

Quick guide to using the new platform

# Learning and Development Platform

User Guide

ICTS - April 2024

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# Learning and Development Platform – User Guide

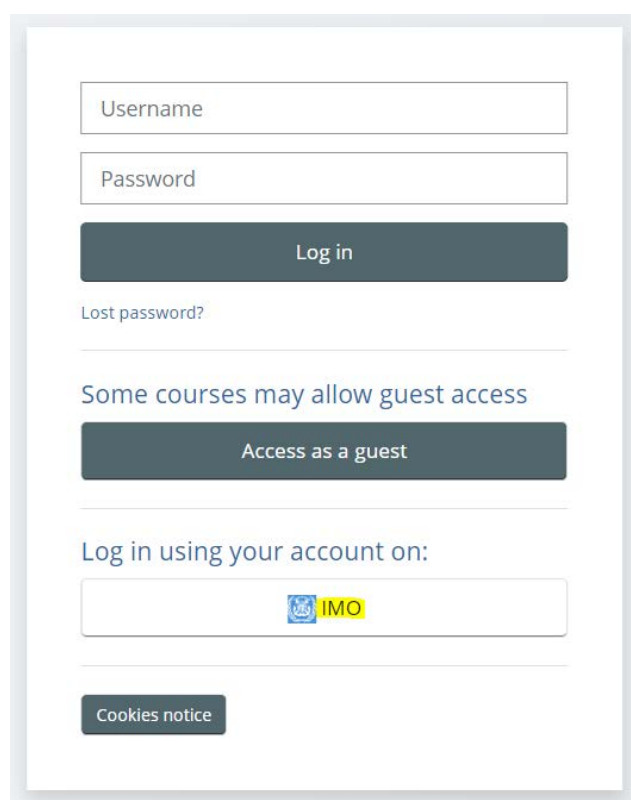
## Introduction

The new Learning and Development Platform has been developed to incorporate all available learning resources to empower staff members with the knowledge and skills necessary to succeed in their current roles and to grow within the organization.

The aim is to provide IMO colleagues with access to learning resources, courses, and materials to develop both job-specific and general competencies necessary for their role and to facilitate career development.

## Access

To access the platform, type <https://ld.imo.org> and then at the upper right corner click *Log In*. The following screen will appear where you need to click on IMO.



The screenshot shows a login interface with the following elements:

- A text input field labeled "Username".
- A text input field labeled "Password".
- A dark blue button labeled "Log in".
- A link labeled "Lost password?".
- A horizontal separator line.
- The text "Some courses may allow guest access".
- A dark blue button labeled "Access as a guest".
- A horizontal separator line.
- The text "Log in using your account on:".
- A button with the IMO logo and the text "IMO".
- A horizontal separator line.
- A dark blue button labeled "Cookies notice".

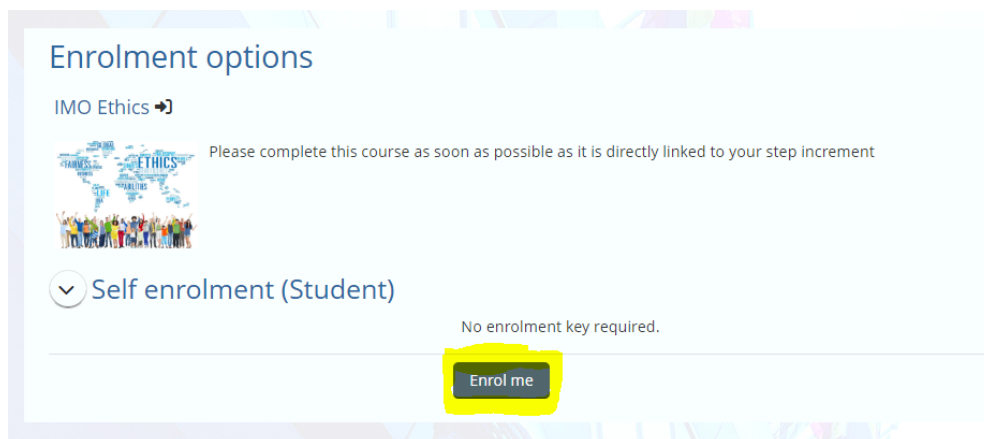
This will take you to the Home page of the platform where you can find a list of courses and various learning resources currently organized under three categories:

- Mandatory Training
- UN-specific Courses and Resources
- Other

The link to the platform is also available at the Intranet home page, top navigation bar, *Learning and Development*.

## Course Enrolment

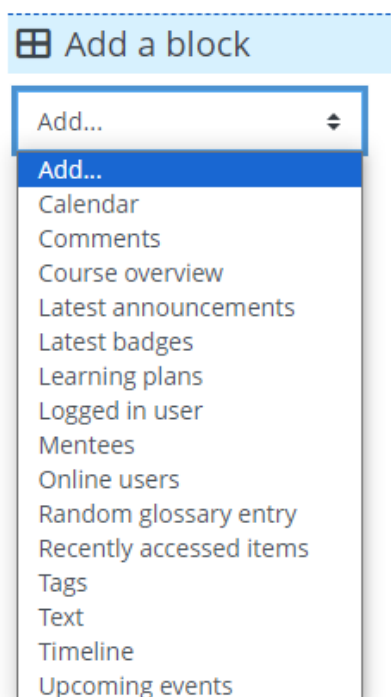
To access any of the available content, whether it is a course, an external link or a list of resources, you need to enrol yourself by selecting the course/resource and then clicking on the *Enrol me* option.



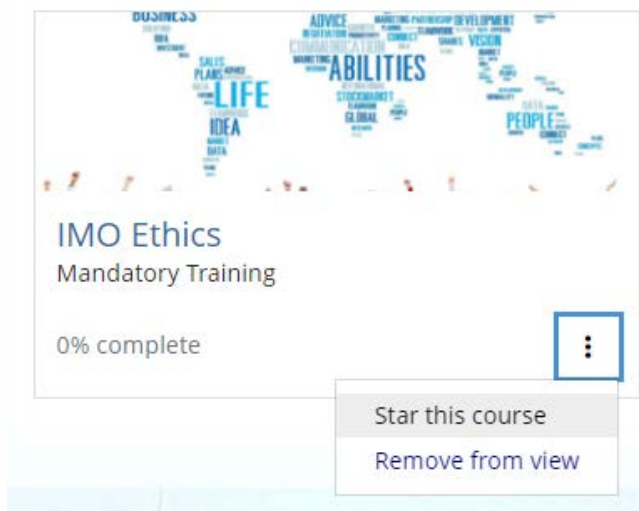
This will grant you access to the specific resource from where you can access the relevant content. Note that not all courses provide certificates of completion and in certain cases you are required to take a screenshot of the completion page or the assessment result in order to demonstrate completion of the course.

## Dashboard

A dashboard is available for you when selecting Dashboard at the top navigation bar. This has been pre-populated with specific blocks, e.g. recently accessed courses, starred courses etc. but you can customize it to suit your needs by selecting *Customise this page* and then adding, removing or reorganizing blocks. Below is a list of available blocks to add to your dashboard, in addition to the existing ones:

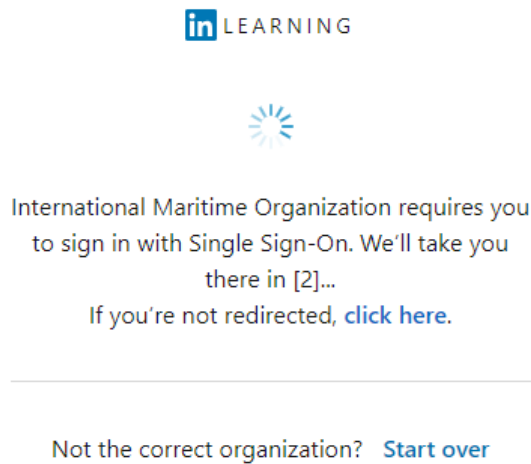


A course can be starred by clicking on *My Courses* at the left navigation bar, then selecting the 3 dots at the right of the course name and then *Star this course*.



## LinkedIn Learning

With your IMO account, you now have access to thousands of courses on LinkedIn Learning. To access those, enrol yourself to the LinkedIn Learning course on the platform, click on the available link ([here](#)) and you will see the below screen.



This will take you to the LinkedIn Learning platform where you can explore all the available courses of your interest, following discussion with your supervisor.

## IMO Learning and Resources

After enrolling to this resource, you can access various IMO links and resources formerly available through the Intranet Learning and Development page.

## Certificate Repository

The certificate repository provides a central location to upload all your certificates (including those acquired from external parties), assessment results or other proof of course completion. Besides the certificate name and the date it was received, it holds information on the certificate type (mandatory or not) and expiry date, if applicable.

The information you upload is available to your line manager and HRS for reference. You can access the certificate repository [here](#) and also from the platform's Home page.

