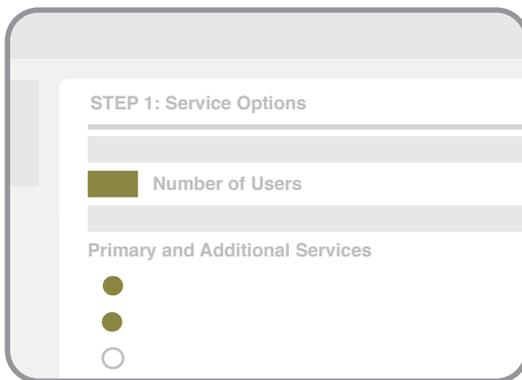


Quest CE's FE Express 2.0 allows program administrators to launch and manage their entire Firm Element training program from start to finish without administrative fees or vendor intervention. Simply create a company profile, select desired services, and assign training and tracking.

The following is a Quick Start Guide for Quest CE's self-service training and tracking solution, Firm Element Express.

If you've downloaded this document from the FE Express Platform, please skip to page two. [?](#)

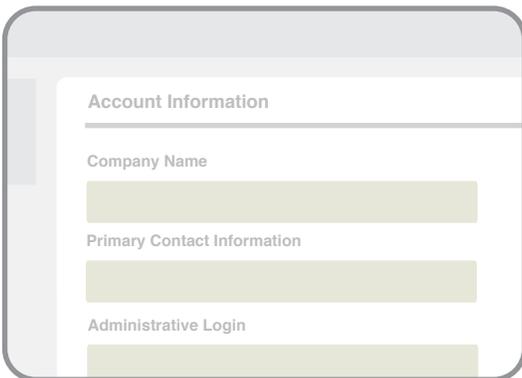
1



Getting Started

- Go to <https://learn.questce.com/firmelement>
- Select **Click here to get started**.
- Choose the number of users in your program.
- Select the primary and additional services desired.

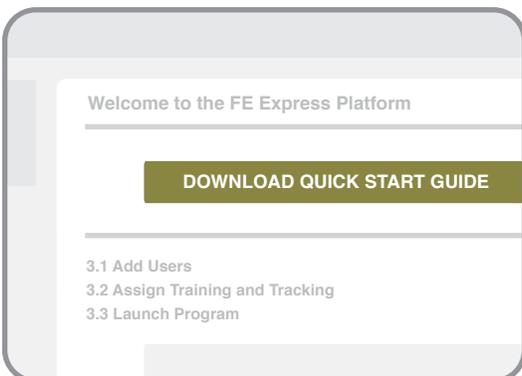
2



Setting up your Account

- Click **Calculate Cost** then **Continue to Account Setup**.
- Complete the on-screen profile**.
- Click **Submit** then **complete the on-screen profile**.
- Click **Submit Payment**.

3

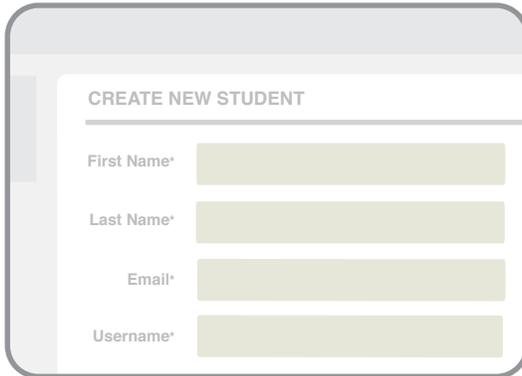


**Download the Quick Start Guide*

- Download the FE Express Quick Start Guide**
(Yes, this one).

Note: This document contains the final steps to setting up your program, as well as a link to the Quest CE Reporting User Guide which offers an extensive breakdown of the system's training, tracking and reporting features.

4



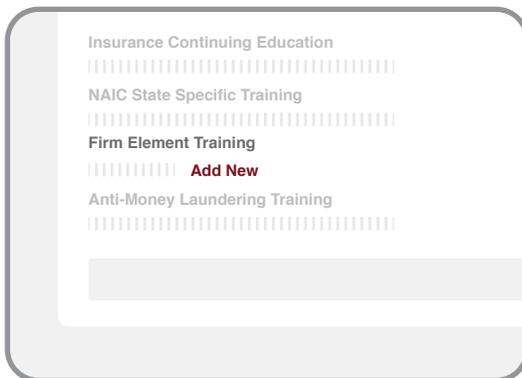
Adding Users

- Click **Add Users**.
- Complete the on-screen profile.**

Note: You must provide basic user information with a unique username (i.e. Email Address) and password.

- Click **Create Student**.

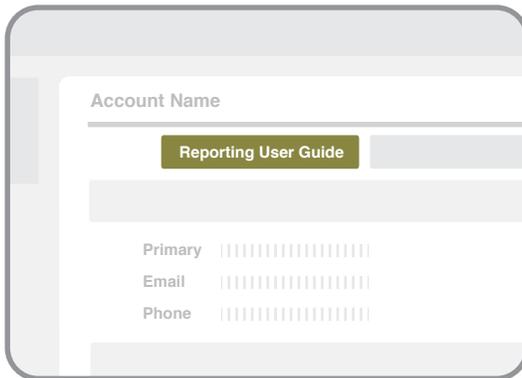
5



Assigning Training

- Scroll** down on the user page to view available training.
- Click **Add New**.
- Select a title and click **Assign Course**. *Repeat b-c.*
- To add a new user, click **Create New**, *Repeat 4 - 5.*

6

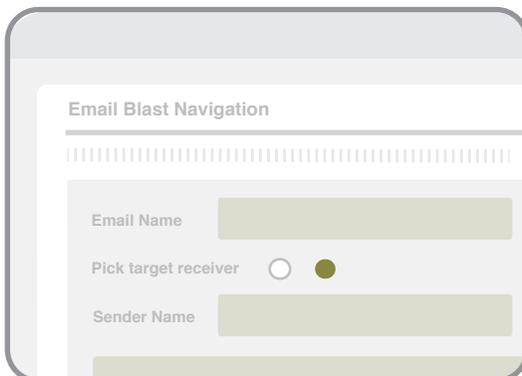


**Download Reporting User Guide*

- Click **Account Details** tab in the left menu.
- Click **Reporting User Guide** from the top menu.
- Find **Page 18** for launch tips and an email template.

Note: Bookmark or Download the Reporting User Guide. 

7



Launch Program

- Click on the **Email Blast** tab in the left menu. 
- Select **Send an Email** and **Compose your email**.
- Click **Send Email**.
- You will now be able to track your students' progress.