

# How to access the elearning platform?

**Tutorial for EBMT Staff** 

### Index

#### In this tutorial, we will show you:

- 1. How to access the e-learning platform
- 2. How to enroll in a course

## 1. How to access the e-learning platform?

### How to access the elearning platform? Alternative path

1. Click on the following <u>link</u> to go to the e-learning log-in area.

Please, notice that you do **not** have to type your Username and Password in this page. You need to go to the link "EBMT Employee".



#### Welcome to European Society for Blood and Marrow Transplantation

Log in to view your courses, explore tools and features, and customize your eLearning experience.

If you are an EBMT member, please click EBMT Member

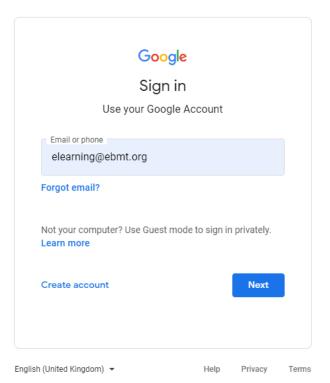
If you are an EBMT employee, please click EBMT Employees

If you are not a member, enter your user and password:

Password *		
Log In		

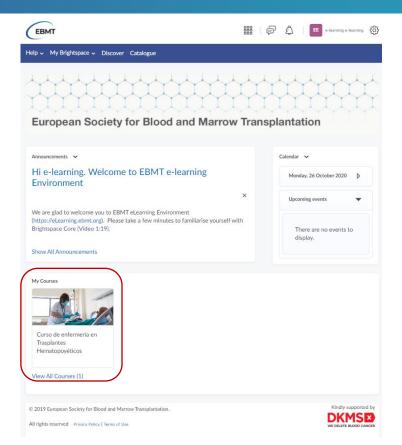
### How to access the e-learning platform? Recommended path

2. Log with your EBMT.ORG account.



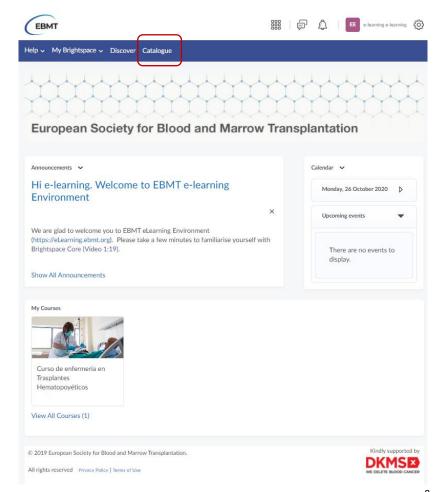
### How to access the e-learning platform? Recommended path

4. Now, you are on the e-learning platform. The section "My Courses" will gather all the courses in which you are enrolled.

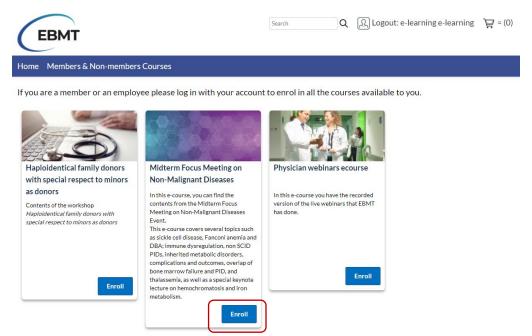


To enroll in a new course, we recommend that you always do it from the e-learning platform:

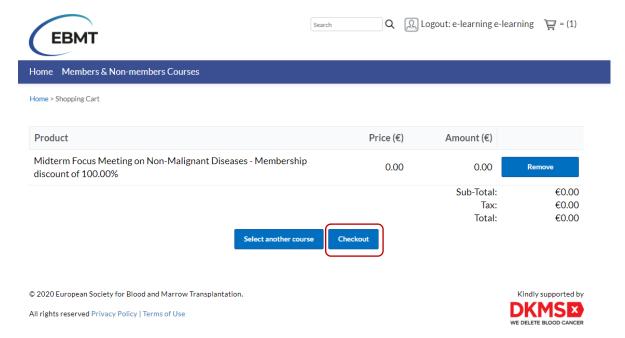
 Click "Catalogue" in the blue Navigation bar at the top of the page.



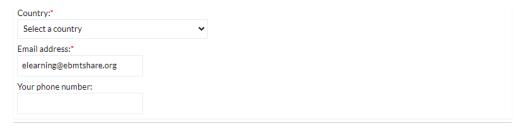
 Select the course from the "Home" or "Members & Non-members" courses menu by clicking "Enroll".



3. Click on "Checkout".



- Complete all the fields required with the \*. Please, notice that even though our courses are free for staff, we require the billing information.
- 5. When you are ready, select "Proceed"



#### Important Information

The personal data provided will be used for managing your access to register to the EBMT e-learning courses and to assess the participants profiles in order to facilitate contents of interest for future courses and events. This data will be processed according to the General Data Protection Regulation (GDPR 2016/679) and stored in an electronic database property of EBMT which will be allocated in the EEA (European Economic Area) or in countries that are provided with the same level of protection for privacy. Data Subjects have the right of access, rectification, limitation and erasure of his/her personal data and to withdraw consent. If as a Data Subject you wish to exercise any of the rights listed above, please write to data.protection@ebmt.org. For further information please go to the <a href="Privacy Policy">Privacy Policy</a>.

□ I agree to the <u>Terms and Conditions</u> of this sale.\*
All fields with an \* are required.

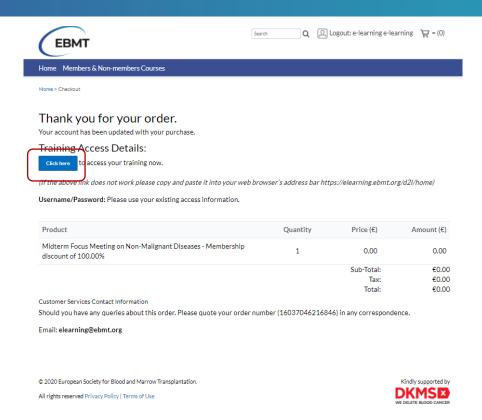


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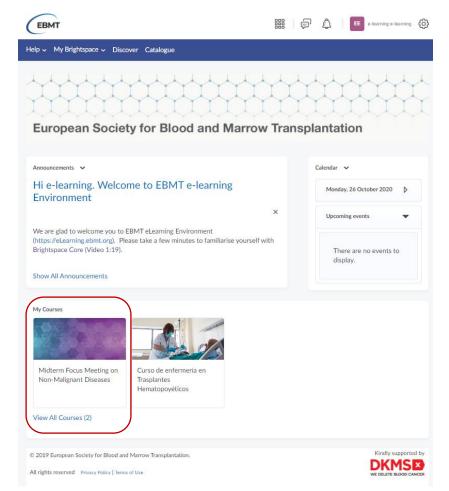
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6. Go to "Click here" to access the course you just enrolled in



- 7. The course will appear in your "My Courses" area.
- 8. You can start the course by clicking on it.



### Thanks!

