Guidance for JRA online training enrolment and access

This detailed guidance aims at helping new JRA learners to access the online training course. Some steps may appear slightly differently depending on your browser. The steps presented below were conducted on Internet Explorer and Google Chrome.

1- Click the link to access the WHO website:
https://extranet.who.int/hslp/training/course/view.php?id=340
You will get the below screen.
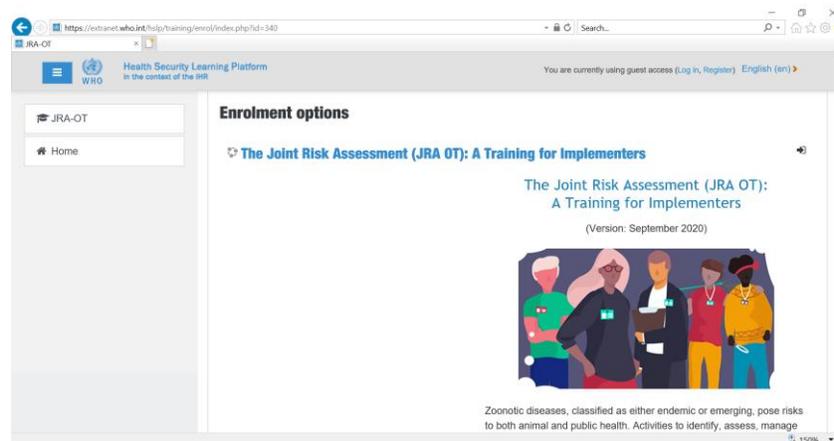
2- Scroll down the page and click on *Continue* button
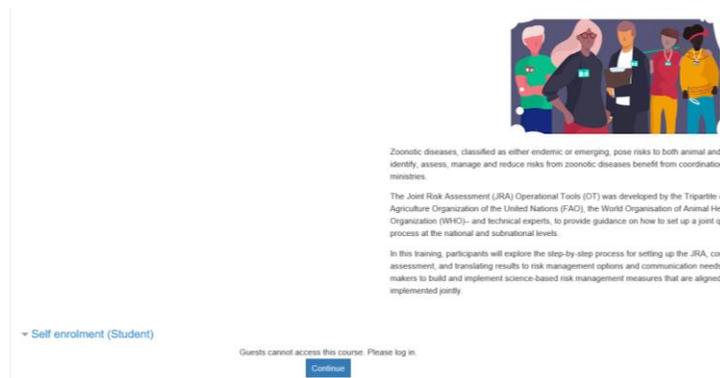
3- The below window will appear. Click on *Register*.

4- A new screen will appear asking to enter your mail address. Once done, tick the box *I'm not a robot*, and click the red button *Next* → to continue the process.

5- A new window may appear (not necessarily) asking for review permissions, click Accept.

6- You will be directed to the WHO login webpage as shown below. Click *External Partners*, and enter your mail address in the *Sign-in* pop-up window.
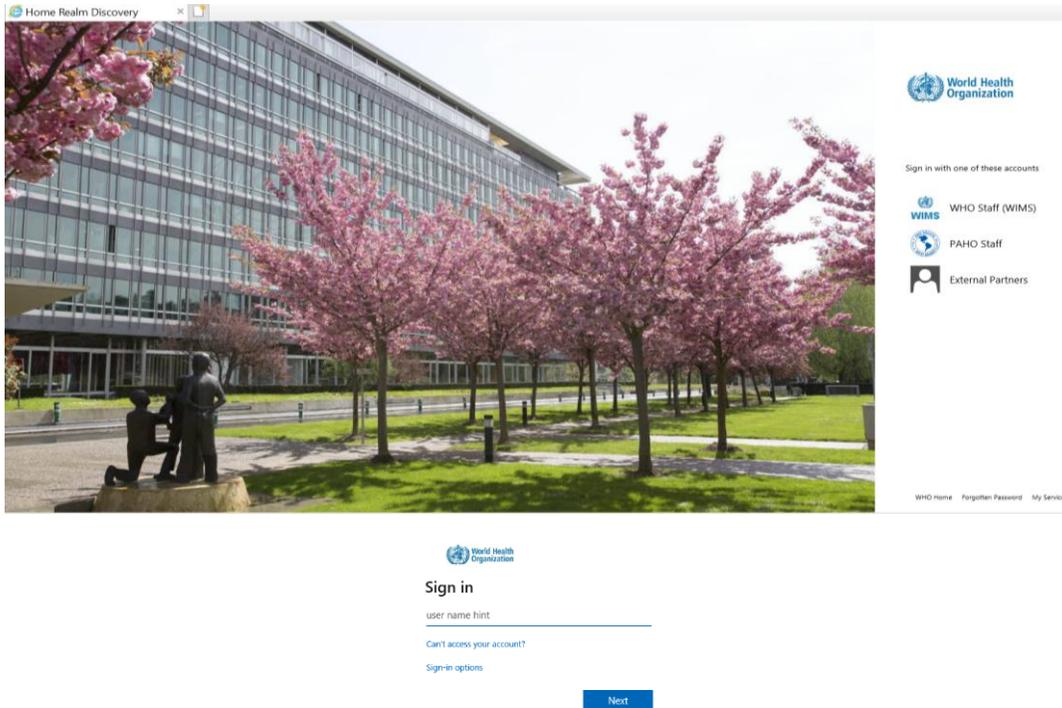
7- **You finished your registration!** Now you can complete some information on your profile. Fields with exclamation marks are *Required* and must be filled to proceed. Once done, scroll down until the bottom of the page and click the blue button *Update Profile*

8- Your profile page will appear as below with your First and Last names entered previously.
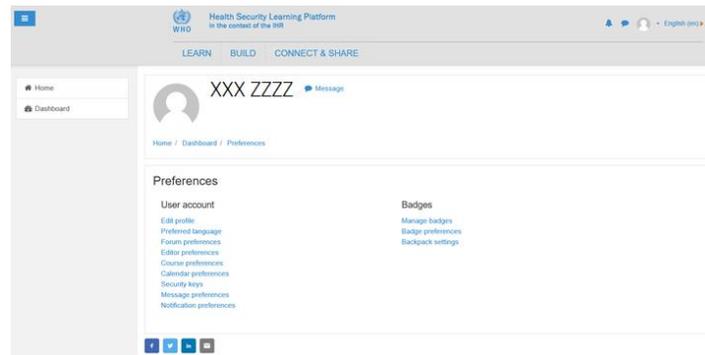
9- Now that you have your profile, you will be able to access the JRA Online training module. To do so, click the *LEARN* tab at the top of the webpage (red square), and once the new window appear select the learning program entitled **TOOLS AND RESOURCES FOR A ONE HEALTH APPROACH** circled on the screen capture.
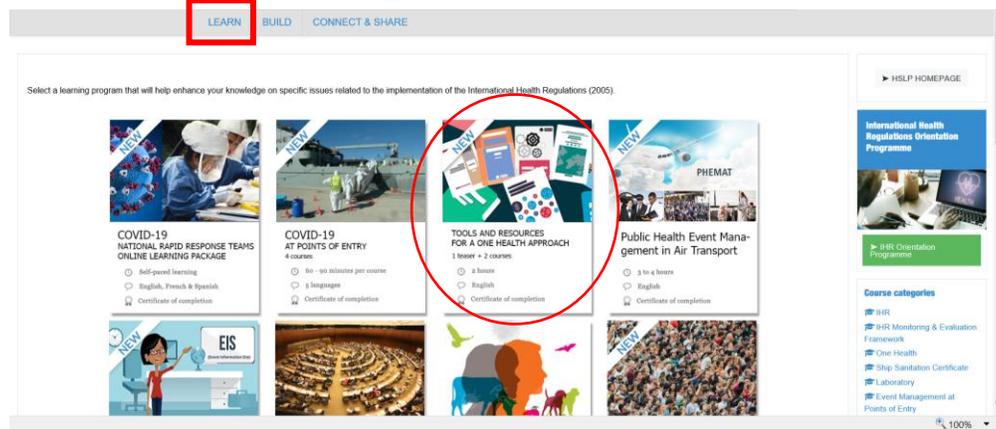
10- A new screen with two courses will appear. Select the course The Joint Risk Assessment (JRA OT): A Training for Implementers
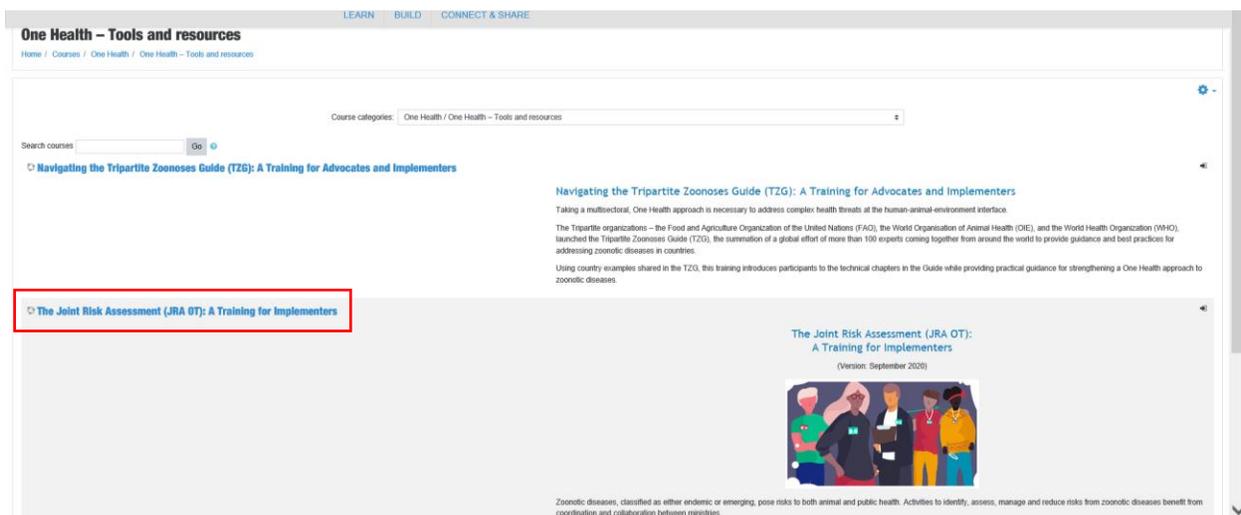
11- The JRA course page will open. Click the blue button *Enrol me* down the page to access the course.

12- A window will pop-up explaining you few tips on the messaging interface. Click *Next*, then *End tour*.

13- Down the page, click the little box JRA course indicated by the red arrow on the screenshot to start learning!

14- A new window should pop-up, click the **START COURSE** button! You are good to go, happy learning!
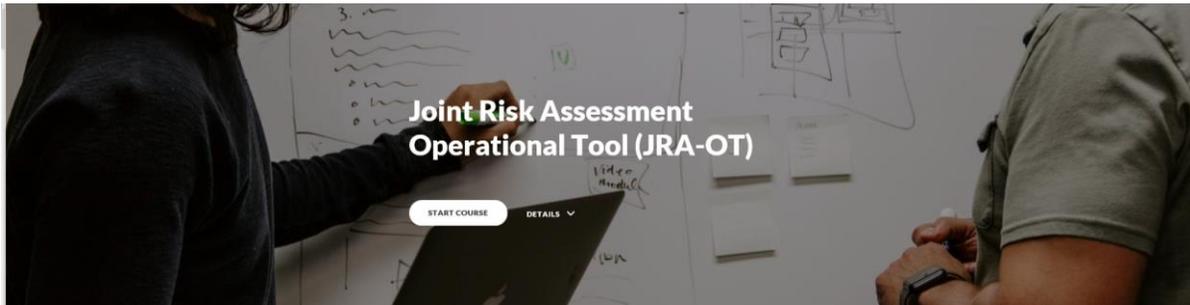
TIP: Some internet browsers may have restrictions on pop-up window in their settings and will not allow the new window of step 14 to appear. If on **Google Chrome**, you can click the little icon (red arrow) at the end of the URL tab to allow for pop-up window on the WHO website. Then refresh the webpage (button circled in red), and the window of your course will appear, as shown in step 14.
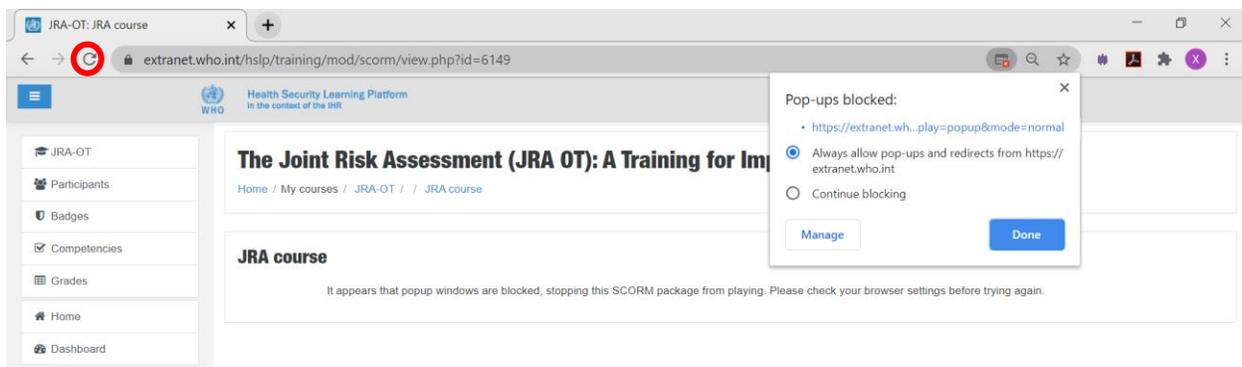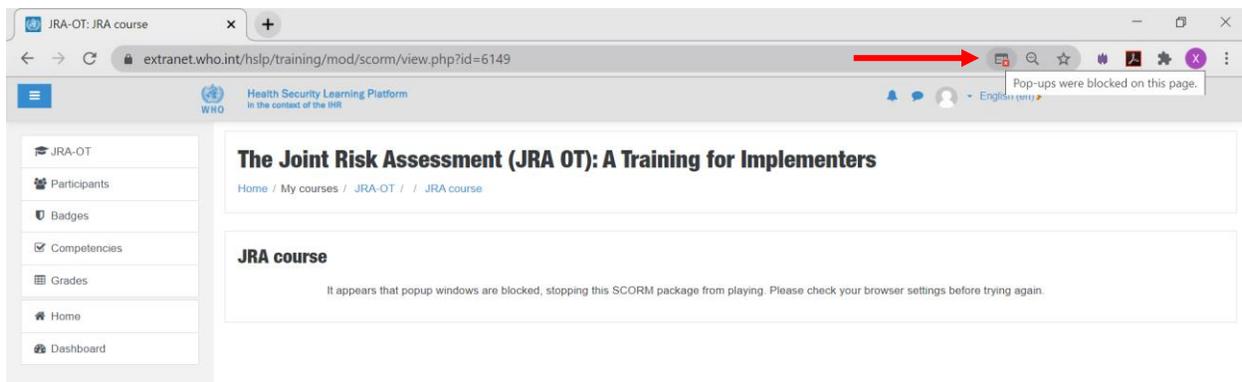
If on **Internet Explorer**: click the settings icon ⚙ > *internet options > Privacy* tab > untick the box *Turn on pop-blocker* > click apply > Refresh. You can turn back the pop-up blocker after the course, or modify the settings to only allow WHO website.

Internet Options

General Security **Privacy** Content Connections Programs Advanced

Settings

[Sites] [Advanced]

Location

☐ Never allow websites to request your physical location [Clear Sites]

Pop-up Blocker

☑ Turn on Pop-up Blocker [Settings]

InPrivate

☑ Disable toolbars and extensions when InPrivate Browsing starts

ⓘ Some settings are managed by your system administrator.

[OK] [Cancel] [Apply]