

# CABES e-learning portal User Guide for Participants

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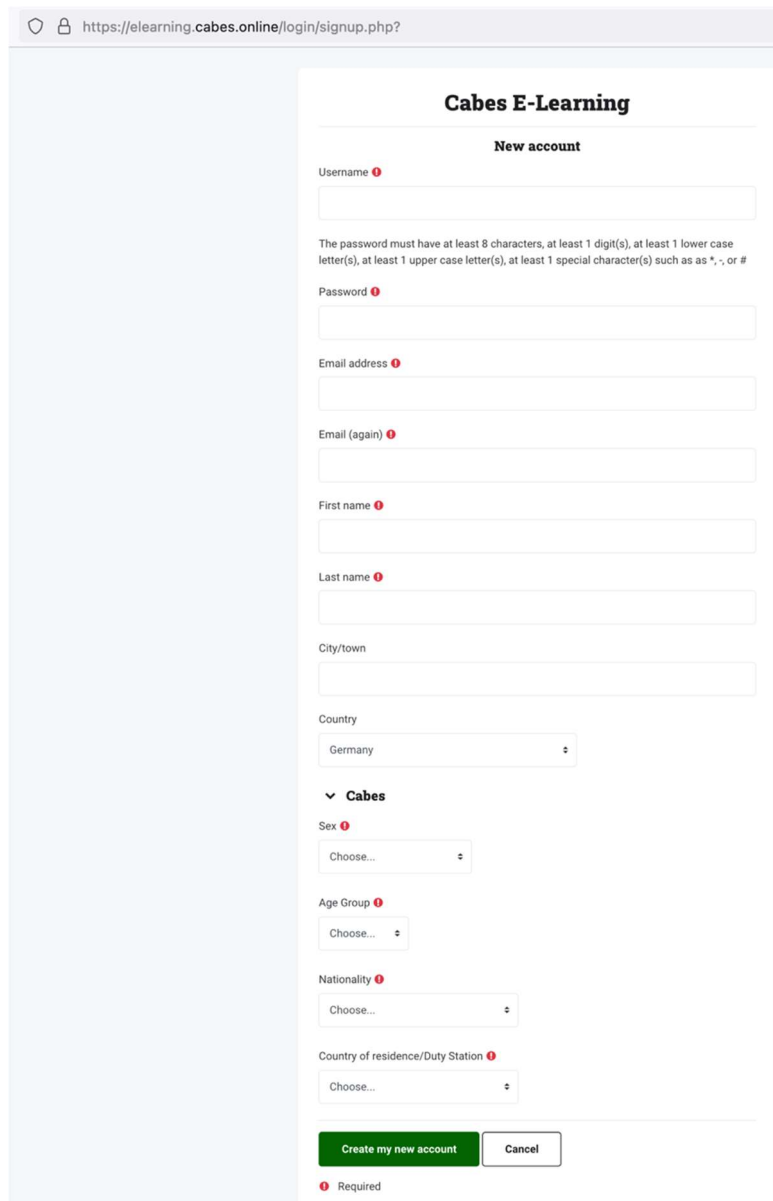
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## 1. Registering on the CABES e-learning portal

To use the CABES e-learning portal, you need to register first:

### 1. Register Your Account:

- Visit <https://elearning.cabes.online/login/signup.php>.
- Complete the registration form. Fields marked with ! are mandatory.
- Note: Use only lowercase letters for the username.



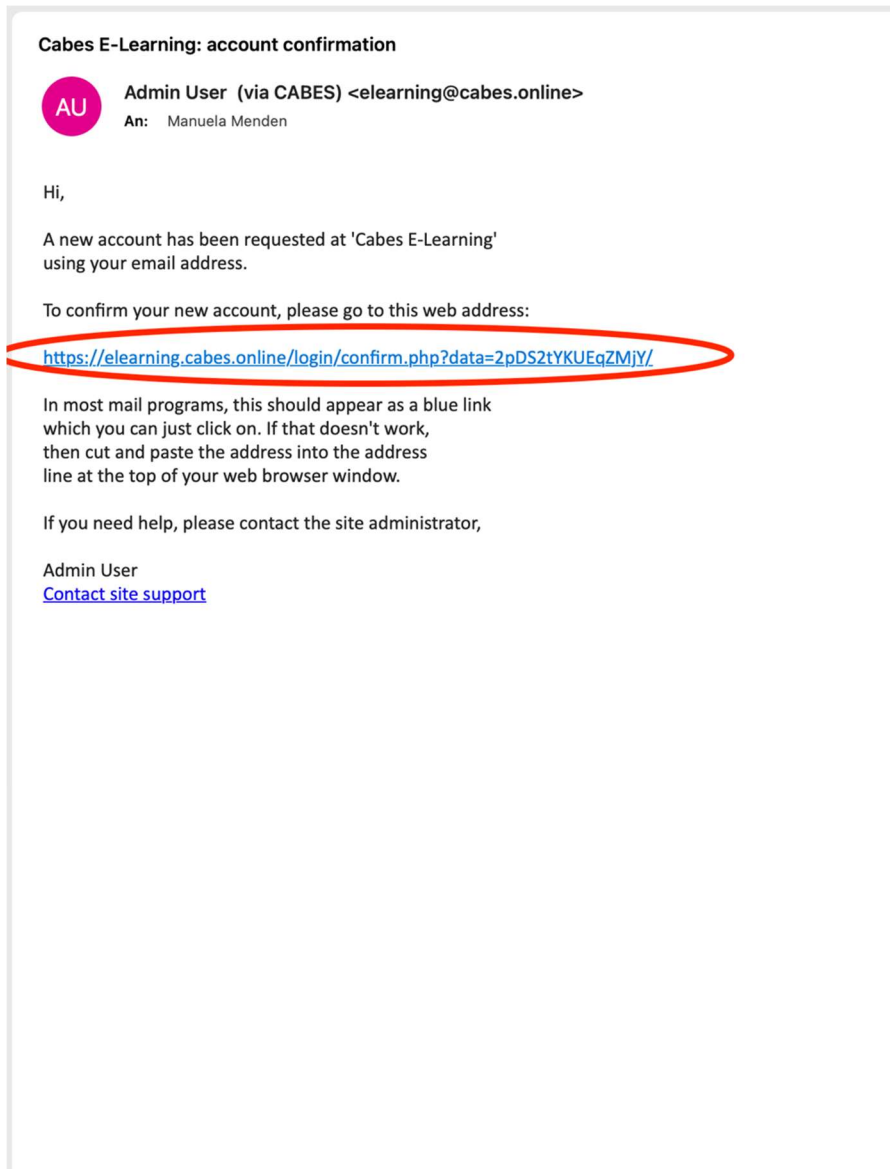
The screenshot shows a web browser window with the URL <https://elearning.cabes.online/login/signup.php>. The page title is "Cabes E-Learning" and the section is "New account". The form contains the following fields and options:

- Username** (Required): Text input field.
- Password** (Required): Text input field. Below it, a note states: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #".
- Email address** (Required): Text input field.
- Email (again)** (Required): Text input field.
- First name** (Required): Text input field.
- Last name** (Required): Text input field.
- City/town**: Text input field.
- Country**: Dropdown menu with "Germany" selected.
- Cabes** (Section Header):
  - Sex** (Required): Dropdown menu with "Choose..." selected.
  - Age Group** (Required): Dropdown menu with "Choose..." selected.
  - Nationality** (Required): Dropdown menu with "Choose..." selected.
  - Country of residence/Duty Station** (Required): Dropdown menu with "Choose..." selected.

At the bottom of the form are two buttons: "Create my new account" (green) and "Cancel" (white). A legend at the bottom left indicates that a red exclamation mark icon means "Required".

## 2. Activate Your Account:

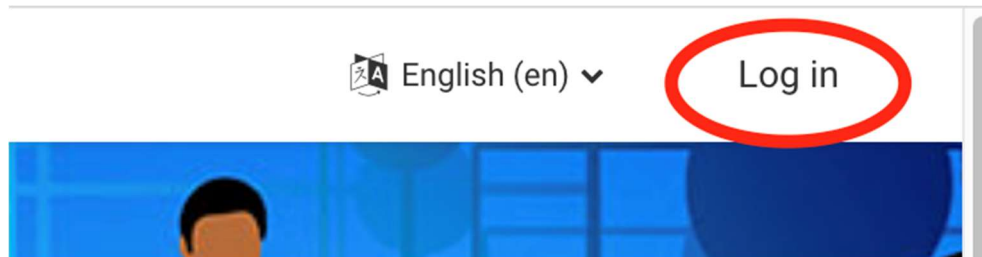
- After registration, you will receive an email from Admin User at [elearning@cabes.online](mailto:elearning@cabes.online) within 5 to 10 minutes. Check your spam folder if you do not see the email.
- Click on the activation link in the email. A browser confirmation will inform you that your account is activated.



## 2. Logging In

Once you're registered, you can log in as follows:

1. Visit the CABES e-learning portal and click on **"Log in"** on the top-right  
<https://elearning.cabes.online/login/index.php>.
1. You can also change your language preference here.



2. Enter your username and password in the respective fields.
3. Click on "Log in".

### CABES e-learning portal

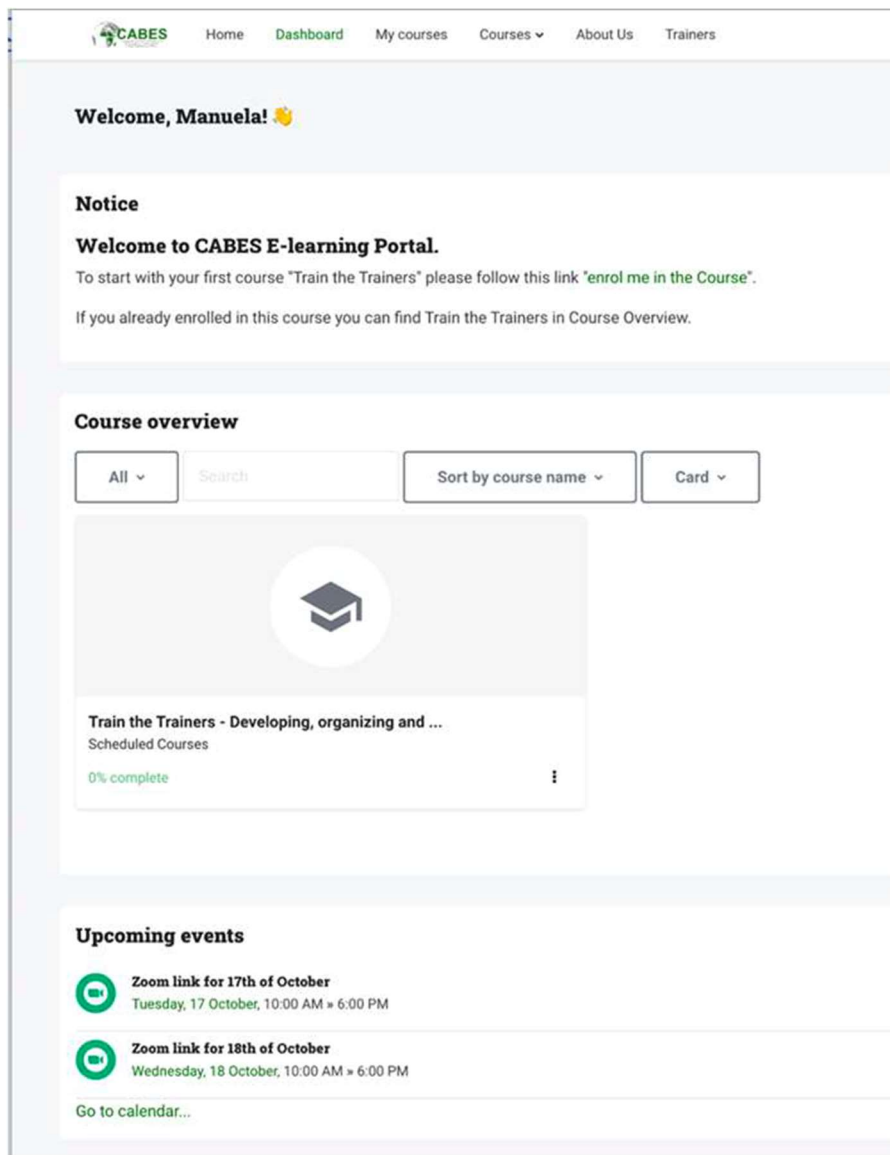
  
  

[Lost password?](#)  
Cookies must be enabled in your browser

### 3. Dashboard

Your dashboard is your personal homepage on the CABES e-learning portal:

1. After logging in, you'll see your **Dashboard**. It provides an overview of your courses, events and activities.
2. On your Dashboard you also find occasionally important announcements from the CABES e-learning team.

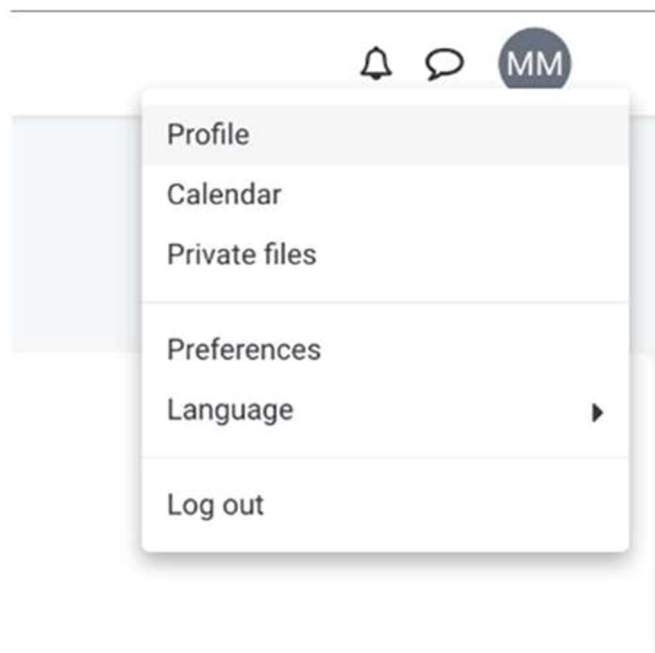


The screenshot shows the CABES e-learning portal dashboard. At the top, there is a navigation bar with the CABES logo and links for Home, Dashboard, My courses, Courses, About Us, and Trainers. The main content area starts with a personalized welcome message: "Welcome, Manuela! 🌟". Below this is a "Notice" section titled "Welcome to CABES E-learning Portal." which provides instructions on how to start a course and where to find course overviews. The "Course overview" section features a search bar, a dropdown menu set to "All", and buttons for "Sort by course name" and "Card". A course card is displayed for "Train the Trainers - Developing, organizing and ..." with a progress indicator showing "0% complete". The "Upcoming events" section lists two Zoom links for October 17th and 18th, 2023, with a "Go to calendar..." link at the bottom.

## 4. User Menu

The **User Menu** is typically found at the top right:

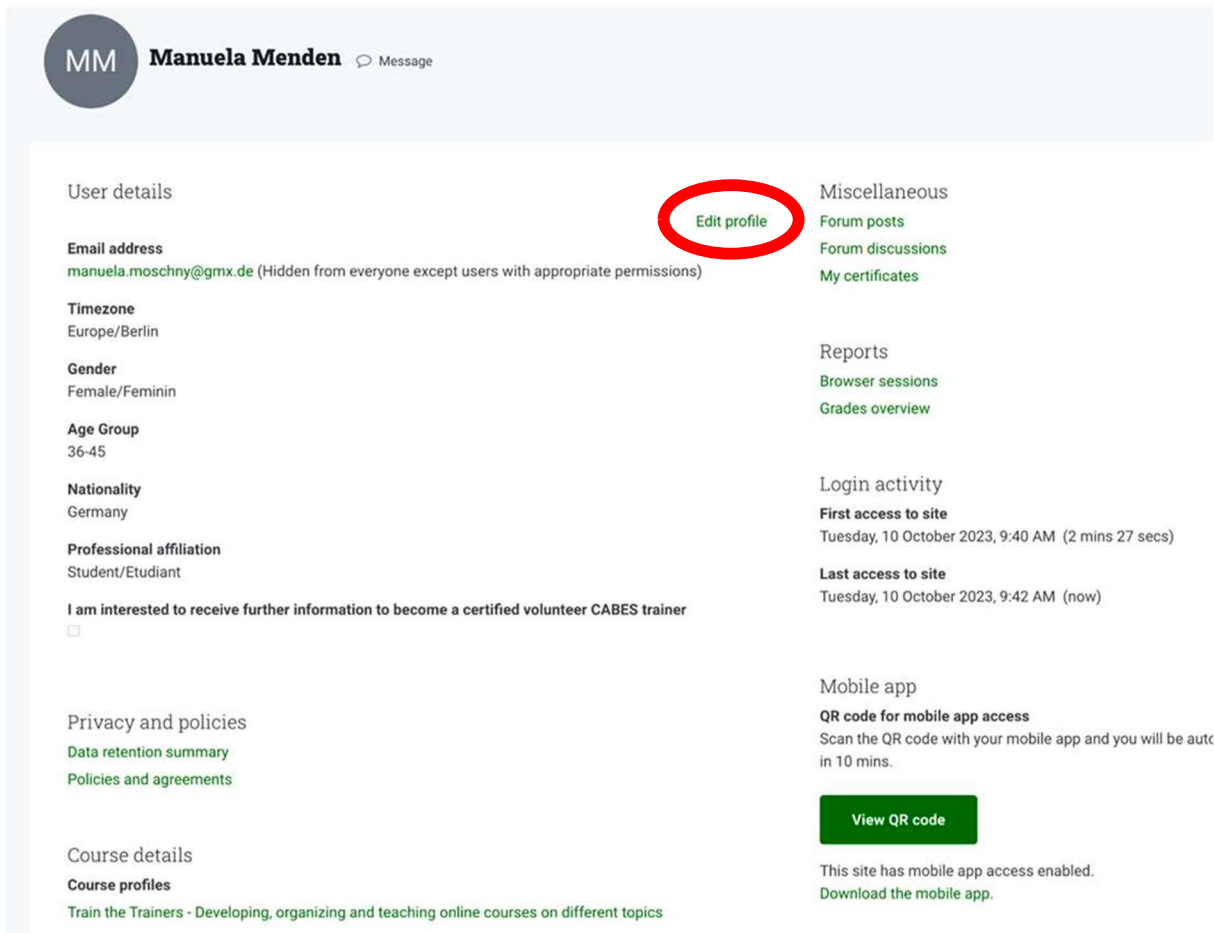
1. Click on your name or profile picture to open the menu.
2. Here you have access to your profile, messages, settings, and the log-out option.
  1. **Profile:** Personalize and update user information.
  2. **Calendar:** View all scheduled events and activities, direct links to ZOOM Meetings.
  3. **Preferences:** Customize language settings, notification preferences, and more.
  4. **Language:** Switch between English and French.
  5. **Log Out:** Secure exit from the platform.



## 5. Profile

To edit your profile:

1. Go to the User Menu and select **“Profile”**.
2. Click on **“Edit profile”** to update your personal information.
3. You can also change your profile picture here.
4. Option to view and download certificates for completed courses.



**MM** **Manuela Mendon** [Message](#)

**User details**

**Email address**  
[manuela.moschny@gmx.de](mailto:manuela.moschny@gmx.de) (Hidden from everyone except users with appropriate permissions)

**Timezone**  
Europe/Berlin

**Gender**  
Female/Feminin

**Age Group**  
36-45

**Nationality**  
Germany

**Professional affiliation**  
Student/Etudiant

I am interested to receive further information to become a certified volunteer CABES trainer

**Privacy and policies**  
[Data retention summary](#)  
[Policies and agreements](#)

**Course details**  
**Course profiles**  
[Train the Trainers - Developing, organizing and teaching online courses on different topics](#)

**Miscellaneous**  
[Forum posts](#)  
[Forum discussions](#)  
[My certificates](#)

**Reports**  
[Browser sessions](#)  
[Grades overview](#)

**Login activity**  
**First access to site**  
Tuesday, 10 October 2023, 9:40 AM (2 mins 27 secs)  
**Last access to site**  
Tuesday, 10 October 2023, 9:42 AM (now)

**Mobile app**  
**QR code for mobile app access**  
Scan the QR code with your mobile app and you will be aut  
in 10 mins.  
[View QR code](#)

This site has mobile app access enabled.  
[Download the mobile app.](#)

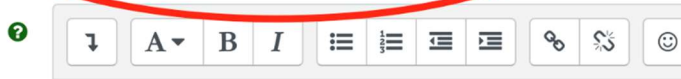


## 6. Changing Timezone

To adjust your timezone:

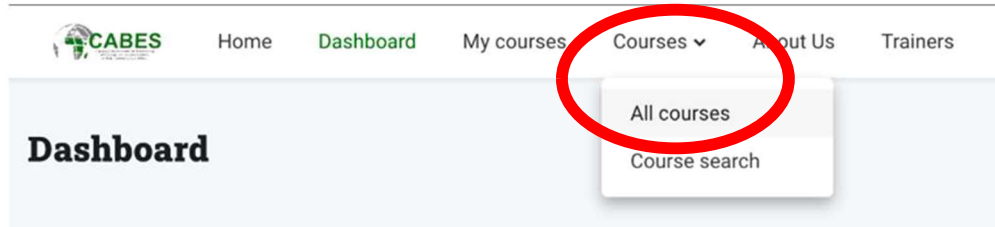
1. Go to the User Menu and select **“Profile”** as described above.
2. Under **“Edit profile”**, find the **“Timezone”** option.
3. Select your timezone and click on **“Update profile”** at the end of the page, so save the changes!

Default timezone is Europe/Berlin

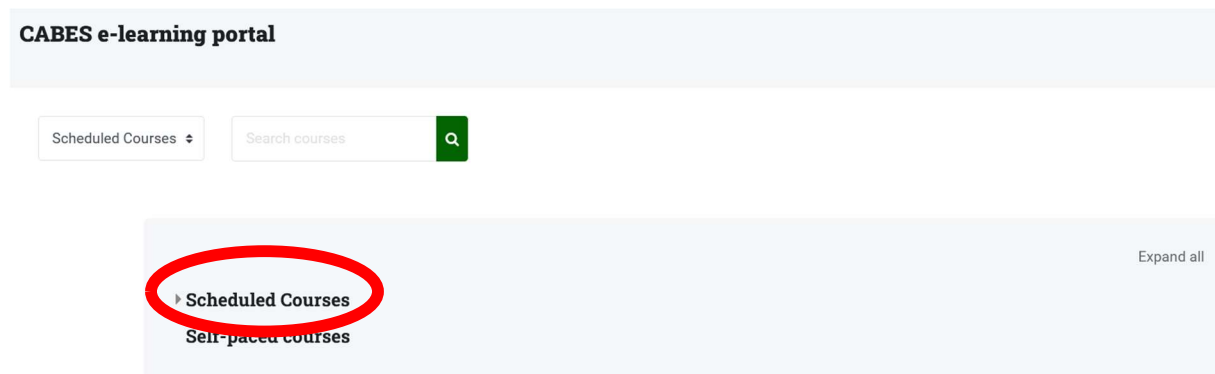
Select a country	Germany
Timezone	Server timezone (Europe/Berlin)
Description	

## 7. Finding and enrolling in a course

1. Go to Courses and All courses in the Menu. Here you find an overview of all available courses.



2. Click on "Scheduled Courses to get a list of all courses.



3. Select the course you want to participate in.
4. Click on the name of the course
5. Enrol into the course via "Enrol me" Button

### ✓ Self enrolment (Participant)

No enrolment key required.

**Enrol me**

6. You will receive an email with the conformation of your enrolment. Check your spam folder if you do not see the email.