

HOW TO ENROLL FOR FMO ACADEMY COURSES

Dear partner-colleagues,

Thank you for your interest in the FMO Academy. We are pleased to inform you that we can offer (EDFI) partner-colleagues direct access to the online FMO Academy catalog with practical information about the trainings, availability of training seats, location, instructor and training fee.

FMO allows employees from (EDFI) partner organizations access to FMO Academy trainings as “External Learner”.

To have access as an “External Learner” to the FMO Academy catalog, a self-registration procedure has to be followed. This self-registration has to be approved by the FMO Academy and allows a free full training year license January – November for the FMO Academy. Thereafter you will be asked if you wish to re-active your account for the upcoming year.

Self-registration implies that you and your company accept the below mentioned terms and conditions of the FMO Academy:

- Your organization guarantees the payment for the training(s) of the external learner;
- Participation is subject to availability of training seats;
- In case a training is overbooked or has to be postponed, the FMO Academy will inform the participants;
- Once you have enrolled - as an External Learner - for a training we expect you to be there. The HR manager or department manager will be informed in case of withdrawal;
- Training costs (fixed fee per training and mentioned in de catalog) will be charged to your HR Department. No costs will be refunded in case of ‘no show’ or withdrawal within three weeks prior to the start date of the training.

Before you start your self-registration we kindly ask you to read carefully the information below:

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:

NEW USER REGISTRATION

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)

English

Your Information

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

Address Information

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

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

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. A confirmation will appear on the screen:

INFORMATION SUCCESSFULLY UPDATED.

Thank you for providing the self-registration information; your request should be processed within the next 24 hours.

4. 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 (in cases of both successful registration, and also in case of unsuccessful registration).

5. 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.

Enrollment procedure:

- 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;
- Your enrollment is final after the FMO Academy has approved it;
- You will be notified by email whether you can be seated or in case your enrollment has been denied;
- In case the training is fully booked, you will be waitlisted (and you will receive an email notification);
- If the enrollment button is not visible in the course description, it means that enrollment is not possible due to the training being fully booked, the enrollment deadline has been reached or the training date is in the past.

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

We are looking forward to an enjoyable continuation of our training cooperation.