Instructions Guide:
HUD HOPWA Financial Management Online Training

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Technical Requirements

To fully participate in this training, you will need the latest version of Adobe Flash Player. To ensure you have the latest version, please visit Adobe Flash Player webpage.

Overview of the HOPWA Financial Management Online Training

The training consists of nine modules (8 content modules and 1 introduction module).

To Access the Training

1. Select **Go to Training**, on the right-hand side of your screen
   Note: This will take you to OneCPD Learn
2. If prompted, enter your existing OneCPD username and password
   *Note: To create an OneCPD account, select **Create an Account***
3. Select **HOPWA Financial Management Training Course**, on the right-hand side of your screen
4. Select any of the nine modules, to begin your training

Training Status

The current status of each module is listed below the module name. The explanation of each status is below:

Status	Definition
Not Attempted	Learner has not yet launched the module
In Progress	Learner has launched the module and is in the process of completing the module but has not yet passed the module exam with a proficiency of 80% or better
Completed	Learner has completed the training and has passed the module exam with a proficiency of 80% or better

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To Successfully Begin a Module

Once you have selected the module to begin your training, you will be launched to the module course page. It is important that you review all of the information on this page, including the resources listed under Course Activities.

Example of Module Course Page

Once you have reviewed all the resources, you are ready to begin the Virtual Lesson, listed under OLT Lessons. A separate tab will open, for you to begin your interactive training module.

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Troubleshoot Technical Difficulties

- If prompted, select ***Always allow pop-ups from this site***
  Note: This ensures the module launches properly.
- If you are having difficulties hearing the audio:
  1. Adjust the speakers on your computer.
- If you are still having difficulties hearing the audio:
  1. Return to the Module page
  2. Select PDF of Module, under ***Course Activities***

Note: This is available to all Learners, including Learners who may have:

- *Limited access or connectivity to the internet*
- *Need to print out a version of the module as a reference tool.*

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To Successfully Complete a Module

After completing the Virtual Lesson, you will need to take the Module Exam.

1. Return to the Module Course page
2. Select Module Exam, listed under Course Activities
3. Score an 80% or better

To Successfully Obtain Full Certification

Learners must complete all 9 content modules in the Training Series. To do so, Learners must do the following:

1. Watch the Introduction Video
2. Score 100% on the *Self-Certification of Viewing Introduction Video*
3. Complete all of the lessons and exams for the remaining eight modules
4. Score 80% or better on each module exam in the remaining eight modules