
SHE TRADES COMMONWEALTH ONLINE TRAININGS USER GUIDE

Registration: You will receive an email with an individual invitation to register for the online courses, including log in and password information. Once you log in, you can change your password, which will be valid for the 12 online courses.

Duration: Each online course requires 4 hours of study during 2 weeks. Kindly note that you will be able to access the course at any time during the 2 weeks that the course will be open. This means that **lectures are not given at any specific time** and you will be able to access the lectures at your most convenient time.

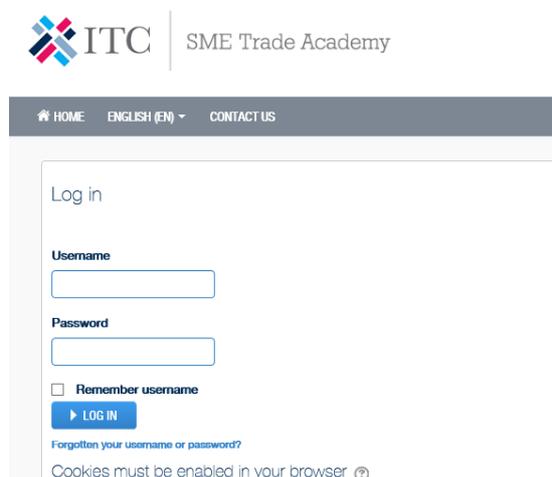
Format: Each course consist usually of 4 lectures and you will be able to participate in forums and ask questions. We recommend you use **Google Chrome**.

Certification: You can obtain a certificate for each course you take. Kindly note that in order to obtain each certificate, you will need to answer the pre-course survey, actively participate in forums and exercises, complete the course evaluation form, and answer the post-course survey.

Should you have any question or doubt, do not hesitate to contact Ms Lizbeth Becerra (abecerra@intracen.org).

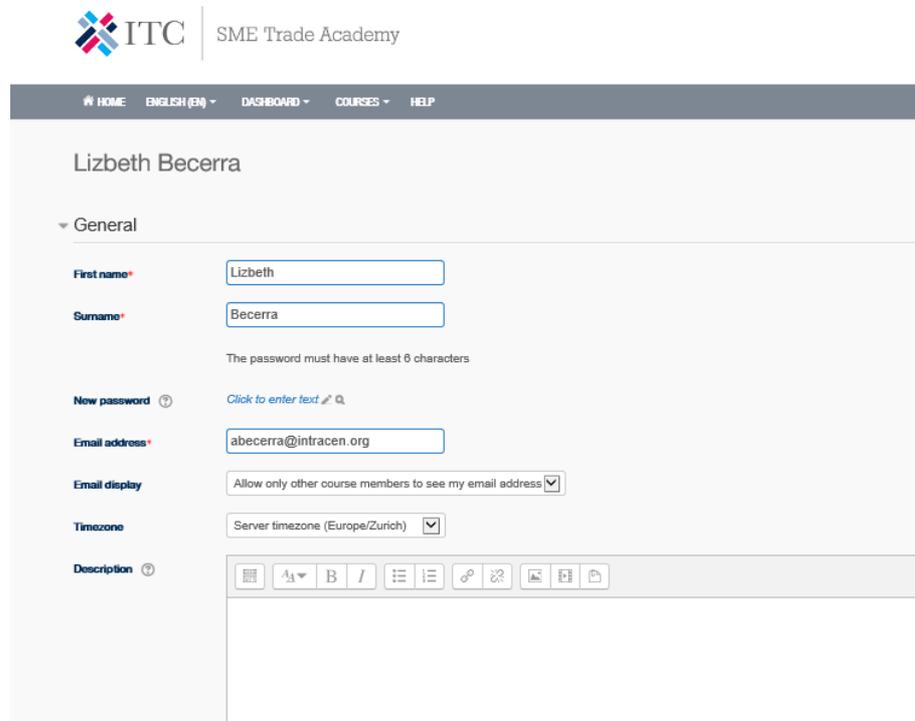
HOW TO ACCESS THE ONLINE TRAININGS STEP-BY-STEP

1. You will receive an email from SME Trade Academy <noreply@intracen.org> including log in and password information.
If you did not receive the email, verify your spam emails. In case you cannot find it, contact Ms. Lizbeth Becerra abecerra@intracen.org
2. Follow the instructions stated in the email and access this [link](#). It will direct you to the below page, where you will have to use the username and password given to you in the email.



The screenshot shows the login page for the SME Trade Academy. At the top, there is a navigation bar with 'HOME', 'ENGLISH (EN)', and 'CONTACT US'. Below the navigation bar, the page title is 'Log in'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember username'. A blue 'LOG IN' button is positioned below the checkbox. At the bottom of the login form, there is a link that says 'Forgotten your username or password?'. Below the login form, there is a footer note: 'Cookies must be enabled in your browser' with a small icon.

- Once you log in, fill up your general information.



The screenshot shows the user profile page for Lizbeth Becerra. The page header includes the ITC logo and 'SME Trade Academy'. The navigation bar contains 'HOME', 'ENGLISH (EN)', 'DASHBOARD', 'COURSES', and 'HELP'. The user's name 'Lizbeth Becerra' is displayed at the top. Below this, the 'General' section is expanded, showing the following fields:

- First name***: Lizbeth
- Surname***: Becerra
- New password**: A link to 'Click to enter text' with a help icon. A note below states: 'The password must have at least 6 characters'.
- Email address***: abecerra@intracen.org
- Email display**: A dropdown menu set to 'Allow only other course members to see my email address'.
- Timezone**: A dropdown menu set to 'Server timezone (Europe/Zurich)'.
- Description**: A rich text editor with a toolbar containing icons for bold, italic, list, link, unlink, image, video, and insert.

- Once you have filled your General Information, go to "Courses" on the top of your screen. By clicking on "courses", you will see the courses to which you are enrolled.
 - Click on the course you want to take.



5. To start the course, you will need to do the “Pre-Course Perception Survey”. Kindly refer to the below image.

ITC SME Trade Academy

HOME DASHBOARD COURSES HELP CONTACT US

Dashboard > My courses > Special Session: Taking the Entrepreneurship Route...

Taking the Entrepreneurship Route Your progress

INSTRUCTIONS

- Complete all the learning activities in the order provided.
- Participate in the discussion forum at least once.
- Note that the case study exercises serve as assessments for this course.
- In order to receive a certificate, a minimum of 60% correct answers is required for the case study exercises. Note that this does **not** include questions in the lectures themselves, which are not marked.
- Should you need tutor support for clarification, use the "message my tutor" link provided.
- All activities must be marked as complete in order to complete the course.
- To complete the Forum Task, you must post at least two replies in the forum.
- If you are experiencing problems with viewing the lectures, please go to the Help section for troubleshooting - [click here to view the Help section.](#)

COURSE TUTOR
Juan Hoyos

[Pre-Course Perception Survey](#)

Please take a moment to answer this short perception survey. You will be able to access the course contents once you have done so.

20 August - 26 August
Not available unless: The activity [Pre-Course Perception Survey](#) is marked complete

6. Once you fill the survey, you will have access to all the lectures. You will be able to access these lectures over the 2 weeks that the course will be open.

[Pre-Course Perception Survey](#)

Please take a moment to answer this short perception survey. You will be able to access the course contents once you have done so.

20 August - 26 August

- [Lecture 1: Youth employment and Entrepreneurship \(L251\)](#)
- [Case Study 1: Overview of Youth Employment \(C038\)](#)
- [Lecture 2: Being an Entrepreneur \(L252\)](#)
- [Case Study 2: Being an Entrepreneur \(C039\)](#)

27 August - 2 September

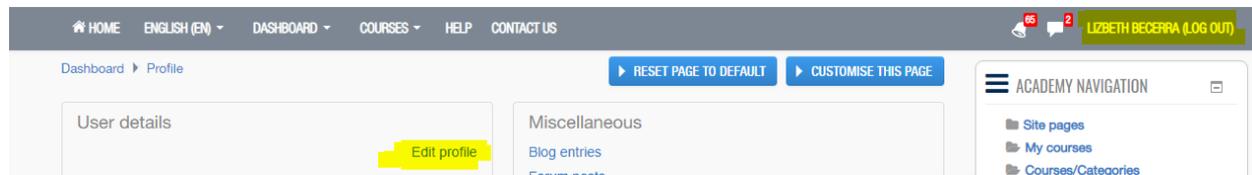
- [Lecture 3: The Entrepreneurship Process \(L253\)](#)
- [Case Study 3: The Entrepreneurship Process \(C040\)](#)
- [Entrepreneur Readiness Self-Assessment](#)
- [Post-Course Perception Survey](#)
- [Course Evaluation](#)
- [Certificate of Achievement](#)

Not available unless:

- The activity [Course Evaluation](#) is marked complete
- The activity [Forum Task](#) is marked complete
- The activity [Post-Course Perception Survey](#) is marked complete

7. Obtain your certificate by concluding all the lectures, the case studies, participating actively in forums and filling up the post-course evaluation.

To change Personal Information (email, name, age, etc) click on your name on the top right of the page and then click on EDIT PROFILE.



Enjoy and learn a lot from the online trainings!
The SheTrades Commonwealth team