

# MPF Announcement

June 20, 2018 2018-32

## Alert

- Policy Update
- New Policy
- Reminder
- Clarification

**Training Information** ■

## Audience

**Program Management** ■

**Origination** ■

**Quality Control** ■

**Servicing** ■

**Underwriting** ■

**Compliance/Legal** ■

## Product

**MPF Xtra®** ■

**MPF® Direct** ■

**MPF Government MBS** ■

**MPF Traditional** ■

### Effective Date:

Immediately



## Are you looking for a free, on-demand learning resource?

MPF® University features approximately 100 self-guided courses that cover a wide variety of industry-related topics. This is a valuable opportunity for individuals who are looking to increase their knowledge of the mortgage industry. It is also a tremendous benefit for institutions looking to provide quality educational resources to both existing and new employees. The MPF Provider has partnered with the Mortgage Bankers Association (MBA) to offer these on-demand courses free of charge to all Participating Financial Institutions (PFIs).

To register as a user, visit our website, [www.fhlbmpf.com](http://www.fhlbmpf.com) and click on the Education link and drop down to MPF University. After registering, you will receive a confirmation email containing a list of available courses and a link to create your account and password. The attached document provides more detailed instructions, if needed.

Space in MPF University is limited, so establish your account today!

Questions about MPF University or experiencing difficulties establishing an account? Contact: [mpfuniversity@fhlbc.com](mailto:mpfuniversity@fhlbc.com)

Contact: MPF Service Center, 877-FHLB-MPF or 877-345-2673 or your MPF Bank Representative

## MPF® Program Summer Webinars- Register Today!

Registration is now open for upcoming MPF Program Summer webinars! We are pleased to announce the following offerings:

### June 2018

June 19 *MGIC Presents: How to Review a Residential Appraisal* [Click to Register](#)

June 20 *Radian Presents: Blueprint for Taking a Quality Application* [Click to Register](#)

June 21 *Loan Eligibility and Underwriting for MPF® Traditional Products* [Click to Register](#)

June 26 *MPF Xtra® Product: Eligibility and Underwriting* [Click to Register](#)

### July 2018

July 16 *Radian Presents: Beyond Schedule C* [Click to Register](#)

July 19 *Investor Reporting for MPF Xtra® Product* [Click to Register](#)

July 26 *Investor Reporting for MPF® Traditional Products* [Click to Register](#)

### August 2018

August 2 *Arch MI Presents: Master the Mystery* [Click to Register](#)

August 8 **BACK BY POPULAR DEMAND:** *Affordable Lending Options under the MPF Xtra® Product* [Click to Register](#)

August 9 *Radian Presents: Understanding and Reviewing Appraisals* [Click to Register](#)

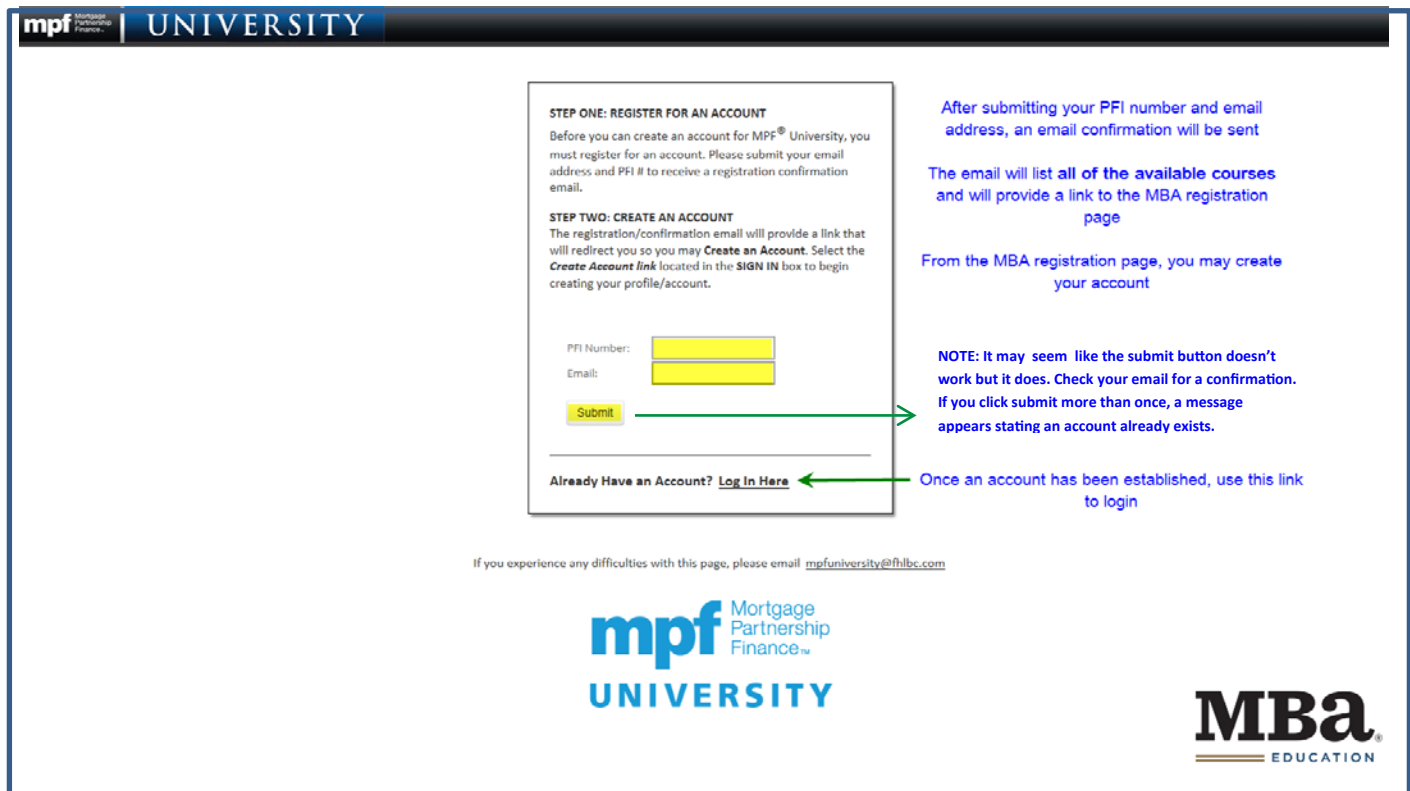
August 21 **BACK BY POPULAR DEMAND:** *Construction to Permanent Loans: Guidelines for the MPF® Traditional and MPF Xtra® Products* [Click to Register](#)

MPF National Education welcomes your suggestions and ideas for future webinars. Let us know what we can do to help, Contact [mpftraining@fhlbc.com](mailto:mpftraining@fhlbc.com)



## MPF University Registration and User Information

1. Access the MPF University landing page by visiting [www.fhlbmpf.com](http://www.fhlbmpf.com)  
Click on the EDUCATION tab and drop down to **MPF University**.
2. Once on the MPF University landing page, **follow the steps outlined below:**



The screenshot shows the MPF University registration page. It features a header with the MPF logo and the word 'UNIVERSITY'. The main content area is divided into two steps:

**STEP ONE: REGISTER FOR AN ACCOUNT**  
Before you can create an account for MPF® University, you must register for an account. Please submit your email address and PFI # to receive a registration confirmation email.

**STEP TWO: CREATE AN ACCOUNT**  
The registration/confirmation email will provide a link that will redirect you so you may **Create an Account**. Select the **Create Account link** located in the **SIGN IN** box to begin creating your profile/account.

Below the text are two input fields: 'PFI Number:' and 'Email:', each followed by a yellow rectangular input box. A yellow 'Submit' button is located below the 'Email' field. A green arrow points from the 'Submit' button to the right, towards the explanatory text. Below the input fields is a horizontal line, and below that is the text 'Already Have an Account? [Log In Here](#)'. A green arrow points from this link to the right, towards the explanatory text.

**After submitting your PFI number and email address, an email confirmation will be sent**


**The email will list all of the available courses and will provide a link to the MBA registration page**


**From the MBA registration page, you may create your account**

**NOTE: It may seem like the submit button doesn't work but it does. Check your email for a confirmation. If you click submit more than once, a message appears stating an account already exists.**

**Once an account has been established, use this link to login**

If you experience any difficulties with this page, please email [mpfuniversity@fhlbc.com](mailto:mpfuniversity@fhlbc.com)

**UNIVERSITY**



## Creating an Account with the MBA

**IMPORTANT:** We suggest using **CHROME** or **FIREFOX** as your browser. Using **Internet Explorer** may result in some of the account creation fields not being fully visible. If this happens, there are two workarounds: 1. TAB through the fields. 2. Click in the window that contains the cut-off or incomplete fields, hold down the Ctrl key and with your mouse, and turn the roll bar towards you to shrink the contents.

The screenshot shows the MBA sign-in and account creation interface. On the left, there is a 'SIGN IN' section with a 'User Name' field, a 'Password' field, a 'Remember me next time.' checkbox, and a 'Sign In' button. Below this is a 'Forgot Password?' link and a 'CREATE NEW ACCOUNT' button. On the right, there are three explanatory text blocks with arrows pointing to the corresponding elements: 'If you have taken courses through the MBA in the past, you may already have an account linked to your email address. Use that account to sign in' points to the sign-in fields; 'Not sure if you already have an MBA account? Try creating a new account and it will identify if an account already exists' points to the 'CREATE NEW ACCOUNT' button; and 'If you have an account but need to retrieve your password, click *Forgot Password*' points to the 'Forgot Password?' link. The MBA logo and 'EDUCATION' text are at the bottom right.

Once you have successfully created an account, return to the MPF University landing page via the MPF Website ([www.fhlbmpf.com](http://www.fhlbmpf.com)).

Log in with your email address (User Name) and password to access your courses.

## Navigating MPF University Homepage

**Scroll through all courses in the *Invitations* section. Click *Enroll* to enroll for the desired course(s)**

**Once enrolled, courses will appear above. Click *Launch* to begin the course. If returning to complete a course already in progress, click *Resume*.**

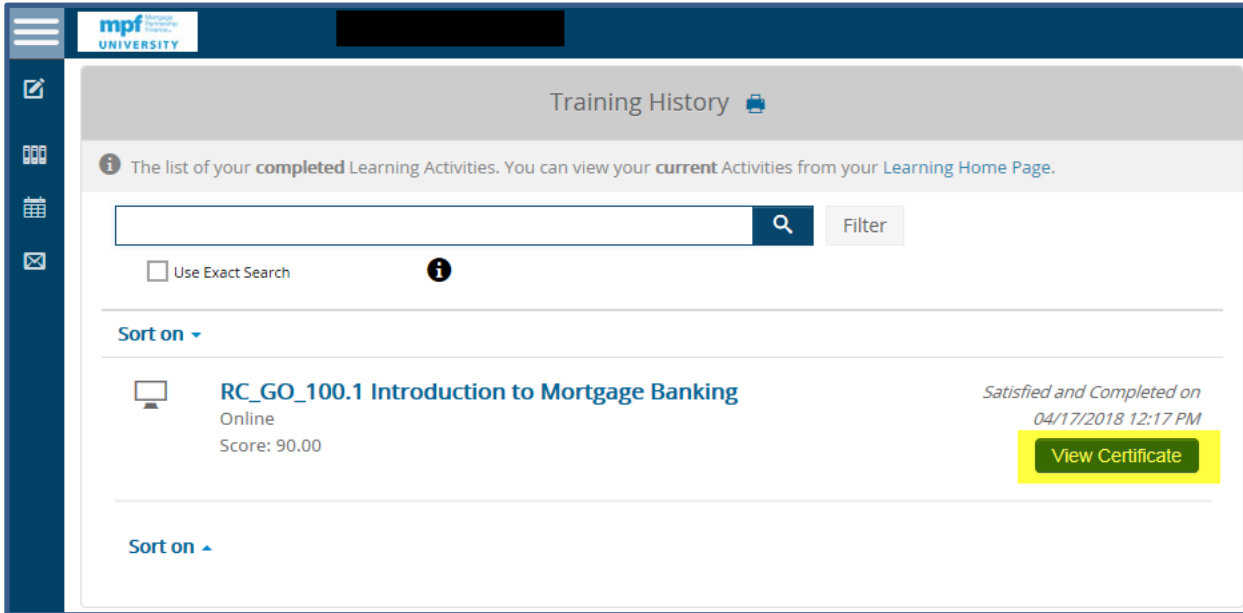
**Learning:** MPF University home page which includes a list of courses, enrolled courses and courses in progress

**Training History:** Shows completed courses

**Calendar:** Enhancements to the site calendar to come

**Mail:** Provides site notifications

Under the *Training History* Tab you may view completed courses and print certificates.



Signout by clicking on the drop-down arrow next to your initials located in the upper right-hand corner of the homepage.

The drop-down also allows you to change settings and create a more detailed profile (optional).



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