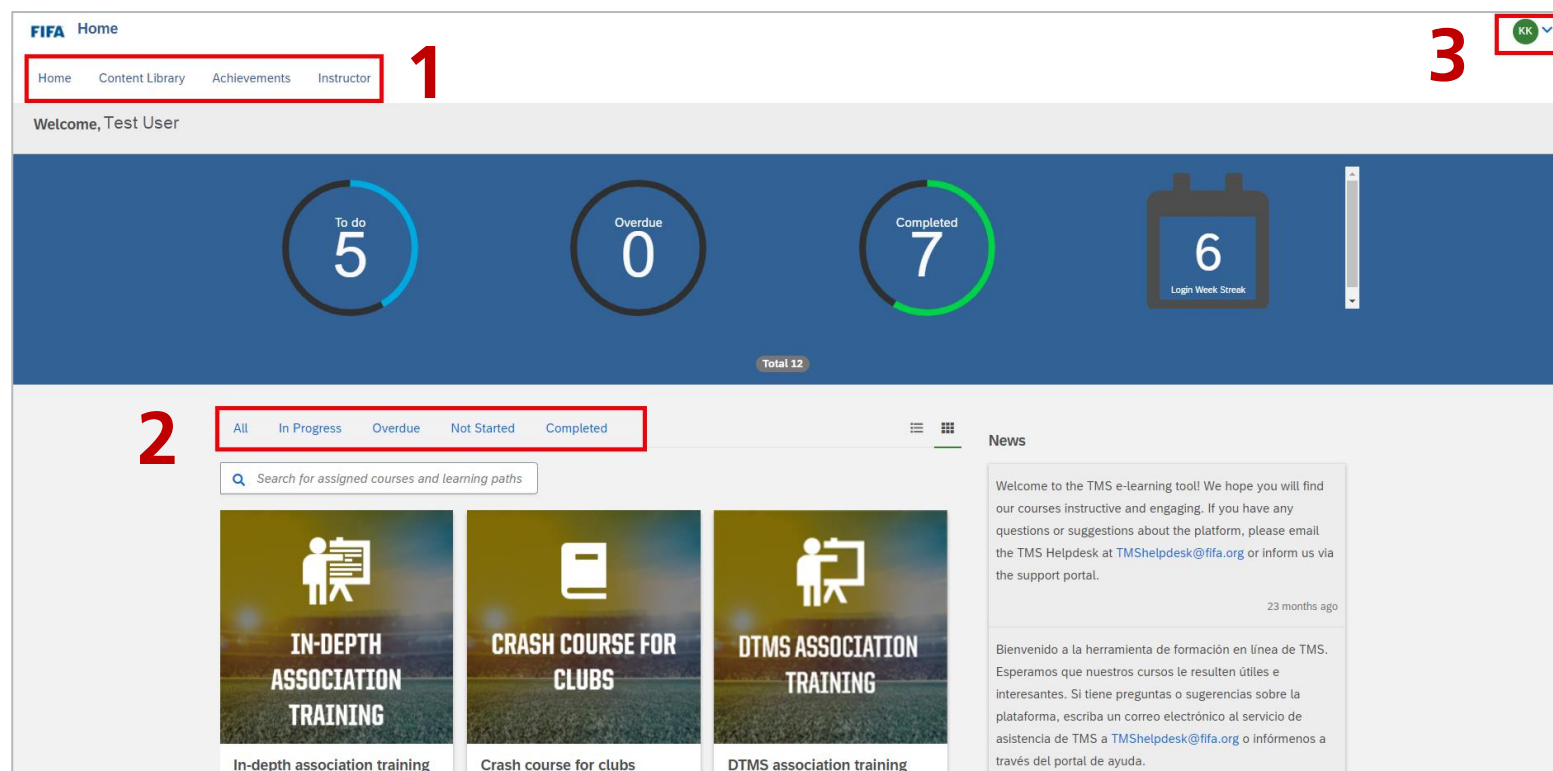


## How to navigate in the e-learning tool

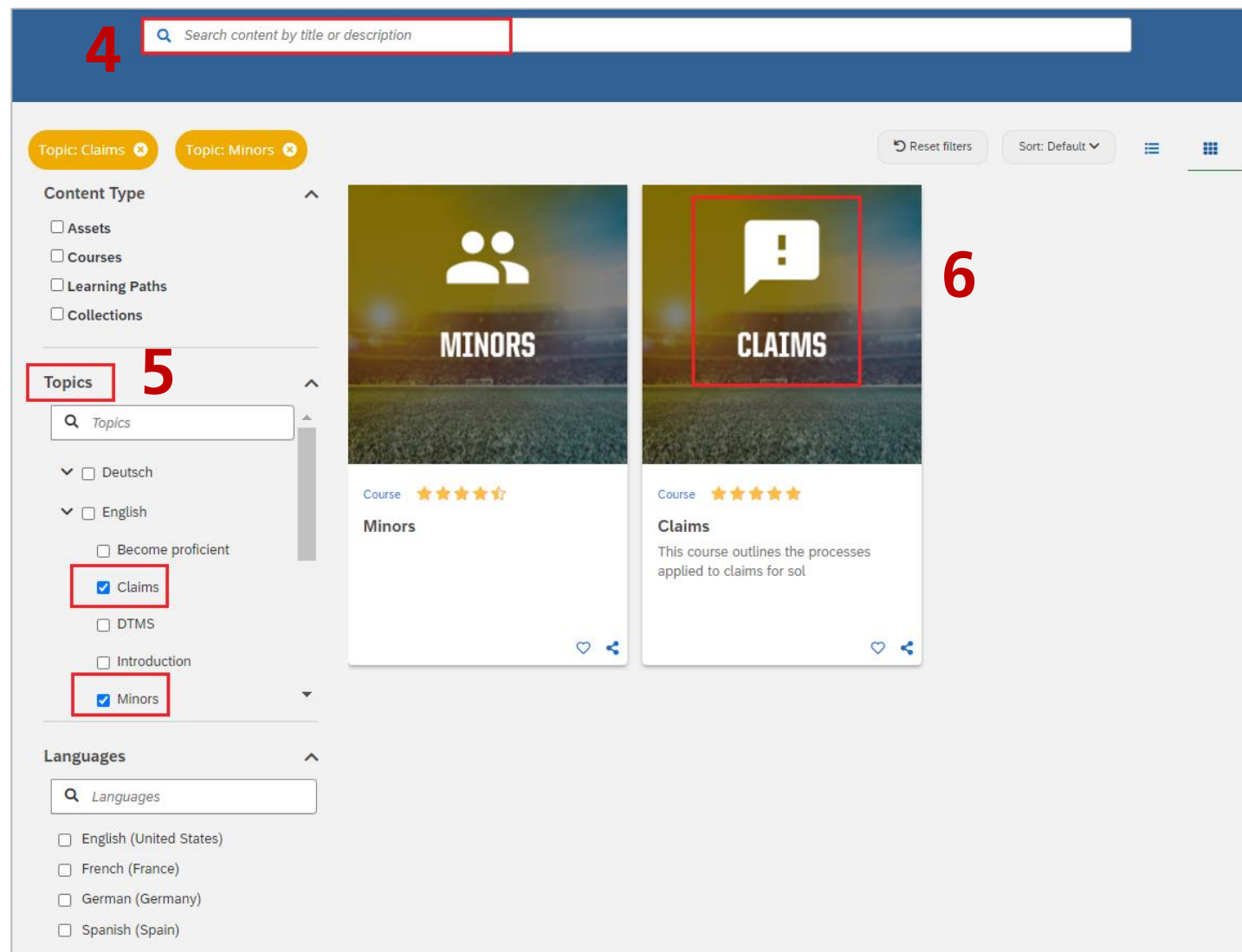
1. When a session is opened, the student will automatically be taken to the home page. The most relevant information is grouped in four different sections or pages: "Home", "Content Library", "Achievements" and "Instructor" (see no. 1 in the screenshot).
2. If a registration code was entered at the first login, the relevant learning path will already be assigned to the student and it will be accessible from the navigation bar. It is possible to filter the view depending on the status of the course (see no. 2 in the screenshot).
3. Click on the user profile icon in the top right-hand corner to add personal information and change the account settings (see no. 3 in the screenshot).



4. Navigate to the content library to enrol in a course not previously assigned. Use the search field and filters available on the left-hand side of the panel to narrow the search according to your preferences (see no. 4 in the screenshot).

5. It is possible to search for courses that fall into a specific category by browsing through "Topics" and ticking the relevant course topic(s).  
Note: all the courses are grouped by language in the "Topics" filter (see no. 5 in the screenshot).

6. Click on the relevant course to access it (see no. 6 in the screenshot).



7. Click on "Start this course" to open the first course module. The percentage figure displayed on the right-hand side shows how much content of the course has already been completed.

The screenshot shows the 'Claims' course page. The header is dark blue and contains a course card on the left with a 'CLAIMS' title and a 'Start this course' button. To the right of the button is a '0%' progress indicator. Below the header is a list of course modules, with the last item 'Claims: Give us your feedback!' highlighted with a red box.

**Claims** ★★★★★

This course outlines the processes applied to claims for solidarity contribution and training compensation in TMS

Start this course

0%

Modules   Reviews

- ▶ Submitting a claim
- ▶ Quiz: Submitting a claim ⓘ  
60% Passmark
- ▶ Managing a claim ⓘ
- ▶ Quiz: Managing a claim ⓘ  
60% Passmark
- ▶ Claims: Give us your feedback!

8. At the end of the course, the student might be asked to complete a short survey to help us gather feedback.
9. If you have any additional questions or feedback, contact us at [TMShelpdesk@fifa.org](mailto:TMShelpdesk@fifa.org) or via the support portal. We appreciate your continued support!