USER NAVIGATION MANUAL FOR LEARNERS

(Manual for users registered from 07/07/2025)

July 2025
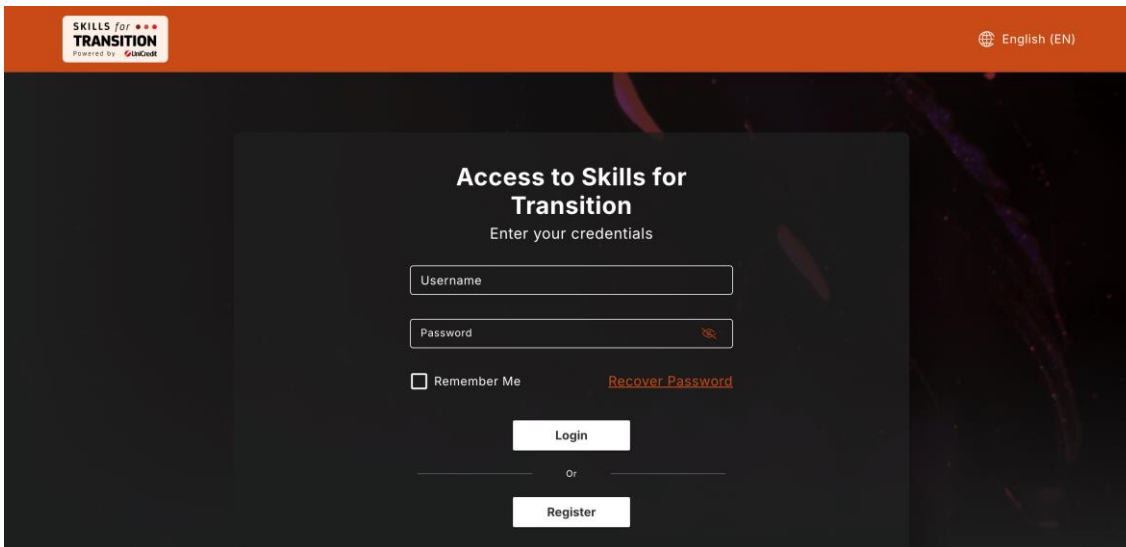
Contents

1. Getting Started

Once you have been registered on the platform by the Company's Reference Point, follow these steps to get started:

1. **Open the email**: check in your inbox (also "Spam folder") for an email from noreply@SkillsforTransition.digitedacademy.net

The email contains your:
   - **Username**
   - **Temporary password**

2. **Access the platform:** click on the provided link in the email to arrive at the login page

2. Setting a New Password

Upon your first login, you will be prompted to change your temporary password.

Please ensure that your new password meets the following security requirements:

- Must be at least 8 characters long
- Includes at least one uppercase letter (A-Z)
- Includes at least one lowercase letter (a-z)
- Includes at least one number (0-9)
- Includes at least one special character (!, @, , $, etc.)

After updating your password, click **"Submit"**.

3. Two-Factor Authentication (OTP)

For additional security, you will receive a **One-Time Password** (OTP) via email from noreply@digitedacademy.net.

Follow these steps to complete your login:

1. Check your inbox for an email containing the OTP
2. Enter the OTP in the appropriate field on the platform

3. Once verified, you must read and accept the general terms & conditions, privacy and cookie policy (only on first access) of the platform.

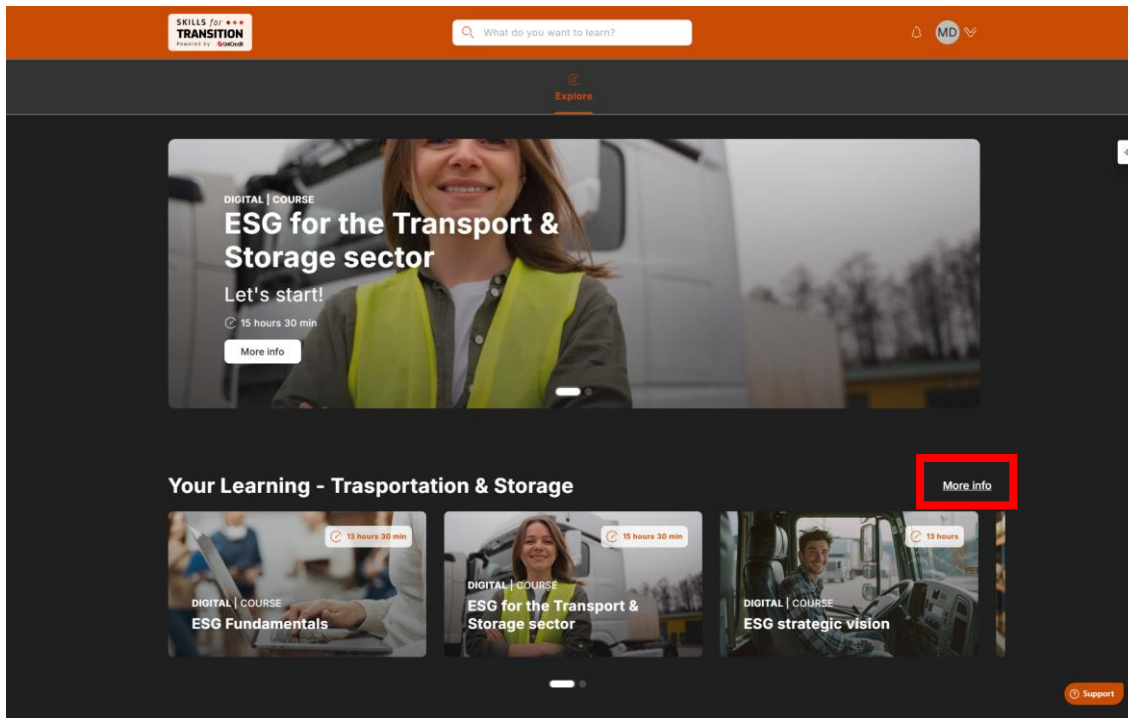

4. Finally, you will be redirected to the platform

Note that the OTP will be required each time you access the platform.

4. Navigating the Platform – "Explore"

Follow these steps to navigate the platform and start the Training Path assigned to you.

1. Access the Training Path

After logging in, you will be redirected on the main landing page where you will see your Training Path. By clicking on the **"More info"** button, which is circled in red in the image below, you will gain access to all the learning contents it includes.
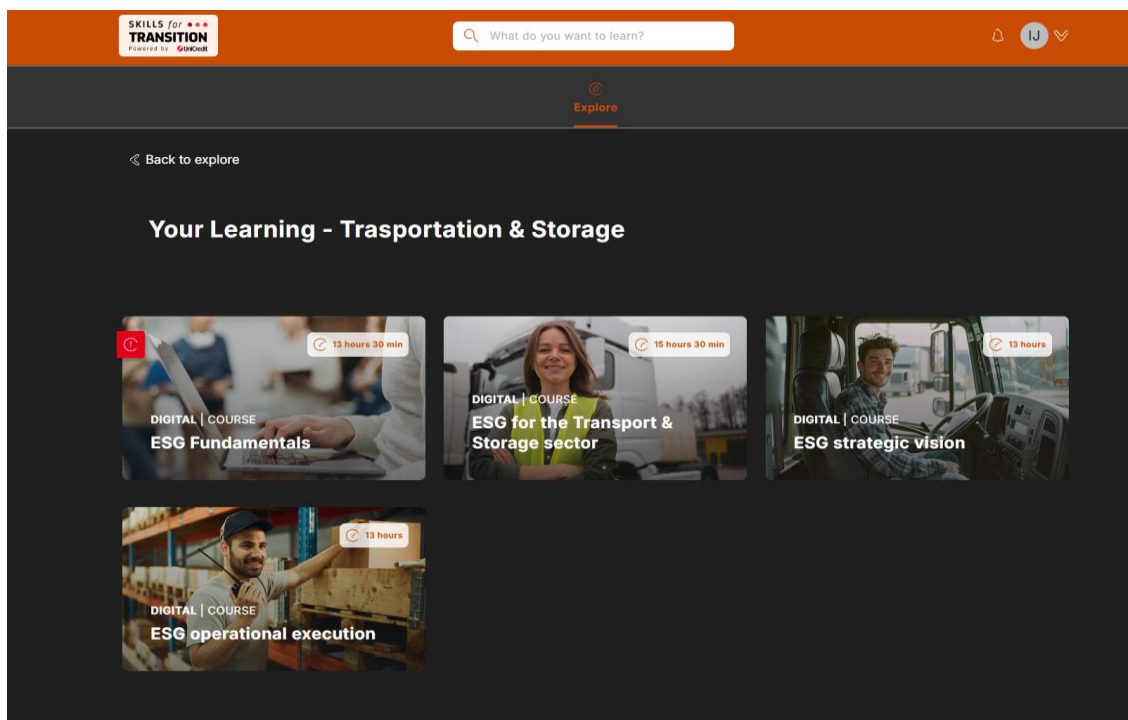

2. Course Structure

The Training Path is composed by stand-alone courses. While participants are free to access and complete the courses in any order, we recommend the following sequence* for a clearer and more structured learning experience:

1. ESG Fundamentals
2. ESG in your industry specific (e.g. ESG for the Transport & Storage sector)
3. ESG Strategic Vision
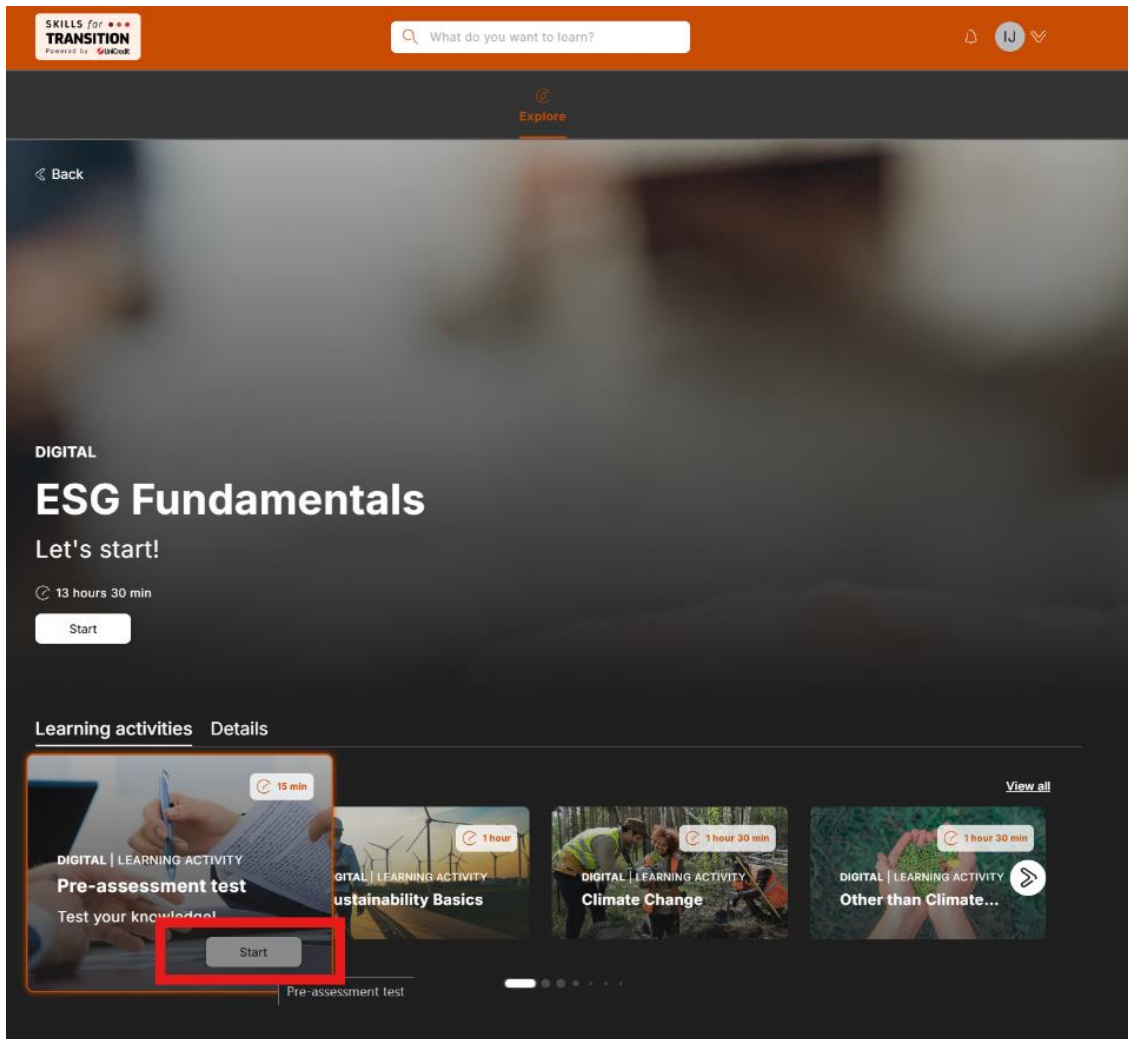4. ESG Operational Execution

* If you are assigned to the Cross-ESG industry, you will only see the single card for the ESG Fundamentals course.

Each course is structured into the following learning activities to be enjoyed in this order:

- Pre-assessment test
- Learning contents
- Final test
- Satisfaction survey

Upon accessing the specific course (e.g., ESG Fundamentals), you must click **"Start"** on the first available activity.

Then you can access each subsequent activity once you have finished the previous one. During each activity, you can always pause and resume from where you left off.

Please note that training contents are fully translated in the local language, except for video graphics that remain in English. However, it is always possible to download the translated video graphics in PDF format from the appropriate section before each video.

1. Pre-assessment test

At the start of the each course , you will be required to complete the pre-assessment test. This is designed to help you assess your current knowledge on the topic and can be taken only once.

2. ESG Fundamentals

In this course, you will gain essential insights into ESG topics, including an understanding of sustainability principles and ESG cornerstones; an evaluation of regulations such as the European Green Deal and their business impact; and an exploration of case studies showcasing companies that have successfully implemented sustainable practices.

3. Industry specific (e.g. ESG for the Transport & Storage sector)

In this course, you will gain knowledge about sustainable practices and ESG regulations specific to your industry.

4. ESG Strategic Vision and ESG Operational Execution:

In this course, you will explore ESG topics specific to your professional profile.

5. Final test

The final test allows to assess your overall knowledge and can be taken several times until you pass it. After successfully completing the final test, you can download the certificate from your personal Profile Section or by clicking the icon ⏪ available in the Explore Section, clicking on the dedicated badge. Once you've downloaded the certificate, feel free to share it on social media.

6. Satisfaction Survey

Upon completing the final test in each course, you will be prompted to complete a satisfaction survey regarding your overall experience.
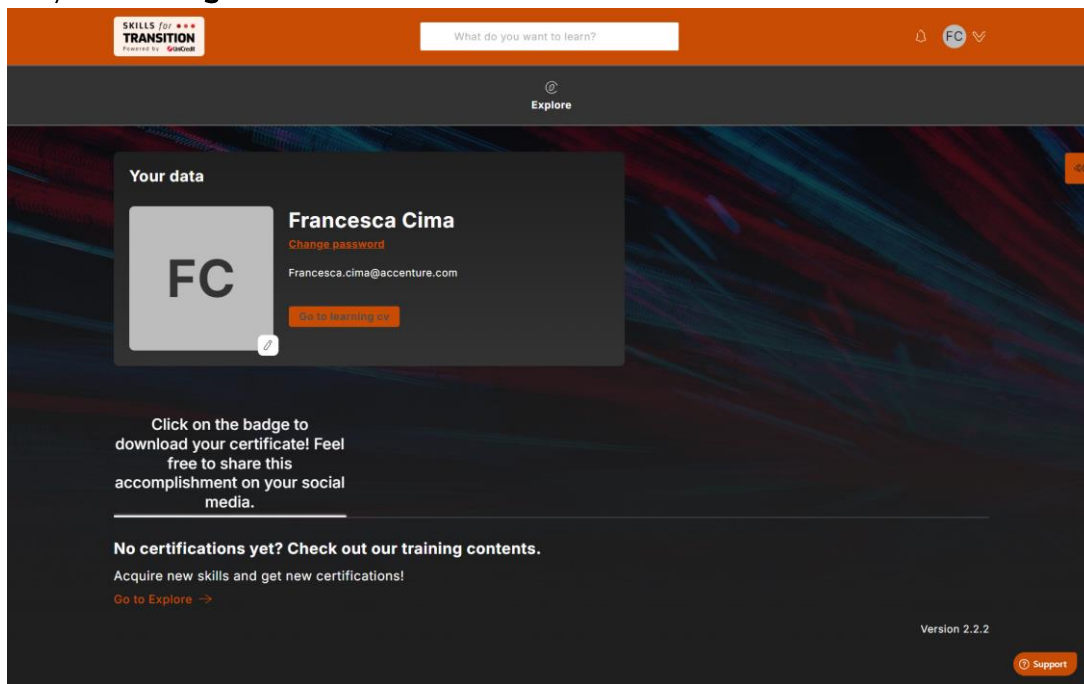
For each stand-alone course, the user receives a customize certificate of participation, which can be viewed within their user profile.

5. Navigating the Platform – "Profile section"

The **Profile** section provides a comprehensive view of your personal information and your training progress. Here you can:

- **View and Edit Personal Information:** check and update your account details, ensuring they remain updated for accurate record-keeping and communication
- **Download Training Curriculum:** easily export your completed course history by downloading your **Training Curriculum** in .CSV format
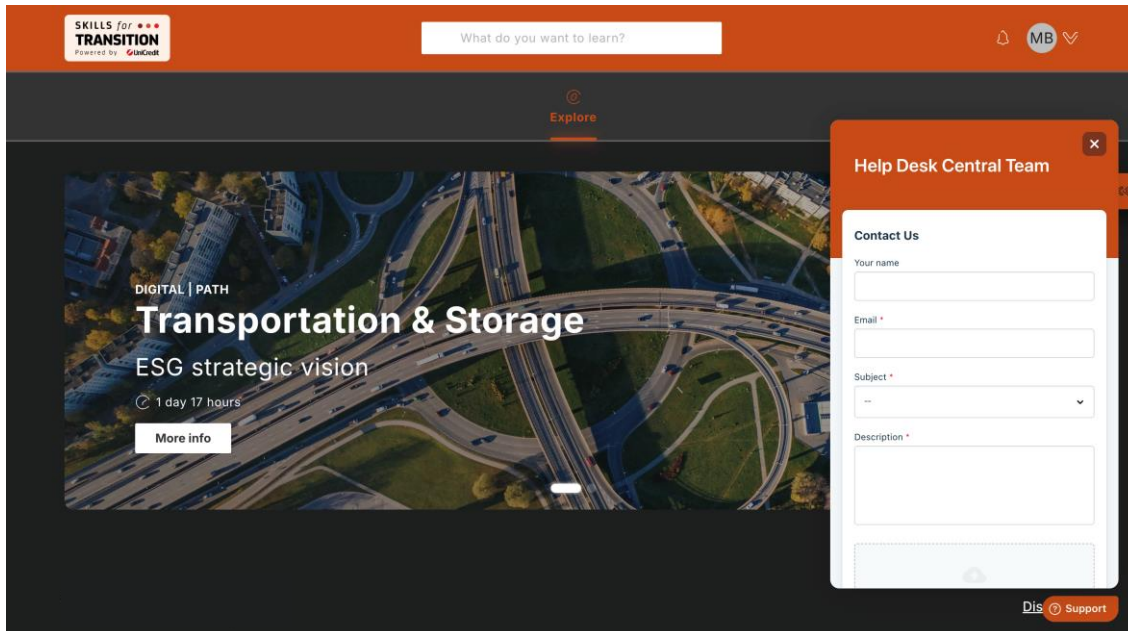

6. Navigating the Platform – "Keep Learning Widget"

On the right side of each section, you will see one icon in the form of double angle brackets ⟪.
This acts as a quick link to courses you have started but have not yet completed. By clicking on this icon, the system will direct you back to your last incomplete course, allowing you to resume where you left off.

7. Navigating the Platform – "Support"

In case you need support, you can:

- Write to the dedicated email address support.hdcentralteam@digited.it, or:
- Click the **"Support"** button (bottom right icon) to submit a ticket by completing the required fields

After you send your support request, a support agent will provide you with the assistance you need.