Training Manual for Accenture's Emplea+ Platform Implementation
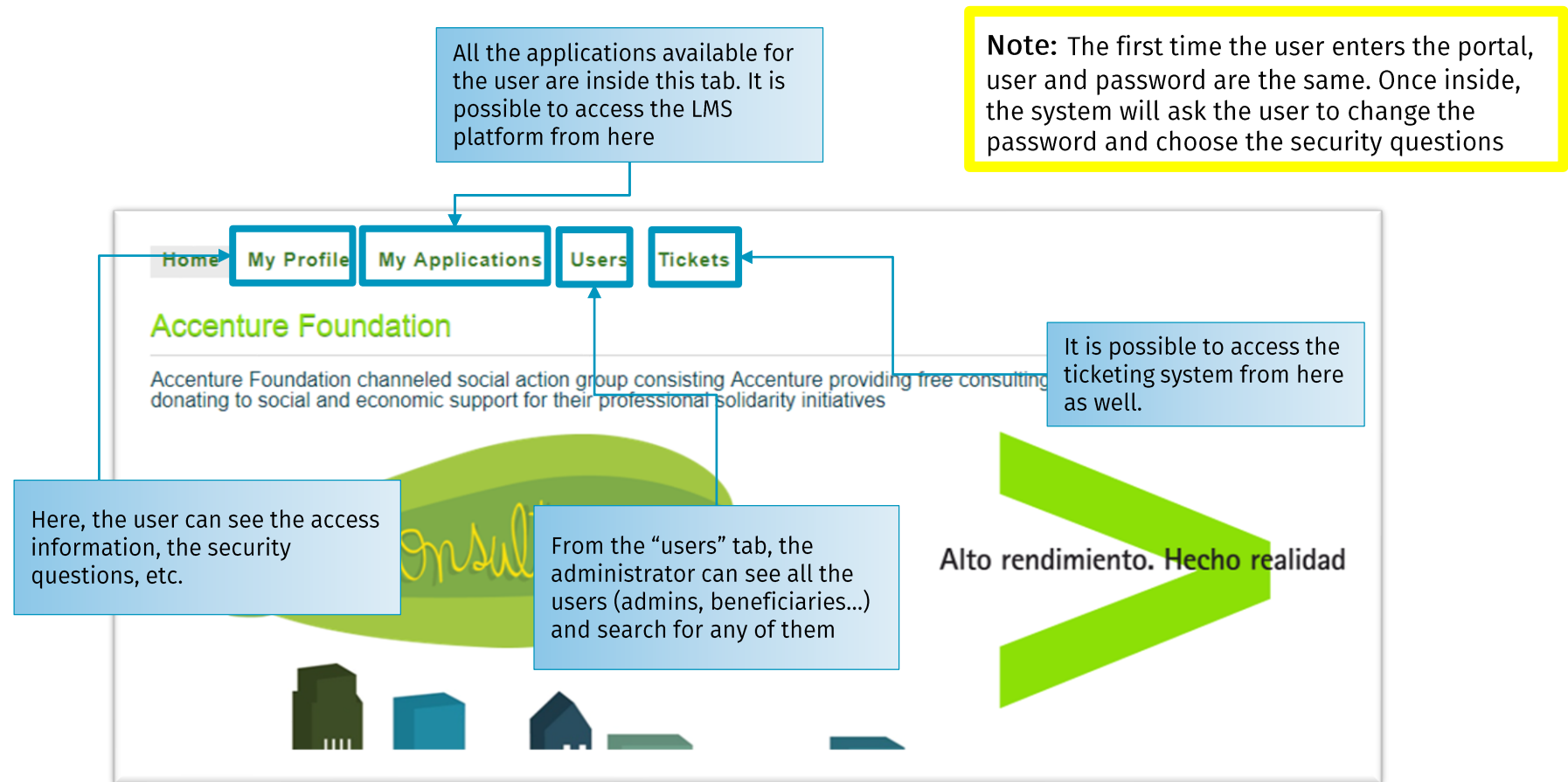
The Portal

1. INTRODUCTION

Preliminary View and Functions

All the applications available for the user are inside this tab. It is possible to access the LMS platform from here

Note: The first time the user enters the portal, user and password are the same. Once inside, the system will ask the user to change the password and choose the security questions

Home | My Profile | My Applications | Users | Tickets

Accenture Foundation

Accenture Foundation channeled social action group consisting Accenture providing free consulting donating to social and economic support for their professional solidarity initiatives

Alto rendimiento. Hecho realidad

It is possible to access the ticketing system from here as well.

Here, the user can see the access information, the security questions, etc.

From the "users" tab, the administrator can see all the users (admins, beneficiaries…) and search for any of them

efe
education for employment

2. USERS MANAGEMENT (I)

Search for a user

Inside the option **List of users** within the "users" tab, the administrator can search any user (administrators, beneficiaries, trainers...) using the filters. For instance, if the administrator wants to look for all the users containing the word "demo", he will specify so as follows.

A list of users meeting the search criteria will appear.

Key: Reset the password*
Cross: Delete user
Notebook: Edit user's information

2. USERS MANAGEMENT (II)

Register new users – Individual registration
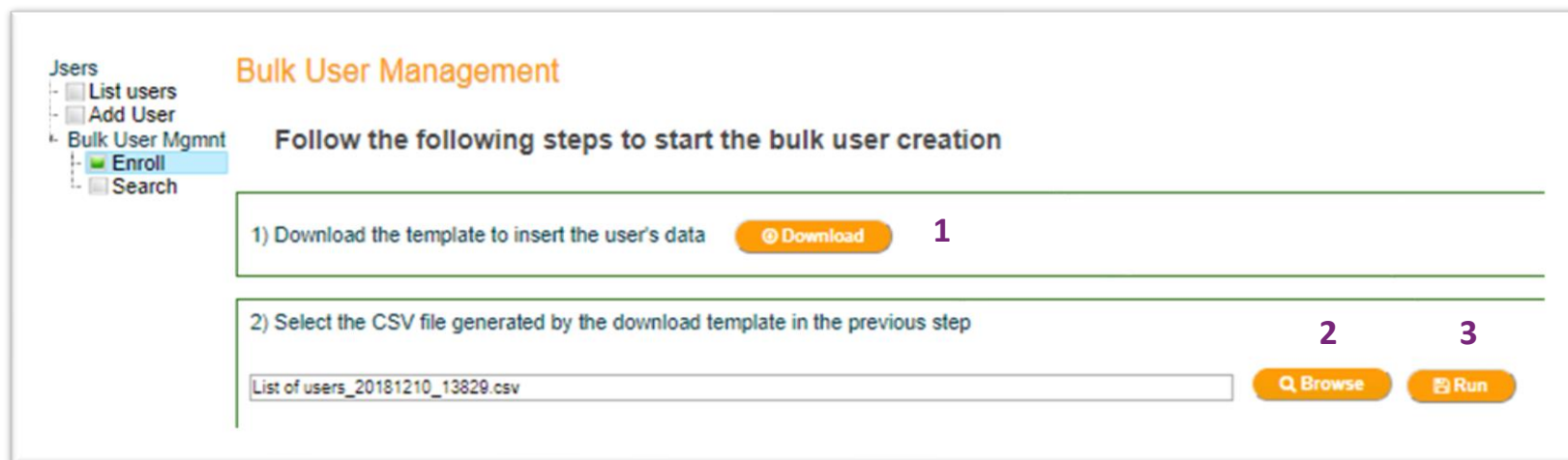

Steps to register a new user:

1. Select a role within the organization: administrator or user (beneficiary)

2. Select the organization and the program to which the user belongs*

3. Type the user id, which must be unique, and the system will check whether it is available

4. Choose the application to which the user will have access (only the LMS platform is available)

5. Choose user's type: external is for beneficiaries and internal is for organization's workers, reporters, etc.

6. Enter user's role: user if it is a beneficiary, reporter if he/she can only access beneficiaries' results, and organization manager

7. Introduce personal data: Name, email, city of residence, language of the training and gender

8. Click on "save". Once the save button has been pressed, a dialog box will confirm the correct user creation

2. USERS MANAGEMENT (III)

Register new users – Excel upload (massive registration)

Massive registration form is accessible through the "Bulk user management" option.

1. Download Excel template to make sure the administrator will use the latest version available. Fill in the information (same as in the individual registration). Some fields have predetermined answers.* After filling it, click on the option "Generate CSV" and save it in your computer

2. Browse the file created and upload it to the portal

3. Save the changes

   After this process finishes, the application will show a red-green-yellow code:
   - Red: No possible to create the user (maybe it already exists, some info is missing...)
   - Yellow: It is possible to create the user but there is a mismatch in the information provided
   - Green: It is possible to create the user

2. USERS MANAGEMENT (III)

Self- registration

The student can access the self-registration form through the link provided by the organization.

Mandatory fields:
- User name and password
- First and last name
- Email address*
- Gender
- City of residence
- Language in which the student wants to do the training

Automatically filled in fields:
- Country
- Organization

❖ Security questions and answers will allow the student to recover the user name or password if needed

❖ The "save and sign in" button will redirect the student to the e-learning platform

User name*

User name must be at least 3 character and NOT contain blank spaces, capital letters or special characters (\!#$&/?*¿%|~|(){})

Password*

Password strength

The new password must meet the following requirements:
* Must not contain the user name.
* Must be at least 8 characters long.
* Must contain at least one capital letter.

Confirm Password*

First Name*

Last Name*

Email Address*

Confirm Email Address*

Gender*   -- Select an option --

Country   Saudi Arabia

Town*

Organization   EFE Saudi Arabia

Language in which you want to do the training*   -- Select an option --

Enter two security questions and corresponding answers so that you can retrieve your User Name or Password if you forget it later

Select your first security question*   Answer*

Security question

Select your second security question*   Answer*

Security question

firing

Enter the verification word

Save and sign i

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