# Step-by-Step Guide to Accessing and Enrolling in DG ECHO Humanitarian Aid Learning on EU Academy

Navigating to DG ECHO Humanitarian Aid Learning:

1. Access this link.

Note: Simply click on this link the first time; after completing your registration, you will find the training area on the homepage of your profile.

2. You will find yourself in the DG ECHO Humanitarian Aid Learning area. Click on "**Join community**".
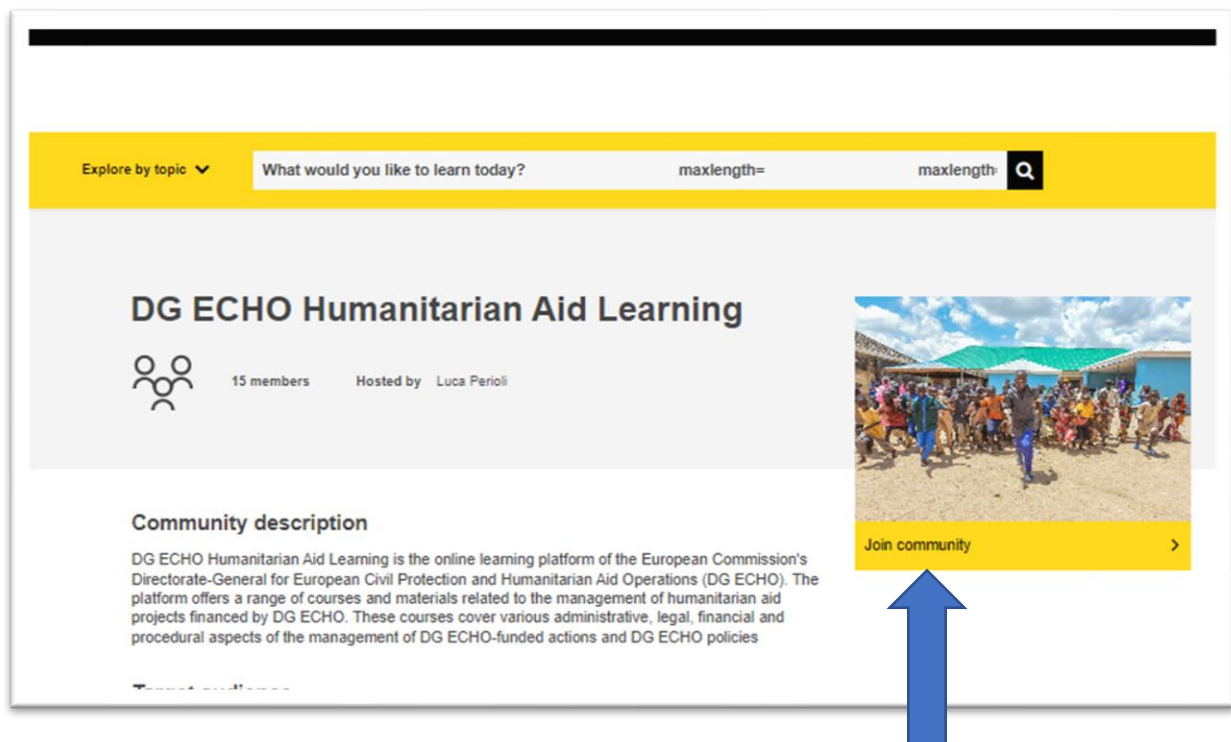
Signing In or Creating an EU Login Account:

3. If you already have an EU Login account, sign in with your credentials.

4. If you don't have an account, follow the procedure to create a new EU Login account.

Note: To expedite the account approval process, please use your work email address.

5. Follow the instructions to create your account. Upon your initial login, the platform will prompt you to accept the *User Policies and Agreements*. Remember to accept all of them (after reading, press the "**Agree and Continue**" button at the bottom of the page for each chapter of the policies). Alternatively, activate each chapter from the side menu and click on the button "**I agree to all the terms**".

How can you manage cookies?

You can **manage/delete** cookies as you wish - for details, see aboutcookies.org.

Removing cookies from your device

You can delete all cookies that are already on your device by clearing the browsing history of your browser. This will remove all cookies from all websites you have visited.

Be aware though that you may also lose some saved information (e.g. saved login details, site preferences).

Managing site-specific cookies

For more detailed control over site-specific cookies, check the privacy and cookie settings in your preferred browser

Blocking cookies

You can set most modern browsers to prevent any cookies being placed on your device, but you may then have to manually adjust some preferences every time you visit a site/page. And some services and functionalities may not work properly at all (e.g. profile logging-in).

Managing our analytics cookies

You can manage your preferences concerning cookies from Europa Analytics on the dedicated Europa Analytics page.

Back to top   Agree and continue >

Enrolling in Courses:

6. You will be taken back to the home page. Click again on "**Join community**".

DG ECHO Humanitarian Aid Learning

15 members   Hosted by   Luca Perioli

Community description

DG ECHO Humanitarian Aid Learning is the online learning platform of the European Commission's Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO). The platform offers a range of courses and materials related to the management of humanitarian aid projects financed by DG ECHO. These courses cover various administrative, legal, financial and procedural aspects of the management of DG ECHO-funded actions and DG ECHO policies

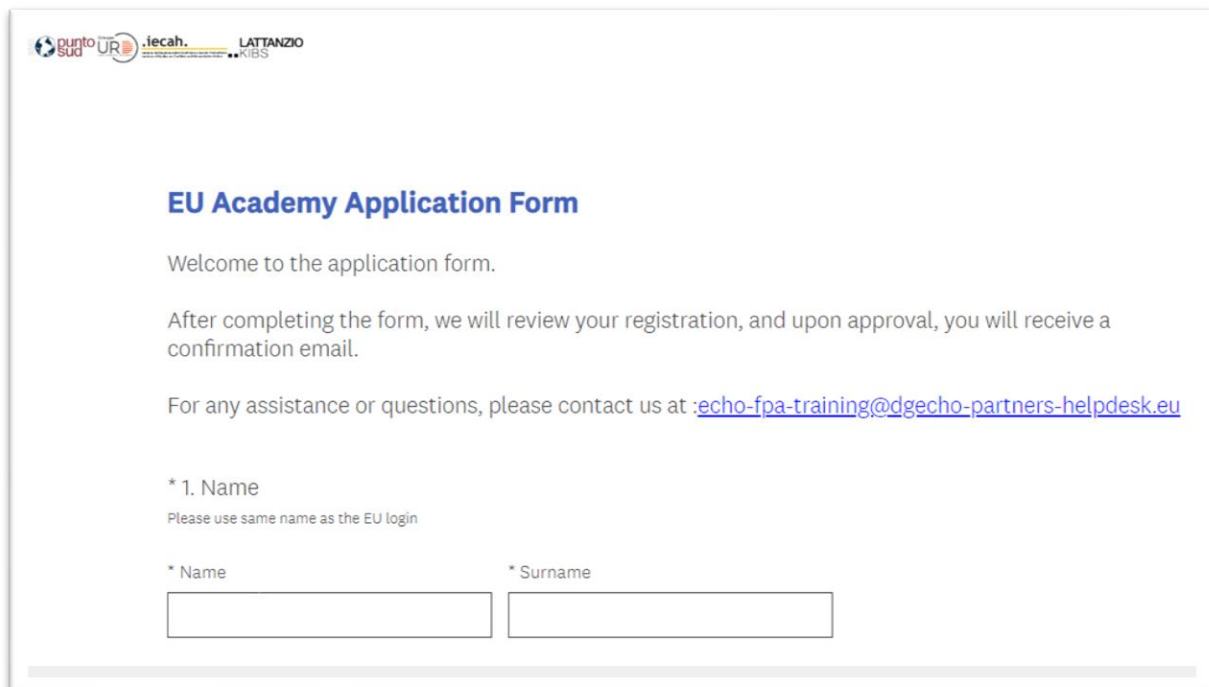Join community   >

7. To enroll in courses, complete the application form by clicking on the "**Application Form**" button.
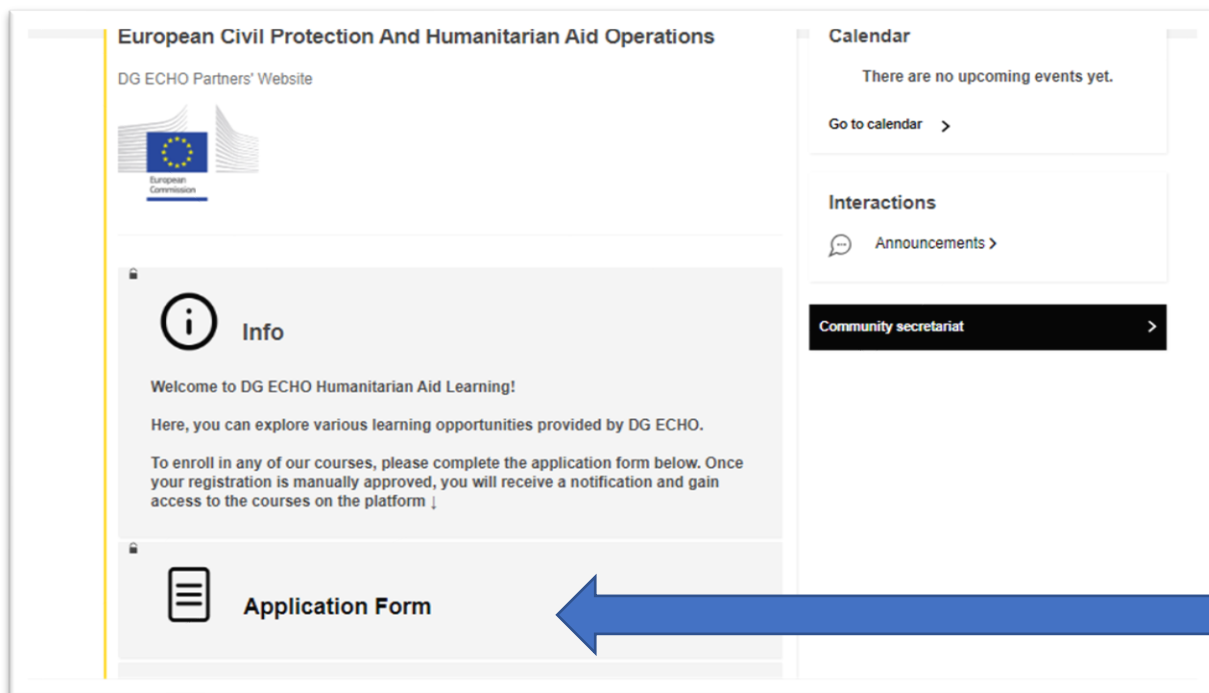
8. A new page will open with the application form to fill out.

Note: Your registration is subject to manual approval within 3 business days. You will receive a confirmation email once the approval process is completed.

After Approval of Registration:

9. Log in again to the DG ECHO Humanitarian Aid Learning area.

10. Click on the appropriate button (e.g., *eLearning modules*) to access the respective catalogue.
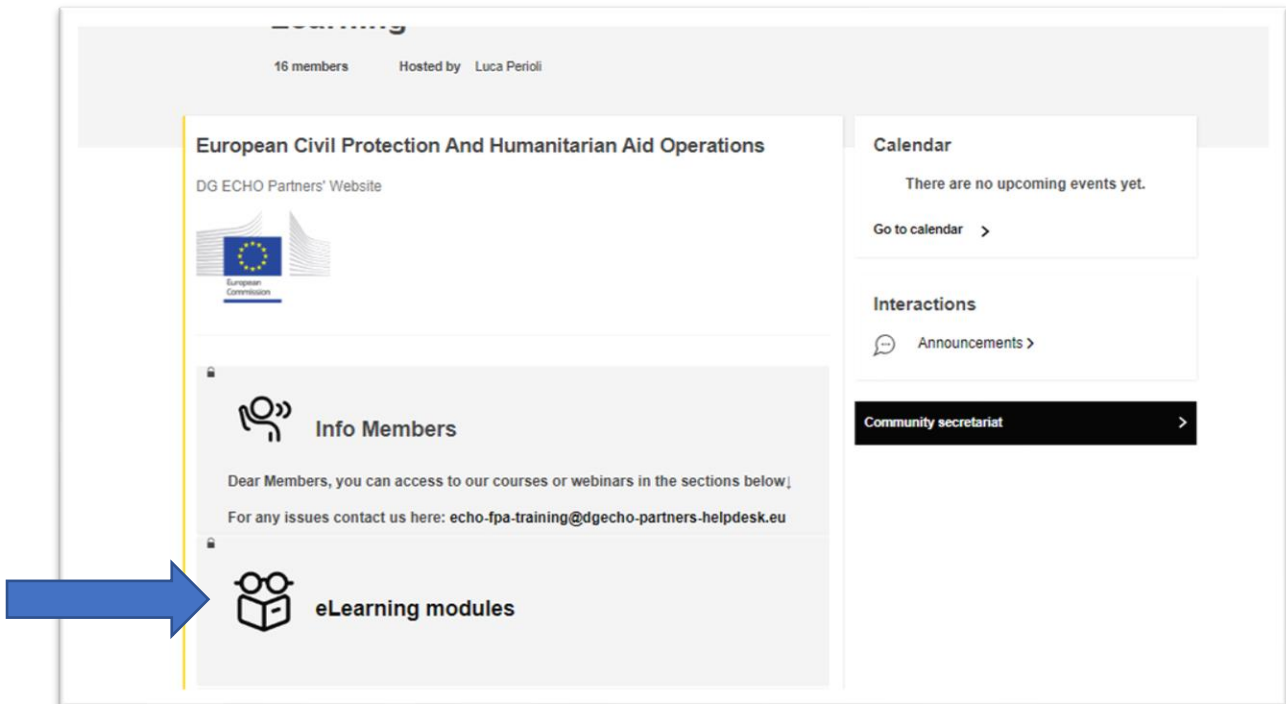
11. Select the desired course and click on "Enrol" below the cover image.

Accessing the Course:

12. You can now access the course, where you'll find useful information, course materials, and an evaluation form to be completed for downloading the certificate.
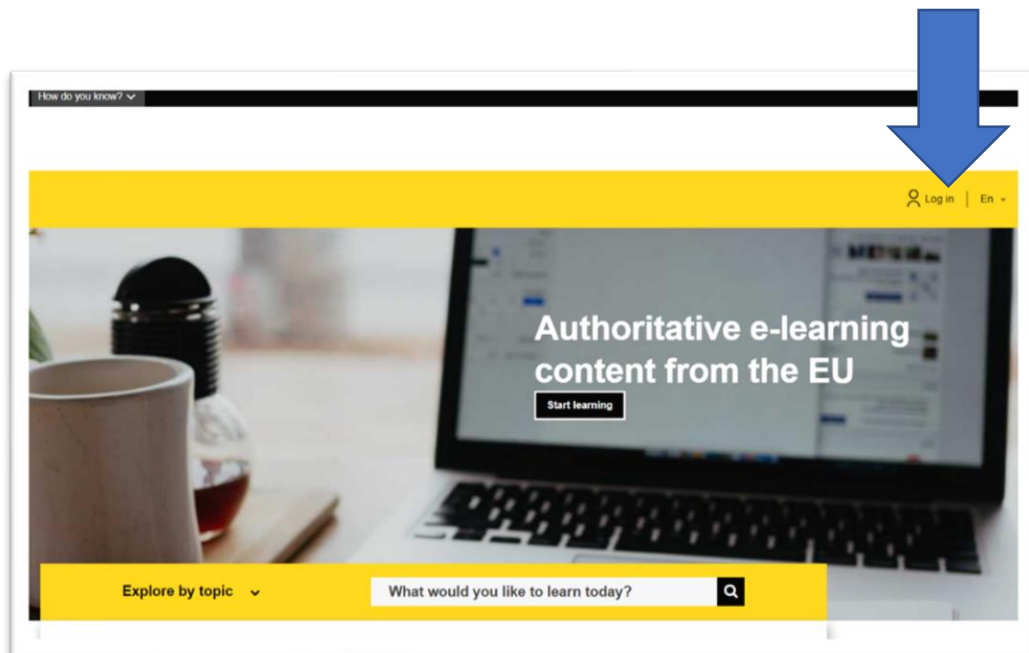
Accessing the EU Academy Portal:

To access the DG ECHO Humanitarian Aid Learning again, you can log in to the EU Academy portal. By logging in with your account, you will find the section and the content you have subscribed to on the homepage of your profile.
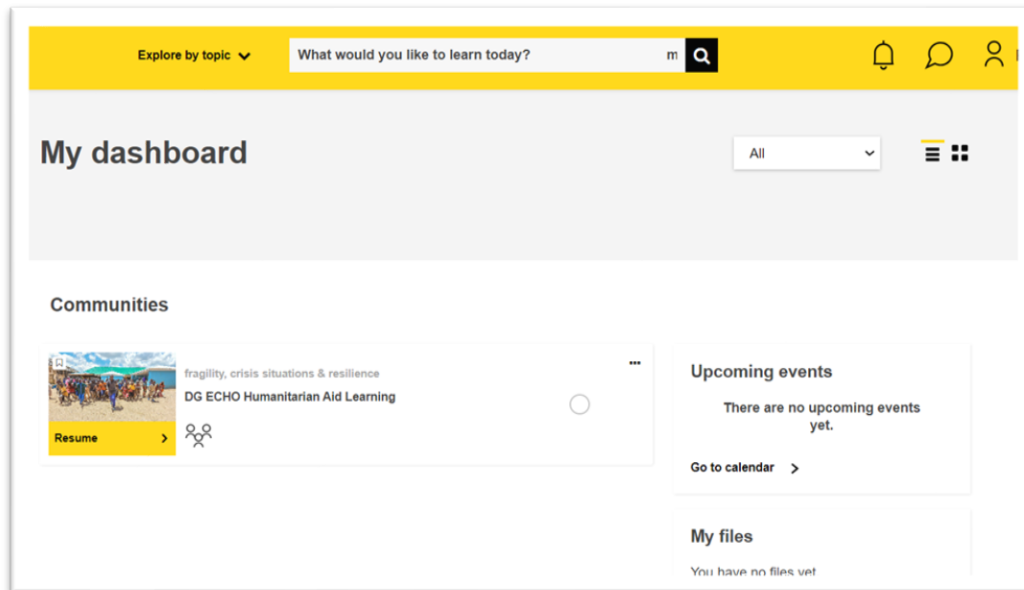
1. Open your web browser and go to the EU Academy portal
2. Click on "Log in" located in the top right corner.

3. Click on "**Dashboard**"
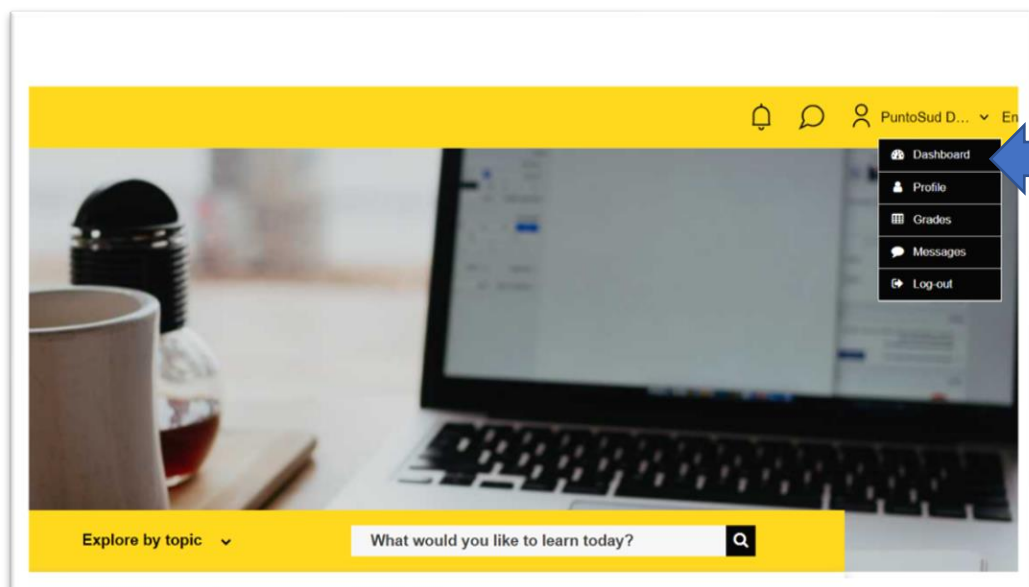
4. Access the material you have subscribed to.

If you have any doubts, please contact us at the email: echo-fpa-training@dgecho-partners-helpdesk.eu