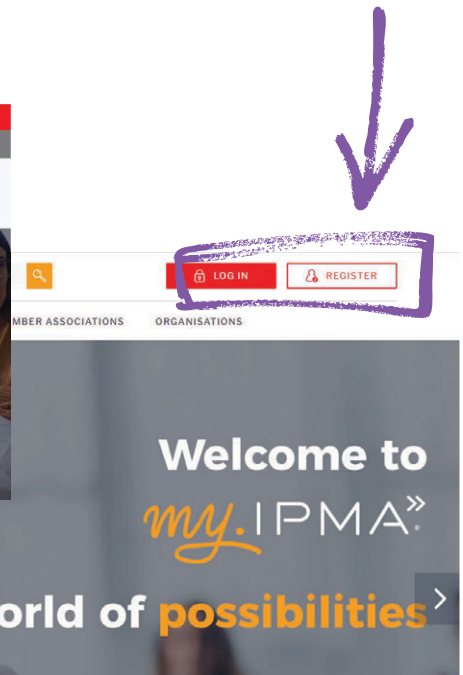# my.IPMA

Creating your MA account

my.IPMA »

My.ipma is a custom made platform designed by the International Project Management Association (IPMA). It is here to:

» make it easier for you to manage and engage your existing individual members
» help you attract new individual members
» provide you with the possibility to include quality education and training courses and programmes from your country into global IPMA Education & Training Registration System (IPMA REG) and continuously promote them
» give you the opportunity to promote your onsite and virtual events

Step 1:
Create your own personalized IPMA account

1. **Visit ipma.world and go to my.ipma** by clicking "log in to my.ipma" button or "my.ipma" slider

2. **Register to my.ipma**

Step 2:

Follow the instructions in the booklet
Creating your own personalised IPMA account
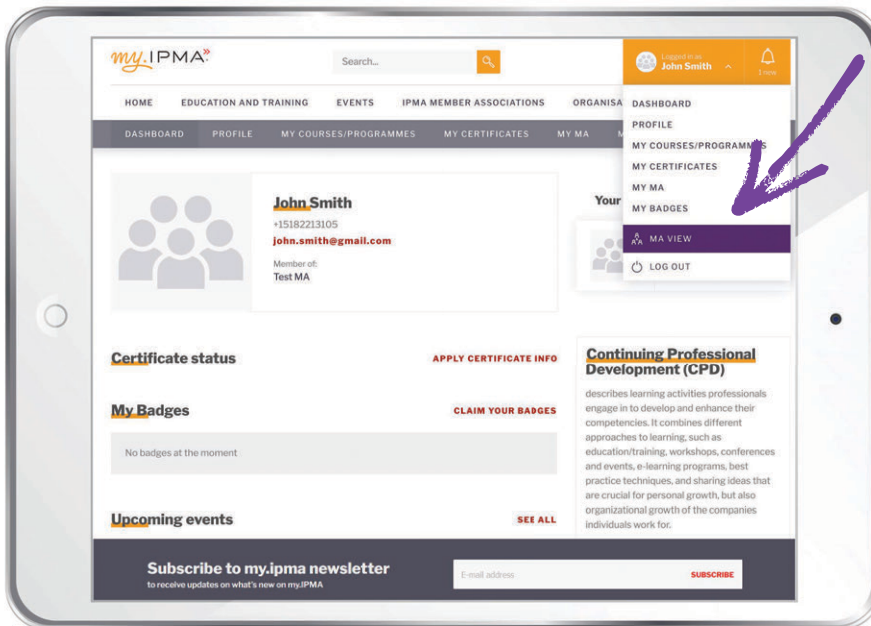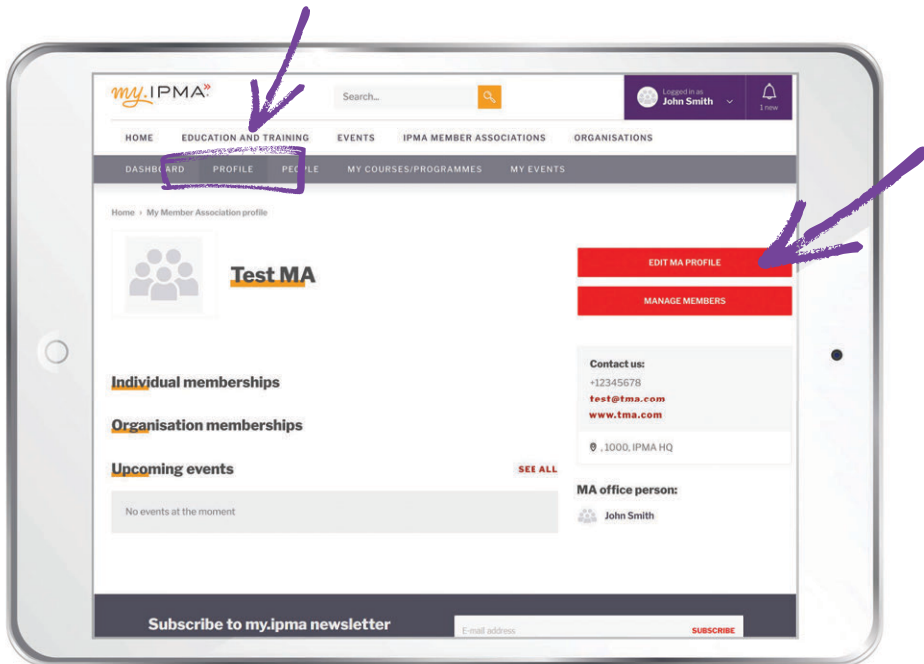and update your individual profile

Step 3:
Obtain editing rights
and switch to MA view

If there is a person from your MA who already has editing rights, contact him / her to add an MA role to you.
If you are the first person from your MA to register, send a request to **rebeka.vlahov@ipma.world** to add editing rights to you.

Step 4:
Update the MA profile

Go to the profile and then edit MA profile, fill out the fields in the "Edit MA profile" form:

a) basic information:
- name of the MA
- initials
- country
- logo (upload graphics in .jpg or .png format, max. file size 2 MB)

b) contact data:
- address
- city
- post code
- country
- phone number
- email address
- website

c) descriptions
- short description (up to 250 characters)
- full description
- individual membership (benefits for individuals)
- organisation membership (benefits for organisations)

Periodically check your dashboard, refresh your data and use the platform to the benefit of your association

Find out more
about my.ipma functionalities for MAs:

Assigning MA roles and managing members

Creating and promoting MA events

Assessing courses and programmes applied for IPMA
Education & Training Registration System (IPMA REG)

my.