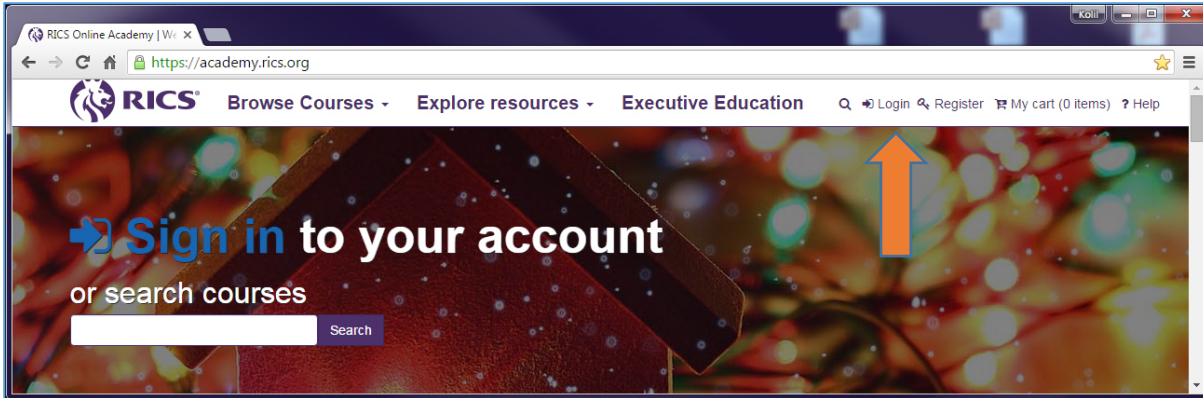


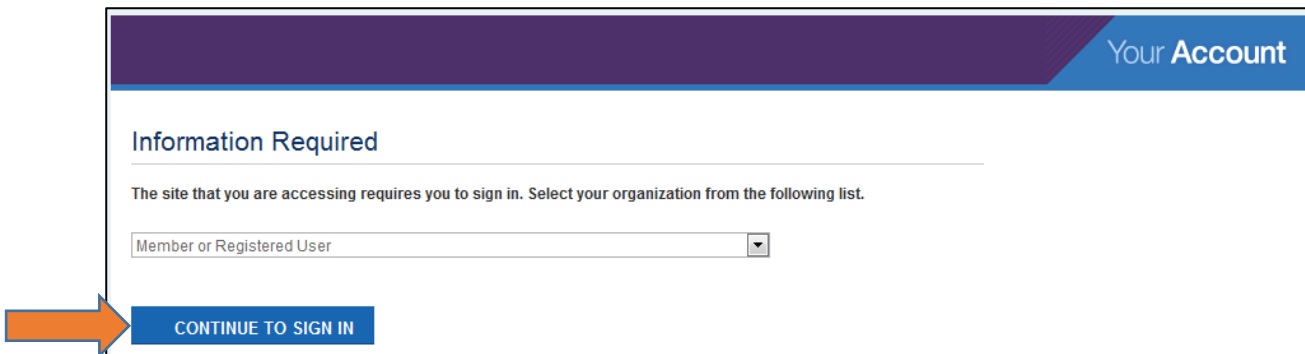
## 1. How to login to RICS Online Academy- MB Professional Ethics for RICS Members

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

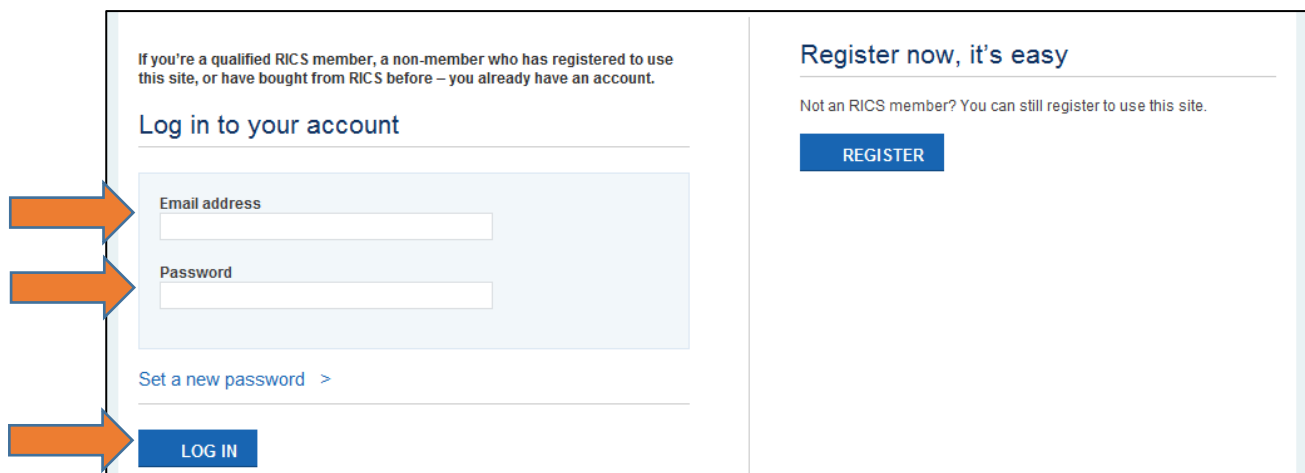
Click '**Login**' on the top right hand side of webpage.



Click '**Continue to sign in**'

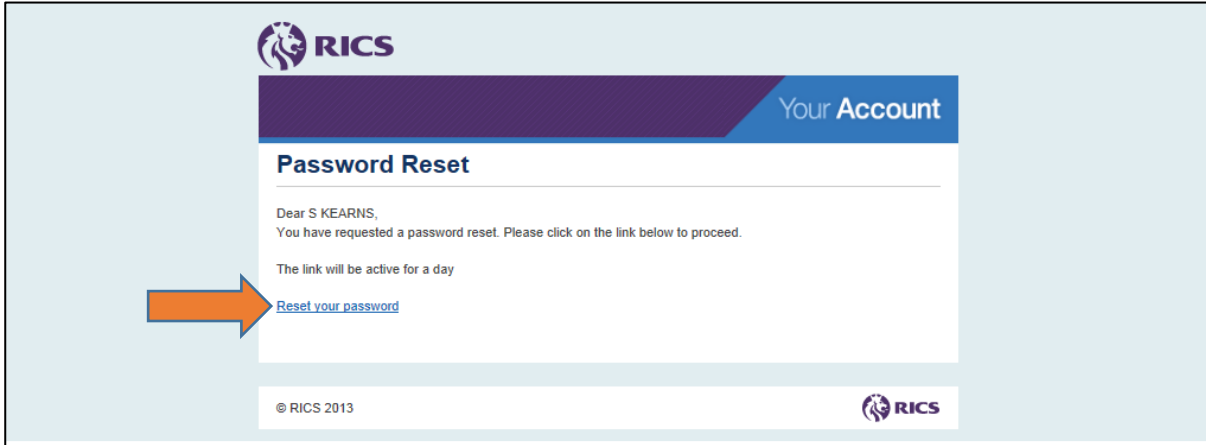


Log into your account by entering your email address and password then click '**Log in**' and continue to **section 3**. If you have forgotten your password please continue to **Section 2**.

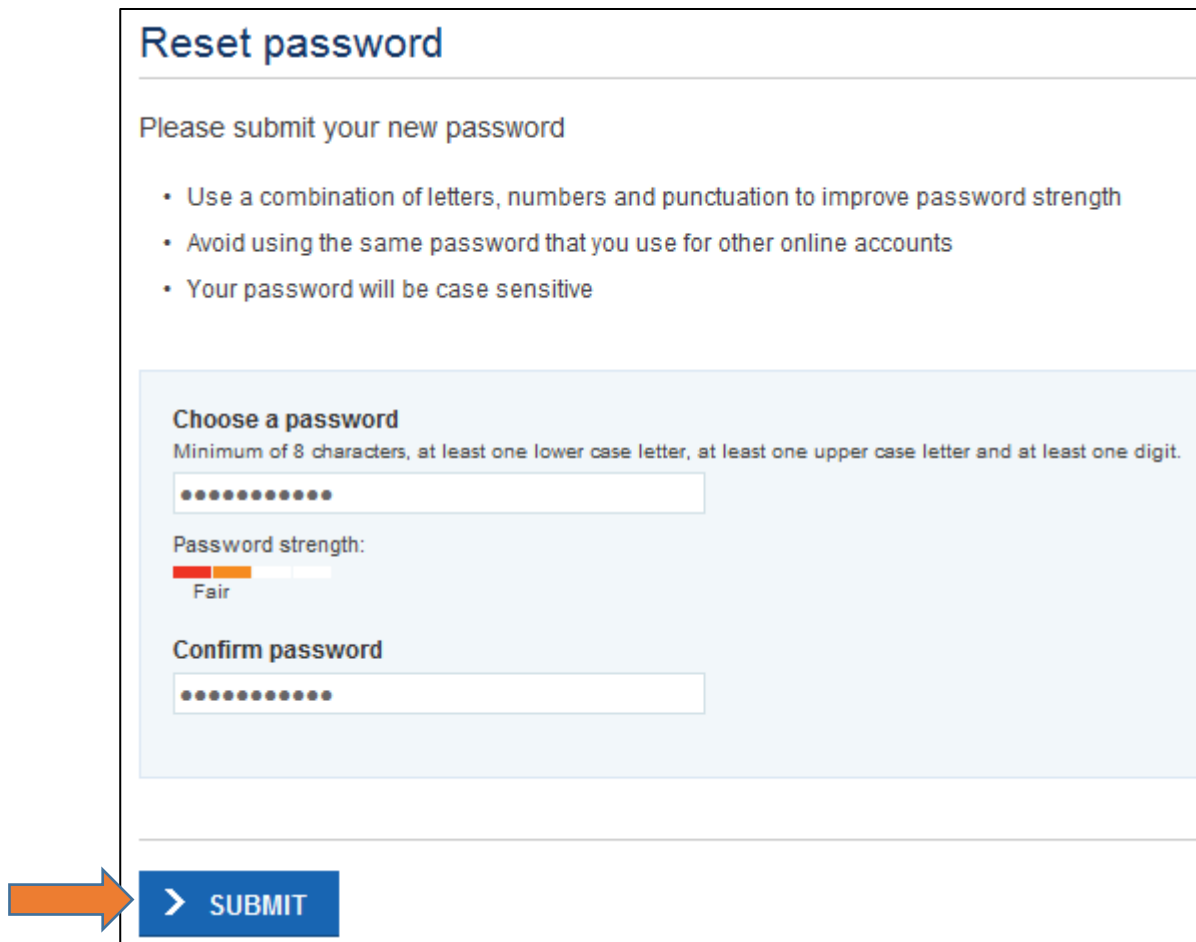


## Password Reset

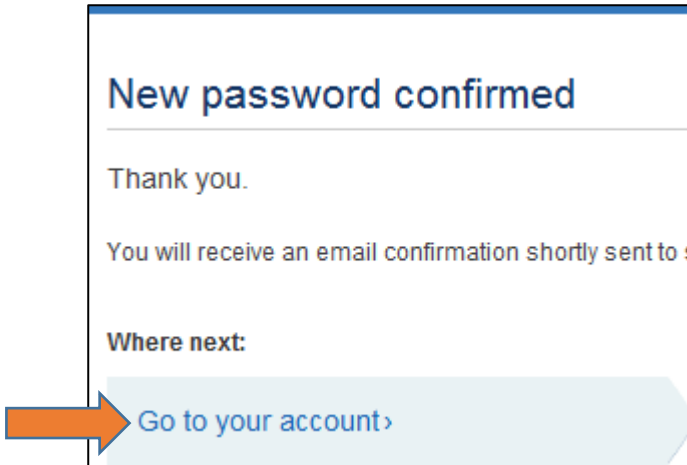
If you have forgotten your password you can reset it by clicking **'Set new password'**. Follow the instructions and then you will receive an email with a link to change it. (Remember to check your junk email box).



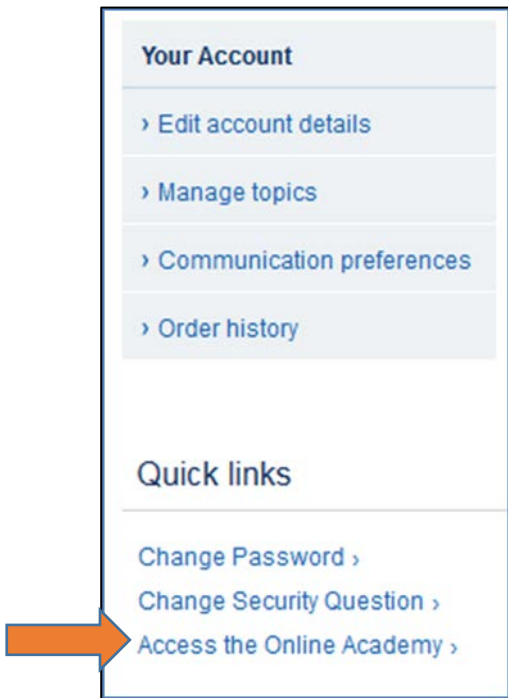
Click the link in the email – **'Reset your password'**, change it to something you will remember then click **'Submit'**

A screenshot of the RICS password reset form. The form is titled 'Reset password' and contains the following elements: a heading 'Please submit your new password', a list of instructions: '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'. Below the instructions is a section titled 'Choose a password' with a text input field containing ten dots. Below the input field is a 'Password strength:' indicator showing a progress bar with the word 'Fair' underneath. Below the strength indicator is a 'Confirm password' section with another text input field containing ten dots. At the bottom of the form is a blue button with a white arrow and the text 'SUBMIT'. An orange arrow points to this button.

Click **'Go to your account'**

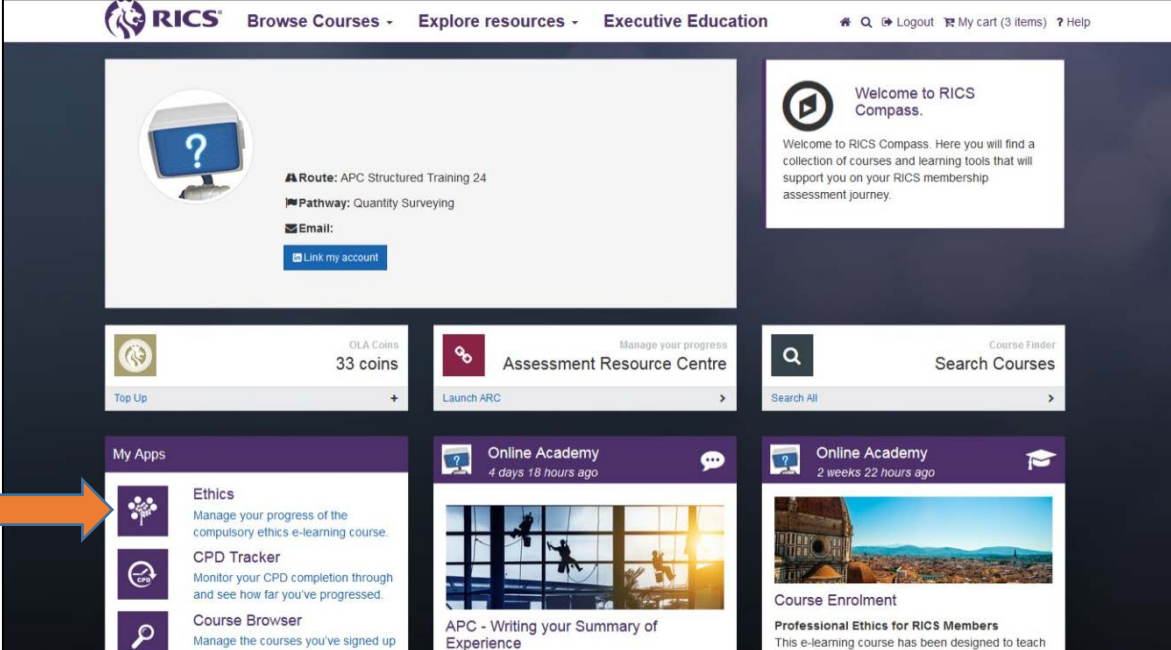


If prompted to Login, please login in and click on the **'Access the Online Academy'** Link to access your Online Academy Account.



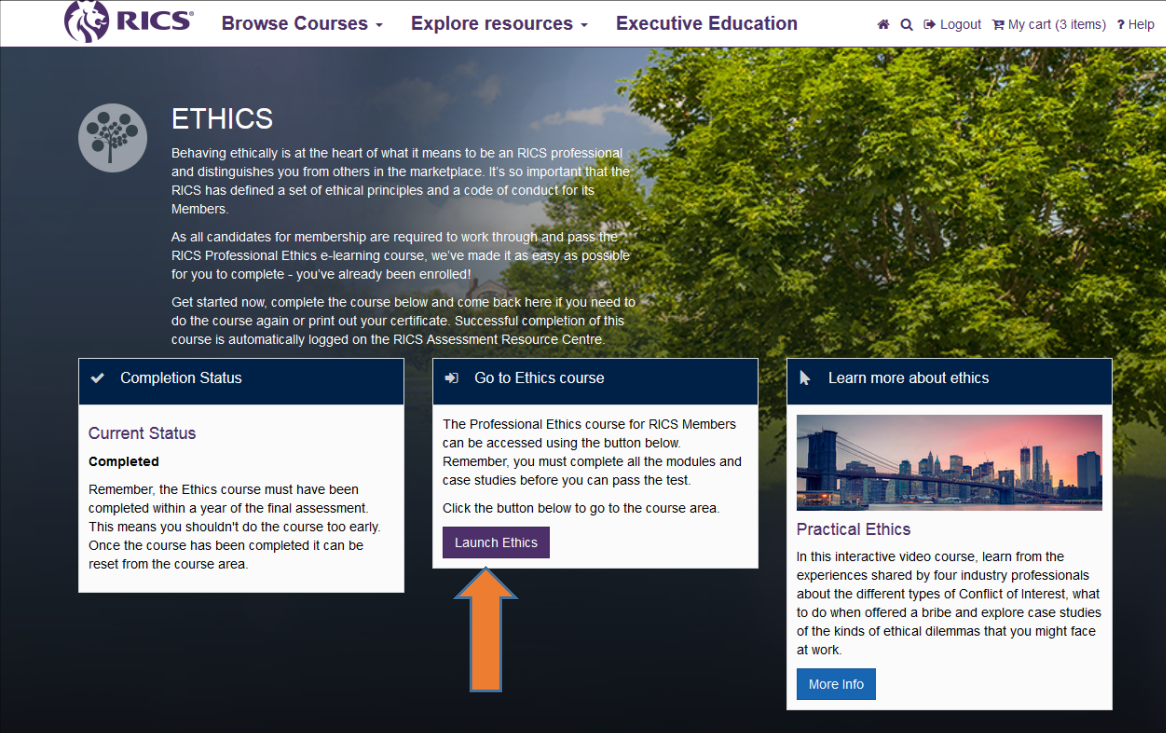
## 2. How to Launch RICS Online Academy Courses

Once logged in you will see the 'My Apps' tab, please click on the 'Ethics' App.



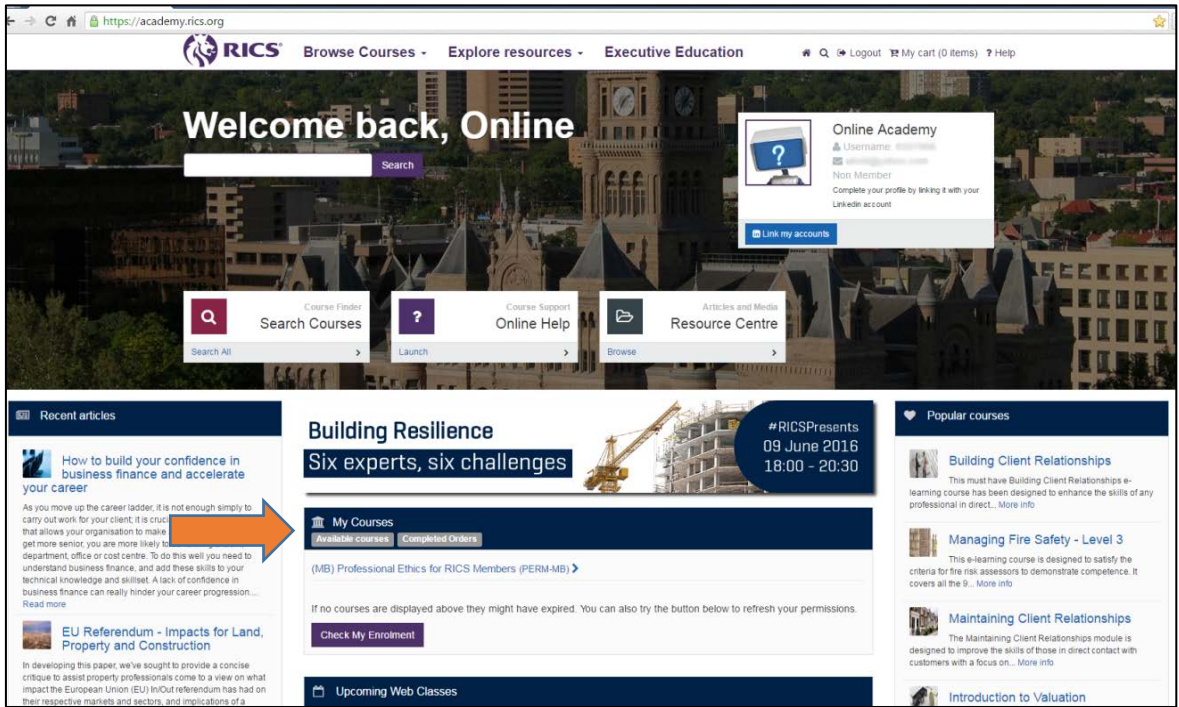
The screenshot shows the RICS Compass dashboard. At the top, there are navigation links: 'Browse Courses', 'Explore resources', and 'Executive Education'. On the left, a 'My Apps' sidebar is visible, with an orange arrow pointing to the 'Ethics' app. The 'Ethics' app description reads: 'Manage your progress of the compulsory ethics e-learning course.' Other apps shown include 'CPD Tracker' and 'Course Browser'. The main content area features a 'Welcome to RICS Compass' message, a 'Route' for 'APC Structured Training 24', a 'Pathway' for 'Quantity Surveying', and a 'Link my account' button. Below this are sections for 'OLA Coins' (33 coins), 'Assessment Resource Centre', 'Course Finder', and 'Online Academy' courses like 'APC - Writing your Summary of Experience' and 'Professional Ethics for RICS Members'.

Next, to access the **(MB Professional Ethics for RICS Members)**, click on the 'Launch Ethics button'

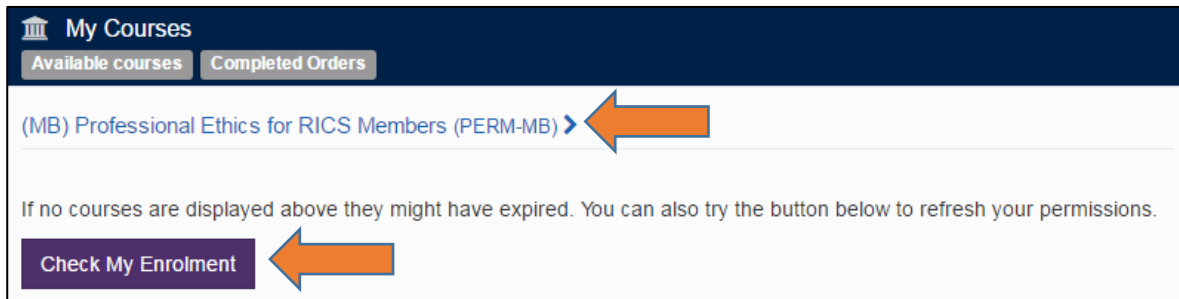


The screenshot shows the 'ETHICS' course page. The header includes the RICS logo and navigation links. The main content area has a background image of a city skyline and contains text explaining the importance of ethical behavior for RICS professionals. Below the text are three panels: 'Completion Status' (showing 'Completed'), 'Go to Ethics course' (with a 'Launch Ethics' button), and 'Learn more about ethics' (with a 'More Info' button). An orange arrow points to the 'Launch Ethics' button.

Please note: If you do not see the RICS Compass page (the previous screen) please visit <https://academy.rics.org/compass> or scroll down and click on 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 name' to access the course area.



Please note: If the course is not displayed, try the **Check My Enrolment** button to refresh your permissions.

Finally you should now have 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 the following text: 'You will familiarise yourself with the global professional and ethical standards that underpin the behaviour of RICS members, and demonstrate how you would put them into practice. The course has been designed in a modular way so that you can study it in short blocks of time. You can take as long as you like to complete it, but please make sure you have fully understood one section before moving on to the next. The course can contribute up to 3 hours of Continued Professional Development (CPD) if you are an RICS member.' Below this is an 'Instructions' section with a numbered list: 1. Study the course modules. 2. Progress through the case studies. 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. A 'Your progress' indicator with a question mark is also visible. Below the overview, there is a section titled 'Introduction to RICS Ethics' with 'Learning Outcomes' listed: 'By the end of Part 1 you will: Understand the importance of ethics to RICS, Know the five global professional and ethical standards that RICS members observe, Understand how the standards relate to the regulatory framework of RICS, Be able to use the standards in an ethical analysis of a case'. At the bottom of this section, there is a link for 'Putting Ethics To Work: Introduction' with a yellow folder icon and a blue arrow pointing to it. A small square icon is visible in the bottom right corner of the content area.

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** will be available for access. 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 the 'Evaluation' and 'Certificate' sections of the RICS Online Academy course. The 'Evaluation' section is titled 'Evaluation' and includes 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 a blue arrow pointing to it. The 'Certificate' section is titled 'Certificate' and includes a link for 'Professional Ethics CPD Certificate' with a blue arrow pointing to it. A small square icon is visible in the bottom right corner of the content area.