

Quick Reference Guide – Distributing Courses Through Your Firm’s LMS

The information provided in this document is intended to provide a quick guide for CE administrators to acquire a license to FLEX courses on their firm’s own learning management system (LMS).

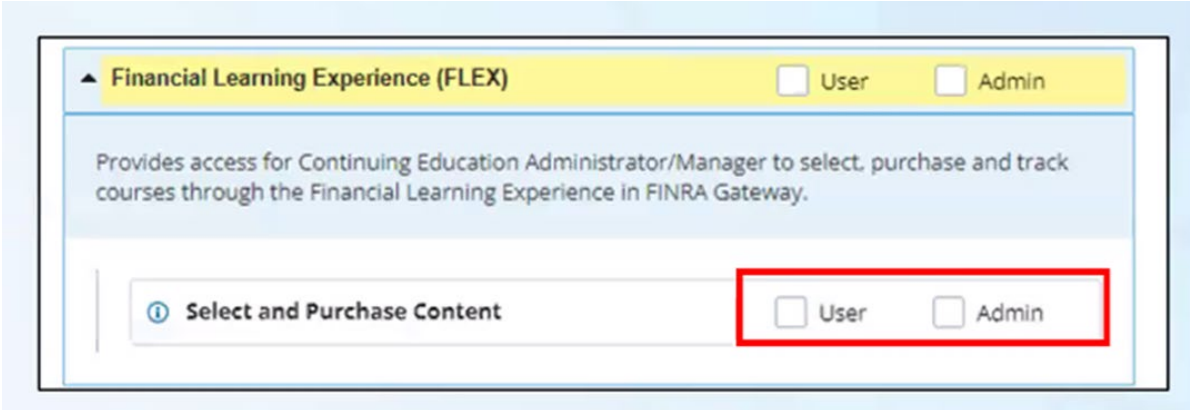
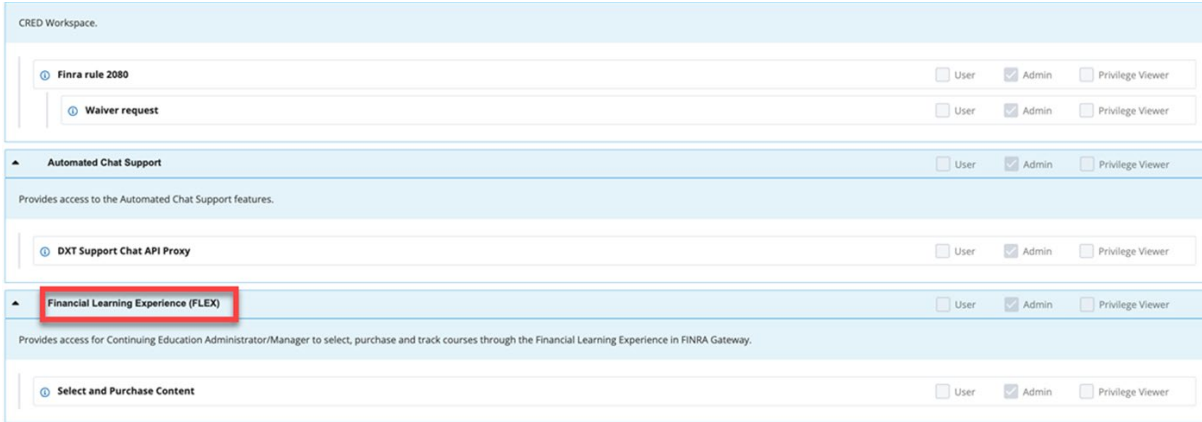
For delivery via Firm LMS

To gain access to the Financial Learning Experience (FLEX) dashboard within the FINRA Gateway, please contact your firm’s Super Account Administrator (SAA). They can grant you the entitlement role for FLEX. When editing entitlements, FLEX is the last privilege available to select on the list.

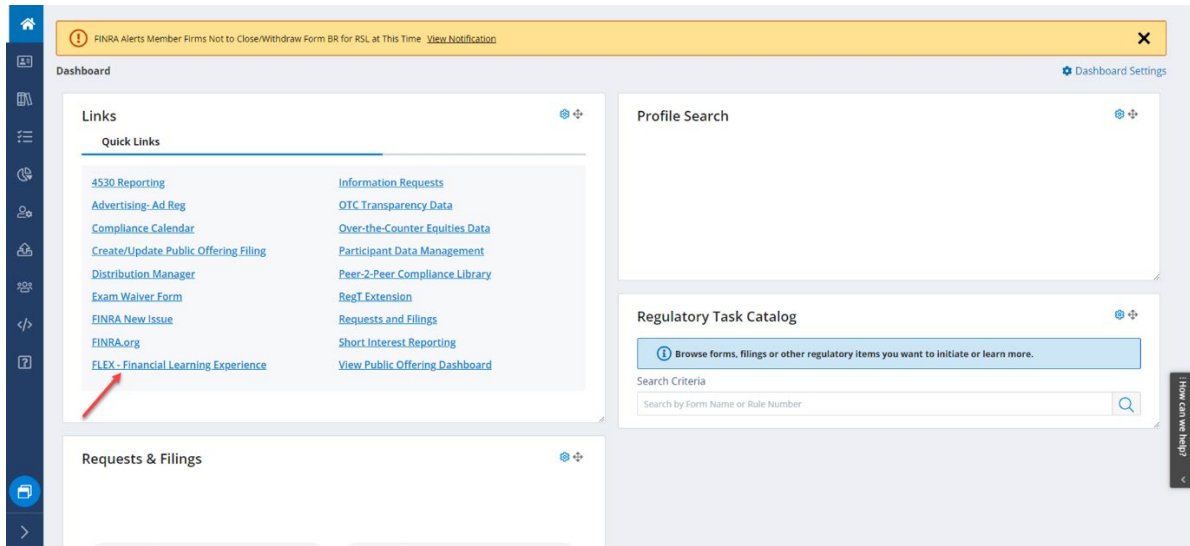
SAA can assign the entitlement for “Select and Purchase Content” for FLEX by checking the box for “User” and/or “Admin.”

Types of entitlement roles:

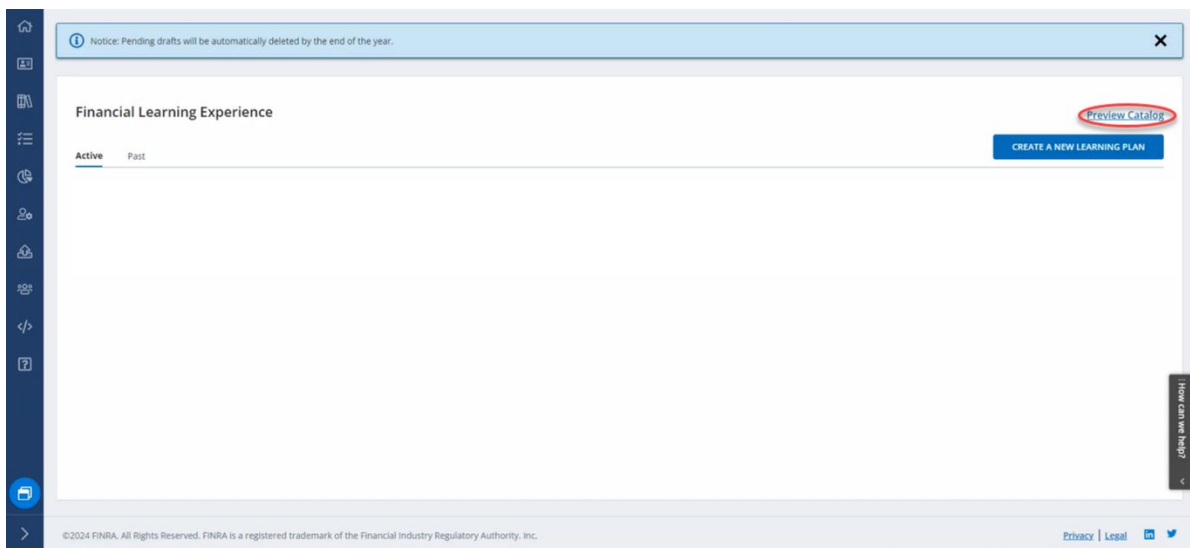
- User: Can select and purchase content
- Admin: Can grant access and create accounts, but not select and purchase content



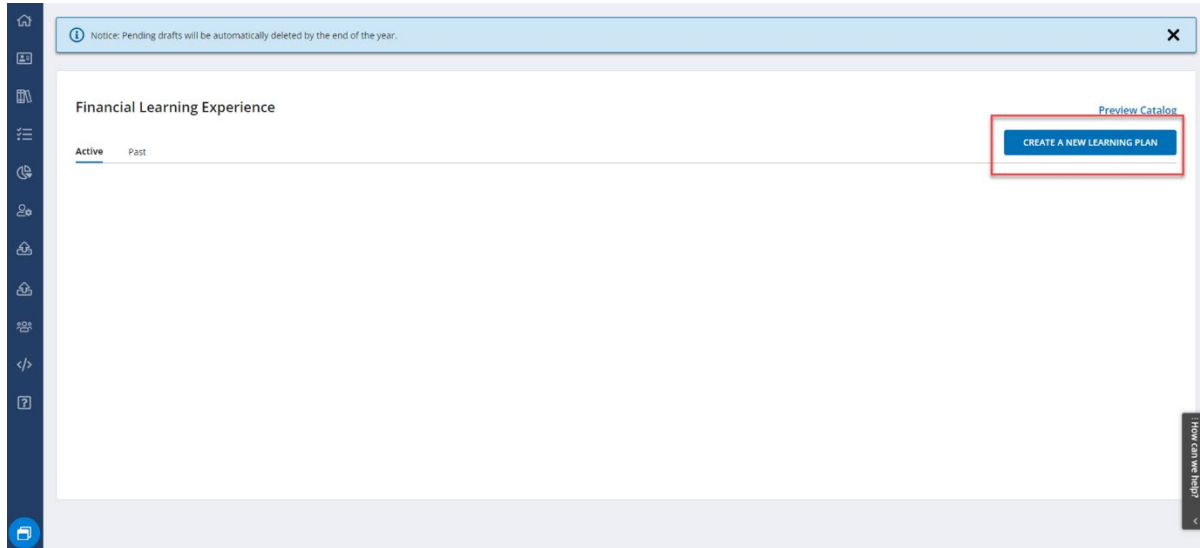
Once your FLEX entitlement is granted, you will see the “FLEX – Financial Learning Experience” link within the FINRA Gateway Quick Links section. You will click that link to access the FLEX dashboard.



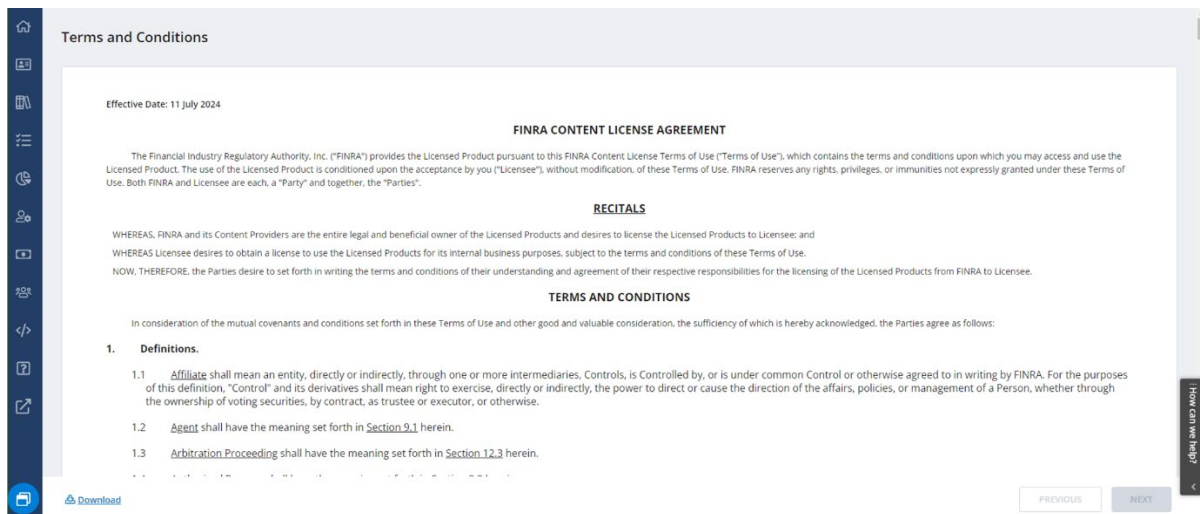
Once in the dashboard, you can start browsing the FLEX catalog by clicking on “Preview Catalog.” Please note that at this point, you can only browse the course categories and topics but are not able to launch any courses to evaluate content. An active subscription to FLEX is required to launch courses.



To acquire a subscription to FLEX, you will start by selecting “Create a New Learning Plan”.



The first screen will provide you with the Terms & Conditions for use of FLEX. At the bottom of the agreement, you must select “I agree to the Terms & Conditions” to proceed. You can download the agreement for review prior to accepting the terms.



necessary to ensure that the net amount received by Degreed after such withholding shall be equal to the amount originally due. In the event that Customer is tax exempt or has direct pay status, then Customer will provide Degreed with a valid tax exemption or direct pay certificate authorized by the appropriate taxing authority, simultaneous with the execution of any Order Form or Statement of Work.

20. Termination; Effects of Termination. These Terms and the associated Order Form(s) may only be terminated by a Party in the event that the other party commits a breach of a material term, and such breach is not remedied within thirty (30) days of written notice.

Upon termination of these Terms: (1) You terminate use of the Services; (2) each of the Parties shall deliver or destroy all Confidential Information of the other Party (including, without limitation confidential information and Customer Data) which is in its possession, care or control (except for information which is required to be kept for backup or data retention purposes, in which case such information will be kept confidential in accordance with these Terms until the deletion, and except for User Profiles which Degreed continues to maintain in accordance with Section 12), and upon the other Party's request provide a written certification of the same; and (3) any provisions or obligations (including payment obligations) which by their nature shall continue, will survive termination of these Terms.

21. Compliance with Laws. Each Party will comply with all applicable international, federal, state and local laws and regulations with its use of the Service and in performing its obligations hereunder, including, but not limited to the laws and regulations of the United States, including export controls and trade sanctions administered by the US Department of Commerce, the US Department of Treasury Office of Foreign Assets Control and any other US agency having jurisdiction.

22. Independent Contractors. Nothing contained in these Terms shall be deemed or construed as creating a joint venture or partnership between the parties; no Party is by virtue of these Terms authorized as an agent, employee or agent representative of the other Party.

23. Governing Law. The rights and obligations of the parties and all interpretations and performance of these Terms shall be governed by and construed in accordance with the laws of the State of California, without regard to conflicts of laws principles. The parties agree that the provisions of the United Nations Convention on Contracts for the International Sale of Goods do not apply to these Terms.

24. Severability. If any provision of these Terms is held to be unenforceable or illegal by a court of competent jurisdiction, such provision shall be modified to the extent necessary to render it enforceable, or shall be severed from these Terms, and all other provisions of these Terms shall remain in full force and effect.

25. Prevailing Party. In the event of litigation relating to the subject matter of these Terms, the prevailing party shall be entitled to receive from the other party its reasonable attorneys' fees and costs.

26. Entire Agreement. These Terms inclusive of any document expressly incorporated by reference, and along with the executed Order Forms or Statements of Work, constitutes the entire agreement and sets forth the entire understanding between the Parties hereto with respect to the subject matter hereof and supersedes all prior agreements, covenants, arrangements and discussions with respect thereto. In the event of an inconsistency between the terms and conditions contained herein and the Order Form(s), the terms of the Order Form shall govern to the extent necessary to remedy such inconsistency. Any terms and conditions contained in Customer purchase orders or other documents shall be void and of no force or effect.

I agree to the Terms and Conditions.

[Download](#)

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After agreeing to the terms and selecting the Next button, you will be brought to the screen to select your firm's elected distribution method. If you wish to leverage your Firm's own Learning Management System (LMS) for FLEX courses, select "Yes" and then choose "Firm LMS" from the drop down menu. This will allow you to utilize your Firm's LMS as your distribution method.

Financial Learning Experience

Distribution Method

Do you currently use your own learning management tool? By selecting "No", you are agreeing to create a FLEX account through FINRA.

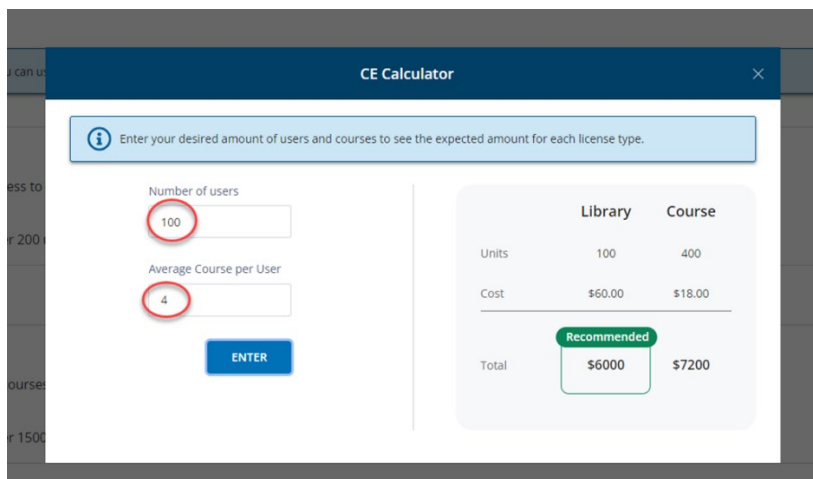
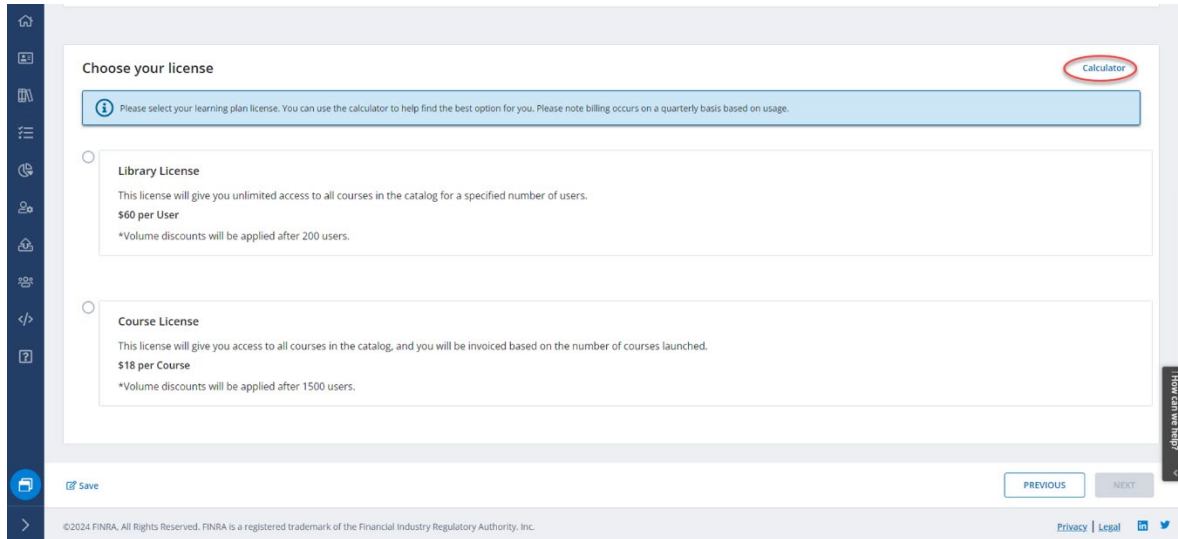
Yes
 No

If yes, please select the learning tool

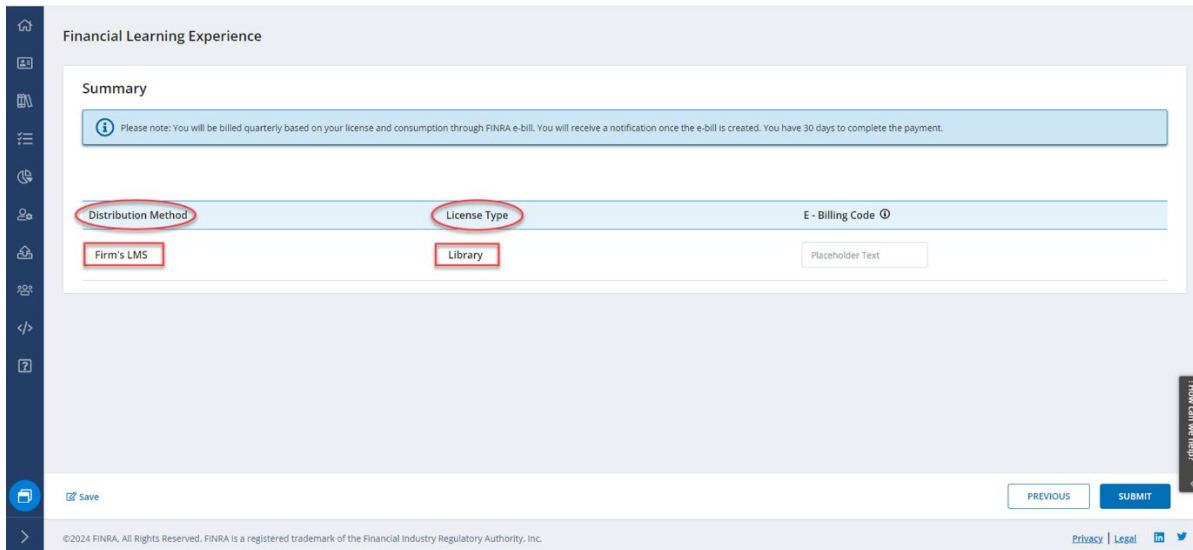
Select

Firm's LMS

Next on the screen you will select your license type: library or course. The license type determines how your firm will be billed for course consumption. A calculator is provided to allow you to evaluate which license would be most appropriate for your firm based on how many users and courses will be assigned to each user. The calculator will reflect the difference in price for each of the two types of licenses based on your entered criteria.



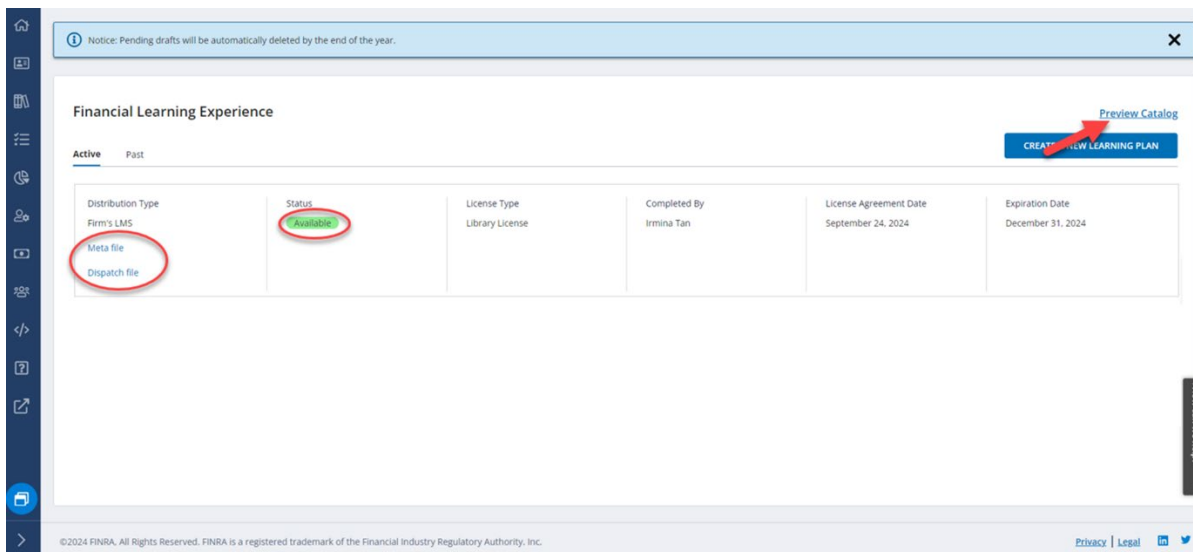
After you have chosen your distribution method and license type, click on the Next button and a summary page of your selections will be displayed. You have the option to include any e-billing code your firm may choose to leverage. An e-billing code is not required to proceed. Once you have confirmed the information is correct, select the submit button to complete your license subscription.



After submitting, the FLEX dashboard will initially reflect a status of “Provisioning” while the firm account is being set up.

After a few minutes, you should refresh the page and the status will be updated to “Available” and two files will now be accessible for download: Metadata file and Dispatch file. You will need both files to upload the FLEX courses to your firm’s own LMS.

The “Preview Catalog” button will take you to the FLEX catalog to preview courses. Your subscription is now active.



Please let us know if you encounter any issues with acquiring your license. You can email us at flex@finra.org for assistance with any issues.