

# HOW TO ACCESS MANDATORY COURSES ON THE TALENT@OSCE LEARNING PLATFORM

The goal of this guide is to show to you how to find the courses on Prevention of Sexual Exploitation and Abuse and Working Harmoniously Together on the Talent@OSCE learning platform. At the end of the guide, you will be able to:

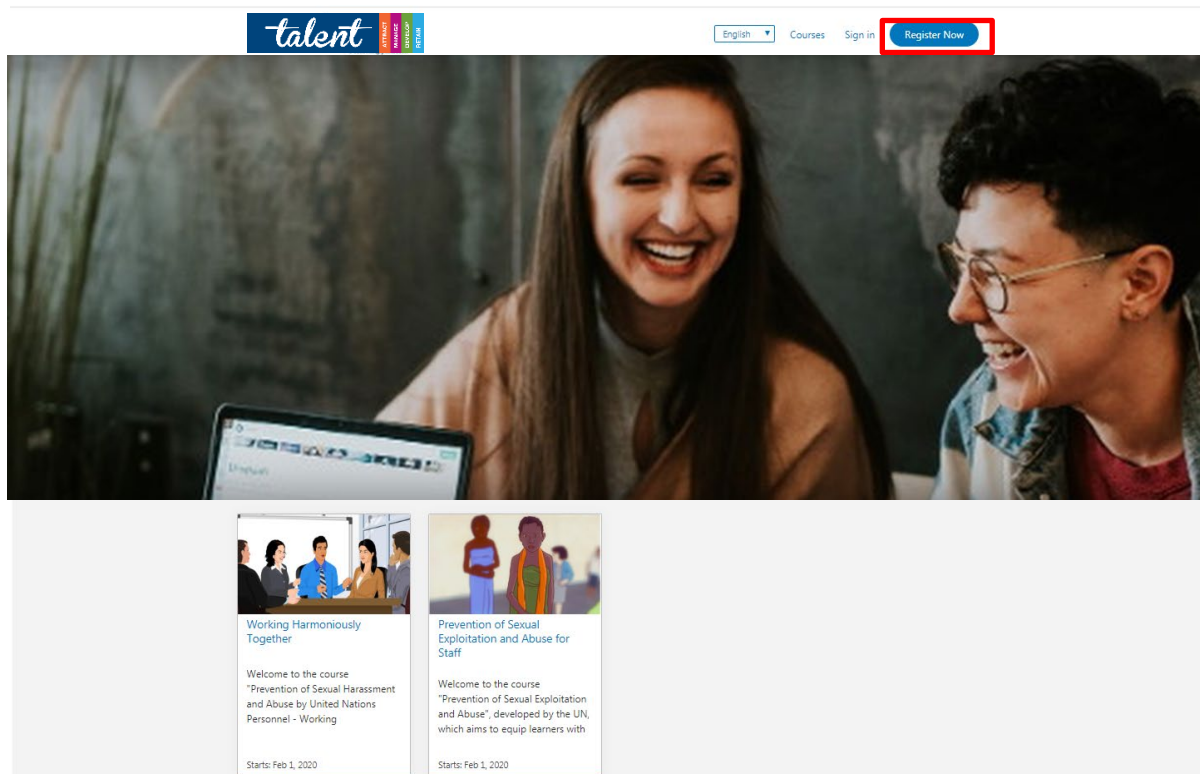
- Log in to the OSCE@Talent learning platform;
- Find and enrol in the mandatory courses
- Access and complete the desired courses.

Talent@OSCE is set up specifically for OSCE's temporary staff and mission members, consultants and contractors to enable them to complete required learning. All fixed-term staff and mission members are required to use the Talent Management System to complete their required online courses.

The Talent@OSCE learning platform is only accessible to OSCE staff with an osce.org or odhr.pl email address. Any other e-mail address will be rejected upon registration to the system.

## Log in to the OSCE@Talent learning platform

1. Go to the [OSCE@Talent learning platform](#) using Google Chrome for the best experience.
2. Choose **Register Now** and complete the fields show on the registration form (or **Sign in** in case you have registered yourself before).

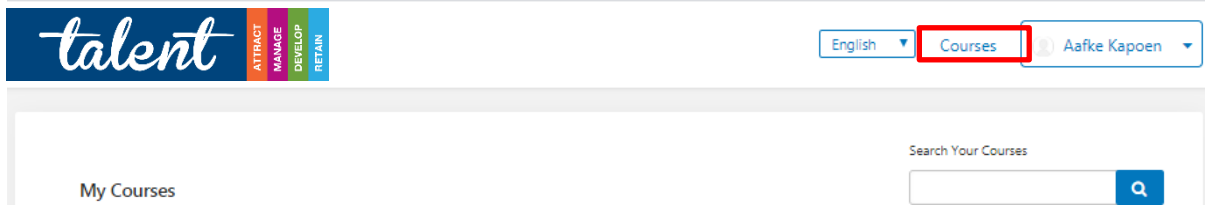


The screenshot shows the Talent@OSCE learning platform interface. At the top, there is a navigation bar with the 'talent' logo, a language dropdown set to 'English', 'Courses', 'Sign in', and a 'Register Now' button highlighted with a red box. Below the navigation bar is a large image of two people smiling while looking at a laptop. Underneath the image are two course cards. The left card is for 'Working Harmoniously Together' and the right card is for 'Prevention of Sexual Exploitation and Abuse for Staff'. Both cards include a 'Welcome to the course' message and a start date of 'Feb 1, 2020'.

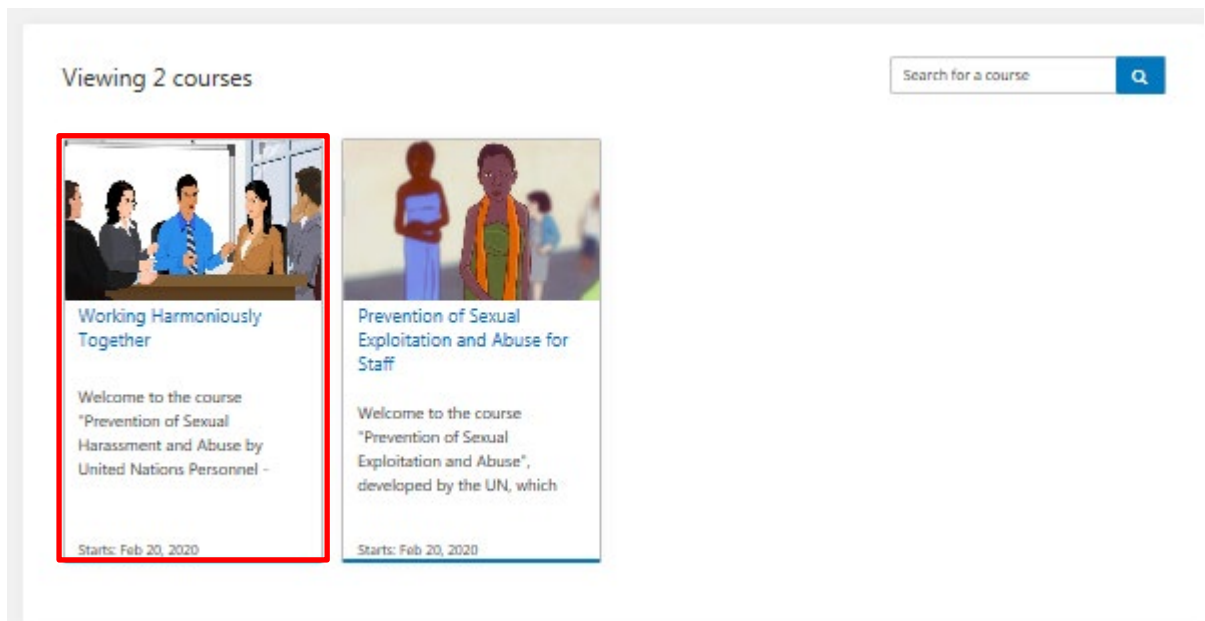
Congratulations! You logged in to the OSCE internal online learning platform.

Enrol in the required e-learning courses

- On **My Courses** page, click on the **Courses** link to see the overview of mandatory courses.



- You will be directed to the course catalogue.



- Click on a course title to learn more.
- Click **Enroll** to activate the course. This allows you to start the course. Also from then on, the course will appear on your dashboard/home page for easier access.



Congratulations, you are now enrolled in the course!

Access and complete the desired courses

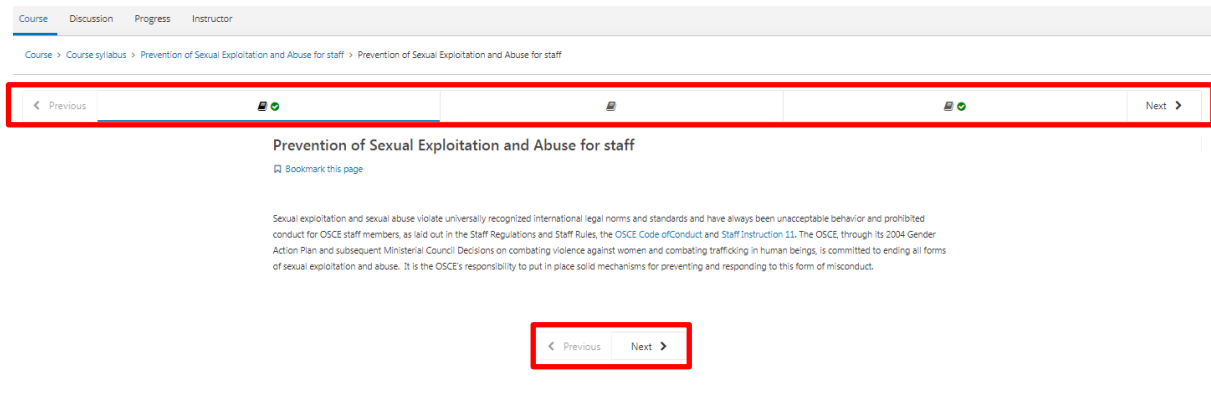
- On **My Courses** page, click on **View Course** (or **Resume Course**).

The screenshot shows the 'My Courses' page. At the top left is the 'talent' logo with a vertical bar containing the words 'ATTRACT', 'MANAGE', 'DEVELOP', and 'RETAIN'. To the right are language and course filters. Below the header is a dark banner with a welcome message. The main content area has a search bar and a list of courses. The first course, 'Prevention of Sexual Exploitation and Abuse for Staff', has a 'View Course' button highlighted with a red box. The second course, 'Working Harmoniously Together', has a 'Resume Course' button.

- You will be directed to the course structure. Click on **Expand All** to view all topics and sections of the course.
- Click on the first link to start the course from the beginning.

The screenshot shows the course structure page. At the top is the 'talent' logo and course information: 'OSCE-INTERNAL: DHR02PSEA Prevention of Sexual Exploitation and Abuse for Staff'. Below the header is a navigation bar with 'Course', 'Discussion', 'Progress', and 'Instructor'. The main content area shows a tree view of the course structure. The 'Expand All' button is highlighted with a red box. A red arrow points from the 'Expand All' button to the first section, 'Prevention of Sexual Exploitation and Abuse for staff', which is also highlighted with a red box. The tree view includes sections for 'Course syllabus', 'Start the Course', and 'Certify completion'.

10. Use the navigation buttons in the top bar or navigation bar to continue to the next sections.



11. Please follow the course structure accordingly. You have to complete **all** items of the course to be marked as complete.

*If you have other questions or experience any issues with accessing/completing the course, please do not hesitate to write to [LMS@osce.org](mailto:LMS@osce.org).*