

How to register for EAEA's online courses



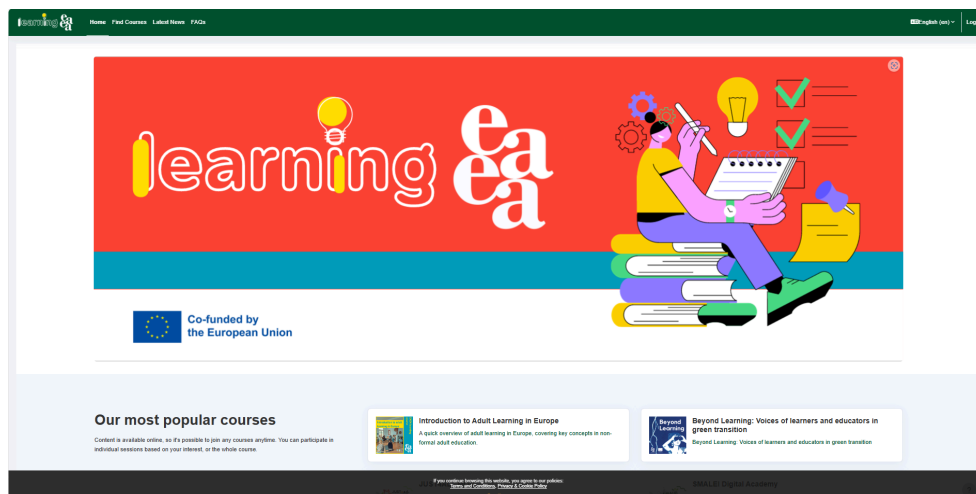
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Quick Guide:

1. Visit learning.eaea.org
2. Click on "login"
3. Create a new account
4. Visit the courses page
5. Select the course or search for it
6. Click "enroll"
7. Get started!

Detailed Guide:

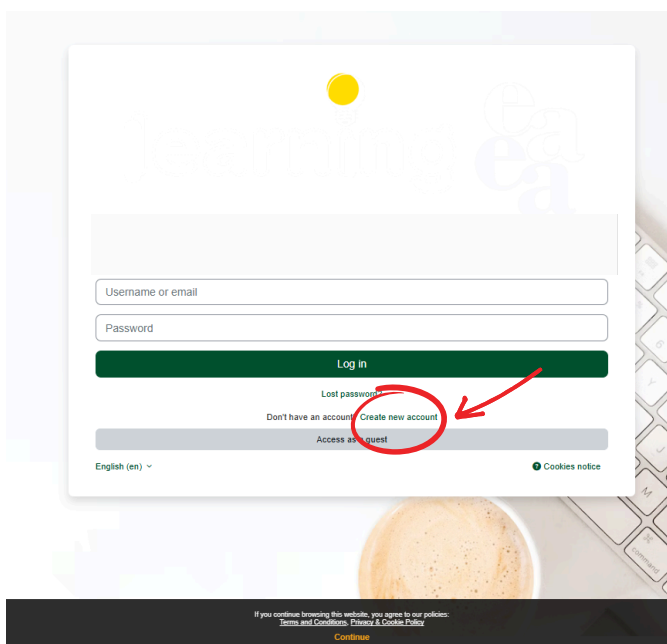
1. Visit learning.eaea.org



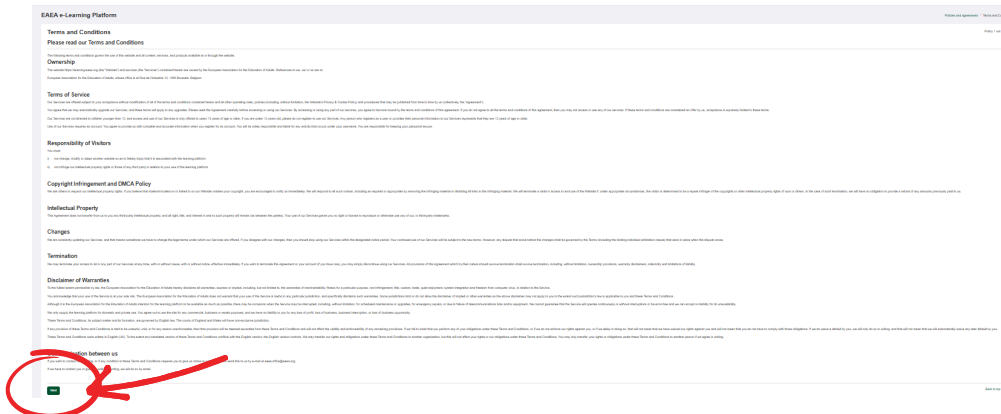
2. Click on "login" in the top right corner of the site



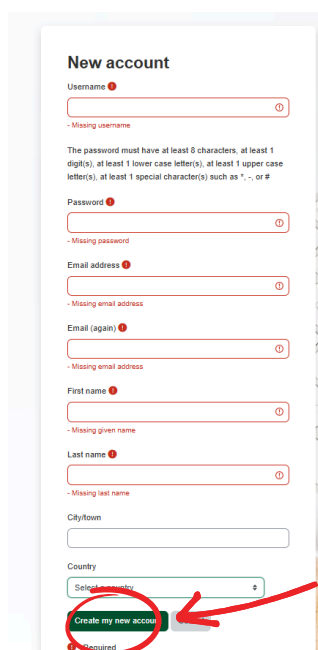
3. Click on “create a new account”



4. Read the terms and conditions and go through by clicking “next”. You have to tick the box on the last page to agree to them.



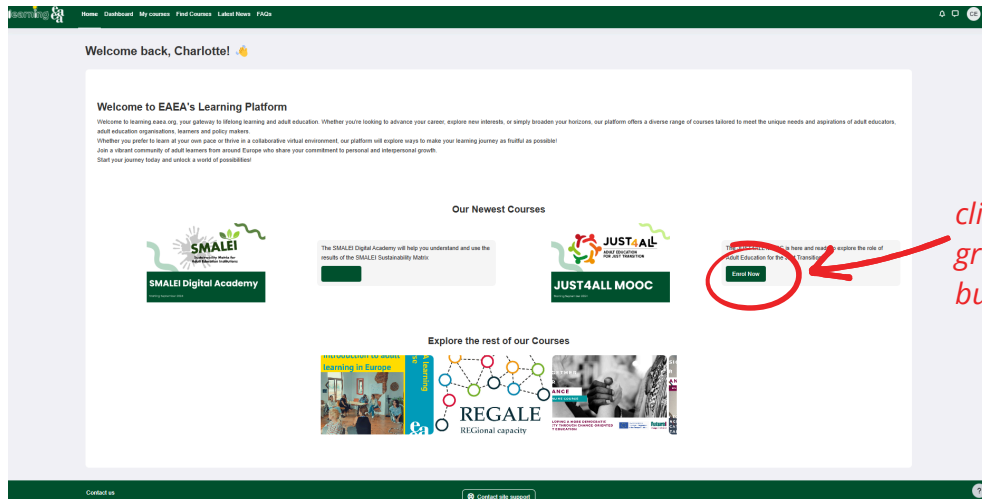
5. Fill in your details requested and click “create my account”



💡 Check your inbox and spam inbox,
you should receive a confirmation
email of registration.

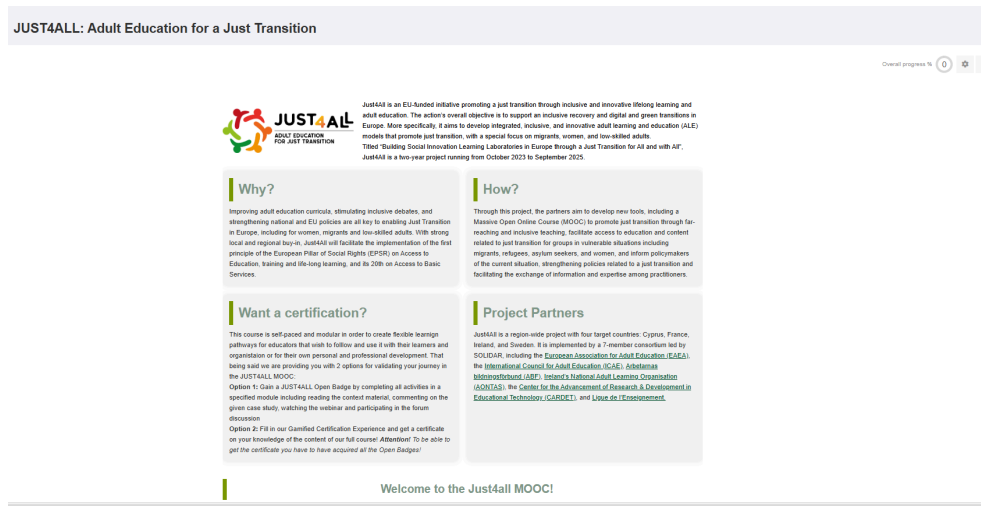
6. Go back to “learning.eaea.org” and click “enrol now” for one of the courses on the site homepage OR visit the courses list

Option A: If the course you are interested is on the homepage:



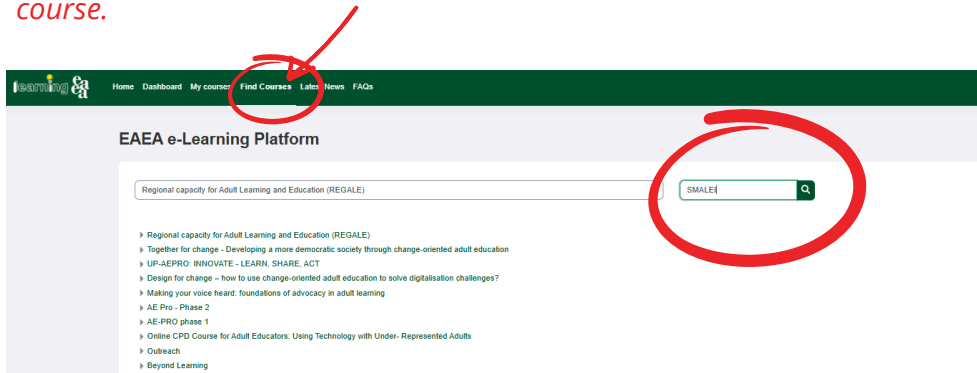
click on the green “enrol” button

You should be able to access the course immediately:

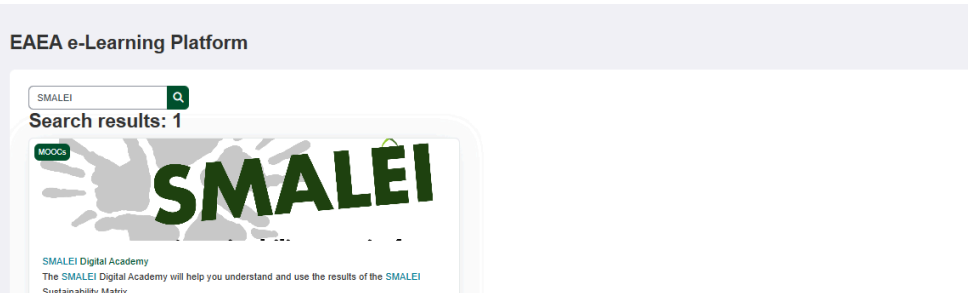


Option B: If the course you are looking for is not on the homepage

Click on “Find Courses” and use the search bar to look for the name of your course.

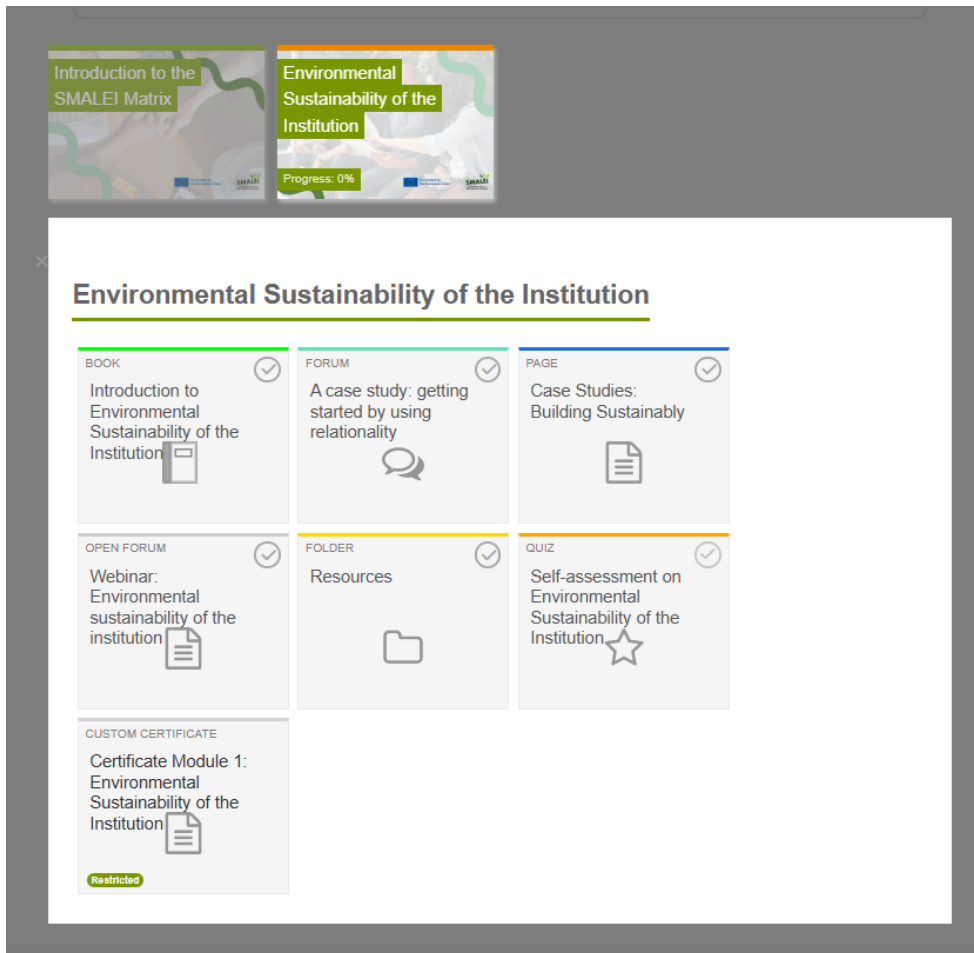


Click on the course you would like and you can enrol as above:

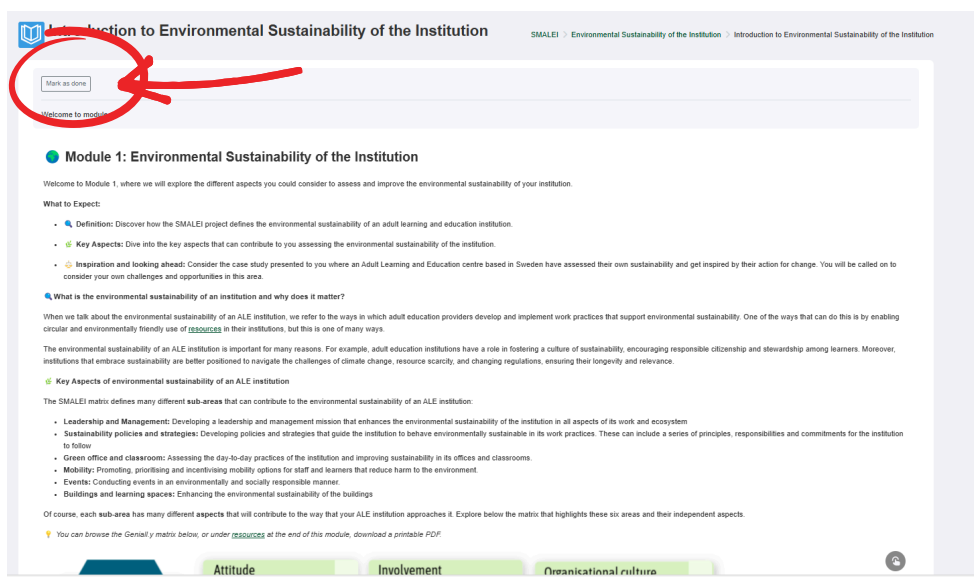


How to use the SMALEI Digital Academy & Download the certificates

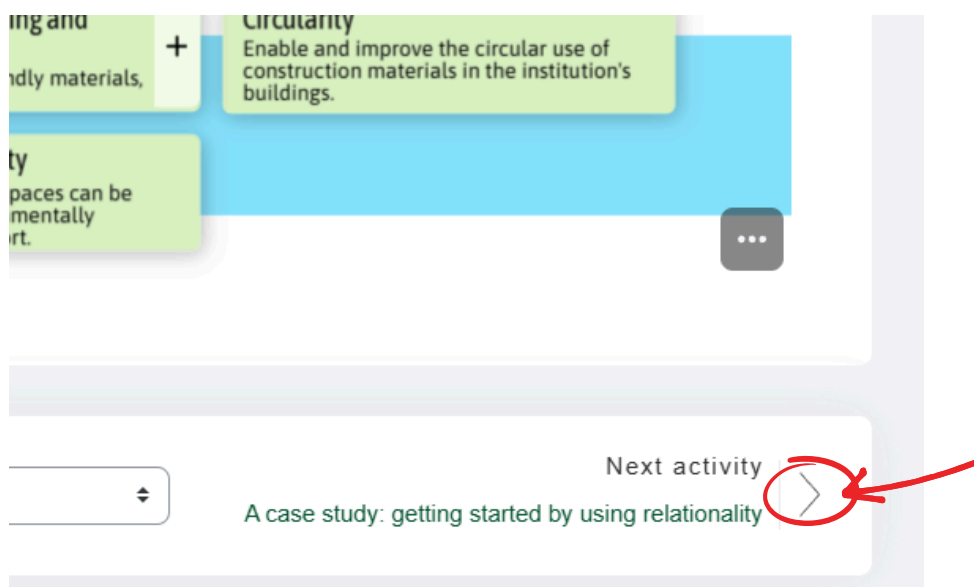
The homepage will have tiles. Click through to explore the modules. Some pages are “pop-ups” and others are click through.



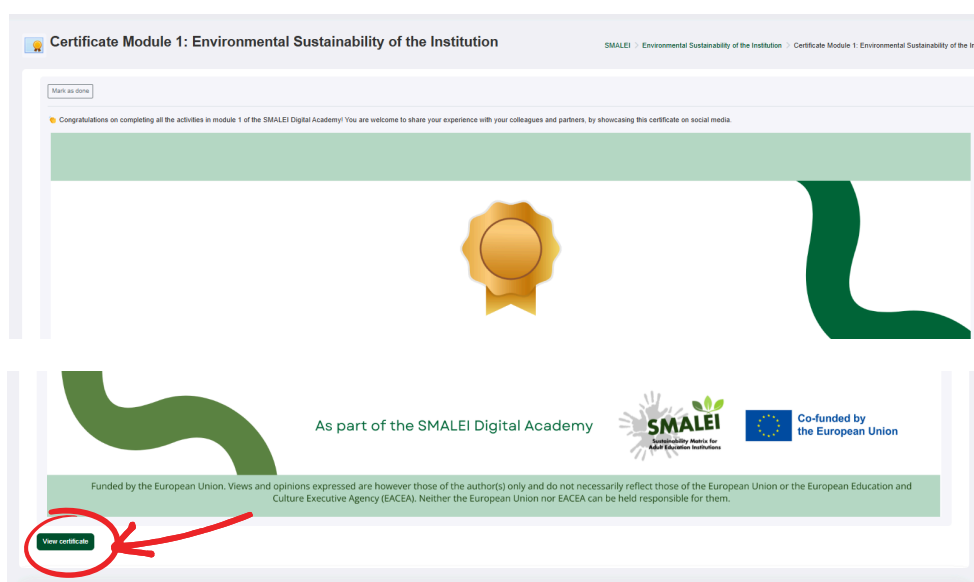
At the top of each activity, you can “mark as done”. This will allow you to access the Digital Certificate at the end of each module.



You can scroll through each activity using the buttons at the bottom of each page.



To access the certificate at the end of each module, **all** activities (besides the self-assessment) must be "marked as done". You can then click on the 'certificate' page and click "view certificate".



A PDF will appear. You can save the PDF or print it using your PDF viewer.

