

# Student User Manual



# Student Manual for *Military Money Matters*

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**Important!** Your instructor must enter your information in *Military Money Matters* before you can log in. Contact your instructor or First Command Educational Foundation at [edufoundation@fcef.com](mailto:edufoundation@fcef.com) if you need assistance.

## Please Note

1. *Military Money Matters* is designed to work in all internet browsers, but we have found Google Chrome to be most reliable.
2. For security reasons, you will be logged out of *Military Money Matters* after approximately 15 minutes of inactivity.

## Home Page

At the top of the Home page are tabs for **Home**, **Get Started**, **About FCEF**, **Contact**, and **Sponsors**.

1. **Home** – Click this tab to return to the home page. Also, a link to this manual is available in the last paragraph of the **About This Course** section.
2. **Get Started** – Click this tab for information about the course and how to log in.
3. **About FCEF** – Click this tab for information about First Command Educational Foundation.
4. **Contact** – Click this tab to send a message to First Command Educational Foundation.
5. **Sponsors** – Click this tab to see a list of those who contributed to the production of *Military Money Matters*.

## Logging In

1. Go to the *Military Money Matters* **Student** website: <http://fcef.com/m3/coursework/Dashboard/>
2. The first time you log into *Military Money Matters*, enter your initial **login name** in the first field in the Student Login area. Your initial login name is your last name, first initial, and middle initial (optional). (Example: Jane D. Smith would use Smithjd.) Your instructor will inform you whether to include your middle initial.
3. Enter your initial login **password**: 12pass34, in the second field in the Student Login area.
4. Click the **Login** button.
5. Upon your first login, you will see a screen asking you to edit your personal information. Enter your **email address** and a personal **password**, confirm the password, and click the **Submit** button. You will be immediately directed to the Report Card. For all subsequent logins you will use your email address as your login name and your personal password.
6. If you forget your password, click **Forgot Password** below the login name box on the Home page. Enter your email address in the box and click **Send Password**, and a temporary password will be sent to that email address from “mmm@fcef.com.” Log in with your email address login name and the temporary password, and you will then be asked to change your password. Enter a new password, confirm it, and click the **Submit** button.

## Navigation

At the top of the Report Card page are tabs for **Report Card**, **My Account**, **Student Manual**, **Support**, and **Logout**.

1. **Report Card** – Click this tab to return to the Report Card page from anywhere in the program.
2. **My Account** – Click this tab to change your email address (login name) and password. Enter the new information and click the **Submit** button. You will use this new login information the next time you log in.
3. **Student Manual** – Click this tab to open this manual.
4. **Support** – Click this tab to request assistance with *Military Money Matters*. Fill out the Subject and Description fields as completely as possible and click the **Submit** button. Your message will be sent to the *Military Money Matters* Administrator at First Command Educational Foundation for action.
5. **Logout** – Click this tab to log out of *Military Money Matters*.

## Pre-course Comprehensive Exam

**Note:** You must take the “Pre-course Comprehensive Exam” before you begin work on the modules. After you have changed your login name and password and have been directed to the **Report Card**, click the **Pre-course Exam** button in the Modules list. Click on the green **start/continue this module** button to begin the test. As you complete the questions for each section of the test, click the **Next** button at the bottom of the screen to move to the next section. The section name will be displayed in **green** in the Pre-course Exam sections list at the top of the page as you answer the questions in each section. When you press the **Next** button in the final section you will be returned to the Report Card.

1. You may complete the sections in any order, but you will not be allowed to work on any module until you have completed the test.
2. You may leave and return to any section in the Pre-course Comprehensive exam, but you must answer all five questions in the section and click the **Next** button for that section for your answers for that section to be recorded.
3. Your score will be displayed in the boxes in the Pre-course Exam Progress section. Your instructor will be able to see your score and the answers you provided for each question.

## Report Card

1. The Report Card provides an up-to-date status report of which modules you have completed and which sections of the other modules you have completed. Modules and sections you have not completed will be displayed in **red**, and those you have completed will be displayed in **green**. You may take the modules in any order. If your instructor has not provided instructions for taking the modules in a particular order, we recommend you take them in the order presented.
2. To start working on the course, open a module by clicking on the module name in the left column, then click on the green **start/continue this module** button in the module progress block.
  - ◆ When you open a module for the first time, you must proceed through the sections in order.
  - ◆ Each module contains a mandatory Pre-module Exam, exercises, and Post-module Exam. You will see the results of the exercises and Post-module Exam immediately after taking them.
  - ◆ After taking the Post-module Exam, you will be able to browse through that module as desired and begin a new module.

- ◆ Your Pre- and Post-module Exam scores for that module will be displayed on the Report Card with a green or red arrow to indicate whether you improved your score or not.
- ◆ If you are in a module and wish to return to the Report Card, click the **Report Card** tab at the top of the page. When you return to the module you will be able to resume your work where you left off.
- ◆ After you submit the 12<sup>th</sup> module's Post-module Exam, you are now ready to take the Post-course Comprehensive Exam.

## Post-course Comprehensive Exam

1. Click the **Post-course Exam** button in the Modules list. Click on the green **start/continue this module** button to begin the test. As you complete the questions for each section of the test, click the **Next** button at the bottom of the screen to move to the next section. The section name will be displayed in **green** in the Post-course Exam sections list at the top of the page as you answer the questions in each section. When you press the **Next** button in the final section you will be returned to the Report Card.
2. You may leave and return to any section in the Post-course Comprehensive exam, but you must answer all five questions in the section and click the **Next** button for that section for your answers for that section to be recorded.
3. Your score will be displayed in the boxes in the Post-course Exam Progress section. (You will also see a button labeled **View your Post-course Comprehensive Exam results**. When clicked, the button will lead to a view of the test with the correct answers marked in green and the incorrect answers marked in red, and the correct answers. Future feature.)
4. Your instructor will also be provided with your Post-course Comprehensive Exam results to review and will let you know whether you passed the test.
5. If you did not pass the Post-course Comprehensive Exam, your instructor will provide you with guidance for more study and give you an opportunity to retake the test.
6. When you pass the Post-course Comprehensive Exam, you will have finished the course. Congratulations!

## Logging Out

1. Click the **Logout** tab at the top right of the page.

## Questions or Problems?

Please contact your instructor.

Also, we'd like to hear from you if you have suggestions for improving this course. Please e-mail your comments to [edufoundation@fcef.com](mailto:edufoundation@fcef.com).