

# How to Revisit completed Courses

## A Step-by-Step Guide & Instructions for Professional 2.0

A unique **username** and **password** are required to access **Professional 2.0**. If you have not been issued with a username and password, please contact [Learning@ybr.com.au](mailto:Learning@ybr.com.au) or [Learning@vow.com.au](mailto:Learning@vow.com.au).

### Important Information

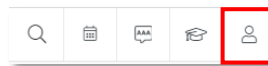
While these instructions have been prepared using images from YBR Professional, both YBR and VOW Professional **operate identically** and **function the same**. As such these instructions can be used in YBR as well as VOW Professional.

### About

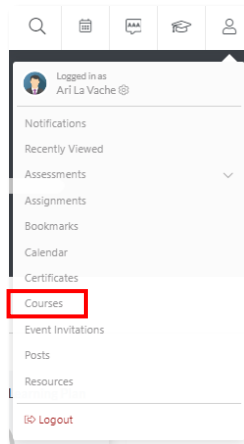
Whether it's the Broker Mandatory Induction Training Plan, MFAA/FBAA CPD Plan or any other training plan in the professional platform; having the ability to access courses again for future reference can be helpful. There are two ways you can go back and revisit courses that you already completed in your training plans, and these are outlined in below instructions.

### ! Option 1 – from your Personal Profile

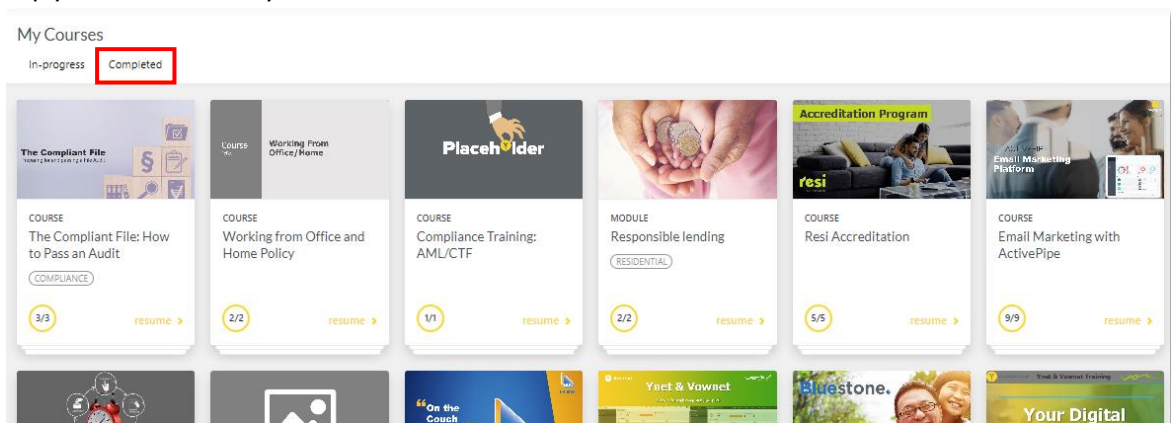
- 1 Log into the **Professional** Platform.
- 2 From the home page, click on the **Profile** icon in the top right.



From the menu, select **courses**



- 3 Here you can select from the courses you have in progress, or courses you have already finished. Simply click the course you want to revisit.



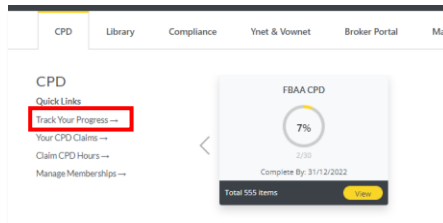
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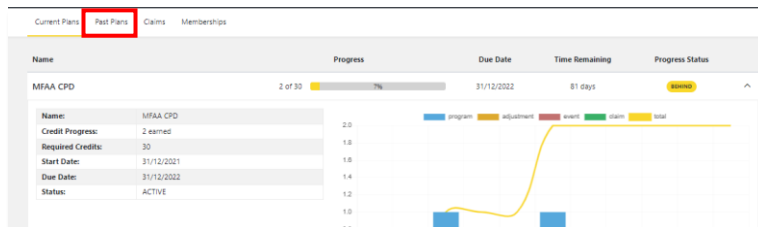
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### Option 2 – from your Past Training Plan

- From the homepage, click on **Track Your Progress** from the CPD Menu



- Click on **Past Plans**



- This will display a list of all the previous plans, CPD, Induction etc. Be sure to click on the **down arrow** on the far right to minimise the plan info then it will display as a list like this image.



- You can simply click on the plan you want to revisit, and it will automatically show the courses you have already completed – **click on the course** to revisit it.

