**Learning Management System Guidelines**

1. **How to get an account?**

The creation of an LMS account for each student is managed by our ICT department, upon confirmation of enrollment to the one of our courses. Once a registration is process is completed, you will be receiving an email from our system with title “**learning.eipa.eu: New user account**”. In your initial login, you would be using randomly generated password that was provided to you in the aforementioned email. Once your login attempt is successful, the system would require you to change your password to one of your choice. Please keep in mind that the you will be required to comply to the mandatory password policy, which consists of the following:

“***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 non-alphanumeric character(s) such as as \*, -, or #*** ”

**N.B: In cases that you cannot retrieve the initial email while going through your mailbox, there is a possibility that it ended up in your spam mailbox. One option to retrieve your account details would be to go through your spam mailbox, or to request a new password via “forgotten username or password” button under the login page at** <https://learning.eipa.eu/login/index.php> .

1. **How to log in to our LMS?**

To log in our system, please visit <https://learning.eipa.eu/login/index.php> and fill in your account details with the appropriate credentials provided to you upon registration. Your username usually corresponds to your first, and last name. In addition, you can also use the email that you are registered instead of the username.

1. **How to retrieve a forgotten password or username?**

You can request a password change at “forgotten username or password” on our login page via your specified email, or username,. Upon submitting the form, you will be receiving an email with a temporary password that is active for 30 mins. Once the 30 mins have elapsed, the link would become inactive and you would have to repeat the form submission in order to complete the process.

1. **How to navigate through the system?**

Once the registration process is completed, you would automatically be enrolled to a set of courses. Once your account is online, all the courses that you are enrolled can be accessed either through your “Dashboard” page, or “My courses” button located at the top navigation drawer of the system.

Please keep in mind that you should pay attention to the “Announcement” page on each course, prior to each academic weekend. This page would contain the most up-to-date information about the events themselves, prior readings, status and progress of the course that you are attending.

Within the course page, you would be able to find more information about the course itself. There you would be able to find list of mandatory readings, recommended/optional readings, general overview of the course, and any other additional materials provided by our faculty.

On the right side of your course page, you will be able to see a table of contents. In some instances, it can be hidden, and there would be a button called “Menu” at the far right corner of your screen. To see the table of contents, you would have to click on the button, and you will be able to navigate through the different pages composed by our faculty, to access different links, download documents or to upload assignment in designated submission boxes.

1. **Contact information**

For administrative and organizational questions, please contact your designated Programme Organiser.

For questions regarding our LMS (learning.eipa.eu), please contact our ICT department at:

p.mostafa@eipa.eu