



# Trainees training platform Guide

<https://training.evolvev.eu/>

This document will guide you on how to join the EvolvEV training platform and enrol to courses. Access to the training platform is free and anyone can create an account and access material that has not been restricted by the trainers.



**Co-funded by  
the European Union**

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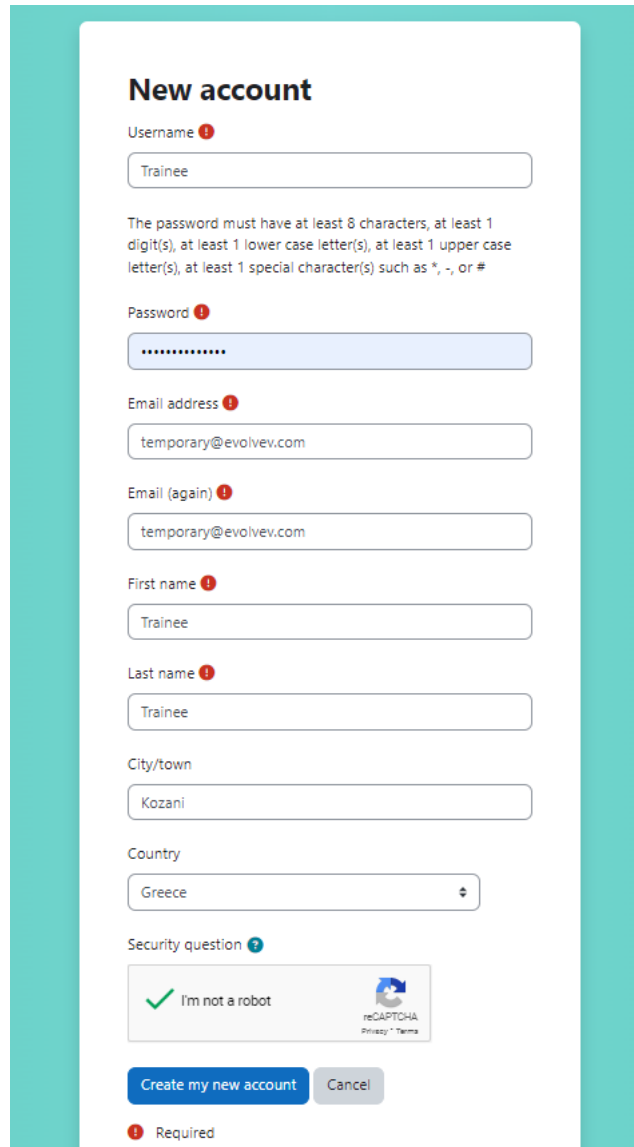


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## 1.1. Account creation

To create a trainee account:

- Navigate to the “Log in” menu and click “Create new account”. Follow the instructions and agree to the Privacy Policy. Fill in your details according to the form and click “Create my new account”.



**New account**

Username <sup>1</sup>

Trainee

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

Password <sup>1</sup>

\*\*\*\*\*

Email address <sup>1</sup>

temporary@evolvev.com

Email (again) <sup>1</sup>

temporary@evolvev.com

First name <sup>1</sup>

Trainee

Last name <sup>1</sup>

Trainee

City/town

Kozani

Country

Greece

Security question <sup>?</sup>

✓ I'm not a robot

reCAPTCHA

Privacy · Terms

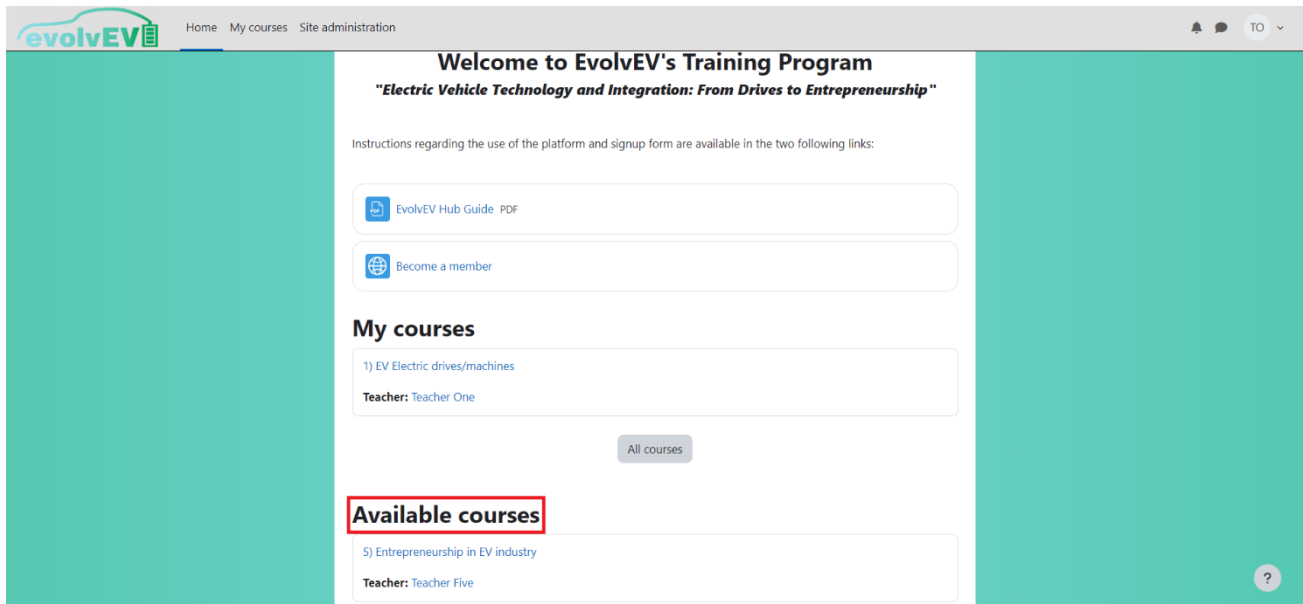
Create my new account Cancel

<sup>1</sup> Required

- An automatic email will be sent to your email to confirm the registration. Follow the instructions and confirm the registration.

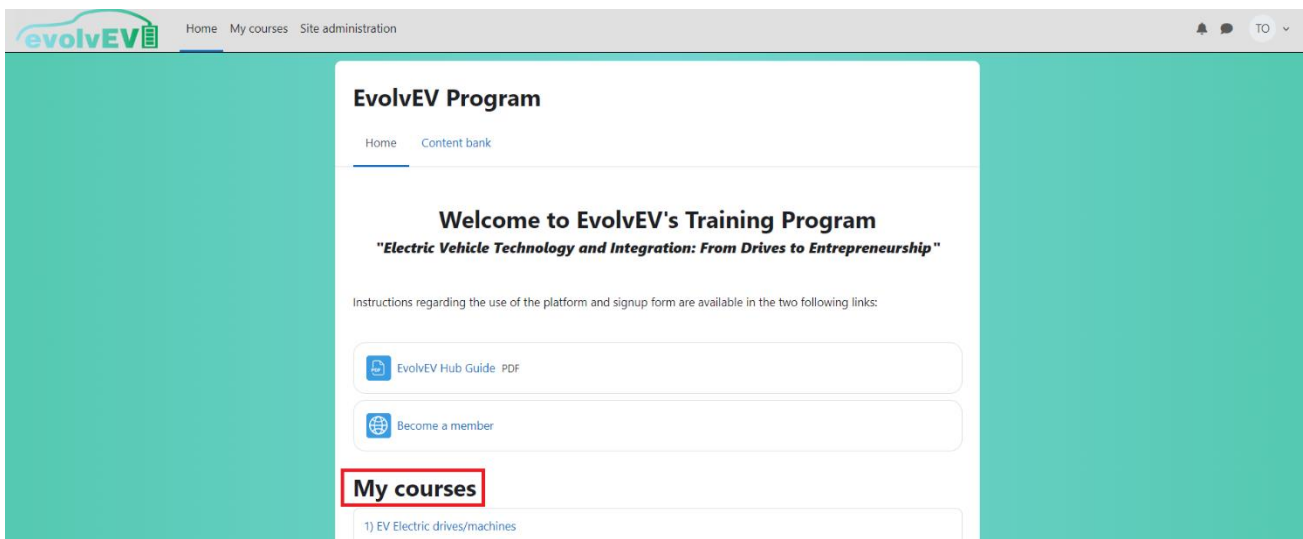
## 1.2. Course enrolment

- Select a course to enrol from the “Available courses” at the homepage. Additional instructions may be given by the trainer who may have invited you to join the platform.



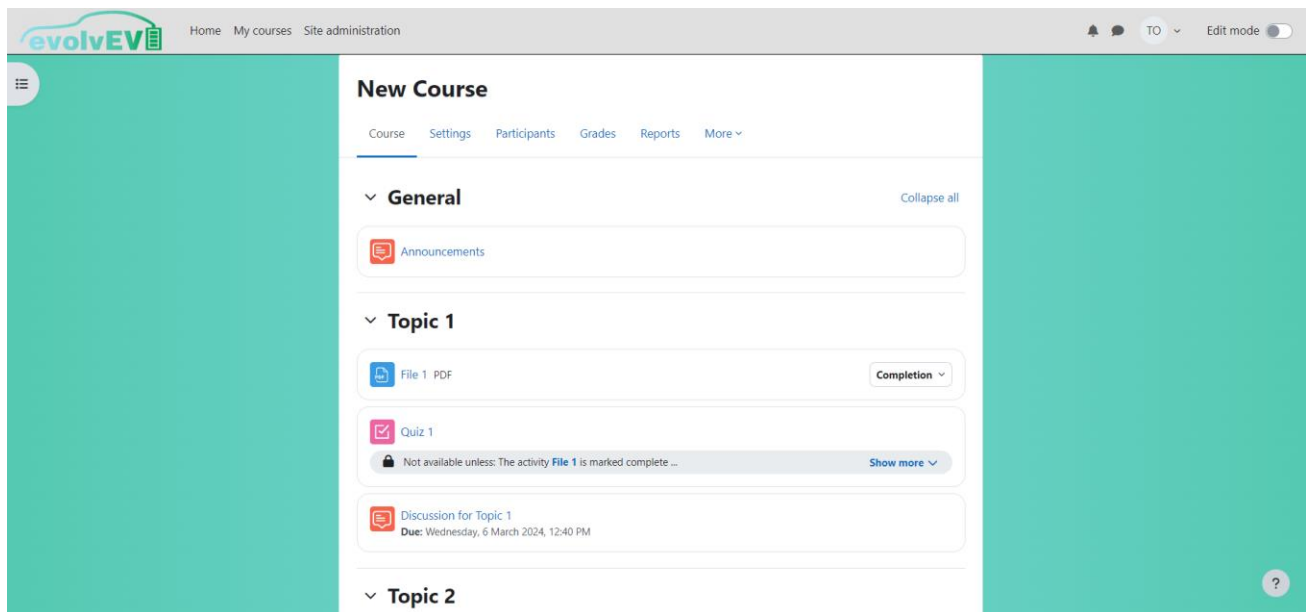
Courses may require an enrolment key. In this case, please contact the trainer who provides the course.

- After enrolling, the course will become available at “My courses” at the homepage.



### 1.3. Course content

- After enrolling, the topics and activities set by the trainer become available, and the navigation block reveals additional information regarding the course, such as Badges, Competencies and Grades. Training material and activities are posted by the trainer, and the final course content may vary. Typically, courses will contain an introduction section, training material and examination/evaluation activities as depicted below:



By clicking any of the available material in the course, a new page will appear which may include files, information, a forum, or self-evaluation material.

- If you have any questions please contact us through <https://evolvev.eu/contact-us/>!