

Laureate Faculty Development Portal

User
Manual



LAUREATE
INTERNATIONAL
UNIVERSITIES®

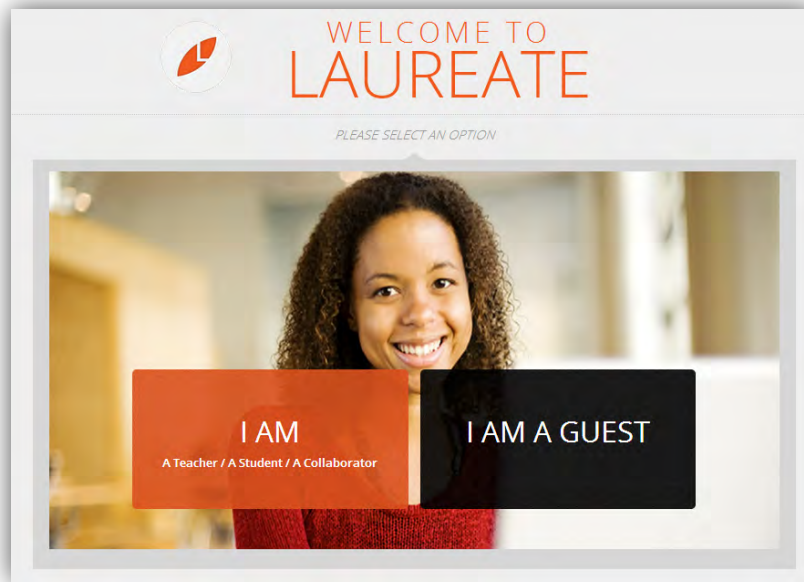
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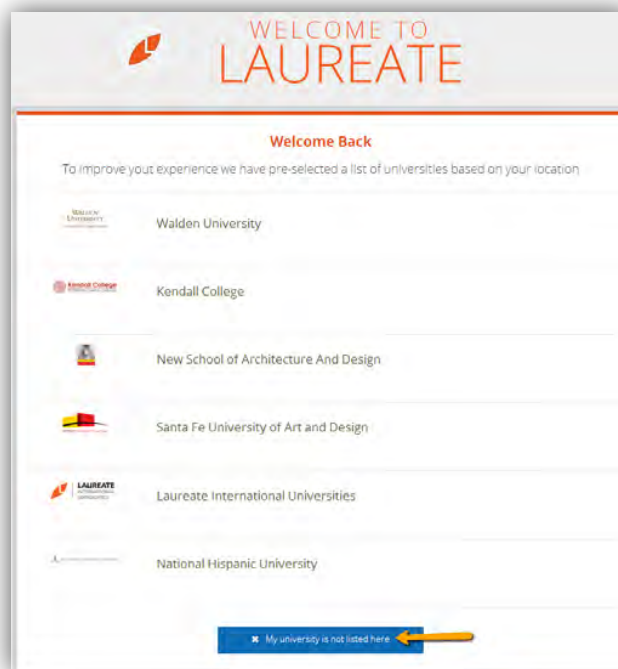
How to Create an Account

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

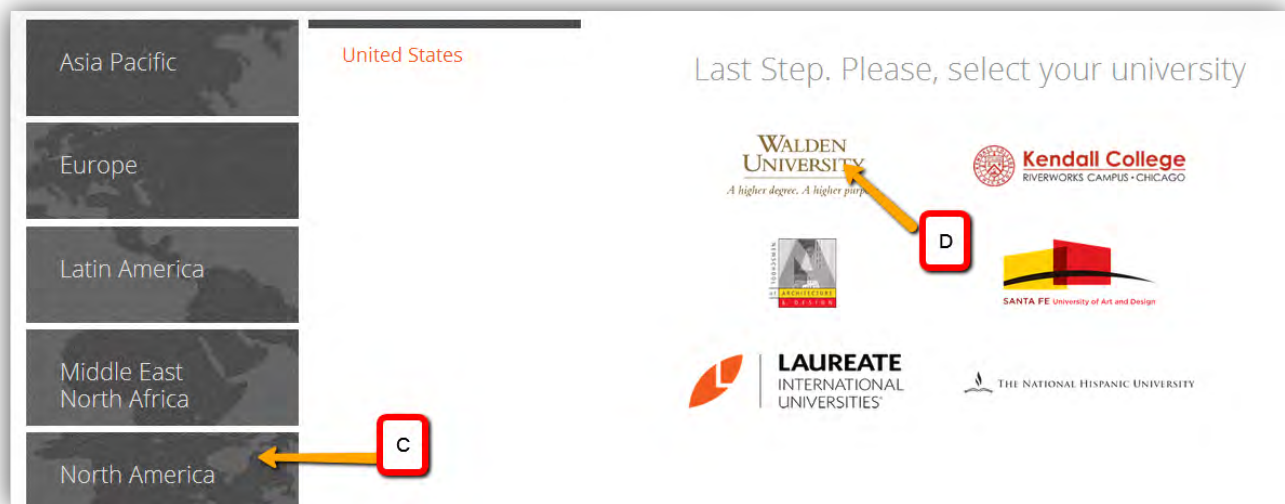
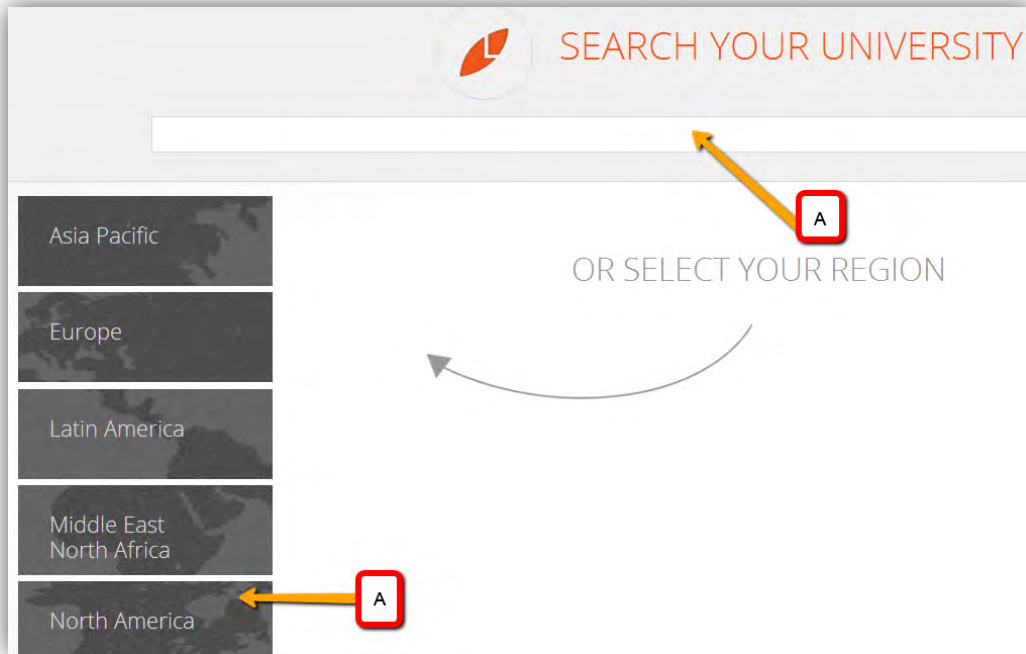


3. Select your university, if it isn't on the list, click on the blue button that says *My University is not Listed Here*.



4. You can find your university by:

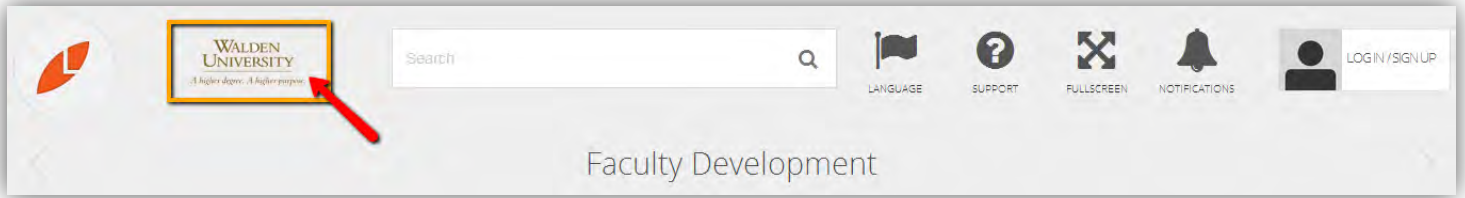
- A- Writing the name of your university in the search bar and hitting *Enter*.
- B- Searching by region where it's located.
- C- Selecting your country.
- D- Clicking on the university's logo.



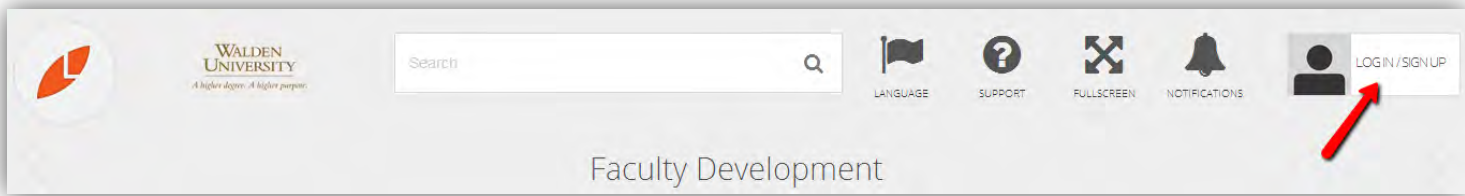
How to Create an Account

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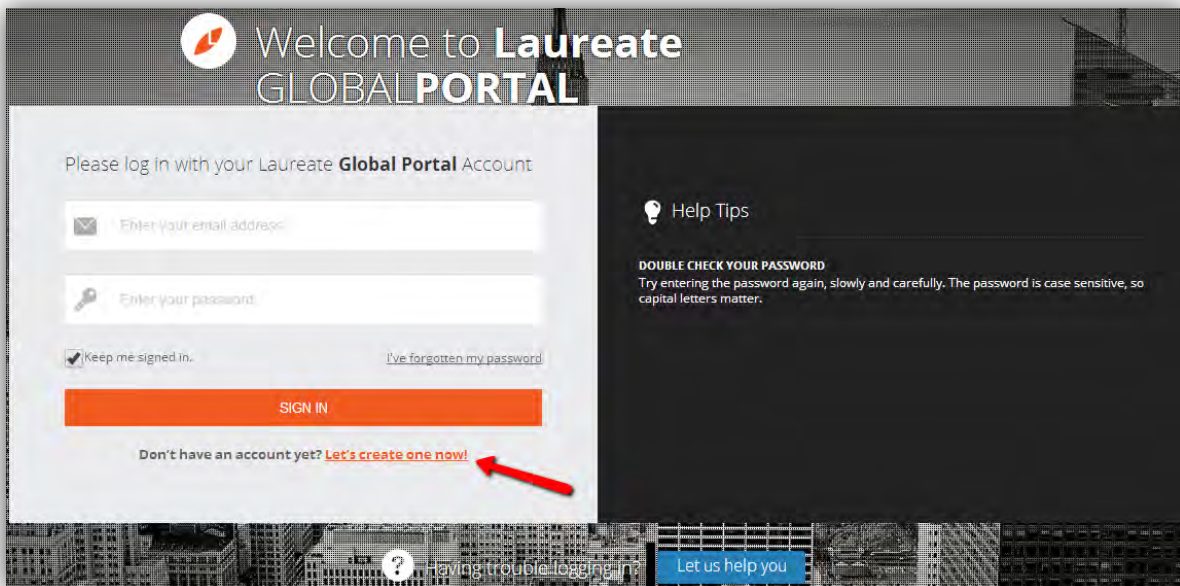
5. Your university logo will appear.



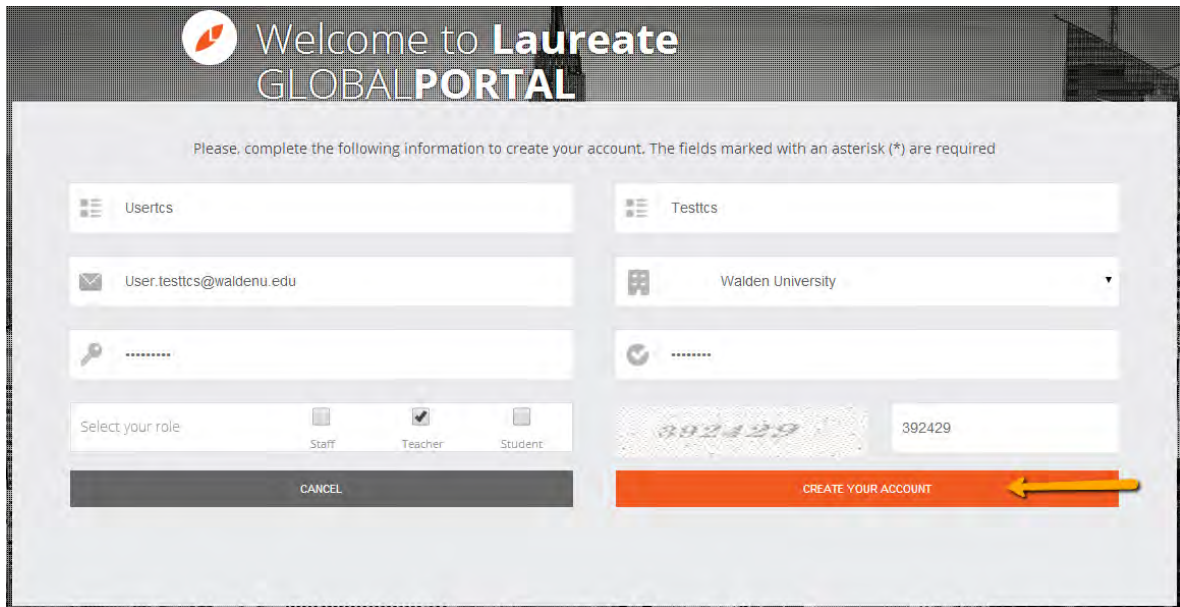
6. Click on the *Log In/Sign Up* button.



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



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



The screenshot shows the 'Welcome to Laureate GLOBALPORTAL' registration page. At the top, it says 'Please, complete the following information to create your account. The fields marked with an asterisk (*) are required'. The form is divided into two columns. The left column contains: a username field with 'User1cs', an email field with 'User.test1cs@waldenu.edu', a password field with asterisks, and a role selection area with radio buttons for 'Staff', 'Teacher', and 'Student'. The right column contains: a test ID field with 'Test1cs', a university dropdown menu showing 'Walden University', another password field with asterisks, and a CAPTCHA field with the number '392429'. At the bottom, there is a 'CANCEL' button on the left and a red 'CREATE YOUR ACCOUNT' button on the right, with a yellow arrow pointing to it.

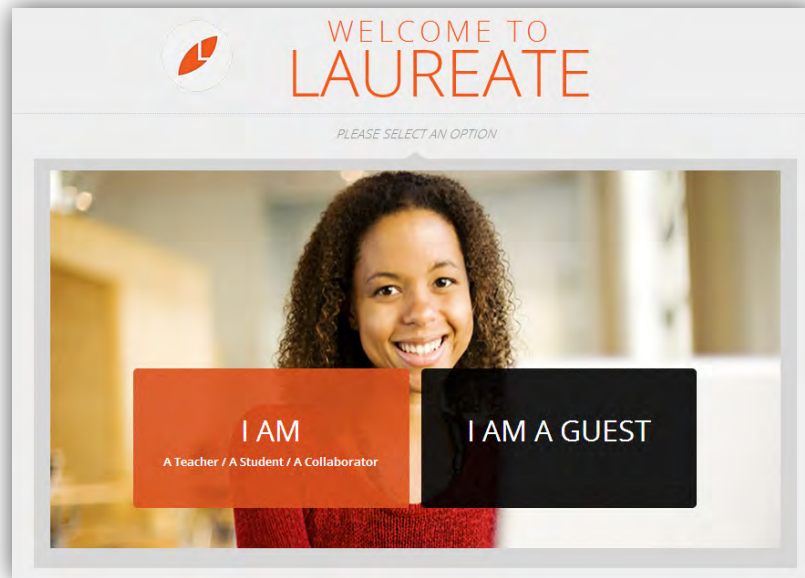
Once you have completed the previous fields click on the *Create Your Account Button*.

9. A message will appear confirming your registration.

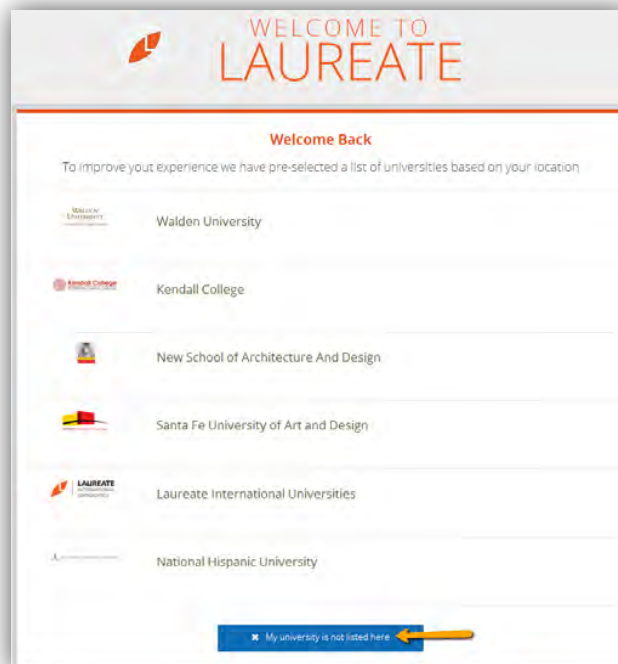
How to Log In

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

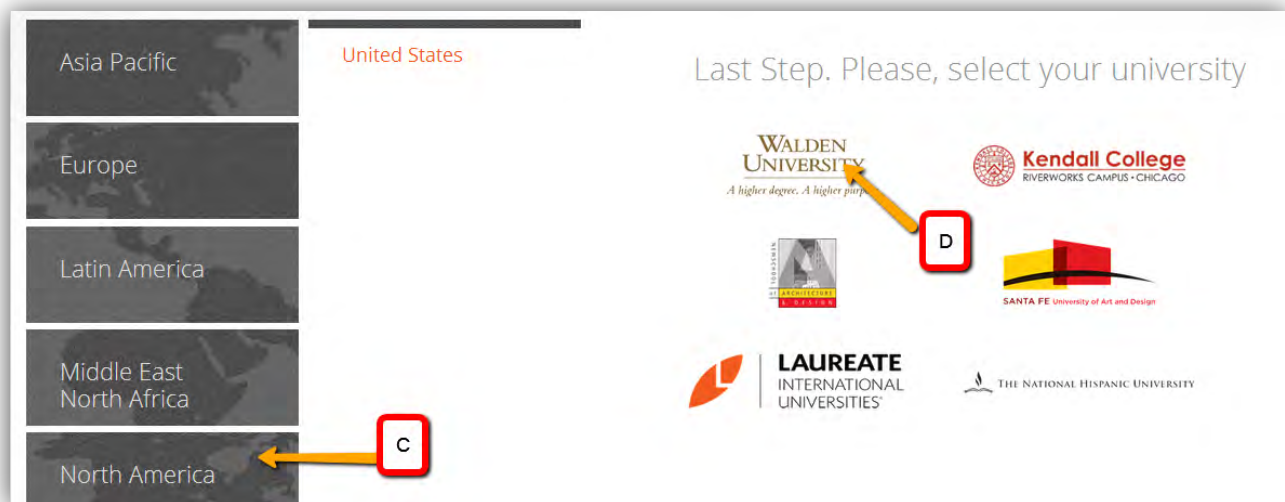
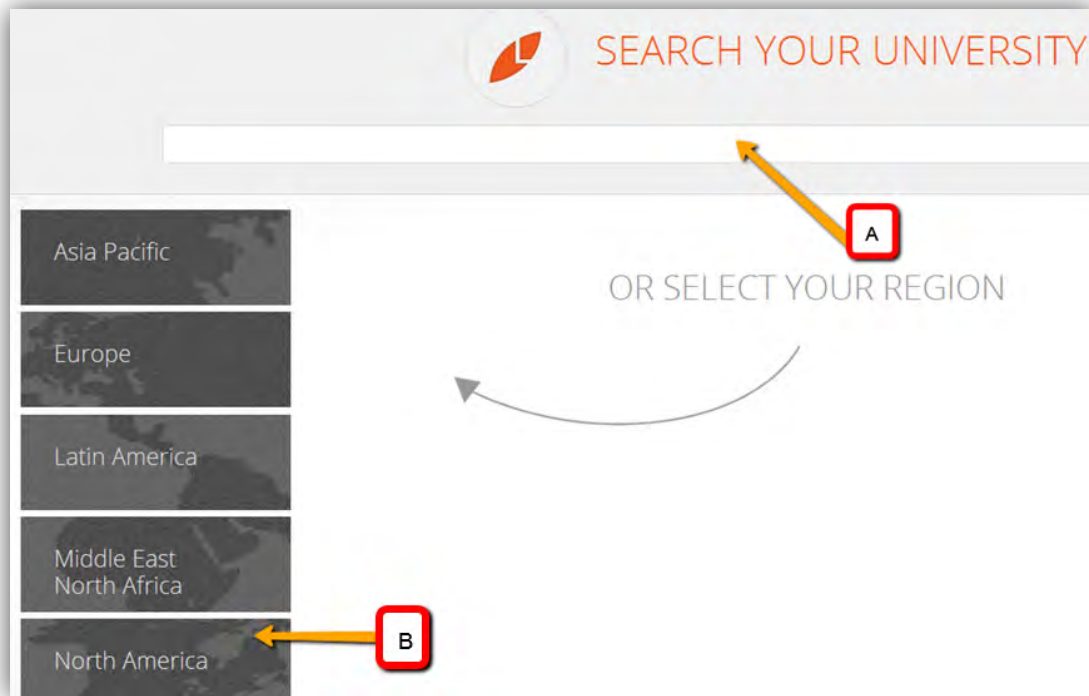


3. Select your University, if it isn't on the list, click on the blue button that says *My University is not Listed Here*.

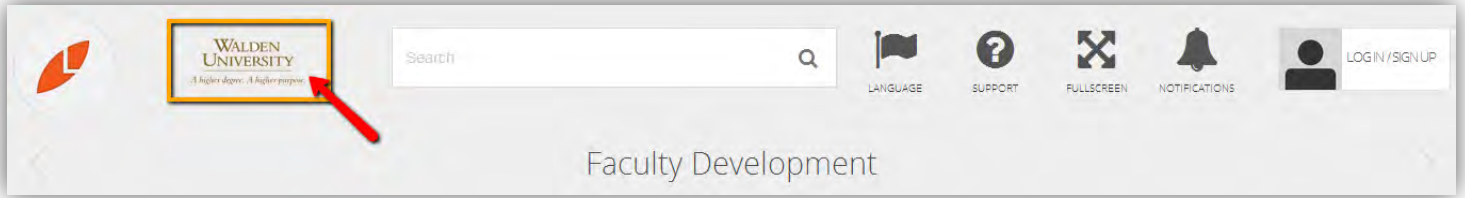


4. You can find your University by:

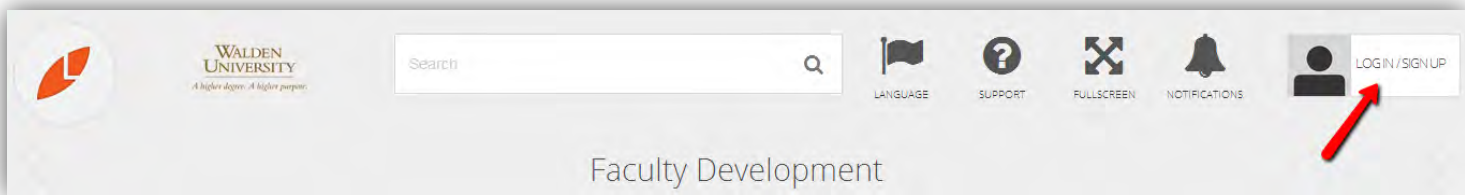
- A- Writing the name of your University in the search bar and hitting *Enter*.
- B- Searching by region where it's located.
- C- Selecting your country and finally.
- D- Clicking on the university's logo.



5. Your university's logo will appear.

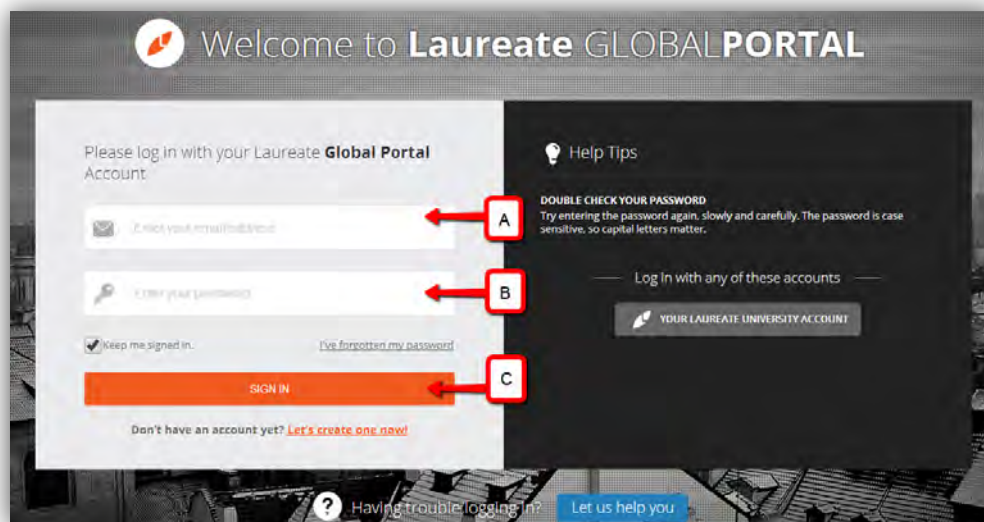


6. Click on the *Log In/ Sign Up* button.



7. Follow these steps:

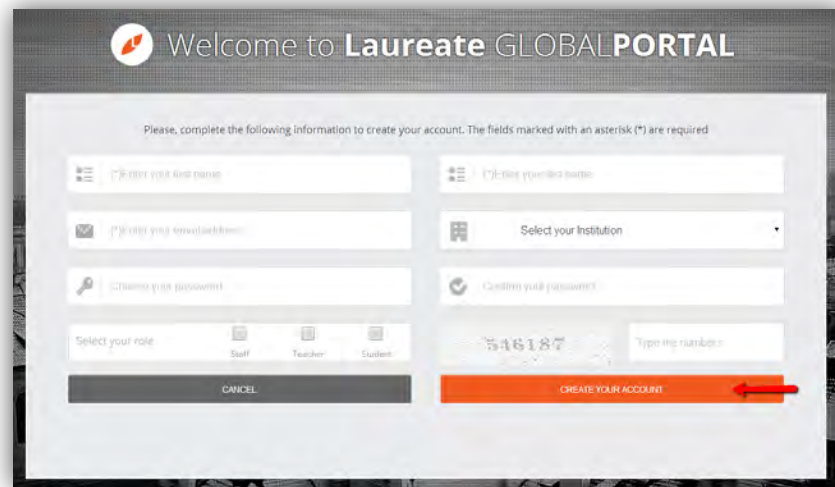
- A) Enter your username.
- B) Enter your password.
- C) Click on the *Sign In* button.



How to Log In Laureate Faculty Development Portal | User Manual

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

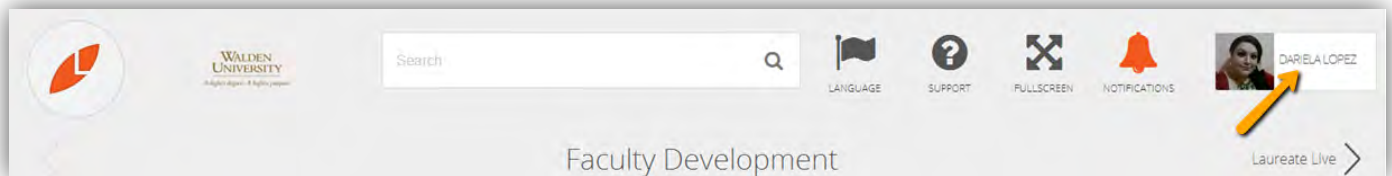
Complete the following information to create your account. The fields marked with an asterisk (*) are required.



The screenshot shows the 'Welcome to Laureate GLOBAL PORTAL' page. Below the header, there is a form titled 'Please, complete the following information to create your account. The fields marked with an asterisk (*) are required'. The form contains several input fields: 'Enter your first name', 'Enter your last name', 'Enter your email address', 'Select your Institution' (a dropdown menu), 'Create your password', 'Confirm your password', 'Select your role' (with radio buttons for Staff, Teacher, and Student), and a CAPTCHA field with the number '546187'. At the bottom of the form, there are two buttons: a grey 'CANCEL' button and an orange 'CREATE YOUR ACCOUNT' button. A red arrow points to the 'CREATE YOUR ACCOUNT' button.

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.



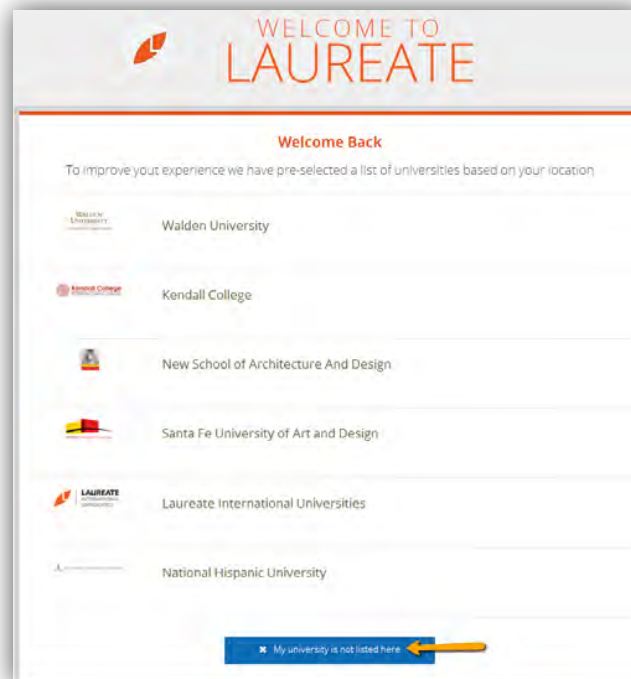
How to Reset your Password

Laureate Faculty Development Portal | User Manual

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

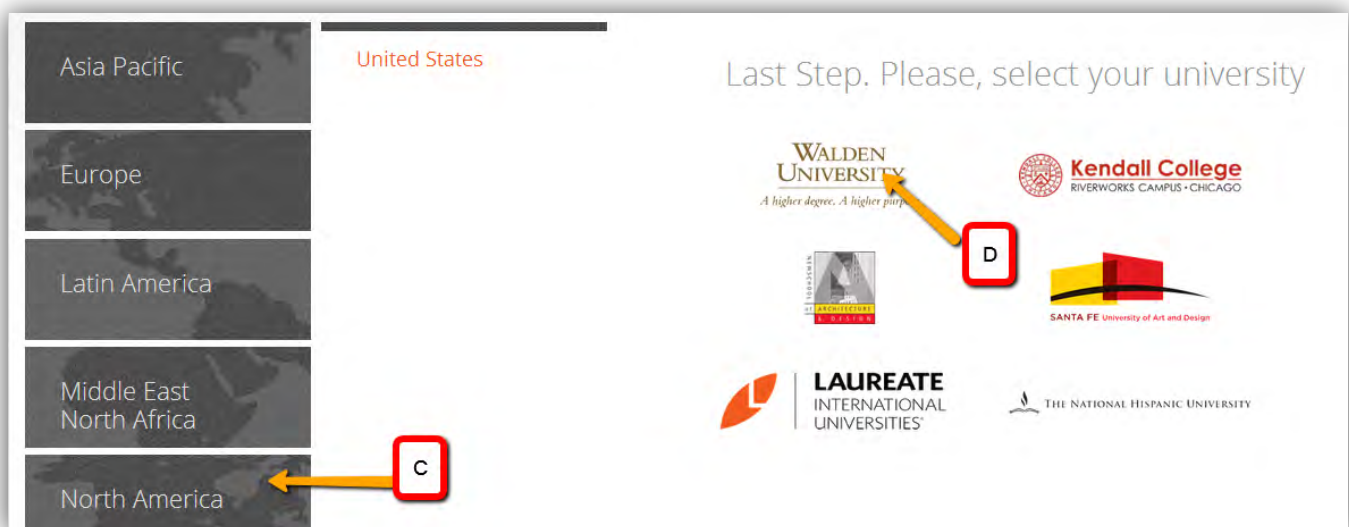
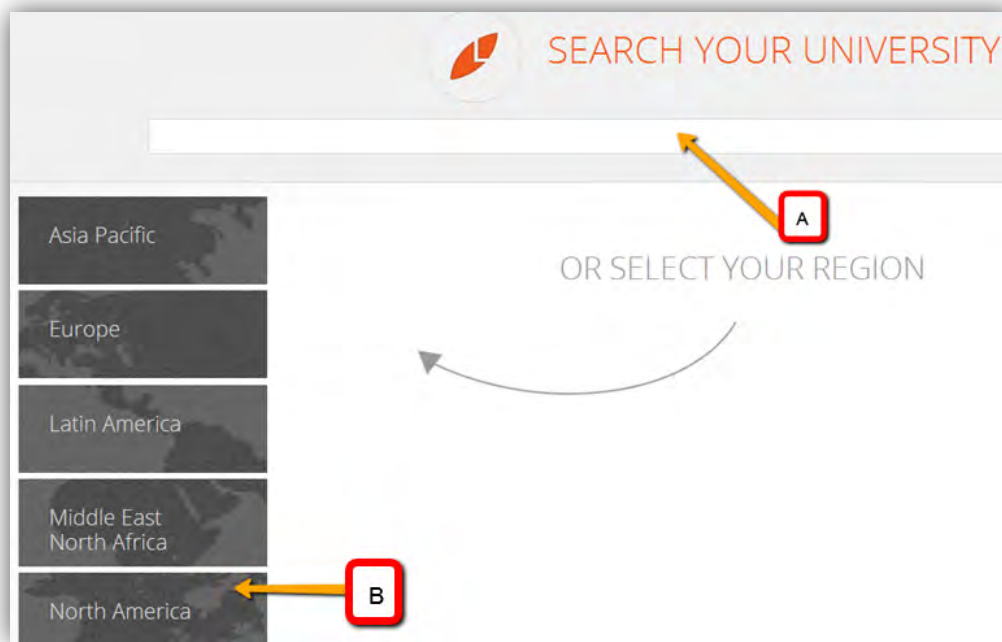


3. Select your university, if it isn't on the list, click on the blue button that says *My University is not Listed Here*.

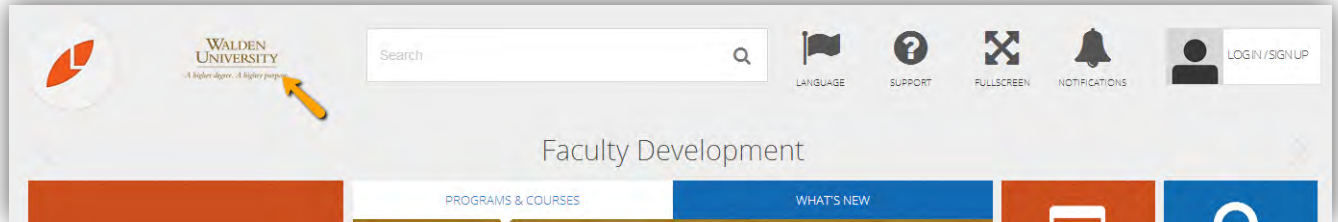


4. You can find your university by:

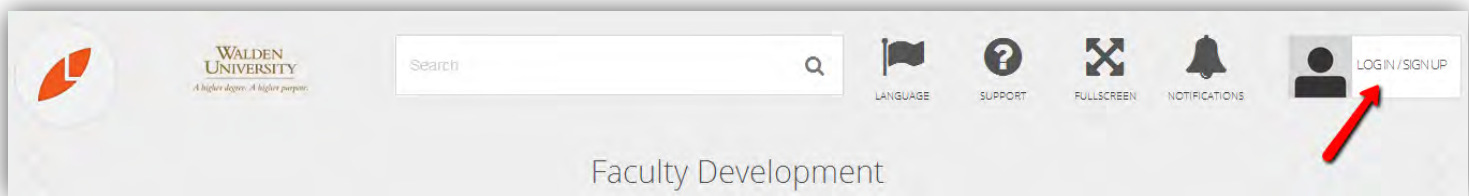
- A- Writing the name of your university in the search bar and hitting *Enter*.
- B- Searching by region where it's located.
- C- Selecting your country.
- D- Clicking on the university's logo.



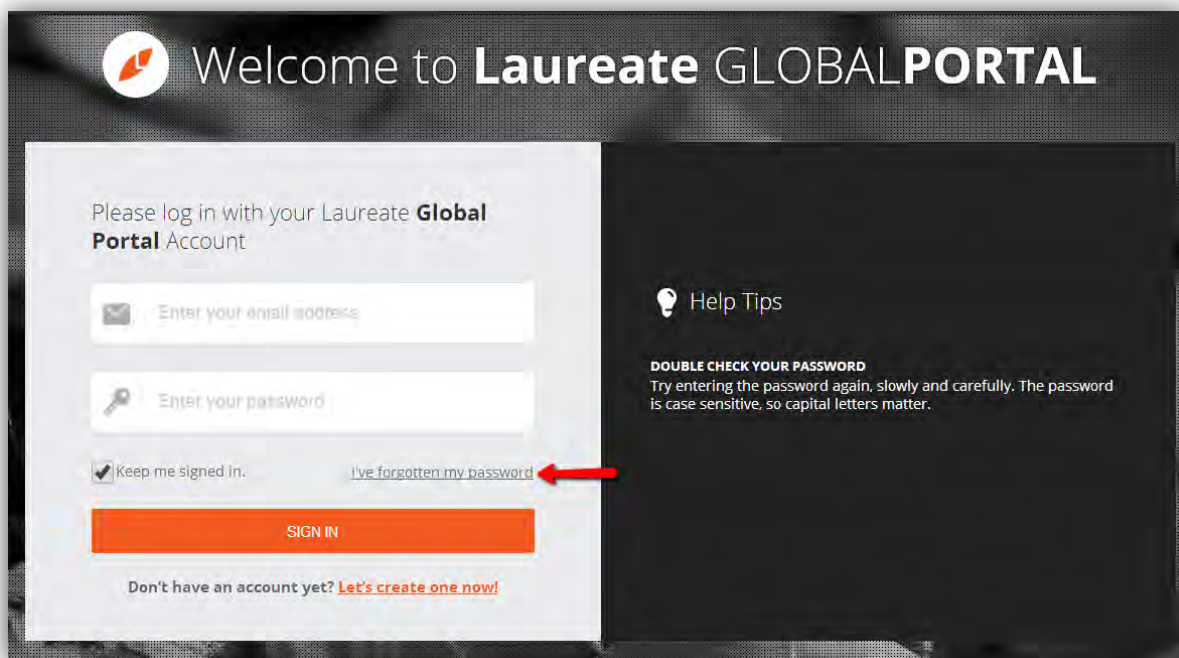
5. Your university's logo will appear.



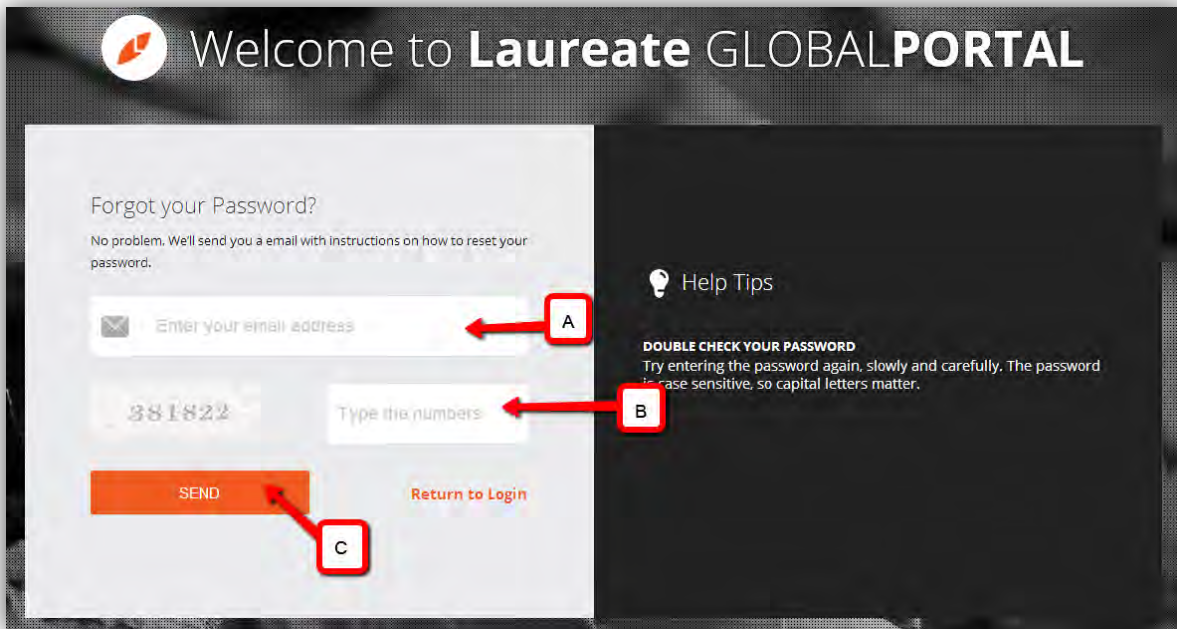
6. Click on the *Log In/ Sign Up* button.



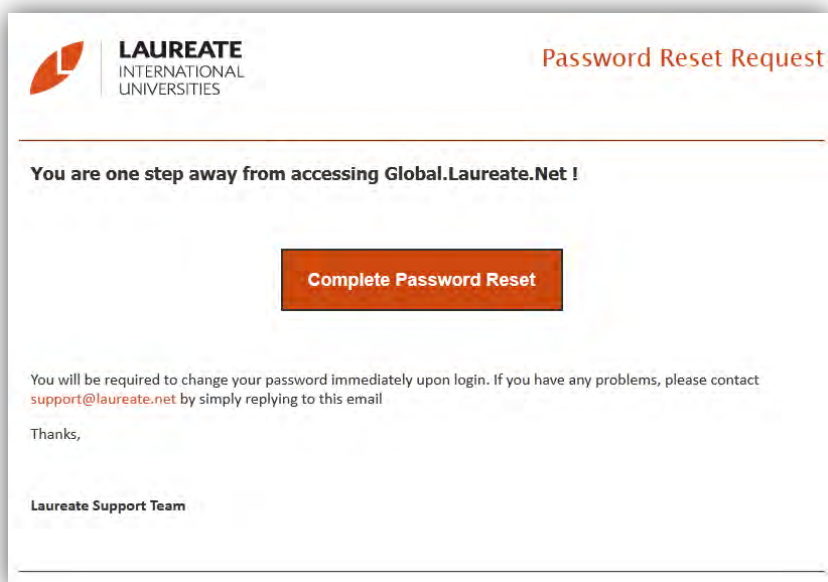
7. Click on the link *I've Forgotten My Password*.



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



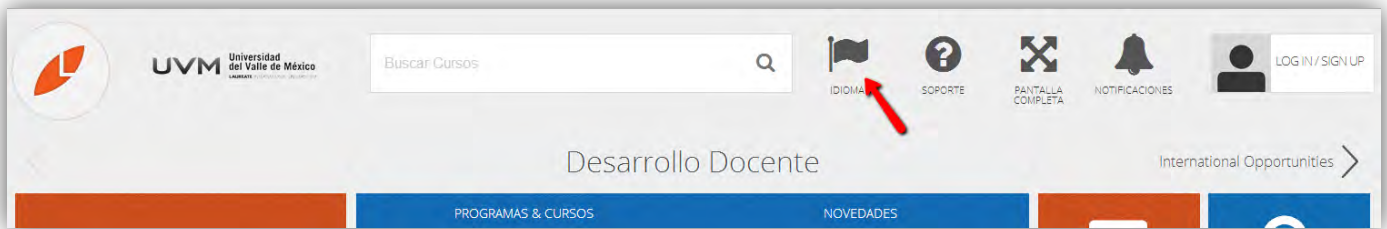
9. Check your e-mail inbox and complete the password reset process.



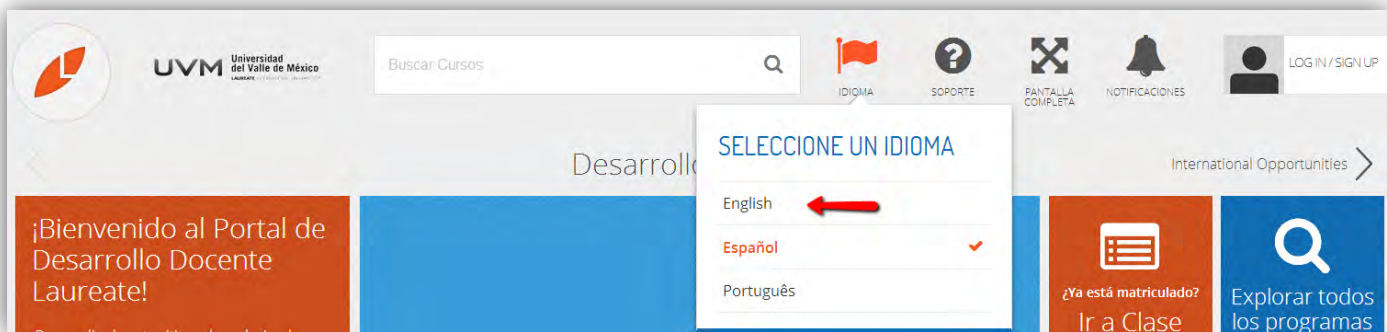
How to Change your Language

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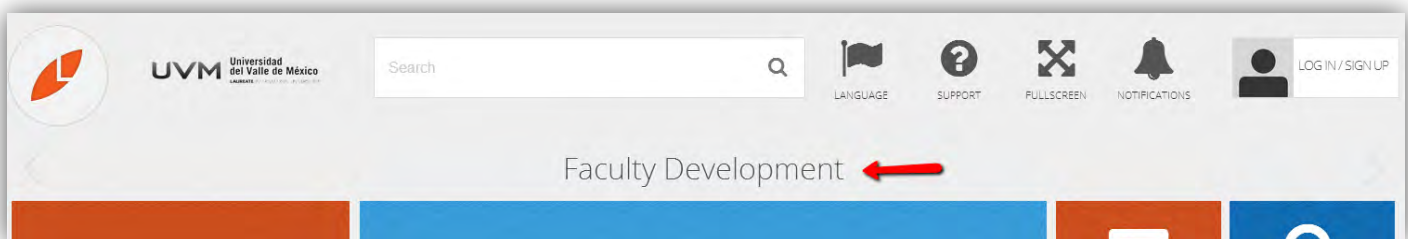
1. To change the language click on the *Flag Icon*.



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



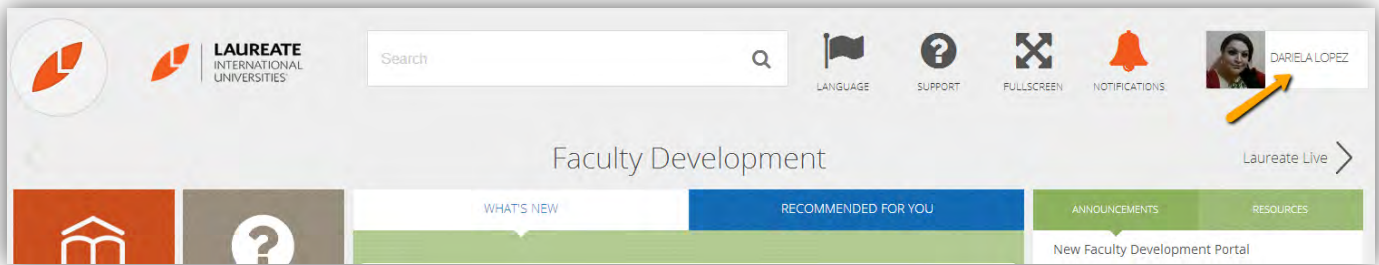
3. Make sure that the language has been changed and that the content has been change to the language you chose.



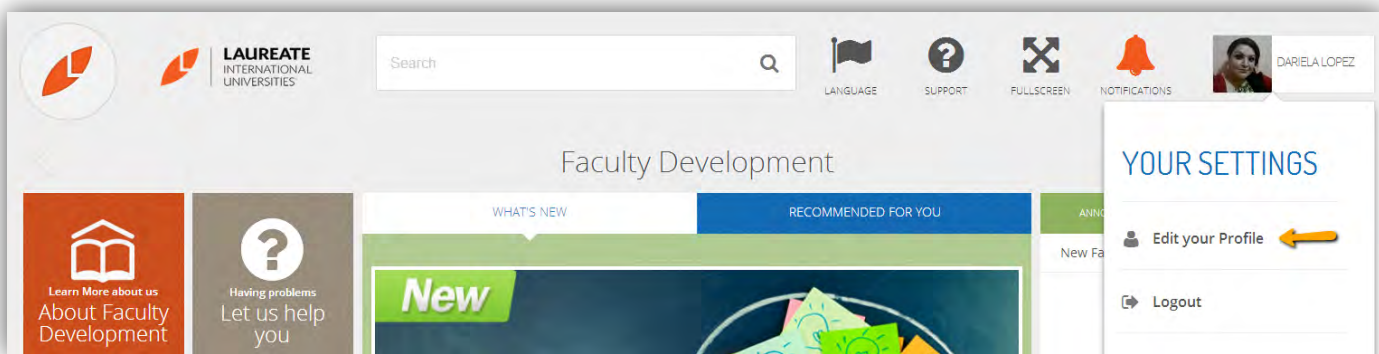
How to Edit your Profile

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



2. Select the option *Edit your Profile*.



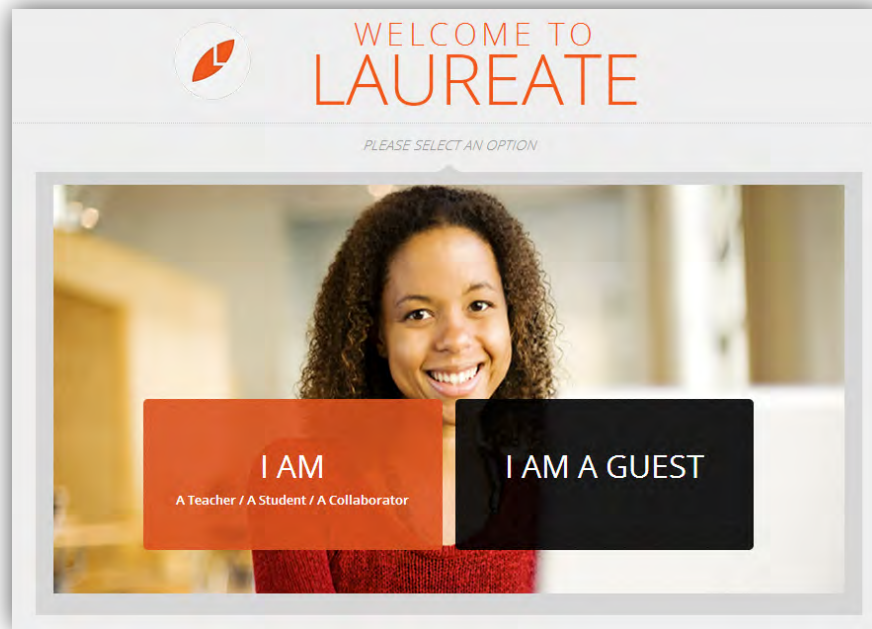
3. Your profile will be displayed. In this section you will be able to update your personal information. Once done save the changes by clicking the *Update Information* button.

The screenshot shows a user profile page for DARIELA LOPEZ. The profile card on the left includes a photo, name, and email. The main content area is titled 'EDIT YOUR PERSONAL INFORMATION' and contains the following fields:

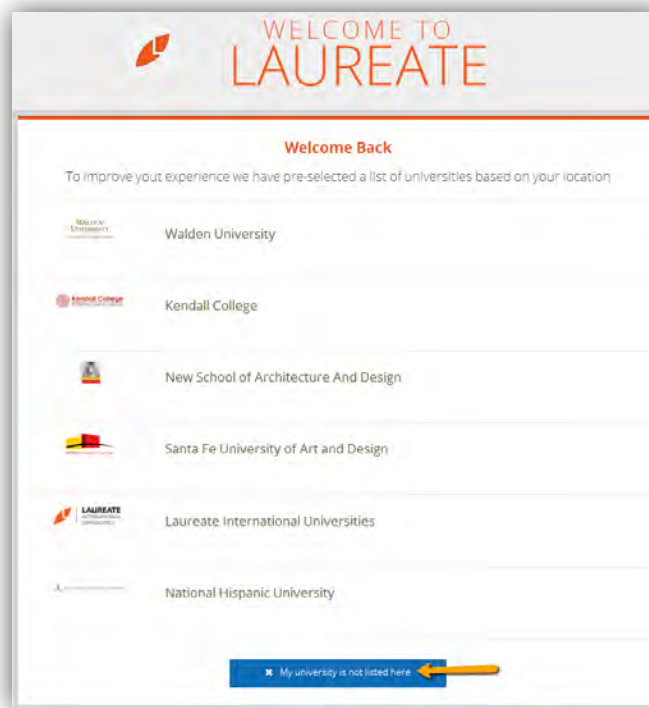
Field	Value
First Name	Dariela
Last Name	Lopez
Department	Department
Phone Number	Phone Number
Position	Position
Company	Company
Work Location	Work Location
Reports To	Reports To
Description	

An orange button labeled 'UPDATE INFORMATION' is located at the bottom right of the form, with a yellow arrow pointing to it.

1. Click on the orange button *I Am a Teacher/A Student/A Collaborator*.

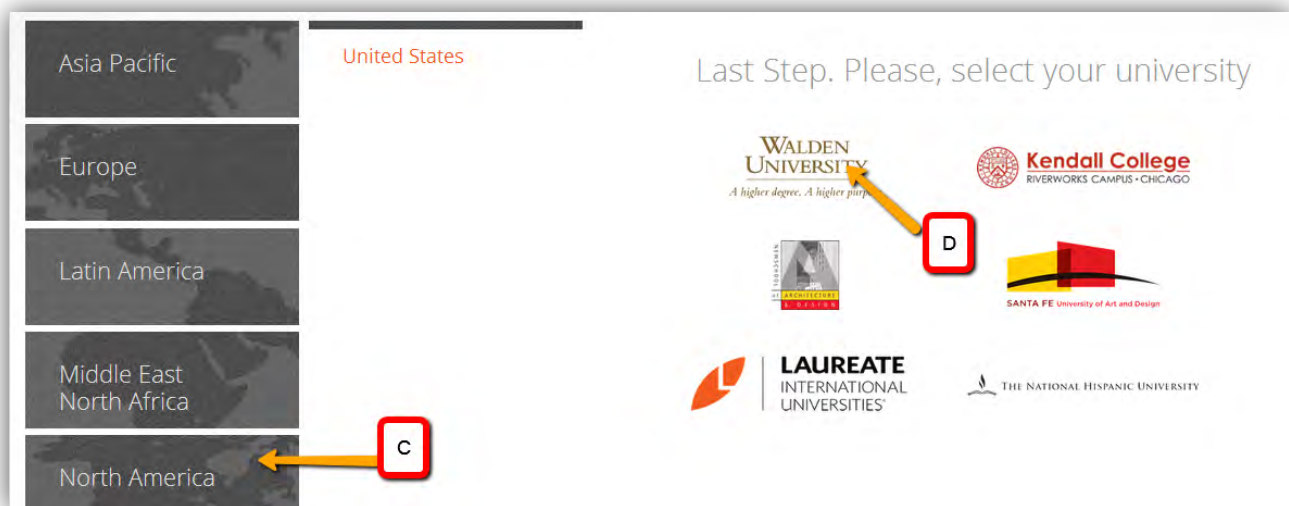
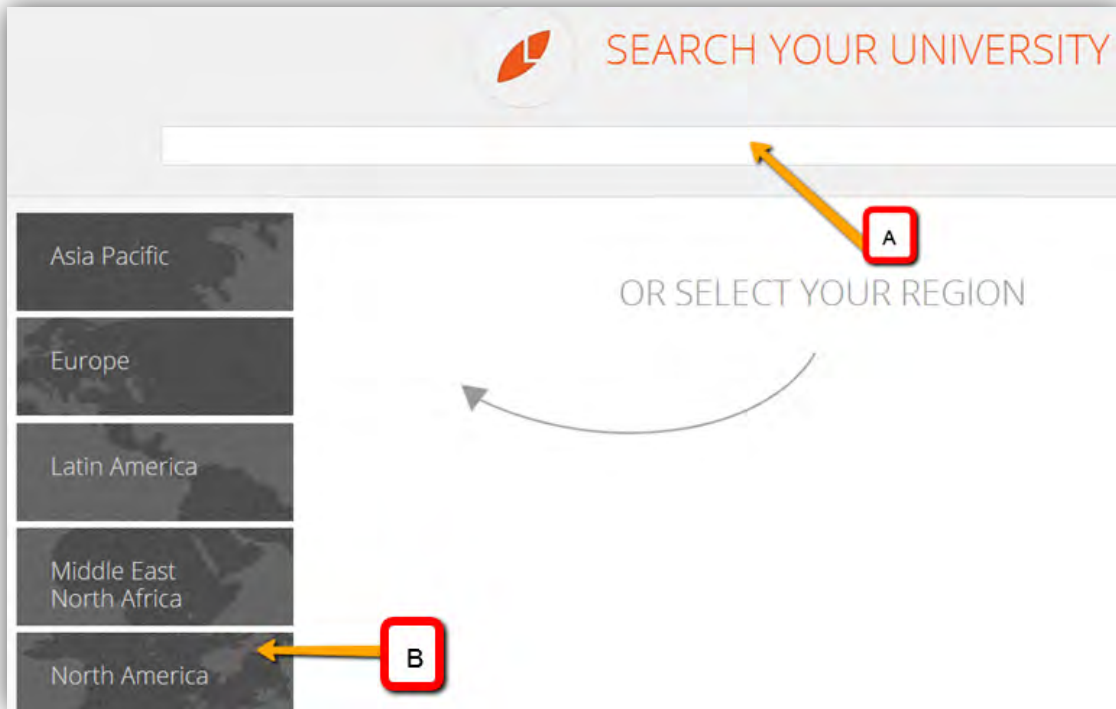


2. Select your university, if it isn't on the list, click on the blue button that says *My University is not Listed Here*.

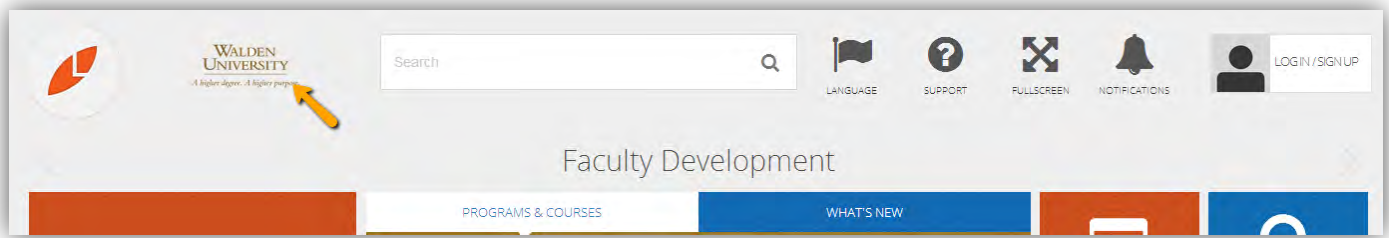


3. You can find your university by:

- 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.



4. Your university's logo will appear.

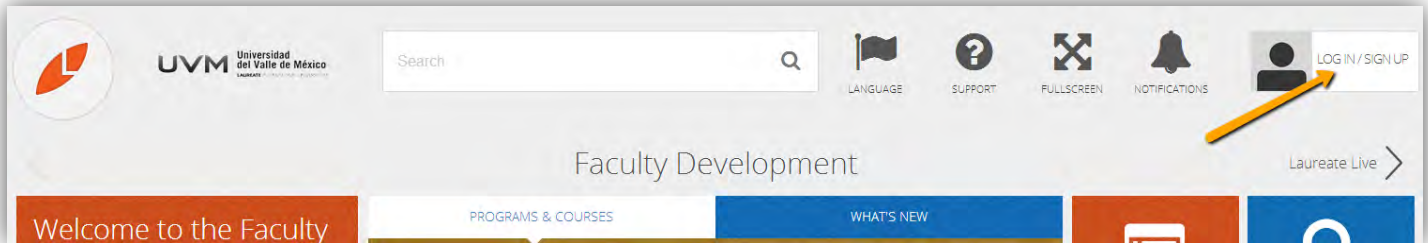


How to Register for a Course

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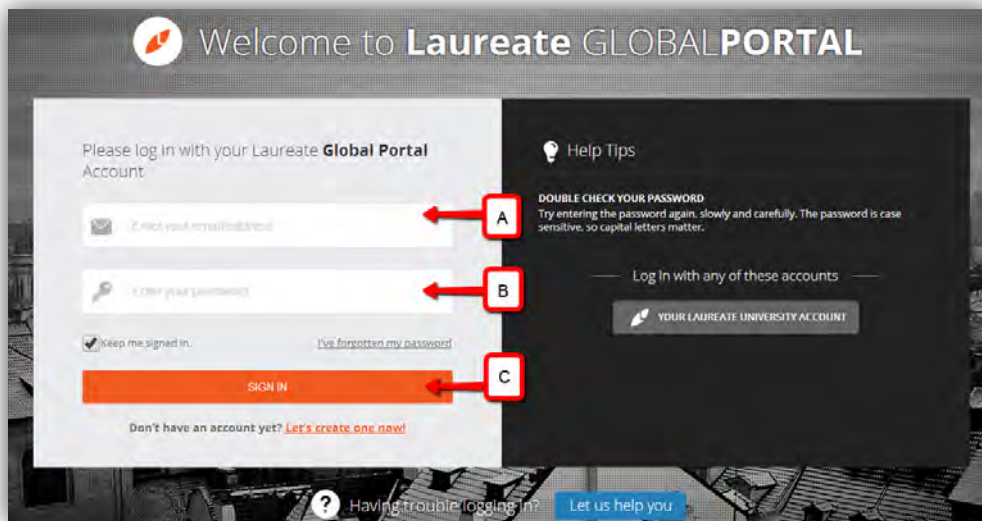
To have a better experience in the new Laureate Languages Portal we recommend you use Google Chrome as your browser.

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



3. Follow these steps:

- A) Enter your username.
- B) Enter your password.
- C) Click on the *Sign In* button.

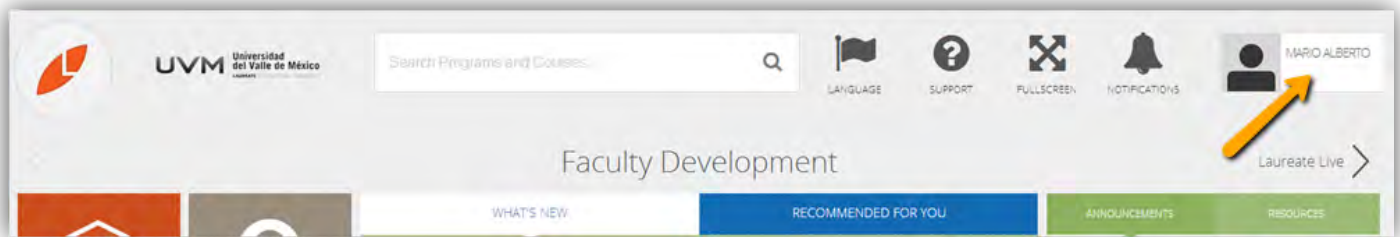


Note: If you don't have an account in this portal, click the link "Let's create one now!" located in the bottom of the page.

How to Register for a Course

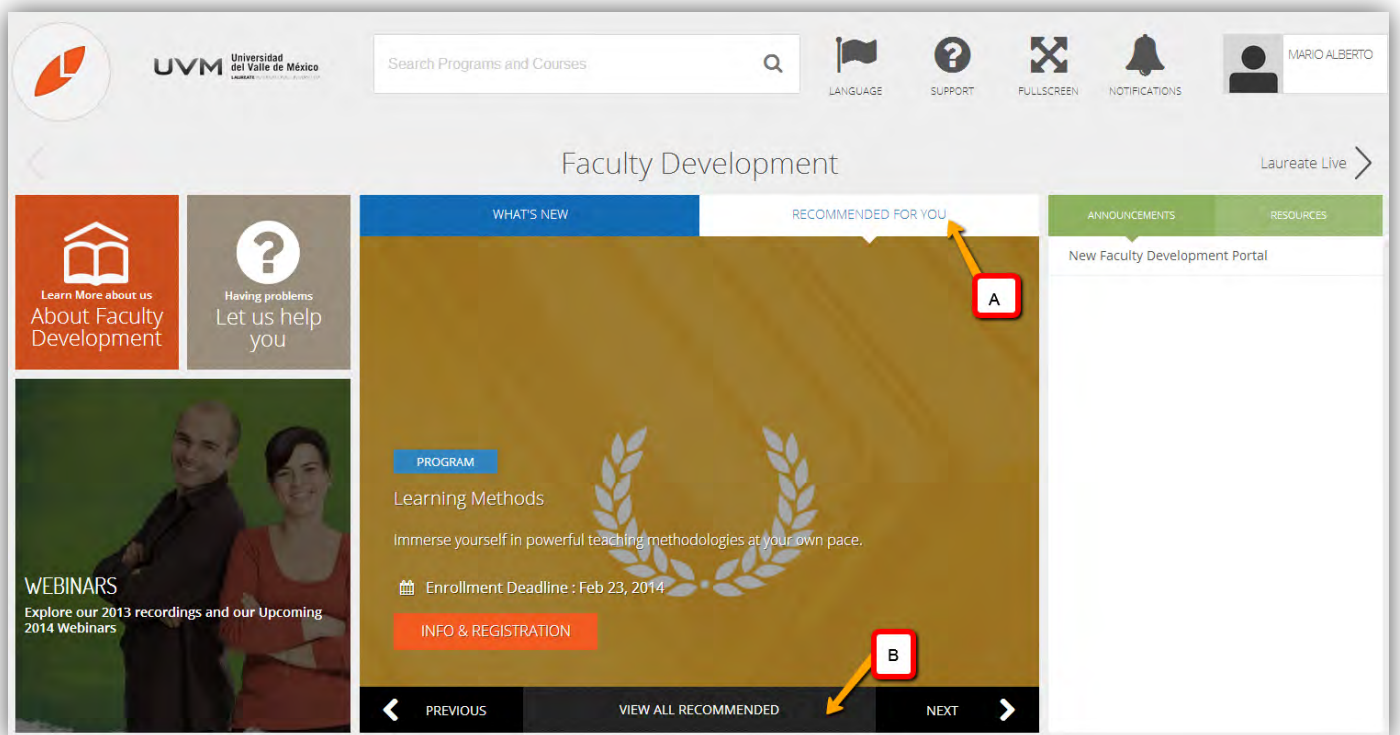
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6. Please make sure that your name appears on the upper right side of your screen.



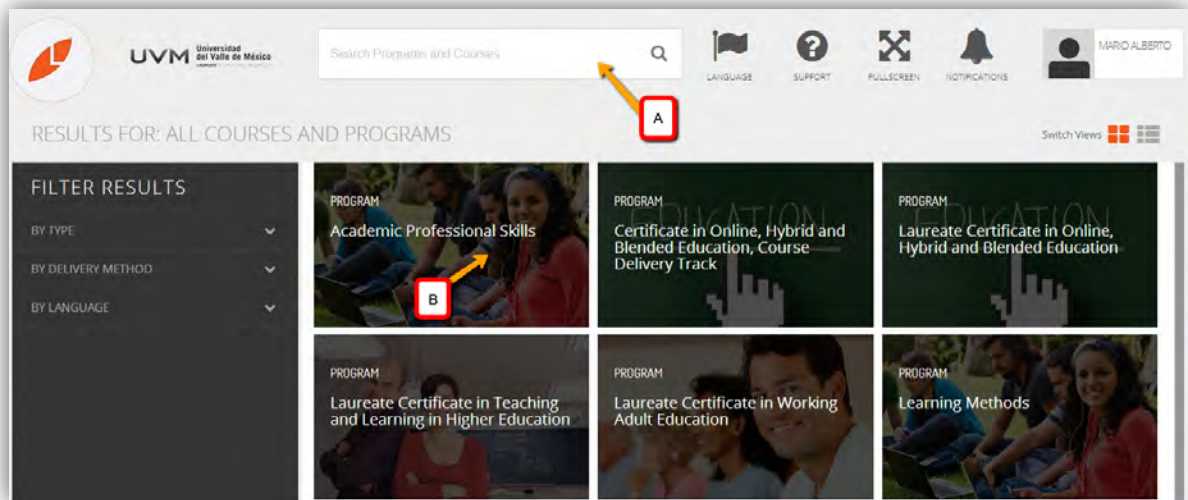
7. To see the available courses you need do to the following:

- A) Click on the *Recommended for You* section.
- B) Click on *Explore All Courses*.



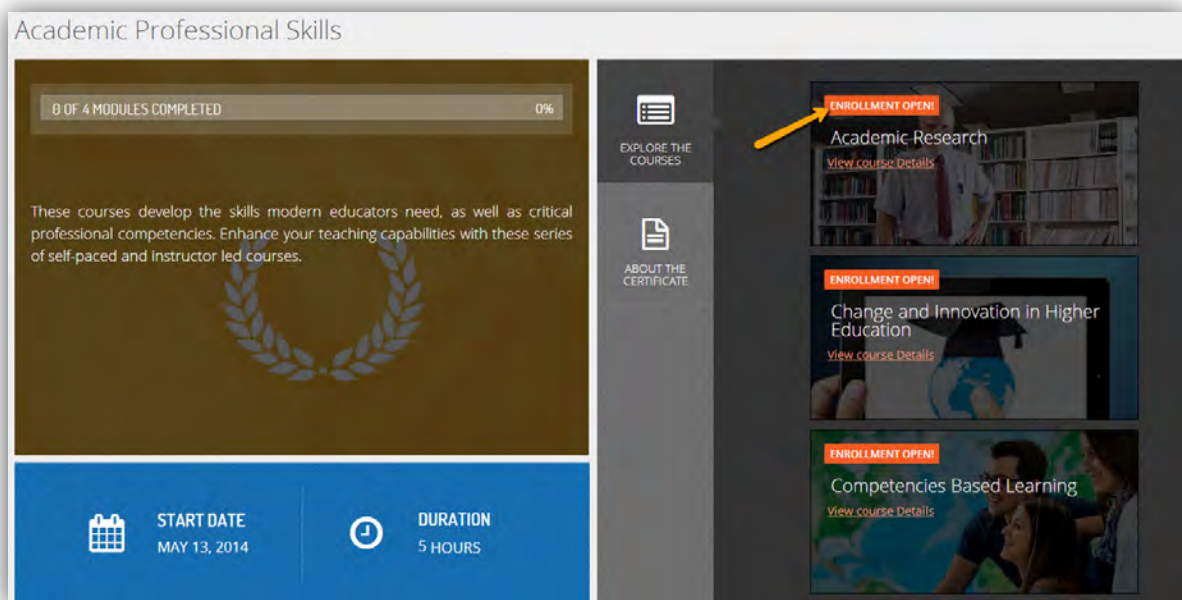
8. You can see specific course available by:

- A) Using the portal's search bar.
- B) Clicking on the name of the course you want to enroll in.

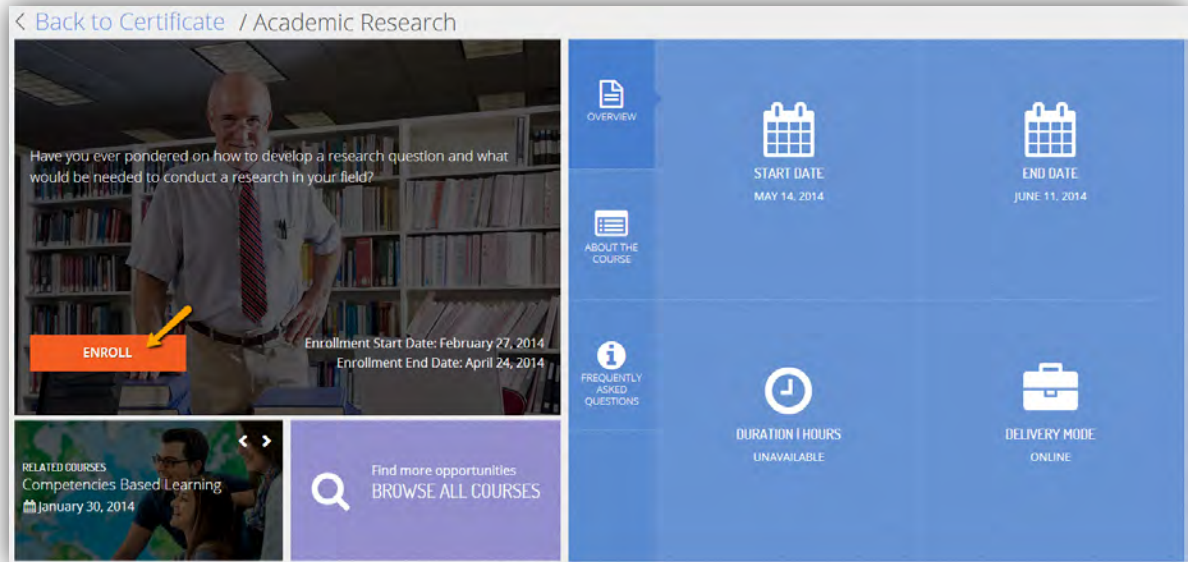


Note: For the certificates you will only have to register on Module 1, the inscriptions for the rest of the modules are automatic, for the self-paced courses you will have to request your inscription.

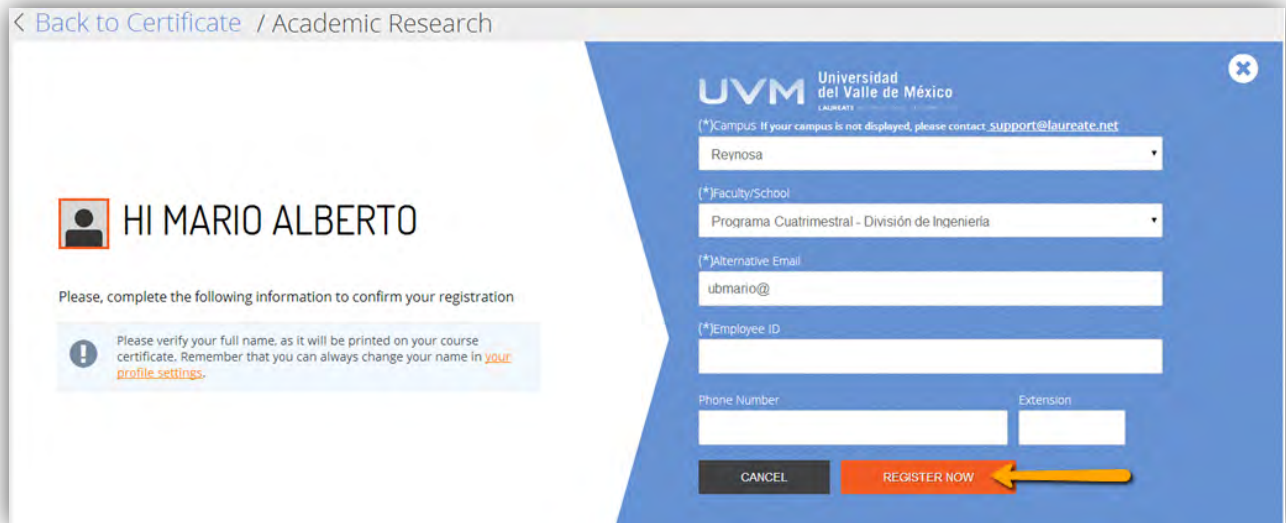
9. Select the course that you want to be enrolled in.



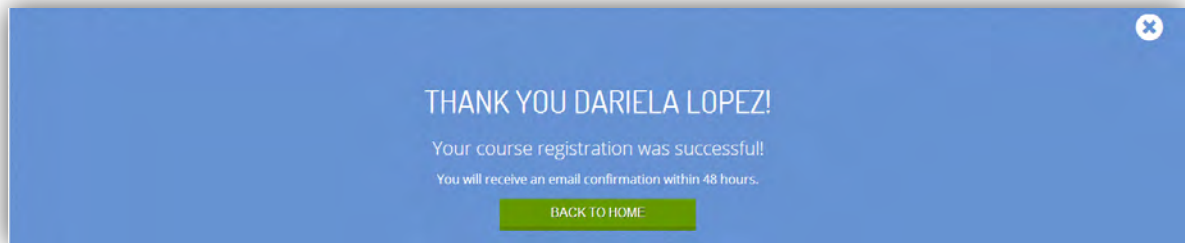
10. To register click on the *Enroll* button.



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.

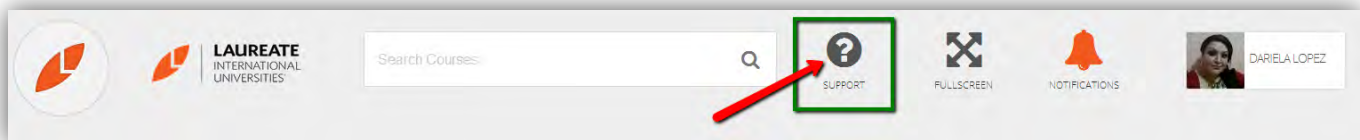


12. The following message will show up, confirming your request.



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

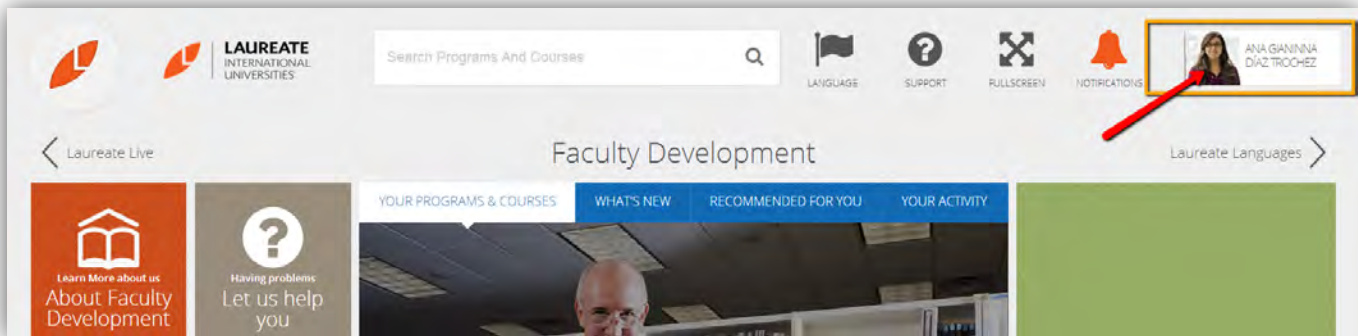
Should you encounter any technical difficulties, click on the support icon to chat with an agent or to submit a ticket. You can also send an email to support@laureate.net.



How to Go to your Course

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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.

