



A recognised
college of UCD

IOB Learn

User Guide



A recognised college of UCD

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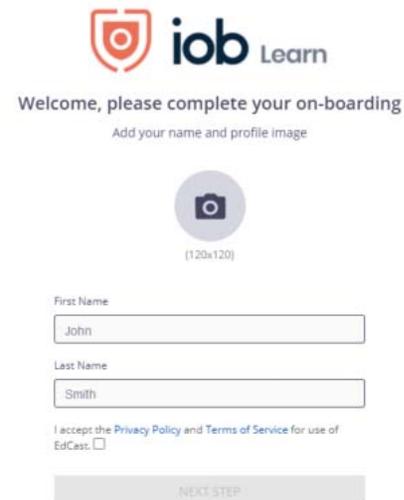
Logging in, onboarding and homepage

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*

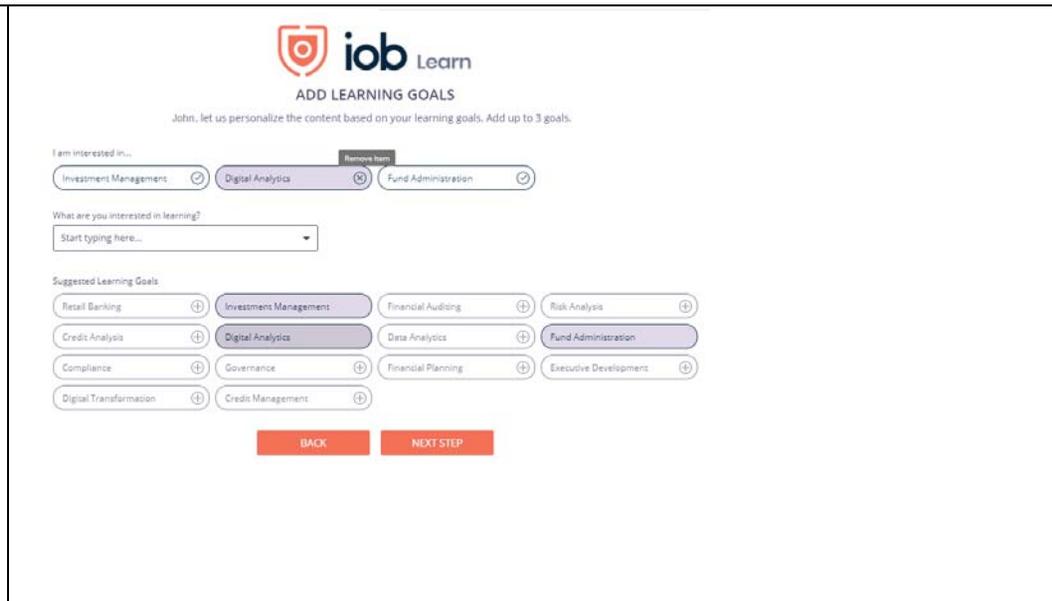
When logging into IOB Learn for the **first time** you will need to go through the onboarding process once you are logged in as follows:

- 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*

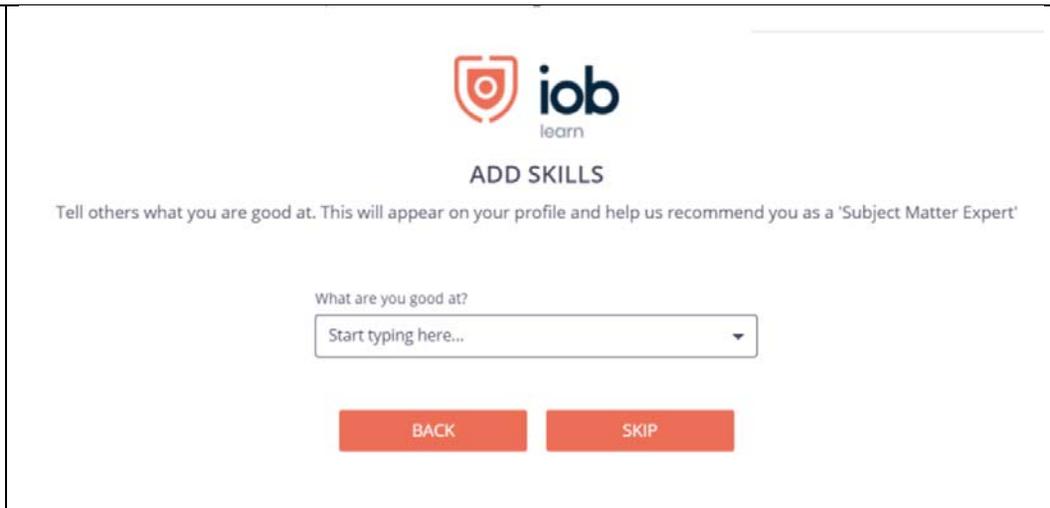


The screenshot shows the IOB Learn onboarding interface. At the top, the IOB Learn logo is displayed. Below it, the text reads "Welcome, please complete your on-boarding" followed by "Add your name and profile image". There is a circular placeholder for a profile picture with a camera icon and the text "(120x120)". Below this are two input fields: "First Name" with the value "John" and "Last Name" with the value "Smith". At the bottom, there is a checkbox for "I accept the Privacy Policy and Terms of Service for use of EdCast." and a "NEXT STEP" button.

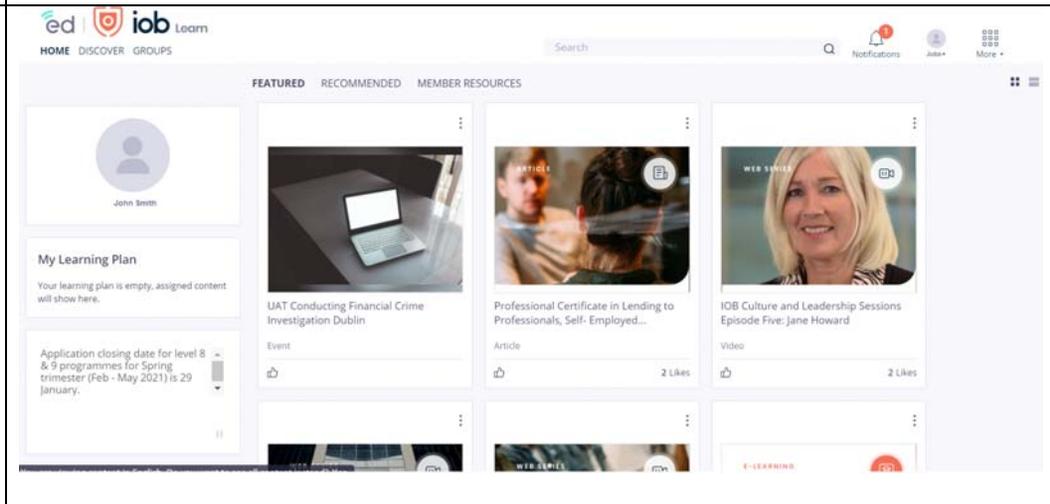
- At the next stage you will be asked to *Add your Learning Goals* or areas you are interested in
- You can select any of the suggested learning goals if they are of interest to you or type them in. You can add up to 3 goals.
- You will need to select **at least one** learning goal before you can proceed
- 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*



- 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



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



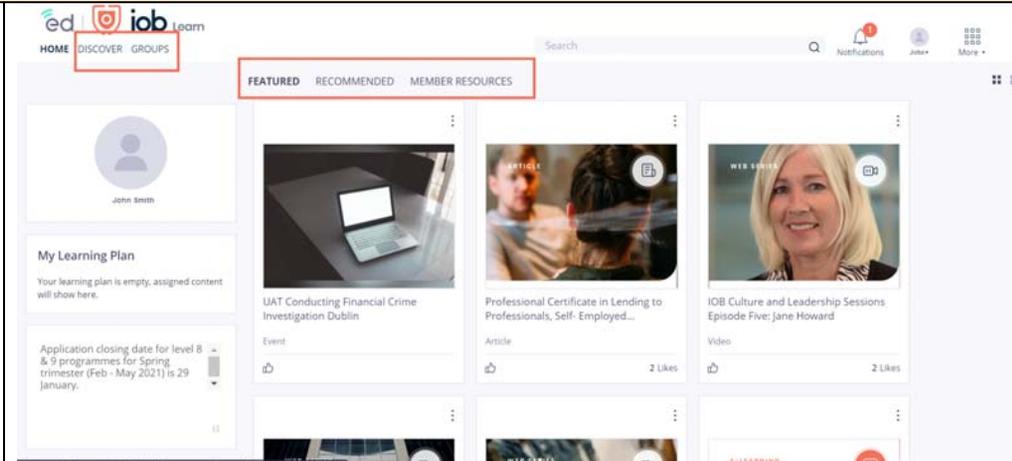
Homepage

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

When you log in you will be brought to the homepage.

Here you will find *Featured, Recommended and Member Resources*.

You will also see two further tabs beside **Home** - *Discover* and *Groups* which are explained in detail later on in the guide.



Featured is content, programmes, or events that IOB will highlight to members.

You will find a welcome to IOB Learn, IOB Learn User Guide and FAQs here too.

Recommended will show you content curated for you, based on interests that you have selected, the first time that you logged in.

To amend or view the learning goals/area of interest and skills please see [Viewing and updating my details, learning goals/areas of interest and skills](#) section.

Recommendations are personalised to each member and will add to your continuous learning.



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In *Member resources* you can access administrative tools such as your CPD resources (if you are an active designate), correspondence, your details, the shopping cart and student information.

Discover will contain:

1. Programme Areas containing information on our qualifications
2. Our new micro learning content – this comprises videos, articles and podcasts created or sourced by IOB
3. Trending content based on the interests you've chosen at the sign up stage and this will contain content from open source sites

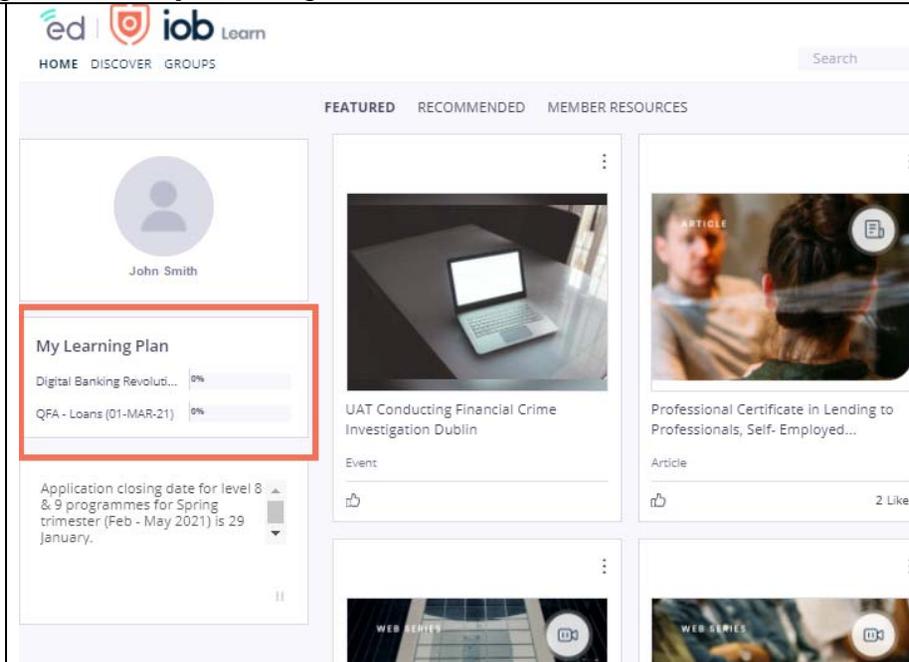
Groups is a learning community to which you are assigned and into which access to certain of your learning (modules, short course) will be placed.

Student supports – accessing module material for your registered programme and module(s)

There are two ways to access the content for the programme that you are registered to:

First way is as follows:

- Under *My Learning Plan* on the left-hand side of the screen, you will see all your modules listed.
- Click on the module you wish to access.



The screenshot shows the iob Learn interface for a user named John Smith. The navigation bar includes 'HOME', 'DISCOVER', and 'GROUPS'. The main content is divided into 'FEATURED', 'RECOMMENDED', and 'MEMBER RESOURCES'. On the left, the 'My Learning Plan' section is highlighted with a red box, showing progress for 'Digital Banking Revolut...' and 'QFA - Loans (01-MAR-21)'. Below this, there is a notice about application closing dates for level 8 & 9 programmes for Spring trimester (Feb - May 2021) being 29 January. The main content area displays featured articles and events, including 'UAT Conducting Financial Crime Investigation Dublin' and 'Professional Certificate in Lending to Professionals, Self-Employed...'.

- Click on *View More* to access the content for that module

QFA - Loans (01-MAR-21)

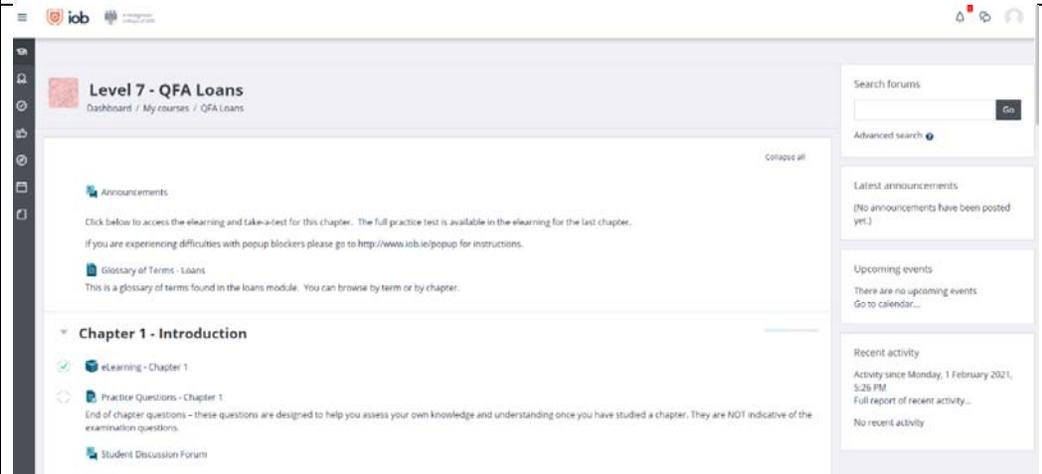


QFA - Loans (01-MAR-21)
View More

Unspecified - Private

Published Date: 20 Jan 2021

- 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



Level 7 - QFA Loans
Dashboard / My courses / QFA Loans

Announcements
Click below to access the eLearning and take-a-test for this chapter. The full practice test is available in the eLearning for the last chapter. If you are experiencing difficulties with popup blockers please go to <http://www.iob.ie/popup> for instructions.

Glossary of Terms - Loans
This is a glossary of terms found in the loans module. You can browse by term or by chapter.

Chapter 1 - Introduction

- eLearning - Chapter 1
- Practice Questions - Chapter 1
End of chapter questions - these questions are designed to help you assess your own knowledge and understanding once you have studied a chapter. They are NOT indicative of the examination questions.
- Student Discussion Forum

Search forums
Advanced search

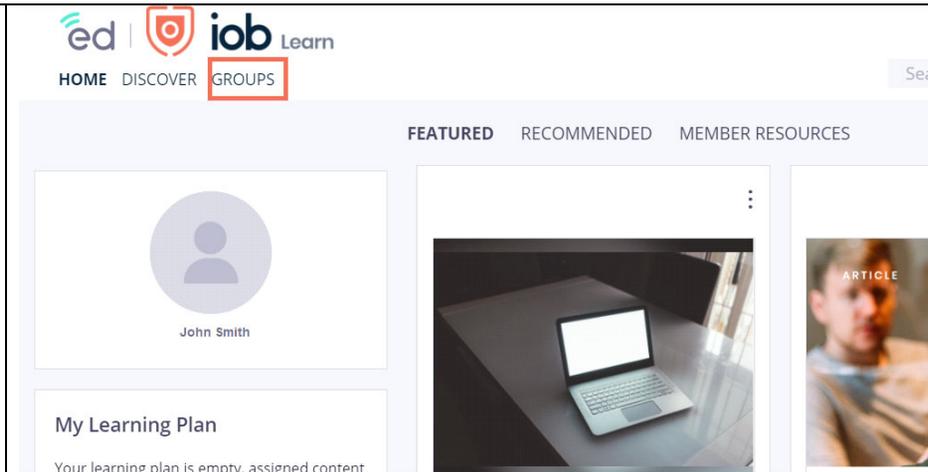
Latest announcements
(No announcements have been posted yet.)

Upcoming events
There are no upcoming events
Go to calendar...

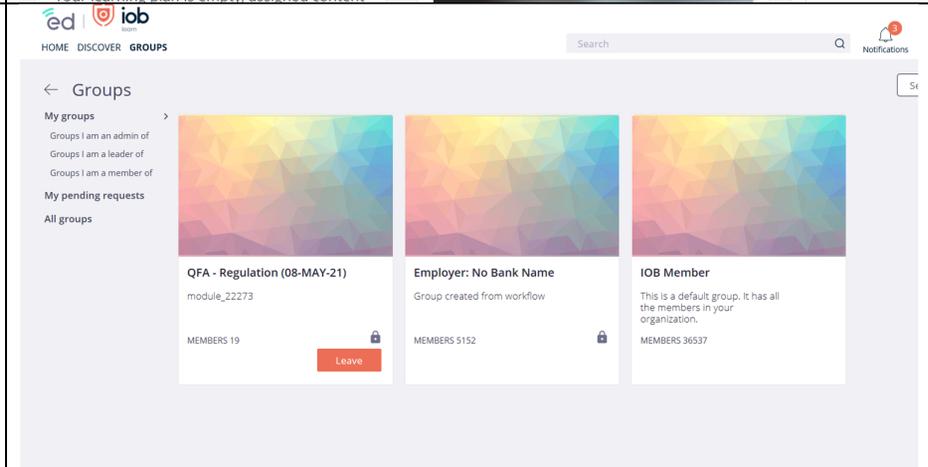
Recent activity
Activity since Monday, 1 February 2021, 5:26 PM
Full report of recent activity...
No recent activity

Second way is as follows:

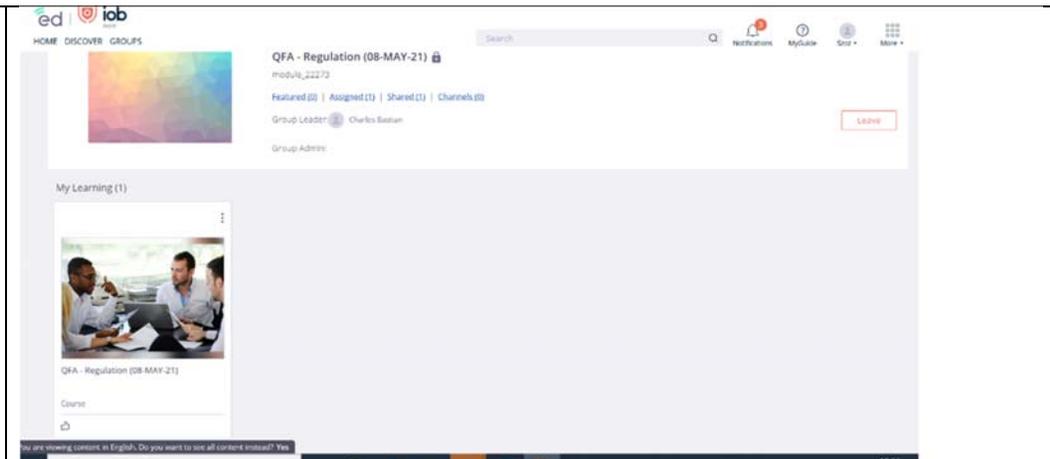
- Click *Groups*



- Here you will see all the modules and short courses that you are registered for



- Click on to the group card that shows your module name and all the cards linked to this module will appear



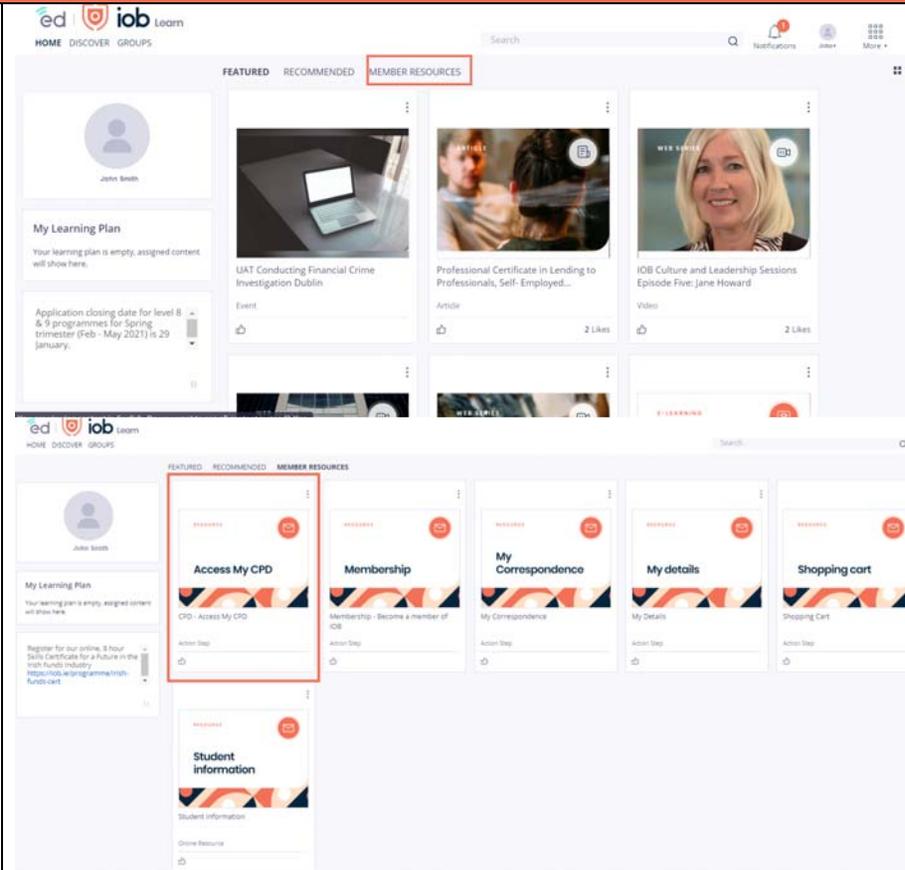
- Click on module card with the name of the module and exam date on it, i.e “QFA Loans – 31 May 2021”.
- Click *View more*
- You will then be directed to the module content that contains all the materials for your module including, study guide, readings, associated texts and MCQ tests.



CPD/designation resources

If you wish to access your CPD resources:

- Click on *Member resources*
- Click *View my CPD* card
- Click *View more* and you will be redirected to your CPD overview



The screenshot displays the iob Learn website interface. The top navigation bar includes 'HOME', 'DISCOVER', and 'GROUPS'. The main content area is divided into 'FEATURED', 'RECOMMENDED', and 'MEMBER RESOURCES' sections. The 'MEMBER RESOURCES' section is highlighted with a red box. Below this, there are several cards for 'Access My CPD', 'Membership', 'My Correspondence', 'My details', and 'Shopping cart'. The 'Access My CPD' card is highlighted with a red box. The bottom screenshot shows the 'Access My CPD' card in more detail, including a 'Student information' card below it.

- Click Go beside the designation that you wish to access.
- From here you can view your CPD record, record CPD hours request CPD accreditation for external events, download CPD documents

CPD

Overview: CPD

0 of 15 CPD hours

QFA

Go

0 of 15 CPD hours

LCOI

Go

Completion date: 31st Dec 2021
332 days to complete your CPD hours

Annual return date: 31st Jan 2022
363 days to return your CPD hours



MEMBER N°

Category: Licentiate

WELCOME TO YOUR CPD HOURS

You are doing CPD for **QFA** ACTIVE

CPD: QFA

My eCPD

3 HOUR - BUBB

Consumer Credit

Job title: Product Manager & Development - Working on the Consumer Credit

My hours

	Actual	Remaining
Total hours	15	0
Life MCC	1	0
Part-time	1	0

Annual Return

You must have recorded all of the approved activity meeting up your 15 hours for 2021 in order to make an annual return.

The closing date for annual returns is 31 January 2022.

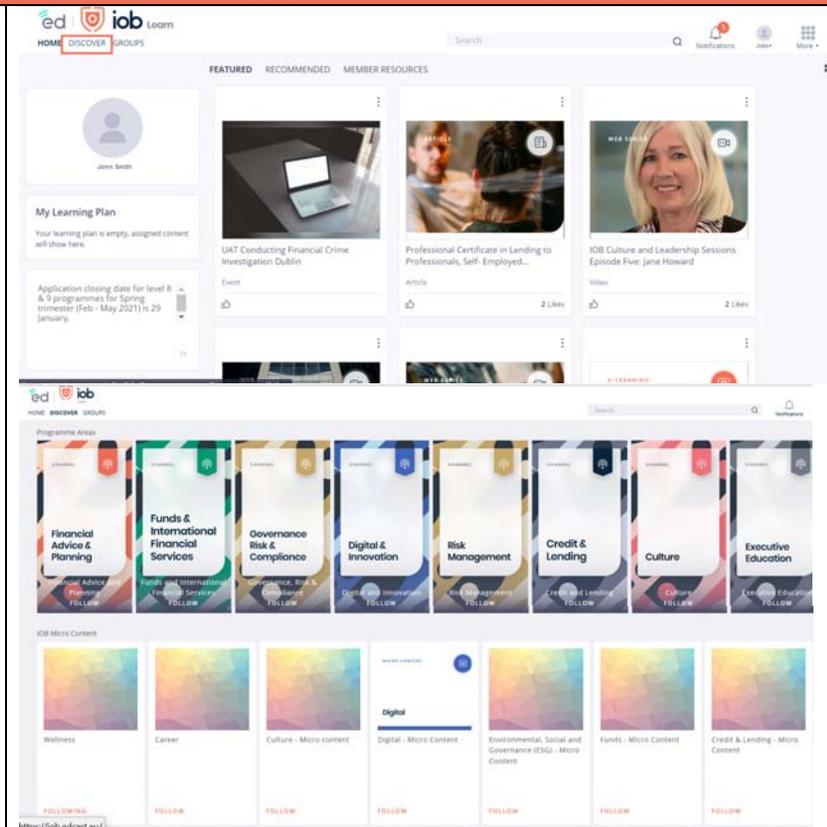
Failure to submit an annual return will result in the removal of your designation/CPD membership.

	Required	Recorded
Total hours	15	0

Accessing 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 *Discover*
- Here you will find IOB Programmes available on the top row of the screen and our new IOB Micro Content available on the second row
- Our micro content is 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

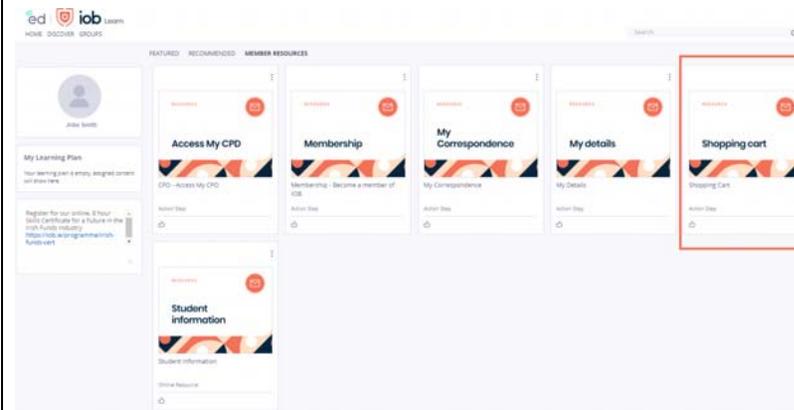
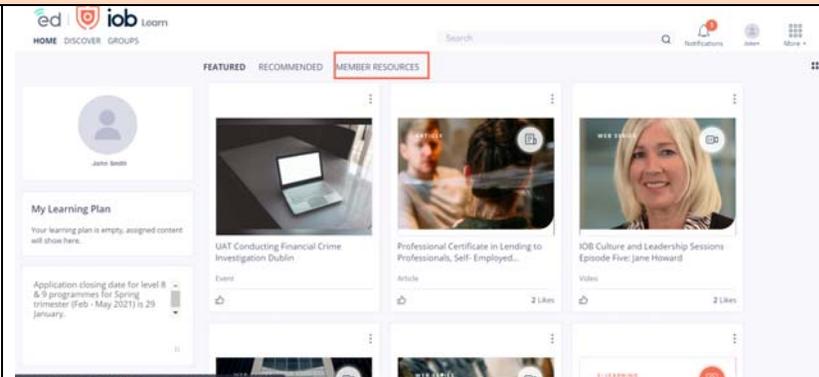


Shopping cart – access through IOB Learn

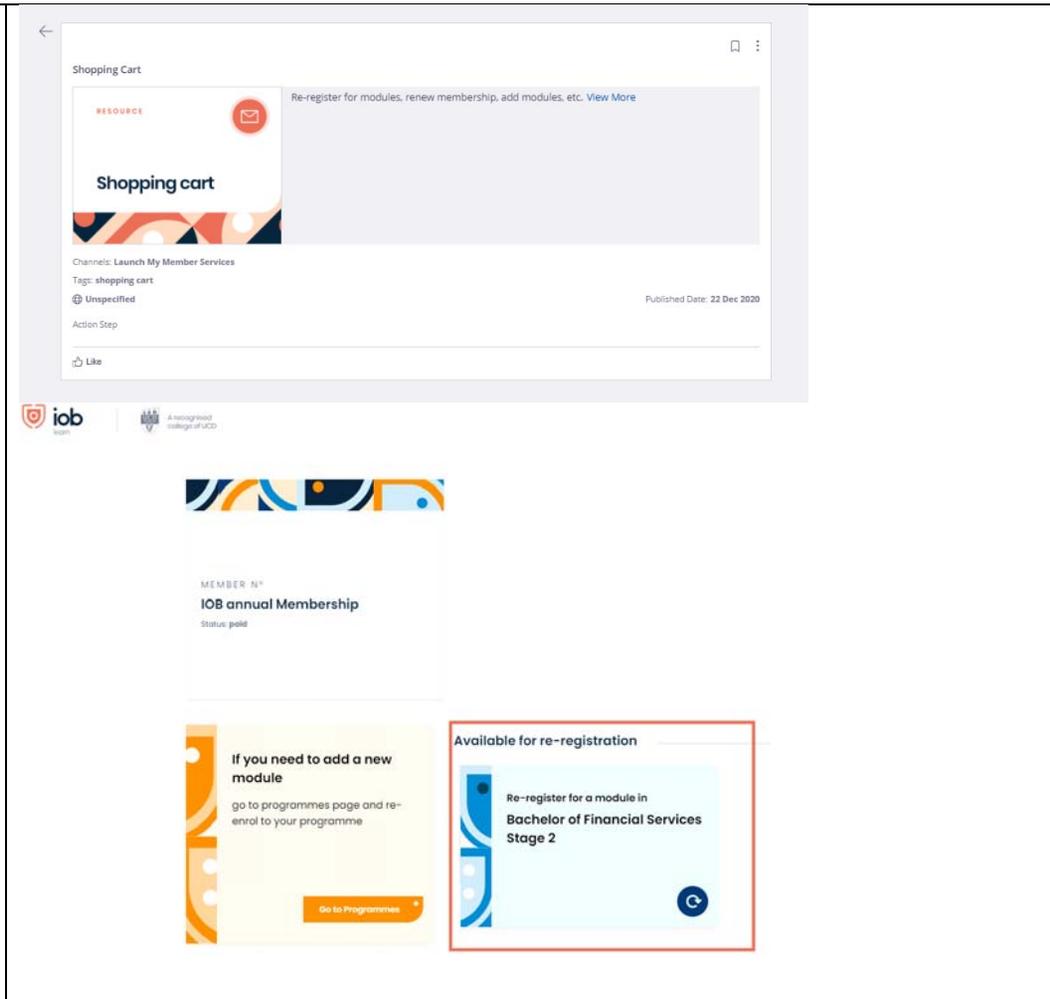
Programme enrolment and event registration can also be accessed directly through the website

Re-registering for a module

- Click on *Member Resources*
- Click *Shopping Cart* card



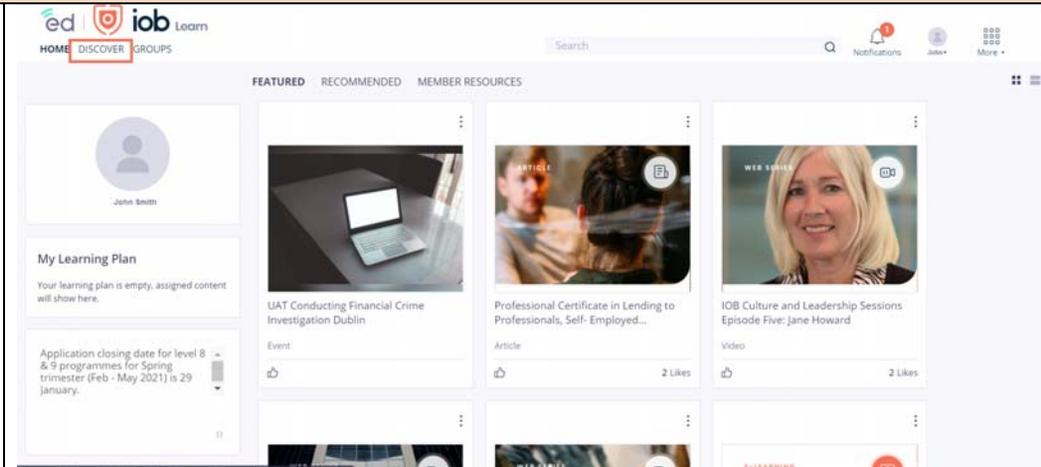
- Click *View more*
- You will be brought to the shopping cart where you click on the relevant card under *Available for re-registration* and follow the steps



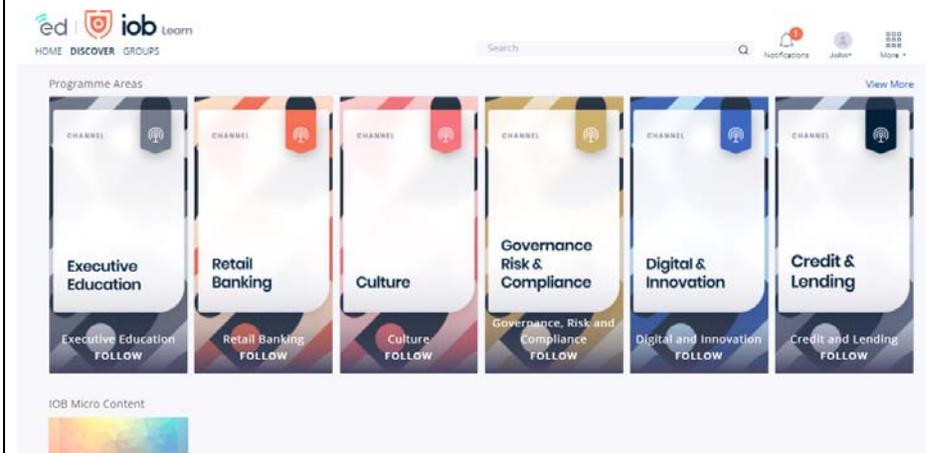
The screenshot shows a mobile application interface. At the top, there is a navigation bar with a back arrow and a search icon. Below this is a 'Shopping Cart' section with a 'RESOURCE' icon and a red envelope icon. The main content area displays a card for 'Shopping cart' with a decorative header and a 'View More' link. Below the card, there are details: 'Channels: Launch My Member Services', 'Tags: shopping cart', 'Unspecified', and 'Published Date: 22 Dec 2020'. At the bottom of the screenshot, there are two logos: 'iob' and 'A recognised college of UCD'. The main content area below the screenshot shows a decorative header with a colorful pattern. Below this, there is a section for 'MEMBER N*' titled 'IOB annual Membership' with a status of 'paid'. At the bottom, there are two cards: one for 'If you need to add a new module' with a 'Go to Programmes' button, and another for 'Available for re-registration' for the 'Bachelor of Financial Services Stage 2' with a circular arrow icon. The 'Available for re-registration' card is highlighted with a red border.

Applying and registering for a new programme

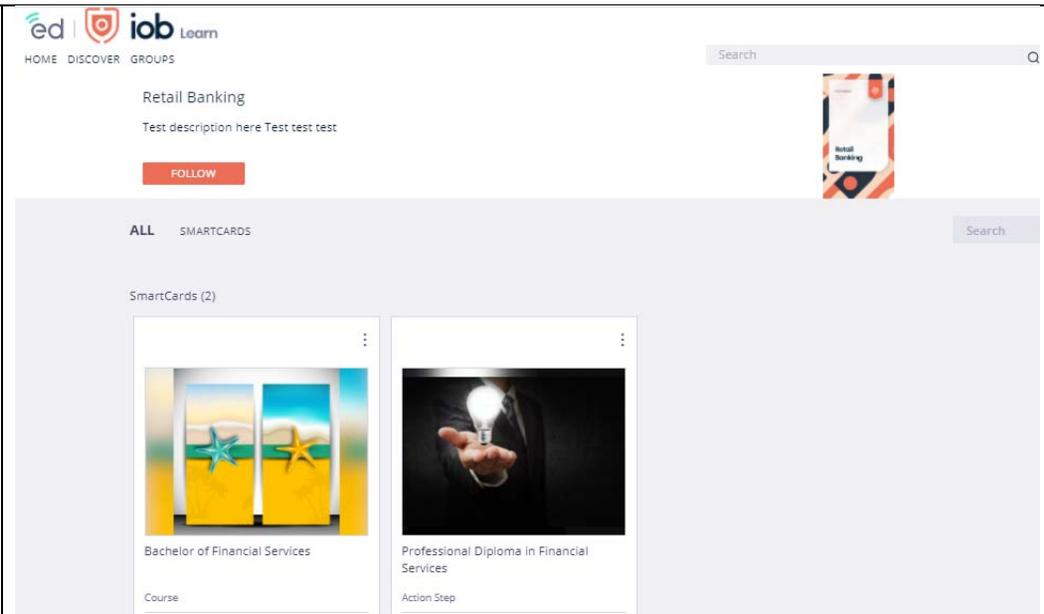
- Click on *Discover*



- Here you will see all the different programme areas
- Click on the programme area card that you are interested in (e.g., Retail Banking)



- Within the Retail Banking screen, you will see the programmes that relate to this area.
- Click on the programme card that you wish to apply for or register to e.g., Professional Diploma in Financial Services



ed | iob Learn

HOME DISCOVER GROUPS

Retail Banking

Test description here Test test test

FOLLOW

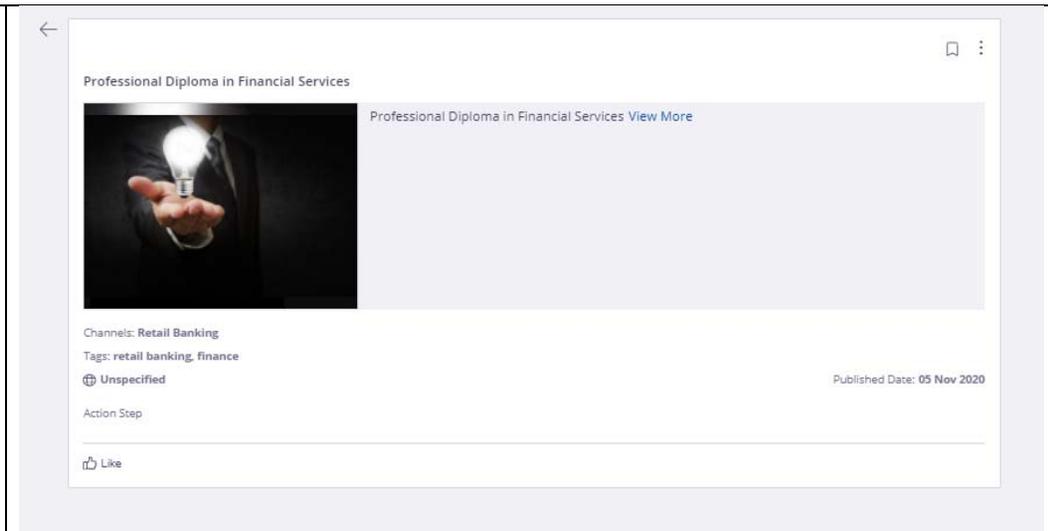
ALL SMARTCARDS

SmartCards (2)

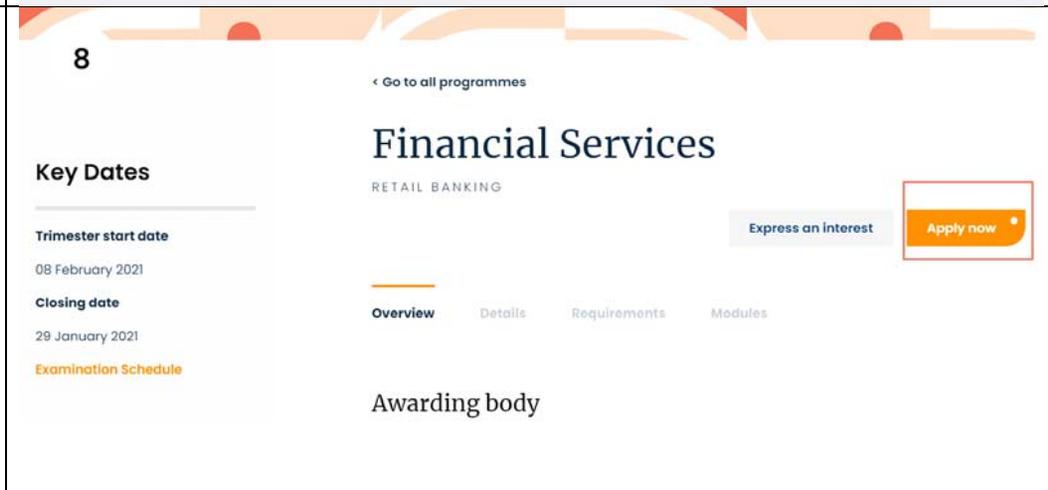
Bachelor of Financial Services
Course

Professional Diploma in Financial Services
Action Step

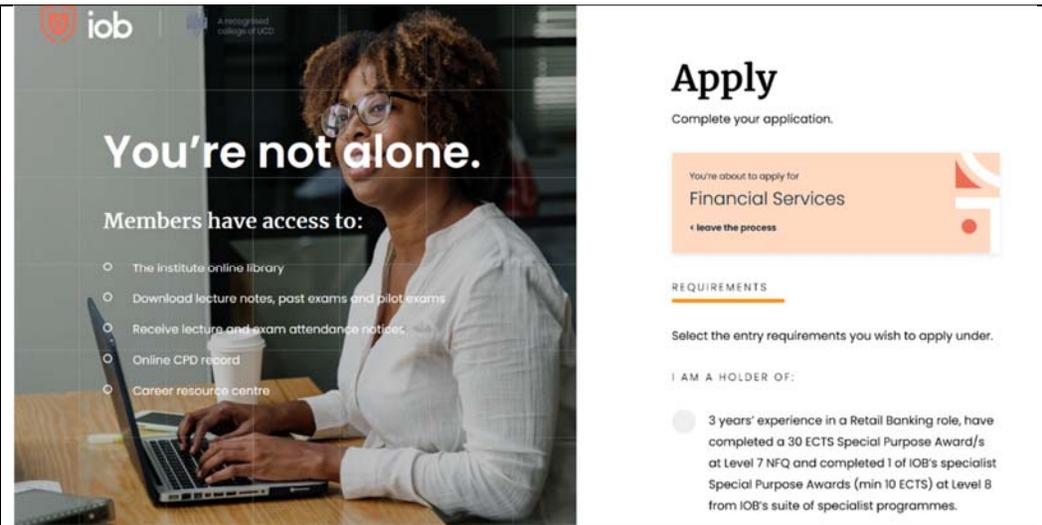
- Click *View more*



- 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.

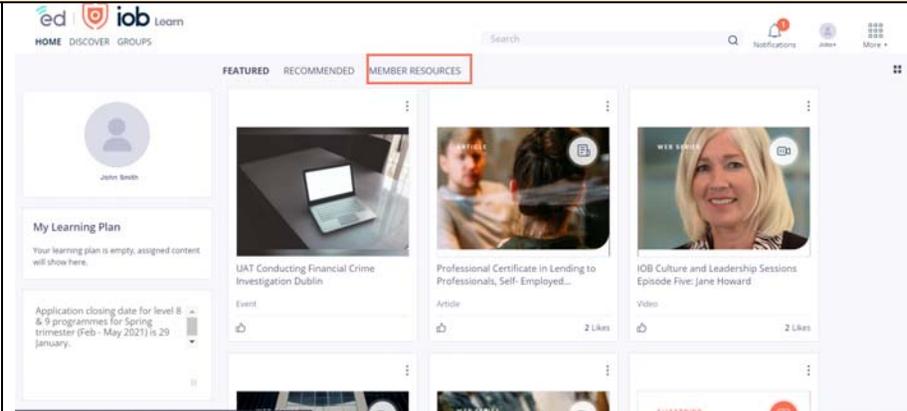


- Once your application is approved, you will be sent a link where you can register for your programme modules.
- You will now have to complete the “enrol now” process and screens that appear to register for your modules.
- The screenshot provided here is to give an example in terms of where the *Enrol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

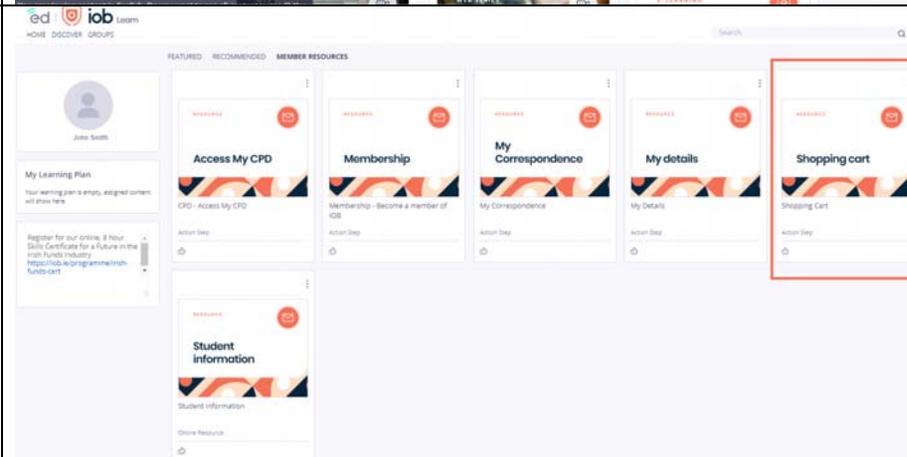


Paying membership fees (including designation fee)

- Click on *Member resources*

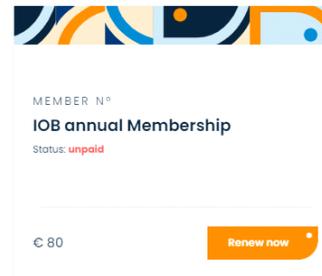


- Click *Shopping cart* card
- Within the card click on *View more*



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

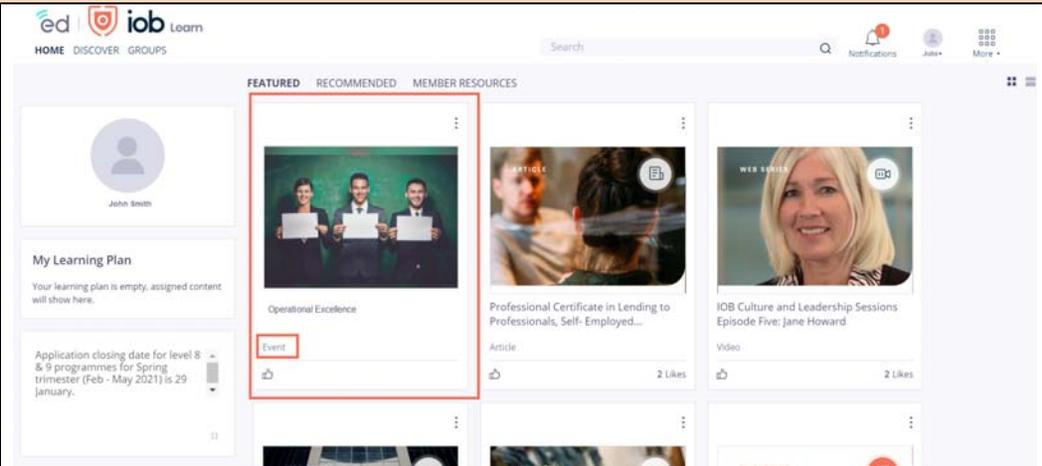
Shopping



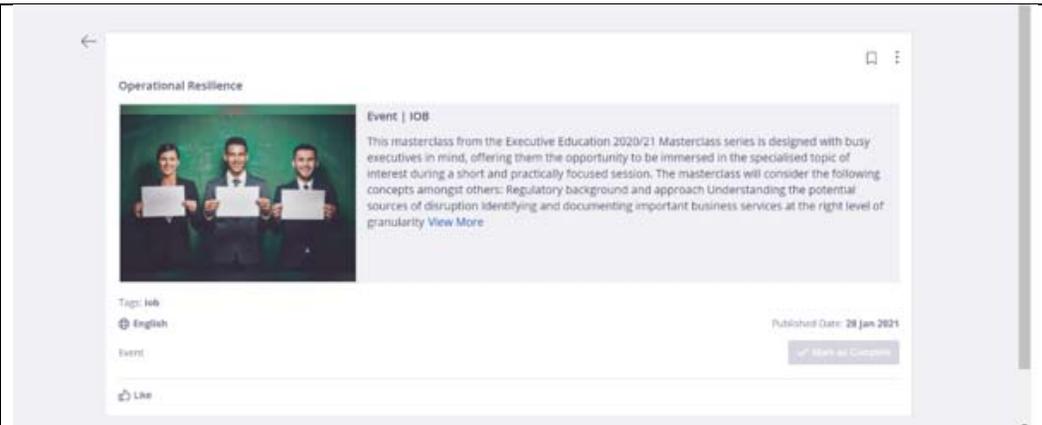
Registering for Events

Details of upcoming events are available on www.iob.ie/events as well as on IOB Learn in the *Featured* area.

To register for event when in IOB Learn you:

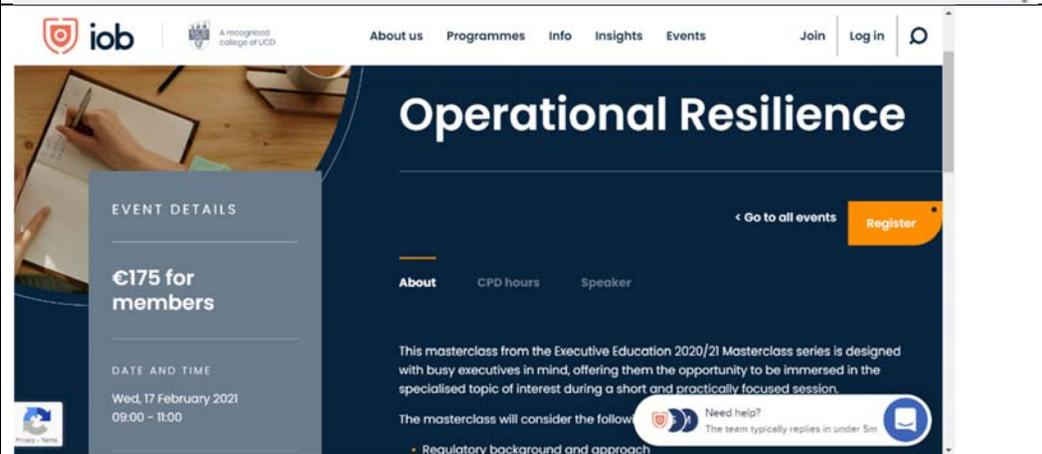


- Click the card for the event that you are interested in
- Click *View more*



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

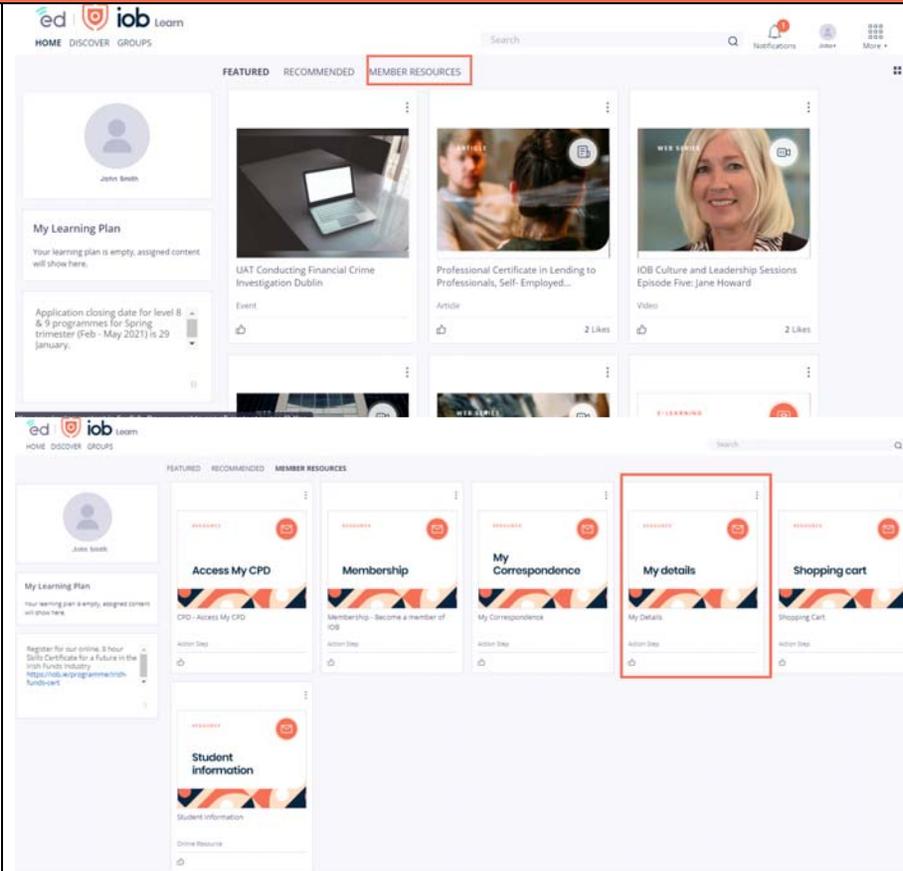
Online events are held on Zoom and details on how to join will be sent closer to the event date.



Viewing and updating your details

To change your that we hold on record for you:

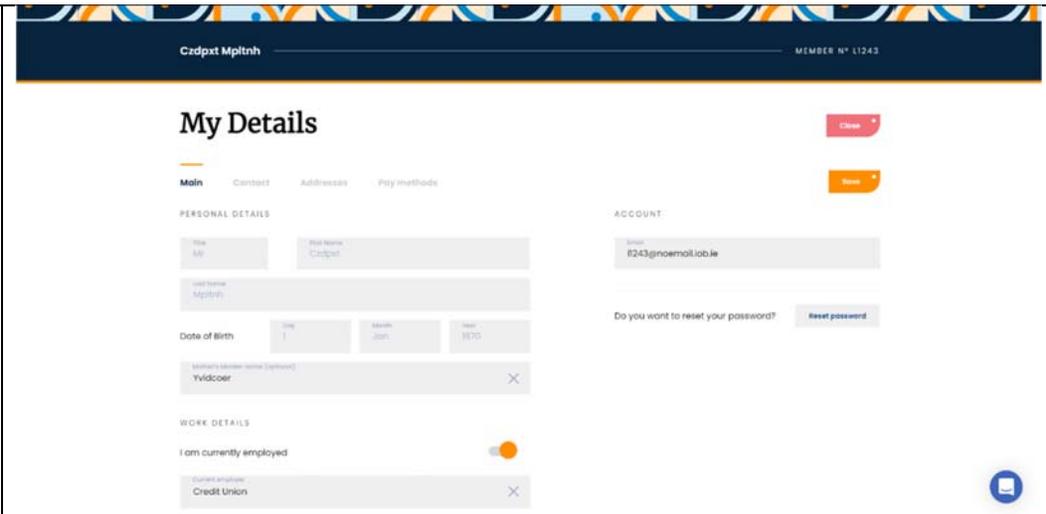
- Click on *Member Resources*
- Click *My Details* card
- Click View more within the card



The image displays two screenshots of the iob Learn member dashboard. The top screenshot shows the 'MEMBER RESOURCES' tab selected, displaying various content cards including 'UAT Conducting Financial Crime Investigation Dublin', 'Professional Certificate in Lending to Professionals, Self-Employed...', and 'IOB Culture and Leadership Sessions Episode Five: Jane Howard'. The bottom screenshot shows the 'MEMBER RESOURCES' tab selected, with the 'My details' card highlighted by a red box. The 'My details' card includes a 'My Details' section and an 'Action Step' button.

- 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.



Czdpxt Mpltnh MEMBER N° 11243

My Details

Close

Save

Main Contact Address Pay methods

PERSONAL DETAILS

Title Mr First Name Caspar Last Name Mpltnh

Date of Birth Day 1 Month JAN Year 1970

Student's member number (optional) Y16c00er

WORK DETAILS

I am currently employed

Current employer Credit Union

ACCOUNT

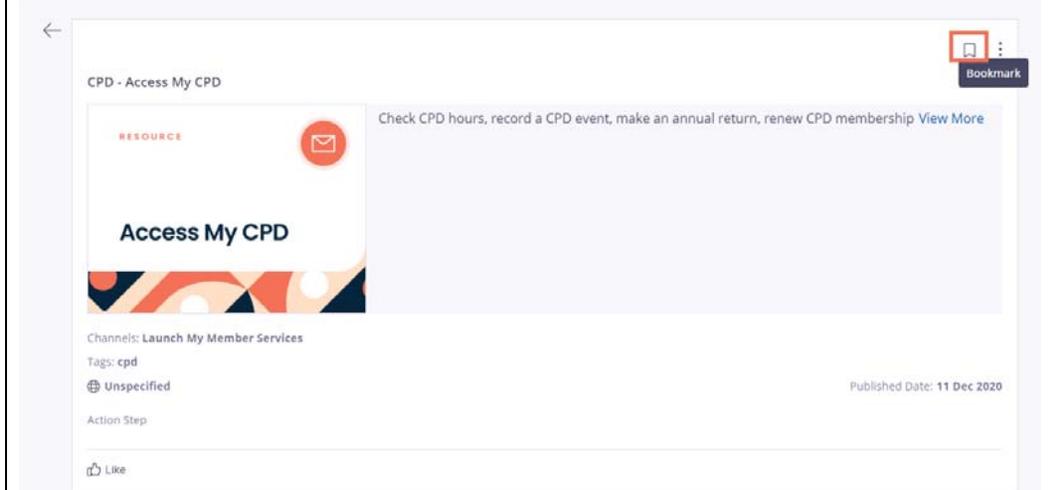
Email #243@noemail.iob.ie

Do you want to reset your password? [Reset password](#)

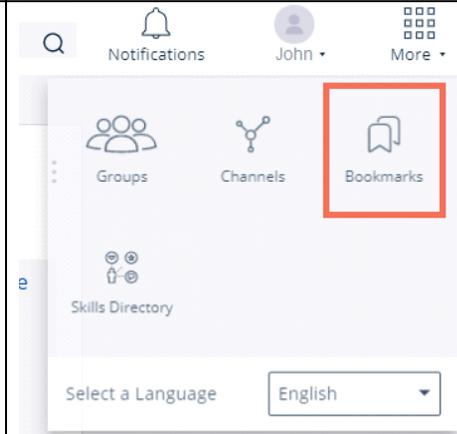
Close

Bookmarking

You can bookmark content and sections of IOB Learn. To do so you will need to click on the content or area card for example CPD under Member Resource and click on the bookmark



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



All your bookmarks will then appear together on one page

