



Fraternity Executives Association, Inc.

Instructions for Accessing the FEA Curriculum:

1. We highly recommend using the Google Chrome browser because there are known compatibility issues with both Internet Explorer and Safari.
2. Visit Plaid's website www.beingplaid.com, and click on the 'Learning Center' link in the top navigation. The 'Learning Center' may either appear in a new tab/window or appear in your current window depending on your browser and settings.
3. Click on 'Sign Up' link at the top of the page.
4. Complete the required fields, accept the Terms and Agreement, and then click 'Create an Account'. Enter the group code "?????" when creating your account. The group code can be obtained by emailing nicki@fea-inc.org
5. Remember that your password must be at least 7 characters and contain 3 of the following types of characters: lowercase letters, uppercase letters, numbers, or special characters.
6. After creating your account, you should receive an email to confirm the validity of your address. This email may sometimes end up in your Spam or Junk Mail folders. Your account will remain inactive and you will not be able to begin the required courses without responding to the confirmation email.
7. In order to complete the Birkman you must turn off your pop-up blocker or allow pop-ups from www.beingplaid.com.
8. After you respond to the confirmation email, login to www.beingplaid.com through the Learning Center in the top navigation.
9. After logging in, you must first click on "Plaid Learning Center", select "Course Catalog" and enroll in a course.
10. Once you have enrolled in the courses, click on "Plaid Learning Center", select "Your Enrollments" and select "View" next to course that you'd like to begin.
11. Email support@beingplaid.com if you have trouble creating an account, enrolling in the courses or completing the required courses.