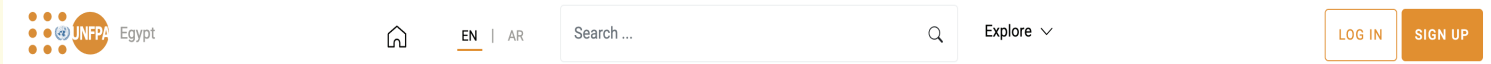**UNFPA**
United Nations Population Fund

QUICK START GUIDE

This brief guide will get you started on LearnUNFPA, from creation of an account and/or login,to navigation elements and key features.
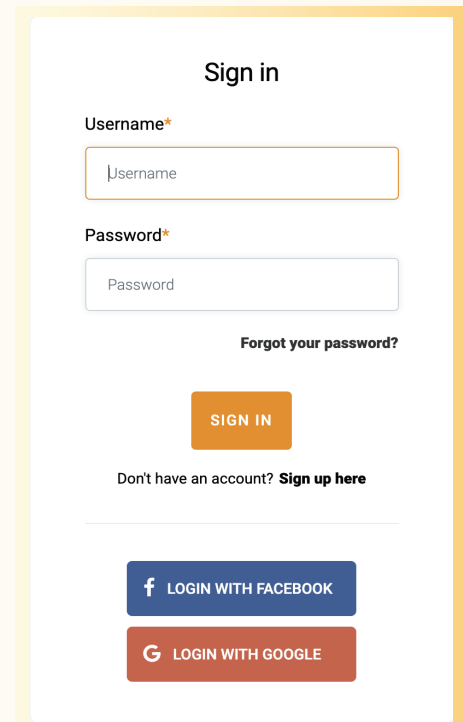
To access LearnUNFPA, type the URL:
https://dev-unfpa-lms.pantheonsite.io/en
in your browser.

In the menu bar, you can find about LearnUNFPA, available Courses, and choose your language.

UNFPA Egypt	⌂	EN | AR	Search ... 🔍	Explore ⌄	LOG IN	SIGN UP

To Sign in to LearnUNFPA, click on 'Login' in the top right corner of the homepage. If you do not have an account yet, you'll be able to create one by clizcking the 'sign up' button.

Once you have registered, you will be able to sign in by using the account information corresponding to your user profile.

There are three options to sign in: with a Facebook account, a Google account, or using the email address used to register.
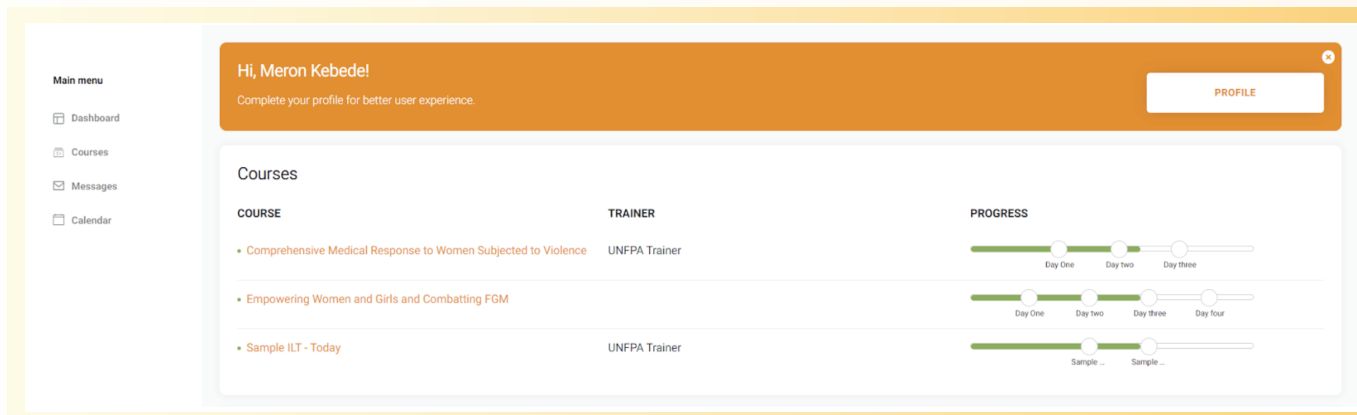
Sign in

Username*

| Username |

Password*

| Password |

Forgot your password?

SIGN IN

Don't have an account? **Sign up here**

f LOGIN WITH FACEBOOK

G LOGIN WITH GOOGLE

If you are a guest, you are welcome to explore the available courses and contact us for more information.

*Courses in LearnUNFPA are divided into public and private courses. For all the general (public) courses, you will enroll in the training without prior approval from the admin. For Private courses, click 'Request subscription to the training' and send a request message.

Key Features

Once logged in, the dashboard is the homepage. Here will be featured progress made on the courses taken and access to the courses, messages, and calendar of events.

Dashboard

This feature allows you to view all the learning paths and information about your recently enrolled learning activities.

To edit your profile, click on the 'profile' button on the right side. When finished editing, scroll down to the bottom of the page and click 'save.'

Courses

The courses section features the list of courses available in LearnUNFPA. The 'enroll to training' button will take you to the summary page. The summary page will give you a more comprehensive description of the course and the resource materials available. If you decide to take the course, you can click on the 'start' button.

Messages

This feature will allow you to send and receive messages from the trainers and team members. When receiving a new message, you will be notified at the top right corner of the menu, which displays message notifications.

The left column on the messaging section gives access to existing messages, clicking on any item will give access to message history.

Calendar

The calendar displays upcoming scheduled events and courses. In order to see the details of the event, click on the dates marked with red dots. The scheduled courses are linked to the course summary page.

To log out and return to the homepage, click on the power button ⏻ at the top right corner.