



100 Broadway, 4th Floor
New York, NY 10005, USA

+1 212 500 5720
vitalstrategies.org

Offices
New York | Paris | Singapore | Jinan | São Paulo

Vital Strategies' Center for e-Learning

User Guide

June 2020

Table of Contents

Create an Account	3
Login.....	4
Change Password	5
Forgot Password.....	6
Dashboard.....	7
Menu.....	8
Catalog.....	9
How to Enroll.....	9
Start a Course	10
Mobile Application.....	12
Course Certificates	13
Support.....	14

Create an Account

To register for an account:

1. Go to <https://learning.vitalstrategies.org/login/index.php> and click **Create my new account**. The new account page is displayed.



New account

Choose your username and password

Username !

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 non-alphanumeric character(s) such as *, -, or #

Password !

First name !

Surname !

Sex !

Type of work !

Country !

Email address !

Email (again) !

Name of organization

Job title

Phone

Age group !

Rate your prior knowledge of the content of the module !

There are required fields in this form marked !.



2. Please enter the required fields to complete the Self-Registration.
3. Click **Create my new account**.
You will receive an email for confirmation.
4. Follow the simple instructions in the email to confirm your new account. This will activate your account.
5. If you do not receive an email, please do the following:
 - Check your email junk folder.
 - If using a business email, check with your IT Administrator if the email is blocked.
 - If you still need assistance, then please raise a ticket in the help desk portal - <https://products.commlabindia.com/helpdesk/11Vital-Strategies>

Login

When your account has been confirmed, you may now Login to access and edit your profile.

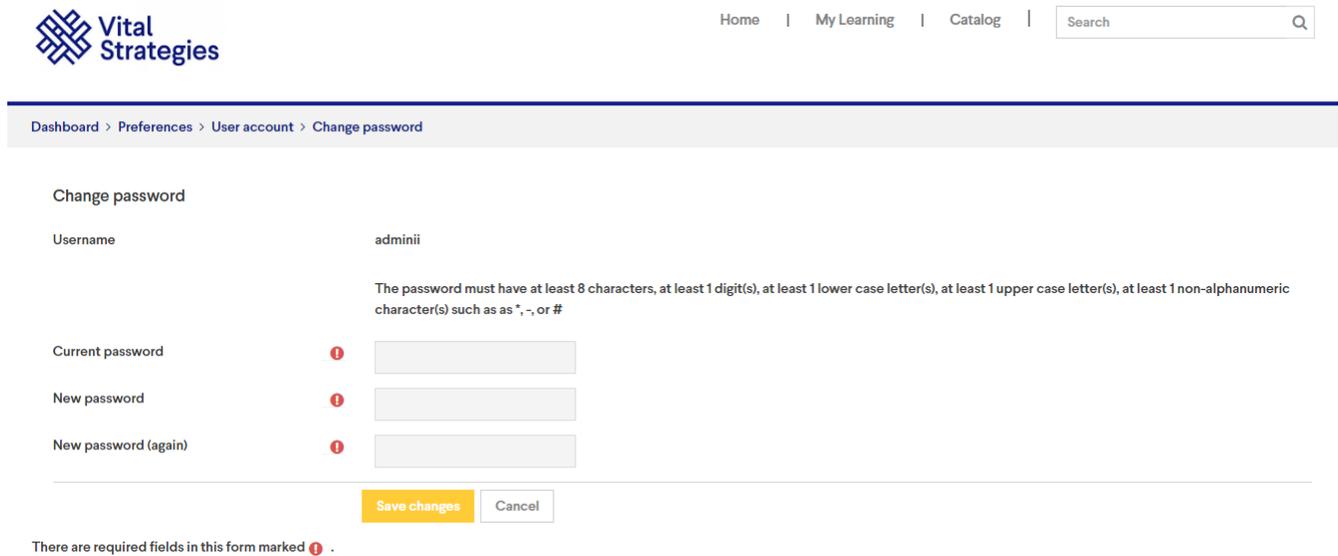
1. Go to <https://learning.vitalstrategies.org/login/index.php>.

A screenshot of the Vital Strategies login page. The page has a dark blue background. In the center, there is a white rectangular box containing the Vital Strategies logo at the top. Below the logo, there are two input fields: "Username / email" and "Password". Below the "Password" field, there is a checkbox labeled "Remember username" and a link labeled "Forgot Password?". At the bottom of the white box, there are two yellow buttons: "Log in" and "Create new account". At the very bottom of the dark blue background, there is a small copyright notice: "© Vital Strategies, Inc., 2020, 501(c)(3) not-for-profit organization."

2. Enter your Username and Password and click **Log in**.

Change Password

The change password feature on the login page allows you to change your password. The password must have at least 8 characters, at least 1 digit, at least 1 lower case letter, and at least 1 upper case letter.



Dashboard > Preferences > User account > Change password

Change password

Username adminii

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 non-alphanumeric character(s) such as as ', -, or #

Current password !

New password !

New password (again) !

There are required fields in this form marked ! .

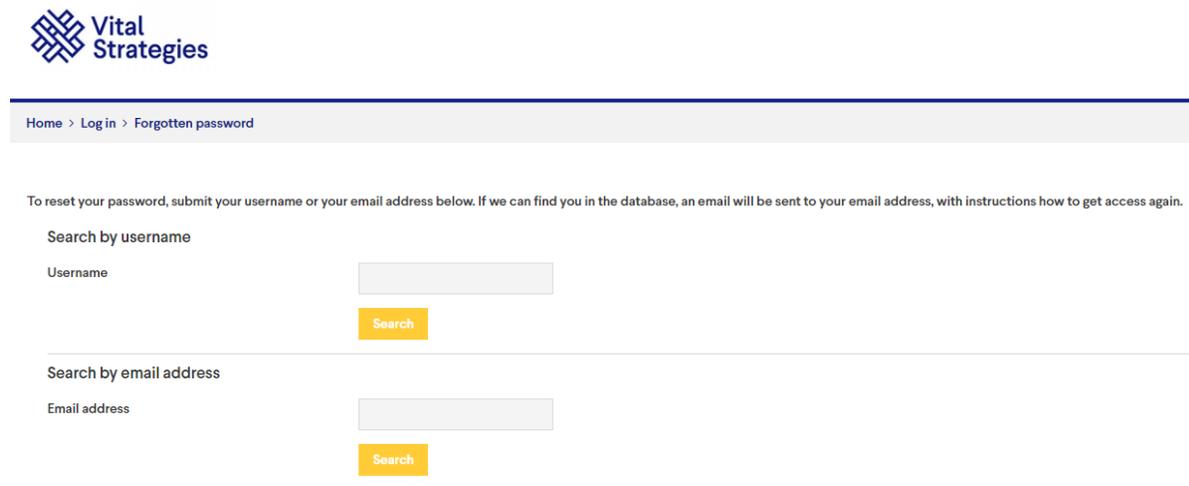
To change your password:

1. Enter your Current password, your new password, and re-enter your new password
2. Click Save Changes. Your new password is now applied.

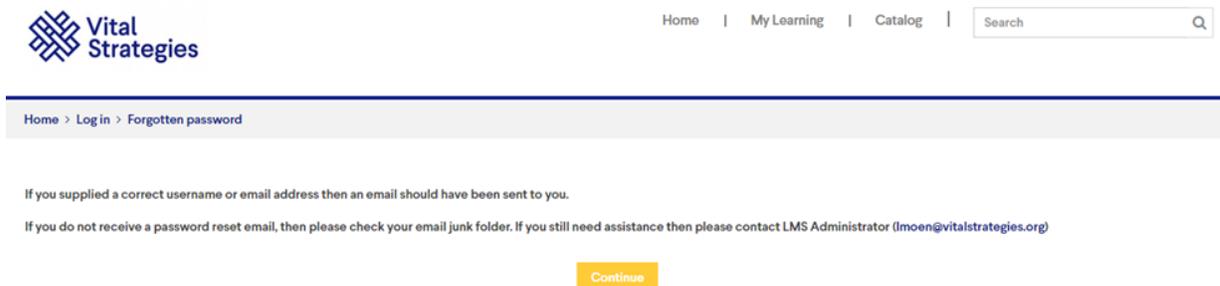
Forgot Password

If you have forgotten your password, it is not necessary to email an admin. You can quickly reset it yourself using the Forgot Password feature, which uses an automated process to reset it. Do the following:

1. Click the “**Forgot Password?**” link on the login page or click “https://learning.vitalstrategies.org/login/forgot_password.php”. The following page is displayed.



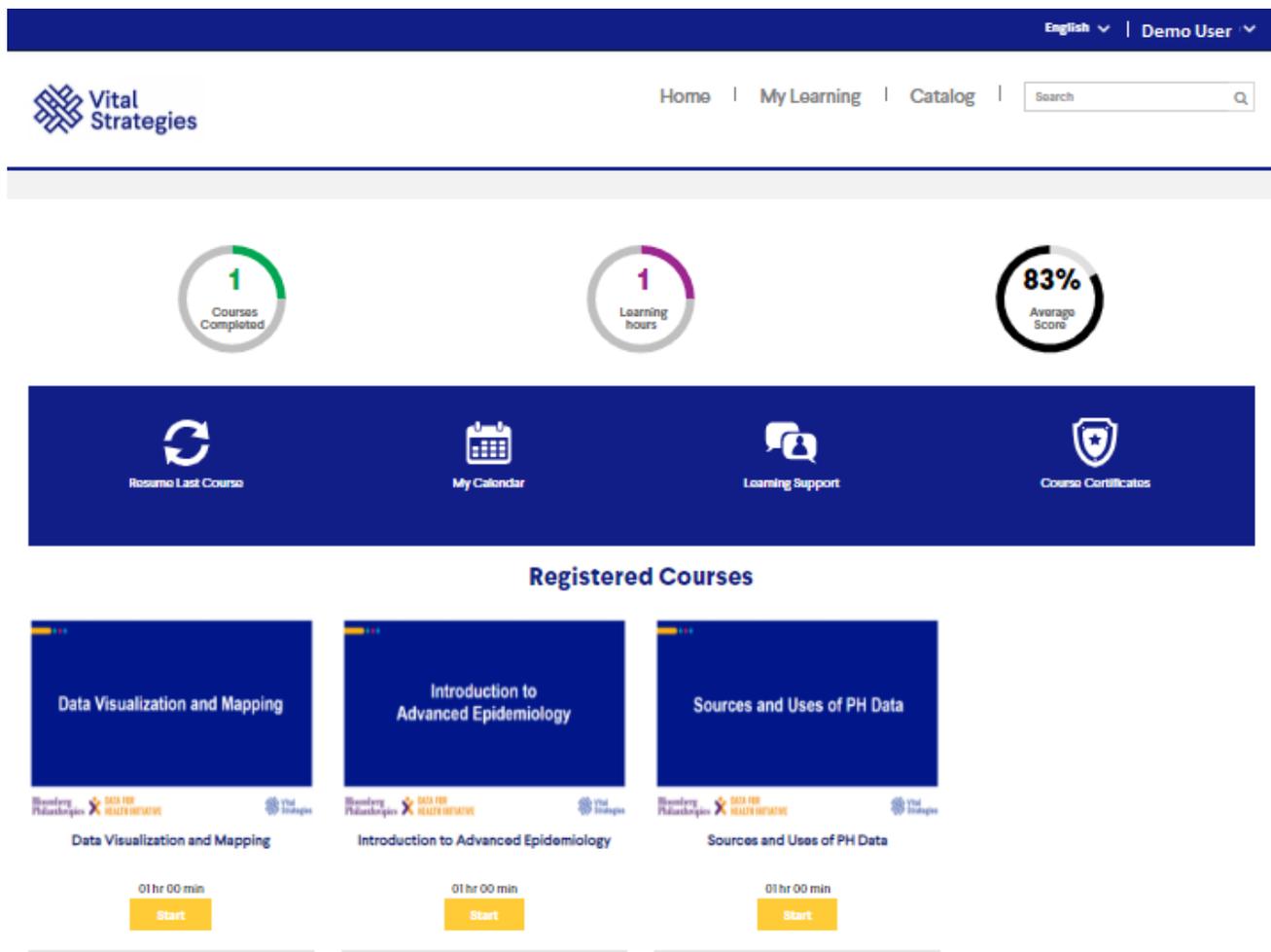
2. Enter either your username or your email address in the “Username” or “Email address” field.
3. Click **Search**.



4. If you enter the correct username or email address, you will receive an email with password reset instructions.
5. Follow the simple instructions in the email to confirm and complete this password change. It will take only a few seconds.
6. If you do not receive a password reset email, please do the following:
 - Check your email junk folder.
 If you still need assistance, then please raise a ticket in the help desk portal - <https://products.commlabindia.com/helpdesk/11Vital-Strategies>

Dashboard

This is your homepage. Here you can view a summary of your activity and navigate to any part of the LMS.



The dashboard features a dark blue header with 'English' and 'Demo User' dropdowns. Below is a navigation bar with 'Home', 'My Learning', and 'Catalog' links, and a search box. The main content area includes three circular progress indicators: '1 Courses Completed', '1 Learning hours', and '83% Average Score'. A dark blue bar contains four icons for 'Resume Last Course', 'My Calendar', 'Learning Support', and 'Course Certificates'. The 'Registered Courses' section displays three course cards: 'Data Visualization and Mapping', 'Introduction to Advanced Epidemiology', and 'Sources and Uses of PH Data'. Each card shows the course title, logos for 'Blending Pathologies' and 'DATA FOR HEALTH INITIATIVE', the Vital Strategies logo, and a 'Start' button with a '01 hr 00 min' duration.

Your user statistics appear on top and will automatically update as you progress in your courses.

Each icon in the task bar is clickable and will take you to a different page:

1. **Resume Last Course**-this will take you to the exact place you left off in the last course you were working on.
2. **My Calendar**-here you can view due dates for each course.
3. **Learning Support**-submit queries or help requests.
4. **Course Certificates**-this will display all your completed courses. You will also receive a certificate for each course that can be downloaded from this page.

The **Registered Courses** section displays the courses you have registered for and their status. Click the Vital Strategies icon or the Home tab, to return to the Homepage at any time.

Menu

A drop-down menu with all available options is available on the top right of the LMS page.

Demo User ▾	
MY LEARNING	
CATALOG	
COURSE CERTIFICATES	
MY CALENDAR	
MY PROFILE	
CHANGE PASSWORD	
IT SUPPORT	
LOG OUT	

You can do the following:

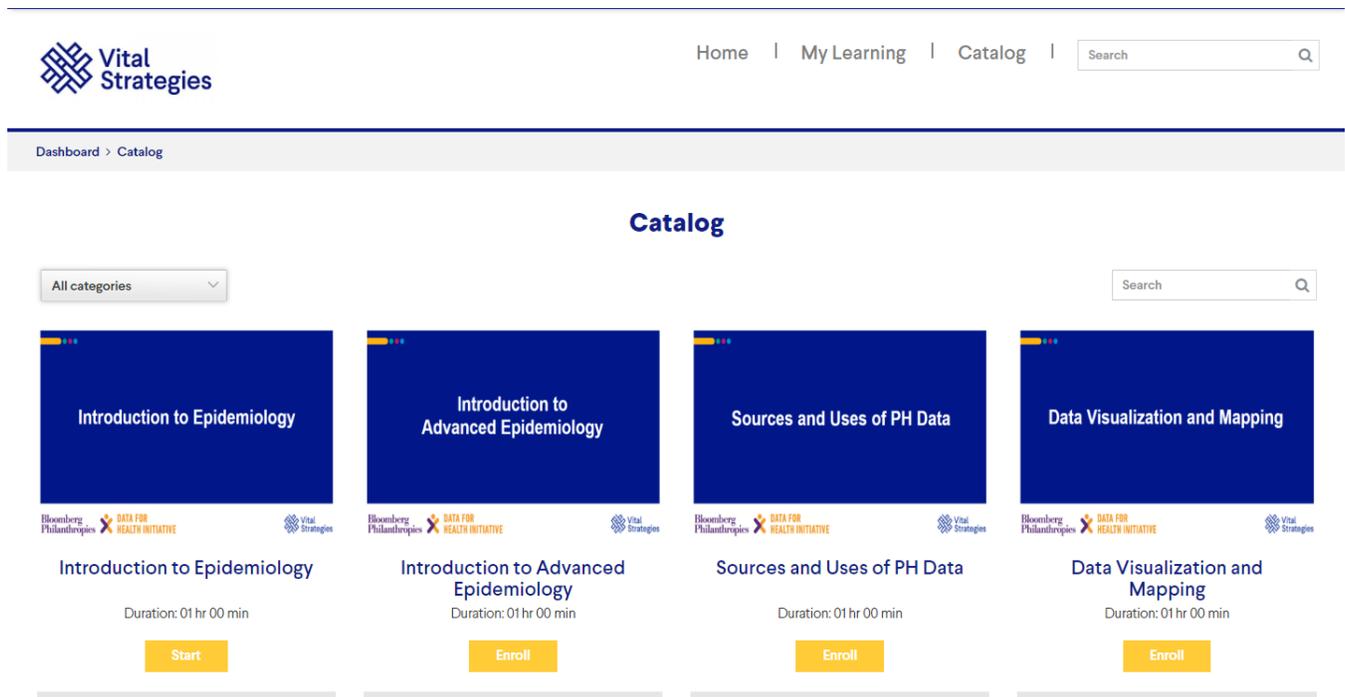
- To view the menu, click on your name.
- To check on your status of courses and review your courses as well, Click on **My Learning**.
- To view the Catalog, listing all the courses in the LMS, click on **Catalog**.
- To view course certificates for your completed courses, click on **Course Certificates**.
- To view the events calendar, click on **My Calendar**.
- To edit your profile, click on **My Profile**.
- To change your current password, click on **Change Password**.
- To contact for support, click on **IT Support**.
- To log out of the LMS, click on **Log out**.

Catalog

The catalog lists all the courses available in the LMS. You can use the search option to find any specific module or select a course from the dropdown menu on the left.

How to Enroll

To enroll for a module, locate the course/module you want to enroll for and click **Enroll**.



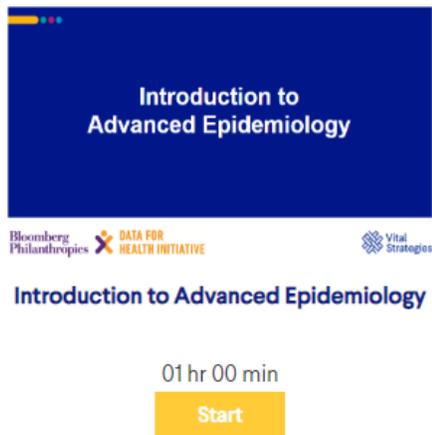
The screenshot shows the Vital Strategies LMS Catalog page. At the top left is the Vital Strategies logo. To the right are navigation links: Home | My Learning | Catalog | and a search box. Below the navigation is a breadcrumb trail: Dashboard > Catalog. The main heading is "Catalog". On the left is a dropdown menu for "All categories" and on the right is another search box. The catalog displays four course cards, each with a blue header, a title, logos for Bloomberg Philanthropies and Vital Strategies, a duration, and an action button. The first card, "Introduction to Epidemiology", has a "Start" button. The other three cards, "Introduction to Advanced Epidemiology", "Sources and Uses of PH Data", and "Data Visualization and Mapping", all have "Enroll" buttons.

Course Title	Duration	Action
Introduction to Epidemiology	01 hr 00 min	Start
Introduction to Advanced Epidemiology	01 hr 00 min	Enroll
Sources and Uses of PH Data	01 hr 00 min	Enroll
Data Visualization and Mapping	01 hr 00 min	Enroll

Note: As new courses are added, or more courses are translated, you will see these courses listed in the Catalog.

Start a Course

All the courses you have registered for will appear on your dashboard.



To launch a course, do the following:

1. Click **Start**. It will display the list of topics available in the module.

[Unenroll](#)

| Introduction to Advanced Epidemiology

Module

Your progress [➔ Introduction to Advanced Epidemiology](#)

Evaluation

[📄 Feedback](#)

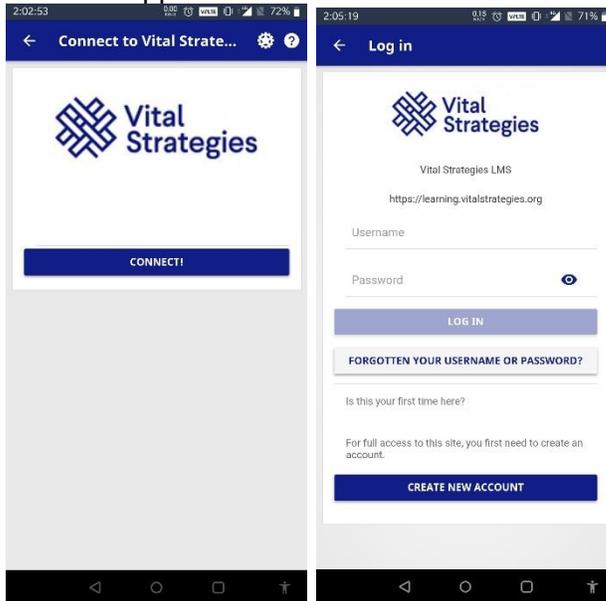
2. Click on the desired topic. This topic will be launched in a new window for you to begin.

Mobile Application

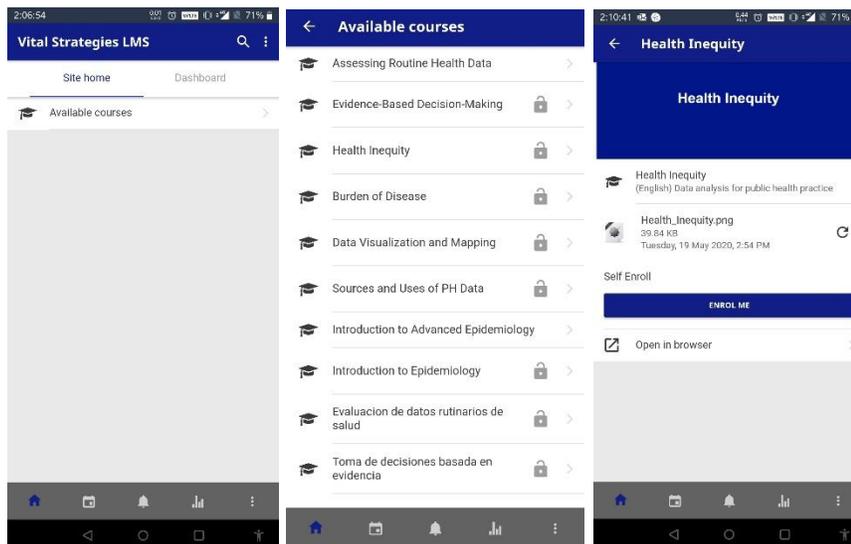
Android App: https://play.google.com/store/apps/details?id=com.vital.lmsapp&hl=en_US

iOS App: <https://apps.apple.com/us/app/id1521988819>

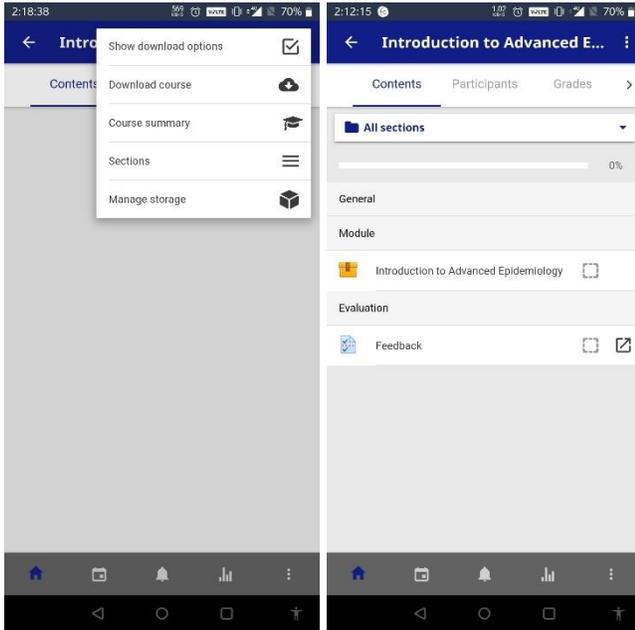
Step 1: Install the app and click on “Connect” and enter username and password.



Step 2: Under Site home, you can see “Available courses”. Click to view all the courses and you can unlock the courses by self-enrolling the course.



Step 3: You can download the modules to mobile and access it offline. Sync the progress when it is connected to the internet.



Course Certificates

The Course Certificates section displays all your completed courses, their status, score, and course completion dates.

English ▾ | Demo User ▾



[Home](#) | [My Learning](#) | [Catalog](#) |

Course Certificates

Export to Excel
Z-A ↕

Course name	Modules	Score	Status	Date Completed	Certificate
Introduction to Epidemiology	View Content ▾	83.33	Completed	05/21/2020	Download
	Introduction to Epidemiology	83.33	Completed	05/21/2020	--
	Feedback		Completed	06/09/2020	--

You can do the following:

- To download the Certificate for a respective course, click **Download**.



- To download the complete list of completed courses, click **Export to Excel**.

Support

If you have questions or would like more information, please send it through the following helpdesk <https://products.commlabindia.com/helpdesk/11Vital-Strategies>

Please register and send the support request.