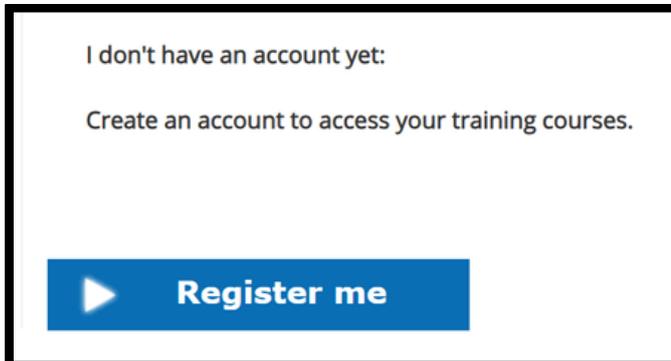


HUMANITARIAN FUNDAMENTALS E-LEARNING CHANNEL

REGISTRATION INSTRUCTIONS

- Step 1 – Access the portal through this [link](#).
Step 2 – Register by clicking the **'Register Me'** button.

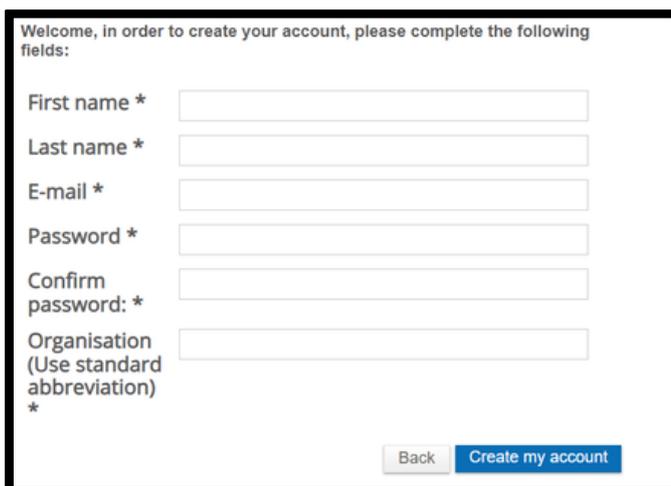


I don't have an account yet:

Create an account to access your training courses.

[▶ Register me](#)

- Step 3 – Type in the mandatory fields including **first name, last name, e-mail, initial password, organization**. Click on **'create my account'**.



Welcome, in order to create your account, please complete the following fields:

First name *

Last name *

E-mail *

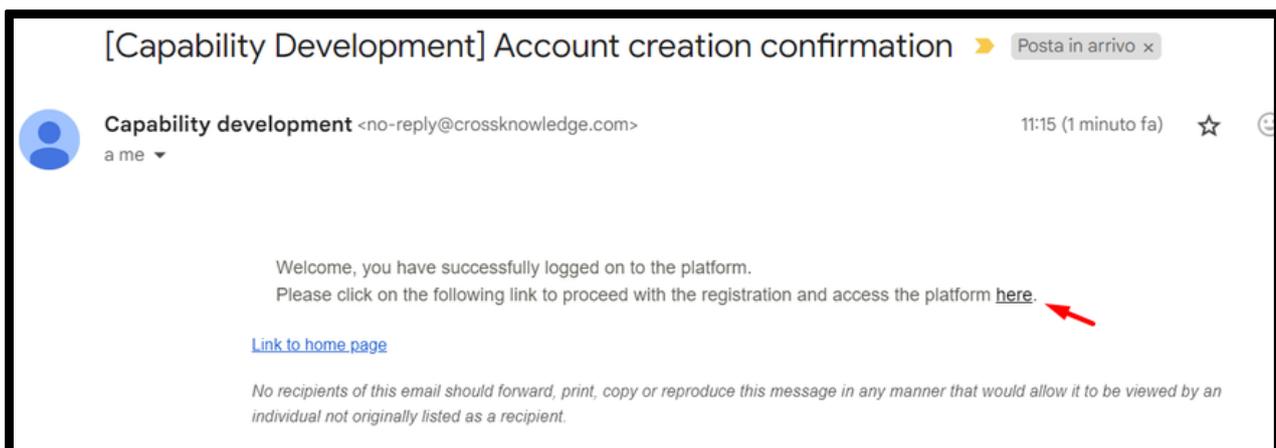
Password *

Confirm password: *

Organisation (Use standard abbreviation) *

[Back](#) [Create my account](#)

- Step 4 – At this point the platform sends an email to the address used in the registration. The learner needs to open the mail client and find the email. The email comes from no-reply@crossknowledge.com. Inside the email, there is a link **'here'** to click in order to validate the account creation request.



[Capability Development] Account creation confirmation Posta in arrivo x

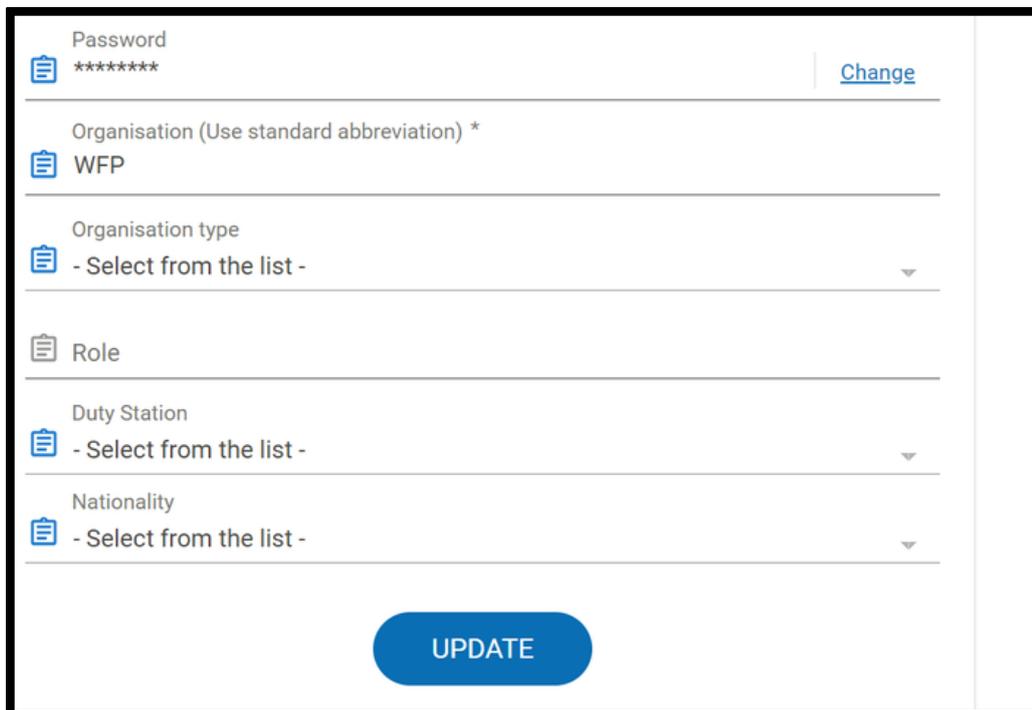
 **Capability development** <no-reply@crossknowledge.com> 11:15 (1 minuto fa) ☆ ☺
a me ▾

Welcome, you have successfully logged on to the platform.
Please click on the following link to proceed with the registration and access the platform [here](#).

[Link to home page](#)

No recipients of this email should forward, print, copy or reproduce this message in any manner that would allow it to be viewed by an individual not originally listed as a recipient.

Step 5 – Clicking on the link will take you to the account profile. This allows you to complete any additional information. Once satisfied with the information inserted in the profile, click on the **“Update”** button.



The screenshot shows a user profile update form. At the top, there is a 'Password' field with a masked password '*****' and a 'Change' link. Below this is the 'Organisation (Use standard abbreviation) *' field with 'WFP' entered. The 'Organisation type' field is a dropdown menu currently showing '- Select from the list -'. The 'Role' field is empty. The 'Duty Station' field is a dropdown menu showing '- Select from the list -'. The 'Nationality' field is a dropdown menu showing '- Select from the list -'. At the bottom of the form is a large blue button labeled 'UPDATE'.

Step 6 – At this point you can close the tab. You can then access the channel again through the initial link and this time access through the login box. Insert login (email) and password as chosen during registration and press the **‘No WFP email Login’** button.



The screenshot shows a login form with three input fields: 'Login:', 'Password:', and 'Language:'. The 'Language:' dropdown menu is set to 'English'. Below the input fields is a large blue button with a play icon and the text 'No WFPemail -Login'.

Step 7 – The system will ask you to change the initial password. Type in a new password and click on **‘Change password’** button.

Step 8 – You will find yourself in the WFP Humanitarian Fundamentals channel and can access the content therein.