



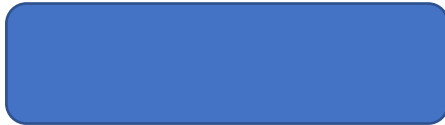
## Instructions for Self-enrolment

This procedure describes the steps you need to follow to self-enroll in the course. The steps that you need to follow may vary depending on the following scenarios: in the case you already have an account on our LMS-platform; you have an account but you do not remember your password; you need to create a new account.

- 1- Go to <https://lms.idielearning.org/course/view.php?id=493>
- 2- **If you already have an account in our IDI Learning Management System**, enter your username and password and click on Log in. Go to step 5 if you don't remember the password or go to step 10 if you need to create a new account.

- 3- Enter the "Enrolment key" and click on "Enroll me"
- The Enrolment key for this course is: **SAIPMF-2023**

## Enrolment options



Skill Level: Beginner

### ▼ Self enrolment

Enrolment key

\*\*\*\*\*

Enrol me


- 4- **Congratulations!** you have finalized the process and you are enrolled in this course.

SAI PMF Course

## SAI PMF Repeat Assessment Self-Learning Course

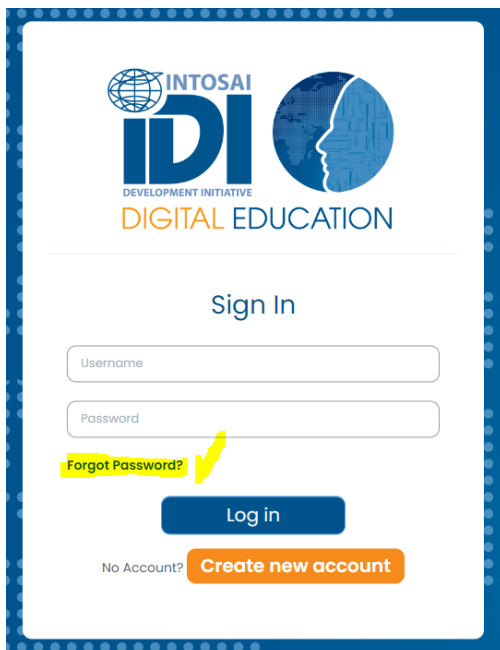


### Course Access

 Please click here to start the course.

To do: View

- 5- **If you have an account but you don't remember your password**, click on "Forgot Password"



INTOSAI  
IDI  
DEVELOPMENT INITIATIVE  
DIGITAL EDUCATION

Sign In

Username

Password

**Forgot Password?**

Log in

No Account? **Create new account**

6- Enter your username or email address and click on search

IDI – Learning Management System  
[Home](#) / [Log in](#) / [Forgotten password](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search by email address

Email address

7- If you supplied a correct username or unique email address, then an email should have been sent to you. It contains easy instructions to confirm and complete this password change. Click on “Continue”

IDI – Learning Management System  
[Home](#) / [Log in](#) / [Forgotten password](#)

If you supplied a correct username or unique email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

8- Click on the link included in the email that you received. Include your new password and click on “Save changes”

IDI – Learning Management System  
[Home](#) / [Log in](#) / [Forgotten password](#)

Please enter your new password below, then save changes.


Set password

Username msanchoq

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 as \*, -, or #  
Passwords can be reused after 3 changes

New password

New password (again)

There are required fields in this form marked  .

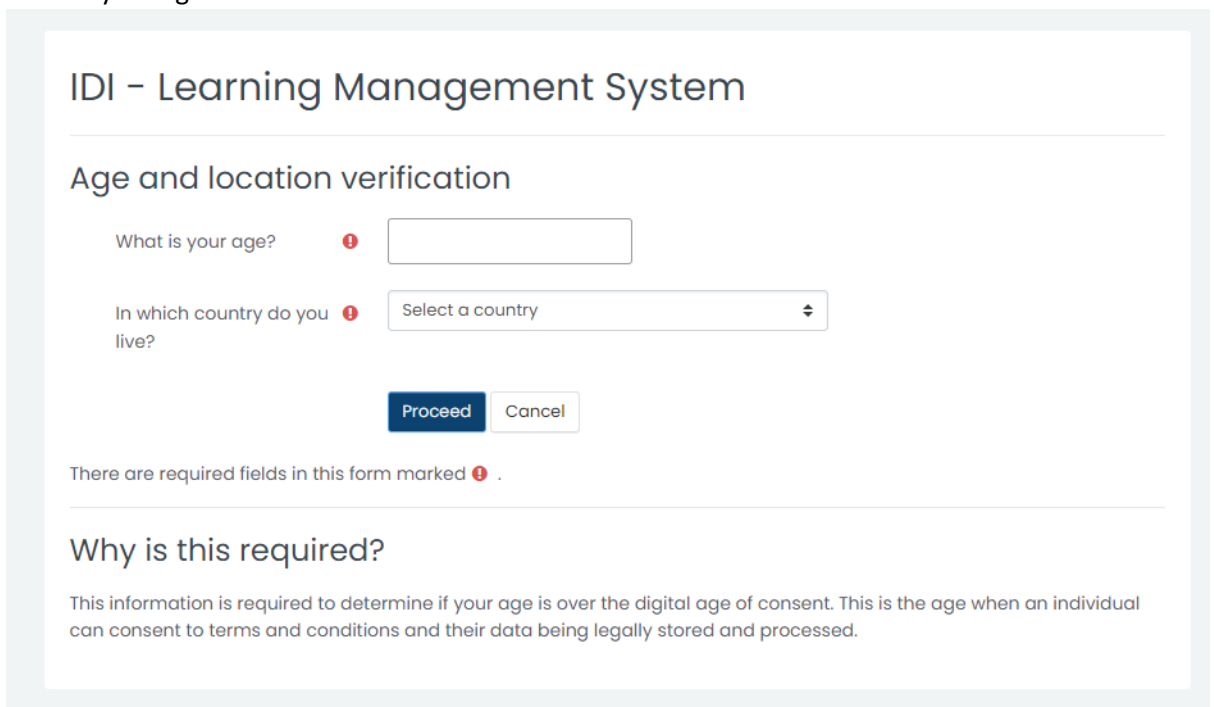
9- Follow steps 1 to 4 indicated above.

10- **If you don't have an account**, click on "Create new account"



11-

12- Include your age and location verification and click on "Proceed"



13- Please read our Privacy Notice. Go down and click on “Next”

**Changes to our privacy notice**


We review our privacy notice regularly and we will place any updates on this web page. This privacy notice was last updated on 19 March 2021.


Click next button

[Next](#)

14- Please agree on our Privacy Notice. Go down and click on the box “I agree to the Privacy Notice and Click on “Next”

Please refer to the full [Privacy Notice](#) if you would like to review the text.


☐ I agree to the Privacy Notice 

There are required fields in this form marked  .


[Next](#) [Cancel](#)

15- Complete the registration form. Click on I am not a robot and click on “Create my new account”

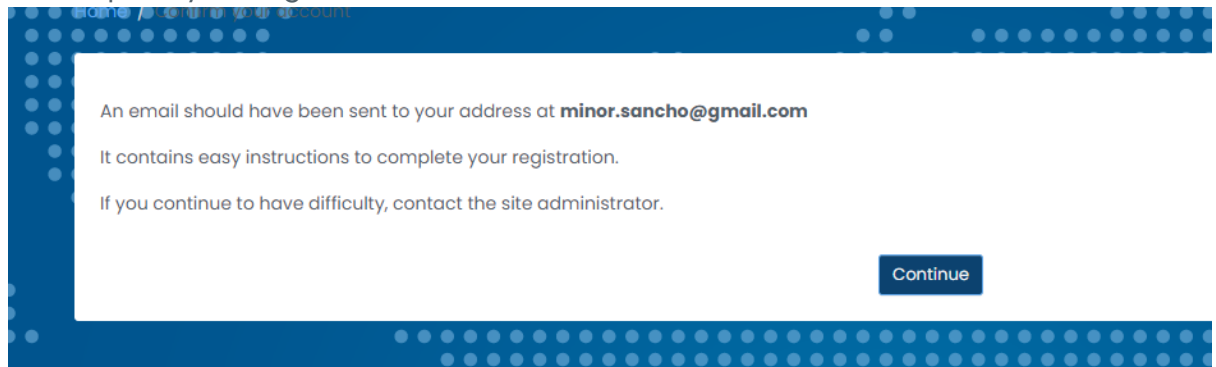
**Security question**

☐ I'm not a robot   
reCAPTCHA  
[Privacy](#) - [Terms](#)

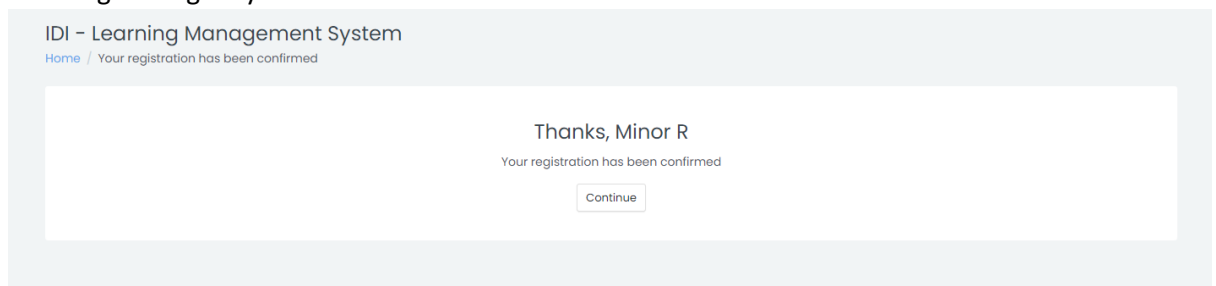
[Create my new account](#) [Cancel](#)

There are required fields in this form marked  .

- 16- An email should have been sent to your address. It contains easy instructions to complete your registration. Click on Continue



- 17- Click on the link included in the email that you received. You will be redirected to our Learning Manager System. Click on Continue



- 18- Follow steps 1 to 4 indicated above to self-enroll in the course.

If you have any problems creating the account or enrollment in the course, please send an email to the course administrator: [jianhua.qian@idi.no](mailto:jianhua.qian@idi.no)