E-learning platform
Instruction for use

Index

Welcome!

If you're reading this guide, it means you've received an **e-mail inviting** you to take a **safety course**.
The e-mail contains your **Username** and a **Temporary Password** which you'll need in order to access the training course you're enrolled on.

Dear ROBERTA ,
You are now enrolled in the e-learning course called **"Workers' General training"** on AiFOS platform http://
Please, finish for firt, the general training and then start the specific course.

To enjoy the course :

1. Checking the Technical and system requirements
2. Reading guide to access
3. Log-in with the following credential in

   Username: rob
   Temporary password*: Pas

*During the first access you must change your temporary password. Don't forget to sign the new password. You can restore it reading the guide access.

To any system or technical problem contact us: tutor@aifos.it ; assistenza@aifos.it

****
This is an automatically mail, please don't answer
****

Have a good day!

If, by the password, you see the message "**Password already changed**", it means that the password has previously been changed. Check and, if necessary, recover the password by following the credential recovery process set out in this guide.

LOG-IN

▶ In order to access the e-learning platform, open one of the following **browsers***:

| GOOGLE CHROME | INTERNET EXPLORER | MOZILLA FIREFOX | MICROSOFT EDGE | SAFARI |

*Check the browser version supported by the system on the page dedicated to tecnichal requirement.

▶ Log in to the site with your credentials.

e-Learning AiFOS

Accedi usando la password:
Nome utente o Email

Password (dimenticata?)

✓ Accedi

Non ancora registrato?
🔑 Crea un account

Powered by PigrecoOS

The multilingual website allows you to change language. Click on "IT- EN" button once you logged in.

▶ **When you first log in, the system asks you to complete your account and change the temporary password you received via e-mail.**

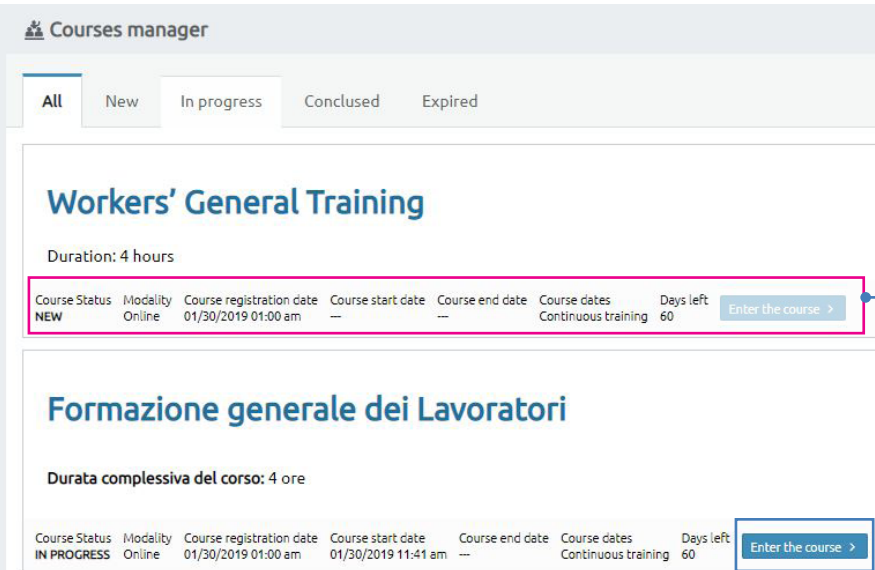**N.B.** If you change your password, you'll need to use the new password to log in in future.

▶ To access the back end of the platform and view the course, click on the button which appears after you log in, called "**Access the platform**".

Platform

The first screen you'll encounter will be the **list of courses** you're enrolled on.


CAUTION!

If the button is not visible and you can't click it, this means the course is no **longer available**. Each course has a maximum availability period. If it's no longer available, contact the centre you purchased the course from to see how to proceed.

▶ Click "**Enter the course**" to view details regarding the training.

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MAIN DATA

On the "**Main data**" screen, you'll be able to see useful information about the course (shown below).

▶ To start the course and view the educational material click on the "Online Material" panel.
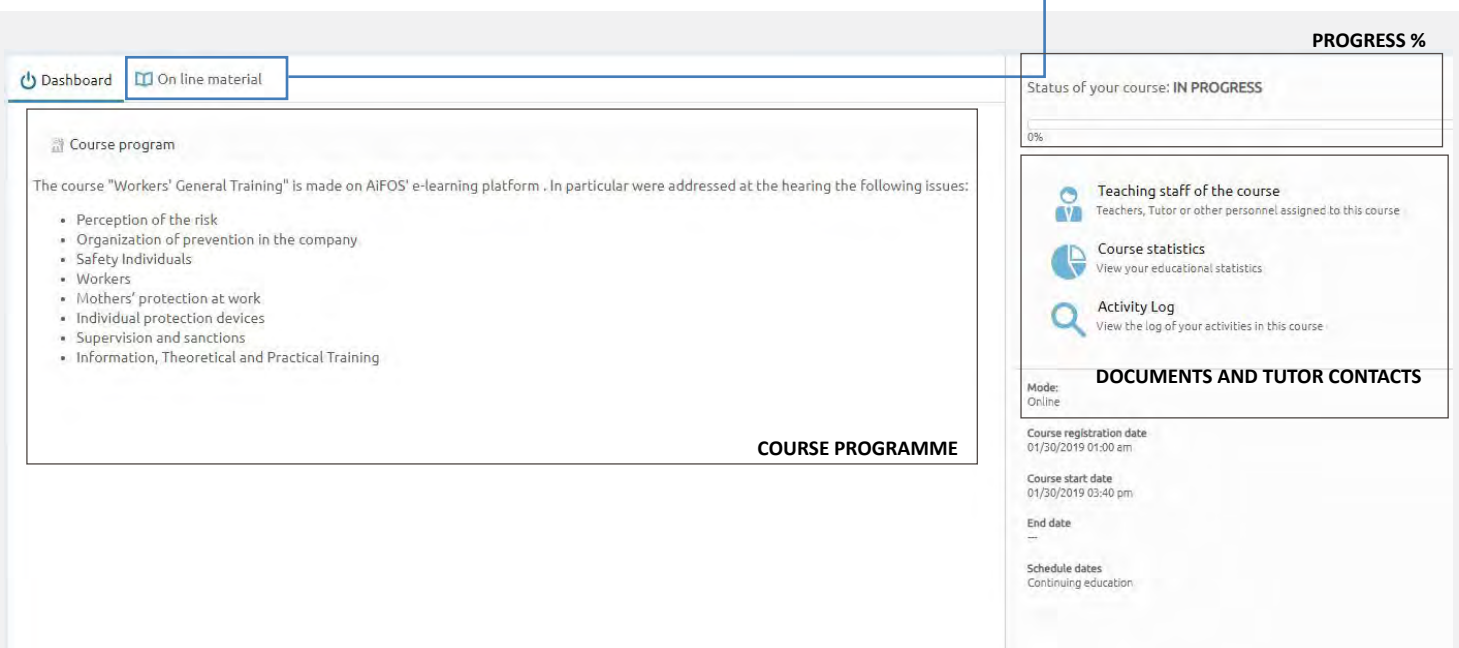
ONLINE MATERIAL

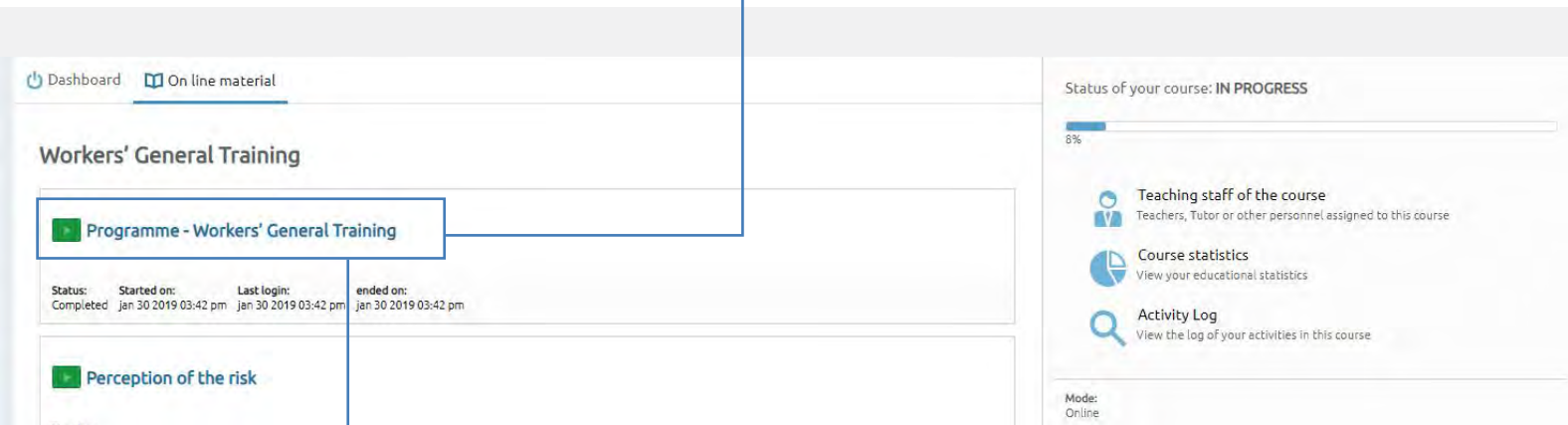In this section, you can start to take the course assigned to you.

You'll see **all the chapters** that make up the course, as well as what point you're at at any moment. You can **suspend** the course whenever you want. The system **will resume** from the point you stopped at the next time you access the course.

N.B. The chapters are set out in **hierarchic order**. You can't navigate freely between chapters. You have to follow a set order.

▶ Start to use the course by clicking the **title of the available chapter** (each chapter will become available after the previous one has been completed)

You can find several examples of teaching material:

- You must **download the .pdf** file if you see ⬇ Scarica il file . The system will download the file directly to your computer (if you can't find it, check your Downloads folder).

- You'll have to take the **final test** for the module/course when you see ▶ Lancia il test . To check what you've learned so far, there is always a final test at the end of the course or module.

▶ Most of the course consists of slides containing **audio** and **video content**. You'll have to **interact** with the system and slides on a continuous basis to demonstrate an active level of participation.
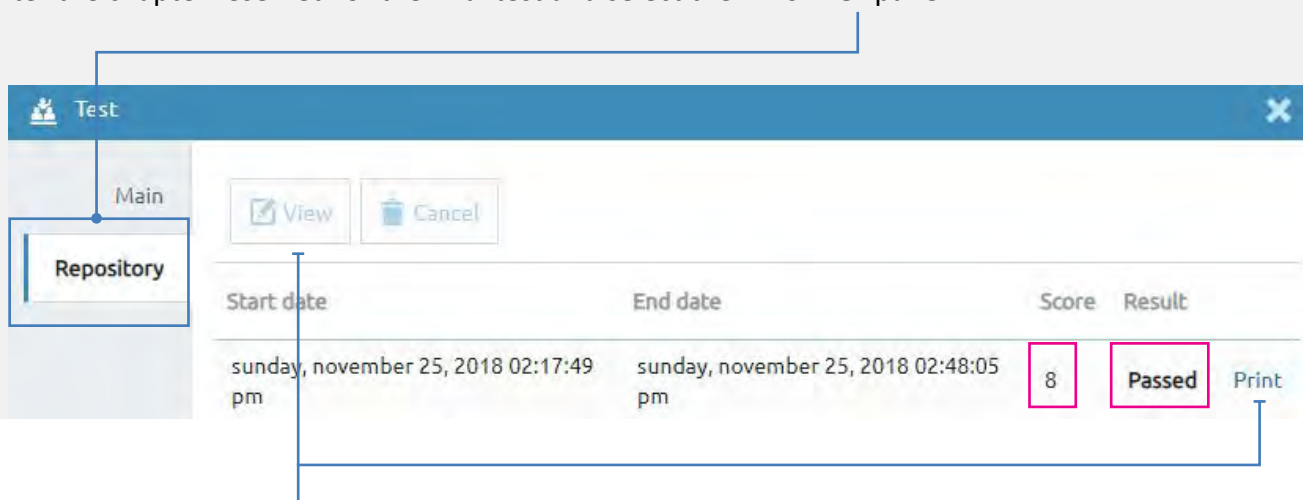
TEST

During the course, you'll come across **interim tests**. These are not evaluated. They are only there to help you understand if you've really understood what you've read.

At the end of each course or module, you'll find the final test:

- You have **3 attempts** to pass it.
- You have to answer **at least 7 out of the 10 questions** correctly.
- You have to wait at least **30 minutes** between one attempt and the next, giving you the chance to review the chapters you haven't understood.

▶ You can **download** the final test at any time (whether you passed or failed).
   Enter the chapter reserved for the final test and select the "**Archive**" panel.
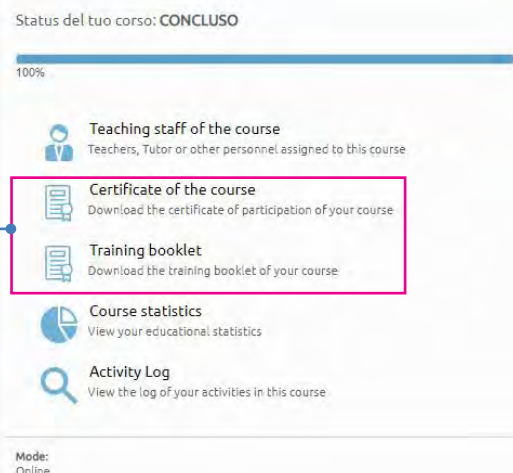

If you select a test you've done, you can **see** the answers you gave directly online or **print them out**.

TRAINING CERTIFICATE

Once you've completed **100%** of the course, you'll see the button to generate the certificate and training booklet on the panel on the side of the screen.

By clicking the buttons, you can **generate** the documents and download them.
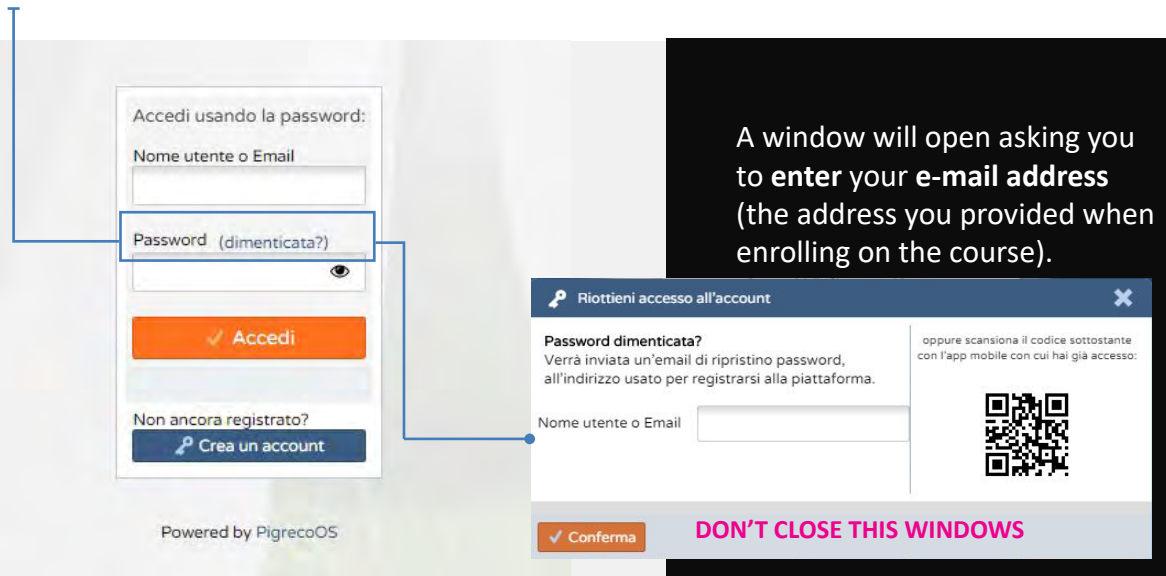
RECOVERING YOUR LOGIN CREDENTIALS

If you're already **registered** on the platform, you've already **logged in for the first time** or you're registered as a member in the AiFOS management system and you no longer remember your login credentials, you can use the appropriate form to **recover them**.
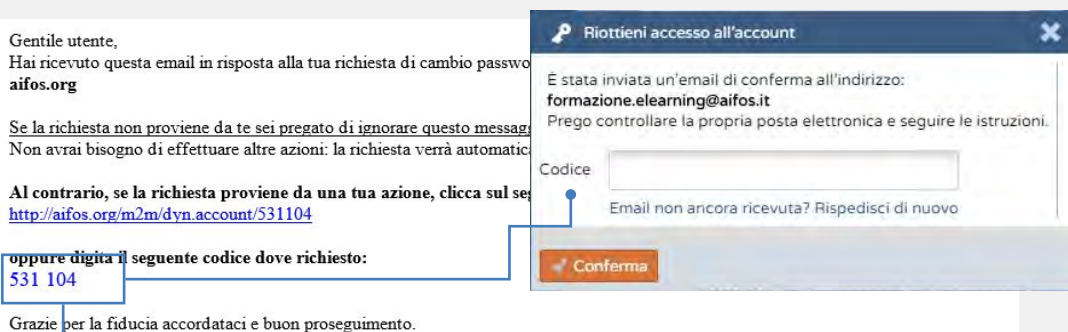
▶ To recovery it:

- Enter the login area of the site indicated in the e-mail as the platform address.
- Click the "**Forgotten**?" link next to the word Password.

A window will open asking you to **enter** your **e-mail address** (the address you provided when enrolling on the course).

DON'T CLOSE THIS WINDOWS

- You will receive an e-mail containing a **code** necessary to recover password.

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CAUTION! This code **is not your new password** but a code you'll need to enter in the window that opens up after you enter your e-mail address.

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The code allows you access the platform temporarily.

▶ **Reset** your password by clicking on your **user panel**.
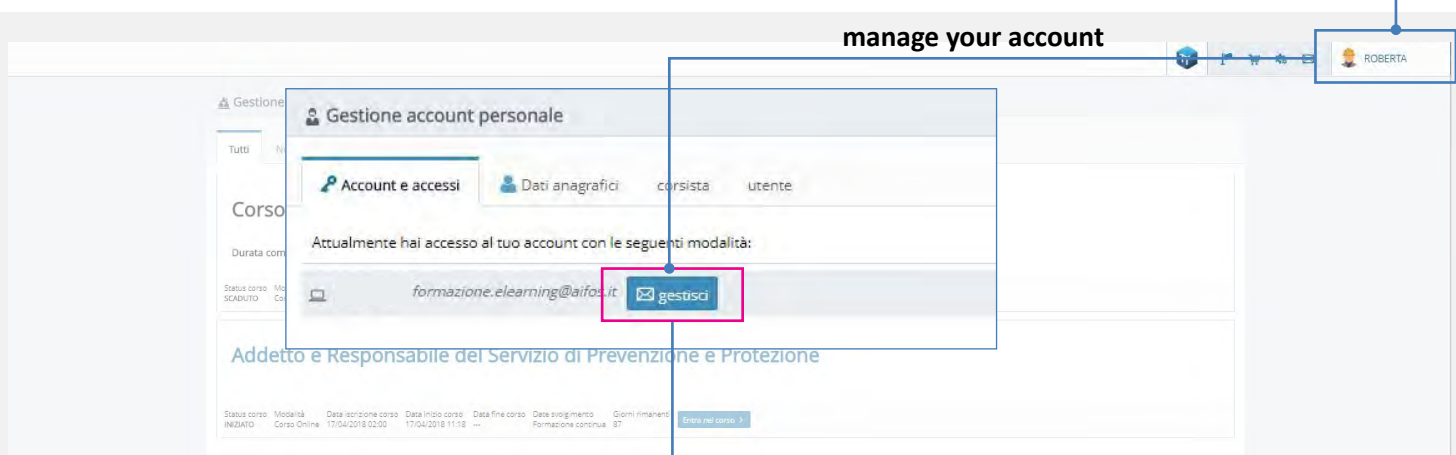
manage your account

ROBERTA

Gestione account personale

Tutti

Account e accessi   Dati anagrafici   corsista   utente

Corso

Durata com

Attualmente hai accesso al tuo account con le seguenti modalità:

Status corso Mo
SCADUTO   Co

formazione.elearning@aifos.it   ✉ gestisci

Addetto e Responsabile del Servizio di Prevenzione e Protezione

Status corso Modalità   Data iscrizione corso Data inizio corso Data fine corso Date svolgimento   Giorni rimanenti
INIZIATO   Corso Online 17/04/2018 02:00   17/04/2018 11:18   ---   Formazione continua 87   Entra nel corso ›

Modifica accesso email   ✖

Nome utente
robertacir

E-Mail
formazione.elearning@aifos.it

Password   ripeti
                 👁   👁   ┤─── **Reset your password**

Fuso orario
Europe   ▼   Rome   ▼

✔ Conferma

Remember that if you require any additional information, you can contact the centre you purchased the course from.

Enkoy your training