

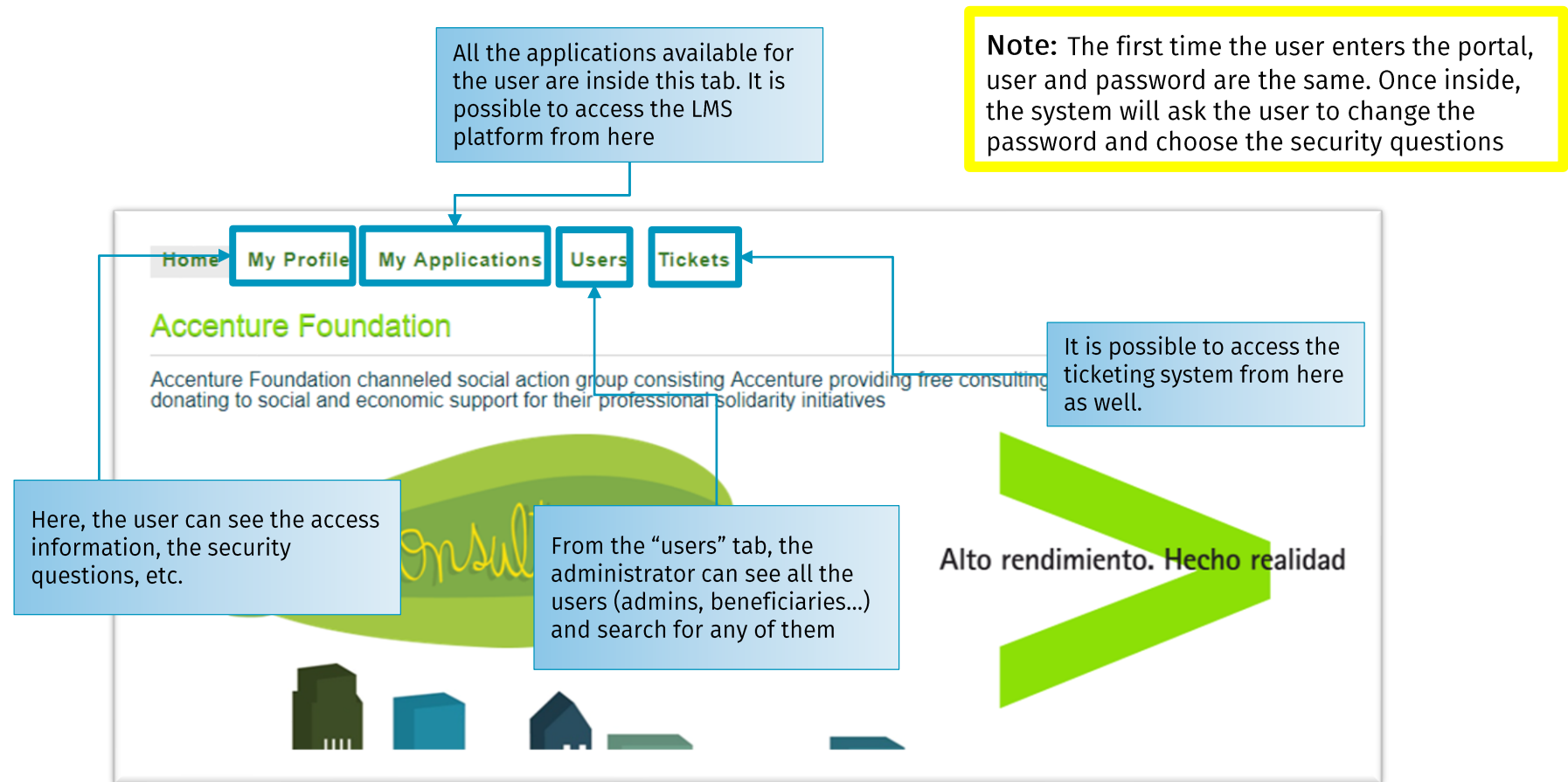


Training Manual for Accenture's Emplea+ Platform Implementation

The Portal

1. INTRODUCTION

Preliminary View and Functions



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.

The screenshot shows a user management interface. At the top, there are search filters for User, Organization, Program, and Application. The 'User' filter is set to 'Contains' with the value 'demo'. Below the filters are buttons for 'Clear all fields' and 'Search'. A table below the filters displays a list of users. The table has columns for User, Organization, Program, and Application. The first row shows 'admin1.demo' from 'Mentec' in 'South Africa' using 'LMS'. To the right of the table, there are icons for search, delete, and edit for each user. A blue box highlights the first row's action icons.

User ^	Organization ^	Program ^	Application ^
admin1.demo	Mentec	South Africa	LMS
brazilcc.demo	Mentec	South Africa	LMS
efe.demo	Mentec	South Africa	LMS
jacadmin.demo	Mentec	South Africa	LMS
justinadmin.demo	Mentec	South Africa	LMS

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:

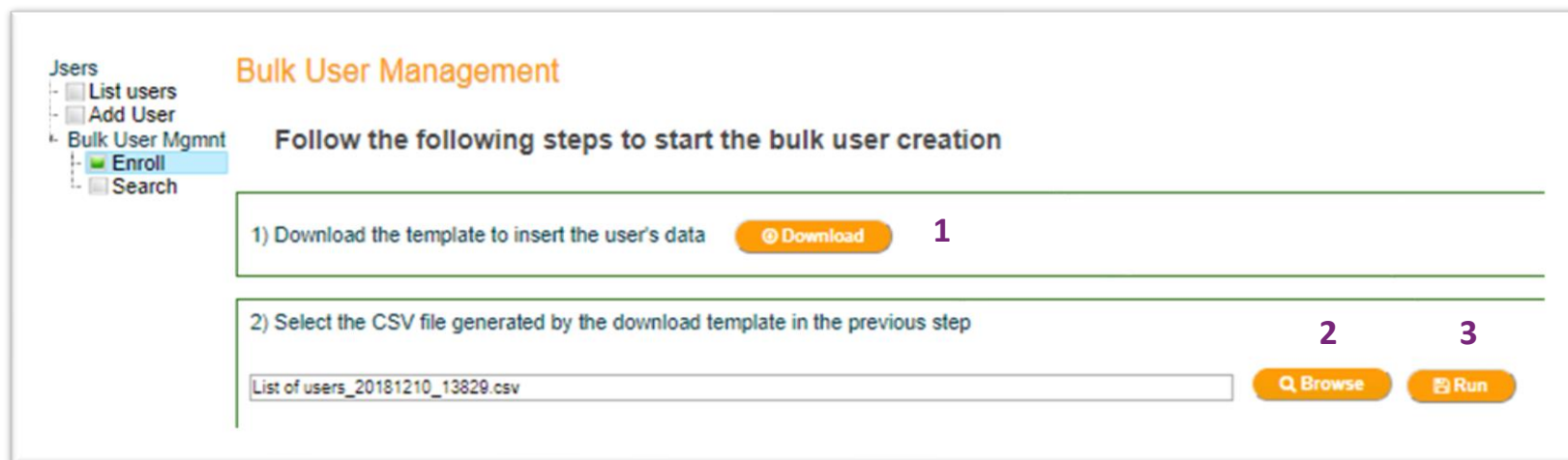
1. Select a role within the organization: administrator or user (beneficiary)
2. Select the organization and the program to which the user belongs*
3. Type the user id, which must be unique, and the system will check whether it is available
4. Choose the application to which the user will have access (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

The screenshot shows a web interface for user management. On the left is a sidebar with links: 'List users', 'Add User', 'ulk User Mgmt', 'Enroll', and 'Search'. The main form is divided into several sections. The top section contains fields for 'Role' (a dropdown menu), 'Organization' (a dropdown menu), 'Program' (a dropdown menu), and 'Identifier' (a text input field). Below these is a 'Clean' button. The next section is 'User Applications' with a radio button for 'LMS'. Below that is 'User Type' with radio buttons for 'External' and 'Internal'. The 'Common Data' section includes 'First Name' and 'Last Name' text input fields. Below this is a section for 'LMS' with a sub-section 'Enter the user's role' containing a 'Role' dropdown menu. The bottom section contains 'Email address', 'City/town', 'Select a country', and 'Language' dropdown menus. At the bottom right are 'Cancel' and 'Save' buttons. Purple numbers 1 through 8 are overlaid on the form to indicate the registration steps.

2. USERS MANAGEMENT (III)

Register new users – Excel upload (massive registration)

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



The screenshot shows a web interface for "Bulk User Management". On the left, a sidebar menu under "Jsers" includes "List users", "Add User", "Bulk User Mgmt", "Enroll", and "Search". The "Bulk User Mgmt" option is highlighted. The main area is titled "Bulk User Management" and contains the instruction "Follow the following steps to start the bulk user creation". Step 1 is "Download the template to insert the user's data", with a "Download" button and a purple number "1". Step 2 is "Select the CSV file generated by the download template in the previous step", with a text input field containing "List of users_20181210_13829.csv", a "Browse" button, and a purple number "2". A purple number "3" is also present next to a "Run" button.

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*

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*

Country

Town*

Organization

Language in which you want to do the training*

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*

Select your second security question*

Answer*

firing

Enter the verification word

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