

Laureate Faculty Development Portal User Manual



Index



- **1.** Go to the following link: <u>http://global.laureate.net/faculty</u>
- 2. Click on the orange button *I Am a Teacher/A Student/A Collaborator*.



3. Select your university, if it isn't on the list, click on the blue button that says *My University is not Listed Here*.



4. You can find your university by:

- A- Writing the name of your university in the search bar and hitting *Enter*.
- B- Searching by region where it's located.
- C- Selecting your country.
- D- Clicking on the university's logo.





How to Create an Account Laureate Faculty Development Portal | User Manual

5. Your university logo will appear.



6. Click on the Log In/ Sign Up button.



7. To create an account you must click on the link *¡Let's Create One Now!*

Please log in with your Laure	ate Global Portal Account		
Enter your email address		🦞 Help Tips	
P Enter your password.		DOUBLE CHECK YOUR PASSWORD Try entering the password again, slowly and carefully. The password is c capital letters matter.	ase sensitive
Keep me signed in.	I've forgotten my password		
SIG	N IN		

8. Please fill out the following form to create your account. The fields marked with (*) an asterisk must be completed.

Please	complete the following inform	ation to create your	account. The fields marked with an asterisk (*) are required
Usertcs			Testtcs
User.testtcs@walde	enu.edu		Walden University
P			o
Select your role	Staff Teacher	Student	392429
	CANCEL		CREATE YOUR ACCOUNT

Once you have completed the previous fields click on the *Create Your Account Button*.

9. A message will appear confirming your registration.

- 1. Go to the following link: <u>http://global.laureate.net/faculty</u>
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2	Welcome Back
to improvely	out experience we have pre-selected a list of universities based on your location
Discussion	Walden University
Second College	Kendall College
	кенын сонеде
<u>a</u>	New School of Architecture And Design
	Santa Fe University of Art and Design
LAUREATE	Laureate International Universities
	National Hispanic University

7

4. You can find your University by:

- A- Writing the name of your University in the search bar and hitting *Enter*.
- B- Searching by region where it's located.
- C- Selecting your country and finally.
- D- Clicking on the university's logo.





5. Your university's logo will appear.



6. Click on the Log In/ Sign Up button.

1	WALDEN UNIVERSITY A higher degree A higher purpose.	Search	Q		0	X		
				LANGUAGE	SUPPORT	FULLSCREEN	NOTIFICATIONS	1

- **7.** Follow these steps:
 - A) Enter your username.
 - B) Enter your password.
 - C) Click on the *Sign In* button.

Please log in with your Laureate Global Port Account	al 💡 Help Tips
 2.460 yant emailinitärini 	DUBLE CHECK YOUR PASSWORD Try entering the password again, slowdy and carefully. The password is case sensitive, so capital letters matter.
San kenterense	B Log In with any of these accounts —
Keep me signed in.	

<u>Note:</u> If you don't have an account in the portal, click on *Let's create one now!* located in the bottom of the page.

Complete the following information to create your account. The fields marked with an asterisk (*) are required.



Once you have completed the form, click on the *Create your Account* button.

8. Please make sure that your name appears on the upper right side of your screen.



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 - A- Writing the name of your university in the search bar and hitting *Enter*.
 - **B-** Searching by region where it's located.
 - **C-** Selecting your country.
 - D- Clicking on the university's logo.

SEARCH YOUR UNIVERSITY Α Asia Pacific OR SELECT YOUR REGION Latin America Middle East North Africa в North America



5. Your university's logo will appear.



6. Click on the *Log In/ Sign Up* button.

WALDEN UNIVERSITY A higher degree. A higher purpore.	Search	٩	LANGUAGE	SUPPORT	FULLSCREEN	
		Faculty Developme	ent			/

7. Click on the link *I've Forgotten My Password*.

		eate GLOBALPORTAL
Please log in with your La Portal Account	aureate Global	
Enter your entail mode		💡 Help Tips
P Enter your patisword		DOUBLE CHECK YOUR PASSWORD Try entering the password again, slowly and carefully. The passwor is case sensitive, so capital letters matter.
Keep me signed in.	I've forgotten my password	
SIGN IN		
Don't have an account yet?	Let's create one now!	

- 8. Follow these steps:
 - A. Write your e-mail.
 - B. Write the numbers that show up.
 - C. Click on the Send button.

🥟 Welc	ome to Lau i	reate GLOBALPORTAL
Forgot your Password No problem. We'll send you a email password.	with instructions on how to reset your	Help Tips DOUBLE CHECK YOUR PASSWORD Try entering the password again, slowly and carefully. The password
381822 SEND	Type the numbers	B
	0	

9. Check your e-mail inbox and complete the password reset process.



1. To change the language click on the *Flag Icon*.



2. Click on the language in which you desire to navigate on the Portal.

UVVM Universidad del Valle de México	Buscar Cursos	٩		SOPORTE	PANTALLA COMPLETA	LOG IN/SIGN UP
	Desarrolle	SELECCIO	DNE UN ID	IOMA	Interna	ational Opportunities $>$
¡Bienvenido al Portal de Desarrollo Docente Laureate!		English • Español Português	-	~	ریانی رya está matriculado? Ir a Clase	Q Explorar todos los programas

3. Make sure that the language has been changed and that the content has been change to the language you chose.



1. Click on your name, it will appear on the upper right side of your screen.



2. Select the option *Edit your Profile*.



3. Your profile will be displayed. In this section you will be able to update your personal information. Once done save the changes by clicking the *Update Information* button.

6	MYWALL	EDIT YOUR PERSONAL INF	ORMATION Last Name
		Dariela	Lopez
S Sand	BLOGS	Department	Phone Number
DARIELA LOPEZ		Department	Phone Number
		Position	Company
dariela.lopez@laureate.net	EDIT PROFILE	Position	Company
	<	Work Location	Reports To
	CHANGE PICTURE	Work Location	Reports To
		Description	/

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4. Your university's logo will appear.



To have a better experience in the new Laureate Languages Portal we recommend you use Google Chrome as your browser.

- 1. Go to http://global.laureate.net/faculty
- 2. Click on the button *Log In / Sign Up* button.

UVM Universidad del Valle de México	Search		SUPPORT	FULLSCREEN	NOTIFICATIONS	LOG IN / SIGN UP
	Faculty [Development			-	Laureate Live >
Welcome to the Faculty	PROGRAMS & COURSES	WHAT'S NEV	V			$\mathbf{\cap}$

- **3.** Follow these steps:
 - A) Enter your username.
 - B) Enter your password.
 - C) Click on the *Sign In* button.

Please log in with your Laurea Account	te Global Portal	🂡 Help Tips
🖉 - It sick yant er sulfaktive d	(A DOUBLE CHECK YOUR PASSWORD Try entering the password again, slowly and carefully. The password is case sensitive, so capital letters matter.
P Comparison	+(B Log in with any of these accounts
Keep me signed in.	I've forcotten my password	your laureate university account

<u>Note:</u> If you don't have an account in this portal, click the link "Let's create one now!" located in the bottom of the page.

6. Please make sure that your name appears on the upper right side of your screen.



- 7. To see the available courses you need do to the following:
- A) Click on the *Recommended for You* section.
- B) Click on Explore All Courses.



- 8. You can see specific course available by:
- A) Using the portal's search bar.
- B) Clicking on the name of the course you want to enroll in.

	rsidad Ille de México	Search Programs and Courses	Q INGLASS SUPPORT	RULSCREEN NOTIFICATIONS
RESULTS FOR: ALL C	OURSES /	AND PROGRAMS	A	Switch Views
FILTER RESULTS by type by delivery method by language	* * *	PROGRAM Academic Professional Skills B	PROGRAM Certificate in Online, Hybrid and Blended Education, Course Delivery Track	PROGRAM Laureate Certificate in Online, Hybrid and Blended Education
		PROGRAM Laureate Certificate in Teaching and Learning in Higher Education	PROGRAM Laureate Certificate in Working Adult Education	PROGRAM Learning Methods

<u>Note</u>: For the certificates you will only have to register on Module 1, the inscriptions for the rest of the modules are automatic, for the self-paced courses you will have to request your inscription.

9. Select the course that you want to be enrolled in.



10. To register click on the *Enroll* button.

< Back to Certificate / Academic Research			
Have you ever pondered on how to develop a research question and what would be needed to conduct a research in your field?	OVERVIEW ABOUT THE COURSE	START DATE MAY 14. 2014	END DATE JUNE 11, 2014
ENROLL Enrollment Start Date: February 27, 2014 Enrollment End Date: April 24, 2014	FREQUENTLY ASKED QUESTIONS	0	
RELATED COURSES Competencies Based Learning January 30, 2014		DURATION I HOURS UNAVAILABLE	DELIVERY MODE ONLINE

11. Verify that your information is correct, if it's not correct, please proceed to update your information and click on the *Register Now* button.

		UVM Universidad del Valle de México	
		(*)Campus If your campus is not displayed, please contact,	support@laureate.net
		Reynosa	
_		(*)Faculty/School	
HI MARIO ALBERTO		Programa Cuatrimestral - División de Ingeniería	•
		(*)Alternative Email	
Please,	complete the following information to confirm your registration	ubmario@	
-	Please verify your full name, as it will be printed on your course	(*)Employee ID	
	certificate. Remember that you can always change your name in your		
		Phone Number	Extension

12. The following message will show up, confirming your request.



Please note that the notifications from our portal will be sent from the following email address <u>No-reply@laureate.net</u>. Please add this address to your contact list to receive messages and avoid having them go to your junk email.

Should you encounter any technical difficulties, click on the support icon to chat with an agent or to submit a ticket. You can also send an email to support@laureate.net.



1. Make sure to have logged in into the Laureate Faculty Development Portal.



2. Click on the Go to Class button located on the main tile, under the Your Programs & Courses tab.

