

# TRAINING PORTAL QUICK START GUIDE



Thank you for joining our community of Research Rockstars! This Quick Start guide will help you quickly master our training portal. Many pointers include a link to an explanatory video.

## Welcome!

Log-in with the credentials from your welcome email to access the training portal. Tip: [bookmark the link](#).

### Welcome Back!

Email  
YourName@AcmeWidgets.com

Password  
.....

Remember me [Forgot Password?](#)

**SIGN IN**

Once in the portal, get set-up in 3 easy steps:

1. Click on your name in the upper right corner to access your Account (see image below). [Video](#)
2. From your Account settings, choose your preferred notifications.
3. In your Profile settings, upload a photo/image (if you so choose) and modify your name (your profile name is displayed in discussions, so some students choose to enter their first name plus last initial for privacy).



See the courses in your dashboard, each indicating your current progress (from 0 to 100%). Be sure to scroll down to see all of your available courses. [Video](#).



## Choosing Your Account & Profile Settings

## Using Your Dashboard

To start or resume a course, choose the one you want by clicking on the course's image.

## Starting and Resuming Courses



**Sampling Methods for Market Research All Access**  
Survey research success requires current, foundational knowledge of sampling strategy. During this market research training course, students will learn sampling fundamentals and real-world strategies.



**Data Fluency for Methodology Planning All Access**  
Students will learn about framing goals and needs, selecting data types and sources, selecting data analysis methods, and assessing data reliability.



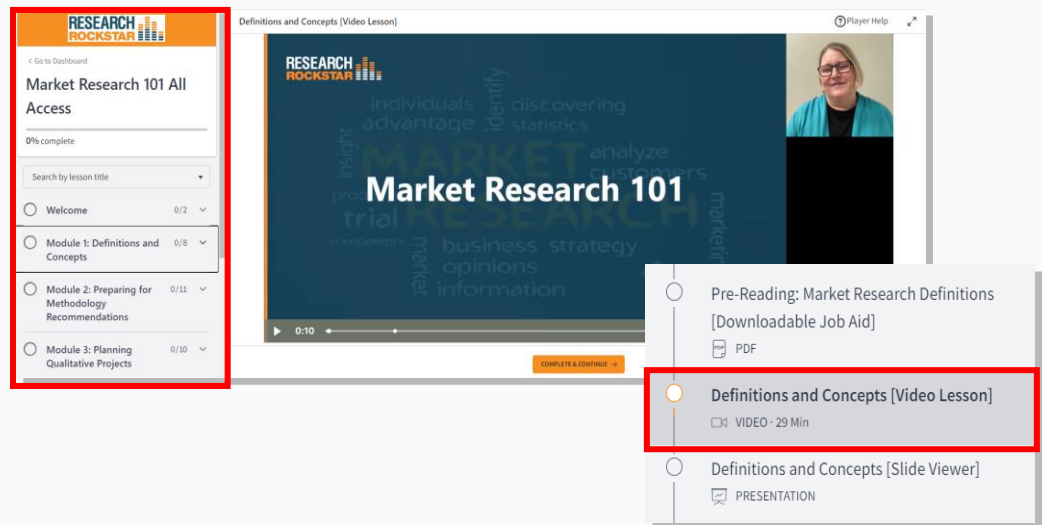
**Writing Qualitative Research Reports All Access**  
Learn how to write a great qualitative research report, even if you have never done so before. Instructor Kathryn teaches students how to analyze qualitative information and how to report the findings using powerful Key Finding statements.

When you enter the course, you will see the course curriculum on the left. A few important notes about curriculum components:

- Many modules have multiple lessons. [Video](#)
- All courses include Video Lessons, PDFs of the lesson slides, and a slide viewer (to view the slides online).
- All courses include downloadable job aids consisting of related reference materials, templates, and checklists.
- Many modules include graded and ungraded checkpoints and quizzes.
- Lessons that are marked "action required" must be completed in order to progress within the course.

## Watching Video Lessons

Each course includes Video Lessons, which are indicated with a video icon. Just click to watch, and make sure your audio is on, all videos have audio.



There are 2 main assignment types: checkpoints and interactive quizzes (with “wrong answer” explanations). Assignments are marked “action required” and must be completed in order to finish the course. These assignments will help prepare you for the final assessment.

All courses end with an assessment, which is required to earn your course completion certificate. A score of 70% correct or better is needed to pass. Students are allowed to re-take the assessment three times before they will be asked to restart the course.

After you successfully complete your final assessment, just click “Get Your Certificate” to view, save or print your personalized completion certificate. You can also find all of your Research Rockstar completion certificates in My Account/Certificates.

## Completing Assignments

## Your Rockstar Status Awaits: Getting Your Certificate

## You're Ready to Rock!

If you have any questions, we're here for you.

Use our on-page chatbot or contact [Support@ResearchRockstar.com](mailto:Support@ResearchRockstar.com) or call 877-Rocks10 extension 702.

**We believe it: Inside every market researcher, is a Research Rockstar!**