

Guidance for registration in ELSE

Link: <http://else.dgecho-partners-helpdesk.eu>

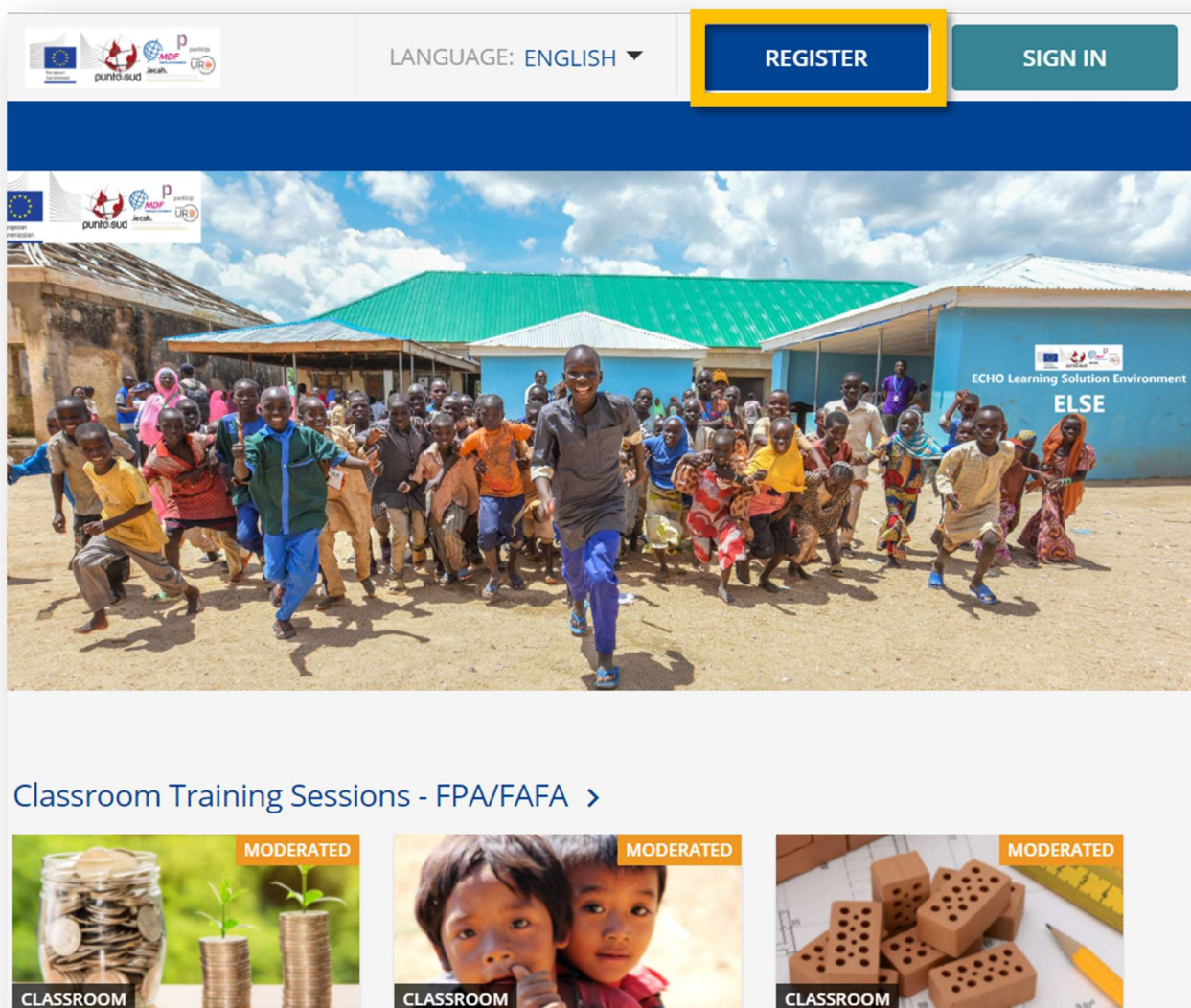
Public catalogue

From the public catalogue, by clicking on the course you will be able to read

- the dates (in case of classroom training and webinar sessions)
- the description of the courses and learning objectives
- the eLearning modules / the agenda

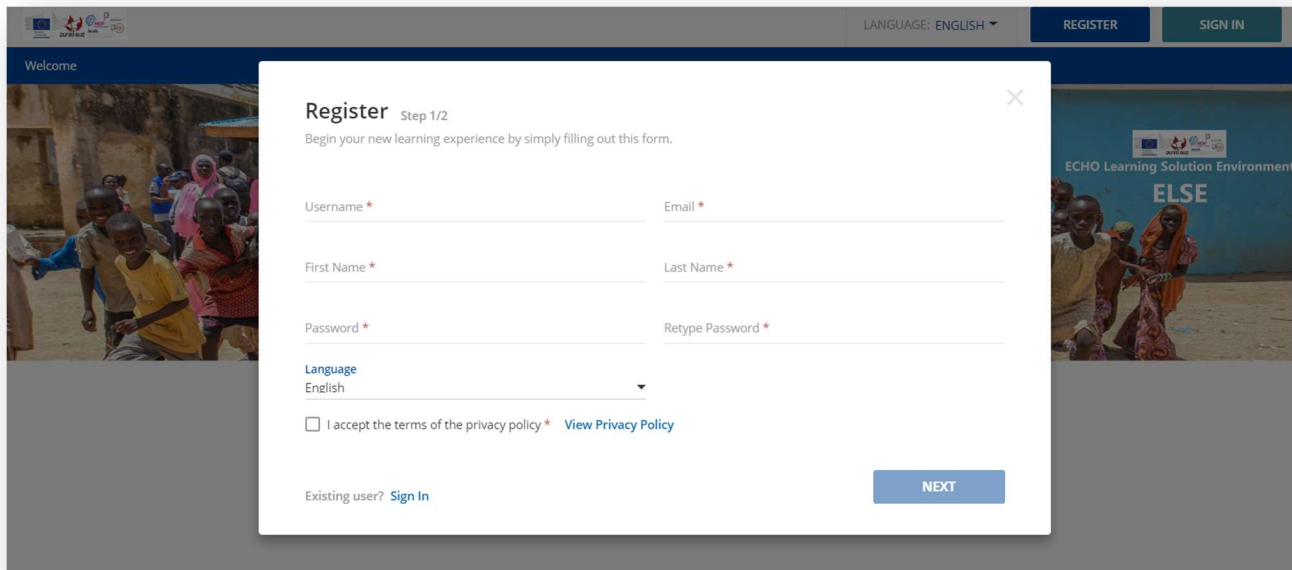
How to Register in ELSE

To enrol to a course you should first **REGISTER** into the **ELSE** platform by click on the **REGISTER** button at the top right page.



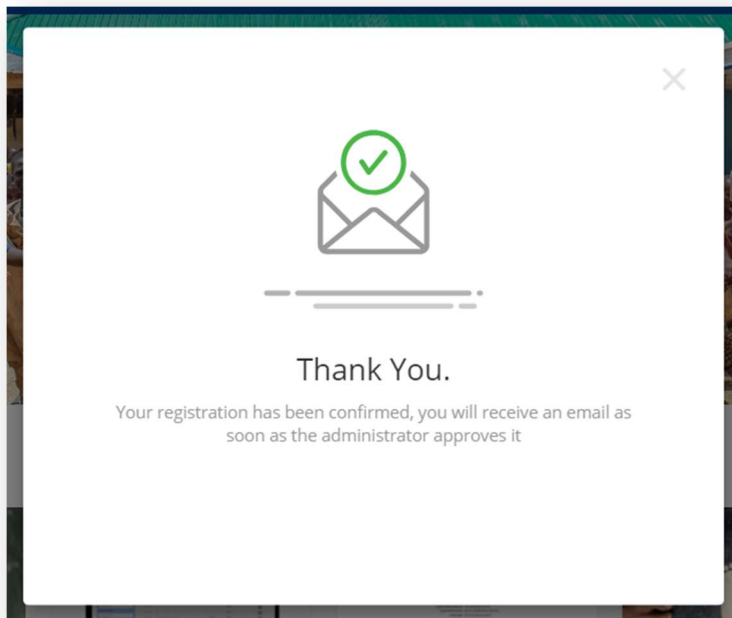
The screenshot shows the top navigation bar of the ELSE platform. It includes logos on the left, a language dropdown set to 'ENGLISH', and two buttons: 'REGISTER' (highlighted with a yellow border) and 'SIGN IN'. Below the navigation bar is a large banner image of a group of children running in front of a school building with a green roof. The banner also features the ELSE logo and text. Below the banner, there is a section titled 'Classroom Training Sessions - FPA/FAFA >' with three course cards. Each card has a 'MODERATED' label and a 'CLASSROOM' label. The first card shows a jar of coins and a small plant. The second card shows two children. The third card shows building blocks and a pencil.

Therefore you will be asked to fill in the fields of the registration form (those marked with * are compulsory) and, at the end, to click on the **REGISTER** button



The screenshot shows the ELSE registration interface. At the top, there are logos and a language dropdown set to 'ENGLISH'. Below the logos is a 'Welcome' banner with a photo of children. The main content is a 'Register' modal window, Step 1/2. It contains the following fields: Username *, Email *, First Name *, Last Name *, Password *, and Retype Password *. There is also a 'Language' dropdown set to 'English' and a checkbox for 'I accept the terms of the privacy policy *' with a link to 'View Privacy Policy'. At the bottom of the modal, there is a 'Sign In' link for existing users and a 'NEXT' button.

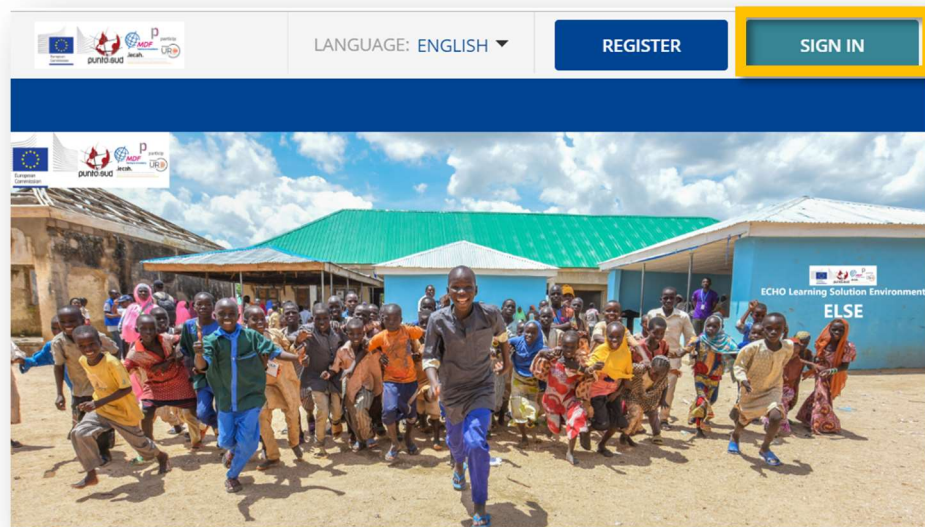
The following message will appear on the screen:



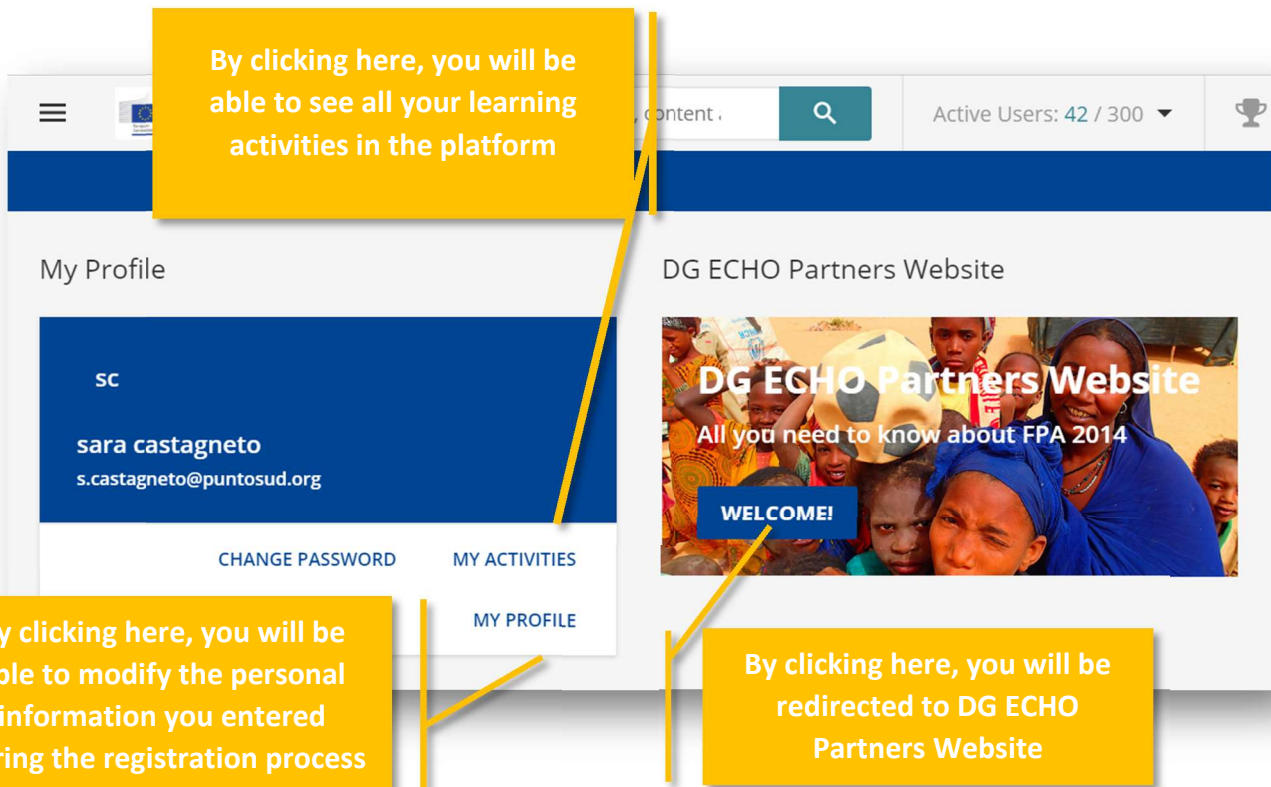
The platform administrator will receive and process your registration. Once your credentials are verified (**ONLY DG ECHO Partners staff can register**), you will receive an email confirming your registration in ELSE.

By clicking on the LOGIN button included in the email, you will be automatically re-directed to the ELSE public catalogue (<http://else.dgecho-partners-helpdesk.eu>).

SIGN IN with the credentials you used for registration. By doing so, you will reach your **home page**



Home page



By clicking here, you will be able to see all your learning activities in the platform

My Profile

sc

sara castagneto
s.castagneto@puntosud.org

CHANGE PASSWORD MY ACTIVITIES

MY PROFILE

By clicking here, you will be able to modify the personal information you entered during the registration process

DG ECHO Partners Website

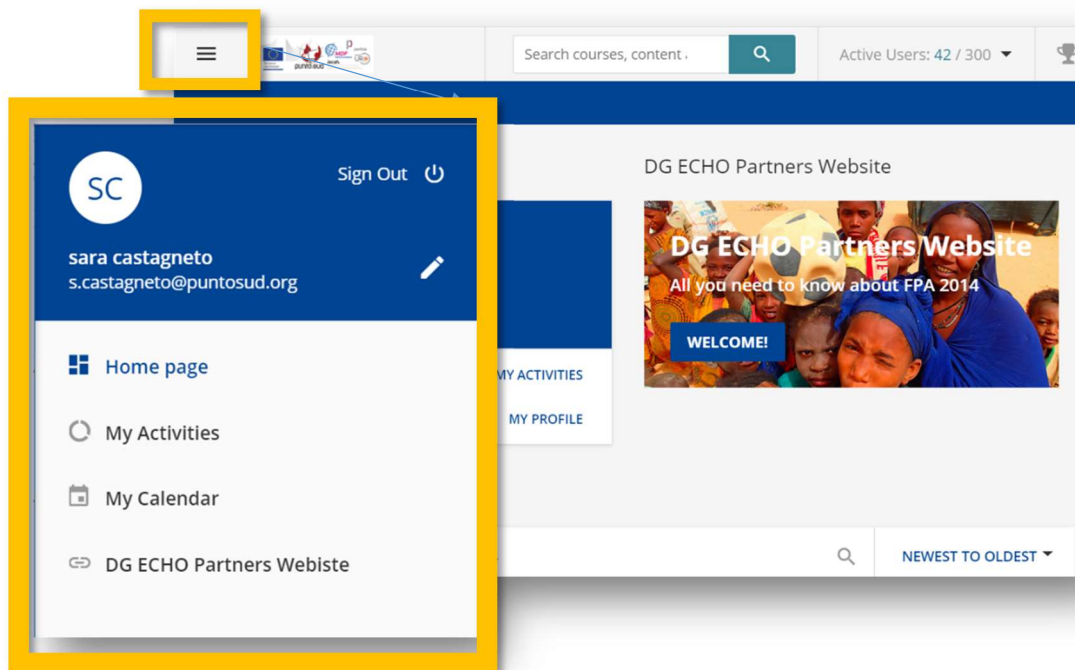
DG ECHO Partners Website
All you need to know about FPA 2014

WELCOME!

By clicking here, you will be redirected to DG ECHO Partners Website

By clicking in the **small menu icon** on the top left, a menu will open.

From here you are able to go back to the Home page, keep under control your personal activities, see the Calendar of all your learning activities and go directly to the DG ECHO partners website.



By scrolling down in this page, you will also see:

- “**My Courses and Learning Plans**” section, where you will find all the courses in which you are already enrolled
- The “**Course Catalogue**” with all available courses to which you can enrol.

Please note that:

- eLearning are always open and you can enrol at any time
- Webinar sessions will be accessible until the maximum number of participants is reached
- For classroom training some more restrictive enrolment rules will be applied

Contacts

For **any problems** in the registration process, please write an email to this address echo-fpa-training@dgecho-partners-helpdesk.eu