members with the opportunity to participate in a variety of programs including but not limited to in-person conferences, on-demand educational programming, and interactive networking opportunities. Each program is worth a specific number of credits and each award level requires a certain number of credits to be achieved.

Excellence Award Levels:

- **Bronze Award** - 5 Credits
- **Silver Award** - 10 Credits
- **Gold Award** - 20 Credits

While some credit opportunities will be available on-demand throughout the year, others will be live events announced throughout the year.

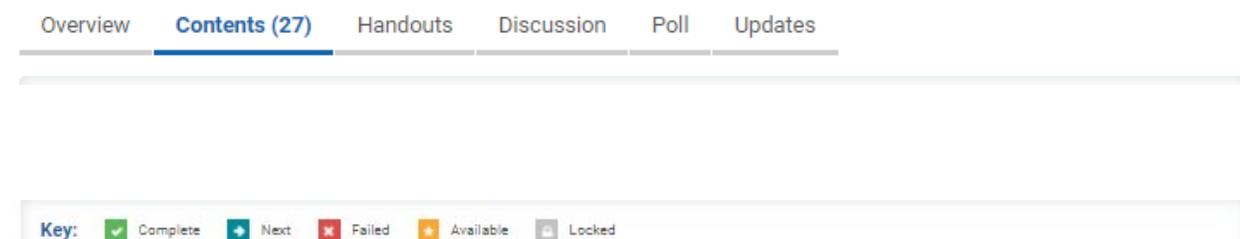
Navigating Programs

Basic Elements of Each Program

Once registered, each program has a few basic elements all members and advisers should be aware of.

Tabs – Each program will have a few different tabs available depending on the program.

- **Overview:** All programs will have an overview tab that provides a description of the program, program objectives (when applicable), and an outline of the content.
- **Contents:** All programs will have a contents tab – this is where all components of the actual program will be found. When completing a program, components typically must be completed in a specific order and components are typically 'locked' until a previous component is completed.
- **Handouts:** All handouts including program overviews and handouts actual program assignments can be found in the *Handouts* tab.
- **Discussion:** Members can ask questions, submit ideas, suggest changes, etc. in this tab. FBLA staff will be regularly monitoring these discussion boards and all posts will be approved by FBLA staff prior to being made public.
- **Poll:** When appropriate, polls will be added to programs through the poll tab.
- **Updates:** As programs are updated throughout the year or specific announcements regarding programs need to be made, those notes will be added to the *Updates* tab.
- **Speakers:** If a program includes a speaker, their name and bio will be included under the *Speakers* tab.



Overview **Contents (27)** Handouts Discussion Poll Updates

Key:  Complete  Next  Failed  Available  Locked



Registered: 01/28/2021
First Accessed: 01/28/2021
Completed: 01/28/2021

100%

4/4 total components
4/4 required components

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Program Components – Programs can be made up of a variety of different types of components. The most basic components include the following:

1. **Student Acknowledgement** – All content submitted by students on the Learning Center can and will be audited for completeness and authenticity. Prior to beginning a program, all students must agree to the following statement:
I agree to only submit work that is my own. I acknowledge that all of my submissions may be audited and that if it appears that I have submitted the work of others or not completed a task in full, I may lose my award.
2. **Pre & Post-Assessments** - These surveys are designed to assess the impact of a given program. There are no right or wrong answers so please answer truthfully. The results will help FBLA's National Center modify current programs and create new programs.
3. **Interactive Modules** – These short modules review key concepts and ideas through an interactive presentation and short videos. Each program is typically broken down into multiple short interactive modules that are followed by 1-2 activities to demonstrate new knowledge.
4. **Knowledge Checks** – These are scored quizzes based on the previous interactive module that students must pass to move forward in the program. If students do not pass the quiz, they can retake it as many times as needed.
5. **Reflection Questions** – Most modules also require students to reflect on something that they learned and submit a short-written answer. *Please note: Once submitted, neither students nor advisers will be able to retrieve answers to reflection questions!*

The screenshot displays a list of program components in a light gray interface. On the left side, a vertical column of red circles contains numbers 1 through 5, corresponding to the list items in the text above. The components are as follows:

- 1**: A yellow star icon next to the text "Student Acknowledgement" and "Agree to terms to continue."
- 2**: A yellow star icon next to the text "Pre-Assessment: BAA Contributor Award" and "1 Question".
- 3**: A green checkmark icon next to the text "Introduction to FBLA" and "Select the 'Complete Now' button to begin."
- 4**: A yellow star icon next to the text "Knowledge Check: Introduction to FBLA" and "2 Questions | Unlimited attempts | 4/5 points to pass".
- 5**: A yellow star icon next to the text "Reflection: Introduction to FBLA" and "1 Question".

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6. **Worksheet/Assignment Submissions** – Some programs will have fillable pdf that students must complete and then upload the completed worksheet and/or another assignment that requires a student to upload a task that they completed outside of the Learning Center. Like Reflection Question - once submitted, students and advisers will not have access to these files.
7. **Certificates** – Once all components of a program are complete, students can download their Certificate of Completion. Each certificate also includes one or more credits - FBLA-ML & FBLA Members should ignore the credits at this time.
8. **Program Feedback** – If members or advisers have any feedback on a given program (e.g. errors in a program, incorrect information, general thoughts, etc.), they can submit that feedback through the program feedback component in each program.

A screenshot of a program component list. It features five items, each with a star icon and a red circle containing a number. The items are: 6. FBLA Recruitment Piece (Upload 1 files to pass.), Final Reflection (1 Question), Post-Assessment: BAA Contributor Award (5 Questions), 7. BAA Contributor Award Certificate (1.00 Sample Award credit | Certificate available), and 8. Program Feedback (1 Question).

Adviser Only Components

Adviser versions of each program have two adviser specific components:

1. **Adviser Resource** – This document can be downloaded and includes a list of all tasks that students must complete for a given award along with suggestions for classroom connections.
2. **Adviser Feedback** – Any feedback for the national center can be submitted here,

A screenshot of adviser only components. It features two items: *Adviser Resource* (Open to download resource.) and *Adviser Feedback* (1 Question).

Adviser Administrative Permissions

Requesting Administrative Permissions

Local advisers that would like to monitor their student's progress need to submit a request for administrative permissions. You'll need to follow the following steps to request this permission:

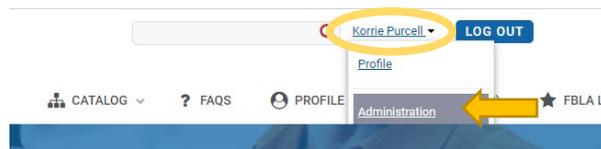
1. If you have never logged in to the Learning Center, you will need to first use your my.FBLA-PBL credentials and login to the system.
2. Complete the [Local Adviser Permission Request Form](#). You will need to provide your name, school/chapter name, chapter number, and your email address.
3. From this point, a staff member will verify that you are an adviser at the chapter and add the permissions to your Learning Center profile. *It may take up to five (5) business days for the permissions to be added.*

Accessing Reports

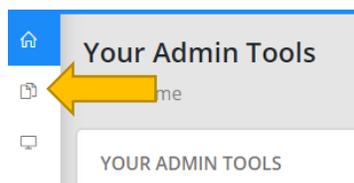
Accessing the Administrative Features

Once you have been notified those permissions have been added to your account, login and follow these instructions:

1. Click your name in the top right-hand corner of the screen and then click 'Administration' in the drop-down menu.



2. Click the two pieces of paper in the left-hand menu to access the 'Reports' area.



3. To view the progress of your members, click the blue button labelled 'Product Progress Report'.



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4. This report will open with a series of options for you to select.
 - a. Select the award/course
 - b. Set a time frame if needed
 - c. If checking on just member, type their name into the user field and click the name once it appears.
5. Once the report loads, you will have the option to download to a .CSV file for further data manipulation options in Excel or other programs.

Reports

Home > Reports > Product Progress Reports

PRODUCT PROGRESS REPORT

Choose Product Or Package: BAA CONTRIBUTOR AWARD

Date Range: ALL TIME 01/01/2014 07/30/2021

Choose User:

Display Extra Fields: Show User Fields Show Discount Fields

Showing 1 to 3 of 3 total registrants found.

[DOWNLOAD AS CSV](#)

First Name	Last Name	Email	User Type	User Remote ID	Registration Date	Product Started	Expiration Date	Days to Complete	Completed Components	Completion Date	Credits Earned	Student Acknowledge...	Pre-Assessment: B...	Introduction to
					2021-07-29 16:14:23	2021-07-29 16:20:56	N/A	N/A	1 out of 24	N/A	0.00	Complete 2021-07-29 16:20:56	Next	Not Started
					2021-07-29 12:46:47	2021-07-29 13:02:46	N/A	N/A	4 out of 24	N/A	0.00	Complete 2021-07-29 13:02:46	Complete 2021-07-29 13:09:59	Complete 2021-07-29 13:11:...
					2021-07-29 15:13:40	N/A	N/A	N/A	0 out of 24	N/A	0.00	Next	Not Started	Not Started

Can I view actual submissions of my members?

No, the Learning Center only allows for completion to be checked. FBLA staff will audit submissions on the backend.

Can I print member certificates with this permission?

No. Members receive certificates automatically upon completing an award or course. If you need or want a copy, please have your member print or save a PDF copy for you.

Login Troubleshooting

Passwords

Password Reset E-Mail

All users should automatically receive a message from the my.FBLA-PBL Membership Database notifying them of their account creation and instructing them to set a password. The e-mail will come from my.fbla-pbl@fbla.org.

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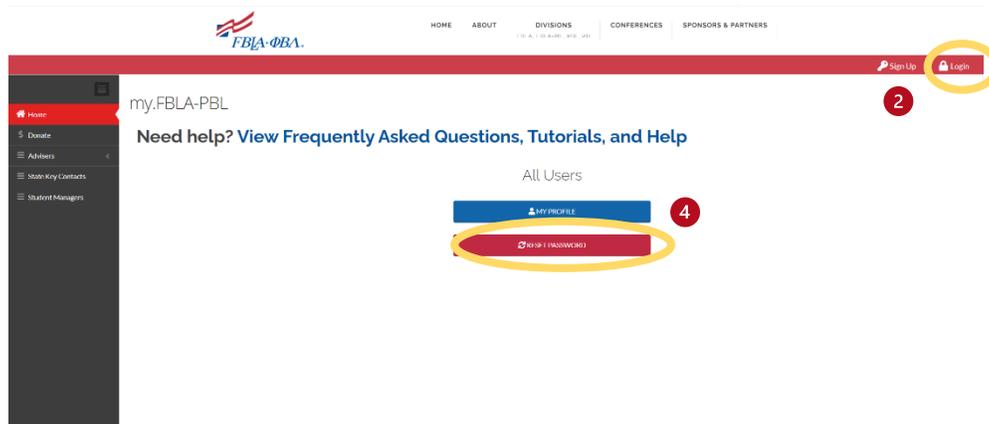
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E-Mail Not Received or Link Expired

If they did not receive that email or if the link expired, they should follow the instructions below to reset their password.

1. Go to the [my.FBLA-PBL Membership Database](#).
2. Click 'Login' in the top right-hand corner of the screen.



3. Use the email address that is attached to their membership record as the username and *Password1* as the password to login.
4. Click the red 'Reset Password' button in the center of the screen and follow the instructions to reset your password. The 'Old Password' will be *Password1*.
5. Now go to the [Learning Center](#).
6. Click the blue 'Login' button in the upper right corner of the screen.
7. Log in with the email and password just created.

NOTE: If the e-mail addresses you added to your student accounts are school addresses, your school system might block external e-mails. *We highly recommend you use personal e-mail addresses so that students can easily reset their passwords.*

Can your school whitelist an e-mail address? If so, ask them to whitelist my.fbla-pbl@fbla.org to ensure students can receive e-mails from our system.

Username

The username for each of your students is the e-mail address attached to their membership profile. [If you need help registering your members, please click here for further instructions.](#)

Username Troubleshooting

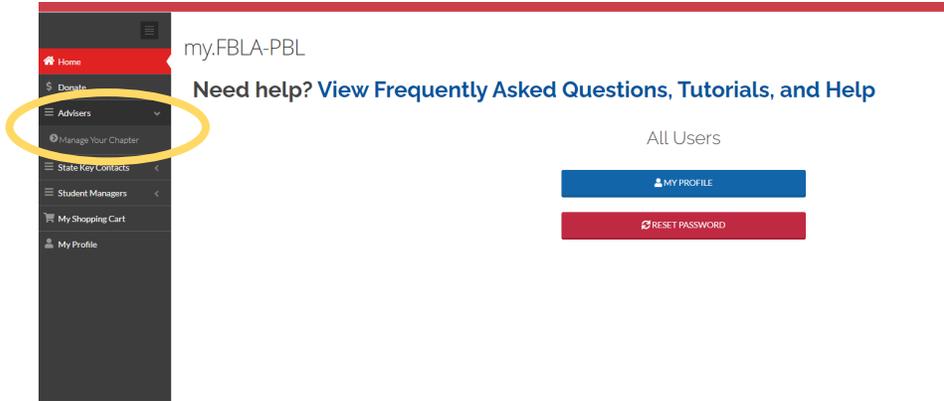
If you are having trouble with usernames, here are a few steps you can take:

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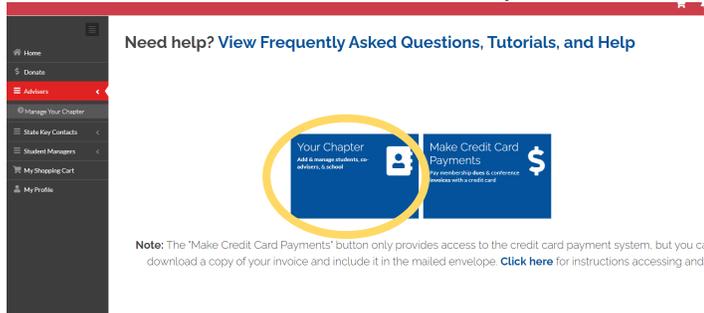
Getting Started Guide



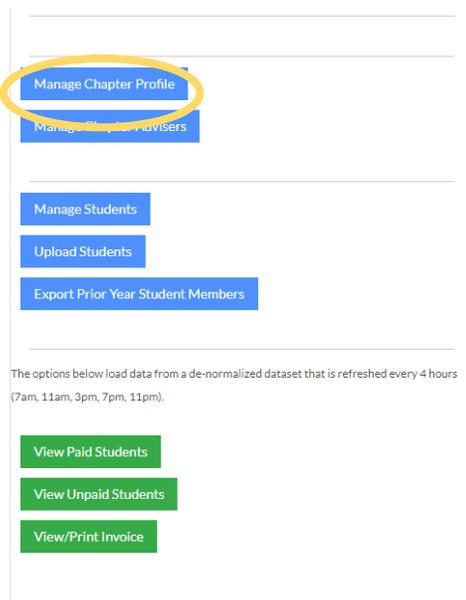
1. Login to the my.FBLA Membership Database
2. Find the drop-down labeled 'Advisers' and then click 'Manage Your Chapter'



3. Click the blue box labeled 'Your Chapter'



4. Click 'Manage Chapter Profile'

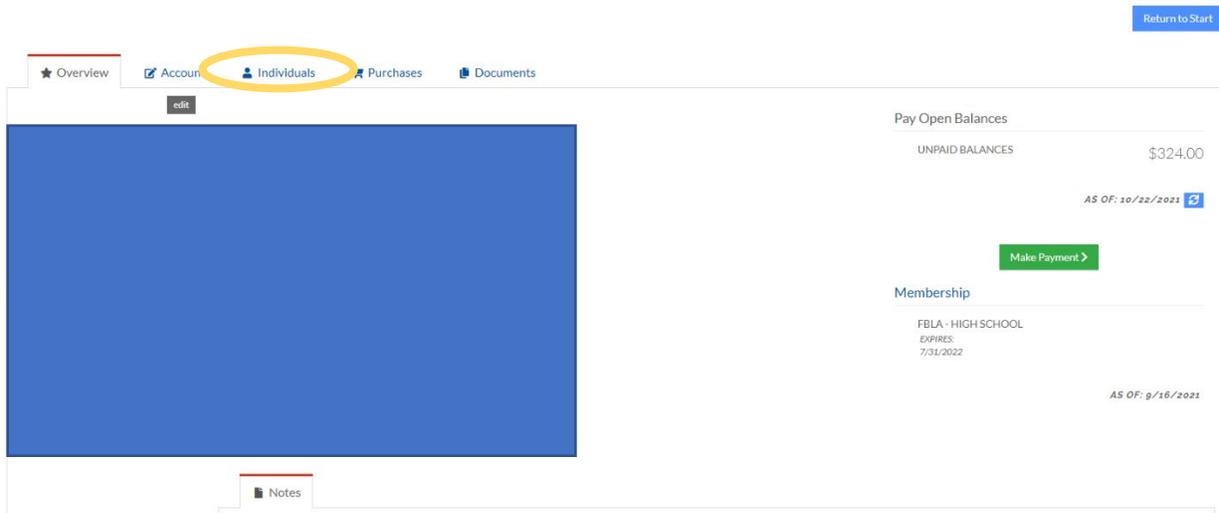


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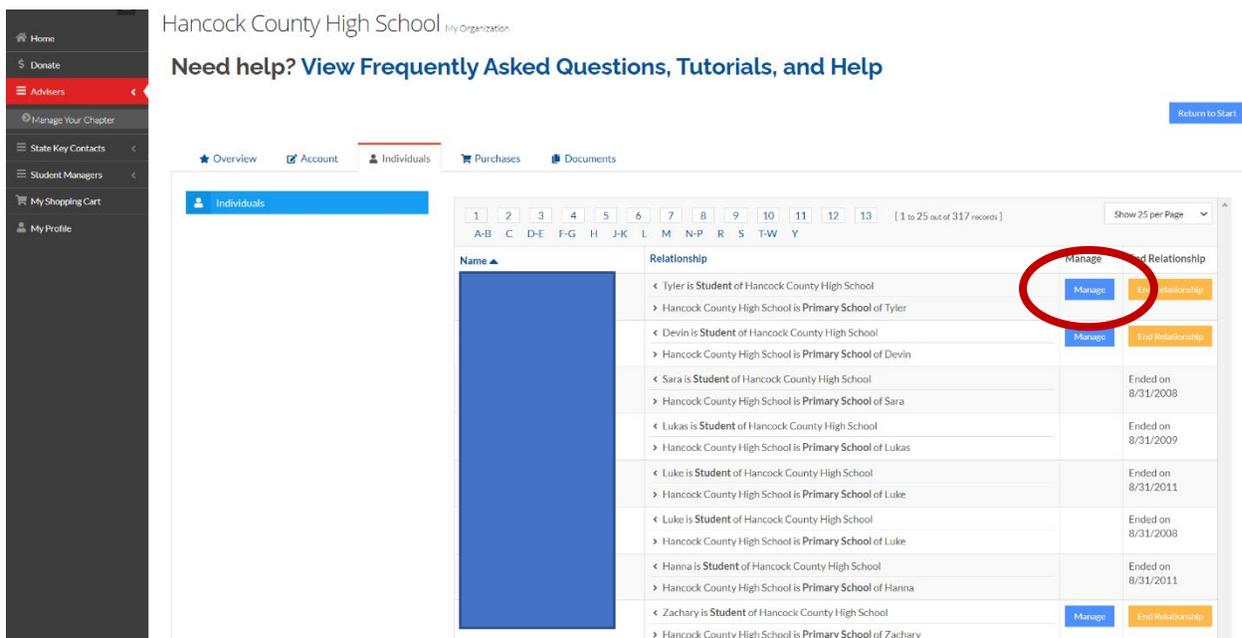
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5. Click the tab labeled 'Individuals' on your Chapter Profile.



6. From there, you'll find a list of your chapter members. Click 'Manage' next to the student's name who is having trouble login.

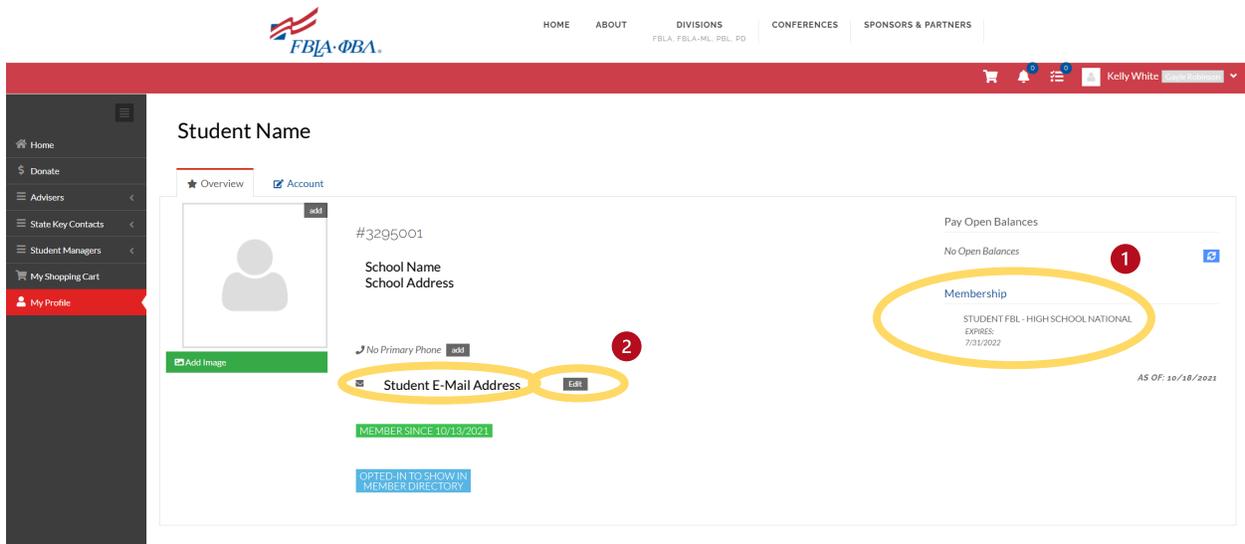


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7. When the student's profile opens, you'll want to check that the user has an active membership for the current school year.
 - a. *If they do not*, it means their membership needs to be paid before they can access the BAA program.
8. Next, click edit next to the e-mail address.

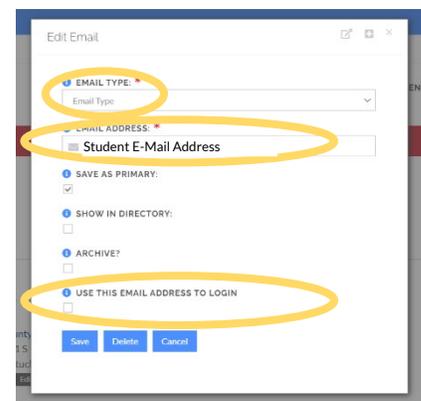


9. On the 'Edit E-mail Address' screen, confirm that the e-mail address shown is correct AND confirm with your student that they are trying to login using that e-mail address.
 - a. If it is wrong, type the correct e-mail address.

10. Select the 'Email Type'.

11. *If you see the option to 'Use this E-Mail Address to Login'*, check the box and click save.

- a. Click okay through the messages that it will change your login e-mail address – it will only impact the student's login.
- b. Your student should now be able to login using that e-mail address.

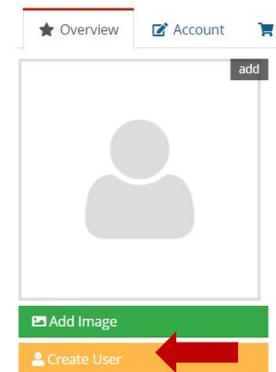


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12. If you do not see the option above, click save and check for a yellow box labeled "Create User" under the member profile picture.
13. If it is present, click 'Create User'.
14. Your student should now be able to login using that e-mail address.



STILL NEED HELP?

If you ran into trouble in any of the steps above or your student is still not able to login, e-mail the name of your student and the correct e-mail address to Gayle Robinson at grobinson@fbla.org for further assistance.

Additional Notes

FAQ Page

Found here, the FAQ page is frequently updated based on student and adviser questions. Please check here first when you have a question.

- **Video Resource Library** – On the right-hand side of the FAQ page is a series of videos that explain key concepts and instructions for navigating the Learning Center.
- **Help Request Form** – If you cannot find the answer to your question on the FAQ page, please submit your question through the form at the bottom of the FAQ page and a staff member will be in touch as soon as possible.

Leadership Community

Please note the Learning Center is different from the [Leadership Community](https://leadershipcommunity.fbla.org/home). The Leadership Community is a place for staff to share announcements and resources for both advisers and student leaders, as well as a place for advisers and student leaders to communicate with each other and share best practices. You'll use the same login for the Leadership Community as used for both the Learning Center and the my.FBLA-PBL Membership Database.

Link to Leadership Community: <https://leadershipcommunity.fbla.org/home>