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IOB Learn

User Guide



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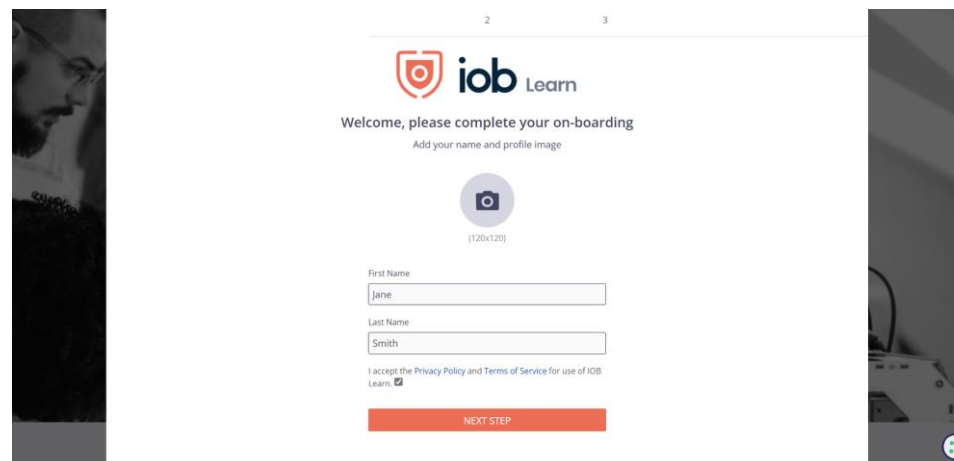
Logging in, onboarding and homepage

Logging in and onboarding

How you access IOB Learn on desktop remains the same – on our website www.iob.ie click on *Log in* (top right-hand corner), enter your email or membership number and password and click on *Log in*

When logging into IOB Learn for the **first time** you will need to go through the onboarding process once you are logged in as follows:

- Your First Name and Last Name will be pre-populated and you will need to accept the *Privacy Policy* and *Terms of Service* for use
- Click on *Next step*



- At the next stage you will be asked to *Add* your *Learning Goals* or areas you are interested in
- You can select any of the suggested learning goals if they are of interest to you or type them in. You can add up to 3 goals.
- You will need to select **at least one** learning goal before you can proceed
- If you wish to remove one of the selected one you just hover the mouse over the selected one and click on the x
- When happy with the goal(s) selected click *Next Step*



iob Learn

ADD LEARNING GOALS

John, let us personalize the content based on your learning goals. Add up to 3 goals.

I am interested in...

Investment Management ✓ Digital Analytics ✕ Fund Administration ✓

What are you interested in learning?

Start typing here...

Suggested Learning Goals

Retail Banking (+) Investment Management (+) Financial Auditing (+) Risk Analysis (+)

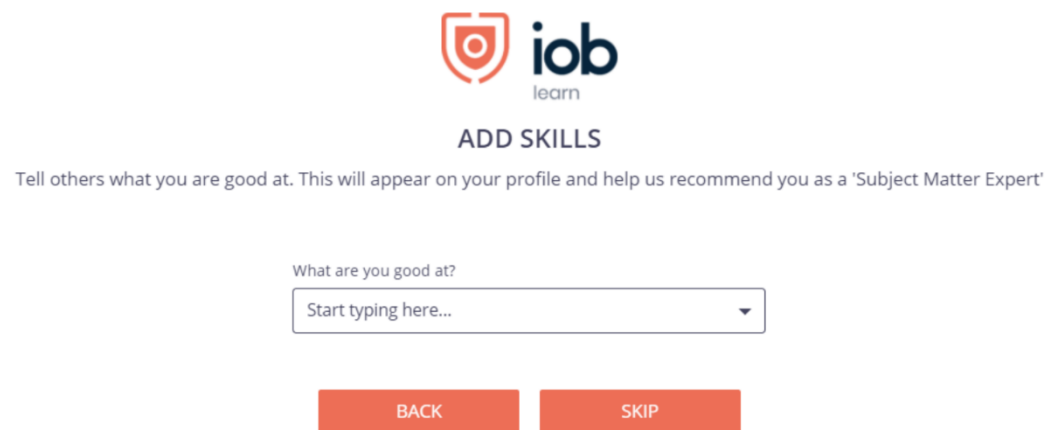
Credit Analysis (+) Digital Analytics (+) Data Analytics (+) Fund Administration (+)

Compliance (+) Governance (+) Financial Planning (+) Executive Development (+)

Digital Transformation (+) Credit Management (+)

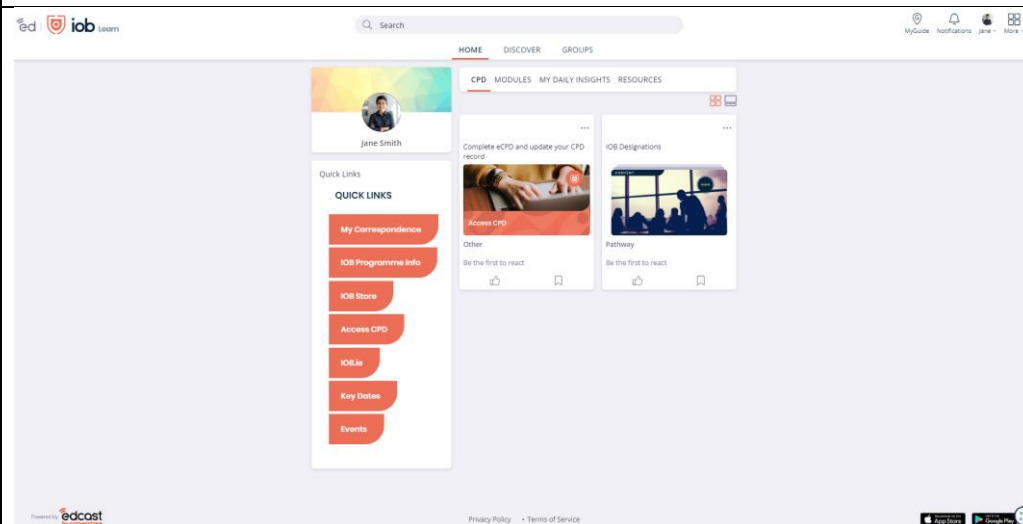
BACK NEXT STEP

- Next and final step will ask you to add your Skills.
- Type some skills and click on *Next* or you can skip this step if you wish



The screenshot shows the 'ADD SKILLS' screen on the iob learn platform. At the top is the iob learn logo. Below it, the text 'ADD SKILLS' is displayed, followed by a motivational message: 'Tell others what you are good at. This will appear on your profile and help us recommend you as a 'Subject Matter Expert''. A text input field with the placeholder 'Start typing here...' is provided for users to enter their skills. At the bottom, there are two orange buttons: 'BACK' and 'SKIP'.

- You will then be brought to the home page of IOB Learn



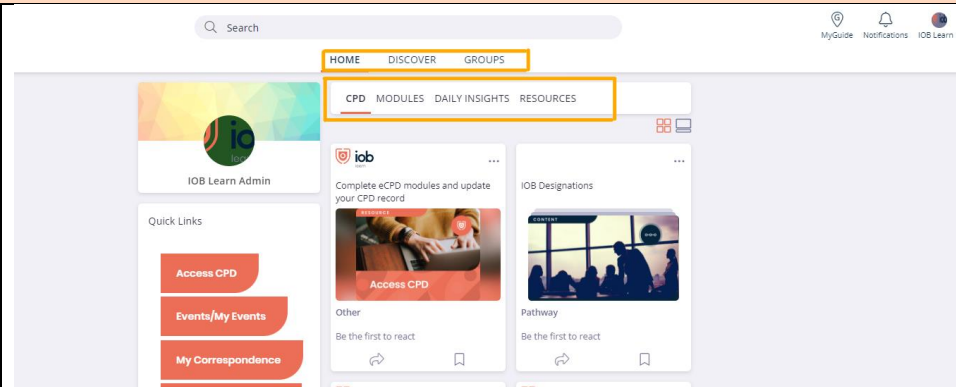
Homepage

Let's explore the homepage and what you can find here

When you log in you will arrive on the IOB Learn homepage.

Here you will find 4 tabs; *CPD*, *MODULES*, *DAILY INSIGHTS* AND *RESOURCES*.

You will also see three headings in the top left beside that indicate what section of IOB Learn you are in. These headings are *HOME*, *DISCOVER* and *GROUPS*.



HOME will contain links to your CPD page, links to your academic content, recommended content tailored for each user and resources that are useful for all members.

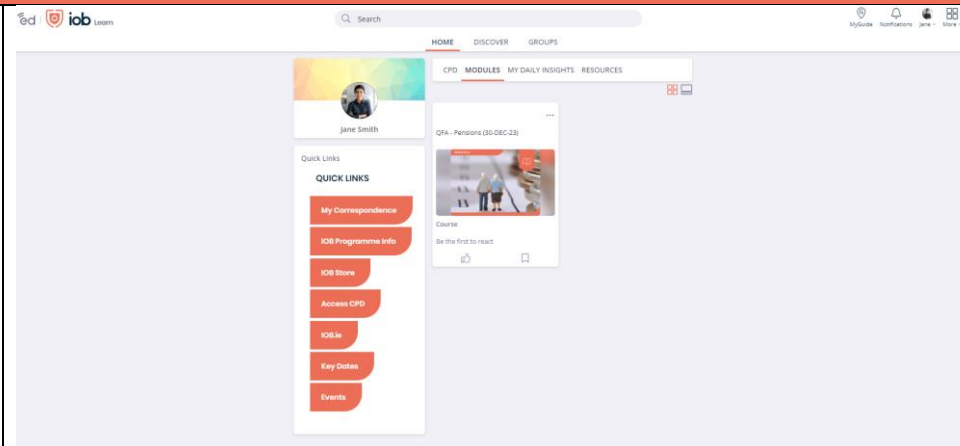
DISCOVER will contain three carousels that allow you to explore areas of interests or new topics.

1. IOB Recommends is content, programmes or events promoted by IOB.
2. IOB Programmes is a list of all of the programme areas that IOB offer.
3. Channels is a collection of related content channels.

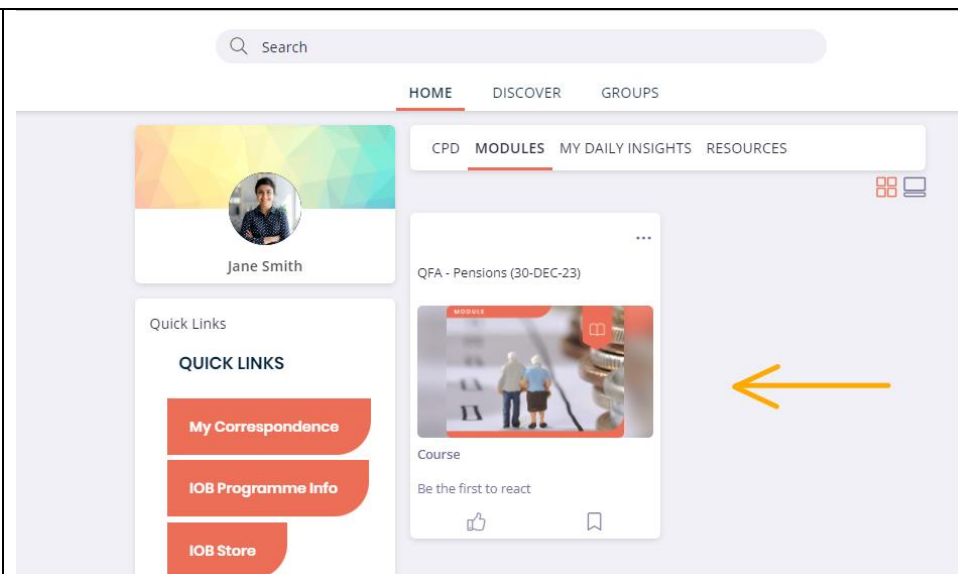
Groups are communities of selected IOB members. *Groups* is also where you will find all your Skills Accelerator and Skills Ignite content.

Accessing module material

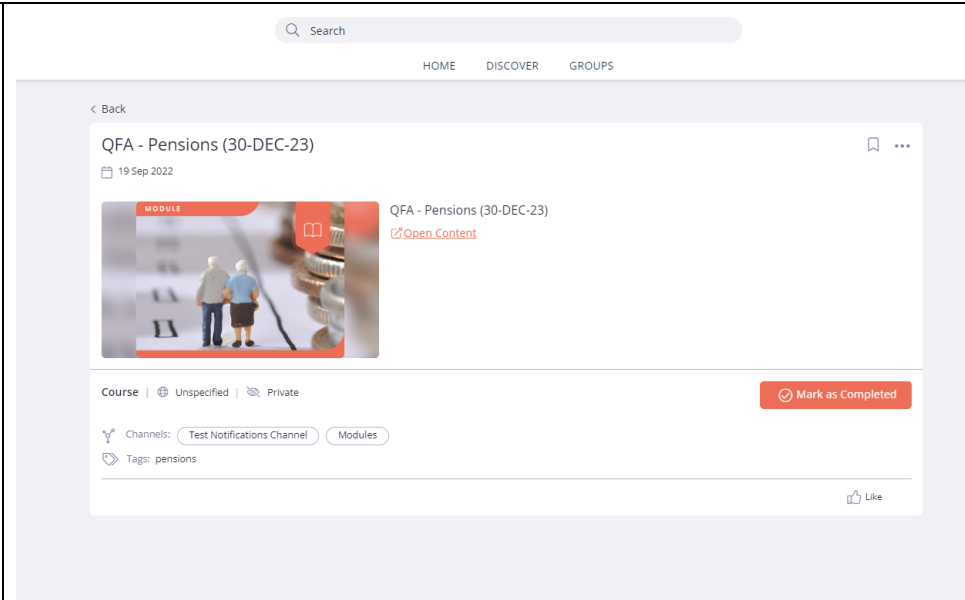
- Select the *MODULES* tab on the IOB Learn homepage.



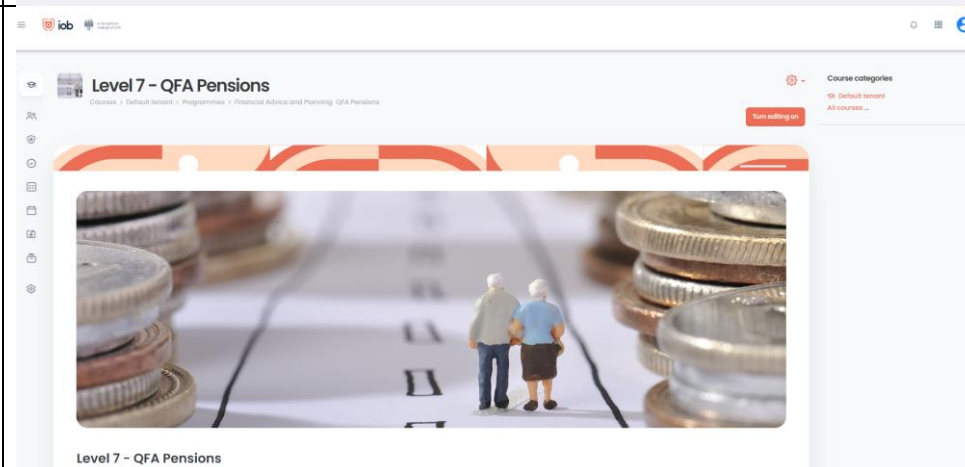
- Click on the module card that you are registered to.



- Click on *Open content* to access the content for that module



- This will then bring you to the module content that contains all the materials for your module including, study guide, readings, associated texts and MCQ tests
- Welcome email sent at the start of Trimester will include details on material available here



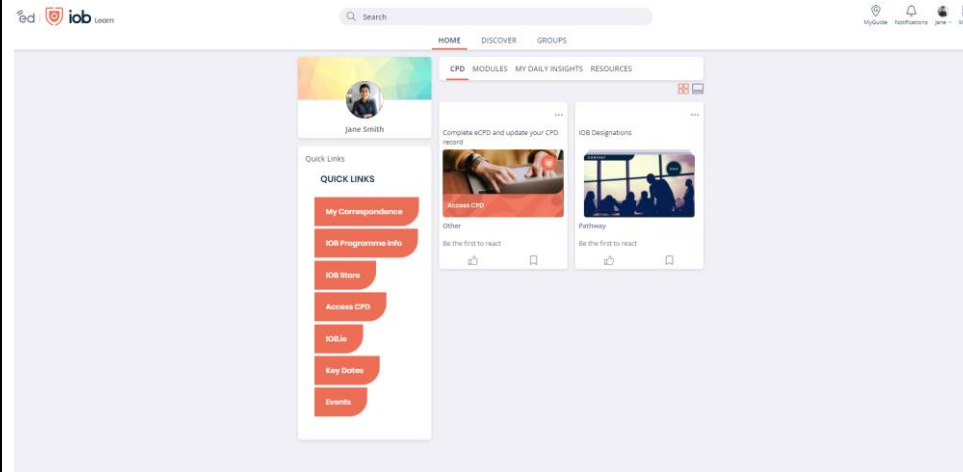


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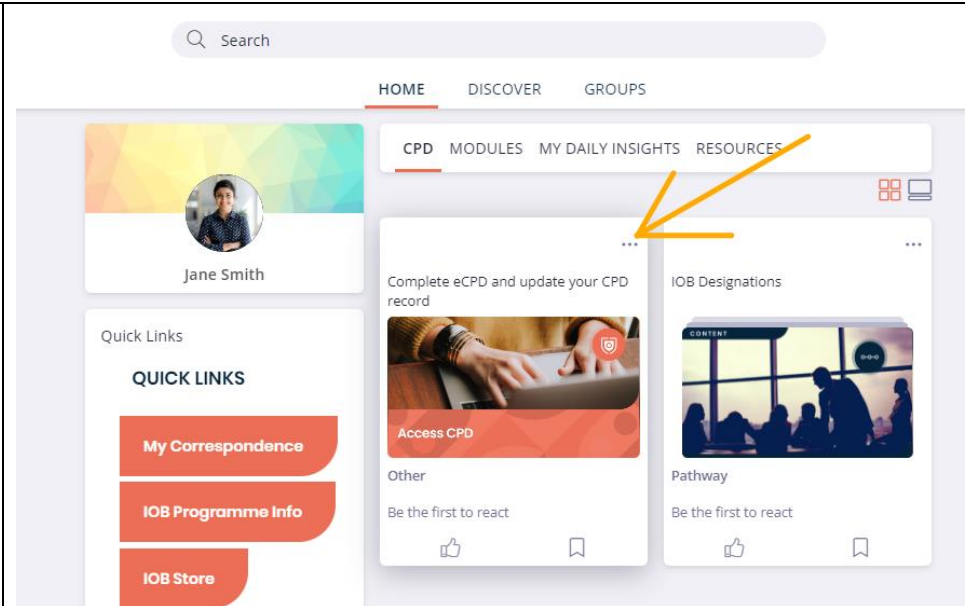
Accessing CPD/designation resources

If you wish to access your CPD resources:

- Select the CPD tab if you are not already on this page



- Click on the Access CPD card.



- Select *Open content* to open your CPD page. You will find all your CPD related content here including eCPD modules and you yearly CPD hours breakdown.



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Search

HOME DISCOVER GROUPS

< Back

Complete eCPD and update your CPD record

11 Dec 2020

Access CPD

Check CPD hours, record a CPD event, make an annual return, renew CPD membership [Open Content](#)

Other | Unspecified

Mark as Completed

Channels: CPD

Tags: cpd

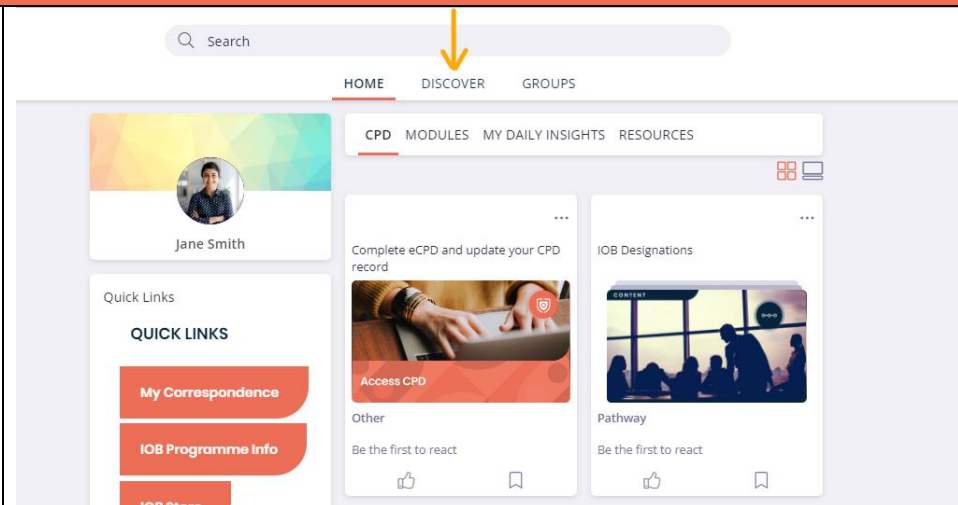
Like

Classification: Confidential

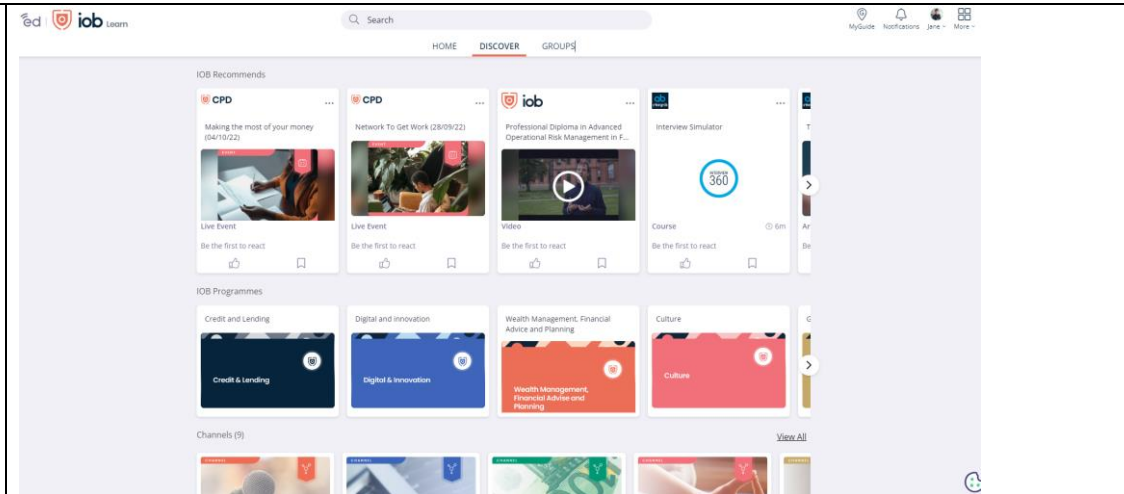
Accessing channels and micro learning

Micro learning is a short piece of learning on a specific topic by an expert in the field. These micro learnings are short videos, podcast and articles ranging from 5 minutes to 60 minutes

- Click on the *DISCOVER* heading



- Scroll down until you see the *Channels* carousel.
- Our channels are arranged by topic so just click on the topic you are interested in, and it will bring you to a selection of content on this topic
- Micro content comprises videos, articles and podcast that take less than an hour to complete
- As well as technical topics we have resources available for career support and wellness

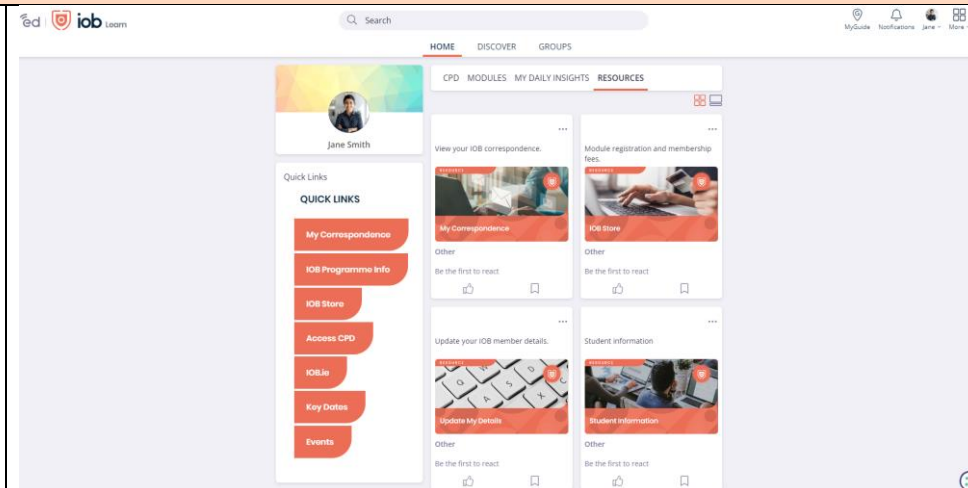


IOB Store – access through IOB Learn

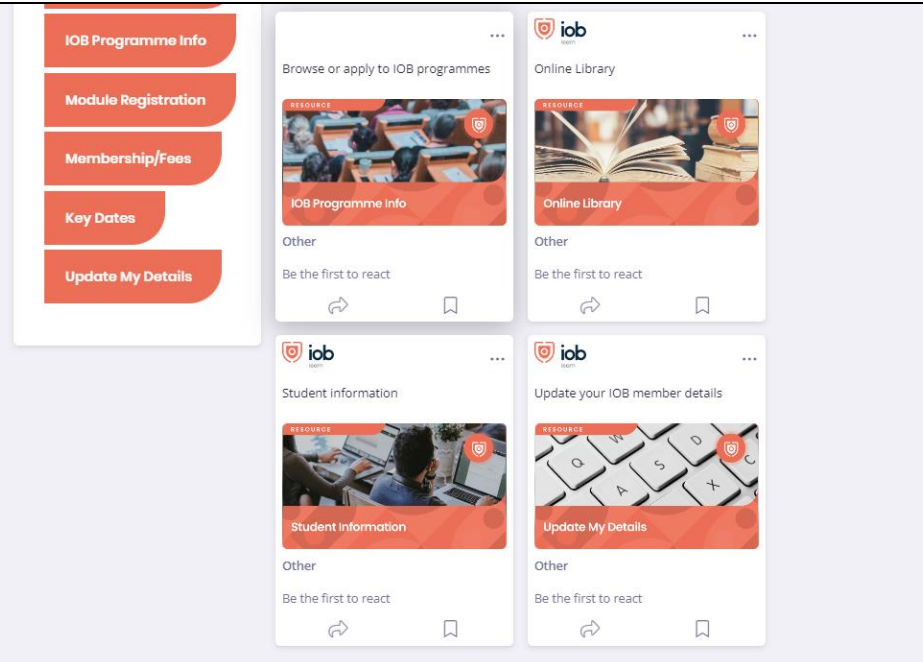
Programme enrolment can also be accessed directly through the website

Apply and enrol to a programme

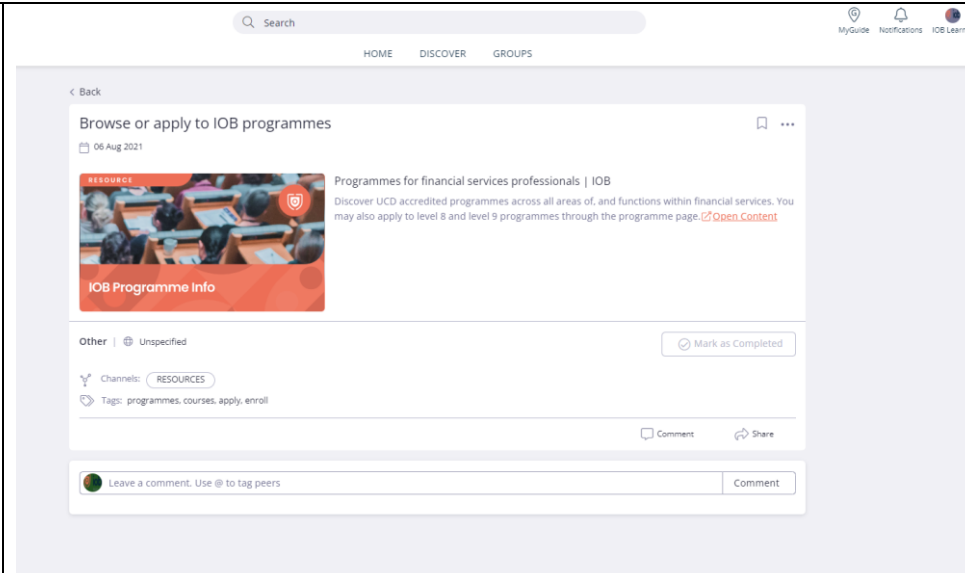
- Select *RESOURCES* on the IOB Learn homepage



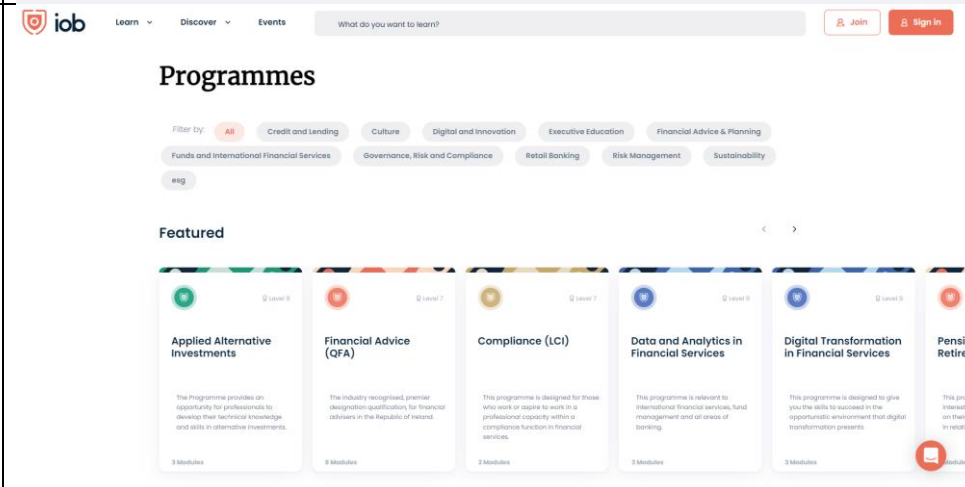
- Click on the *IOB Programmes Info* card



- Click again on *Open content* to progress to the IOB website and find the programme you are searching for



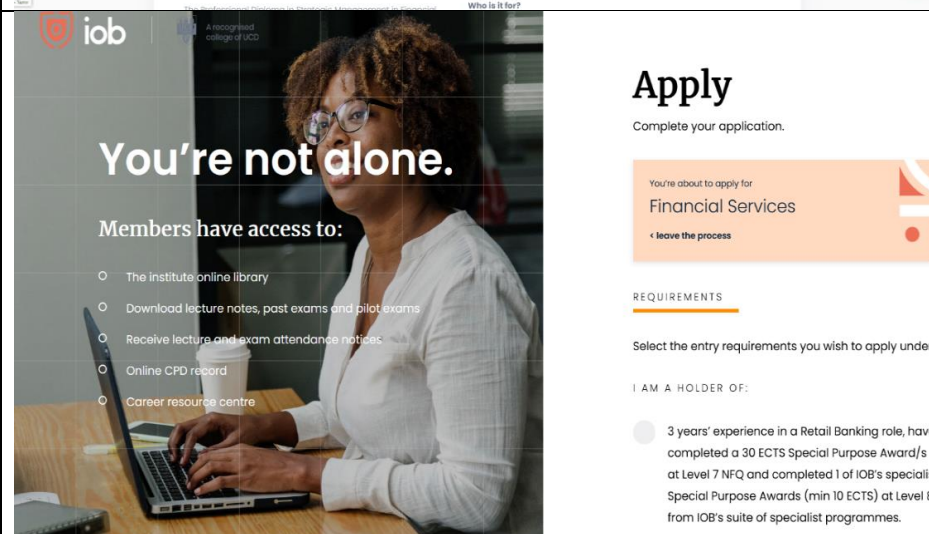
- Click on the programme that you wish to apply for



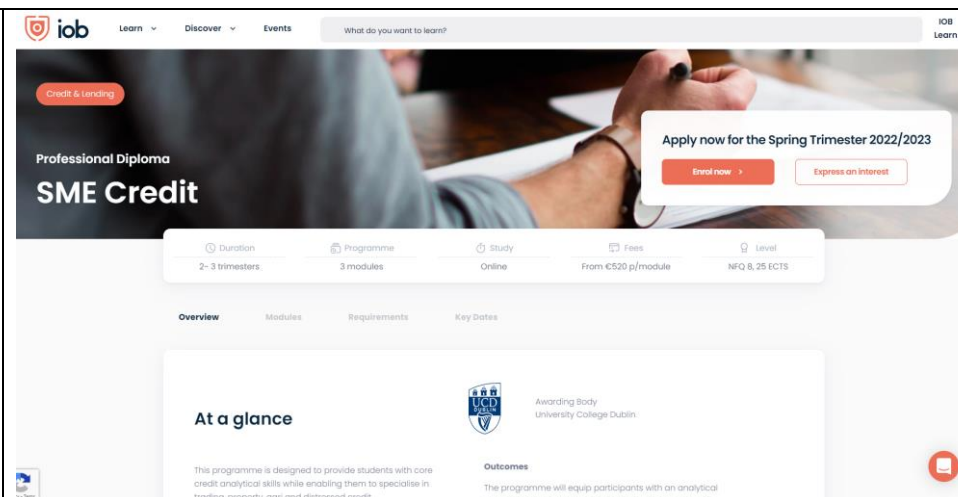
- You will then be brought to the programme webpage. Click on *Apply now* or *Enrol now*
- If there is an application process for your chosen programme, you must complete the *Apply now* screens
- For some programmes, you may be able to register directly for your programme modules and in this instance, you will see an *Enrol now* button



Follow the steps on the *Apply now* page to complete your programme application.

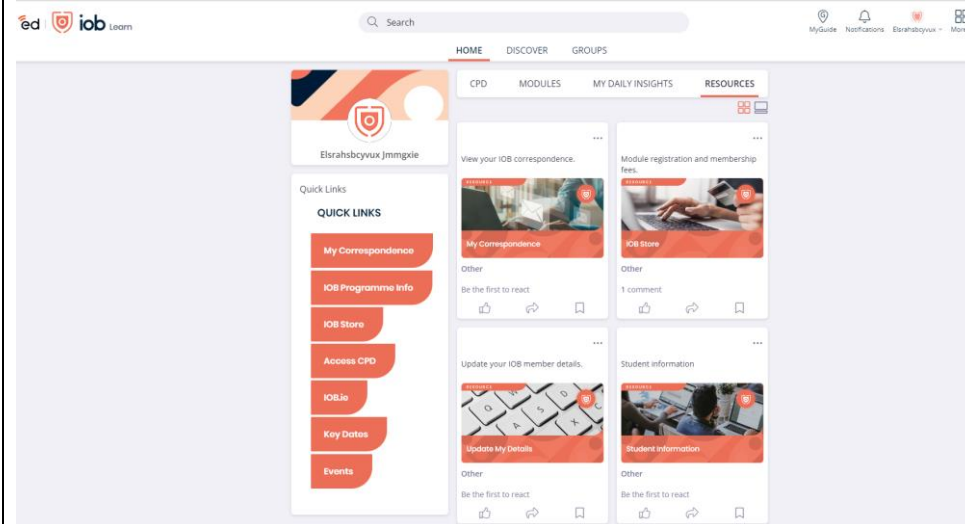


- Once your application is approved, you will be sent a link where you can register for your programme modules.
- You will now have to complete the “enrol now” process and screens that appear to register for your modules.
- The screenshot provided here is to give an example in terms of where the *Enrol now* button will appear. You will need to be logged in, go to your relevant programme page and complete the *Enrol now* steps.

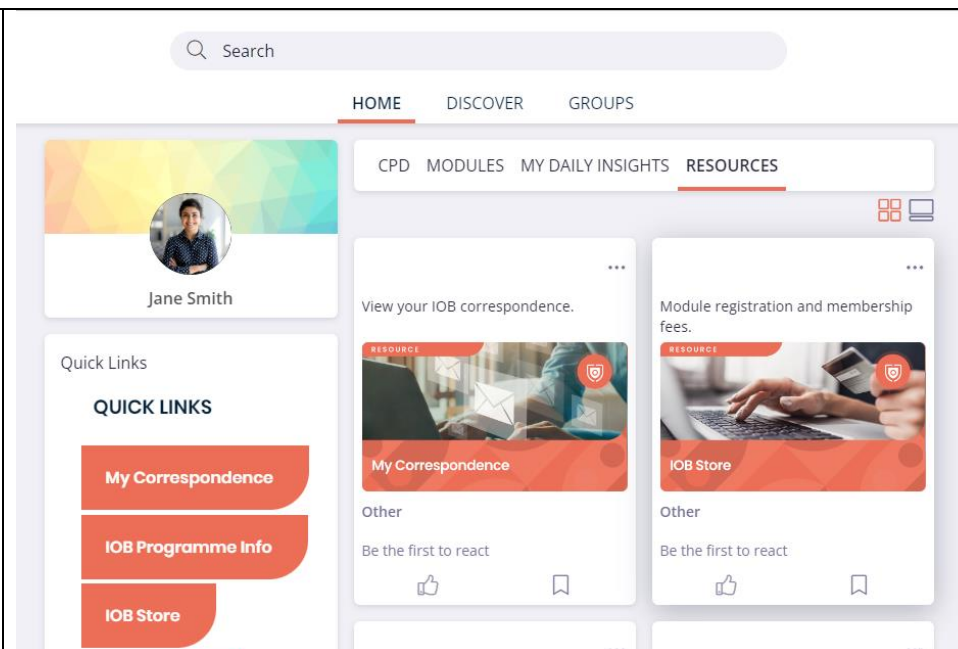


Register for a module on your programme

- Select the *RESOURCES* tab



- Click the *IOB Store* card



- You will be brought to the IOB Store and you should see your current programmes listed in the section '*Current Programme Enrolment(s)*'. From here you can click on the relevant 'Enrol for next module(s)' button for the programme you want to enrol for a module.
- You will need to complete the following steps/screens that appear which include updating personal details and selecting your module.

Current Programme Enrolment(s)

Graduate Diploma in
Financial Planning - Year 1

Enrol for next module(s)

MSc in Compliance
MTCOL002

Enrol for next module(s)

Professional Certificate in
Asset Management

Enrol for next module(s)

Professional Certificate in
International Investment
Fund Services PCBUS004

Enrol for next module(s)

Browse or apply to IOB
programmes

Go to Programmes

Available for re-registration

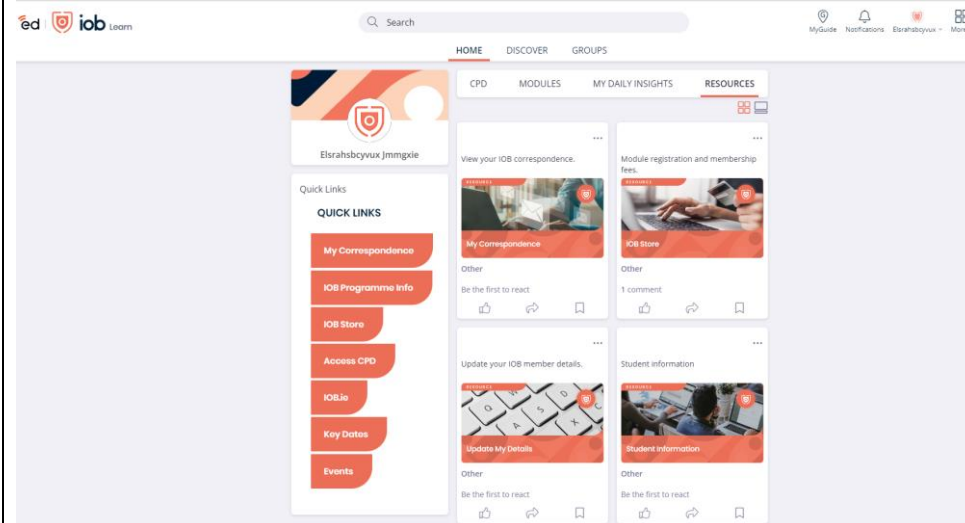
Re-register for a module in
Graduate Diploma in
Financial Planning - Year 1

Re-register for a module in
Professional Certificate in
Asset Management

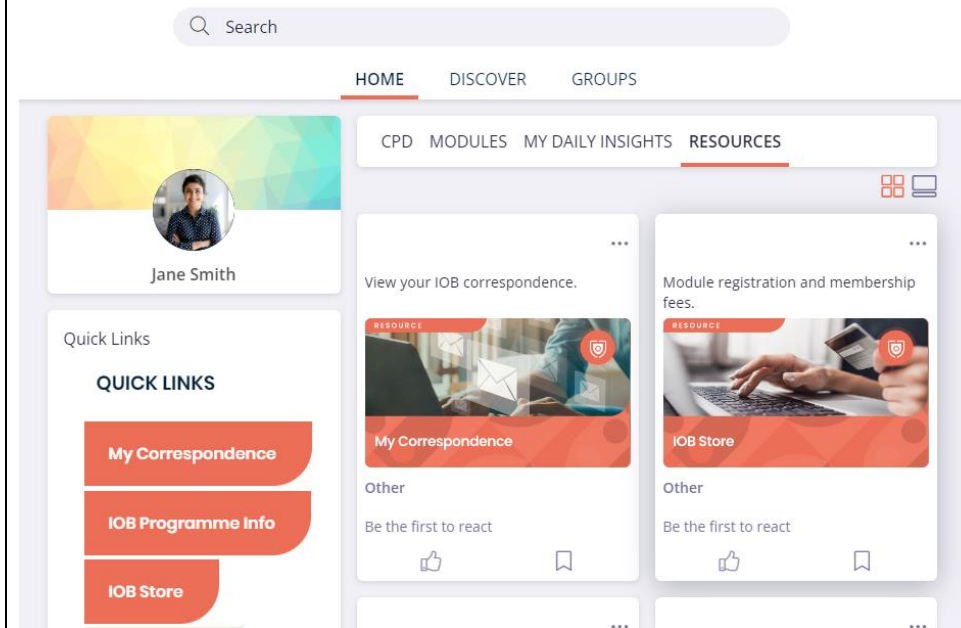
Re-register for a module in
Professional Certificate in
International Investment
Fund Services PCBUS004

Re-registering for a module

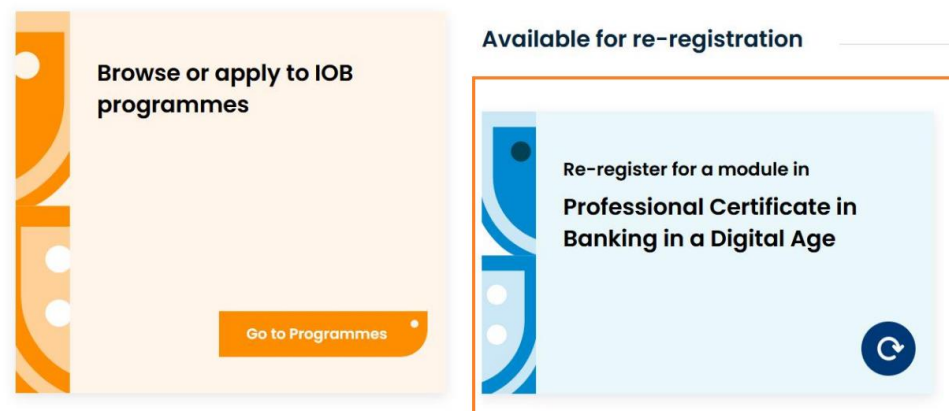
- Select the *RESOURCES* tab



- Click the *IOB Store* card

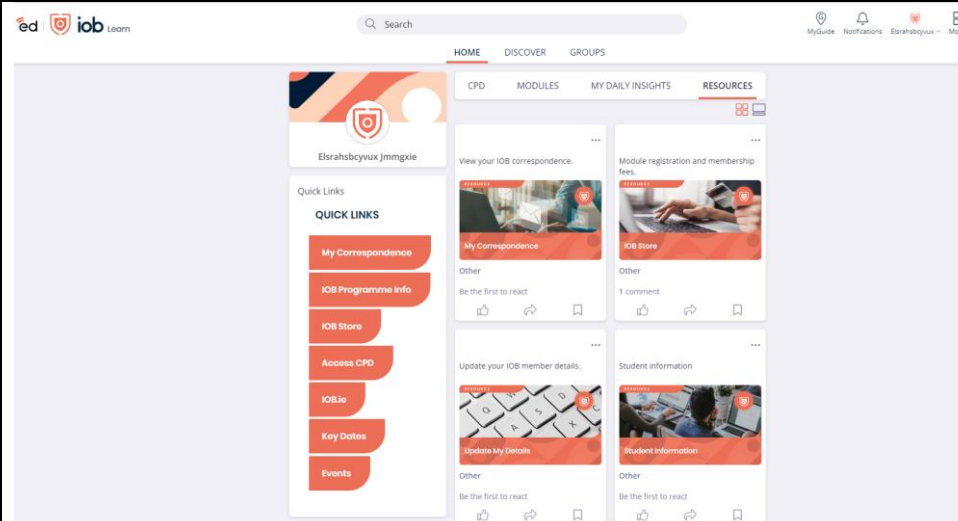


- You will be brought to the IOB Store where you click on the relevant card under *Available for re-registration* and follow the steps

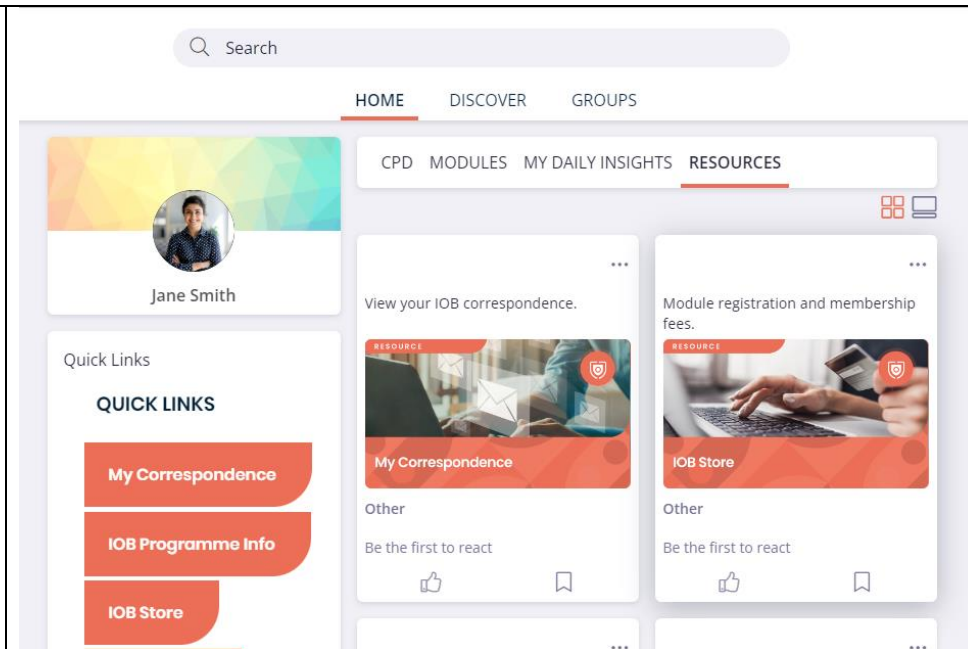


Paying membership fees (including designation fee)

- Select the *RESOURCES* tab



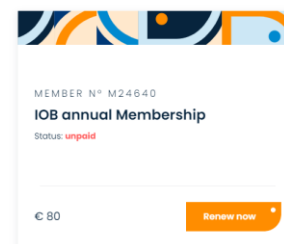
- Click on the *IOB Store* card



- You will be redirected to the IOB Store where you can choose to renew your fees by selecting *Renew now* underneath the relevant fee(s)

IOB Store

Close



Current Programme Enrolment(s)

< >

Registering for Events

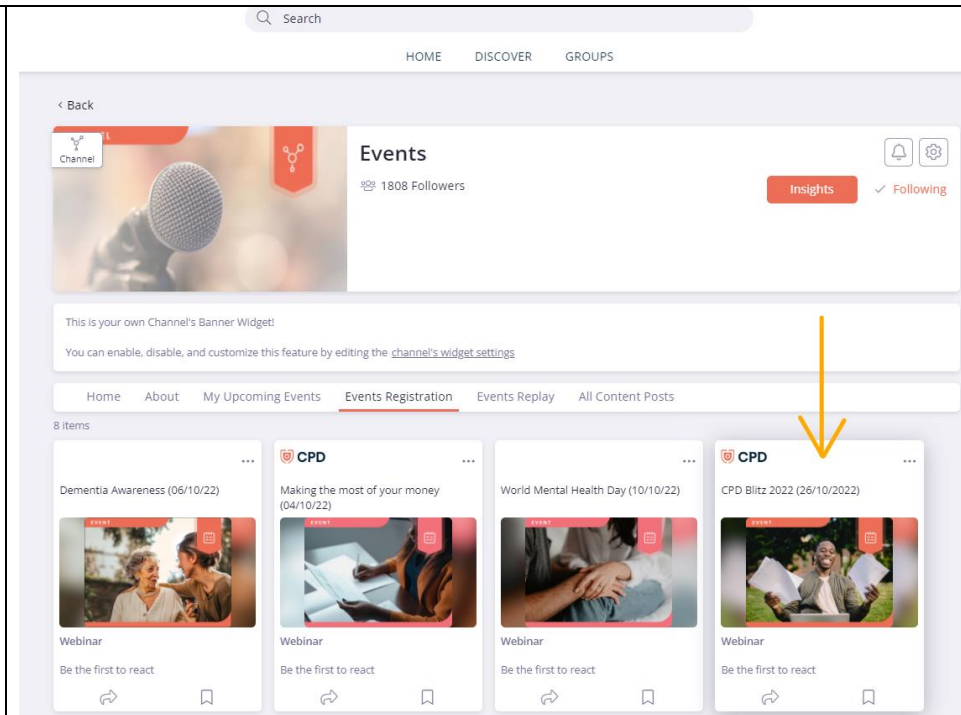
Event registration can also be accessed directly through the website

Registering for Events

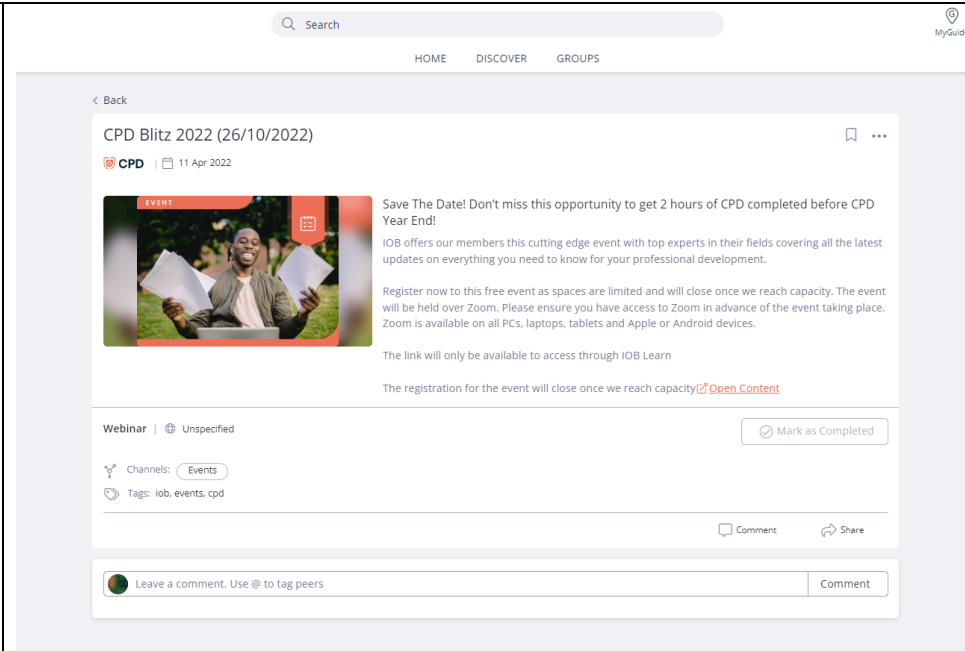
Details of upcoming events are available on www.iob.ie/events as well as on IOB Learn in the Events Channel in IOB Learn.

To register for event when in IOB Learn you:

- Go to the events channel
- Click the card for the event that you are interested in



- Click on *Open content*



Search

HOME DISCOVER GROUPS

< Back

CPD Blitz 2022 (26/10/2022)

CPD | 11 Apr 2022

EVENT

Save The Date! Don't miss this opportunity to get 2 hours of CPD completed before CPD Year End!

IOB offers our members this cutting edge event with top experts in their fields covering all the latest updates on everything you need to know for your professional development.

Register now to this free event as spaces are limited and will close once we reach capacity. The event will be held over Zoom. Please ensure you have access to Zoom in advance of the event taking place. Zoom is available on all PCs, laptops, tablets and Apple or Android devices.

The link will only be available to access through IOB Learn

The registration for the event will close once we reach capacity [Open Content](#)

Webinar | Unspecified

Channels: Events

Tags: iob, events, cpd

Mark as Completed

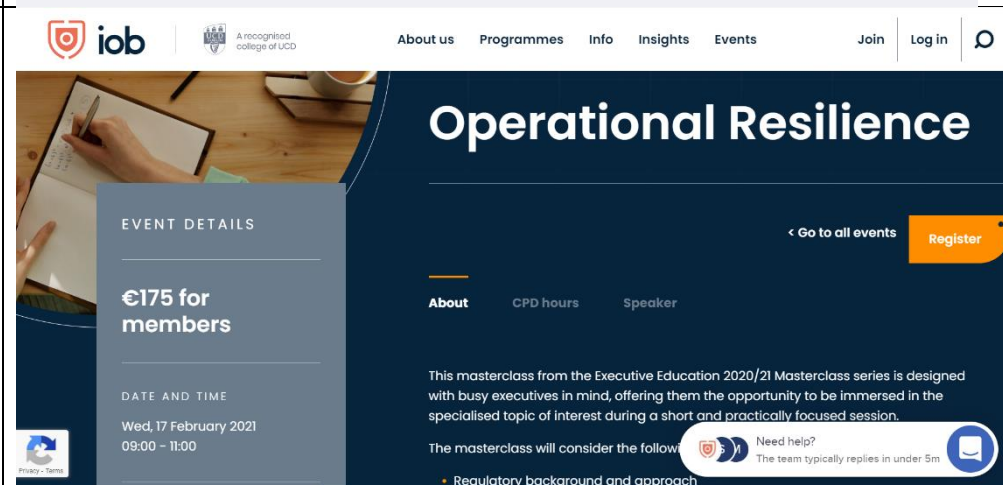
Comment Share

Leave a comment. Use @ to tag peers

Comment

- You will be redirected to the event page on the website
- Click *Register* and follow registration steps to register for the event.

Online events are held on Zoom, and you will find the zoom link in the events channel on IOB Learn.



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About us Programmes Info Insights Events Join Log in

Operational Resilience

< Go to all events Register

EVENT DETAILS

€175 for members

DATE AND TIME

Wed, 17 February 2021
09:00 - 11:00

About CPD hours Speaker

This masterclass from the Executive Education 2020/21 Masterclass series is designed with busy executives in mind, offering them the opportunity to be immersed in the specialised topic of interest during a short and practically focused session.

The masterclass will consider the following

- Regulatory background and approach

Need help? The team typically replies in under 5m

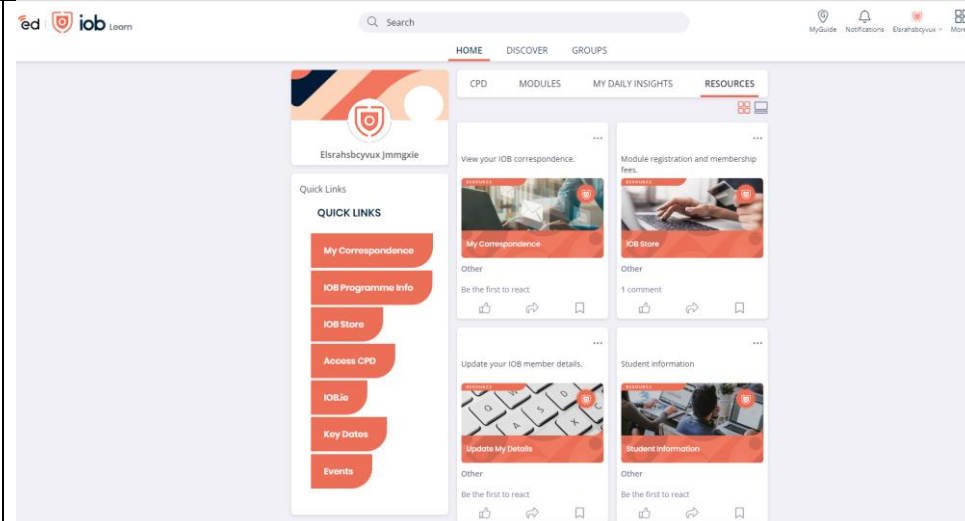


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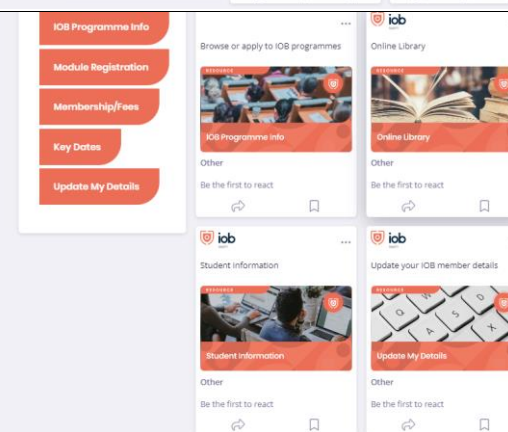
Viewing and updating your details

To update the details we hold on record for you:

- Select the *RESOURCES* tab on the homepage

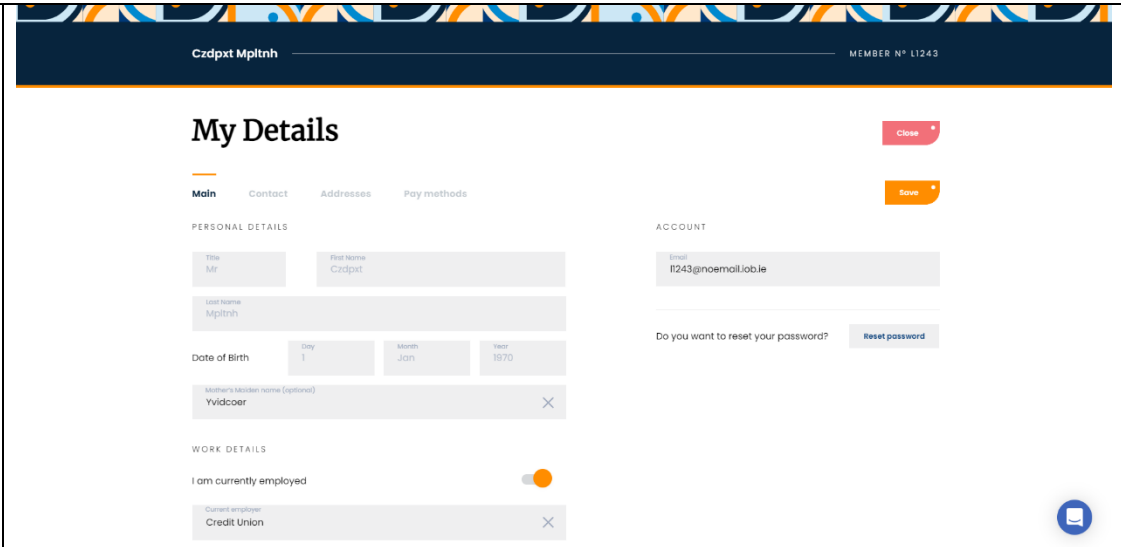


- Click on the *Update My Details* card.



- You will be redirected to the My Details page
- Edit your details and click Save

Some details like your name cannot be changed online and you need to contact us directly.



Czdpjt Mpltnh MEMBER N° L1243

My Details

Close

Save

Main Contact Addresses Pay methods

PERSONAL DETAILS

Title Mr First Name Czdpjt

Last Name Mpltnh

Date of Birth Day 1 Month Jan Year 1970

Member's Access Name (optional) Yvidcoer

WORK DETAILS

I am currently employed

Current employer Credit Union

ACCOUNT

Email l1243@noemail.iob.ie


Do you want to reset your password? Reset password


Bookmarking

You can bookmark content and sections of IOB Learn. To do so you will need to click on the card and select the bookmark icon in the top right.

[HOME](#)
[DISCOVER](#)
[GROUPS](#)

[< Back](#)


26 Nov 2020



Access CPD

CPD - Access CPD

Access your CPD record, eCPD modules, record hours or an event, access CPD documents including CPD guidelines and regulations and complete your CPD annual return. [Open Content](#)

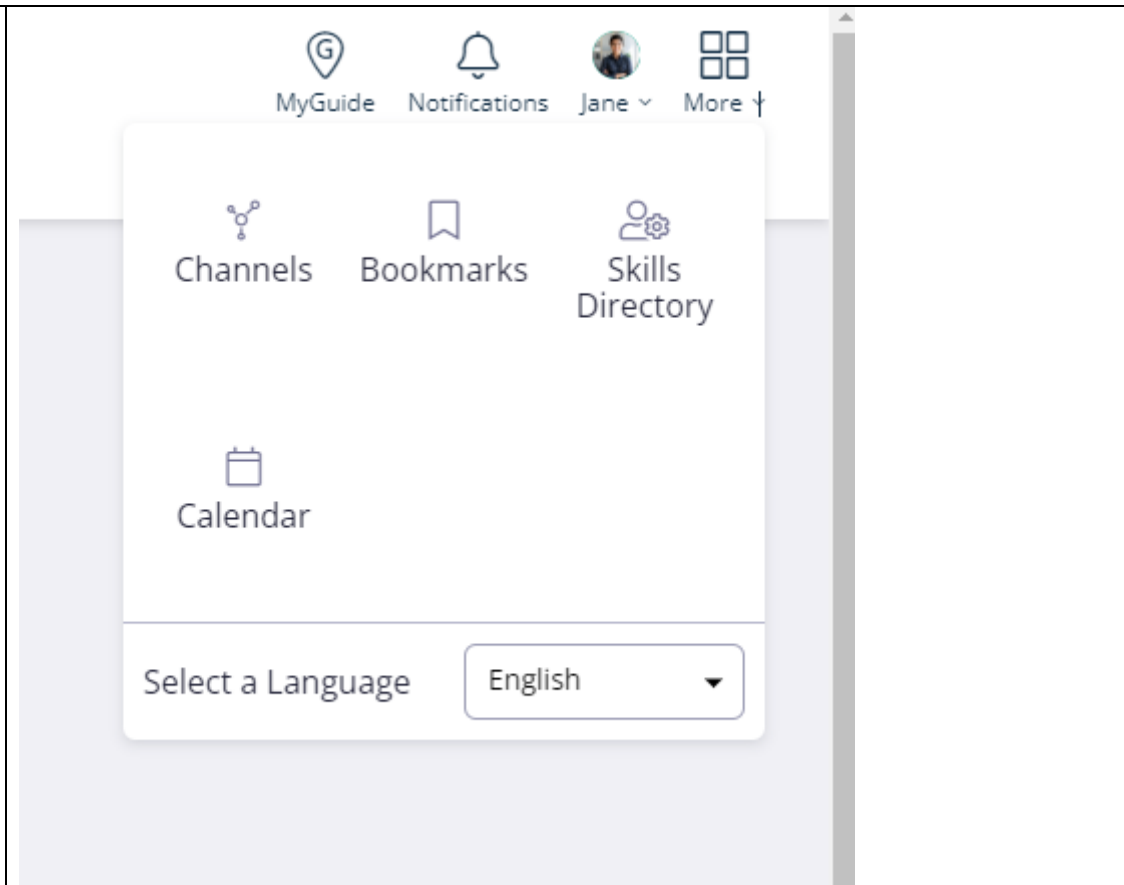
Other
Unspecified

Channels:
eCPD
Launch My Member Services
CPD

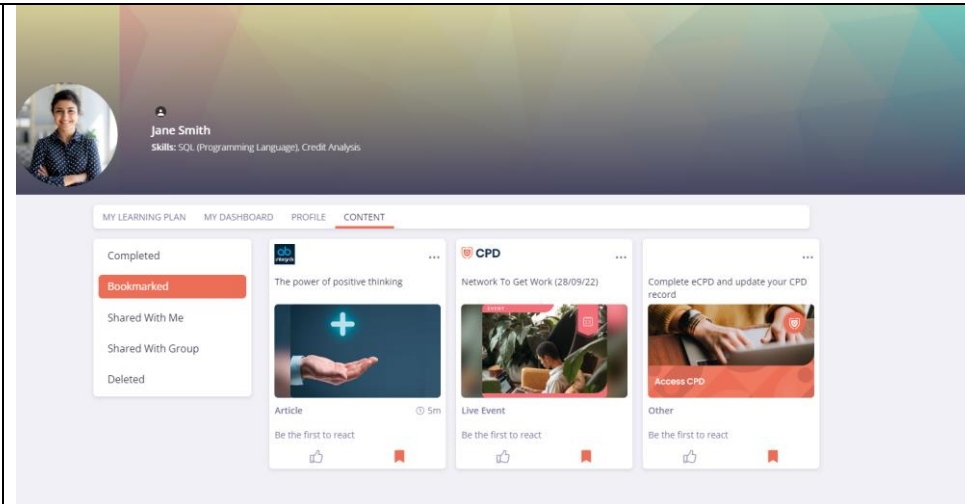
Tags:
cpd

Classification: Confidential

To easily access the bookmarked items, you click on
More icon and select Bookmarks.



All your bookmarks will then appear together on one page



IOB Learn App

The desktop features are now available on the app

Please note that while the screenshots below are from an iPhone, the screens will look similar on Android phones

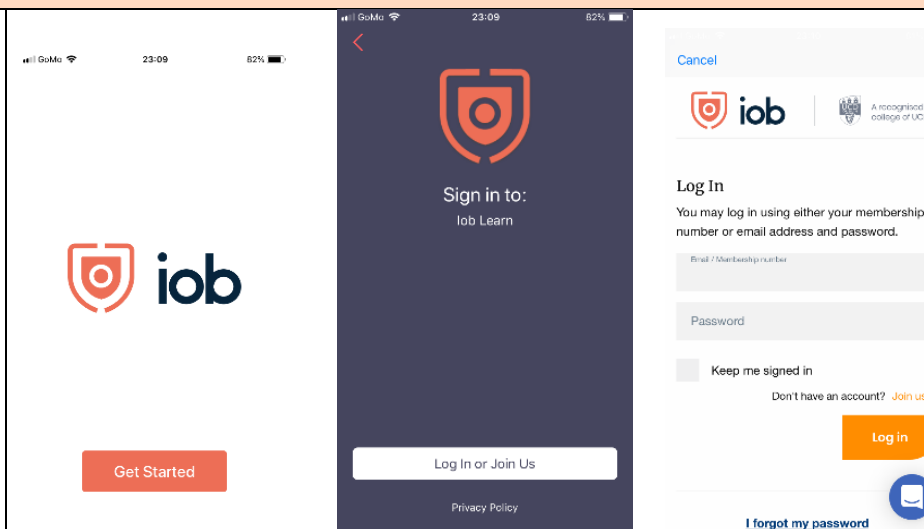
Downloading the app

- Go to your App store or click on one of the following depending on your device:
 - [Apple App Store](#)
 - [Google Play Store](#)
- Search IOB Learn (above links will bring you directly to the app) and click on the app
- Click Install

Logging in and homepage

- Once you open the app click on Get Started
- Click on Login or Join us button
- Enter membership number/email and password
- Click on Log in

If you have not completed the onboarding process (see *Logging in and onboarding* section at the start of this user guide) you will need to follow the onboarding steps otherwise you will be brought to the app homepage

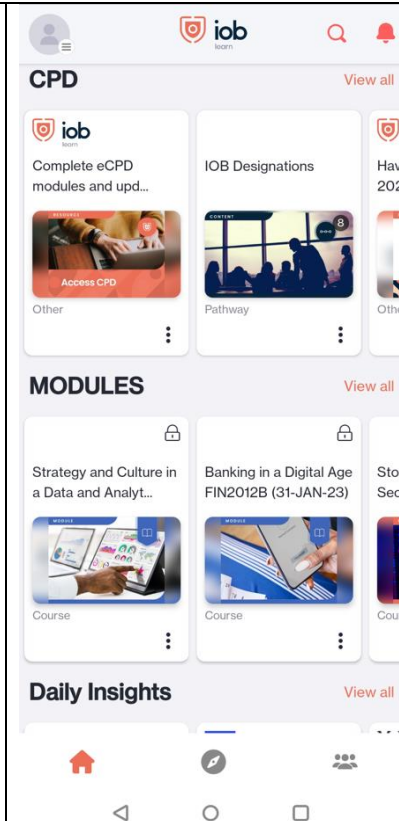


Home icon will bring you to the homepage of the app.

The same content as desktop will appear on mobile.
The four sections on the homepage will be *CPD*, *MODULES*, *DAILY INSIGHTS* and *RESOURCES*.

Compass icon represents the *DISCOVER* section of IOB Learn

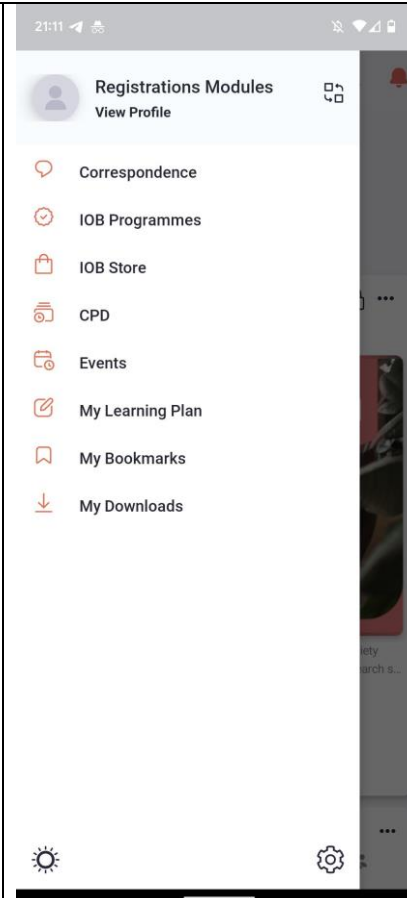
People icon represents *Groups*



Under your profile icon you can view:

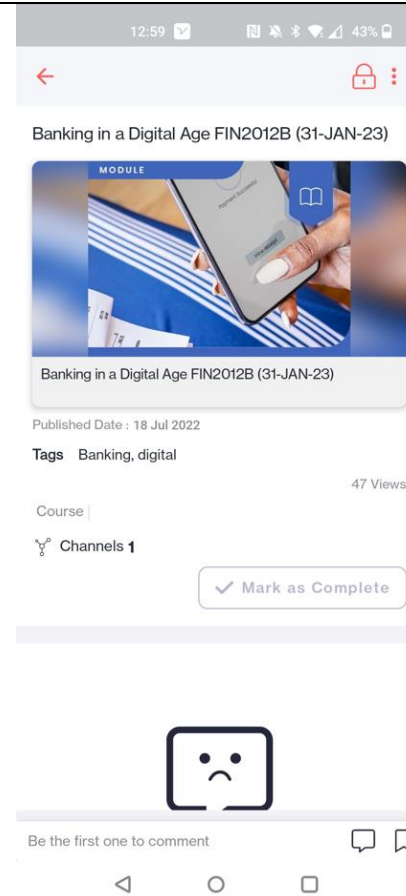
- Correspondence
- IOB Programmes
- IOB Store
- CPD
- Events
- My Learning Plan

- My Bookmarks
- My Downloads



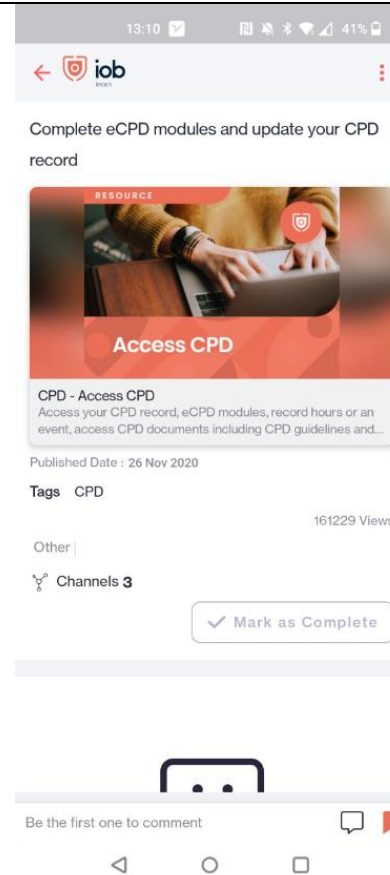
Accessing module material

- Click on the module that you wish to access underneath the *MODULES* carousel
- Select the image on the preview screen to access your learning material.



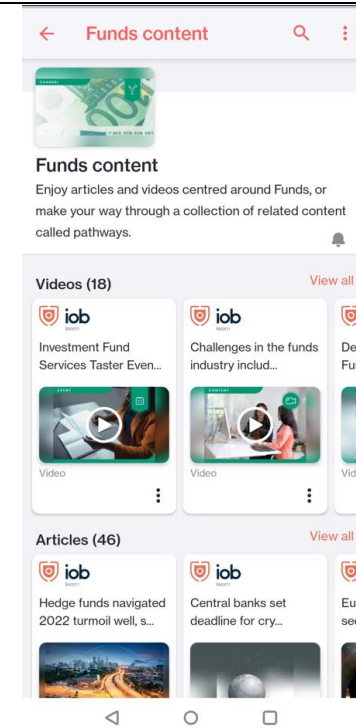
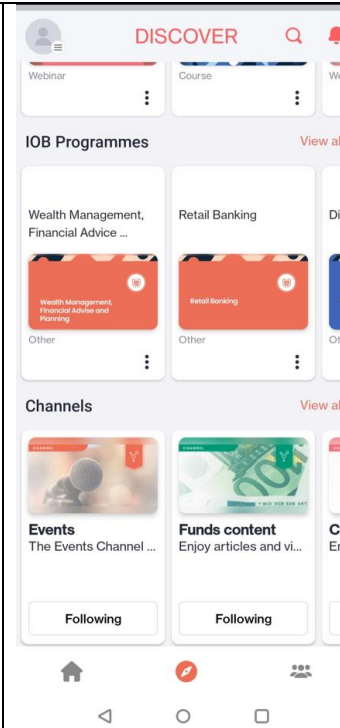
Accessing CPD/designation resources

- Select the Access CPD card in the *CPD* carousel on the IOB Learn mobile homepage
- Select the image on the preview screen to access your CPD page.



Accessing micro content

- Click on compass icon which represents the *DISCOVER* section
- Scroll down to the content channels carousel
- Click on a topic, for example digital
- Here you will see content represented in cards
- Click on card you wish to view
- If content is
 - a video it will play the video
 - a pdf, article or course it will have a link to content



Logging out

- Click on profile icon
- Click on cog wheel
- Click on Logout which is at the bottom of the screen