

Enrollment Guide

Self-paced course on Monitoring and Evaluating Return and Reintegration Programmes

www.ecampus.iom.int

Course





Create an E-C	ampus account
---------------	---------------

- 1. Launch Chrome or Firefox.
- 2. Enter this URL in your browser address field: www.ecampus.iom.int/
- 3. Click on the 'Log in' tab and select: 'Create new account'.
- **4.** Complete the required fields.
- 5. Wait for the email from E-Campus containing an account activation link.

E-Campus Website

- **6.** Once you have received the email, click on the link to activate your account.
- 7. You should now be logged in to the e-learning platform.
- **8.** In case the activation link has expired, please proceed to Step 2 below.

Username / email	<u>,</u>		
	J		
Password		_	
)		Log in bar
Remember username			
Log in			
Create new account			
Lost password?			

Choose your username a	nd password	
Email address		
Email (again)		
First name		
Surname		
City/town		
Country	Select a country	
Other Fields		New account fields
Gender Identity	Choose 🗸	
Institution		
Institution	Choose 🗸	
If other please specify		
Position		
	Create my new account Cancel	





Logging in

- **1.** Launch Chrome or Firefox.
- 2. Enter this URL in your browser address field: www.ecampus.iom.int
- **3.** Under the Login section, enter your username and your password.
- 4. Click 'Log in'.
- 5. You should now be logged into the e-learning platform.

Turn off your pop-up blocker

- On your computer, open Chrome.
 In the upper right corner, click on the three dots then select 'Settings'.
 Under 'Privacy and Security', click Site 'Settings'.
- **4.** Click Pop-ups and redirects.
- **5.** At the top, select the Allowed option.

- **1.** Select the Menu button in Firefox, marked with three horizontal lines.
- 2. Choose options.
- **3.** Select the 'Privacy and Security' link in the menu on the left.
- **4.** Scroll down to the Permissions section.
- **5.** Unselect the box that says 'Block pop-up windows'.



4 s

Starting the course

- **1.** Go to the E-Campus homepage by clicking on the icons at the top of thescreen or by visiting <u>www.ecampus.iom.int.</u>
- 2. Scroll down to the thematic area and select 'IOM'.
- **3.** On the next screen, select courses.
- **4.** Then, and depending on your language of preference, select the option **'English'** or **'French'**
- **5.** Next, and based on the language selected, click on the link with the name of the course.
- 6. Click on the option to start the button 'Enroll me'.
- **7.** The course will open in a new window.









Self-paced course on Monitoring and Evaluating Return and Reintegration Programmes



Completing the course

1. Once you have enrolled for the course, you can launch it at any time from 'My courses' tab (accessible via **the e-learning welcome page**).

	UN) MIC	
English (en)	 ■ My courses • A Dashboard Thematic > IOM 	* * *	🗩 🔵 User

2. Select the course.

3. Click on the top left bar to see the ativity details and then click 'Start'. (Note: Once you click on the 'start' button, a new window will open where your course will be launched.)

English (en)	My courses Dashboard Thematic HOM	• • • •	🗩 🕒 User

4. As you navigate through the course, the status of your enrolled course will display as 'You have passed X mandatory activities.' All screens need to be viewed and all activities completed before this status will change.

5. Once all course requirements have been met, the status of your enrolled course will change to 'Passed'.

Timeline Courses	
In progress Futu	re Past
Curse Demonstration of the server to be a server t	

DID YOU KNOW?

- E-learning courses do not need to be completed in one sitting.

Each time you access a course:

- Your progress is automatically recorded on the platform.
- The course takes you back to the screen that you last accessed.



Printing and/or saving a certificate, and record-keeping

1. At the end of the course, a message of completion will appear. You will then be given an option to download the certificate or close the window.

2. Download and print your certificate of course completion. Please keep a copy for your records.



Reporting issues

For any issues that you encounter with the above steps, please send an email to: e-campus@iom.int with the following information:

1. The browser you are using (e.g. Chrome or Firefox)

2. Description of the issue you encountered (e.g. mention the step number with details)

3. A screenshot, if possible (this would be very helpful!) **Note:** Before contacing E-Campus, please contact your local IT personnel first for any technical concerns.

Thank you for your support!

Ready to start your e-learning experience?





Do you want us to develop courses on other topics? Do you want us to host your existing courses?

Contact us at e-campus@iom.int