

Mastering the Emerald Network:
From Legal Frameworks to Community Engagement

Course Login Instructions

New User


Existing User



Step 1 – New User Sign-up and Login

Steps to sign up as a new external user

- To access the course, click the [Mastering the Emerald Network: From Legal Frameworks to Community Engagement](#) course link.
- If you are a new user, click on “Create one!” highlighted in the screenshot below to Create Account.

 **WORLD BANK GROUP**

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

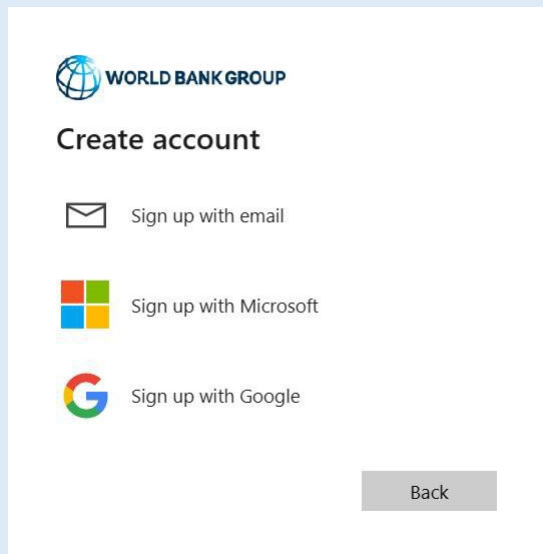
Next

Need Help? Contact WBG Help Desk at (202) 473 – 2121. You are signing into one or more secure applications operated by the WorldBank group for its official business. Your accounts and passwords are your responsibility. Do not share them with anyone.

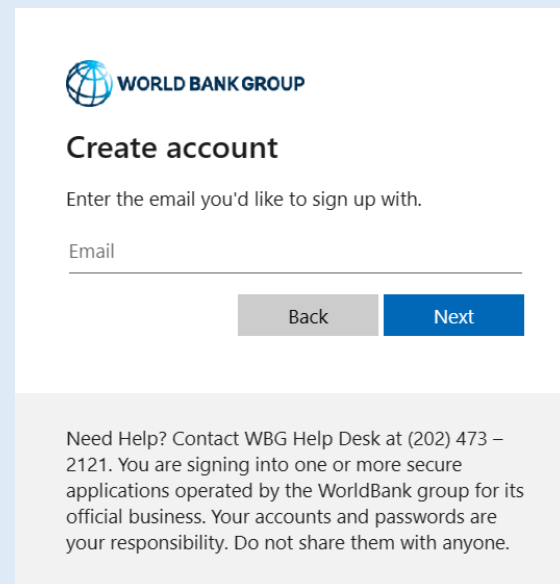
Step 2 – New User Sign-up and Login

Steps to sign up as a new external user

➤ Create Account using one of the options



➤ Enter the email address you'd like to sign up with

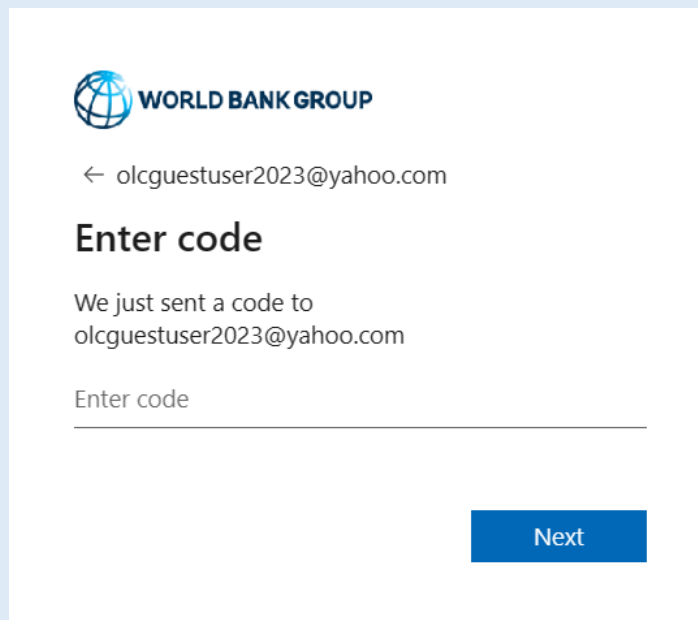


(Enter the Gmail email address for Sign up with Google. Enter the Outlook or Hotmail email address for Sign up with Microsoft.)

Step 3 – New User Sign-up and Login

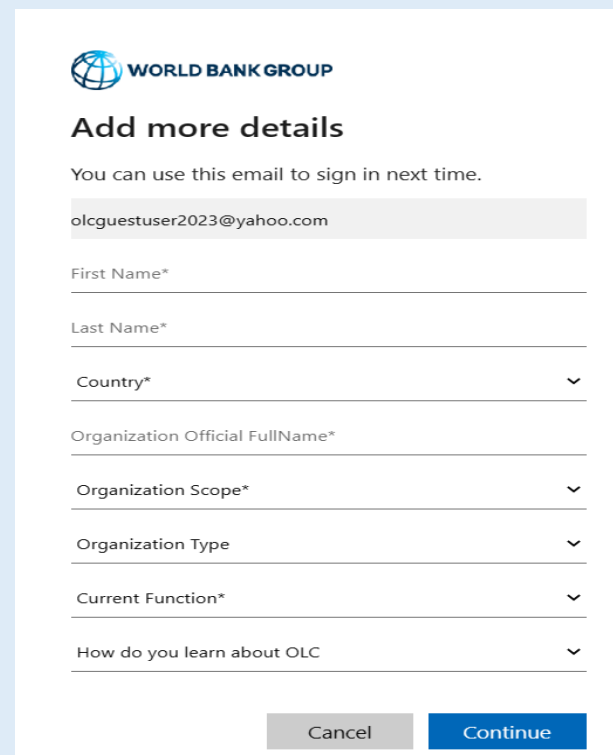
Steps to sign up as a new external user

- Enter verification code received in your email.



The screenshot shows the 'Enter code' step. At the top is the World Bank Group logo. Below it is a back arrow and the email address 'olcguestuser2023@yahoo.com'. The heading 'Enter code' is followed by the text 'We just sent a code to olcguestuser2023@yahoo.com'. There is a text input field labeled 'Enter code' and a blue 'Next' button at the bottom right.

- Enter required basic information details to create profile and Click “Continue”.

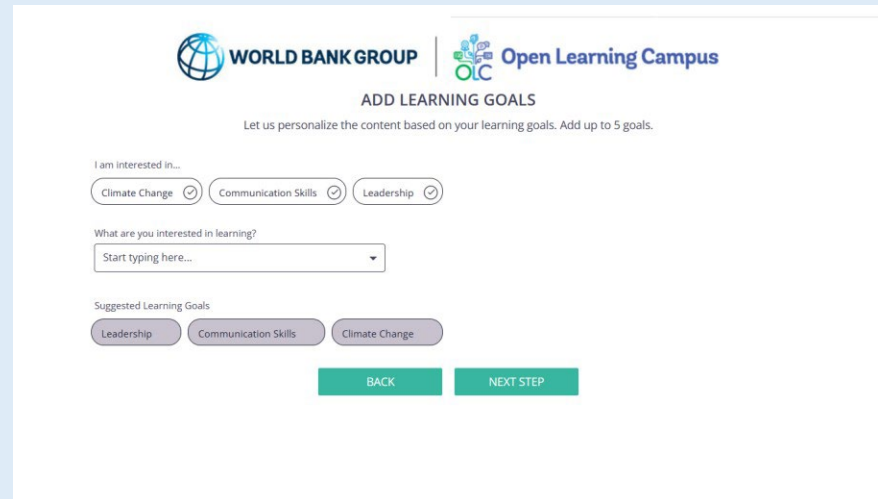
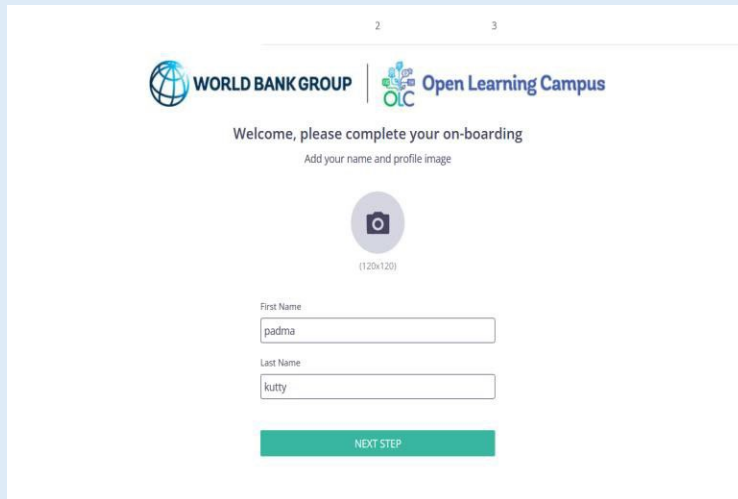


The screenshot shows the 'Add more details' step. At the top is the World Bank Group logo. Below it is the heading 'Add more details' and the text 'You can use this email to sign in next time.' followed by the email address 'olcguestuser2023@yahoo.com' in a grey box. The form contains several fields: 'First Name*', 'Last Name*', 'Country*' (with a dropdown arrow), 'Organization Official FullName*', 'Organization Scope*' (with a dropdown arrow), 'Organization Type' (with a dropdown arrow), 'Current Function*' (with a dropdown arrow), and 'How do you learn about OLC' (with a dropdown arrow). At the bottom are 'Cancel' and 'Continue' buttons.

Step 4 – New User Sign-up and Login

Steps to sign up as a new external user

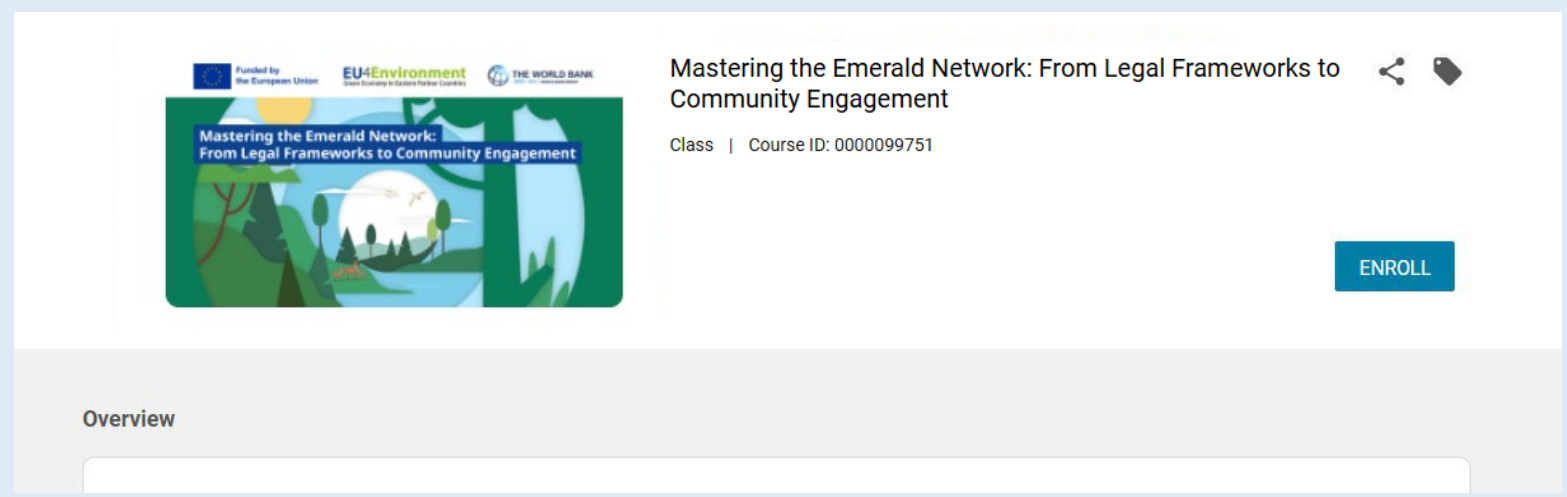
- Complete your on-boarding
Add your name and profile image
- Add your Learning Goals and Skills



- You will now be directed to the course details page in Saba.

Step 5 – Course Details Page in Saba

- Click the “ENROLL” button to register for the course.



Step 6 – Registration Confirmation

➤ You will now see the registration confirmation window.

Registration confirmation

You have registered for:

Mastering the Emerald Network: From Legal Frameworks to Community Engagement

Status: Registered

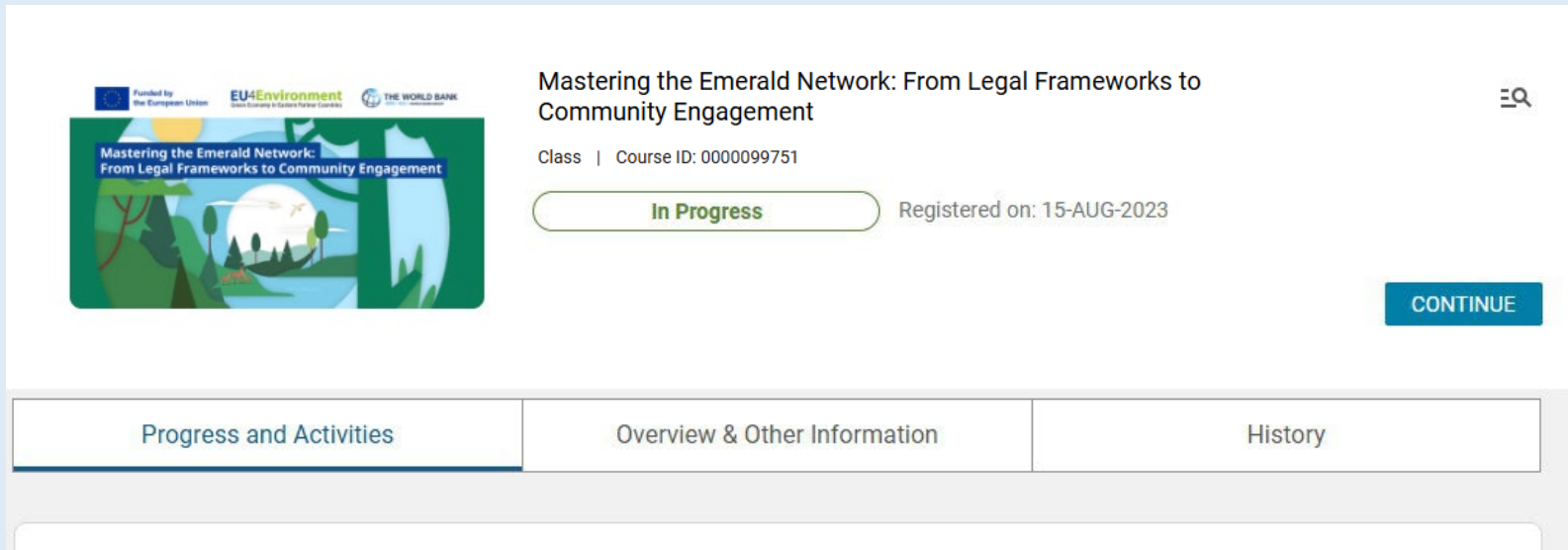
Cancellation policy

Contact: guest OLC2023

Order Number: 0004408720

Step 7 – Launch the Course

- Please close the registration confirmation and click the “CONTINUE” button or the “LAUNCH” button in the activities section to access the course.

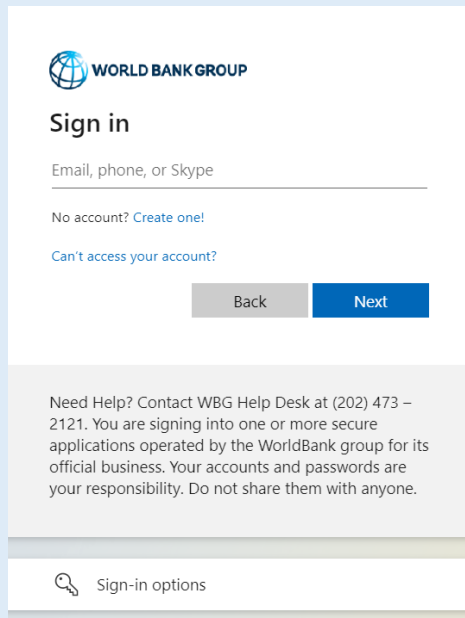


The screenshot shows a course page with the following elements:

- Course Title:** Mastering the Emerald Network: From Legal Frameworks to Community Engagement
- Logos:** Funded by the European Union, EU4Environment, and THE WORLD BANK.
- Image:** A landscape illustration with trees, a sun, and a river.
- Status:** In Progress (indicated by a green pill-shaped button).
- Registration Info:** Class | Course ID: 0000099751, Registered on: 15-AUG-2023.
- Buttons:** A blue CONTINUE button is located on the right side.
- Navigation Tabs:** Progress and Activities (selected), Overview & Other Information, and History.

Step 1 – Existing User Login

- To access the course, click the [Mastering the Emerald Network: From Legal Frameworks to Community Engagement](#) course link.
- For an existing user- Enter your credentials (registered email address, password) Click on the Next Button.

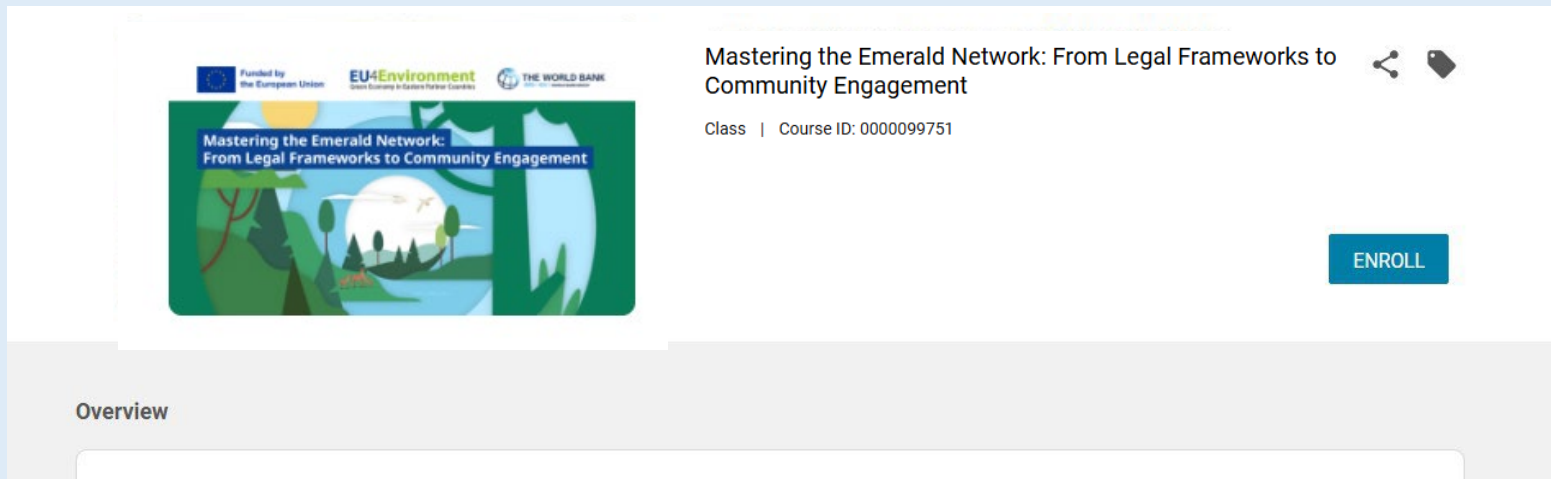


The screenshot shows the World Bank Group sign-in interface. At the top left is the World Bank Group logo. Below it is the heading "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the form are two buttons: "Back" (grey) and "Next" (blue). Below the form is a grey box with the text: "Need Help? Contact WBG Help Desk at (202) 473 – 2121. You are signing into one or more secure applications operated by the WorldBank group for its official business. Your accounts and passwords are your responsibility. Do not share them with anyone." At the very bottom is a section titled "Sign-in options" with a key icon.

- Once your credential is validated, you will be logged in successfully and redirected to the course details page in Saba shown in **Step 2** of the instructions.

Step 2 – Course Details Page in Saba

- Click the “ENROLL” button to register to the course.



Step 3 – Registration Confirmation

➤ You will now see the registration confirmation window.

Registration confirmation

You have registered for:
KPOK Knowledge Exchange on Blue Carbon (Self-paced)

Status: Registered

Cancellation policy

Contact: guest OLC2023

Order Number: 0004408720

Step 4 – Launch the Course

- Please close the registration confirmation and click the “CONTINUE” button or the “LAUNCH” button in the activities section to access the course.



Mastering the Emerald Network: From Legal Frameworks to Community Engagement

Class | Course ID: 0000099751

Technical Issues and Support for Participants:

If participants have any technical, sign-up or login issues they can contact olcsupport@worldbank.org.

Please do include in your email the following:

- A clear description of the issue you are facing.
- List of steps to replicate the issue.
- OS and browser with version that you are using to access the course where the issue appears; and
- Screenshot of the screen where the issue appears.

These details will help the support team resolve the issue as soon as possible. You can expect to hear back from the support team within 24 hours