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## **Certificate in Pension Scheme Member Guidance - First-time registration**

To register and access the online learning programme for Pension Scheme Member Guidance:

1. Visit the following website to find the log-in screen:  
<http://www.pmi-learning.org.uk>
2. Click to "Register".
3. Complete the brief form to choose a memorable username and password for yourself.
4. You will then be inside the PMI Learning Gateway. Click on the menu option "Directory of courses and resources" to view a complete list of available programmes.
5. Select "Pension Scheme Member Guidance". You will be asked for an access key, to validate your registration. Enter the code you have been provided with (this will be in the format X-ABCDE-0123-FGHIJK-4)
6. You will then be linked directly to the homepage of the programme.
7. Next time you want to access the programme, simply enter your own username and password to access the PMI Learning Gateway and click on the "Pension Scheme Member Guidance" link.
8. Please note that the Access Keys are only valid until the date we have given you

You will see that PMI study materials have been produced in conjunction with a variety of study support partners. Further details can be found on the website.

However, if you have any queries on the content of the material please contact Qualifications at PMI either by e-mailing James Cumine; [JCumine@pensions-pmi.org.uk](mailto:JCumine@pensions-pmi.org.uk)