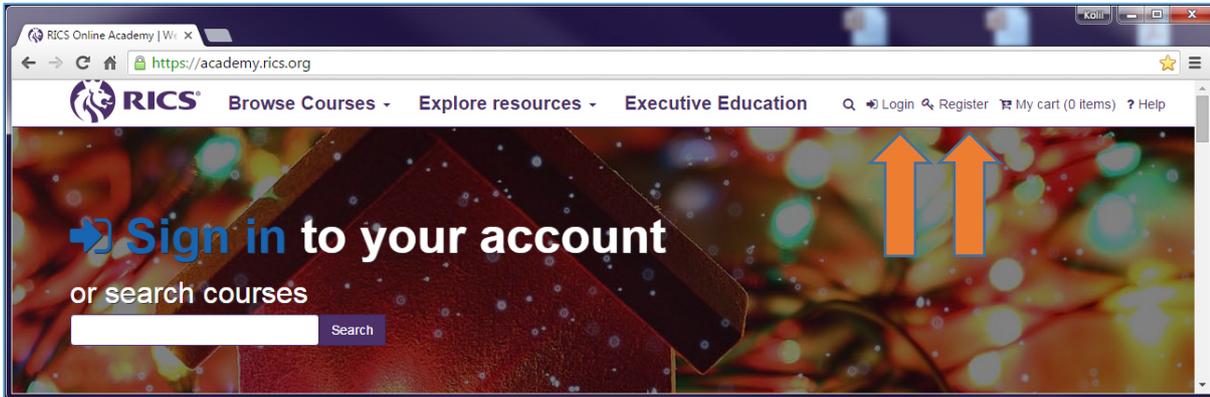


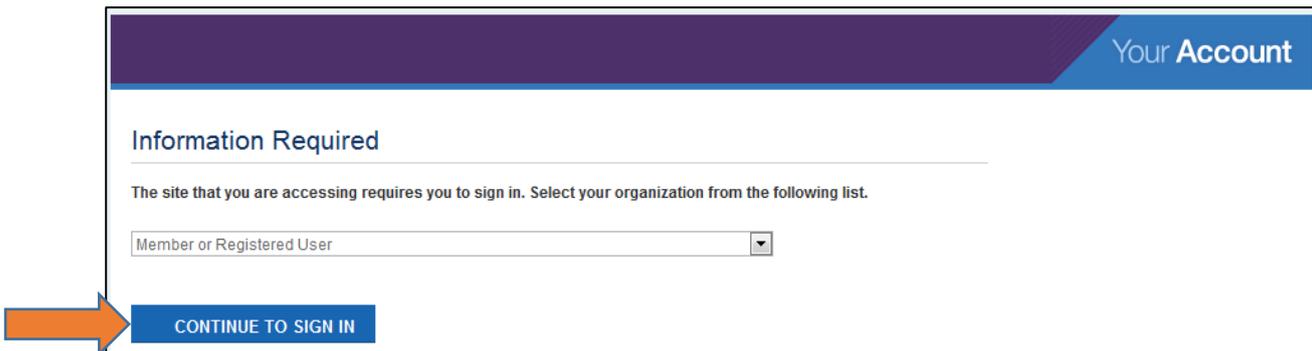
1. How to login to RICS Online Academy

Go to the main RICS website <https://academy.rics.org/>

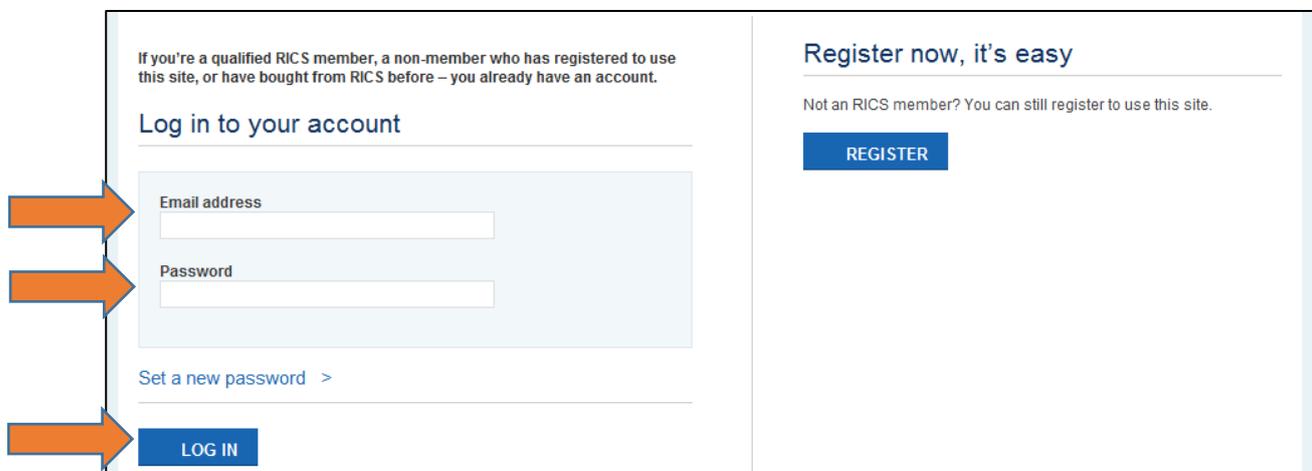
Click **'Login'** on the top right hand side of webpage. If you do not have an account, please click on the **'Register'** button and follow the instructions to register.



Click **'Continue to sign in'**

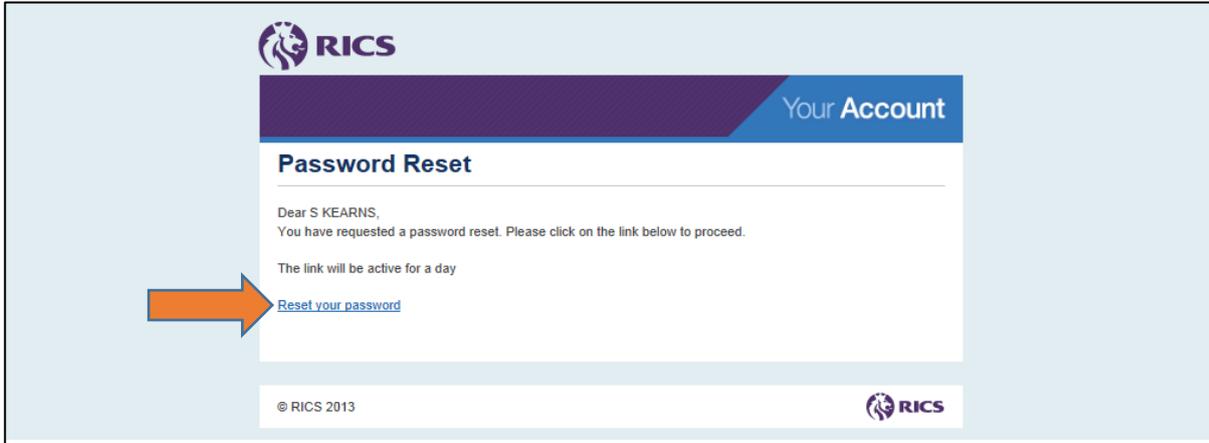


Log into your account by entering your email address and password then click **'Log in'** and continue to **section 3**. If you have forgotten your password please continue to **Section 2**.

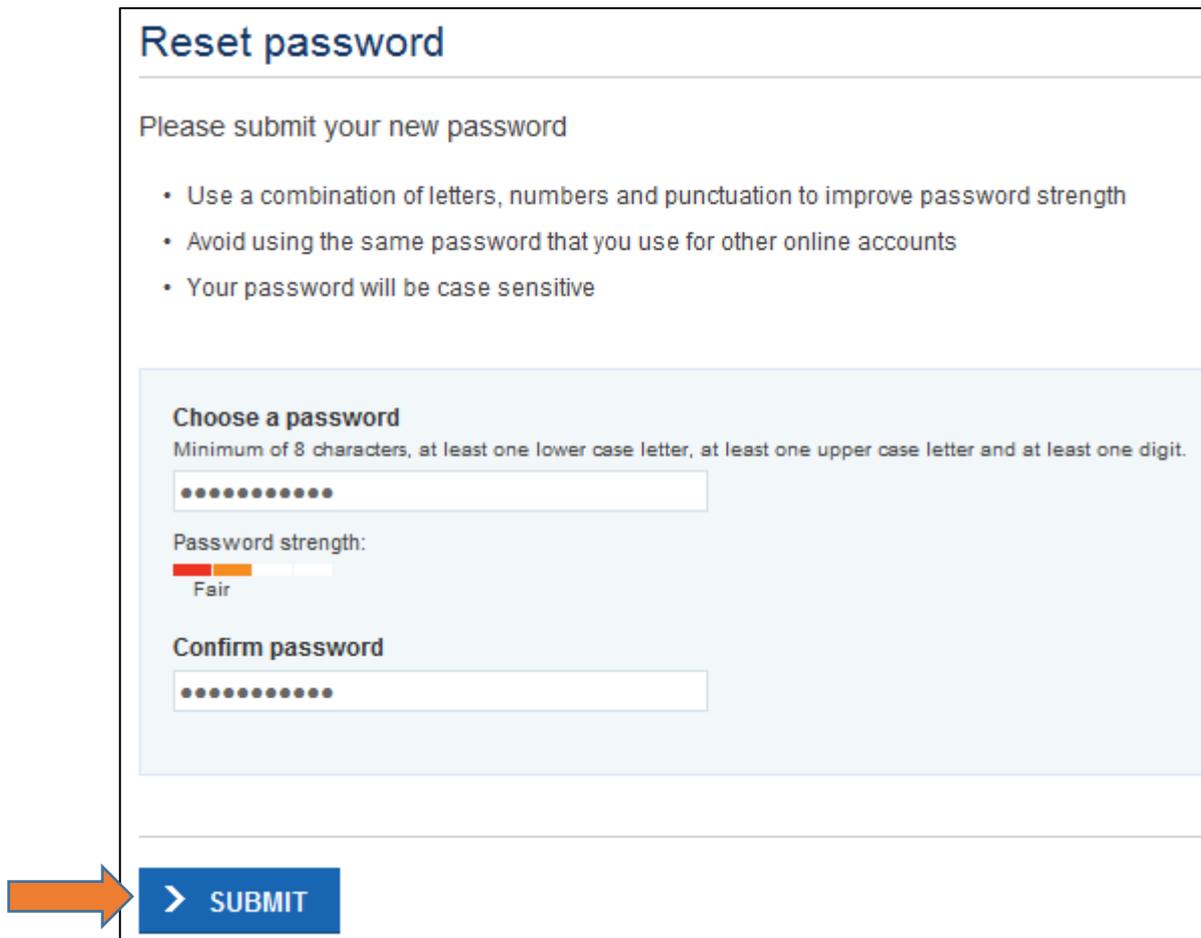


Password Reset

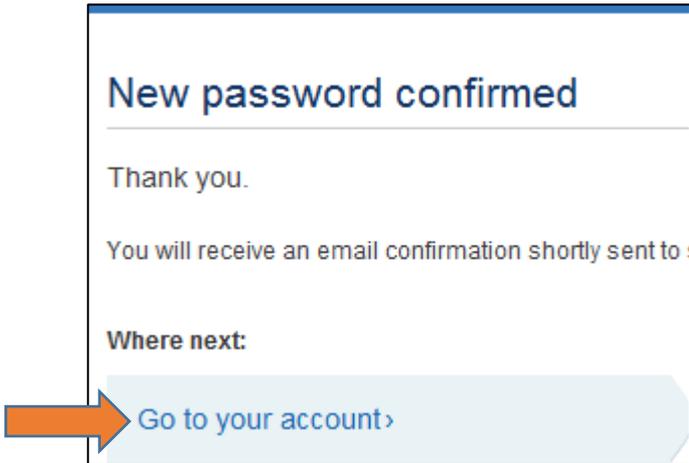
If you have forgotten your password you can reset it by clicking **'Set new password'**. Follow the instructions and then you will receive an email with a link to change it. (Remember to check your junk email box).



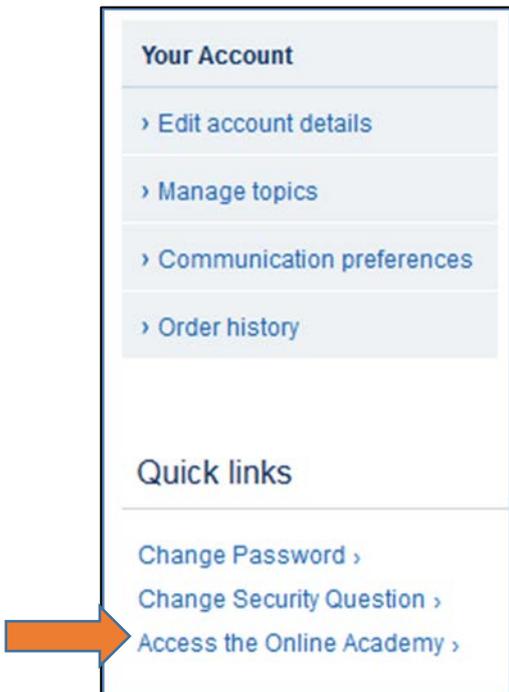
Click the link in the email – **'Reset your password'**, change it to something you will remember then click **'Submit'**

A screenshot of the RICS password reset form. The title is 'Reset password'. Below the title, it says 'Please submit your new password'. There are three bullet points: 'Use a combination of letters, numbers and punctuation to improve password strength', 'Avoid using the same password that you use for other online accounts', and 'Your password will be case sensitive'. The form has two input fields: 'Choose a password' and 'Confirm password'. Below the first input field, there is a 'Password strength:' indicator showing a progress bar with the word 'Fair' underneath. At the bottom of the form, there is a blue button with a white arrow and the text 'SUBMIT'. An orange arrow points to this button.

Click **'Go to your account'**

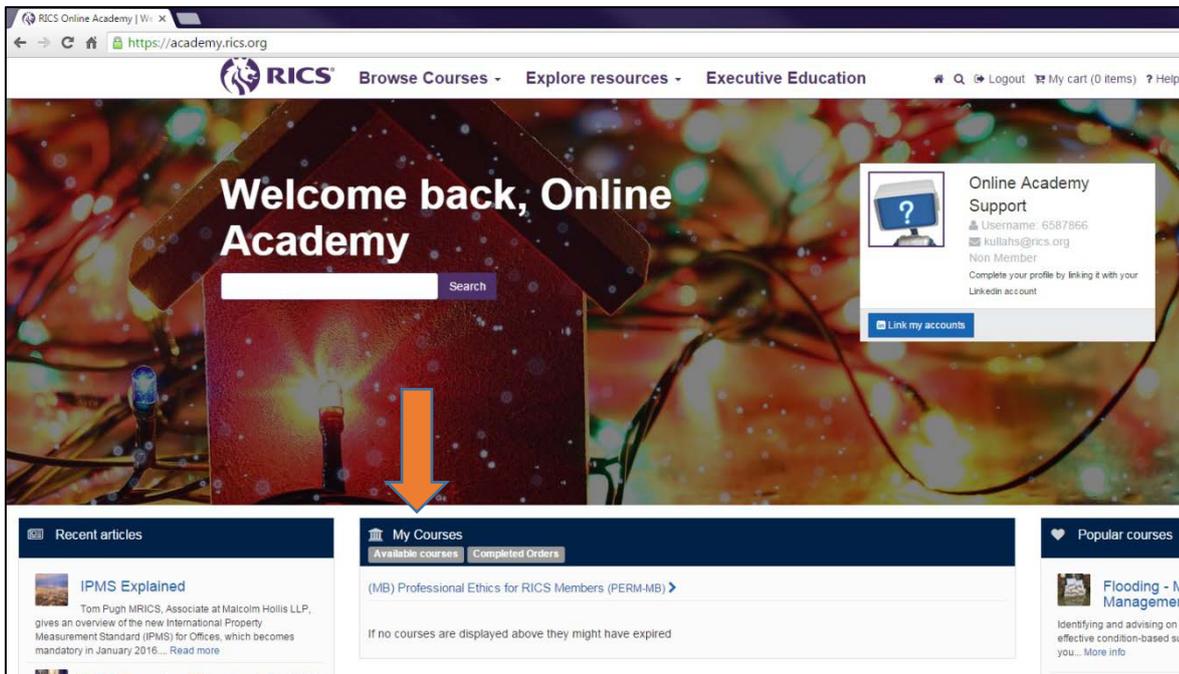


If prompted to Login, please login in and click on the **'Access the Online Academy'** Link to access your Online Academy Account.

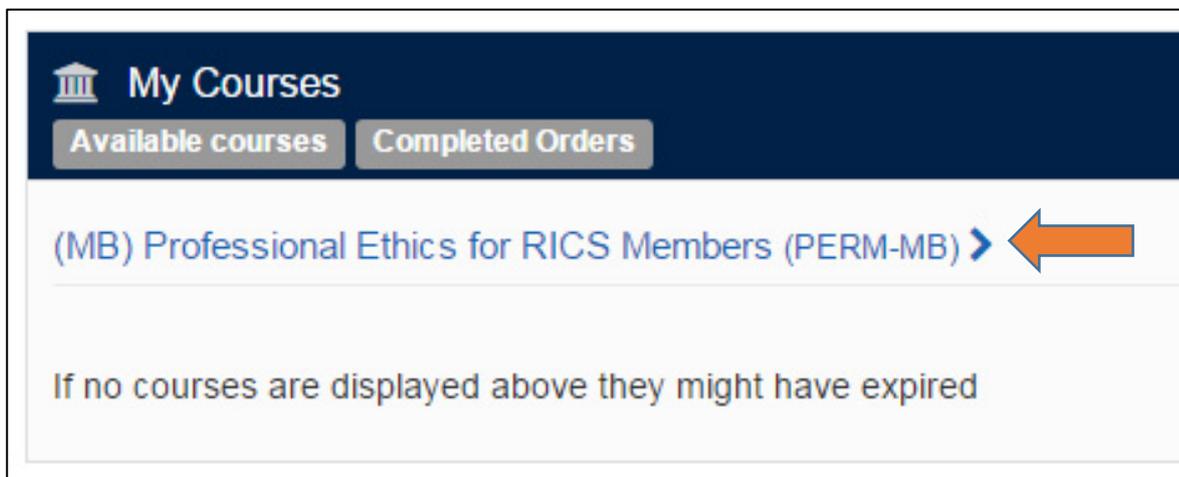


2. How to Launch RICS Online Academy Courses

Once logged in you will see the 'My Courses' tab.



Next, locate your course **(MB Professional Ethics for RICS Members)** or your required RICS Online Academy course and click on the 'Course' to access the course area.



This will give you access to the RICS Ethics Test. To start click on 'Putting Ethics to Work Introduction'

The screenshot shows the RICS Online Academy interface. At the top, there is a navigation bar with 'Home' and 'Store' links. Below this, the breadcrumb trail reads 'HOME / (MB) PROFESSIONAL ETHICS FOR RICS MEMBERS'. The main content area is titled 'Overview' and includes a 'Your progress' indicator with a question mark. The overview text states that the course familiarizes users with global professional and ethical standards and is designed in a modular way. It also mentions that the course can contribute to 3 hours of CPD. A list of instructions follows: 1. Study the course modules, 2. Progress through the case studies, and 3. Take the online Ethics Test. To the right of the text is an illustration of a human head profile with gears inside, symbolizing thought or learning. Below the overview, there is a section titled 'Introduction to RICS Ethics' with 'Learning Outcomes' listed: understanding the importance of ethics to RICS, knowing the five global professional and ethical standards, understanding how standards relate to the regulatory framework, and being able to use standards in an ethical analysis. At the bottom of the page, there is a list of course modules, with 'Putting Ethics To Work: Introduction' highlighted and an orange arrow pointing to it from the right.

You must complete all modules included in the course, a tick sign will appear next to all completed modules.

Once you successfully complete the Ethics test, the **Evaluation Survey** and the **Professional Ethics CPD Certificate** will activate. Please complete the **Evaluation survey** and click on the **Professional Ethics CPD Certificate** to download and save a copy of your certificate.

The screenshot shows two sections: 'Evaluation' and 'Certificate'. The 'Evaluation' section contains the text: 'RICS Training continually evaluates the performance of all of its products. We would appreciate it if you could take a few minutes to complete our e-learning evaluation survey:'. Below this text is a link for 'Evaluation Survey' with an orange arrow pointing to it from the right. The 'Certificate' section contains a link for 'Professional Ethics CPD Certificate' with an orange arrow pointing to it from the right.