# USERS' GUIDE: TRAINING VIA YOUR ORGANISATION

This is a brief guide for users who are going to follow Augeo academy online training through their organisation. This guide contains information that you will need as a user to get started on Augeo academy's training modules.

If, after reading this guide, you still have any questions regarding working in the learning environment, please contact our helpdesk. It can be reached by emailing info@augeointernational.com.

1. Logging in

An account has been created for you in the Augeo academy learning platform. You will receive an email with your login details, which looks something like this:

AUGEO VERSTERKT STEUNT SCHRIJFT VERNIEUWT VERBINDT ONTWIKKELT LEERT
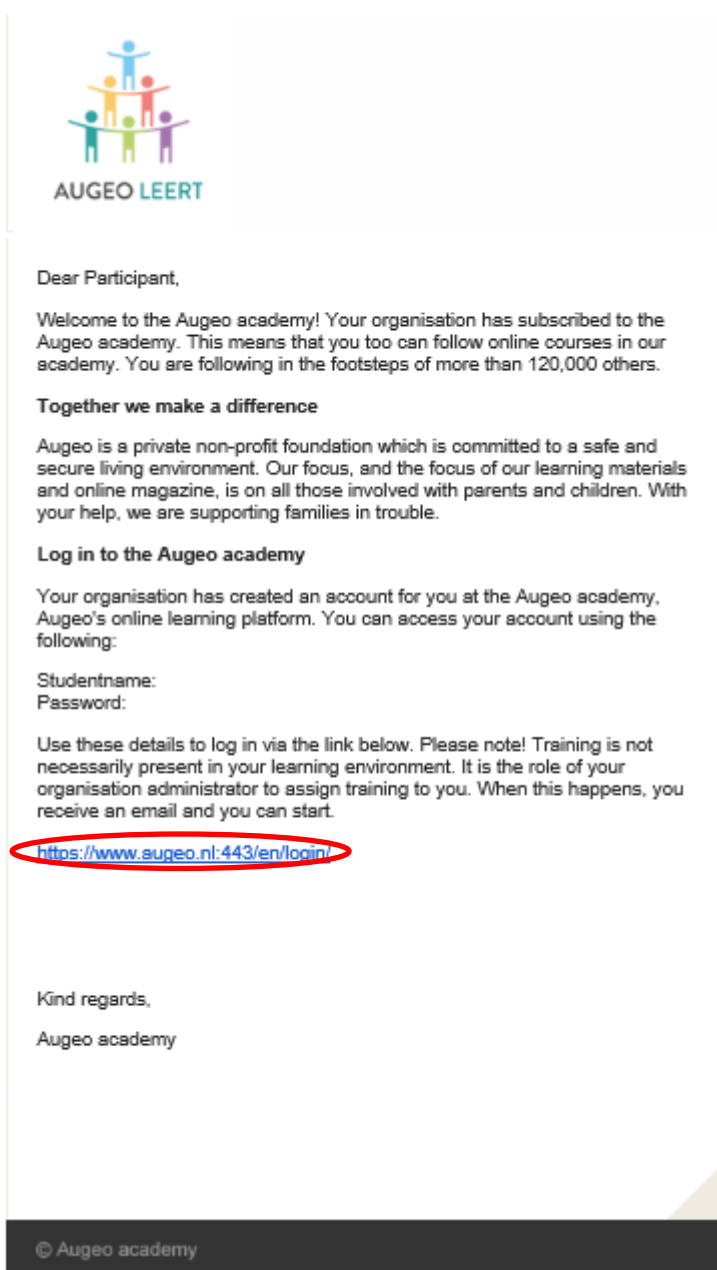
➢ *Click the link in the email, and log in with the username and password in the email.*

You will be directed to the following page.

The first time you log in, complete your profile in this page, otherwise you will be unable to proceed. You may also change your password here if you want to.

➢ *After entering all your details, click 'Save'.*

You are then directed to the 'my courses' section in your learning area (for more information, please refer to Section 2.2).

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After logging in for the first time, you can subsequently log in directly at www.augeo.nl/en :

➢ *Go to www.augeo.nl*

➢ *Then click 'Log in' in the light green menu at the top of the screen.*
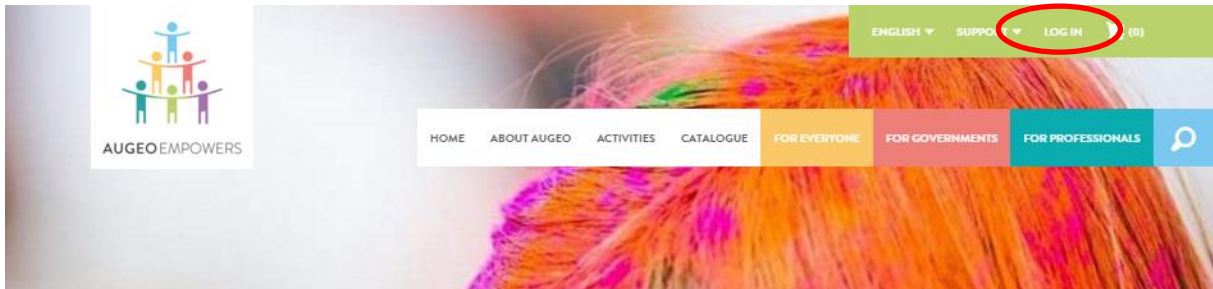
You are then directed to the login page (this will appear in a new tab or window) where you can enter your email and password, or if necessary request retrieval of your password.

2. My learning area

In your learning area, you can follow training modules. The learning area can be accessed via an invitation from your organisation or directly (see Section 2.1). Section 2.2 contains more on how you then start working in your learning area.

2.1 Entering the learning area

You have been invited to follow training. You will receive an email that looks something like this:

AUGEO VERSTERKT STEUNT SCHRIJFT VERNIEUWT VERBINDT ONTWIKKELT LEERT
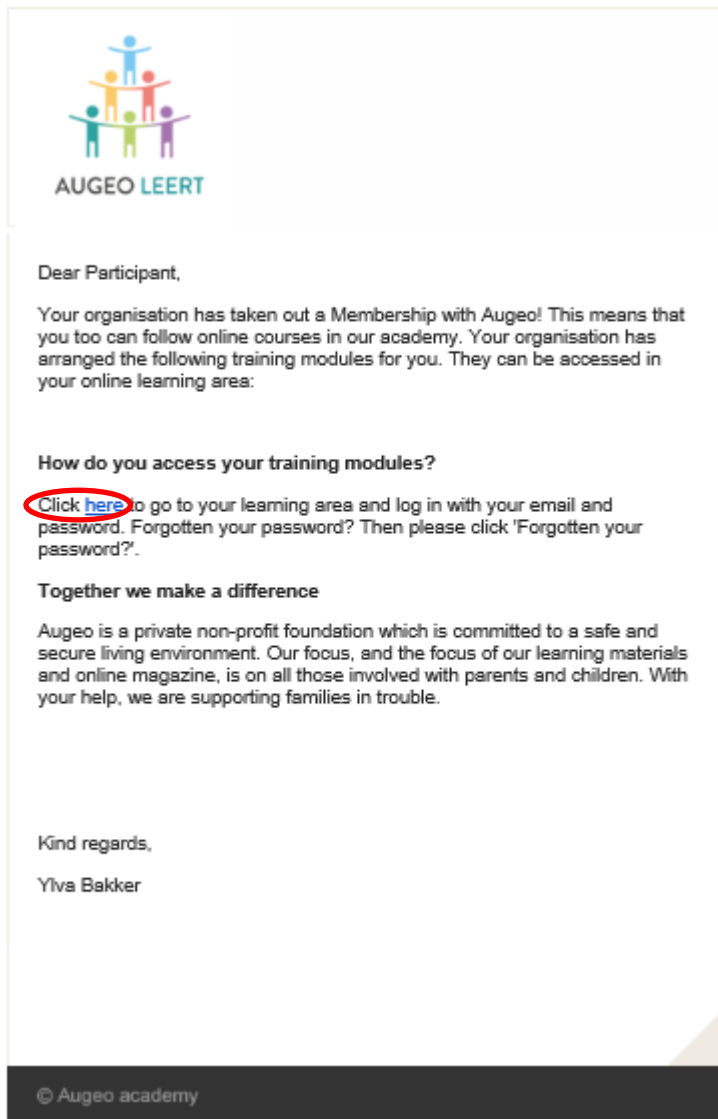
> *Follow the link ('click here') in the email and log in with your password (if you are logging in for the first time, please see the instructions in Section 1.1), then go to your learning area.*

2.2 Working in My learning area

When you open your learning area, you are always first directed to the overview page. You will see a 'My Courses' tab, a 'My profile' tab and a 'My certificates' tab. You can also see information about your organisation's membership in the purple box on the right.

Please note: courses will only be shown in your learning area if these have already been assigned to you by your organisation administrator.

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> *Click one of your courses.*

You will see the following screen:

> *Click the coloured part to start the course.*

Your course will open in a new tab or a window.

After completing all the required modules of a course, your Certificate will appear. Click to download the certificate.

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COURSE COMPONENTS:

KURS	>		COMPLETED ●

TEST	>	SCORE 100%	COMPLETED ●

POSTTEST 'SELBSTWIRKSAMKEIT' URL	>		OPENED

CERTIFICATE	>		DOWNLOAD ⌄

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