

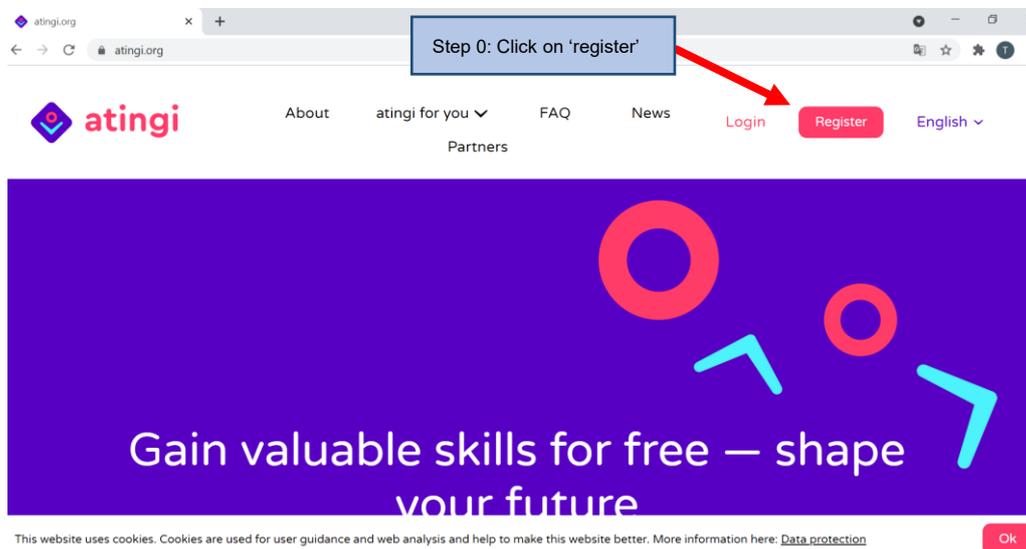


USER GUIDE

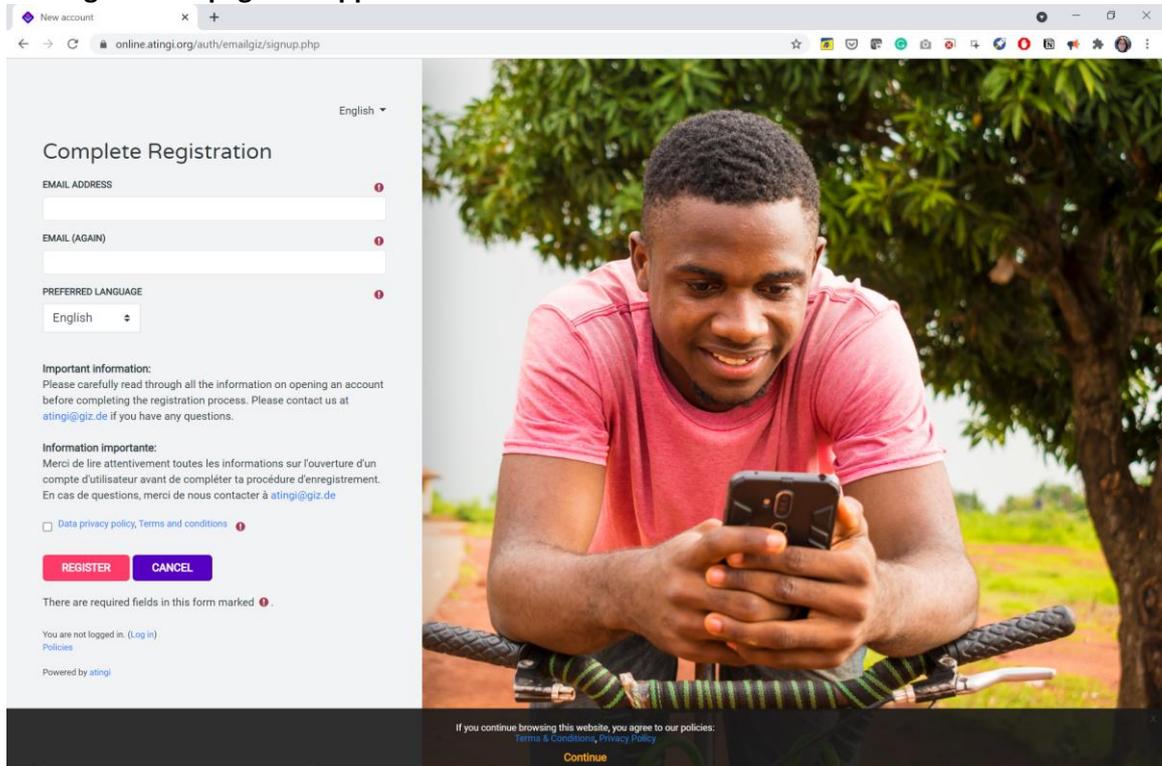
HOW TO REGISTER ON ATINGI

Welcome to atingi! This guide tells you how to register on our 100% free digital learning platform:

1. Open your web browser (we recommend [Google Chrome](#), but any browser will work).
2. In your browser search bar, please type <https://www.atingi.org/>.
3. Click on the button "Register" in the upper right corner:



4. The registration page will appear:



Complete Registration

EMAIL ADDRESS

EMAIL (AGAIN)

PREFERRED LANGUAGE
English

Important information:
Please carefully read through all the information on opening an account before completing the registration process. Please contact us at atingi@giz.de if you have any questions.

Information importante:
Merci de lire attentivement toutes les informations sur l'ouverture d'un compte d'utilisateur avant de compléter la procédure d'enregistrement. En cas de questions, merci de nous contacter à atingi@giz.de

[Data privacy policy](#), [Terms and conditions](#)

REGISTER **CANCEL**

There are required fields in this form marked

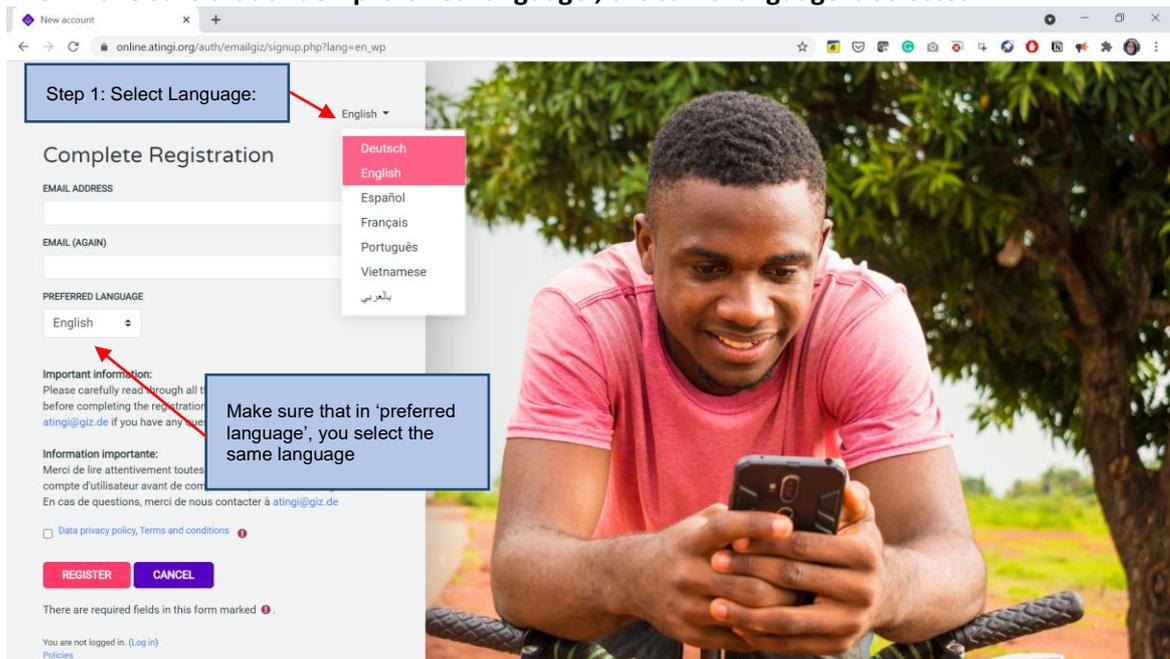
You are not logged in. (Log in)
[Policies](#)

Powered by [atingi](#)

If you continue browsing this website, you agree to our policies:
[Terms & Conditions](#), [Privacy Policy](#)
Continue

5. In the upper right corner, select the language in which you would like to use the atingi learning platform by clicking on the little arrow that points downwards and selecting your language from the dropdown menu.

Then make sure that under 'preferred language', the same language is selected.



Step 1: Select Language:

Complete Registration

EMAIL ADDRESS

EMAIL (AGAIN)

PREFERRED LANGUAGE
English

Important information:
Please carefully read through all the information on opening an account before completing the registration process. Please contact us at atingi@giz.de if you have any questions.

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[Data privacy policy](#), [Terms and conditions](#)

REGISTER **CANCEL**

There are required fields in this form marked

You are not logged in. (Log in)
[Policies](#)

Make sure that in 'preferred language', you select the same language

(Note: you can still choose courses in multiple languages later on, but your main user interface will be in the language you selected here).



6. Then enter your email address:

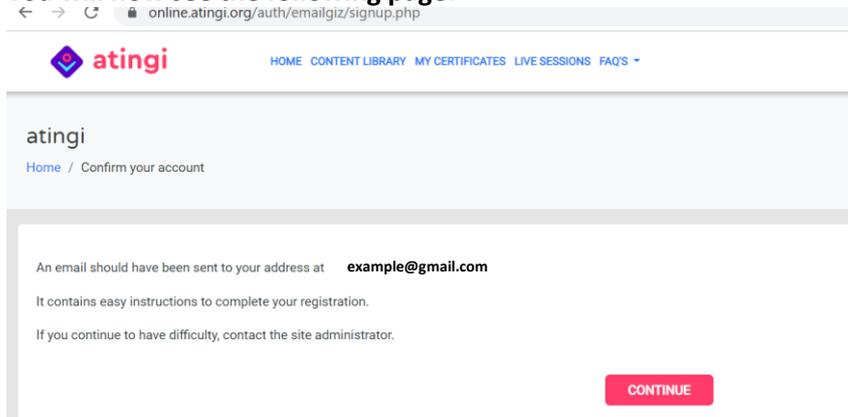
7. Click on the little box next to the text 'data privacy policy, terms and conditions' to select it.

Tip: We recommend that you read the 'data privacy policy, terms and conditions', which you can do by clicking on the blue text.

8. Click on 'register'

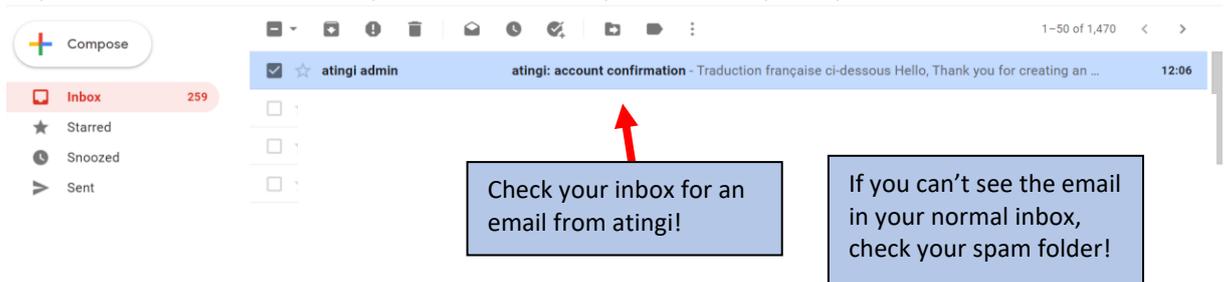


9. You will now see the following page:

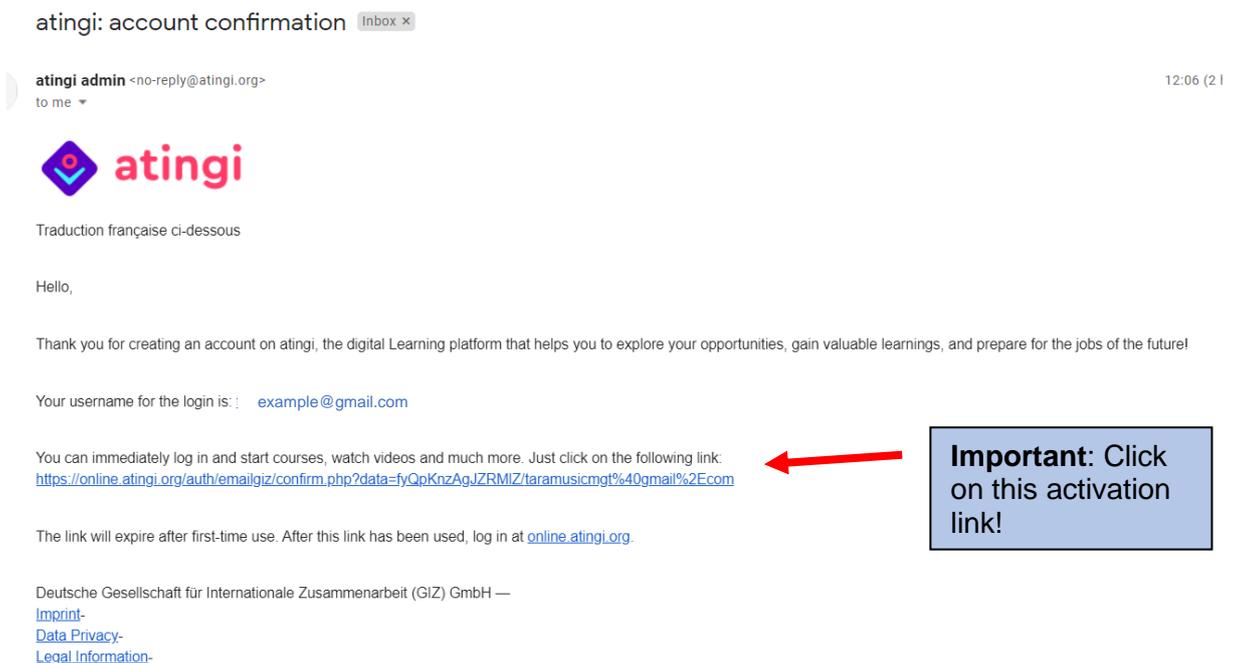


10. Go to your email inbox. In your inbox, open the e-mail from atingi admin, with the subject line: *atingi: account confirmation*.

If you do not see the email in your normal inbox, please check your spam mail inbox.

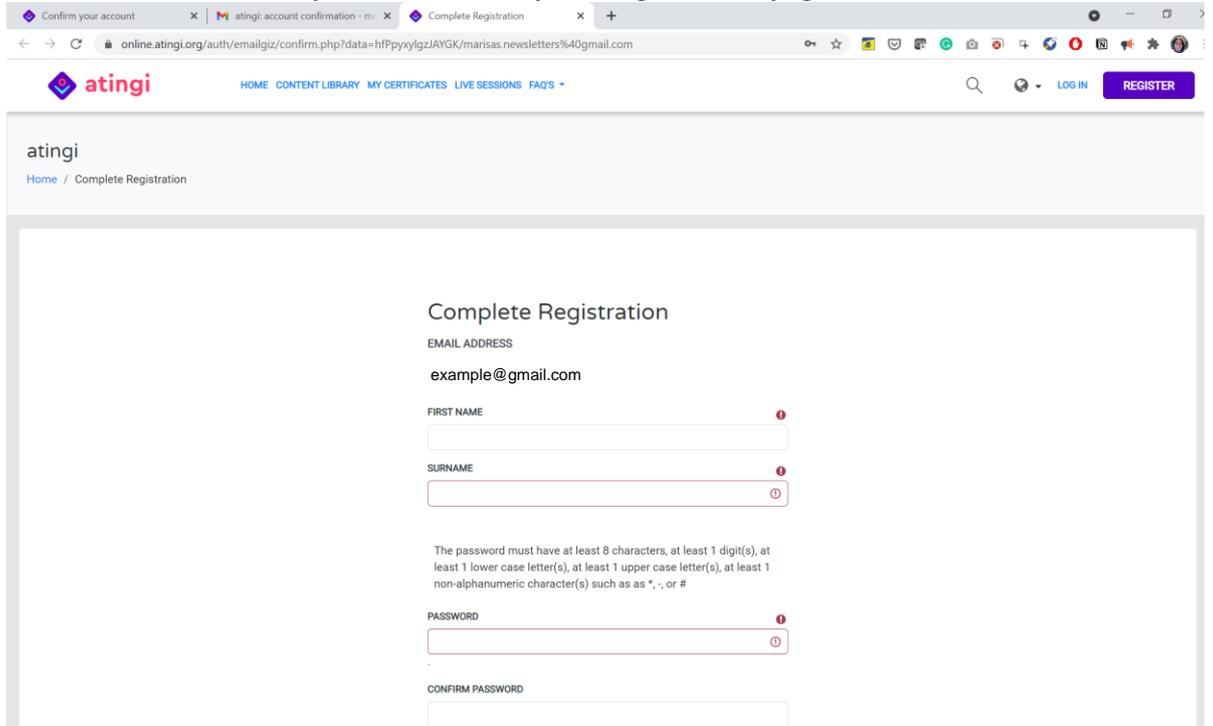


11. Open the mail and CLICK on the account confirmation link





12. A new browser tab will open with the 'Complete Registration' page:



13. Enter your first name, last name (surname), and password (with minimum 8 characters); the name entered here is just as an example.

Complete Registration

EMAIL ADDRESS
example@gmail.com

FIRST NAME !

SURNAME !

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 !

CONFIRM PASSWORD

Make sure to use a password that is easy to remember for you or write it down somewhere safe; **you will need your email address and password every time you login to atingi.**



14. Scroll down to see the rest of the registration form;

PREFERRED LANGUAGE
English

TIMEZONE
Africa/Abidjan

COUNTRY ⓘ
Select a country

GENDER ⓘ
Choose...

EMPLOYMENT STATUS
Paid employee

DATE OF BIRTH
7 September 2021 Enable

LEVEL OF EDUCATION ⓘ
Choose...

15. Simply click on the little arrows next to each row and select the option that applies to you, as shown in this example for the 'timezone' row (find the city you live closest to):

PREFERRED LANGUAGE
English

TIMEZONE
Europe/Berlin

- Australia/Brisbane
- Australia/Broken_Hill
- Australia/Darwin
- Australia/Eucla
- Australia/Hobart
- Australia/Lindeman
- Australia/Lord_Howe
- Australia/Melbourne
- Australia/Perth
- Australia/Sydney
- Europe/Amsterdam
- Europe/Andorra
- Europe/Astrakhan
- Europe/Athens
- Europe/Belgrade
- Europe/Berlin**
- Europe/Bratislava
- Europe/Brussels
- Europe/Bucharest
- Europe/Budapest

Enable



16. Once you have selected everything, click on the button at the bottom 'Create Account':



17. Congrats, you are registered! Now this page will appear – we recommend that you take the welcome tour of our platform by clicking on the button 'next'! 😊

