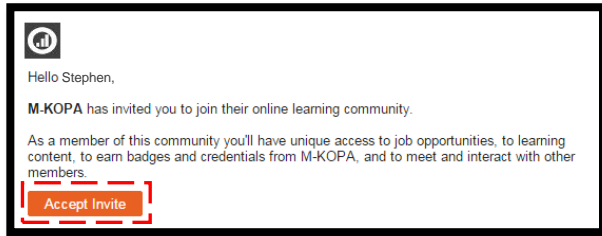


How to log in to Fidelis for the first time

1. Find the invitation email in your inbox and click the orange 'Accept Invite' button

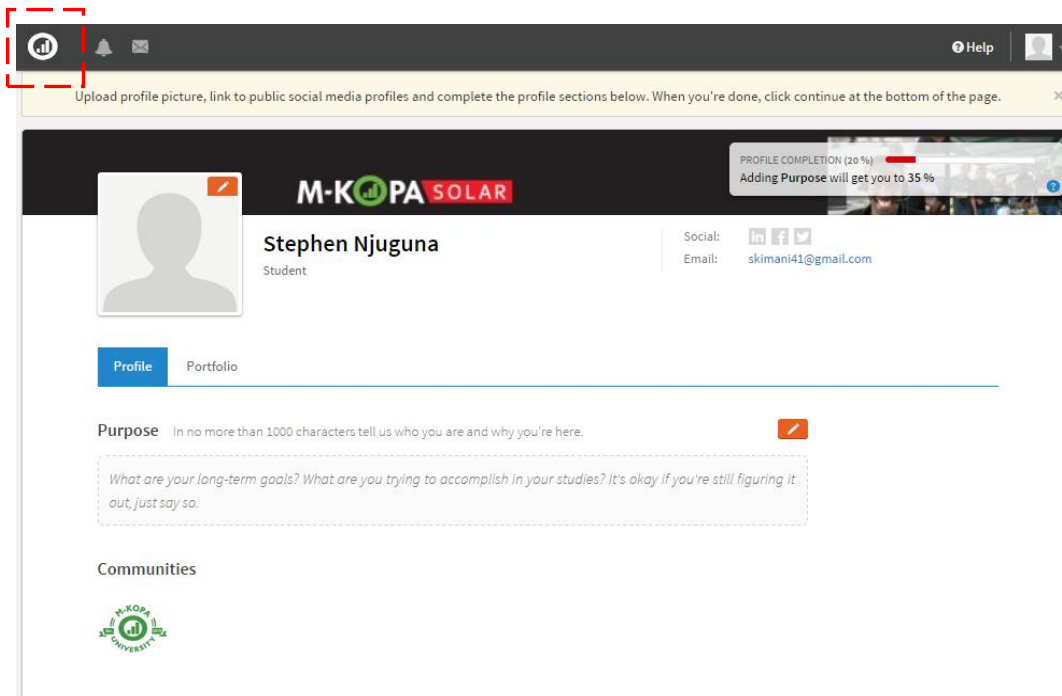


If you can't find the invitation email, search your inbox for 'Invitation to Join M-KOPA' or if you don't have the invitation, email m-kopacoaches@spire.is or ask your coach to resend the email.

2. Create a new password, click the box to 'Agree to Terms and Conditions' and click sign up

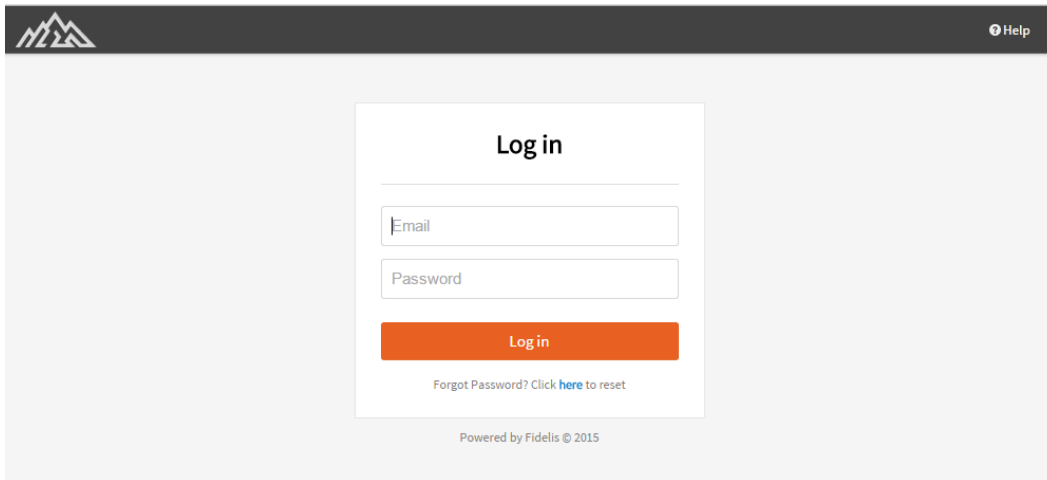
A screenshot of the M-KOPA Sign Up page. The page has a dark header with the M-KOPA logo and a "Help" link. The main content area is white and contains a "Sign Up" form. The form has fields for "Name" (filled with "Stephen"), "Email" (filled with "Njuguna"), "Email" (filled with "Stephen.njuguna@m-kopa.com"), "New Password", "Confirm Password", and a checkbox for "Agree to Terms & Conditions". An orange "Sign Up" button is at the bottom of the form. To the right of the form, there are three callout boxes with arrows pointing to the form fields: "Use your M-KOPA email" points to the email field, "Create a new password" points to the "New Password" field, and "Check the box to agree to terms & conditions" points to the "Agree to Terms & Conditions" checkbox. Below the "Sign Up" button, there is a link for "Already have an account? Log in".

3. Click the M-KOPA logo at the top left to SKIP profile set up and go to the home page



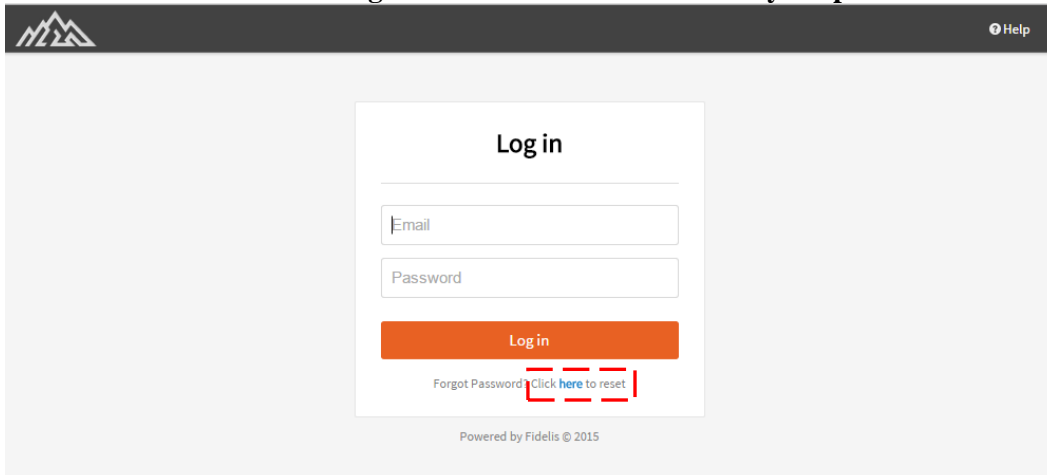
How to log in to Fidelis if you have logged in before

1. Go to <https://app.fideliseducation.com/login.html>, type in your info, and click 'Log In'



The screenshot shows the Fidelis login page. At the top left is a logo consisting of three stylized mountain peaks. At the top right is a 'Help' link with a question mark icon. The main content area is a light gray rectangle. In the center is a white box titled 'Log in'. Inside this box are two input fields: 'Email' and 'Password'. Below these fields is an orange button labeled 'Log in'. Under the button is a link that says 'Forgot Password? Click [here](#) to reset'. At the bottom of the white box is the text 'Powered by Fidelis © 2015'.

2. If you have forgotten your password, click the link to reset your password and check your email
 - a. You will then get an email with a link to reset your password

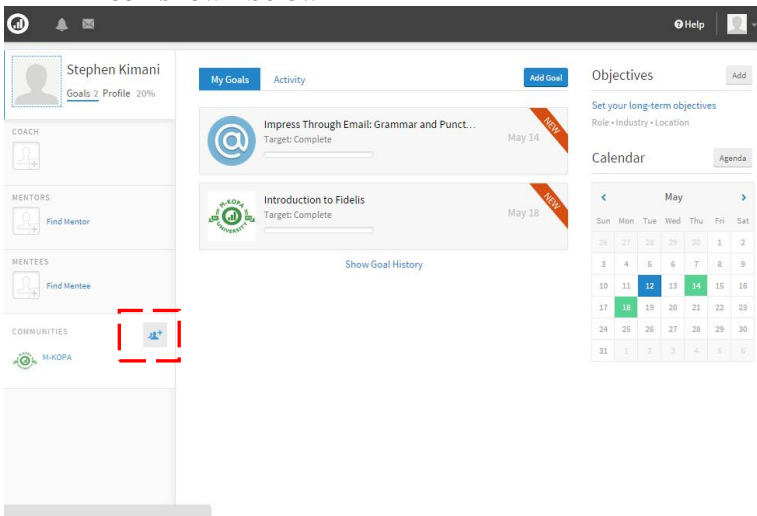


This screenshot is identical to the one above, showing the Fidelis login page. However, the link 'Click [here](#) to reset' in the 'Forgot Password?' text is highlighted with a red dashed rectangular box.

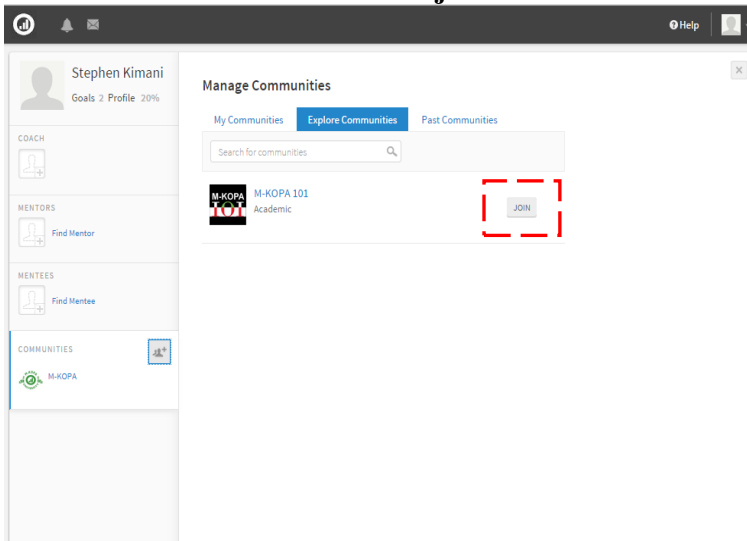
How to join the M-KOPA 101 sub-community once you are logged in

The M-KOPA 101 sub-community has all of the useful learning apps and badges in 1 place. It also has a discussion board where you can interact with other members of the community.

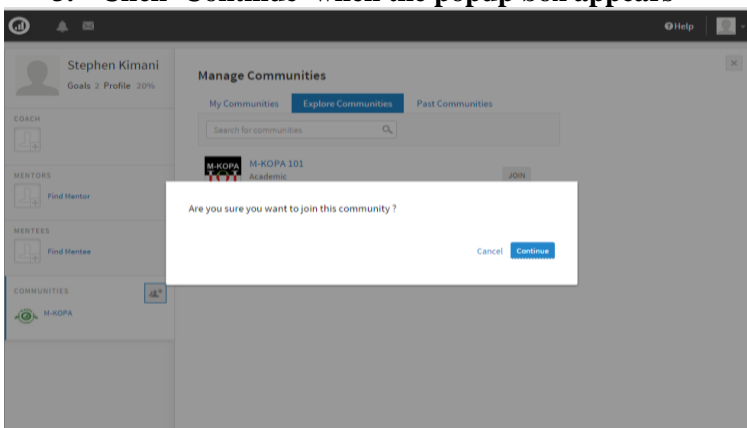
1. Move your mouse to the left near the 'Communities' text on the lower left side of the page and click the plus icon shown below



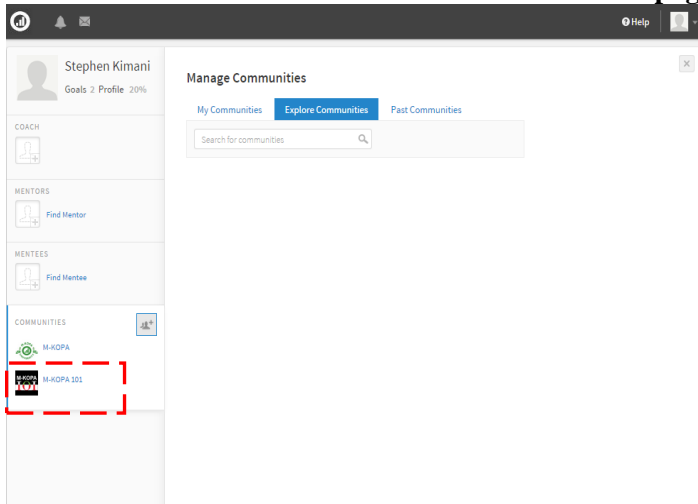
2. Click the 'JOIN' button to join the M-KOPA 101 sub-community



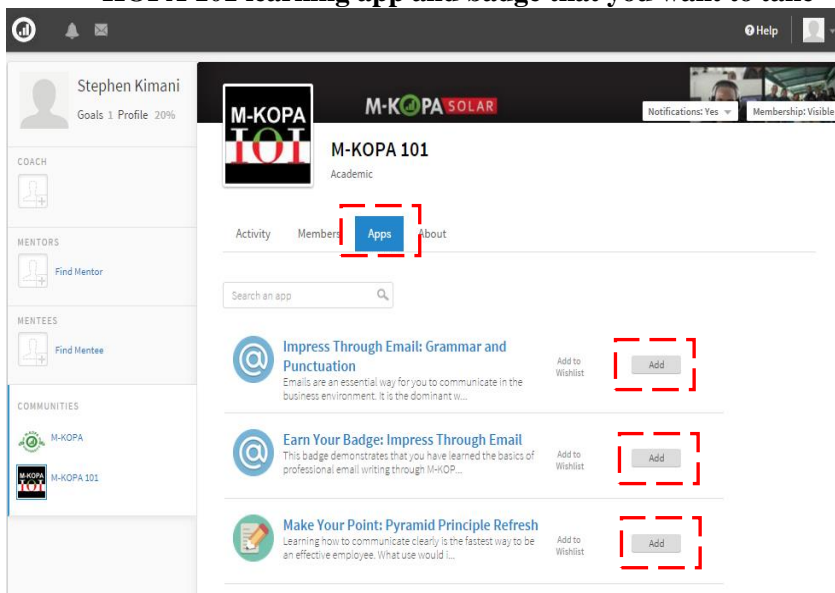
3. Click 'Continue' when the popup box appears



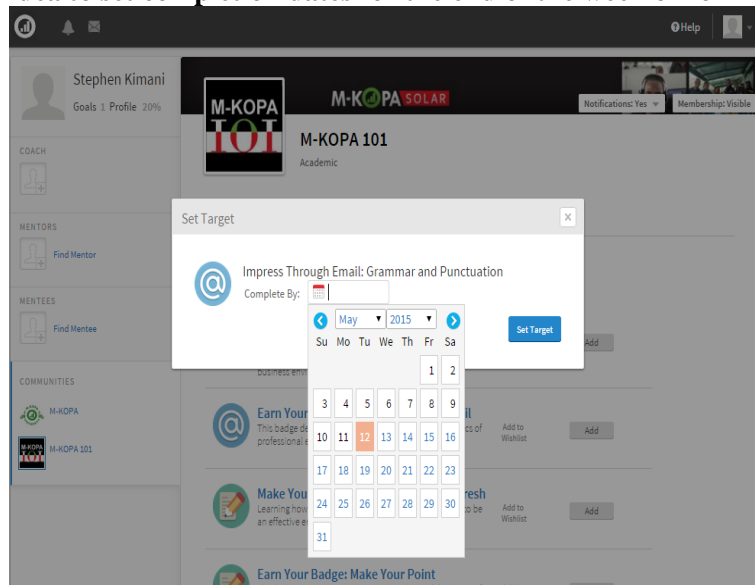
4. Now that you've joined the sub-community, click 'M-KOPA 101' that has now appeared in the 'Communities' section on the left side of the page



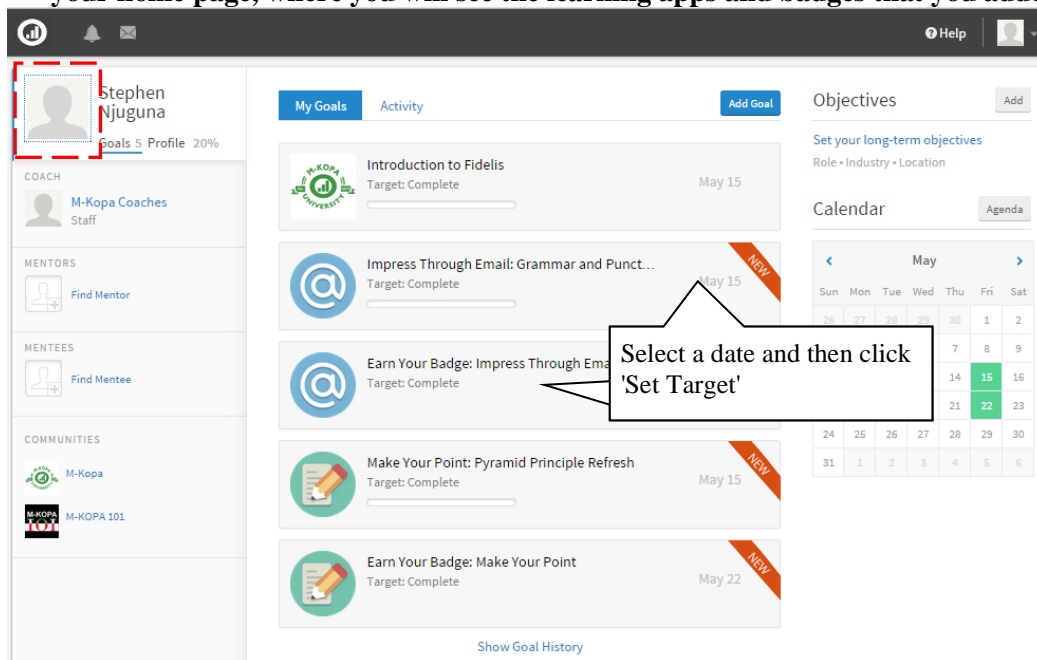
5. Click the 'Apps' tab to access all learning apps and badges, then click the 'Add' button to add each M-KOPA 101 learning app and badge that you want to take



6. Note, you will need to set a target completion date for each learning app or badge that you add. It is a good idea to set completion dates for the end of the week or for Friday of the next week.



7. Once you have added all learning apps and badges, click on the profile picture in the top-left to return to your home page, where you will see the learning apps and badges that you added



Remember, the overall learning process is to:

- 1) Attend the in-person training
- 2) Complete the learning application on Fidelis
- 3) Take the quiz to earn your online badge

Good luck and please email m-kopacoaches@spire.is if you have any questions.