OECD e-learning Academy on Responsible Business Conduct

How-to Manual
Use the link below to access the OECD e-learning Academy on Responsible Business Conduct registration page and click on **Log In** to complete your registration.

Log In

After registering, you will receive a confirmation message. This e-mail from noreply_OECDe-learning@csod.com may end up in your spam box, so please check your junk mail.

Follow the link in the e-mail to sign in using the same e-mail address and password from the registration page.

If you cannot remember your password, click on Forgot Password? Enter the e-mail address from the registration page and click Submit. A link to reset your password will be sent to you by e-mail. The link will remain valid for 48 hours. Check your junk mail if you do not see an e-mail in your inbox.
3 Terms and Conditions

Once you have logged in, you will see a pop-up window on the e-learning home page.

Click on **Terms and conditions** to read more about the terms of use in a new window or click "X" to remain on the homepage.

Return to the e-learning home page by simply closing the terms of use window.
4 Access the Learning Space

Click on My Learning Space to get started.
Select a Course

Select a course from the options offered on the learning space.
Start Learning

Click on **Open curriculum** to begin the course.
Navigate

The navigation panel allows users to access different features of the website. To access the panel, click on the 3 lines in the top right hand corner of the screen.

The navigation panel has two categories, **Home** and **Learn**. Use the Home category to access technical support, and the Learn category to view your training record.
Track your Progress

Click on Learn, then select My Training Record to view the courses you are taking or have completed.
View your Certificate & Revisit Completed Courses

To view your certificate and completed courses, open **My Training Record**. Click on the drop-down menu *Active* and select *Completed*.

Click on **View certificate** to see your certificate of completion or click **Open curriculum** in the drop down menu to revisit the course.
Once you have completed your learning, open the navigation panel and select **Log out**.
Questions?

For more help, contact us at RBC@oecd.org