# IFS Academy User Access Guide for Partners



Learning at IFS Academy is aimed at functional consultants, developers, and technicians.

All trainings can be found and launched on the IFS Academy learning platform. Self-paced eLearnings, virtual classroom trainings, and virtual blended trainings are available.

The document outlines the process and guidelines for IFS Partner users to access the IFS Academy using the new access point, <u>https://ifs-partners.sabacloud.com</u>

## 1) EXISTING PARTNER USERS

The Partner users who have had access to IFS Academy before may access their user accounts using the below steps:

- 1. Visit https://ifs-partners.sabacloud.com
- 2. You will be directed to the IFS Academy sign in page
- 3. Click on the "Forgot Password" option at the bottom of the page and enter your Email ID/Username to receive IFS Academy password reset instructions
- 4. Once you have reset your password as per the instructions, sign into your IFS Academy Account using your IFS Academy Username and Password

### 2) NEW PARTNER USERS

The new Partner users, who have not had access to IFS Academy may self-register their user accounts using the below steps:

- 1. Visit https://ifs-partners.sabacloud.com and click on the SIGN UP option
- 2. Fill in the requested details in the sign up page
- 3. Refer to the Terms & Conditions
- 4. Submit your request by clicking on the SIGN UP option at the bottom of the page



IFS Academy will validate the registration details for accuracy and legitimacy Upon successful validation, the user account will be approved Once the user account is approved, the learner will receive a welcome mail that includes the username and password of the user account



5. Sign into your IFS Academy Account using your IFS Academy Username and Password

#### 3) ALTERNATIVE SIGN-IN PATH FOR PARTNER USERS

Partner users can also access their IFS Academy Accounts through IFS Partner Connect:

- 1. Sign in to IFS Partner Connect using the registered Email Address and the Password
- 2. Click on the "Access IFS Services" tab
- 3. Click on the "IFS Academy" option available under the "Access to more Partner Resources" page
- 4. You will be directed to the IFS Academy sign-in page
- 5. Sign in to your IFS Academy Account using your IFS Academy Username and Password

#### 4) PREREQUISITES OF REGISTERING FOR IFS ACADEMY

To register successfully for IFS Academy, the following prerequisites must be met:



**Please note:** We hope the guidelines will ensure a smooth transition to the new IFS Academy access point for partner Users. For any assistance, contact the IFS Academy Support Team at academy@ifs.com