WFP LMS Tutorials
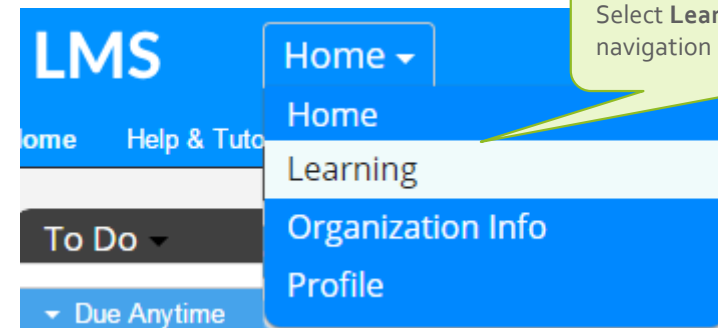
Register and start courses

WFP
wfp.org

❑ Depending on specific cases, courses can be:

- ▪ Assigned to you by the system (e.g. Mandatory Courses)

- ▪ Assigned to you by your supervisor or by a training administrator

- ▪ Recommended to you either by the system (based on your role, country or another training you have taken in the past) or by a colleague

- ▪ Open for you to apply (different levels of approvals may be required)

❑ To access these courses, you have to enter the Learning section of the system. To do so:

[1]
Click on **Access Your Learning** in the Home Page

Access Your Learning
- Build your learning plan
- Take due courses
- View your training history & print certificates

OR

LMS

Home ▾
Home Help & Tuto...
ome

Home
Learning
Organization Info
Profile

To Do ▾

▾ Due Anytime

[2]
Select **Learning** from the top page navigation

Register and Start Courses

❑ If the course has been **already assigned to you**, you will find it under the 'My Learning Assignments' section

My Learning Assignments ☰ Sort By Date | Priority ▼ Filter

∨ DUE LATER

15/9/2015 | MANDATORY   [START COURSE ∨]

COM - Knowledge Sharing for Development - Part 3/8: Communities of practice [EN]
IT009 wfp_3988 rev.1 29/8/2011
👤 Assigned by Mauro Lorenzoni Pellizzari 📇

∨ NO DUE DATE

MANDATORY   [CONTINUE COURSE ∨]

COM - Knowledge Sharing for Development - Part 1/8: Introduction to Knowledge Sharing and Knowledge Development [EN]
IT009 wfp_3973 rev.1 29/8/2011
👤 Assigned by Mauro Lorenzoni Pellizzari 📇

RECOMMENDED   [START COURSE ∨]

COM - Knowledge Sharing for Development - Part 2/8: Knowledge Sharing in Teams and with Partners [EN]
IT009 wfp_3977 rev.1 29/8/2011
👤 Assigned by Mauro Lorenzoni Pellizzari 📇

Recommendati... 3

History ▼ 4
View All

Links
External Requests
News
Options and Settings
Record Learning

Bookmarks
Procrastination - Research a...
Learning Team
🔖 🔗
LESS Performance Support

When a course is among your assignments, you can launch it using the **START COURSE** button

When you come back to an already started course, the START COURSE button is replaced by a **CONTINUE COURSE** button. Use this button to continue your learning at any time.
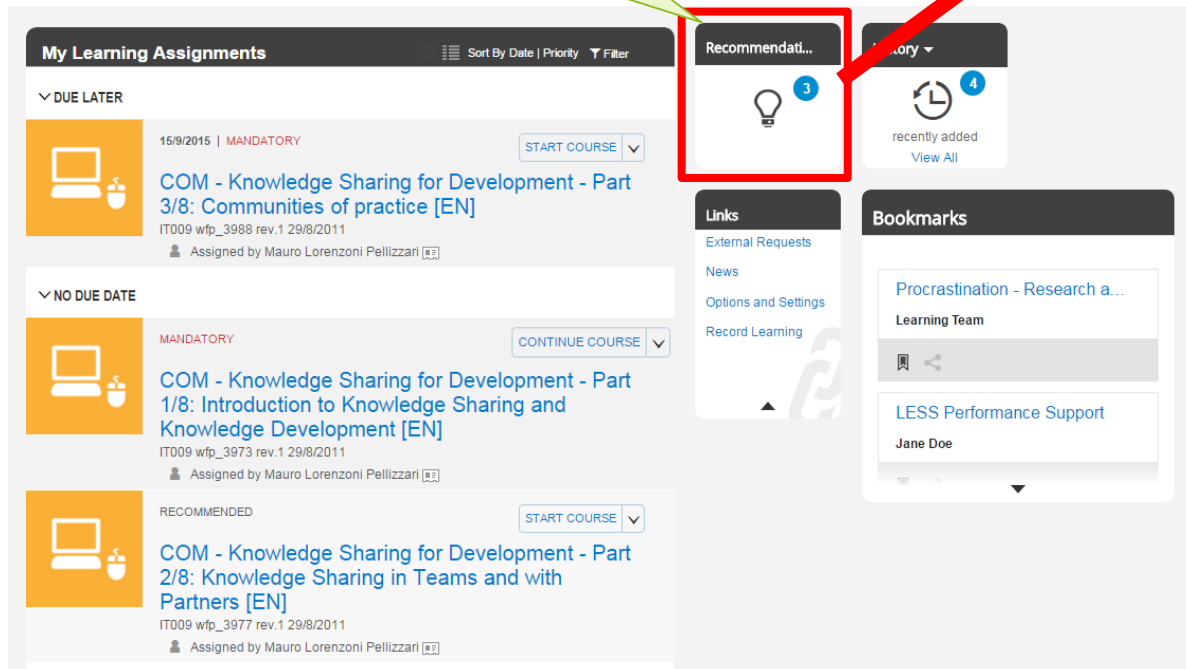
Manage Learning

WFP
wfp.org
LMS
TUTORIALS

❑ If the course has been **recommended to you**, you will find it in the *Recommendations tile*

Recommended

ERP - WFP Getting Ready for ...
Online Item
From Mauro Lorenzoni ...

[1]
Click on the tile to expand it and check the details of the recommendation

[2]
Click on the dark button to read more

[3]
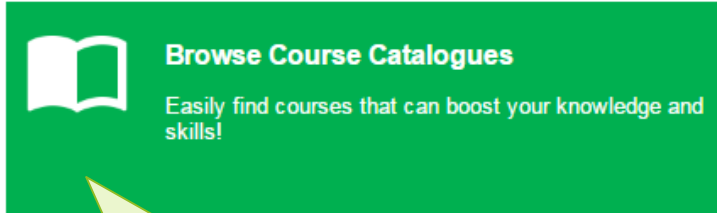Click on Course Title to access the course and register

[4]
Click on X to remove the recommendation

My Learning Assignments | Sort By Date | Priority ⏏ Filter

∨ DUE LATER

15/9/2015 | MANDATORY
COM - Knowledge Sharing for Development - Part 3/8: Communities of practice [EN]
IT009 wfp_3988 rev.1 29/8/2011
👤 Assigned by Mauro Lorenzoni Pellizzari

START COURSE ⌄

∨ NO DUE DATE

MANDATORY
COM - Knowledge Sharing for Development - Part 1/8: Introduction to Knowledge Sharing and Knowledge Development [EN]
IT009 wfp_3973 rev.1 29/8/2011
👤 Assigned by Mauro Lorenzoni Pellizzari

CONTINUE COURSE ⌄

RECOMMENDED
COM - Knowledge Sharing for Development - Part 2/8: Knowledge Sharing in Teams and with Partners [EN]
IT009 wfp_3977 rev.1 29/8/2011
👤 Assigned by Mauro Lorenzoni Pellizzari

START COURSE ⌄

Recommendati... 3

...tory ⌄ 4
recently added
View All

Links
External Requests
News
Options and Settings
Record Learning

Bookmarks
Procrastination - Research a...
Learning Team

LESS Performance Support
Jane Doe

Register and Start Courses
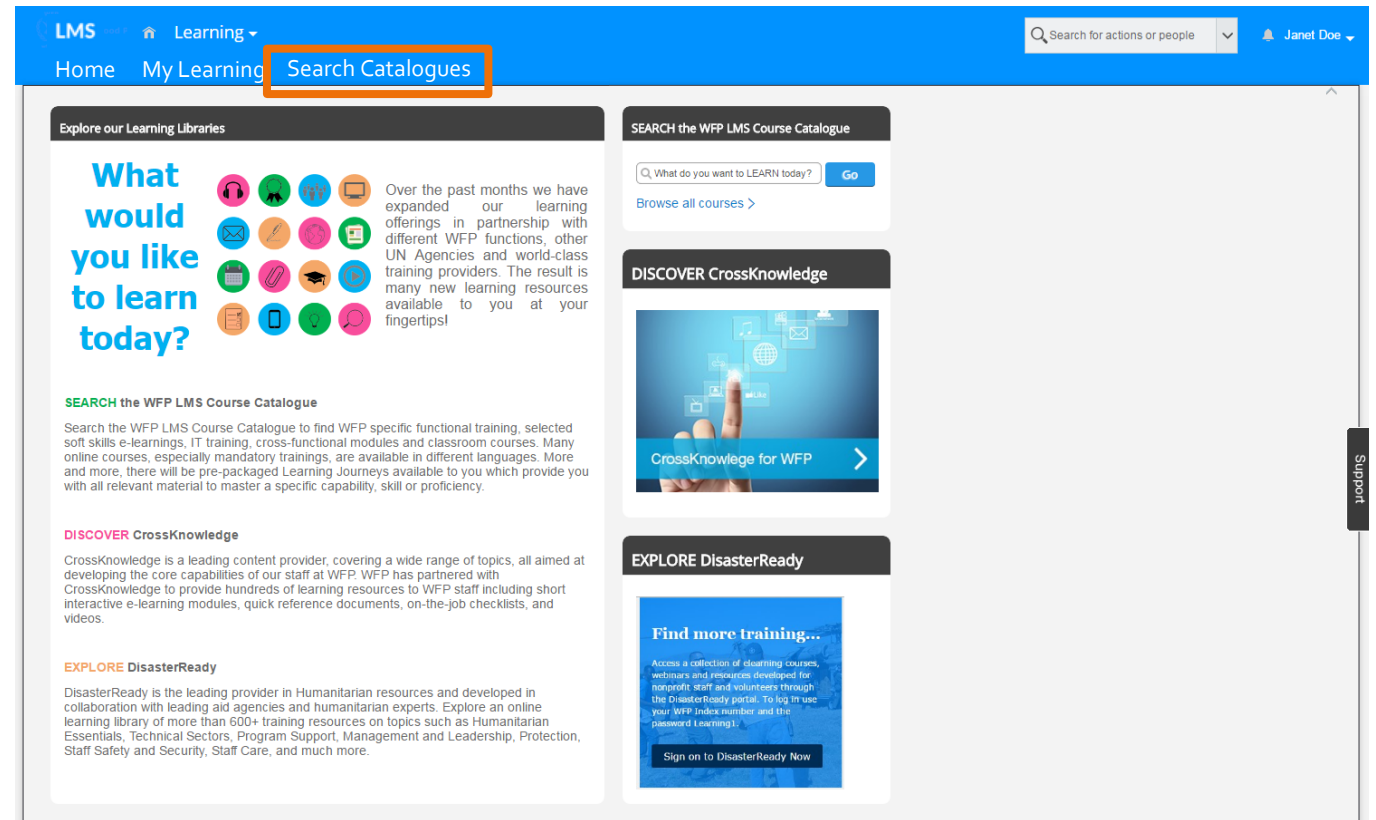
In the Catalogue

❑ If your want to look for available courses for you to apply:

Browse Course Catalogues

Easily find courses that can boost your knowledge and skills!

[1]
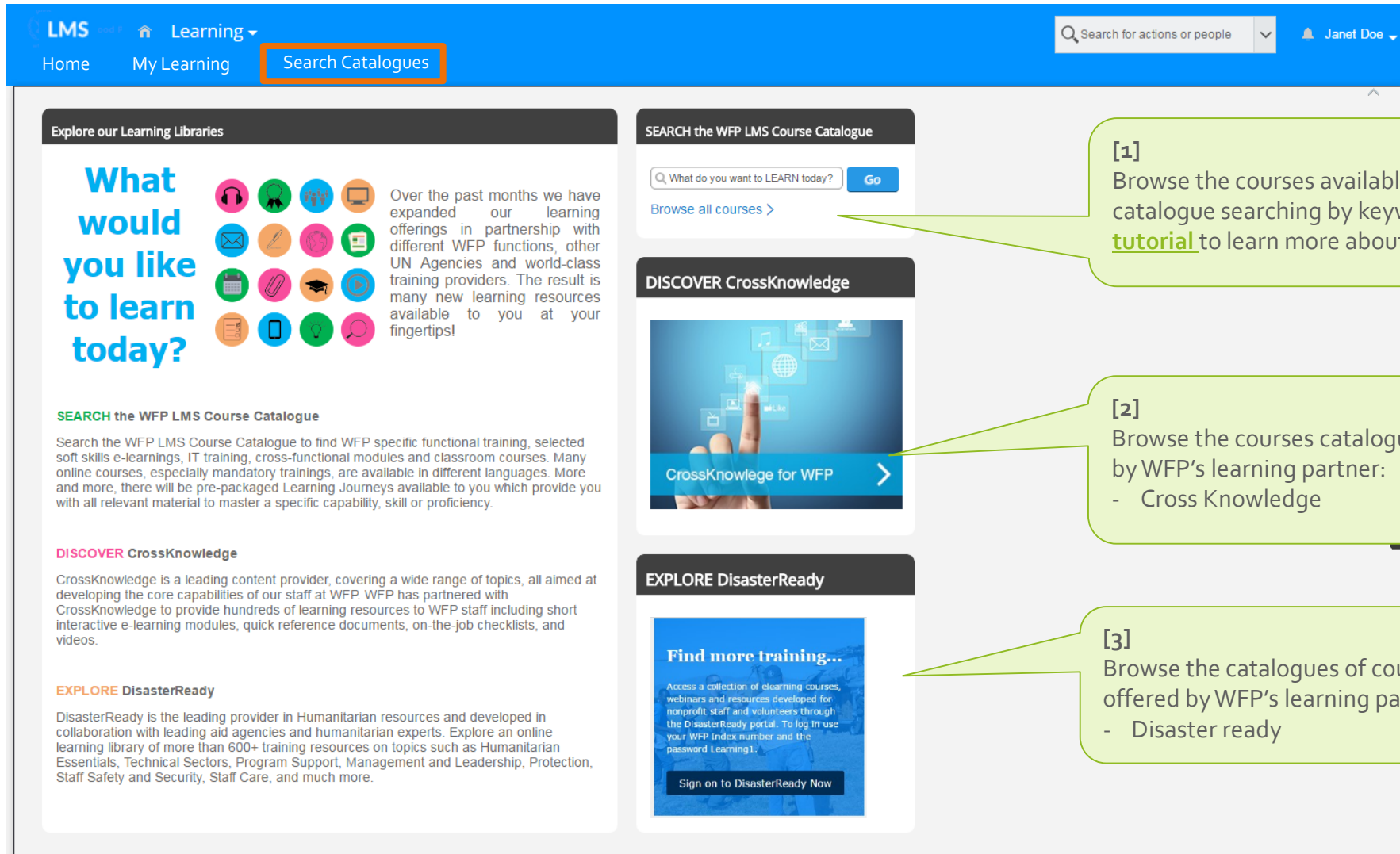Click on '*Browse Course Catalogues*' from your home page

Register and Start Courses

In the Catalogue

❑ If your want to look for available courses for you to apply:

LMS   🏠 Learning ▾

Home   My Learning   **Search Catalogues**

🔍 Search for actions or people   🔔 Janet Doe ▾

Explore our Learning Libraries

What would you like to learn today?

Over the past months we have expanded our learning offerings in partnership with different WFP functions, other UN Agencies and world-class training providers. The result is many new learning resources available to you at your fingertips!

SEARCH the WFP LMS Course Catalogue

Search the WFP LMS Course Catalogue to find WFP specific functional training, selected soft skills e-learnings, IT training, cross-functional modules and classroom courses. Many online courses, especially mandatory trainings, are available in different languages. More and more, there will be pre-packaged Learning Journeys available to you which provide you with all relevant material to master a specific capability, skill or proficiency.

DISCOVER CrossKnowledge

CrossKnowledge is a leading content provider, covering a wide range of topics, all aimed at developing the core capabilities of our staff at WFP. WFP has partnered with CrossKnowledge to provide hundreds of learning resources to WFP staff including short interactive e-learning modules, quick reference documents, on-the-job checklists, and videos.

EXPLORE DisasterReady

DisasterReady is the leading provider in Humanitarian resources and developed in collaboration with leading aid agencies and humanitarian experts. Explore an online learning library of more than 600+ training resources on topics such as Humanitarian Essentials, Technical Sectors, Program Support, Management and Leadership, Protection, Staff Safety and Security, Staff Care, and much more.

SEARCH the WFP LMS Course Catalogue

🔍 What do you want to LEARN today?   Go

Browse all courses ❯

DISCOVER CrossKnowledge

CrossKnowledge for WFP ❯

EXPLORE DisasterReady

Find more training...

Access a collection of elearning courses, webinars and resources developed for nonprofit staff and volunteers through the DisasterReady portal. To log In use your WFP Index number and the password Learning1.

Sign on to DisasterReady Now

[1]
Browse the courses available in the LMS catalogue searching by keyword. Use this tutorial to learn more about the catalogue.

[2]
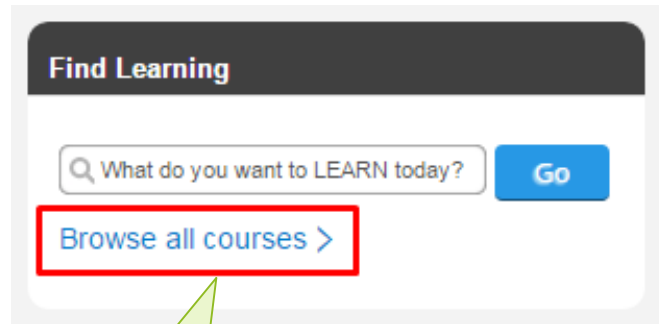Browse the courses catalogues offered by WFP's learning partner:
- Cross Knowledge

[3]
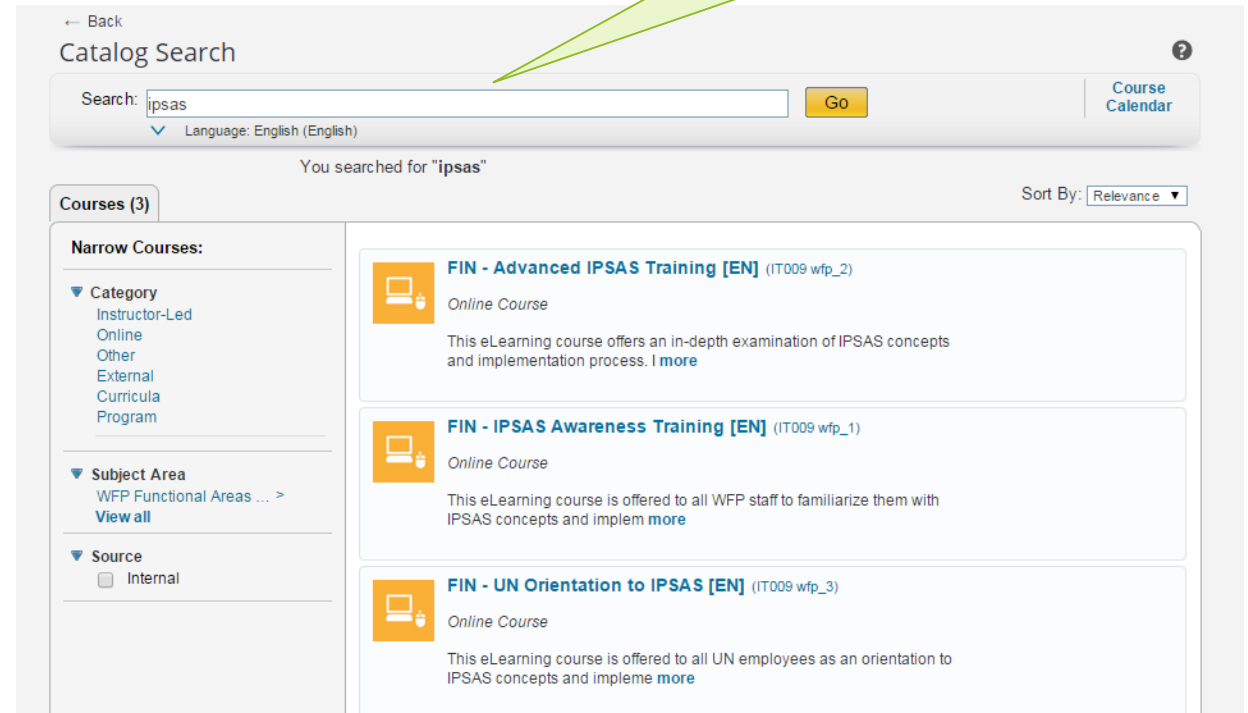Browse the catalogues of courses offered by WFP's learning partners:
- Disaster ready

Register and Start Courses

LMS Catalogue

❑ If your want to look for courses **available in the LMS catalogue** for you to apply:

Find Learning

🔍 What do you want to LEARN today?   **Go**

Browse all courses >

[1]
Click on '*Browse all courses*' to access the course catalogue from the Find Learning tile

[2]
Browse the catalogue for the desired course.
Use **this tutorial** to learn more about the catalogue

← Back

Catalog Search

Search: ipsas   **Go**

Course Calendar

∨   Language: English (English)

You searched for "**ipsas**"

Courses (3)   Sort By: Relevance ▼

Narrow Courses:

▼ **Category**
Instructor-Led
Online
Other
External
Curricula
Program

▼ **Subject Area**
WFP Functional Areas ... >
View all

▼ **Source**
☐ Internal

FIN - Advanced IPSAS Training [EN] (IT009 wfp_2)

Online Course

This eLearning course offers an in-depth examination of IPSAS concepts and implementation process. l **more**

FIN - IPSAS Awareness Training [EN] (IT009 wfp_1)

Online Course

This eLearning course is offered to all WFP staff to familiarize them with IPSAS concepts and implem **more**

FIN - UN Orientation to IPSAS [EN] (IT009 wfp_3)

Online Course

This eLearning course is offered to all UN employees as an orientation to IPSAS concepts and impleme **more**

❑ When you are in the catalogue you can hover on a course with the mouse and select to assign, start, or recommend a course. You can alternatively click on the course name and do the same.
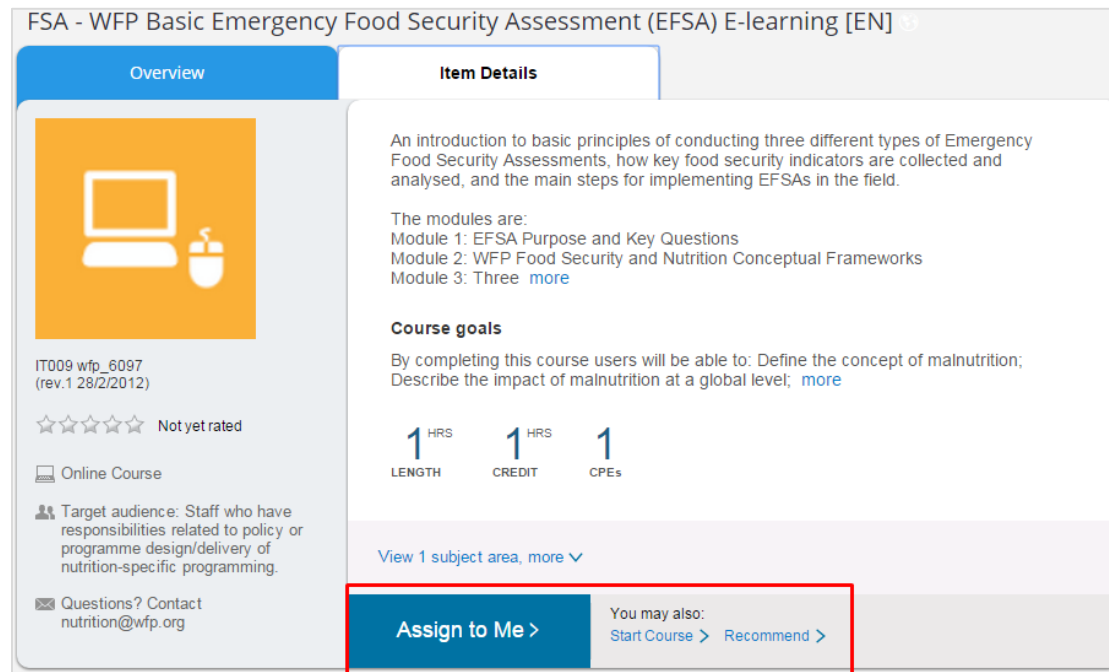
COM - Knowledge Sharing for Development - Part 3/8: Communities of practice [EN] (IT009 wfp_3988)

Online Course

This course is part 3 of the 8-module programme "Knowledge Sharing for Development", created by FAO. **more**

☑ Assign to Me
⚡ Start Course
🔗 Recommend

[1]
Here you can assign the course to yourself (to start later), start the course right away, or recommend the course to a colleague

FSA - WFP Basic Emergency Food Security Assessment (EFSA) E-learning [EN]

| Overview | **Item Details** |

An introduction to basic principles of conducting three different types of Emergency Food Security Assessments, how key food security indicators are collected and analysed, and the main steps for implementing EFSAs in the field.

The modules are:
Module 1: EFSA Purpose and Key Questions
Module 2: WFP Food Security and Nutrition Conceptual Frameworks
Module 3: Three more

Course goals

By completing this course users will be able to: Define the concept of malnutrition; Describe the impact of malnutrition at a global level; more

IT009 wfp_6097
(rev.1 28/2/2012)

☆☆☆☆☆ Not yet rated

🖥 Online Course

👥 Target audience: Staff who have responsibilities related to policy or programme design/delivery of nutrition-specific programming.

✉ Questions? Contact nutrition@wfp.org

| 1 HRS | 1 HRS | 1 |
| LENGTH | CREDIT | CPEs |

View 1 subject area, more ⌄

Assign to Me >   You may also: Start Course >   Recommend >

[1]
Inside the item details tab of a course you can alternatively find the options to assign a course to yourself, start it right away, or recommend it to a colleague

Register and Start Courses

LMS Catalogue

❑ Some courses require approval. These are usually instructor-led courses for which you must first request enrolment to a scheduled offering and then await for approval

SEC - Safe and Secure Approaches to Field Environments - SSAFE [EN] (IT003 wfp_6417)

Instructor-led and Online Course

☑ Assign to Me
✎ Recommend

The course covers the following areas: The UN Security System, Personal Security, Weapon Awareness, more
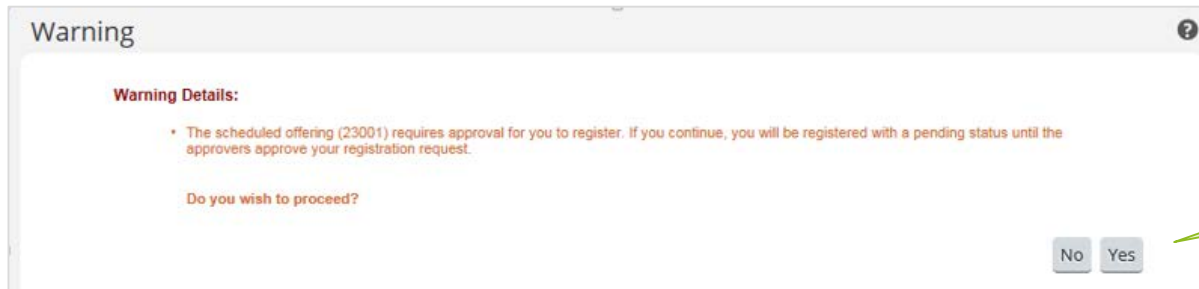
▼ Hide Course Dates

20/8/2015 04:00 AM - 1 day
ITA Italy
✎ **Register Now**
Unlimited seats available

[1]
With classroom or blended courses, you will find a section indicating available course dates. Select one and click on Register Now
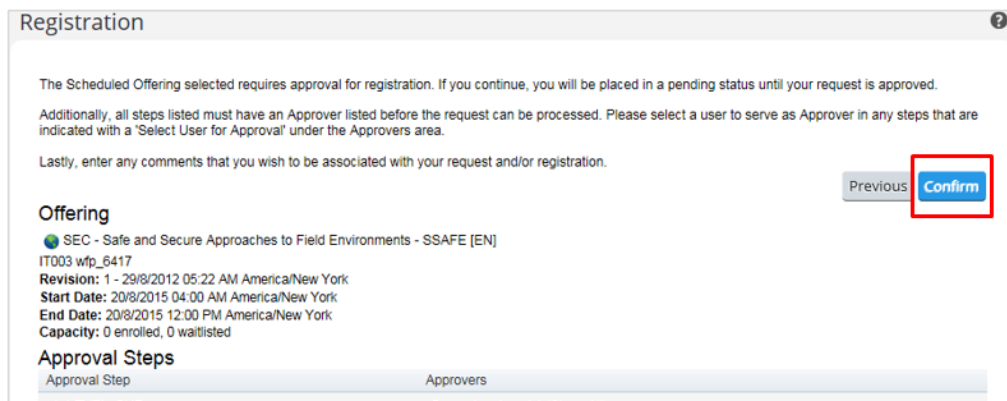
Warning ❓

Warning Details:

• The scheduled offering (23001) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed?

No   Yes

[2]
If the course requires approval, the LMS will give you a warning before proceeding. When you click on Yes, the approval will be sent to your supervisor and/or to the Training Focal Point, depending on the course

Registration ❓

The Scheduled Offering selected requires approval for registration. If you continue, you will be placed in a pending status until your request is approved.

Additionally, all steps listed must have an Approver listed before the request can be processed. Please select a user to serve as Approver in any steps that are indicated with a 'Select User for Approval' under the Approvers area.

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Previous   **Confirm**

[3]
Click Confirm to finish

Offering
🌐 SEC - Safe and Secure Approaches to Field Environments - SSAFE [EN]
IT003 wfp_6417
Revision: 1 - 29/8/2012 05:22 AM America/New York
Start Date: 20/8/2015 04:00 AM America/New York
End Date: 20/8/2015 12:00 PM America/New York
Capacity: 0 enrolled, 0 waitlisted

Approval Steps
Approval Step   Approvers

Note: you will receive an email when your request is approved or denied

LMS
TUTORIALS

You reached the end of this tutorial

Thank you