

Education Plus Program

Login and Load Documents

Before getting started, there are some things you need to know about how to upload your documents to the EPP portal. You will need to use your work email as your Username and the password that you have used for any IIMC conference you have previously registered for as your login credentials.

If you have never registered for an IIMC conference and do not have user credentials, your Username is your WORK email.

Document Upload Areas

There are three (3) areas where you will load your documents:

1. EPP Tracker/Application.
2. All certificates of completion from Sections 1-5 of the EPP Tracker/Application.

PRO TIP: We highly recommend scanning all your certificates into a single document (except certificates that belong in EPP Section 6 Elective) to upload them as one file. Preferably, place them in order according to each application section. If you do not combine them, use the 'add more files' button each time before clicking 'create' to avoid errors.

3. Certificates of completion, presentations, articles, and IIMC approval emails related to EPP Section 6 Elective.

Have all items digitally stored on your desktop or thumb drive for easy access. ALL DOCUMENTS MUST BE LOADED TO THIS PLATFORM TO BE ACCEPTED FOR CREDIT.

Accessing the Platform

Direct link to IIMC's new learning platform powered by TopClass:

http://online.iimc.com/Public/TopClass/TopClass_SSO.aspx

The link will take you directly to the IIMC Login (See below). If you encounter any difficulties, please be sure to check your browser. Some of you may use Chrome, so you may have to try Firefox. If it doesn't work on Firefox, try Chrome. You may also need to contact your IT department if the link displays an error message.



SEARCH

CONFERENCE MY ACCOUNT

IIMC: Account Login

You must login to use this area of the IIMC website.

If you created a username and password previously but do not remember your password, click [Forgot Password](#) and enter your email address as username. You will receive an email to your primary work email address with a link to reset your password.

If this is your first time logging in, please click on "forgot username" to the right and then enter the email address on file with IIMC. You will receive an email with instructions on how to create your own credentials. Your username will be your email address.

If the system does not find a match on your email address, please contact:

Certification Assistance

Iris Hill, iris@iimc.com

Beatrice Rodriguez, Ed.D, bea@iimc.com

Jaimis "Jai" Ulrich, Ed.D, jaimis@iimc.com

Conference Assistance

Stephanie at stephanie@iimc.com.

If you need to speak with a staff person, please contact IIMC at (909) 944-4162.



Please follow the directions on this landing page. You will know you are logged in correctly when you see your name at the top. You will also see "Learning Center" in the blue ribbon at the top. Please click on "Learning Center" and you will be routed directly into the platform. (SEE BELOW IMAGE)



Navigating the Platform

Once logged in, go to 'Search Learning Catalogue' and type 'Bronze' to find the program. Select the Certification Path option and click 'Choose Path' to enroll.

Scroll down to see the Mandatory file upload options:

1. Upload your EPP application first:

- Click 'add record'. Ensure your application is signed with a wet signature, properly dated, and complete before clicking 'CREATE'.
- Enter 'Date Completed' ONLY (no expiry date) and leave the Vendor box blank.
- Click the blue back arrow in the top left corner to return to the menu.

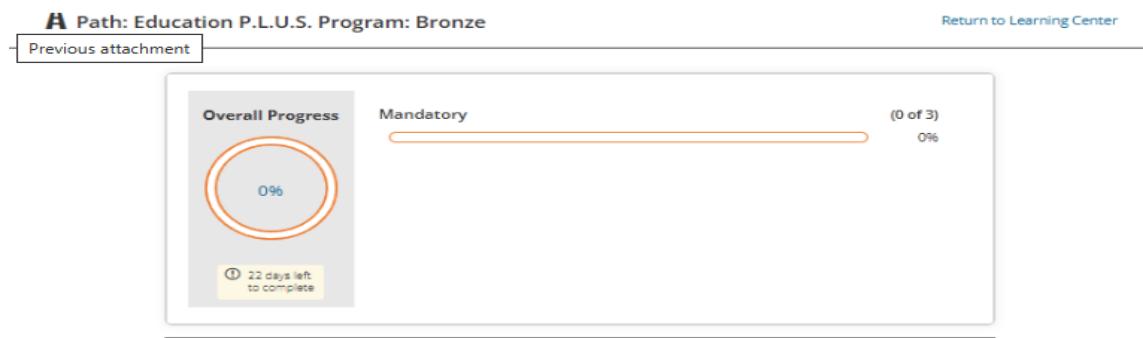
2. Upload EPP Section 1-5 Certificates:

- Click 'add record'. Upload all certificates of completion (except number 6 Elective documents).
- Enter 'Date Completed' ONLY (no expiry date).
- Combining certificates into one file is recommended.
- Click the blue back arrow to return to the menu.

3. Upload EPP Section 6 Elective Project:

- Click 'add record'. Upload verifications and/or IIMC approval emails.
- Enter 'Date Completed' ONLY (no expiry date).

You may sign out once all items in the Mandatory Menu display a status of 'pending approval'. Progress percentage will update only after IIMC staff approval. Ensure you 'view' each uploaded item before logging out to confirm correct uploads.



Thank you!

IIMC Education Team