

E-learning platform

Instruction for use



Index

WELCOME!..... 03

- Data access
- First access
- How can I access to e-learning platform?

PLATFORM 05

- Panels: main information
- On-line material: course structure and appearance
- The final test
- Downloading the certificate

RECOVERING YOUR LOGIN CREDENTIALS 08



Welcome!

If you're reading this guide, it means you've received an **e-mail inviting** you to take a **safety course**. The e-mail contains your **Username** and a **Temporary Password** which you'll need in order to access the training course you're enrolled on.

Dear ROBERTA .
You are now enrolled in the e-learning course called "Workers' General training" on AiFOS platform <http://>
Please, finish for first, the general training and then start the specific course.

To enjoy the course :

1. Checking the [Technical and system requirements](#)
2. Reading [guide to access](#)
3. Log-in with the following credential in

Username: robt.
Temporary password*: Pas

*During the first access you must change your temporary password. Don't forget to sign the new password. You can restore it reading the guide access.

To any system or technical problem contact us: tutor@aifos.it ; assistenza@aifos.it

.....
This is an automatically mail, please don't answer
.....

Have a good day!

If, by the password, you see the message "**Password already changed**", it means that the password has previously been changed. Check and, if necessary, recover the password by following the credential recovery process set out in this guide.

LOG-IN

- ▶ In order to access the e-learning platform, open one of the following **browsers***:



GOOGLE CHROME



MOZILLA FIREFOX



MICROSOFT EDGE



SAFARI

*Check the browser version supported by the system on the page dedicated to [technical requirement](#).

- ▶ Log in to the site with your credentials on website: <https://service.aifos.org/>

AiFOS Marketplace

service.aifos.org

AiFOS marketplace

Hai già un account? Accedi con le tue credenziali*

Nome utente o Email

Password (dimenticata?)

Accedi

Non ancora registrato?

Crea un account

* Sei un RPA/Socio/Azienda associata/CPA? Accedi con le credenziali in tuo possesso per usufruire degli sconti previsti.

Sei un nuovo cliente? Crea il tuo account in base alle tue esigenze:

- Corsi e-learning: crea un account personale per ogni singolo corsista;
- Corsi in aula: crea un account aziendale per iscrizioni multiple o il tuo account personale per l'iscrizione singola.

Powered by E-learning

ATTICI

- ▶ **When you first log in, the system asks you to complete your account and change the temporary password you received via e-mail.**

N.B. If you change your password, you'll need to use the new password to log in in future.

Completa il tuo account

Alcuni dati del tuo account sono ancora incompleti.

Nome utente
d9pw86fz5l

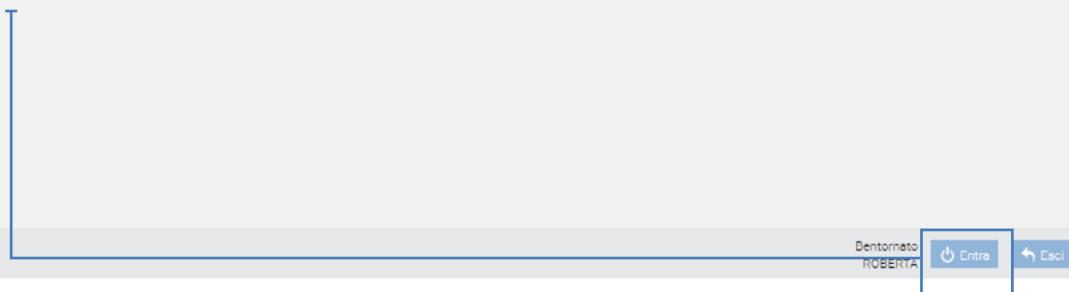
E-Mail

Password *ripeti*

Fuso orario
UTC

Conferma Non ora, più tardi

- ▶ To access the back end of the platform and view the course, click on the button which appears after you log in, called **“Entra”**.



CORSI E-LEARNING

CORSI IN AULA

VIDEOCONFERENZE

SUPPORTI DIDATTICI

CONTATTI

AIFOS



Benvenuto nel marketplace di AiFOS

Tutto il materiale proposto è gestito e venduto per conto di AiFOS dalla piattaforma di Aifos Service



Platform

The first screen you'll encounter will be the **list of courses** you're enrolled on.

Courses manager

All New In progress Concluded Expired

Workers' General Training

Duration: 4 hours

Course Status	Modality	Course registration date	Course start date	Course end date	Course dates	Days left	Enter the course >
NEW	Online	01/30/2019 01:00 am	--	--	Continuous training	60	Enter the course >

Formazione generale dei Lavoratori

Durata complessiva del corso: 4 ore

Course Status	Modality	Course registration date	Course start date	Course end date	Course dates	Days left	Enter the course >
IN PROGRESS	Online	01/30/2019 01:00 am	01/30/2019 11:41 am	--	Continuous training	60	Enter the course >

CAUTION!

If the button is not visible and you can't click it, this means the course is no **longer available**. Each course has a maximum availability period. If it's no longer available, contact the centre you purchased the course from to see how to proceed.

- ▶ Click **"Enter the course"** to view details regarding the training.

MAIN DATA

On the **"Main data"** screen, you'll be able to see useful information about the course (shown below).

- ▶ To start the course and view the educational material click on the **"Online Material"** panel.

Dashboard **On line material**

Course program

The course "Workers' General Training" is made on AiFOS' e-learning platform. In particular were addressed at the hearing the following issues:

- Perception of the risk
- Organization of prevention in the company
- Safety Individuals
- Workers
- Mothers' protection at work
- Individual protection devices
- Supervision and sanctions
- Information, Theoretical and Practical Training

COURSE PROGRAMME

PROGRESS %

Status of your course: **IN PROGRESS**

0%

- Teaching staff of the course**
Teachers, Tutor or other personnel assigned to this course
- Course statistics**
View your educational statistics
- Activity Log**
View the log of your activities in this course

DOCUMENTS AND TUTOR CONTACTS

Mode: Online

Course registration date: 01/30/2019 01:00 am

Course start date: 01/30/2019 03:40 pm

End date: --

Schedule dates: Continuing education

ONLINE MATERIAL

In this section, you can start to take the course assigned to you.

You'll see **all the chapters** that make up the course, as well as what point you're at at any moment. You can **suspend** the course whenever you want. The system **will resume** from the point you stopped at the next time you access the course.

KEY



The chapter is **blocked**. You have to finish the chapter with the play symbol that precedes it



The chapter is **active**, you have to finish the chapter.




The chapter is already been **completed**. You can always review completed chapters.


N.B. The chapters are set out in **hierarchic order**. You can't navigate freely between chapters. You have to follow a set order.

- ▶ Start to use the course by clicking the **title of the available chapter** (each chapter will become available after the previous one has been completed)

The screenshot shows a user interface for an online course. At the top, there are navigation links for 'Dashboard' and 'On line material'. The main heading is 'Workers' General Training'. Below this, there are two chapter cards. The first card is titled 'Programme - Workers' General Training' and has a green play button icon. Below the title, there is a table with columns for 'Status', 'Started on', 'Last login', and 'ended on'. The status is 'Completed', and the dates are 'jen 30 2019 03:42 pm'. The second card is titled 'Perception of the risk' and also has a green play button icon. On the right side of the interface, there is a section titled 'Status of your course: IN PROGRESS' with a progress bar showing 8%. Below this, there are three menu items: 'Teaching staff of the course' (Teachers, Tutor or other personnel assigned to this course), 'Course statistics' (View your educational statistics), and 'Activity Log' (View the log of your activities in this course). At the bottom right, it says 'Mode: Online'.

You can find several examples of teaching material:

- You must **download the .pdf** file if you see  Scarica il file . The system will download the file directly to your computer (if you can't find it, check your Downloads folder).

- You'll have to take the **final test** for the module/course when you see  Lancia il test . To check what you've learned so far, there is always a final test at the end of the course or module.

- ▶ Most of the course consists of slides containing **audio** and **video content**. You'll have to **interact** with the system and slides on a continuous basis to demonstrate an active level of participation.

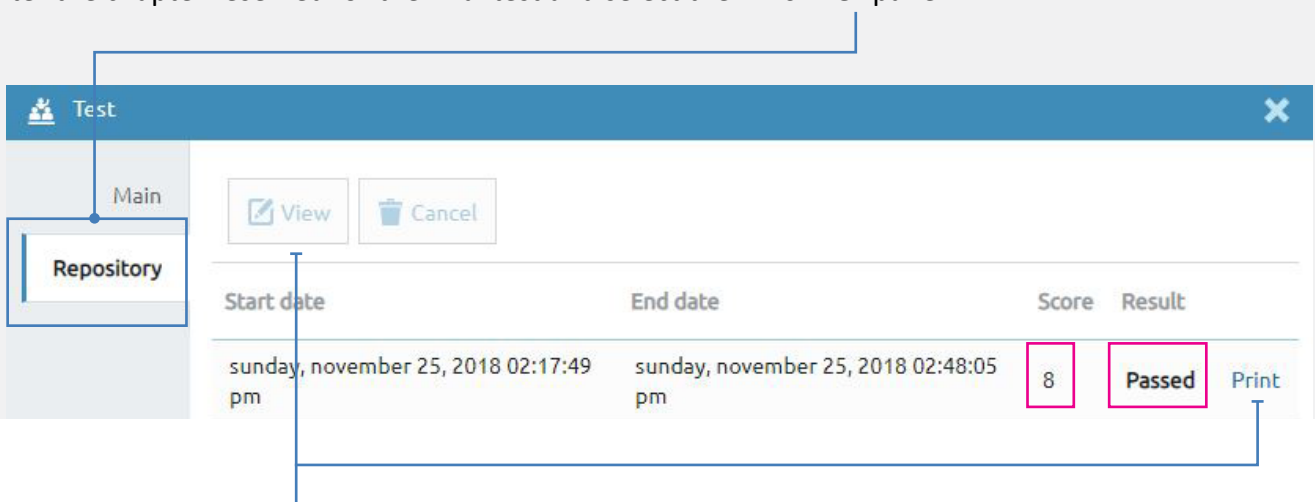
TEST

During the course, you'll come across **interim tests**. These are not evaluated. They are only there to help you understand if you've really understood what you've read.

At the end of each course or module, you'll find the final test:

- You have **3 attempts** to pass it.
- You have to answer **at least 7 out of the 10 questions** correctly.
- You have to wait at least **30 minutes** between one attempt and the next, giving you the chance to review the chapters you haven't understood.

- ▶ You can **download** the final test at any time (whether you passed or failed). Enter the chapter reserved for the final test and select the **"Archive"** panel.

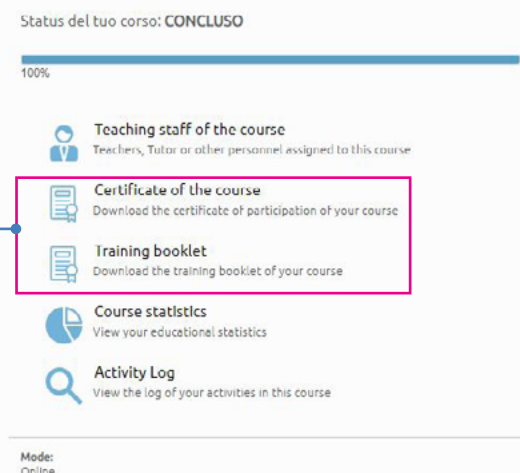


If you select a test you've done, you can **see** the answers you gave directly online or **print them out**.

TRAINING CERTIFICATE

Once you've completed **100%** of the course, you'll see the button to generate the certificate and training booklet on the panel on the side of the screen.

By clicking the buttons, you can **generate** the documents and download them.



RECOVERING YOUR LOGIN CREDENTIALS

If you're already **registered** on the platform, you've already **logged in for the first time** or you're registered as a member in the AiFOS management system and you no longer remember your login credentials, you can use the appropriate form to **recover them**.

► To recovery it:

- Enter the login area of the site indicated in the e-mail as the platform address.
- Click the "**Forgotten?**" link next to the word Password.

The image shows a login form on the left with fields for 'Nome utente o Email' and 'Password (dimenticata?)'. A blue box highlights the password field, and a line points to a recovery window on the right. The recovery window is titled 'Riottieni accesso all'account' and contains the text: 'Password dimenticata? Verrà inviata un'email di ripristino password, all'indirizzo usato per registrarsi alla piattaforma.' Below this is a field for 'Nome utente o Email' and a QR code. A pink banner at the bottom of the window says 'DON'T CLOSE THIS WINDOWS'. A text box on the right explains: 'A window will open asking you to enter your e-mail address (the address you provided when enrolling on the course)'.

- You will receive an e-mail containing a **code** necessary to recover password.

CAUTION! This code is **not your new password** but a code you'll need to enter in the window that opens up after you enter your e-mail address.

The image shows an email on the left and a recovery window on the right. The email text includes: 'Gentile utente, Hai ricevuto questa email in risposta alla tua richiesta di cambio password aifos.org', 'Se la richiesta non proviene da te sei pregato di ignorare questo messaggio', 'Al contrario, se la richiesta proviene da una tua azione, clicca sul seguente link: <http://aifos.org/m2m/dyn.account/531104>', and 'oppure digita il seguente codice dove richiesto: 531 104'. The recovery window is titled 'Riottieni accesso all'account' and contains the text: 'È stata inviata un'email di conferma all'indirizzo: **formazione.elearning@aifos.it**. Prego controllare la propria posta elettronica e seguire le istruzioni.' Below this is a field for 'Codice' and a 'Conferma' button. A line points from the code '531 104' in the email to the 'Codice' field in the window.

The code allows you access the platform temporarily.

► **Reset your password by clicking on your user panel.**



The image shows a modal window titled 'Modifica accesso email'. It contains the following fields: 'Nome utente' with the value 'robertacir', 'E-Mail' with the value 'formazione.elearning@aifos.it', and two 'Password' fields, one labeled 'ripeti'. The password fields are highlighted with a pink box. Below the password fields, there are two dropdown menus for 'Fuso orario' with values 'Europe' and 'Rome'. At the bottom, there is an orange button labeled 'Conferma' with a checkmark icon.

Reset your password

Remember that if you require any additional information, you can contact the centre you purchased the course from.

Enjoy your training