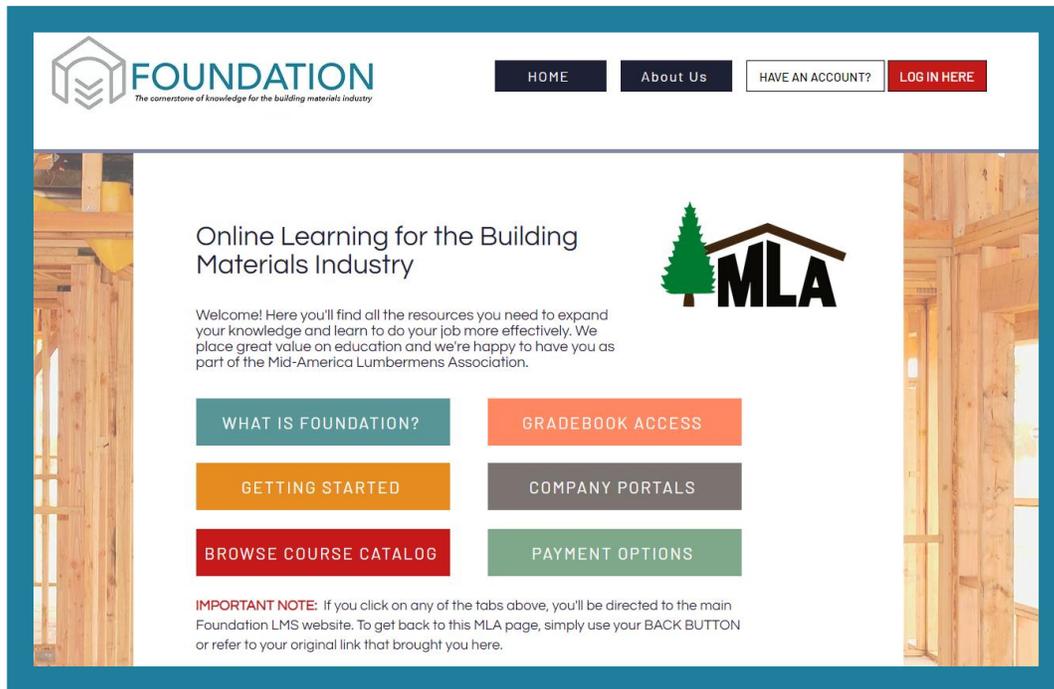




Welcome to MLA's New Online Learning Platform!



<https://www.foundationlms.org/mla>

Foundation is an online learning management system (LMS) designed specifically for the building materials industry. On our platform you will find an ever-growing catalog of courses you can take to improve your knowledge of different facets of the industry. You can also choose classes that can help you better develop your skills in specific areas.

CURRENT COURSES:

- Introduction to Building Material Sales Series
- Basic Estimating/Blueprint Take-off
- Onboarding Employees Series

COURSES DEBUTING SOON!

- Delivering Top-Notch Customer Service
- Forklift Safety Training

MORE TO COME! The Foundation team is developing a full catalog featuring courses on a wide variety of topics for those in the building materials industry. Whether it deals with sales, safety, finances, or fraud prevention, we commit to delivering topics designed to help you do business better.

To learn more about FOUNDATION, contact the Mid-America Lumbermens Association office at 800-747-6529 or info@themla.com



Getting Started

Because MLA is an affiliate partner on Foundation LMS, MLA member companies receive discounted rates on training designed specially for our industry.

Here is a quick guide to signing up for any of the courses:

1. Each employee will need to create their own account so that they can take tests and receive a certificate of completion. To create an account, simply click the red **LOG IN HERE** button at the top of this website -- but continue reading the rest of these instructions before doing so.

2. Once you reach the log-in page, select **CREATE ACCOUNT**. This is where the employee fills in some basic information about themselves.

IMPORTANT: In order to get the special MLA rate, it is important that employees select the Mid-America Lumbermens Association as the association their company is affiliated with to receive the discounted rates (when prompted, MLA is listed in a drop-down menu)

3. Once you have finished creating your account and are in the system, you will see your **DASHBOARD** where the courses you purchase will eventually be listed (but it will be empty to begin with since no courses have been purchased yet). To browse the available courses, click on the **CATALOG** tab to review and see the prices for each.

4. To select a course, click "add to cart" and either continue browsing or proceed to checkout.

5. Once a course has been purchased, it will move from the **CATALOG** to your **DASHBOARD**. You may then click which course you'd like to begin.

6. When the elements of a course pop up in a long list, you must take them in order. You'll start by downloading/printing any handouts provided with the course. (Note: you may have to re-open your web browser between each download) followed by watching the video.

After you watch the entire video, you will take the quiz for that module. If you pass, you will move onto the certificate which you can then download. If you do not pass, you can retake the quiz as needed.

7. If you pass the course, simply click on the certificate and you can download/print. If you need assistance with this, please let us know!

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