

## GETTING STARTED

**These basic guidelines will help you get the most out of your study time.**

### CHOOSING A COURSE

Select your course and module in the Training section. General courses are split into three modules: Introduction, Basic and Advanced. Campus also offers specialised courses on specific topics. There are no special requirements for any of the courses.

### STUDY TIPS

When having selected a course, you will see a clear overview of all chapters. For each course chapter, you can show or hide the page overview by clicking the “+” or “X” button in front of the page title. Take as much time as you need. You can spread your study over several sessions. When you log out, your progress will be saved until you log in again. Make sure you are familiar with all the material before taking the exam.

### MOBILE STUDY

The Campus application is fully “responsive”, which means that it adapts to the applicable screen size, on PC and tablet. A Campus app for iPad is available from the App Store. This enables you to download Campus courses for offline study. Please note that you will need to be online to do an exam. *(iPad is a registered trademark of Apple, Inc., registered in the U.S. and other countries.)*

### EXAMS

Each exam consists of 20 multiple choice questions. Allow yourself at least 45 minutes to answer them. If you need to log out, your answers will not be saved and you will have to start from the beginning when you log in again. If you fail the exam, you can try it again several times. The questions are selected randomly and will be different every time. When you pass, you will be able to download a certificate directly from Campus.

### QUESTIONS

For all your questions and/or remarks, please do not hesitate to contact the F-M Campus Team via e-mail: [info@fmcampus.eu](mailto:info@fmcampus.eu)