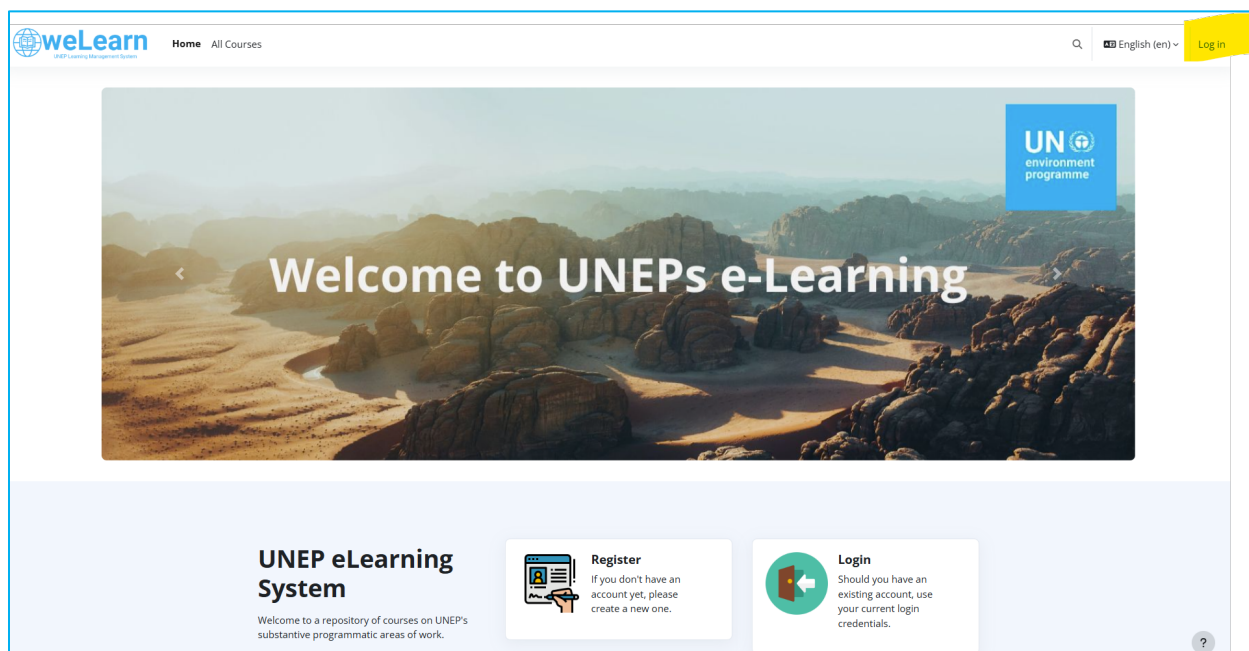


Platform Access Instruction Guide

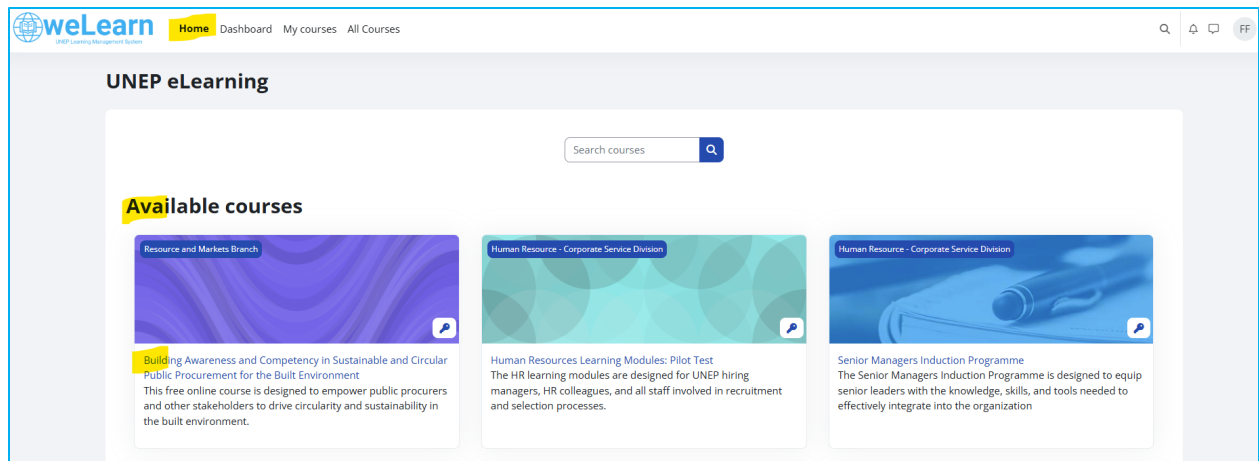
How to register on weLearn to access the online course?

1. Go to the weLearn sign-up page by clicking on or copy/pasting the following link:
<https://elearning.unep.org/login/signup.php>
2. Once the registration is completed, you will receive a verification email including a link. Click on the link and finish the registration process.
3. If you don't get the email, please get in touch with Silvana Loayza at silvana.loayzaleon@un.org and copy Gina Torregroza at gina.torregroza@un.org and Laurret Oketch at laurret.oketch@un.org
4. Once your weLearn account is active, log in to your weLearn account to access the online course:
 - Go to the weLearn log-in page by clicking on or copy/pasting the following link
<https://elearning.unep.org/login/index.php>
 - The log-in page can also be accessed through weLearn home page. Go to the weLearn home page by clicking on or copy/pasting the following link: <https://elearning.unep.org/>. The link to the log-in page is on the upper right corner (highlighted in yellow in the image below).



How to find the online course?

5. Once logged in,
 - Find the online course by clicking on the 'Home' tab. The course should appear on the first row as per the image below.

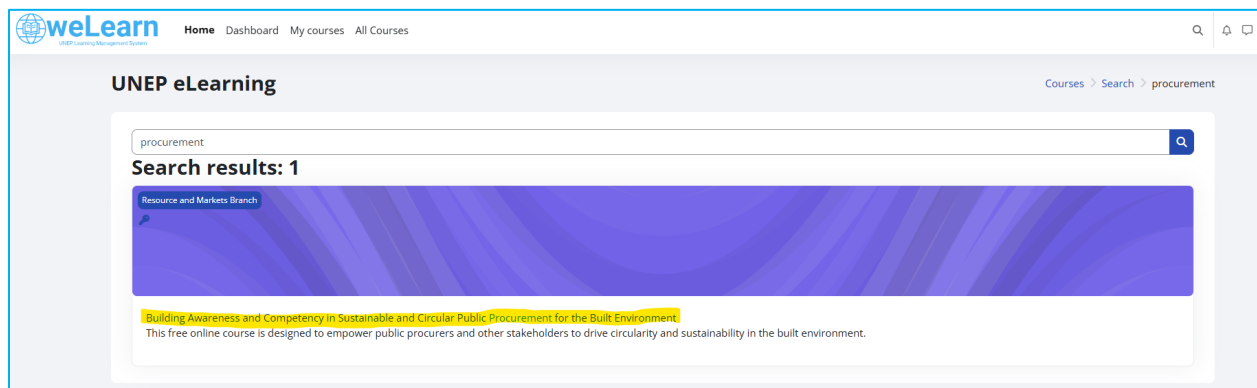


OR

- Find the online course at this link: <https://elearning.unep.org/course/view.php?id=179>

How to access the online course?

- Click on the hyperlinked part (highlighted in yellow in the image below).



- Once prompted, please enter the following enrolment key: **SPP2025**, to access the course (image below).

The screenshot shows the 'Self enrolment (Student)' form. It has a dropdown menu with a downward arrow next to the text 'Self enrolment (Student)'. Below this, there is a label 'Enrolment key' followed by an empty text input field. At the bottom of the form, there is a blue button labeled 'Enrol me'.

8. Once registered, if you experience a problem accessing the course through the link in the dashboard, please try the options below:

OPTION 1:

- Go to **Dashboard** on the top menu.
- Go to **Courses in progress**.
- Click the course link.

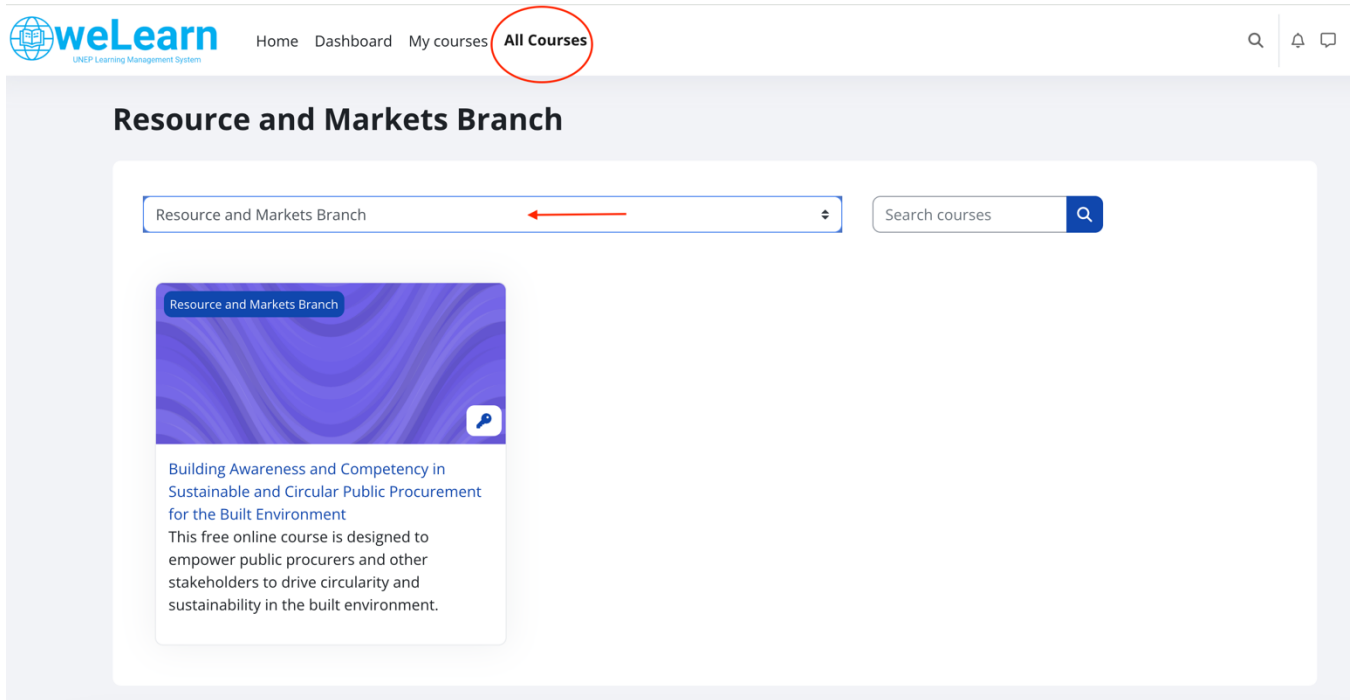
The screenshot displays the UNEP eLearning dashboard. At the top, the 'weLearn' logo is on the left, and navigation links 'Home', 'Dashboard', 'My courses', and 'All Courses' are in the center. The 'Dashboard' link is circled in red. On the right, there are icons for search, notifications, and a user profile labeled 'SL'. Below the navigation bar, the 'Available courses' section features three course cards:

- Resource and Markets Branch**: Building Awareness and Competency in Sustainable and Circular Public Procurement for the Built Environment. This free online course is designed to empower public procurers and other stakeholders to drive circularity and sustainability in the built environment.
- Human Resource - Corporate Service Division**: Human Resources Learning Modules: Pilot Test. The HR learning modules are designed for UNEP hiring managers, HR colleagues, and all staff involved in recruitment and selection processes.
- Human Resource - Corporate Service Division**: Senior Managers Induction Programme. The Senior Managers Induction Programme is designed to equip senior leaders with the knowledge, skills, and tools needed to effectively integrate into the organization.

Below the available courses, there is a section for 'Courses in progress'. It shows a 'No courses in progress' message with an icon of a folder. To the right of this section is a 'Download certificates' button. At the bottom, the 'Recently accessed courses' section shows the first course from the available list.

OPTION 2:

- Go to **All Courses** on the top menu.
- Find the course at **Resource and Markets Branch**.
- Click the course link.



If faced with any difficulties while registering on the weLearn platform, activating your weLearn account or accessing the online course, please contact silvana.loayzaleon@un.org, copying gina.torregroza@un.org.