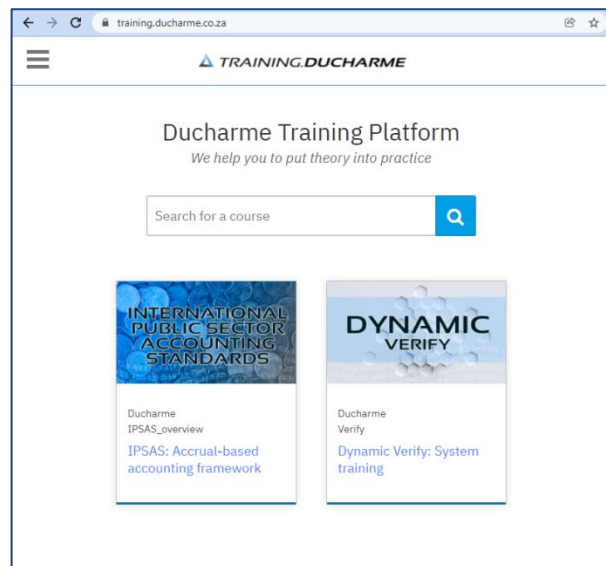# DUCHARME E-LEARNING PLATFORM FOR PUBLIC SECTOR FINANCIAL MANAGEMENT & ACCOUNTING SELF-STUDY & DISTANCE LEARNING

Introduction to the Ducharme e-learning platform

Welcome to the Ducharme e-learning platform!

We are extremely excited that you are interested in advancing your knowledge and skills with Ducharme as your partner and we trust that this will be a fruitful and rewarding journey of learning and growth for you.

We are harnessing the amazing technology of our modern world which will enable many people like you to develop both in your professional and personal life. In order to make using the platform as smooth as possible, we have put together some instructions in the form of frequently asked questions (FAQ's) to assist you in getting to know your way around.

You can find our platform on the following URL:

https://training.ducharme.co.za/

Given our organisational activation process, courses are linked to assigned email addresses as provided by your entity. Delegates need to register on our training platform as a once off process (via the '**Register**' button on the landing page), which will be followed by a two-tier authentication sending an activation email to your registered email address. After you have registered, please select the '**Sign in**' with your details used in the registration process to give you access to your activated courses (as selected and enrolled to by your entity).
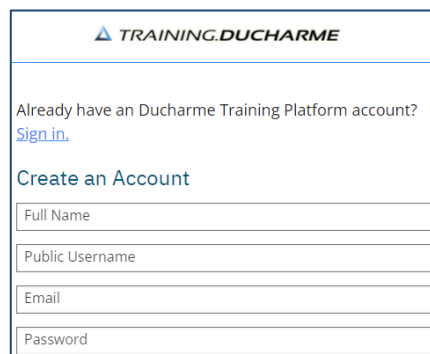
Once-off user registration process

Registration step 1: Creating your Ducharme Training e-learning account, by clicking the 'Register' button.

This will require you to complete the following when registering for the first time. Please make a note of the following to access the system again.
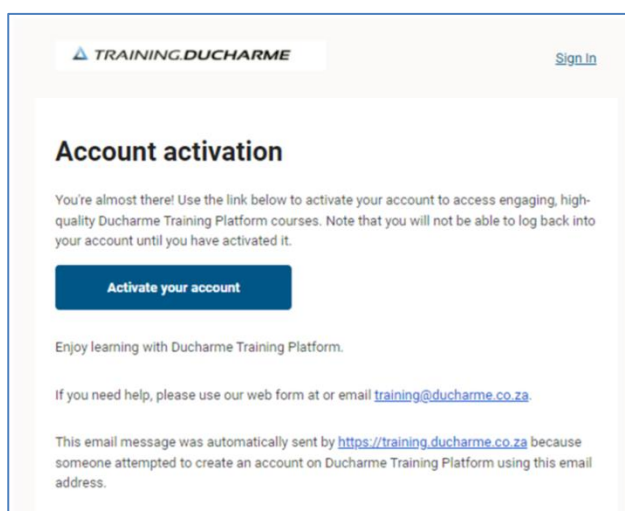
- Your **username**, which will usually be your email address.
- Your **password**, which you choose (and keep secret) upon registration.
- Your **public username**, which will be the name that will appear on the platform when signed in.

Should you forget your password, you can use the "Forgot password" button to reset it.

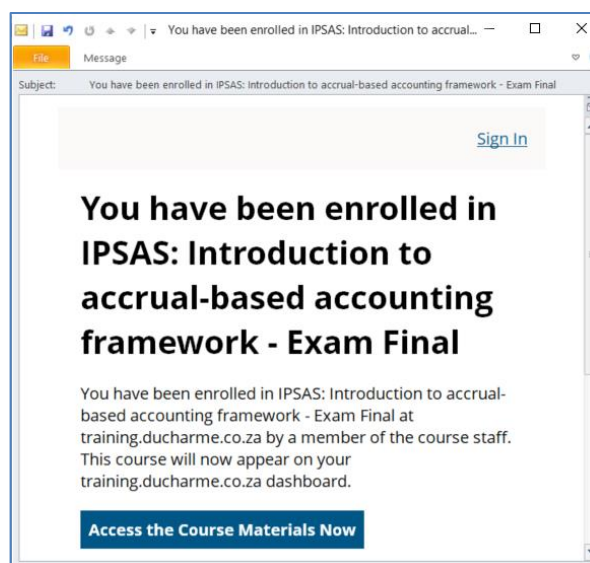**Registration step 2:** Activing the two-tier authentication

After completing and submitting the registration form, you will receive and activation email containing a link that you will need to click to activate your registration. You will notice that this activation email is from our platform. Once you have clicked on the link and activated your account, you will be able to sign in on the platform. **Please note that you will not be able to log back into your account until you have activated it.**

If you don't receive the email, please check your junk/spam folder as it may have been delivered there.

Subsequent sign-in & accessing of courseware

After the once-off registration, you will then be able to sign in with the details you used when you registered. You will notice that your public name will appear at the top right corner of the screen.

Our courses are by 'Invitation only'. When signing in, the platform will give a message which indicated the course you are already enrolled for which was by invitation of your entity. You can find out more about the course, when you click on the course image. Given the pre-enrolment process, an enrolment email would have also been sent to your authorised email address. This email will contain a link where you can access your dashboard containing the course.

Should your entity have selected you for a course, but it is not showing on your login, please email us to request to be enrolled on the course. We will then be able to take your enrolment request further and get your enrolled.

Once you are in the selected course, you will see the courseware elements with its various modules. Some of the modules provide introductions, summaries, detailed overviews, video recordings and self-assessment questions (e.g. multiple choice questions with automated feedback). Some courses have more formalised assessments, which can be accessed after successful completion of the course material.

Helping you put finance theory into practice

Should you have any queries about registrations, enrolments or completing a course, please contact us on our support email:

training@ducharme.co.za

DUCHARME