

Guide d'utilisation du catalogue

1. Connectez-vous à la plateforme *e-learning.medair.org*

The screenshot shows the e-learning.medair.org website. At the top, there is a red banner with the text "MEDAIR LEARNING" and a photo of a diverse group of people. Below the banner, there is a navigation bar with links: "Welcome", "Topics", "More Opportunities", and "Contact Us". The main content area features a large image of a child writing at a desk, with a text overlay that says "Express Learning" and "50 courses up to 20 minutes!". Below this, there is a section titled "Get a login to access the learning platform." with a "Register" button. Further down, there are two featured courses: "Cash Transfer Programming" and "MEAL in Emergencies". At the bottom, there are two sections: "Learning Centre" and "Courses Login". The "Courses Login" section includes fields for "Username" and "Password", a "Login" button, and a "Reset Password" link. A red arrow points from the "Register" button to the "Courses Login" section.

2. Entrez votre identifiant pour accéder à la plateforme d'e-learning.

3. Lors de votre première connexion, cliquez sur *Register* pour créer votre identifiant.

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MEDAIR
* = required field

PERSONAL INFORMATION
User ID *

It is suggested that you enter your e-mail as your User ID.
Confirm User ID *

Password: *

Confirm Password *

E-mail *

Confirm E-mail *

Gender

Title (e.g. Mr., Mrs., Dr.)

Given/First Name *

Middle Name

Family/Last Name *

Other Name

Date of Birth

DEMOGRAPHIC INFORMATION
Address 1

Address 2

Town/City

Province/State

Postal Code/ZIP

Country *

Time Zone *

Preferred Language

Phone Number

Mobile Number

Fax Number

EMPLOYMENT INFORMATION
Organization/Company Name

Employment Country

Location

Department/Division Name

Employment Start Date

Employee Number

Job Title

Manager/Supervisor Name

Manager/Supervisor E-mail

HR/Benefit Manager Name

HR/Benefit Manager E-mail

☐ I'm not a robot

Complete Registration

4. Entrez votre numéro d'employé Medair.

5. Renseignez les champs obligatoires (*), cochez et validez: vous recevrez un e-mail de confirmation une fois enregistré.

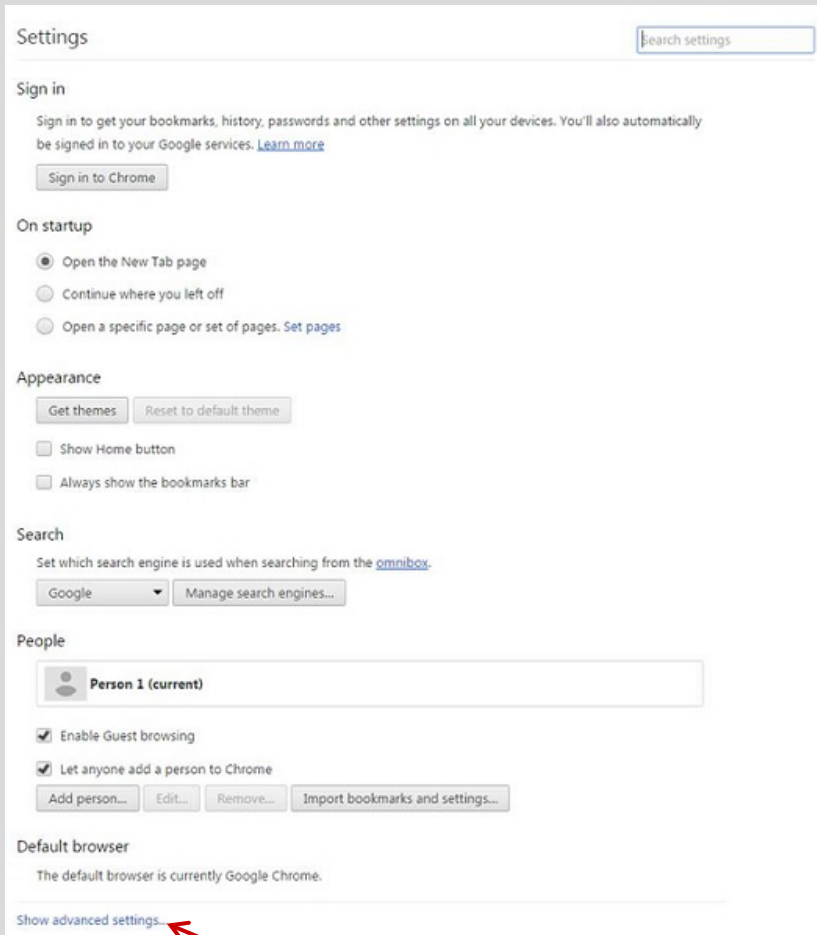
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6. Si ce message s'affiche quand vous accédez à la plateforme,

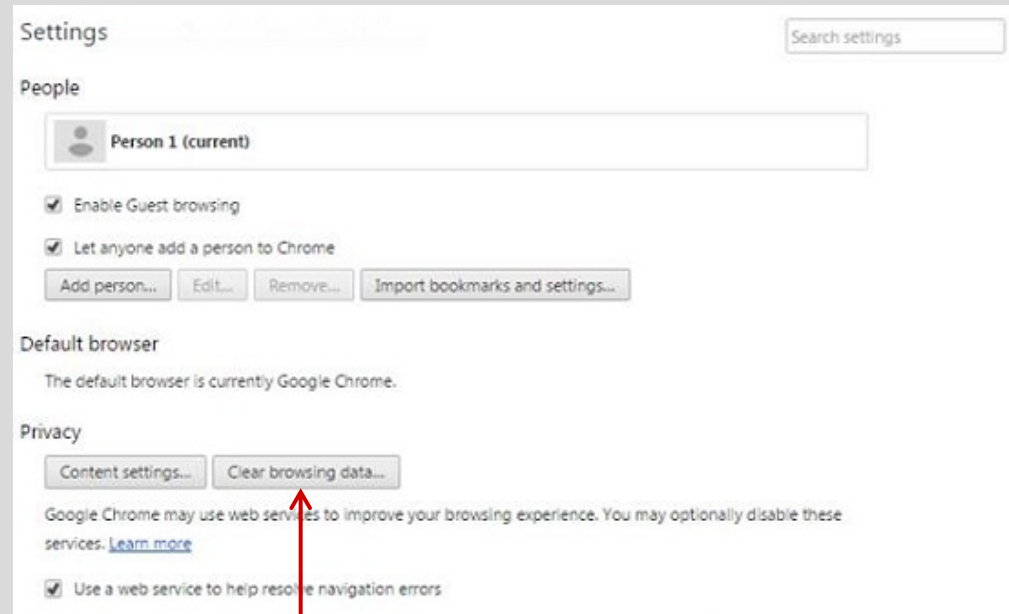
7. Allez sur *Customise and control Google Chrome*, puis cliquez sur *Settings*.

The screenshot shows the Lingos Learning Center homepage. The browser's address bar displays the URL: <https://llp.lingoslearning.org/lingos/servlet/ekp?TX=WIDGETCONTAINERPAGE>. The page has a navigation bar with 'Home' and 'Learning Center' links. The main content area is divided into two columns. The left column contains a 'Home' section with 'QUICK LINKS' (Browse Catalog, Search Catalog, View My Learning, View My Learning History, Change My Password, Edit My Profile) and a 'CATALOG SEARCH' section with a 'Keywords' input field, a 'Learning Type' dropdown menu set to 'All', and a 'Search' button. Below the search section is a 'NEWS' section with a green header and a message: 'System Maintenance is Complete. Clear your browser cache for best results! Read more >'. This message is circled in red. The right column is titled 'ENROLLMENTS' and lists several courses: 'Sphere Project - The Sphere Handbook in Action (FR)' (In Process), 'Cegos - Managing change: identifying your profile (EN/FR/ES/PT/DE/RU/IT/HU/ZH/CZ/KO)' (In Process), 'Cegos - Anticipating Project Risks - Part A (multi-language; mobile)' (In Process), and 'Sphere Project - The Sphere Handbook in Action (EN)' (In Process). Each course entry includes a 'Launch' button. A Chrome menu is open on the right side of the browser window, with the 'Settings' option highlighted by a red arrow. The menu also shows options like 'New tab', 'New window', 'History', 'Downloads', 'Bookmarks', 'Zoom', 'Print...', 'Cast...', 'Find...', 'More tools', 'Edit', 'Cut', 'Copy', 'Paste', 'Help', and 'Exit'.

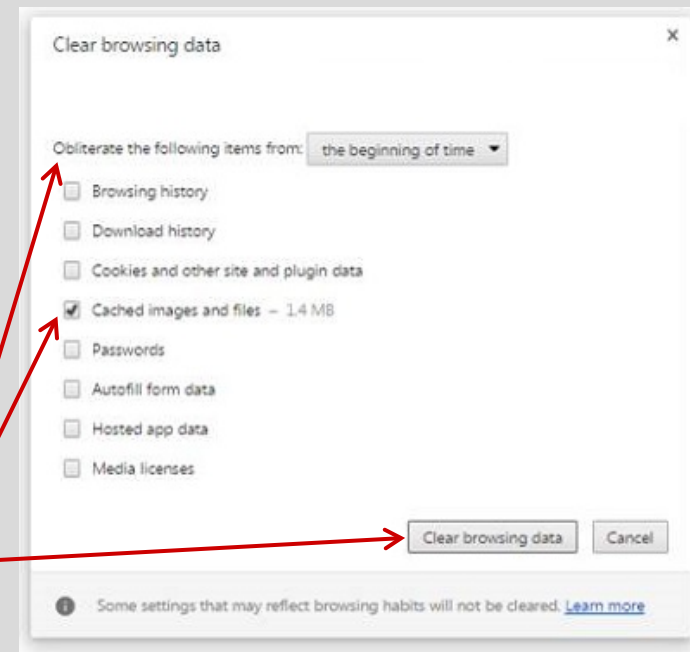
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8. Cliquez sur *Show advanced settings* pour voir un plus large choix de paramètres à l'écran, puis sur *Clear Browsing data*.



9. Sélectionnez *the beginning of time*, cochez uniquement *Cached images and files* et confirmez.



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10. Accédez rapidement à vos formations en cours.

The screenshot displays the 'Learning Center' interface. At the top right, there are links for 'LEARNER A', 'Contact Us', and 'Logout'. On the left, a 'Learning Center' dropdown menu is open, showing options: 'Learning', 'Enrollment Requests', 'Catalog Search', and 'Catalog Browser'. Below this, a list of links includes 'Browse Catalog', 'Search Catalog', 'View My Learning', 'View My Learning History', 'Change My Password', and 'Edit My Profile'. A 'CATALOG SEARCH' section features a 'Keywords' input field, a 'Learning Type' dropdown set to 'All', and a 'Search' button. Below the search section is a 'NEWS' banner with the text 'System Maintenance is Complete' and a 'Read more' link. The main content area is titled 'ENROLLMENTS' and lists three courses, each with a status of 'In Process' indicated by an orange icon. The first course is 'Sphere Project - The Sphere Handbook in Action (FR)' with a 'Launch' button. The second is 'Cegos - Managing change: Identifying your profile (EN/FR/ES/PT/DE/RU/IT/HU/ZH/CZ/KO)' with a 'Launch' button. The third is 'Cegos - Anticipating Project Risks - Part A (multi-language; mobile)' with a 'Launch' button and a 'Knowledge Center' link. The fourth course is 'Sphere Project - The Sphere Handbook in Action (EN)' with a 'Launch' button. Red arrows point from the text '10. Accédez rapidement à vos formations en cours.' to the 'Learning' menu item and the 'View My Learning' link. Another red arrow points from the text '11. Inscrivez le titre du cours en entier ou des mots-clés pour le trouver dans le catalogue.' to the 'Keywords' search input field.

11. Inscrivez le titre du cours en entier ou des mots-clés pour le trouver dans le catalogue.

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12. Cliquez sur *Catalog Browser* pour parcourir le catalogue Medair.

CATALOG: TOP



Medair

Contact Us | Logout

Home | Learning Center

Learning

Enrollment Requests

Catalog Search

Catalog Browser

- Browse Catalog
- Search Catalog
- View My Learning
- View My Learning History
- Change My Password
- Edit My Profile

CATALOG SEARCH

Keywords

Learning Type

All ▼

Search

NEWS

System Maintenance is Complete
Clear your browser cache for best results!
[Read more >](#)

ENROLLMENTS



Sphere Project - The Sphere Handbook in Action (FR)

📅 Online, Started On Feb 21, 2017 11:30 AM GMT

Launch

In Process



Cegos - Managing change: identifying your profile (EN/FR/ES/PT/DE/RU/IT/HU/ZH/CZ/KO)

📅 Online, Started On Feb 21, 2017 9:59 AM GMT

Launch

In Process



Cegos - Anticipating Project Risks - Part A (multi-language; mobile)

📅 Online, Started On Feb 21, 2017 9:54 AM GMT

Launch

[Knowledge Center](#)

In Process



Sphere Project - The Sphere Handbook in Action (EN)

📅 Online, Started On Feb 21, 2017 8:36 AM GMT

Launch

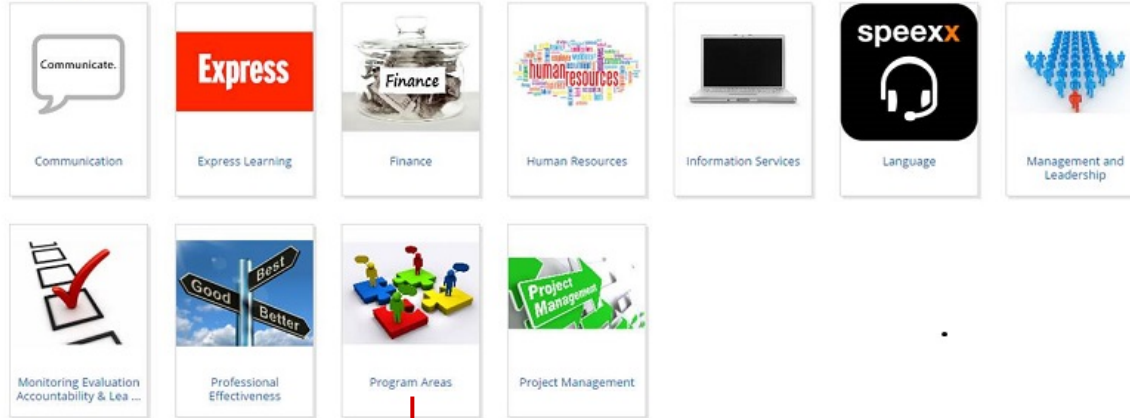
In Process

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CATALOG: MEDAIR

Top > Medair

Sub Catalogs



13. Une liste de dossiers s'affiche.

CATALOG: PROGRAM AREAS

Top > Medair > Program Areas

Sub Catalogs



CATALOG

Top > Medair > Program Areas > Emergency Capacity Building

Catalog Content

Results 1 - 4 of 4

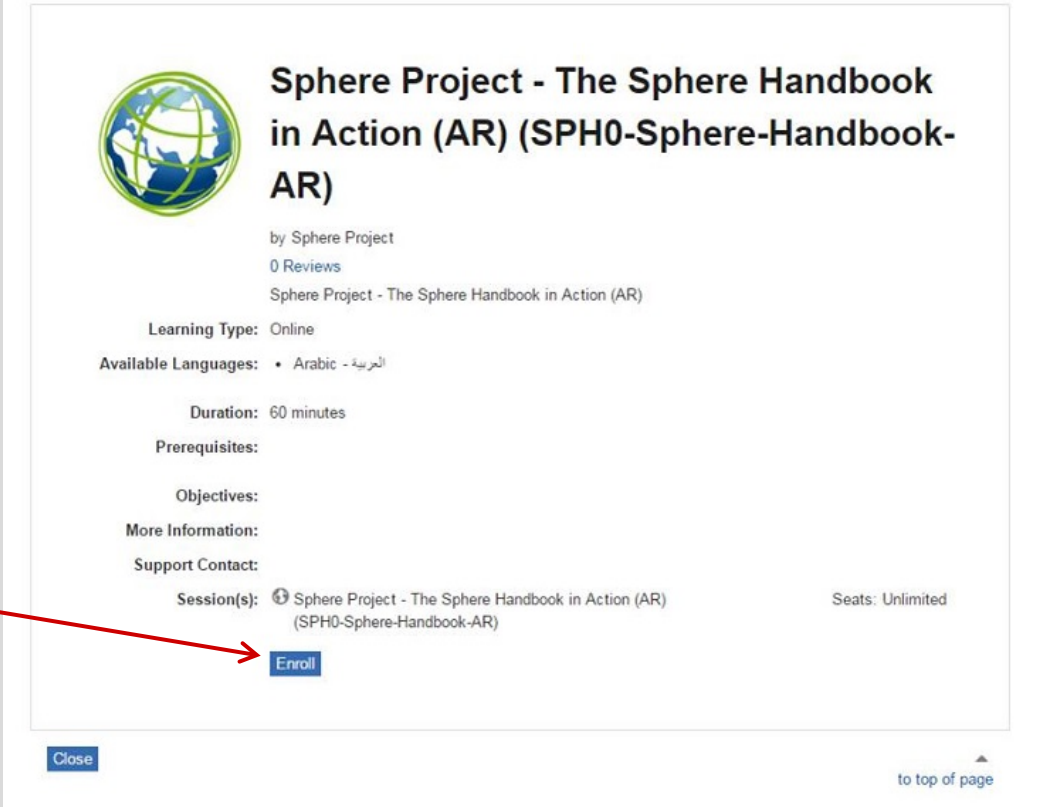
Title	Learning Type
Sphere Project - The Sphere Handbook in Action (AR) (SPH0-Sphere-Handbook-AR)	Online
Sphere Project - The Sphere Handbook in Action (EN) (SPH0-Sphere-Handbook-EN)	Online
Sphere Project - The Sphere Handbook in Action (ES) (SPH0-Sphere-Handbook-ES)	Online
Sphere Project - The Sphere Handbook in Action (FR) (SPH0-Sphere-Handbook-FR)	Online

Catalog Content

Results 1 - 4 of 4

14. Choisissez-en un, parcourez les cours disponibles et sélectionnez une formation.

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The screenshot shows a course detail page. At the top left is a globe icon. To its right is the course title 'Sphere Project - The Sphere Handbook in Action (AR) (SPH0-Sphere-Handbook-AR)'. Below the title, it says 'by Sphere Project', '0 Reviews', and 'Sphere Project - The Sphere Handbook in Action (AR)'. Further down, it lists 'Learning Type: Online', 'Available Languages: • Arabic - العربية', 'Duration: 60 minutes', 'Prerequisites:', 'Objectives:', 'More Information:', 'Support Contact:', and 'Session(s):' with a globe icon and the text 'Sphere Project - The Sphere Handbook in Action (AR) (SPH0-Sphere-Handbook-AR)'. To the right of the session information, it says 'Seats: Unlimited'. At the bottom left of the course card is a blue 'Enroll' button. A red arrow points from the text '15. Après sélection du cours désiré, cliquez sur le bouton *Enroll*.' to this button. At the bottom of the page, there is a 'Close' button and a 'to top of page' link with an upward arrow.

Sphere Project - The Sphere Handbook in Action (AR) (SPH0-Sphere-Handbook-AR)

by Sphere Project
0 Reviews
Sphere Project - The Sphere Handbook in Action (AR)

Learning Type: Online

Available Languages: • Arabic - العربية

Duration: 60 minutes

Prerequisites:

Objectives:

More Information:

Support Contact:

Session(s):  Sphere Project - The Sphere Handbook in Action (AR) (SPH0-Sphere-Handbook-AR) Seats: Unlimited

[Enroll](#)

[Close](#)

[to top of page](#)

15. Après sélection du cours désiré, cliquez sur le bouton *Enroll*.

16. Puis confirmez l'inscription et démarrez le cours.

Enrollment Confirmation

Please confirm your enrollment request for:

Item Name: Sphere Project - The Sphere Handbook in Action (EN) (SPH0-Sphere-Handbook-EN)

[Confirm enrollment](#)

[Cancel](#)

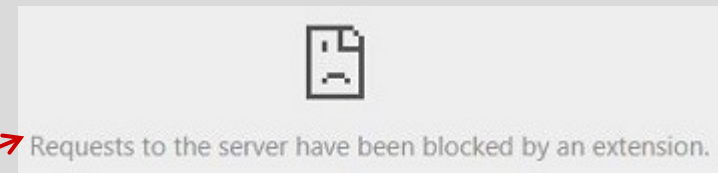
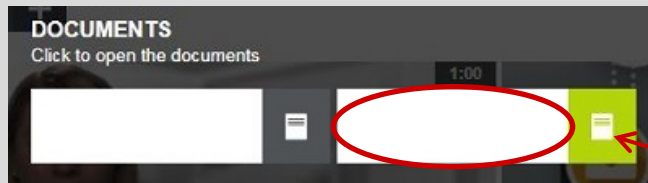
Enrollment Successful

Your enrollment was successful!
Please examine your e-mail messages for any pre-class instructions.

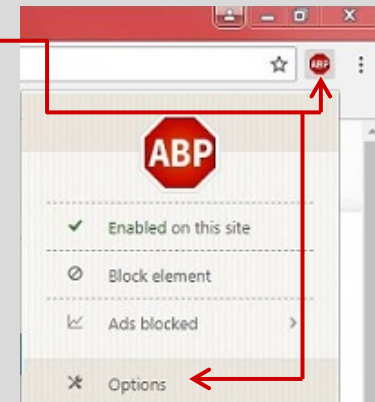
[Launch this course!](#)

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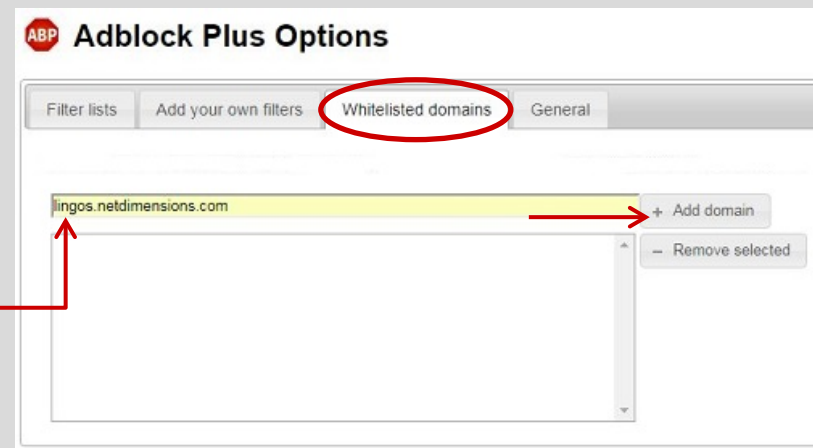
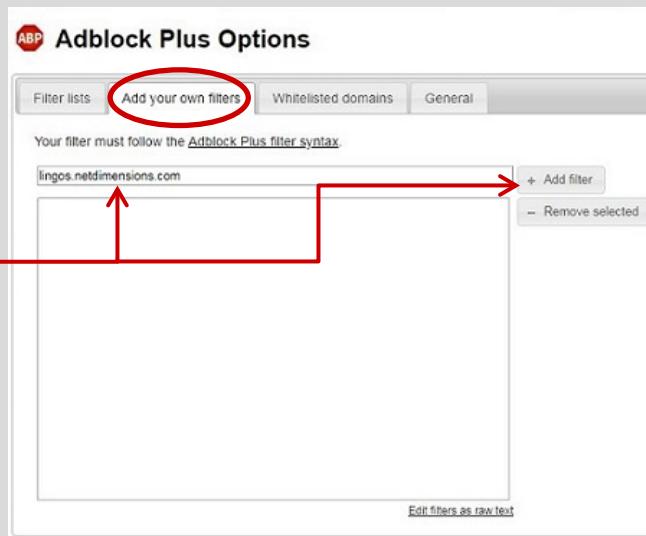
17. Si vous obtenez un message d'erreur en voulant accéder aux documents du cours :



18. Cliquez sur l'icône *Adblock Plus* en haut à droite de l'écran, puis sur *Options*.



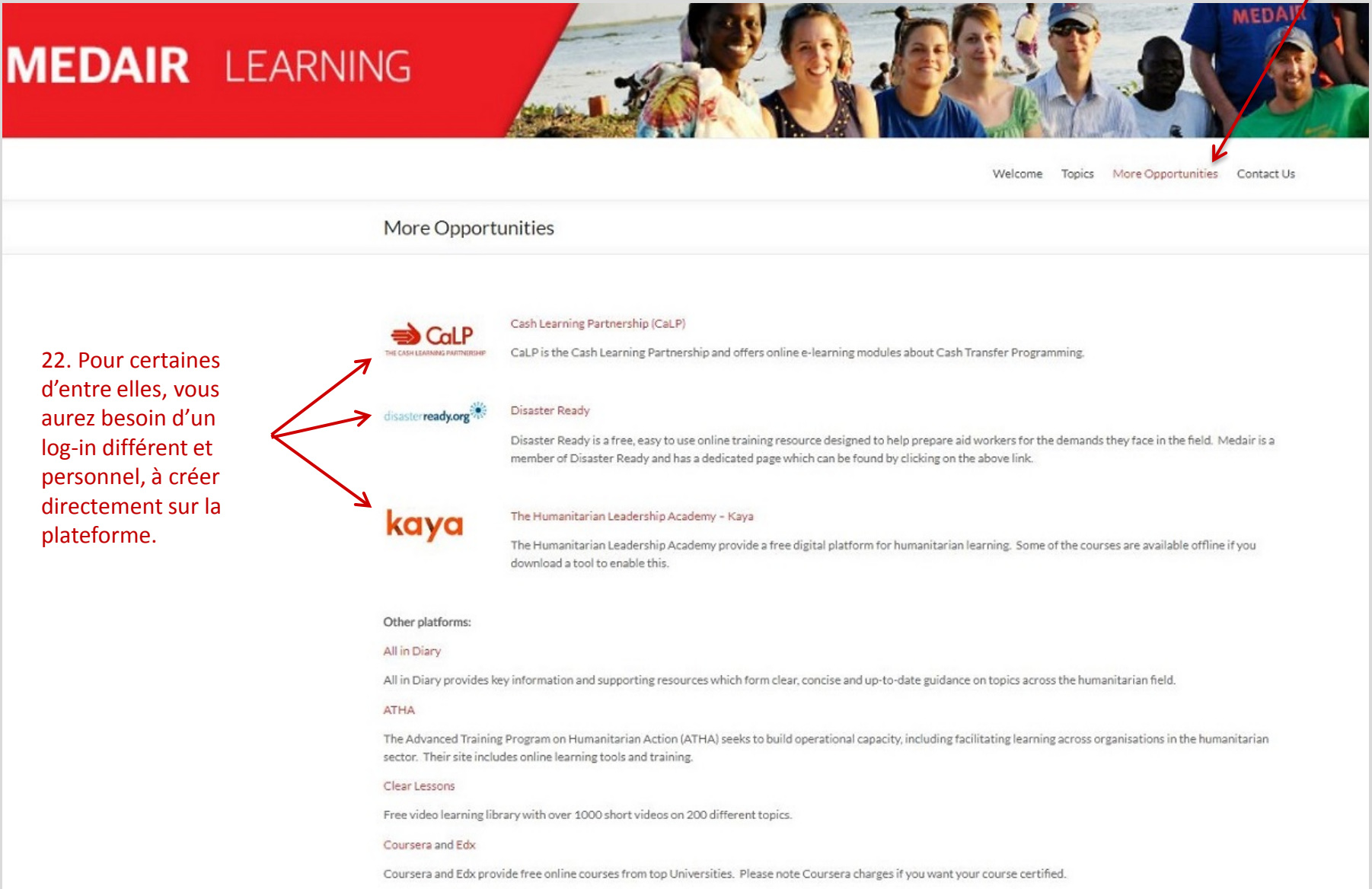
19. Cliquez sur l'onglet *Add your own filters* et ajoutez le filtre *lingos.netdimensions.com*.



20. Puis faites de même dans l'onglet *Whitelisted domains*.

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21. Trouvez encore plus d'opportunités de formation, avec des liens à d'autres plateformes de e-learning.



MEDAIR LEARNING

Welcome Topics **More Opportunities** Contact Us

More Opportunities

CaLP
THE CASH LEARNING PARTNERSHIP

Cash Learning Partnership (CaLP)
CaLP is the Cash Learning Partnership and offers online e-learning modules about Cash Transfer Programming.

disasterready.org

Disaster Ready
Disaster Ready is a free, easy to use online training resource designed to help prepare aid workers for the demands they face in the field. Medair is a member of Disaster Ready and has a dedicated page which can be found by clicking on the above link.

kaya

The Humanitarian Leadership Academy - Kaya
The Humanitarian Leadership Academy provide a free digital platform for humanitarian learning. Some of the courses are available offline if you download a tool to enable this.

Other platforms:

All in Diary
All in Diary provides key information and supporting resources which form clear, concise and up-to-date guidance on topics across the humanitarian field.

ATHA
The Advanced Training Program on Humanitarian Action (ATHA) seeks to build operational capacity, including facilitating learning across organisations in the humanitarian sector. Their site includes online learning tools and training.

Clear Lessons
Free video learning library with over 1000 short videos on 200 different topics.

Coursera and Edx
Coursera and Edx provide free online courses from top Universities. Please note Coursera charges if you want your course certified.

22. Pour certaines d'entre elles, vous aurez besoin d'un log-in différent et personnel, à créer directement sur la plateforme.

Profitez de votre formation !