



USER REGISTRATION MANUAL FOR COMPANY'S REFERENCE POINT

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Contents

- 1. Introduction..... 3
- 2. Accessing the platform: self-registration..... 3
- 3. Assigning Employees to Training Paths..... 6
 - 3.1 Single Employee Association 6
 - 3.2 Bulk Employee Association 8
 - 3.3 Registering new users after initial registration 10

1. Introduction

Welcome to the Skills for Transition initiative. This manual will help you register your company and employees and access the Skills for Transition platform.

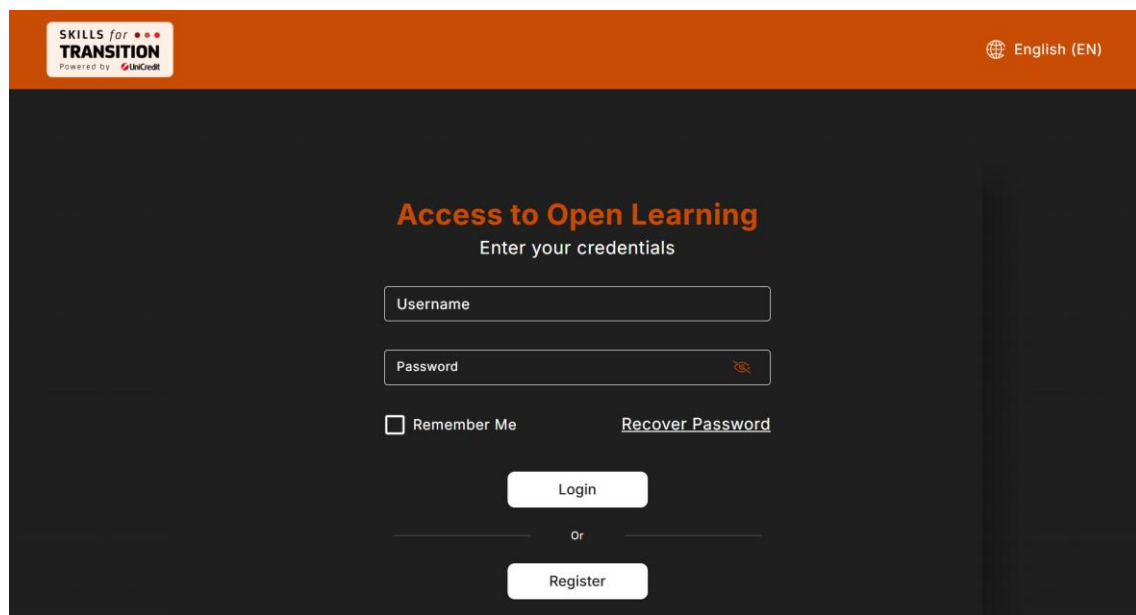
To start with the registration process, please follow this link:
<https://skillsfortransition.digitedacademy.net>.

Please note that you (or the person handling the registration process) will also be the recipient of a monthly report with data related to Training Paths followed by all registered employees.

2. Accessing the platform: self-registration

Below are the steps to follow for registration.

1. Choose the language for the self-registration process by clicking on the button in the top right-hand side of the window.
2. Proceed with registration and click on **“Register”**.



The screenshot shows the Skills for Transition platform interface. At the top, there is an orange header bar with the logo on the left and a language selector on the right showing 'English (EN)'. The main content area has a dark background. It features the title 'Access to Open Learning' in orange, followed by the instruction 'Enter your credentials'. Below this are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon on the right. Under the 'Password' field, there is a checkbox labeled 'Remember Me' and a link labeled 'Recover Password'. At the bottom of the form, there are two buttons: 'Login' and 'Register', separated by a horizontal line with the word 'Or' in the center.

3. Fill in the following mandatory fields:
 - **First name**
 - **Last name**
 - **Email address**

- **Country** - Select from a dropdown list of options (if your country is not mentioned in the predefined list, please select “Other”).

- **Industry** - Select from a dropdown list of options (if your industry is not mentioned in the predefined list, please select “Other”).

SKILLS for TRANSITION English (EN)

Register

Please fill in your personal details

1 ————— 2

John Doe

john.doe@gmail.com Germany

Agrifood Company *

Agrifood
Other
Real Estate
Transportation and Storage

Continue

or Login

[Privacy Policy](#)

- **Company** - Enter your company's name (please note that the "Company" field is a open field and should be filled in for all employees taking part in the training).

SKILLS for TRANSITION English (EN)

Register

Please fill in your personal details

1 ————— 2

John Doe

john.doe@gmail.com Germany

Agrifood Your Company Name

Back Continue

or Login

[Privacy Policy](#)

4. Once you've entered the required information, click on **"Continue"** to submit the form and complete your registration.

3. Assigning Employees to Training Paths

Following the registration process, you can assign your company's employees to specific Training Paths. You can choose to assign employees individually to their Training Path (Single Association), or to assign them in bulk (Bulk Association) to speed up the process.

The screenshot shows a dark-themed interface titled "Register" with the subtitle "Associate users with training paths". At the top, there is a progress bar with two steps: the first step is completed (marked with a checkmark) and the second step is active (marked with a "2"). Below the progress bar, there are three main sections: 1. "Download instructions" with a button labeled "INSTRUCTIONS.PDF" and a download icon. 2. "Single or bulk association" with two radio buttons: "Single association" (which is selected) and "Bulk association". 3. "+ Add user" link. At the bottom, there are two buttons: "Back" and "Complete". Below these buttons, there is a horizontal line with the word "or" in the center, and the word "Login" below it.

Below are the details for both assignment methods.

3.1 Single Employee Association

With this option you can register employees one at a time by following the steps listed below.

1. Select **“Single Association”** to add an individual employee to a training path.

The image shows a 'Register' screen with the subtitle 'Associate users with training paths'. It features a progress bar at the top with a checkmark on the left and a '2' on the right. Below the progress bar, there is a 'Download instructions' section with a link to 'INSTRUCTIONS.PDF' and a download icon. The 'Single or bulk association' section has two radio buttons: 'Single association' (selected) and 'Bulk association'. A red rectangle highlights the 'Single association' radio button. Below this is a '+ Add user' link. At the bottom, there are 'Back' and 'Complete' buttons, with an 'Or Login' option in between.

2. Provide the required details of the employee:

- **First name**
- **Last name**
- **Email address**
- **Training Path:** you will find a single pre-selected field, based on the previously chosen country and industry options (e.g., IT_AG_Agrifood).

The image shows the same 'Register' screen, but now the 'Single association' radio button is selected. Below the 'Add user' link, there is a form with four fields: 'First name', 'Last name', 'Email address', and 'Training paths'. Each field has a corresponding input box with a placeholder text (e.g., 'First name *'). A red rectangle highlights the 'Training paths' field, which shows a dropdown menu with the option 'IT_AG - Agrifood' selected. At the bottom, there are 'Back' and 'Complete' buttons, with an 'Or Login' option in between.

- By selecting the option, it will be possible to enroll users in the 4 stand-alone courses (ESG Fundamentals; ESG in your industry specific (e.g ESG for the Agrifood sector); ESG Strategic Vision; ESG Operational Execution). If you selected “Other” for the “Industry” field during the registration process, there will be only one predefined Training Path available, called **“ESG Fundamentals”**, suitable for all type of employees.

3. After entering the necessary information, click **“Add User”** to add another employee.

4. After registering all employees, click **“Complete”** to finalise the process.

If you would like to register other users, please click again on **“Register”** on the link <https://skillsfortransition.digitedacademy.net> and follow the steps mentioned above.

3.2 Bulk Employee Association

With this option you can upload employees and Training Path details using CSV files in bulk. Below are the details of the association process.

1. Select **“Bulk association”**

The screenshot shows a web interface titled "Register" with the subtitle "Associate users with training paths". A progress bar at the top shows two steps: the first is completed (marked with a checkmark) and the second is the current step (marked with a '2'). The interface includes several sections:

- Download instructions:** A button labeled "INSTRUCTIONS.PDF" with a download icon.
- Single or bulk association:** Two radio buttons. "Single association" is unselected, and "Bulk association" is selected and highlighted with a red rectangle.
- Download the file with the list of paths:** A button labeled "COURSES.CSV" with a download icon.
- Download the upload template:** A button labeled "TEMPLATE.CSV" with a download icon.
- Upload the completed template:** A large orange button labeled "UPLOAD FILE *".

At the bottom, there are "Back" and "Complete" buttons, and a link to "Login" preceded by "Or".

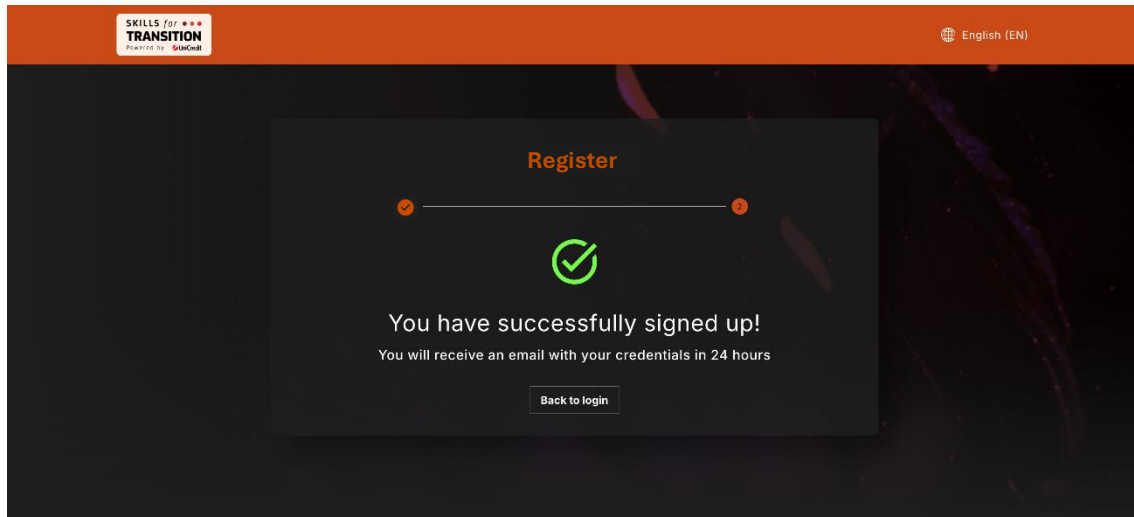
2. Download the two CSV files by clicking on the **Download icon** next to **“Courses.CSV”** and **“Template.CSV”**.
3. Open the **“Courses.CSV”** and view the activity code linked to the four courses that will be assigned to users through a CSV file, sorted by:

- Training Code
- Training Code Title

Remember that you will need the information above to fill in the **“Template.CSV”** file and register employees to the Training Paths.

4. Open the **“Template.CSV”** and fill it in with the following details for each employee:
 - First name (first name of the employee to be registered, mandatory field)
 - Last name (last name of the employee to be registered, mandatory field)
 - Email (email of the employee to be registered, mandatory field)
 - Training Code (available in “Courses.CSV” file, mandatory field)
 - Training Code Title (available in “Courses.CSV” file, mandatory field)
 - Please make sure to use the correct code provided within the downloaded Template.CSV to enroll users in the Training Path. If there are any errors in the code, the enrollment will not be successfully completed.
5. Once the **“Template.CSV”** has been filled in, upload it to the platform by selecting the **“Upload file”** option.
6. Click **“Complete”** to finalise the process.

7. After clicking **“Complete”**, you will see a **confirmation page** indicating that the procedure has been successful. The system will then process the files and assign employees to the designated Training Paths. Each enrolled employee will receive a confirmation email within 24 hours with the link and credentials to access the platform.



Please note that if you want to register yourself as a learner and access a Training Path, you must follow the same procedure as for all other employees, whether you are using the “Bulk” or the “Single User” association.

3.3 Registering new users after initial registration

If you need to register additional employees after initial registration, you can follow the same procedure described above.

You only need to enter the link <https://skillsfortransition.digitedacademy.net> and click on “**Register**”, without entering with your credentials, and then follow the registration process steps.

Please note that it is important to keep consistency when entering the company name, making sure it is the same one used for previous registrations to prevent multiple monitoring reports from being created.

For any **technical assistance** during the registration phase, you can write to the following email: support.hdcentralteam@digitedspa.it. You can also write directly to the same email by clicking on the URL in the footer of the platform.