



The IMO Learning Management System (LMS)

A guide on how to register to the IMO LMS and access the available courses

IMO/ICTS - March 2022

Prerequisites

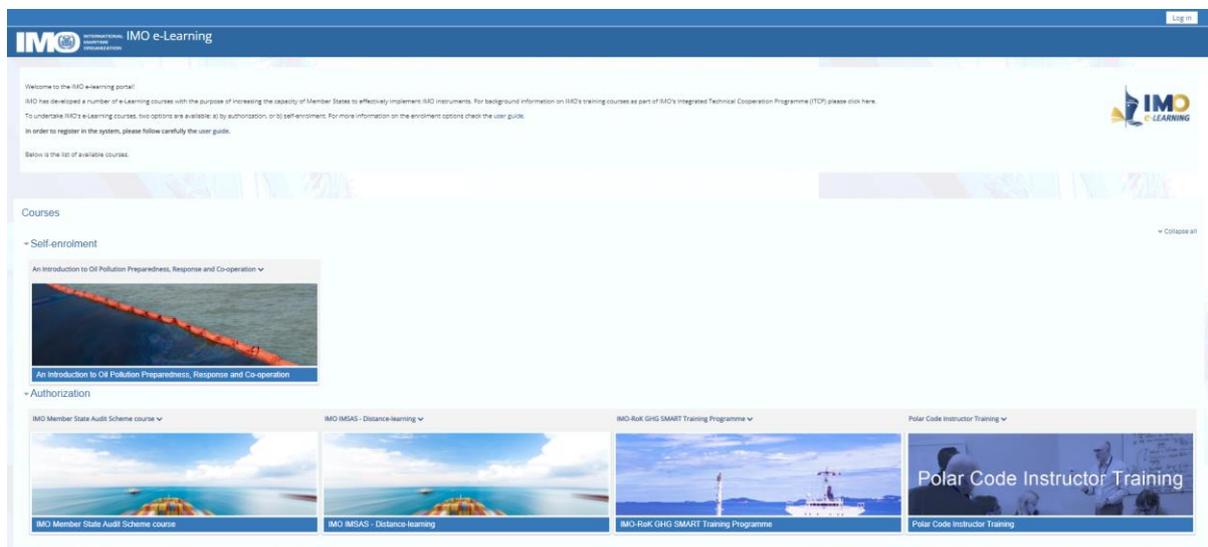
The IMO Learning Management System is an online platform that hosts e-Learning courses provided by IMO. Access to the courses is either authorised or available to all interested parties through self-enrolment. You can find more information on how to access an LMS course at the end of this guide.

For access to any course, it is important that the participant has first registered to the IMO LMS. This guide provides instructions on how to register to the IMO LMS.

Important information: In order to access the IMO LMS you need an IMO web account. If you do not already have one, you can create a public one [here](#). The username, email and password of your IMO web account will be used to log into the system.

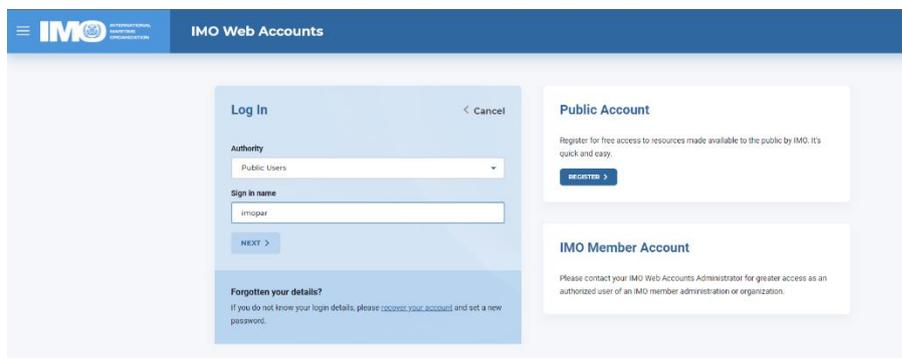
Registering to the IMO LMS

1. **Logging in:** Click on this [link](#). You will see a page similar to the one below:

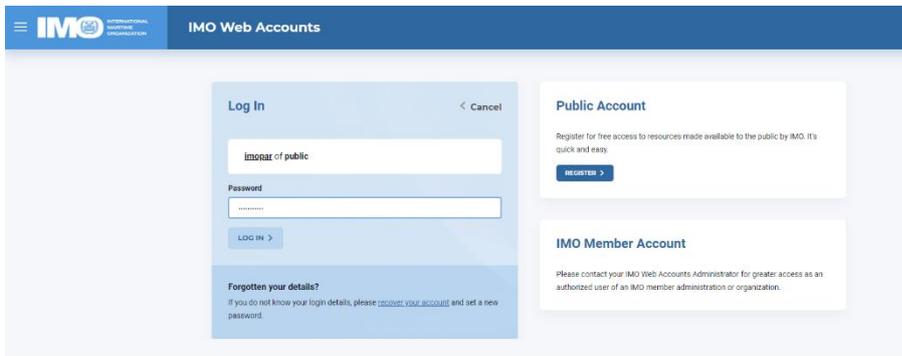


Select **Log in** at the top right corner.

On the next screen, select the **authority** related to your IMO web account (this can be any authority or public users) and the relevant **username** (NOT email account) and click **NEXT**.

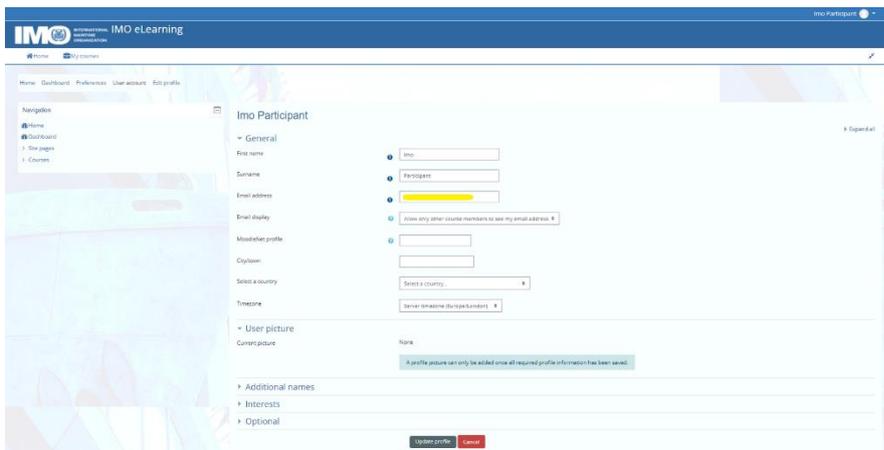


On the next screen enter your password and click **LOG IN**.

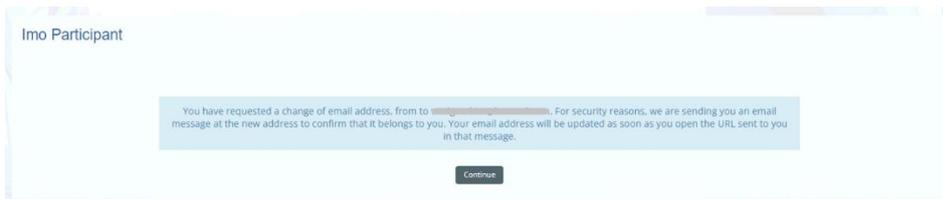


You are now logged into the system and will need to confirm your email address.

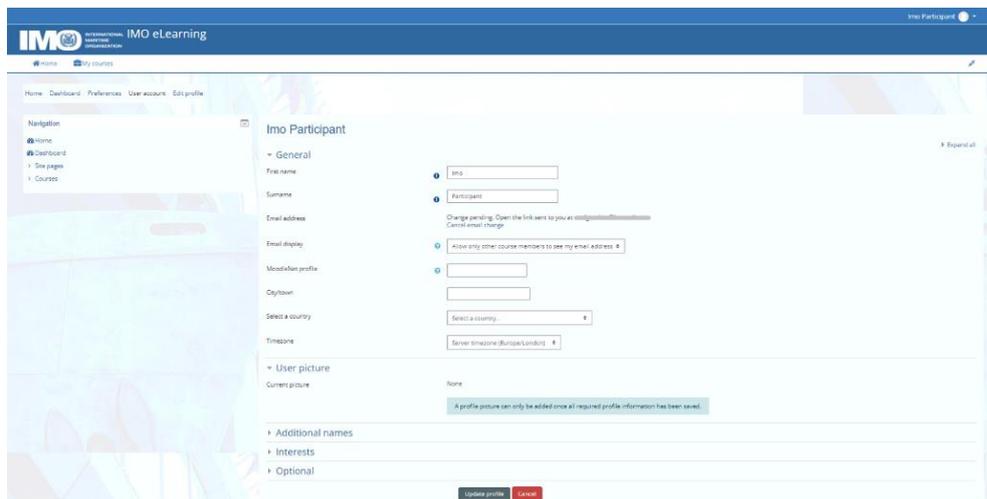
2. Entering your email address: Enter the email address connected to your IMO web account and click **Update profile**.



You will be directed to the screen below.



If you click on **Continue** you will be directed back to the next screen where you will see a note that the change of email address is still pending.



IMO eLearning

Home Dashboard Preferences User account Edit profile

Navigation: Home, Dashboard, See pages, Courses

Imo Participant

General

First name: imo

Surname: Participant

Email address: (Change pending)

Email display: Allow only other course members to see my email address

MoodleNet profile:

City/town:

Select a country:

Timezone:

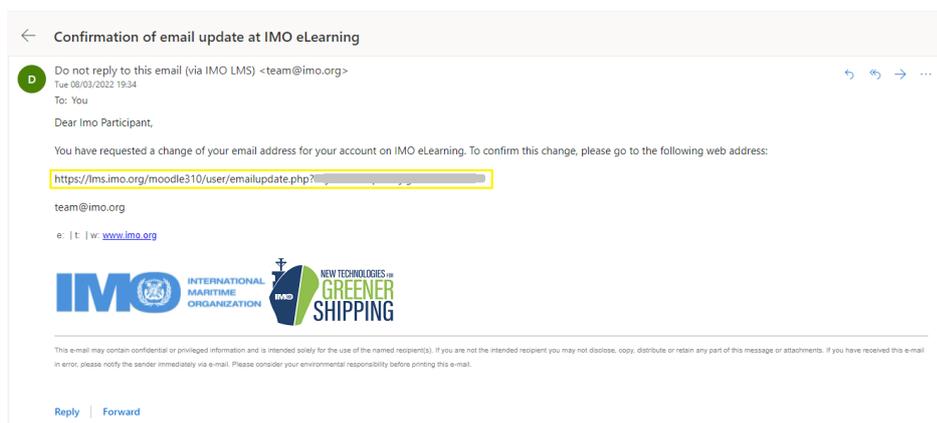
User picture: None

Additional names, Interests, Optional

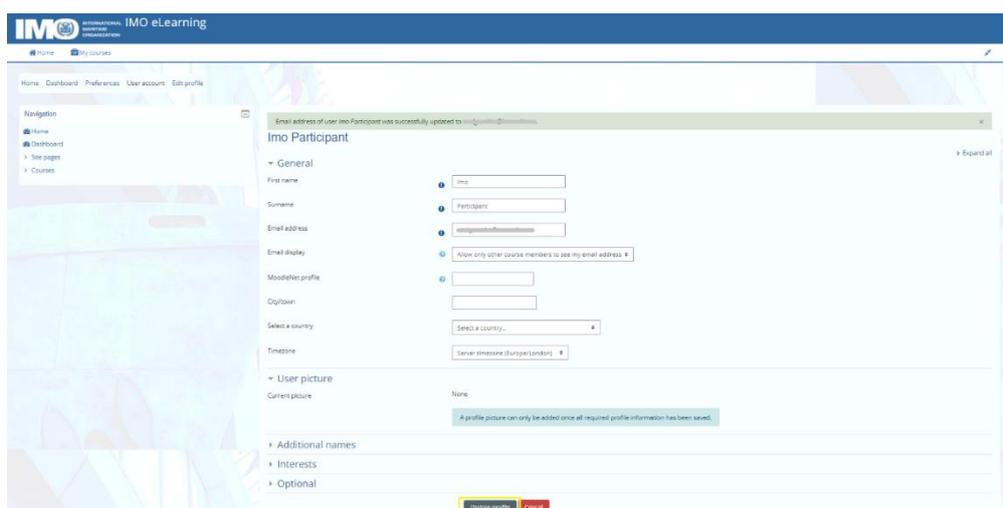
Update profile Cancel

You can leave this session open in the browser and check your specified email account for the confirmation email. This may take a few minutes to arrive into your mailbox.

From the confirmation email, copy and paste the relevant link (screenshot below) to a new browser tab.



This will take you to the *Edit Profile* page.



IMO eLearning

Home Dashboard Preferences User account Edit profile

Navigation: Home, Dashboard, See pages, Courses

Imo Participant

General

First name: imo

Surname: Participant

Email address: (Email address of user Imo Participant was successfully updated)

Email display: Allow only other course members to see my email address

MoodleNet profile:

City/town:

Select a country:

Timezone:

User picture: None

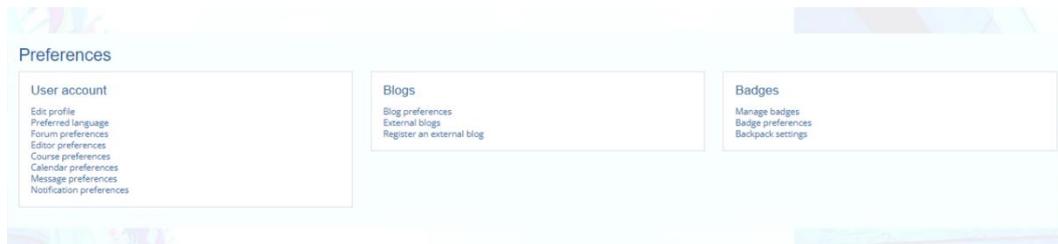
Additional names, Interests, Optional

Update profile Cancel

You will notice now that your email appears at the *Email address* field. Click **Update profile**.

If you refresh the earlier open session on your browser, you will see that the email address field has now been updated.

3. Editing your preferences: You will be directed to the *Preferences* page where you can edit further your profile and other preferences.



You have now successfully registered to the IMO LMS. By clicking **Home** on your screen you can see all the available courses that IMO offers.



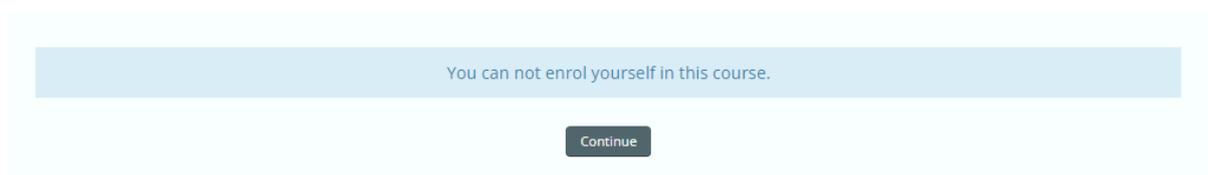
Accessing an LMS course

There are two ways to access an IMO LMS course:

a) *By authorization:*

E-Learning courses that are delivered periodically by IMO at the national, regional or global levels, require authorization. Depending on the course subject, required participants' profile, regional focus and the needs of the Member State, IMO will send out an invitation to relevant Member States with information on the registration process. The IMO Division responsible for the course will either provide access (instance 1 below) or a self-enrolment key (instance 2 below) and relevant information on the course to qualified officials of the Member States who have been authorized to undertake the course.

1. Wherever access is provided by IMO, you will see the screen below when clicking on the course.



You need to inform IMO that you have registered to the LMS in order to enrol you to the course and provide further guidance.

2. In the case access to the course is provided through self-enrolment with an enrolment key, the course will have the  icon on the bottom right corner of the course icon. By clicking on the course link, you will see the following screen where you can input the enrolment key and then click the **Enrol me** button. This will automatically take you to the course content.



▼ Self enrolment (Student)

Enrolment key

Enrol me

Important information: You need to be registered to the IMO LMS for IMO to be able to provide you access to an LMS course.

b) Self-enrolment (no authorization required):

A limited number of e-Learning courses are open to interested parties working in the maritime industry. Participants may self-enrol to undertake a particular course at any time. These courses have the  icon on the bottom right corner of the course icon. By clicking on the course link, you will see the screen below where you can click the **Enrol me** button. This will automatically take you to the course content.



▼ Self enrolment (Student)

No enrolment key required.

Enrol me