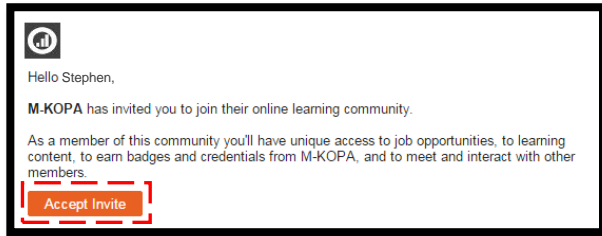


# How to log in to Fidelis for the first time

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

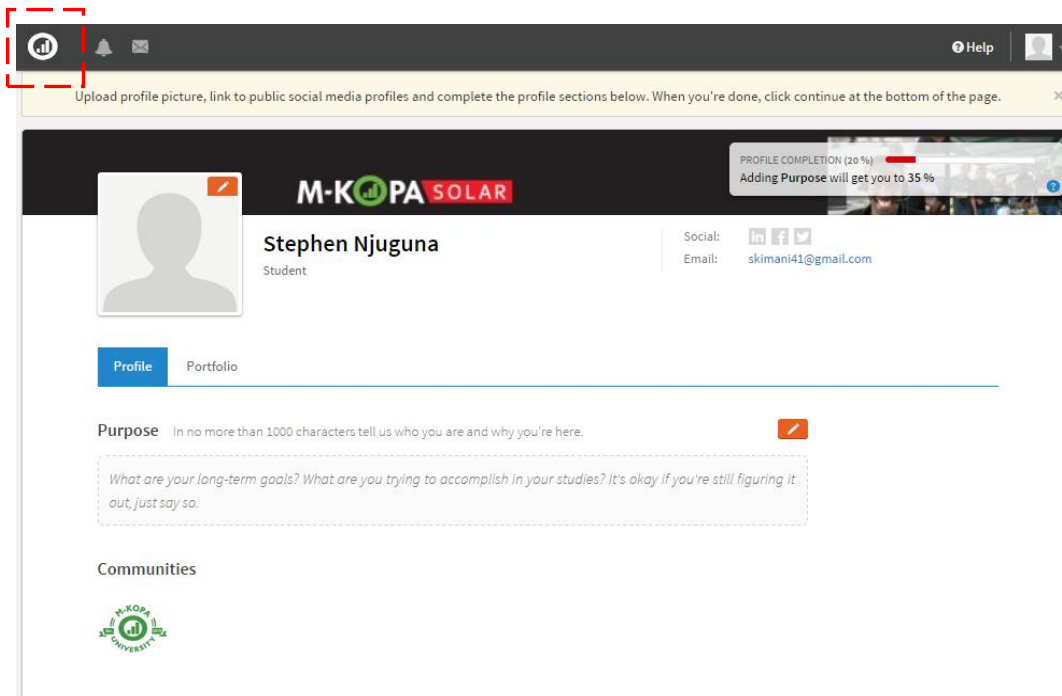


If you can't find the invitation email, search your inbox for 'Invitation to Join M-KOPA' or if you don't have the invitation, email [M-KOPAcaches@spire.is](mailto:M-KOPAcaches@spire.is) or ask your coach to resend the email.

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

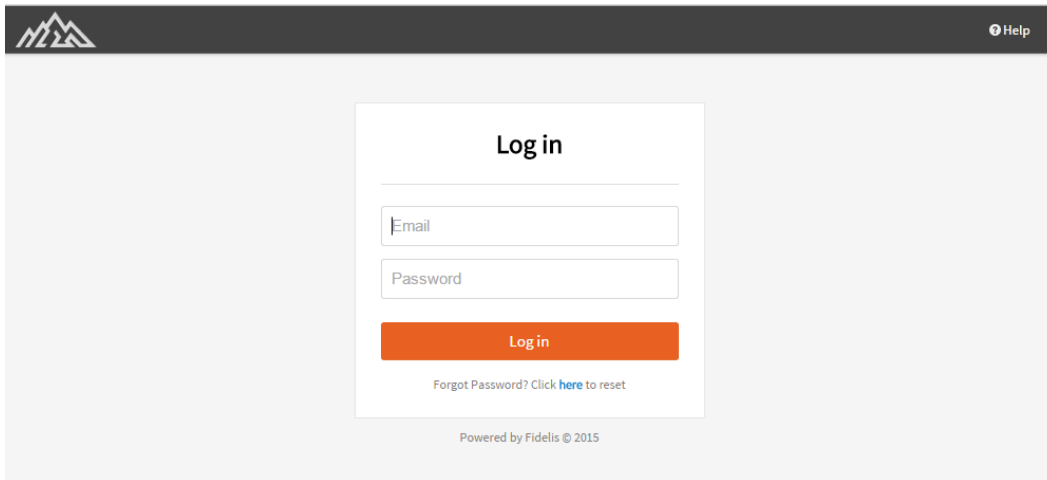
A screenshot of the M-KOPA Sign Up form. The form has a header "Sign Up" and a logo on the left. It contains several input fields: "Stephen", "Njuguna", "Stephen.njuguna@m-kopa.com", "New Password", and "Confirm Password". Below these fields is a checkbox labeled "Agree to Terms & Conditions" and an orange "Sign Up" button. A red dashed box highlights the email, password, confirm password, and terms & conditions fields. Callout boxes point to these fields with the following text: "Use your M-KOPA email" (pointing to the email field), "Create a new password" (pointing to the password field), and "Check the box to agree to terms & conditions" (pointing to the checkbox). At the bottom of the form, there is a link "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



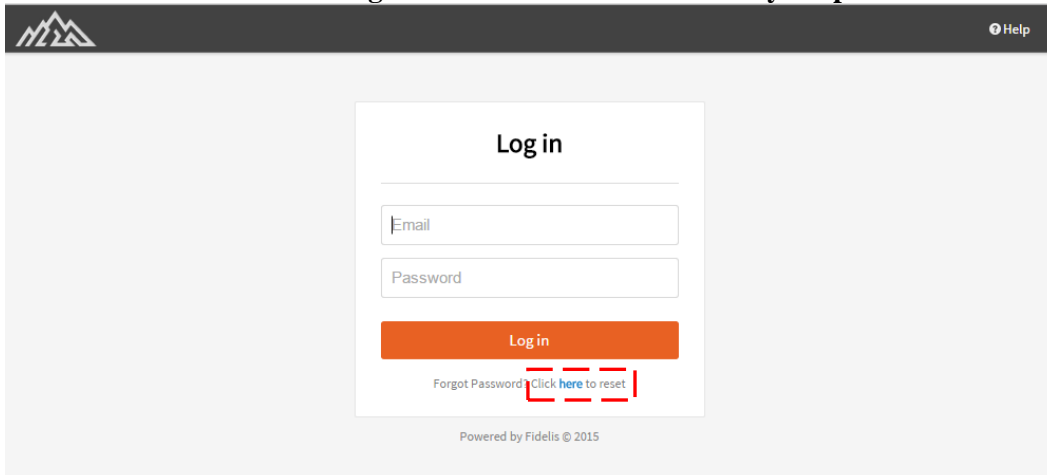
## How to log in to Fidelis if you have logged in before

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 magnifying glass 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'.

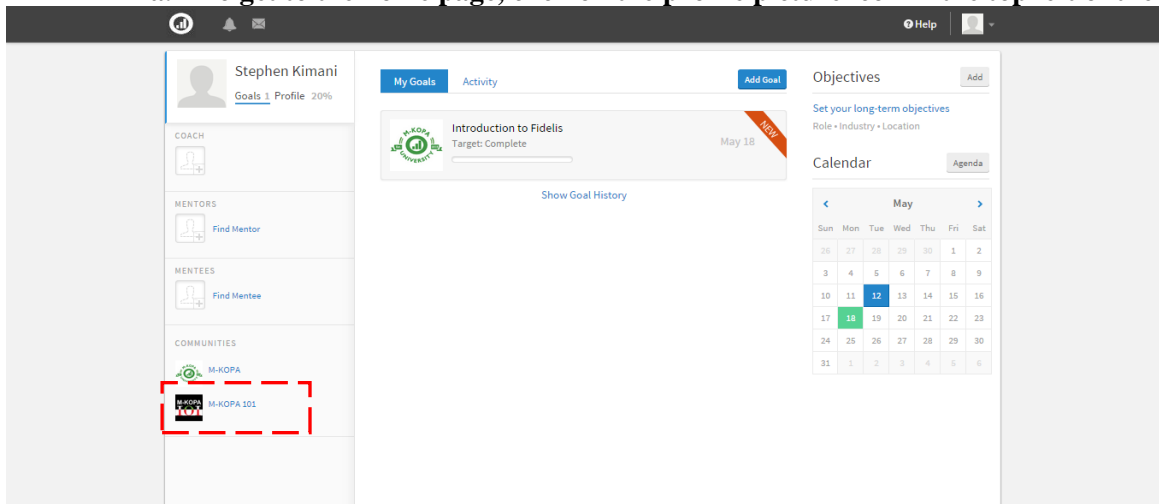
2. If you have forgotten your password, click the link to reset your password and check your email
  - a. You will then get an email with a link to reset your password



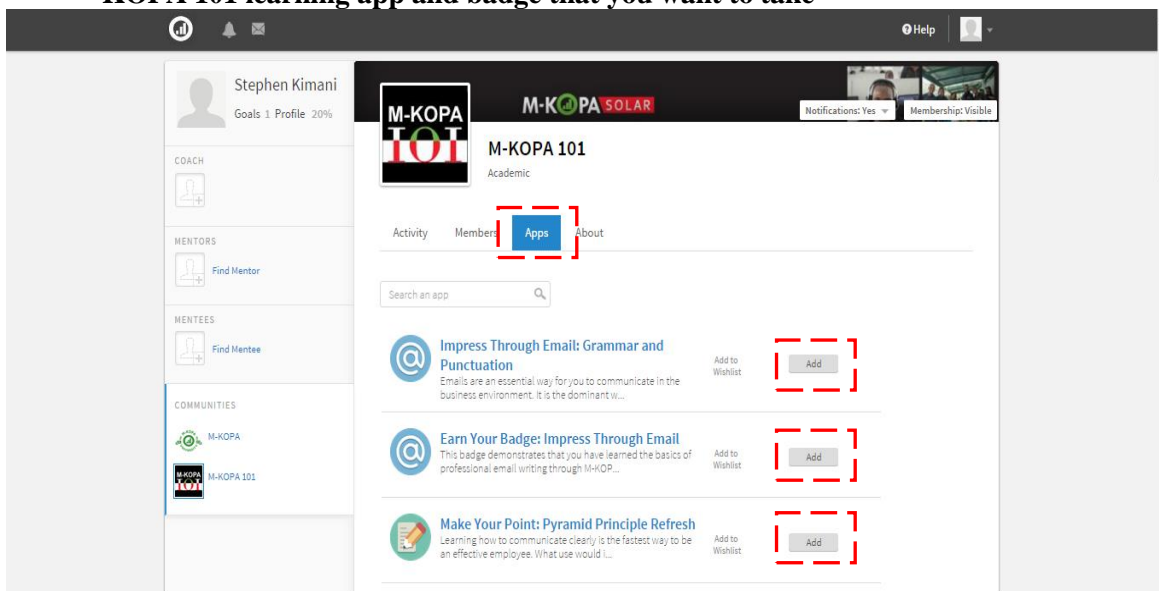
This screenshot is identical to the one above, but with a red dashed rectangular box highlighting the 'Forgot Password? Click [here](#) to reset' link.

## How to add learning apps and badges once you are logged in

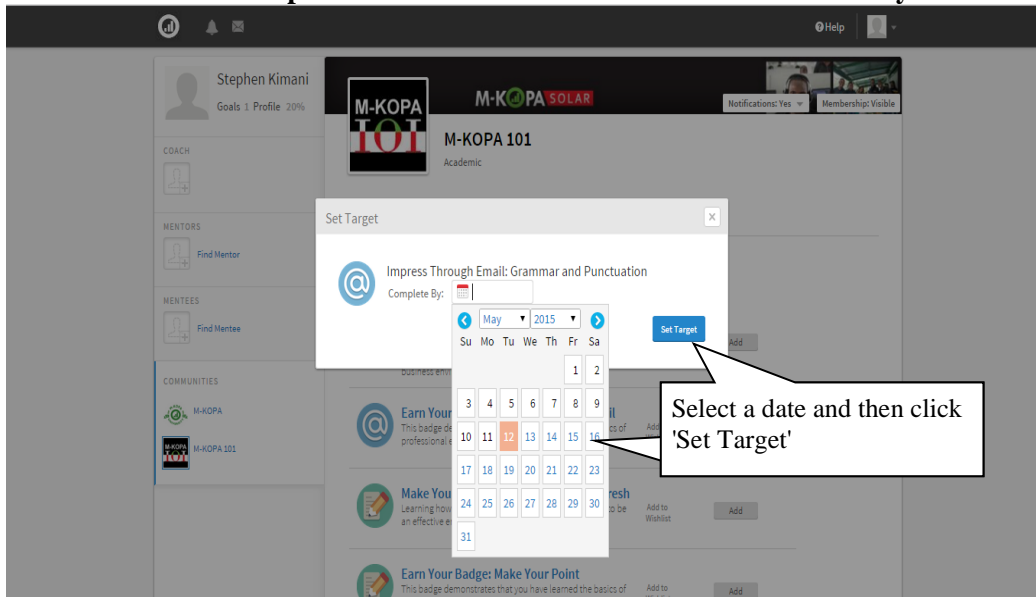
1. On the home page, click 'M-KOPA 101' in the 'Communities' section on the left side of the page
  - a. To get to the home page, click on the profile picture icon in the top left of the page



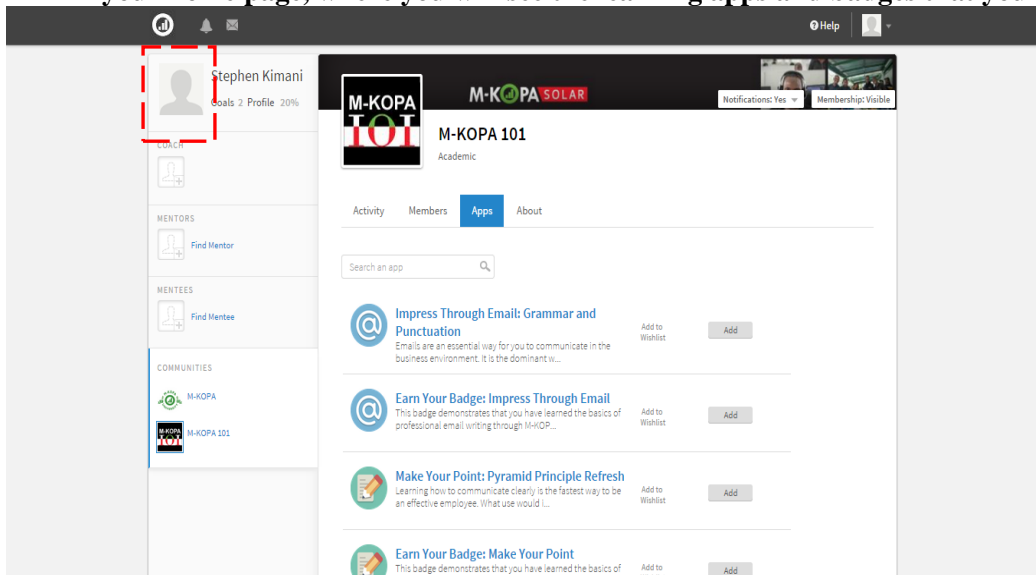
2. Click the 'Apps' tab to access all learning apps and badges, then click the 'Add' button to add each M-KOPA 101 learning app and badge that you want to take



3. 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.



4. 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-KOPAcaches@spire.is](mailto:M-KOPAcaches@spire.is) if you have any questions.**