

PJM Foundations Confirmation email message

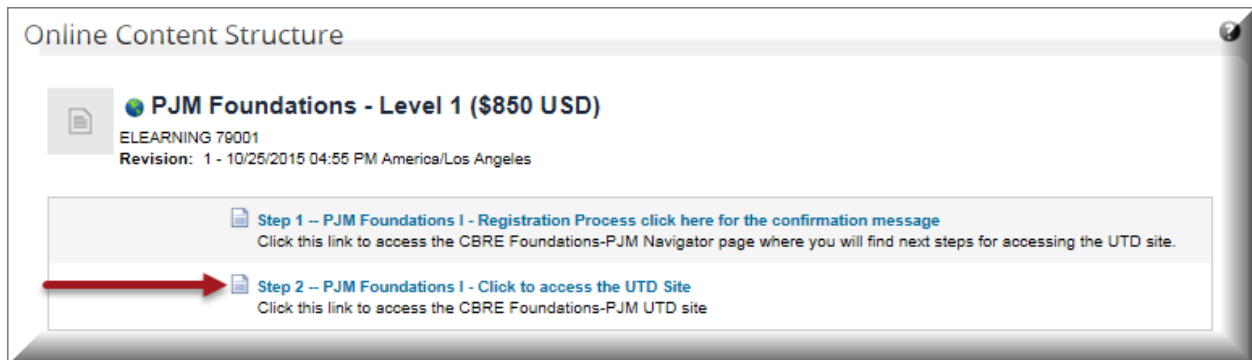
CONFIRMATION & REGISTRATION ID FOR CBRE FOUNDATIONS FOR PROJECT MANAGEMENT LEVEL 1 TRAINING

Registration Code (required): **2401663**
Course Enrollment key (required): **2401663**

Congratulations, you have been approved to pursue CBRE Foundations for Project Management Level 1 training. This will provide a foundational training and certification program to improve our project managers' ability to plan, execute, and seamlessly integrate with our other service lines, a full spectrum of project management services that serve both users of and investors in commercial real estate. Your participation and successful completion of the 10 modules of Level 1 certification will further delineate CBRE as the preeminent leader in project management services.

Training Registration

1. To complete your registration on the UTD site, click the "**Step 2**" link on the Online Content Structure page. You will be routed via an authenticated link to the PJM Learning System.



2. Read the CBRE Usage Agreement. Accessing this system indicates your agreement with all the terms of this Usage Agreement.

3. New users (first time users) should first view the PJM Introduction and learning system overview by clicking on the link in the pane on the right side of the window. This will provide a brief introduction and demonstration of the user account creation, course enrollment, and course completion procedures.

Tips:

- The PJM Introduction and learning system overview and the learning modules run in your browser window as Flash presentations. You may need to install the Adobe Flash Player for this to run on your computer. This can be installed by clicking on the Get Adobe Flash Player link at <http://www.adobe.com>.
- You may find it helpful to toggle to a full-screen view with the F11 key when viewing the modules.

4. Then, select the “Create user account” link in the same pane. Selecting this option will walk you through setting up your personal authentication for future access to the system as well as tracking learning module progress.

Create a user account by filling in the following fields: Registration code (located at the top of this document), Last name, First Name, User name, Password, Email address, Phone number, Employee ID, LMA or GCS Acct Name, Financial project number, Manager's Last Name, Manager's First Name, Primary Language, Hire Date, Time in Industry, Industry Designations, PMP status.

Tips:

- You must enter your CBRE Employee ID (Located on your pay stub). Affiliated company employees should enter their last name.
- You must enter your 12 digit alphanumeric CBRE Project Number. If necessary, you can obtain this Project Number from your account finance team or LMA PJM for local variable; this is also the same Project Number used for all of your expense reports. Affiliated company employees should enter their Company Name.
- PMP stands for Project Management Professional certification by Project Management Institute

5. After you complete the new user account form, you will see another welcome screen. You will be requested to provide a Course Enrollment code (located at the top of this document).

Training Access

Return to the PJM Learning System in the future via the [PJM Foundations e-Certification Program page](#) on the CBRE Intranet, for an icon to UT Dallas, to log in. Enter your personal CBRE/UTD PJM Learning System user name and password to login. Click on the course link and follow your Learning Path link to start/continue your learning modules.

Please visit the [PJM Foundations e-Certification Program page](#) on the CBRE Intranet for answers to Frequently Ask Questions and Training Updates.

Good luck!