

Piattaforma e-learning

Manual of use



Guide to the use of courses rev. del 22.03.2017

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Access to platform

In order to start the course please go to the link shown in the mail and fill in your credentials provided in the login area (Username and Password).

N.B. If you are a AiFOS member please use your personal credentials to do the access.

Click "Accedi" button to Log-in and next click "Entra in piattaforma" to enter in platform.

Nome utente o Emai	
Password	۱ (۱)
	✓ Accedi
	accedi con 🏦 QR code
<u>.</u>	

Start the course

After you got access to your private area please click "I miei corsi".



Click on the right button named "Entra nel corso" and then click on "Materiale online" (See the image below)

Data inizio corso 24/02/2017 11:24 Data fine corso Date svolgimento Formazione continua Giorni rimanenti 60 Entra nel corso >	Status corso Modalità Data iscrizione corso Data inizio corso Data fine corso Date svolgimento Giorni rimanenti
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Now the course is ready to begin. You have to to click "Apri questo oggetto didattico" and enjoy the didactic unit



N.B. NAVIGATION INSTRUCTIONS:

You need to see all slides to continue.

Every slide have audio readings. If you continue a progress, you must wait the button "continue" or "click to continue". There is no need to have a pc that support audio to move on the course because it is all on the slides.

Before the conclusion, you could go out from the teaching period and when you will get back, the system will return on the last one session. If you want to visualize the slides once again, you need to click on summary on icon desired or you can use the button "BACK" on progress's menu.



Once you see all the slide shows on the learning unit, click on X to exit the unit.

N.B. INTERAZIONI:

The didactic unit is made up of interactions. In order to complete the learning unit, you must take a look all the interactions in it. This is very important to continue the course.

In each unit there is intermediate tests which have a self-evaluation function and therefore do not affect the final assessment of learning.

At the end of the teaching units you will be required to complete a final test. The test will be passed answering at least to 7 questions out of 10. There are 3 attempts to overcome it.

After passing the test you can download the certificate of attendance and the Citizen Training Booklet directly from the platform by clicking on the "Attestate" button.

	🔓 Statistiche 💽 Staff 📓 Attestato 🗮 Attività
D Materiale online	

E-learning Trainer - AiFOS

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Statistiche 🕒 Staff 🗟 Attestato	E Attività
Scarica in PDF	
Inizio corso: 13/02/2017 15:03	
Fine corso: 16/02/2017 21:50	
Data attestato: 16/02/2017 22:06	

Recovery of credentials

At first platform access you will be required to change credentials for privacy / security issues.

If you are already registered on the platform and you have no longer accessto your credentials you can recover them.

To regenerate credentials follow the instructions below:

- Access to the login area
- Fill in "nome utente oEmail" and "Password" area with your email and click "accedi".
- Then you have to click on "password dimenticata"



Clicking on "Passowrd dimenticata" you will be showed a window that allows the user to recover account access data. Enter the mail you have registered with to the platform.



- Confirming the recovery action you will be sent a confirmation email which contains the procedure. Inside it you will be find a code that you must insert in the new window generated by the system.

Gentile utente,	Riottieni accesso all'account	×
Hai ricevuto questa email in risposta alla tua richiesta di cambio pass aifos.org	È stata inviata un'email di conferma all'indirizzo:	1
<u>Se la richiesta non proviene da te sei pregato di ignorare questo mess</u> Non avrai bisogno di effettuare altre azioni: la richiesta verrà automa	formazione.elearning@aifos.it Prego controllare la propria posta elettronica e seguire le istruzion	I.
Al contrario, se la richiesta proviene da una tua azione, clicca sul <u>http://aifos.org/m2m/dyn.account/531104</u>	Codice	
oppure digita il seguente codice dove richiesto: 531 104	✓ Conferma	4
Grazie per la fiducia accordataci e buon proseguimento.		

- By entering the code indicated in the email, you will be automatically redirected to the platform, already logged as user.

- Go to the "II mio account" section and click on "Gestisci" in order to change your credentials.

Mio Account 📜 Carrello 📮 Ordini	🖉 Registra	Tessera 🛜 Status A000656 Rttivo	Scadenza 01/04/2018	I miei Utenti	L'miei corsi	P •
AIFOS	🔓 Ges	tione accou	nt person	ale		
Associazione Italiana Formatori ed Dperatori della Sicurezza sul Lavoro	🐣 Account e ac	cessi 🛛 💧 Dati gene	rali 🛛 🔒 Dati pe	r: corsista	💧 Dati per: soc	io "
HOME 🛛 ASSOCIAZIONE 🔹 FORMAZI	Of Attualmente ha	i accesso al tuo account	con le seguenti mo	odalità:		
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Nome utente	h Disconnettit	i da questo account				
esempio						
E-Mail				•		
esempio@aifos.it						
Password						
Interview of the second sec	۲					
✓ Conferma						

Staff

If you need further information you can contact the tutor by writing to the following email:

- assistenza@aifos.it
- tutor@aifos.it