

IMPACT TRAINING PLATFORM

HOW TO USE MANUAL



Welcome on the IMPACT training platform. Through this online platform, users can access 5 online training modules designed for frontline professionals. This manual will guide you on how to use the platform

1. BEFORE YOU BEGIN

Before accessing the platform, make sure you have a **stable internet connection**. The training courses include videos, downloadable materials, quizzes, and interactive content. A stable internet connection will help avoid interruptions.

We also recommend using **an updated web browser** such as: Google Chrome; Mozilla Firefox; Microsoft Edge; Safari. If the website does not load correctly, **try updating your browser** or switching to another one.

2. ACCESSING THE PLATFORM

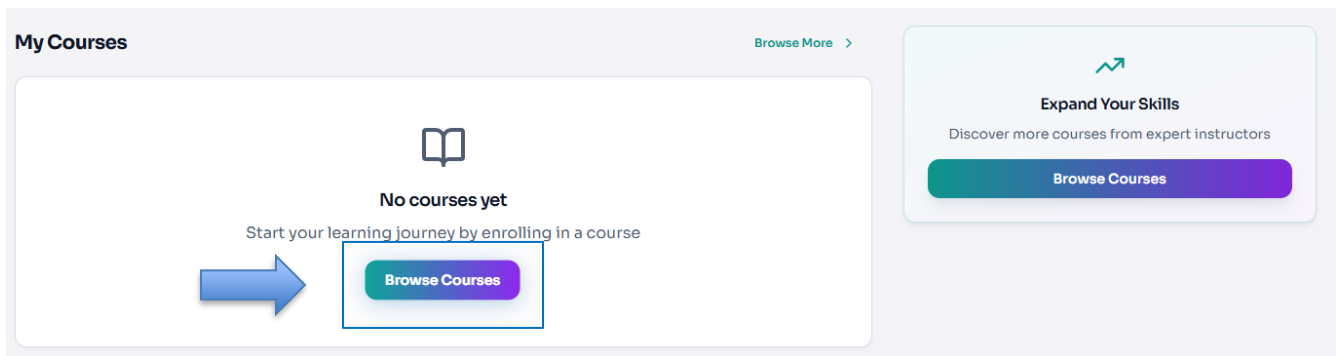
To access the platform, pre-register at <https://vse-form.typeform.com/impact-training> and use the link received via email.

The IMPACT training platform homepage will open. Click on “**Log In**” or “**Start Training**”

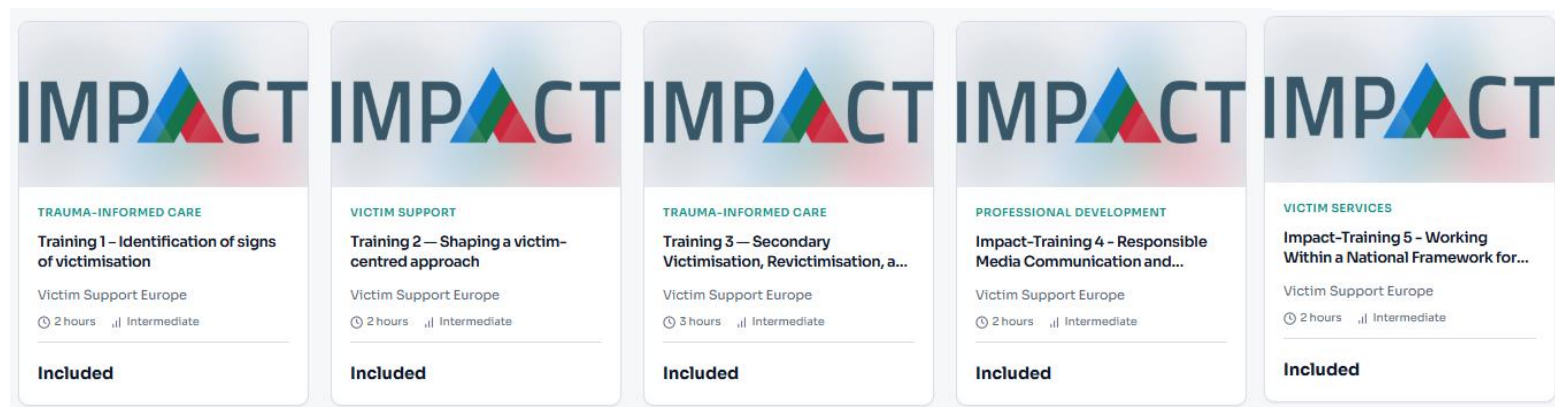
The image shows a composite of the IMPACT Training Platform interface. At the top is the homepage header with the logo, navigation links for 'Home' and 'Courses', and 'Log In' and 'Start Training' buttons. A blue arrow points from these buttons down to two detailed form mockups. The left mockup is for signing up, featuring fields for Access Code (pre-filled with IMPACT2026), Full Name, Email, and Password, along with password requirements and a 'Create Account' button. The right mockup is for signing in, featuring fields for Email and Password, a 'Forgot password?' link, and a 'Sign In' button.

3. ENROLLING IN A COURSE

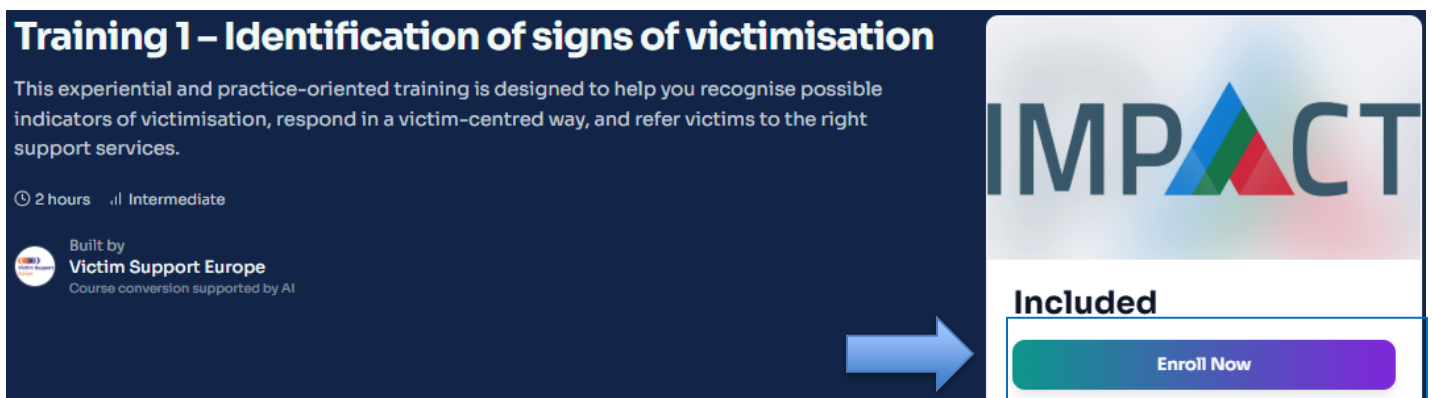
Once you are logged in, you will land on your dashboard.



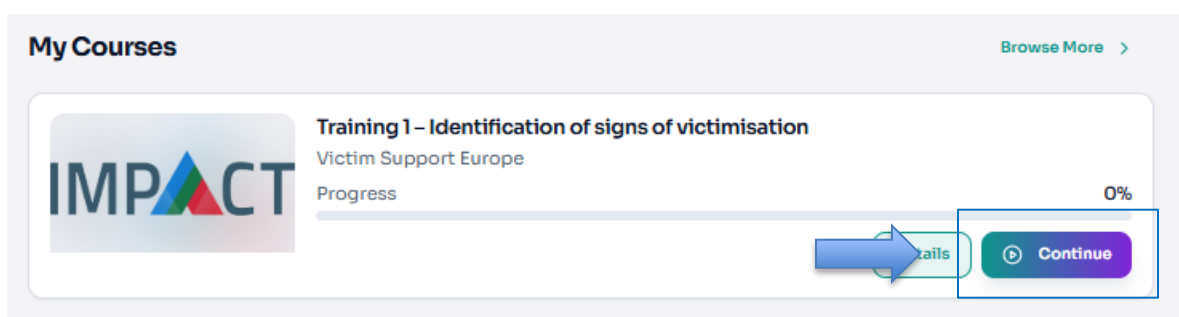
By clicking on “Browse Course”, you will access the 5 online courses available.



Click on the module you want to follow and select “**Enroll now**” to add it to your dashboard

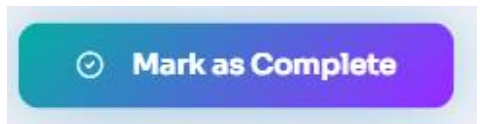


You can start the course by clicking on “**Continue**”



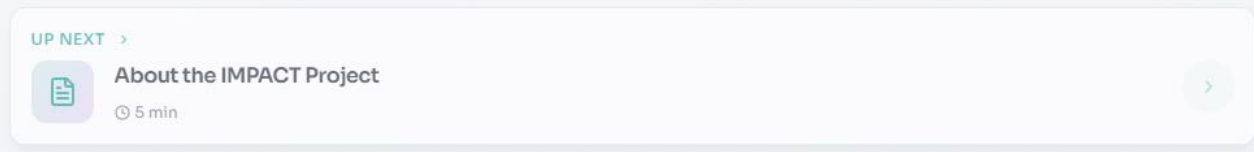
4. COMPLETING LESSONS

At the end of a lesson, click on “mark as Complete” to validate your lesson and access the following one

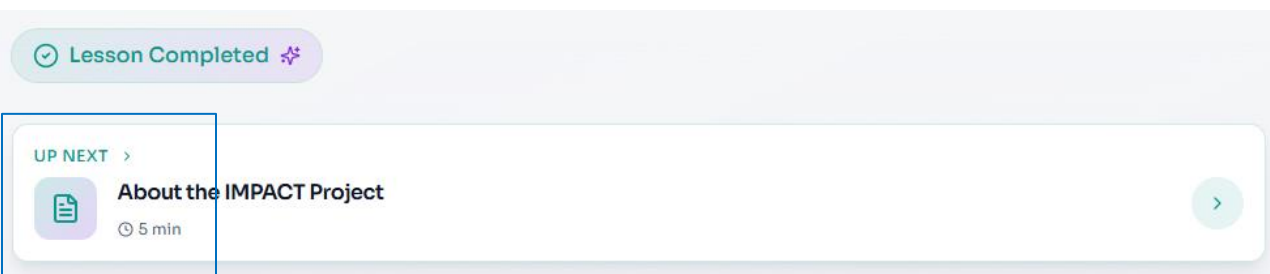


Once you start your training, you need to complete all exercises to finish a lesson. If you don't answer all the exercises, **your progression will be blocked**.

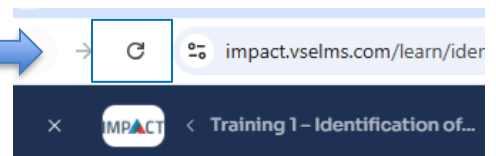
Complete all exercises to finish this lesson (8 remaining).



Once you complete all the exercises, your lesson will be marked as “complete”. By clicking on “up next”, you will be able to access the next lesson



Refresh your browser if you cannot access the next lesson



With this progression bar on the top of your screen, you can track your progression and go to the previous/next lesson.



5. DOWNLOADING YOUR COMPLETION CERTIFICATE

After completing the post-training assessment, you can access and download your certificate in PDF version.

You can access your certificates anytime through “My Certificates” section in your Dashboard

My Certificates

You've earned 1 certificate!

View Certificates >

