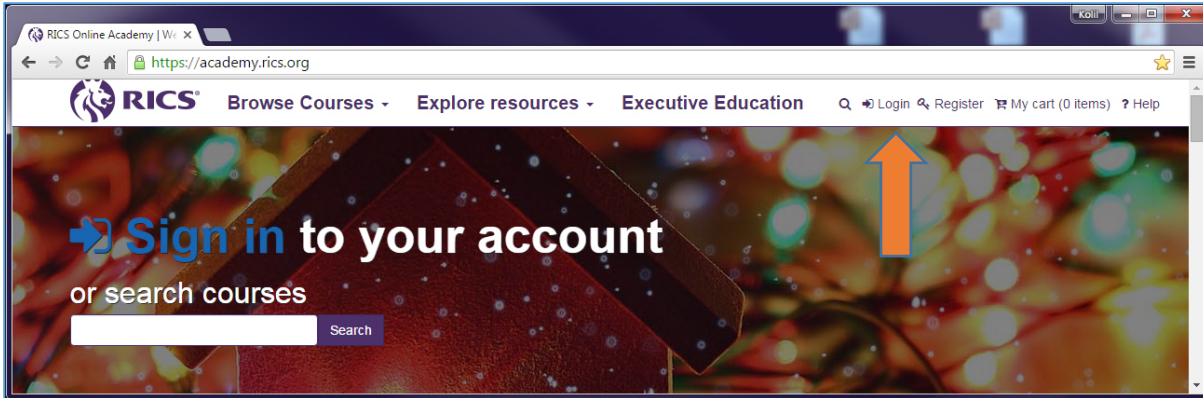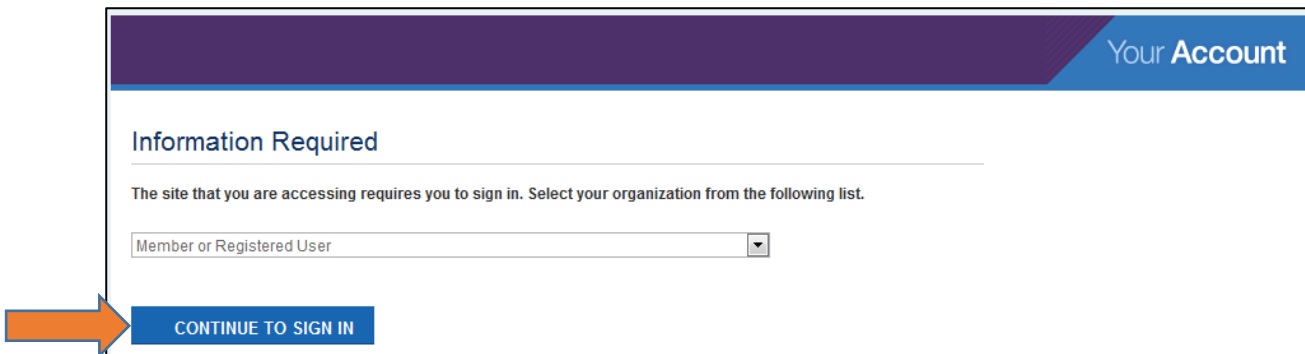## 1. How to login to RICS Online Academy- MB Professional Ethics for RICS Members

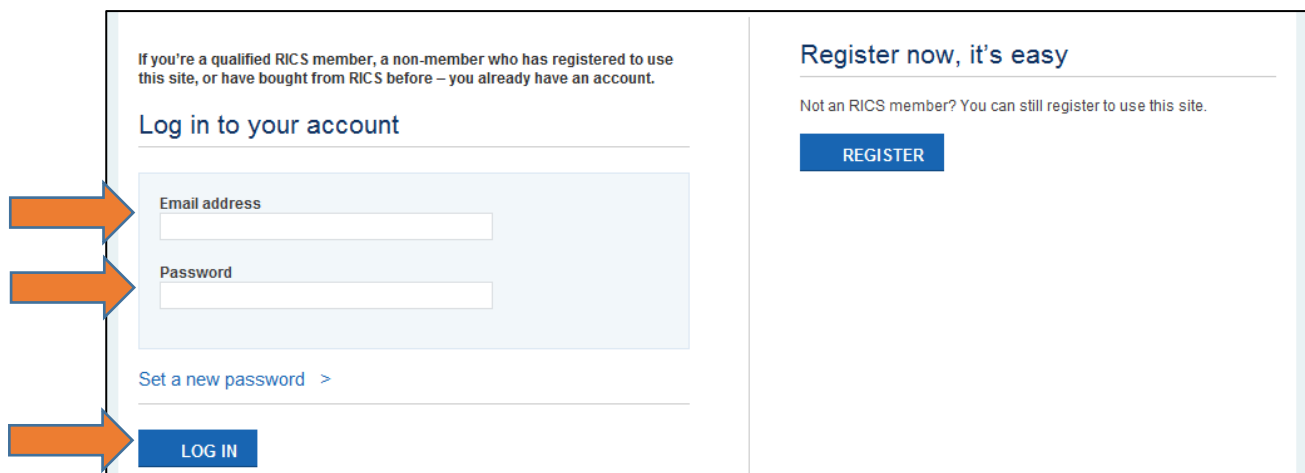Go to the main RICS website **https://academy.rics.org/**

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**.
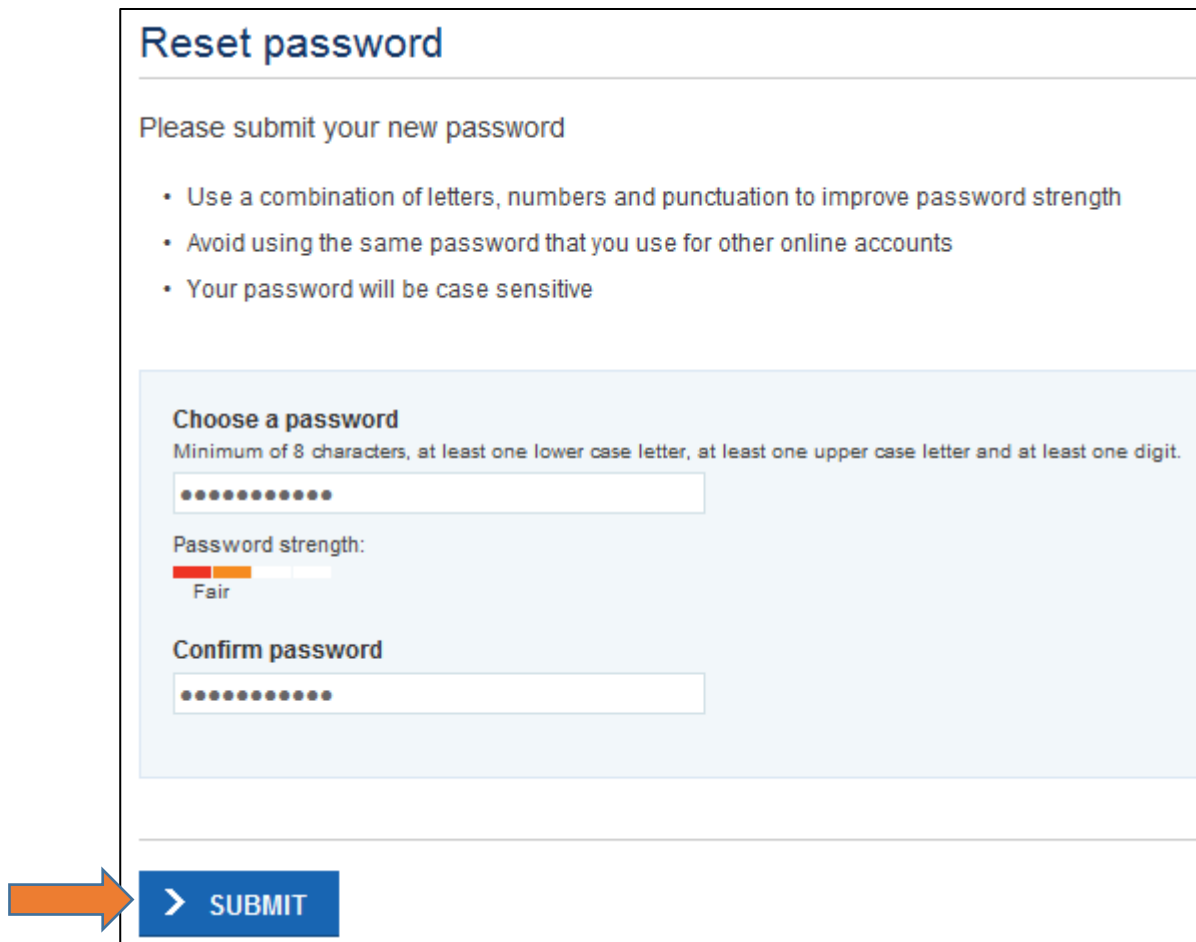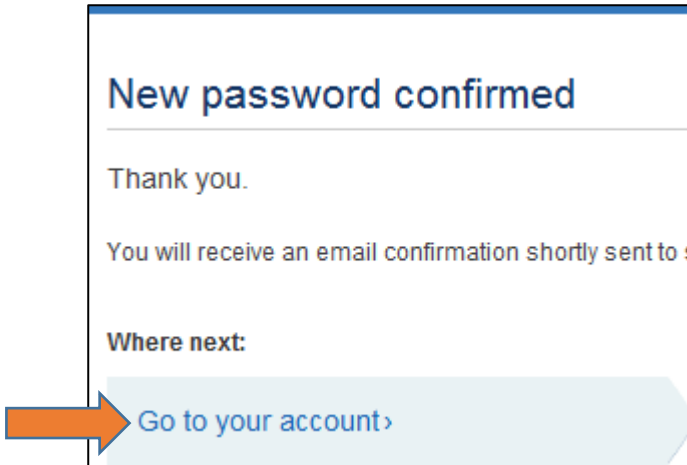
Password Reset

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).
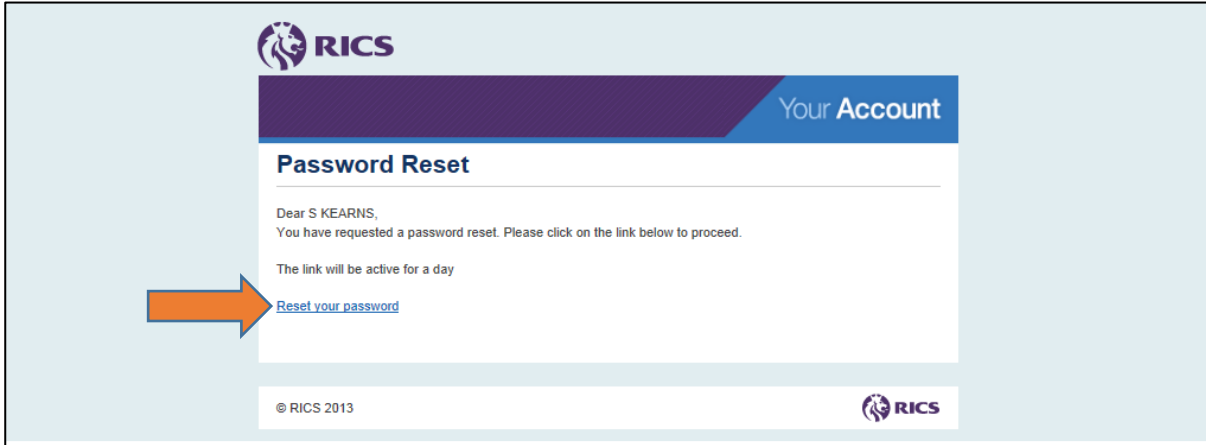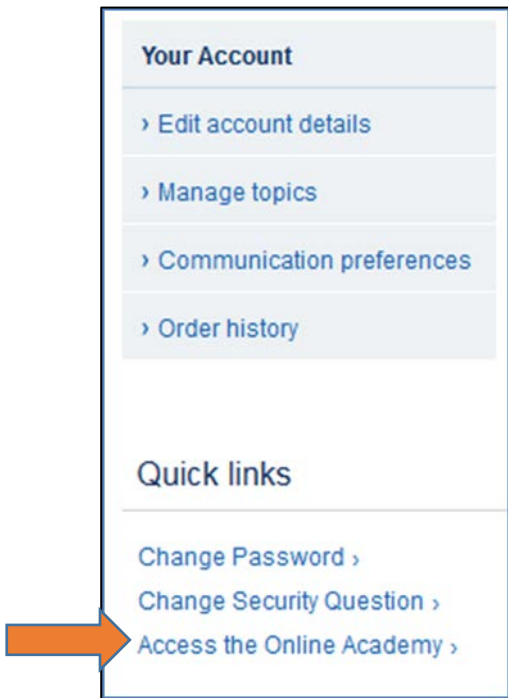

Click the link in the email – **'Reset your password',** change it to something you will remember then click **'Submit'**
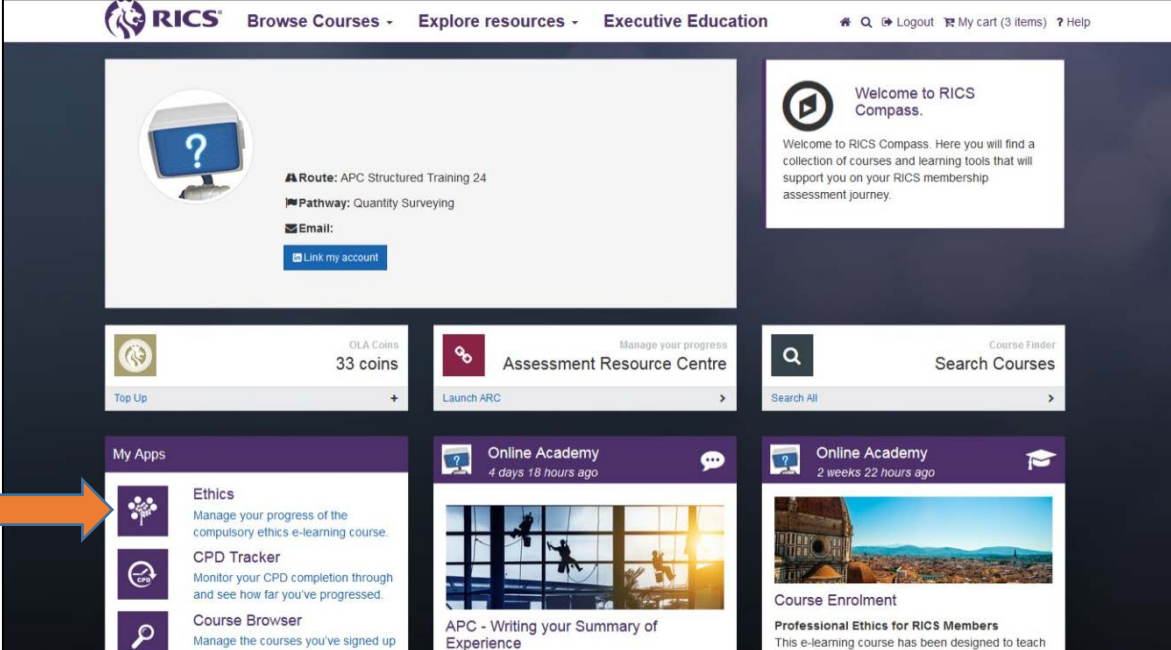
Click '**Go to your account**'

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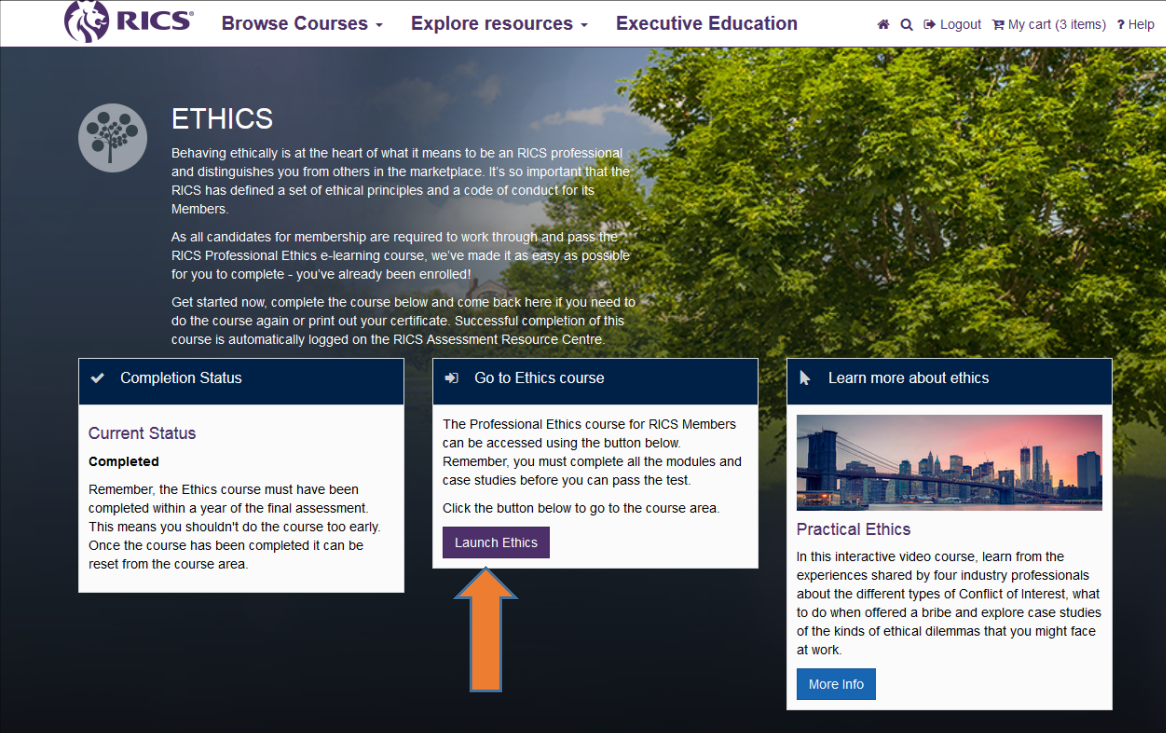
RICS

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2. How to Launch RICS Online Academy Courses

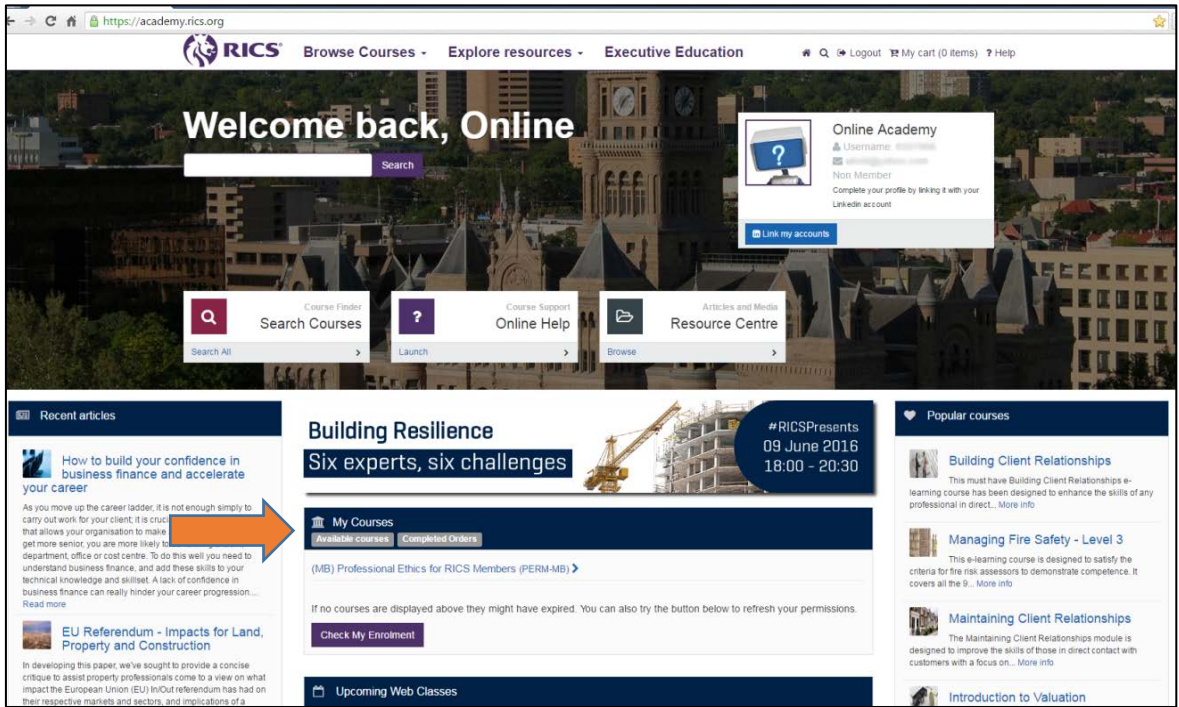Once logged in you will see the **'My Apps'** tab, please click on the '**Ethics**' App.

Next, to access the **(MB Professional Ethics for RICS Members),** click on 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 you 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.
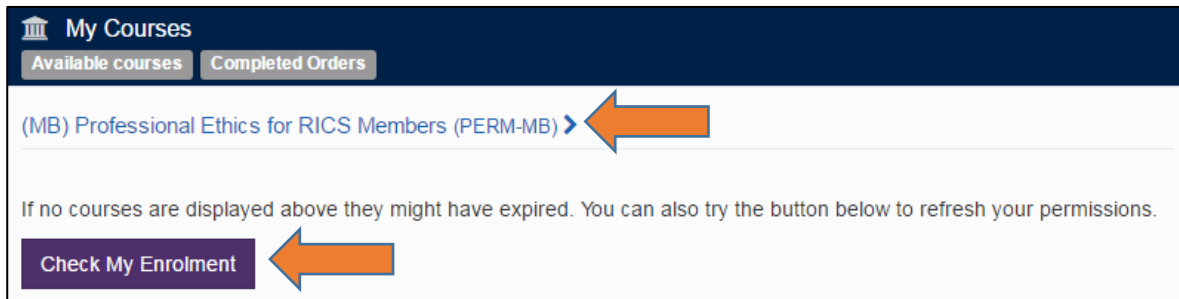
Please note: If the course is not displayed, try the **Check My Enrolment** button to refresh your permissions.

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Finally you should now have access to the RICS Ethics Test. To start click on **'Putting Ethics to Work Introduction'**

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.