

HOW TO ENROLL FOR FMO ACADEMY COURSES

Dear Learner,

Thank you for your interest in the FMO Academy. We are pleased to inform you that we can offer you direct access to the online FMO Academy catalog as External Learner.

To have access as an External Learner, a self-registration procedure has to be followed. Self-registration as “External Learner” to the FMO Academy by using the following URL:

<https://fmo.ekphost.nl/fmo/servlet/ekp/selfregistration>

The following screen will appear:

The screenshot shows a web form titled "NEW USER REGISTRATION". At the top, there is a disclaimer: "Access to this site is limited to authorized users. The materials contained herein may not be used in any fashion that infringes the copyrights or proprietary interests therein. (* Mandatory fields)". A language dropdown menu is set to "English". The form is divided into three sections: "Your Information", "Address Information", and "Employment Information".

Your Information

*User ID	<input type="text"/>		
*Password	<input type="text"/>	*Verify Password	<input type="text"/>
	(at least 8 character(s) in length)		(at least 8 character(s) in length)
*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Gender	Unspecified ▾		
*Your E-mail	<input type="text"/>		

Address Information

Mobile	<input type="text"/>
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Employment Information

*Company Name	<input type="text"/>		
*Job Title	<input type="text"/>	*Department Name	<input type="text"/>
*Manager Name	<input type="text"/>	*Manager E-mail	<input type="text"/>

At the bottom left of the form is a yellow button labeled "CONTINUE".

1. Please create a unique USER-ID and password. **Please use the following format for USER ID:** First three letters of your organization followed by _ first letter first name first letter last name last letter last name. **It is important to note these details as they will not be resent to you after registration!**
2. Select  to confirm your request.

3. Subsequently an email will be sent to the email address provided during the self-registration:

Dear FMO External Learner,

Your self-registration for the FMO Academy has been submitted to the FMO Academy.
You will receive an email notification as soon as your request for registration has been processed.

Kind regards,

FMO Academy

Training for Development

PLEASE NOTE: at this point, your self-registration request has been sent to the FMO Academy Administrator for processing. As soon as your request has been processed, you will receive an email notification.

4. Upon receipt of an email confirmation, you may access the FMO Academy tool with the credentials supplied by the External Learner during registration:

<https://fmo.ekphost.nl>

Some general information about how to use the FMO Academy tool:

There are different ways of searching for a training:

- On the Home page under Learning center/ catalog browser the trainings are shown per category;
- On the Home page under Learning module search, you can type part of the training name;
- On the Home page under Enrollments you will find the trainings you are enrolled for.

Please access the training via the Catalog Browser to register. In the course description you can sign up by using the Enroll button. You will receive an enrollment notification by email.

Please do not hesitate to contact the FMO Academy if you have any questions or suggestions about the FMO Academy at fmoacademy@fmo.nl