Trainees training platform Guide

https://training.smempower.com

This document will guide you on how to join the SMEmPower training platform and enrol to courses. Access to SMEmPower training platform is free and anyone can create an account and access material that has not been restricted by the trainers.

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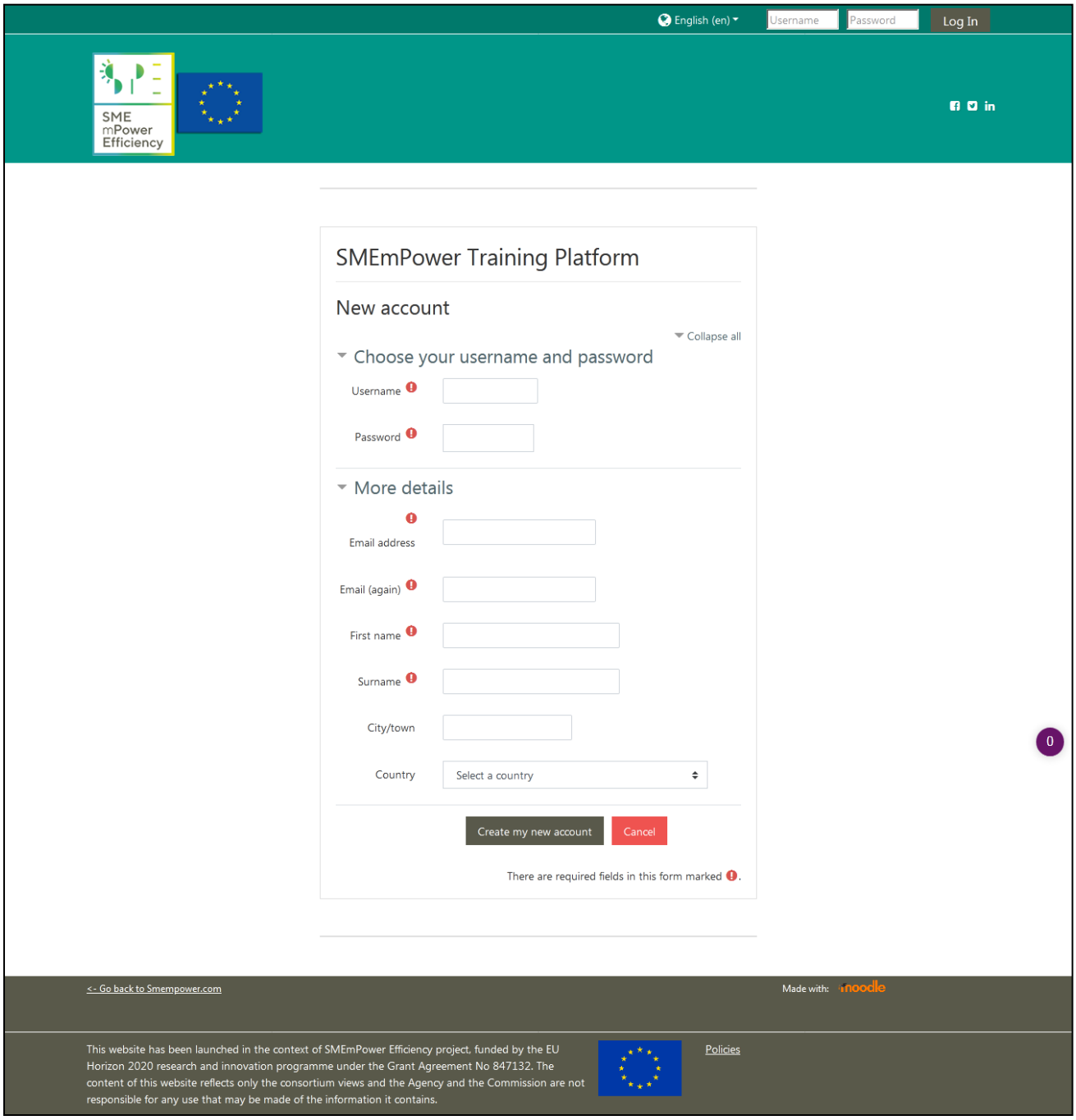
1.1. Account creation

To create a trainee account:

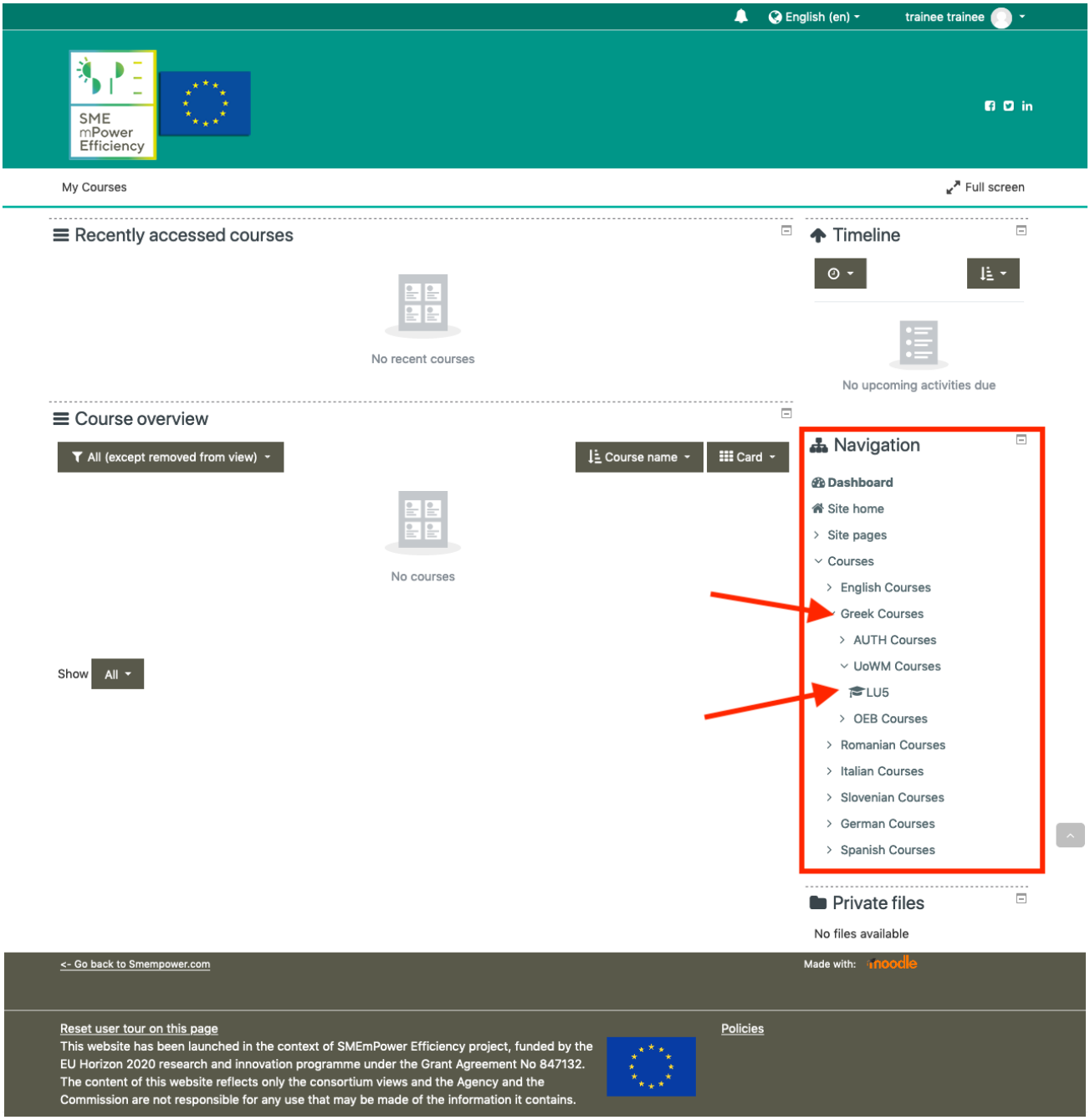
- Navigate to the login menu, and click “Create new account”. Follow the instructions and agree to the terms of service. Fill in your details according to the form and click “Create my new account.



- An automatic email from info@training.smempower.com will be sent to to confirm the registration. Follow the instructions provided with the email and confirm the registration.

1.2. Course enrolment

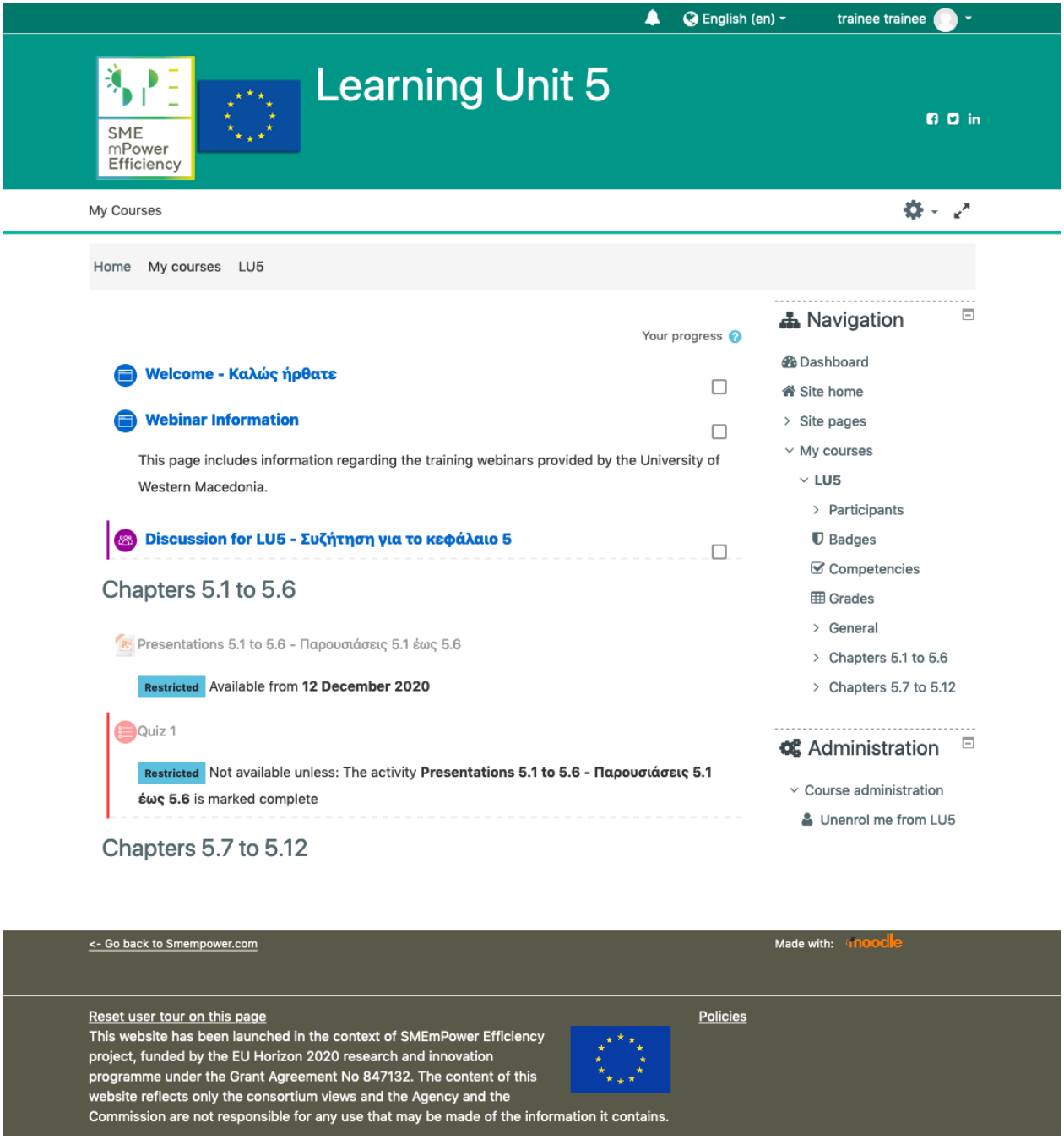
- Select a course to enrol via the navigation menu at the right of the dashboard. Additional instructions may be given by the trainer who may have invited you to join the platform. Courses may require an enrolment key, if this is the case, please contact the trainer who provides the course. After enrolling, the course will become available at the dashboard.



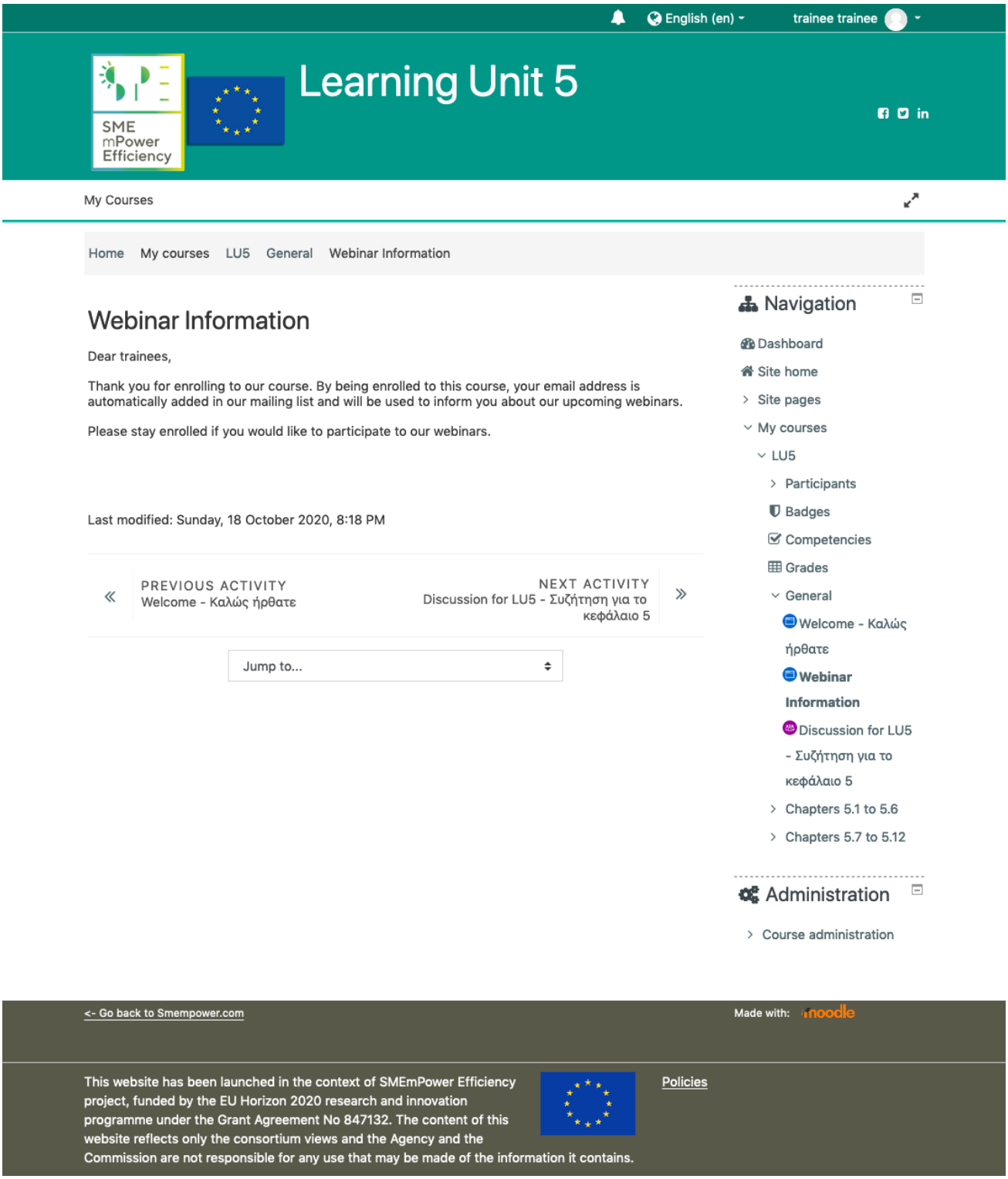
- Either using the navigation menu, or the dashboard, select and launch one of the courses in which you have enrolled.

1.3. Course content

After enrolling, the topics and activities set by the trainer become available, and the navigation block reveals additional information regarding the course, such as Badges, Competencies and Grades. Training material and activities are posted by the trainer, and the final course content may vary. Typically, courses will contain an introduction section, training material and examination/evaluation activities as depicted below:



- By clicking any of the available material in the course a new page will appear which may include files, information, a forum, or self-evaluation material.



- If you have any questions please send us an email at info@training.smempower.com!

HOW TO JOIN US

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