

# **OECD e-learning Academy on Responsible Business Conduct**

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## **How-to Manual**



# 1 Register

Use the link below to access the OECD e-learning Academy on Responsible Business Conduct registration page and click on **Log In** to complete your registration.



<https://oecd.csod.com/selfreg/register.aspx?c=elearning-rbc-responsible-business-conduct>



The screenshot shows the registration page for the OECD e-learning Academy on Responsible Business Conduct. At the top, there is the OECD logo with the tagline "BETTER POLICIES FOR BETTER LIVES" and a colorful circular graphic of stylized human figures. Below the logo, the text reads: "Register here to join the OECD e-learning Academy on Responsible Business Conduct".

The registration form is a dark blue overlay with white text and input fields. It includes the following fields and options:

- \* Required Field
- \* First Name:
- \* Last Name:
- \* Email Address:
- \* Gender:
- \* Country:
- \* Organisation:
- \* Stakeholder:
- \* Functions / Departments:
- \* Passwords must be 6 - 20 characters.
- \* Passwords cannot have leading or trailing spaces.
- \* Passwords cannot be the same as the Username, User ID, or email address.
- \* New password:
- \* Confirm password:

At the bottom of the form, there are two links: "Already a user? [Login here](#)" and "Return to Browsing? [Click here](#)". Below these links are two buttons: "Cancel" and "Log In".

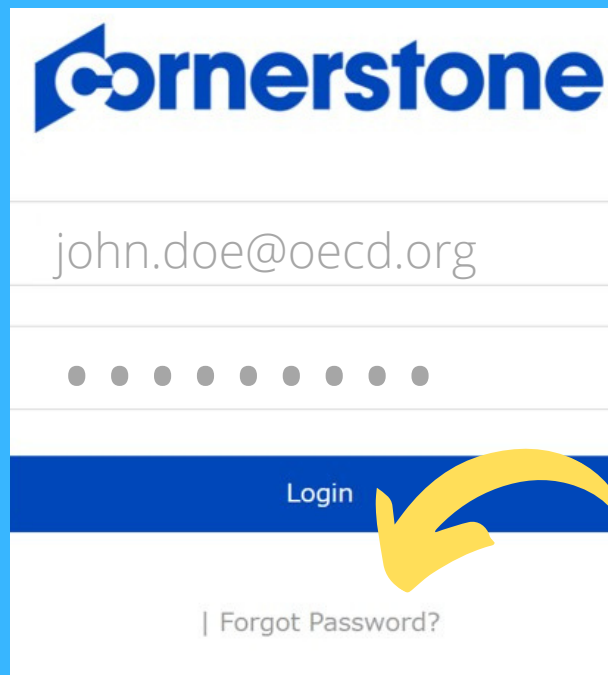
Already a user? [Log in here.](#)

## 2 Log In



After registering, you will receive a confirmation message. This e-mail from **noreply\_OECDe-learning@csod.com** may end up in your spam box, so please check your junk mail.

Follow the link in the e-mail to sign in using the same e-mail address and password from the registration page.

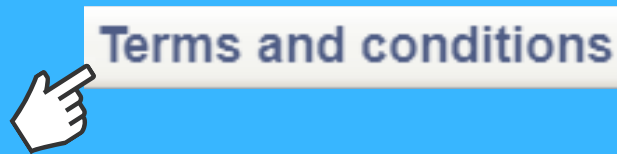
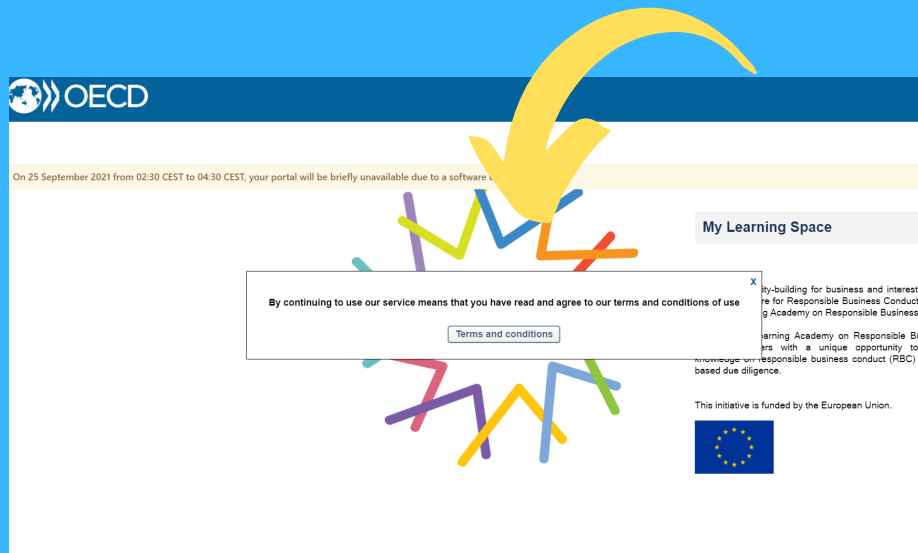


If you cannot remember your password, click on **Forgot Password?** Enter the e-mail address from the registration page and click **Submit**. A link to reset your password will be sent to you by e-mail. The link will remain valid for 48 hours. Check your junk mail if you do not see an e-mail in your inbox.

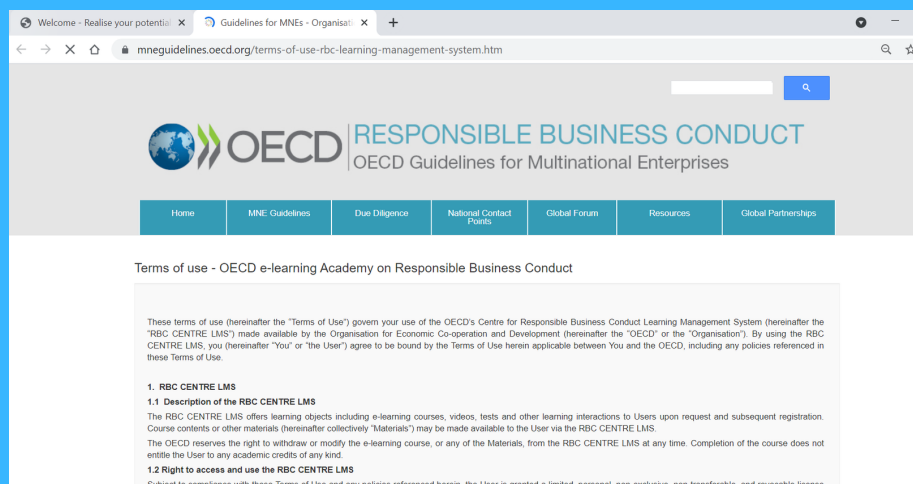
# 3

## Terms and Conditions

Once you have logged in, you will see a pop-up window on the e-learning home page.



Click on **Terms and conditions** to read more about the terms of use in a new window or click "X" to remain on the homepage.



Return to the e-learning home page by simply closing the terms of use window.

# 4 Access the Learning Space



The screenshot shows the OECD website interface. At the top left is the OECD logo with a globe icon. A yellow arrow points from the top right towards the 'My Learning Space' button. The main content area features a circular graphic of colorful, jagged lines. To the right of this graphic is the 'My Learning Space' section, which includes a title, two paragraphs of text, and the European Union flag.

**My Learning Space**

To boost capacity-building for business and interested stakeholders, the OECD Centre for Responsible Business Conduct is launching the OECD E-learning Academy on Responsible Business Conduct.

The OECD e-learning Academy on Responsible Business Conduct provides learners with a unique opportunity to advance their knowledge on responsible business conduct (RBC) and OECD risk-based due diligence.

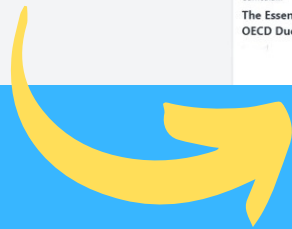
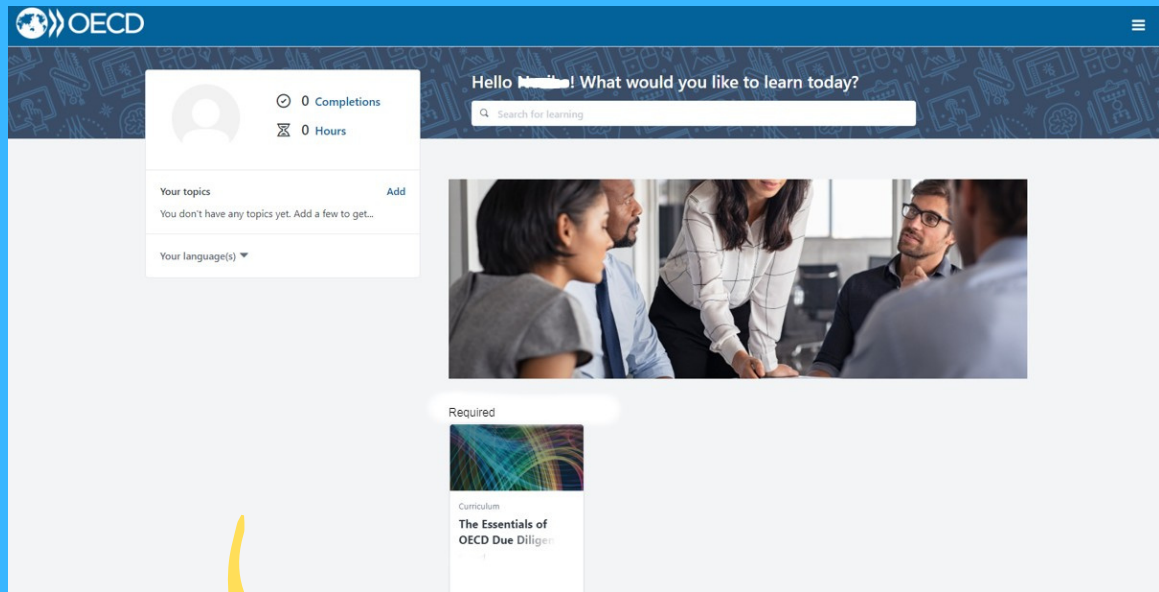
This initiative is funded by the European Union.

Click on **My Learning Space** to get started.

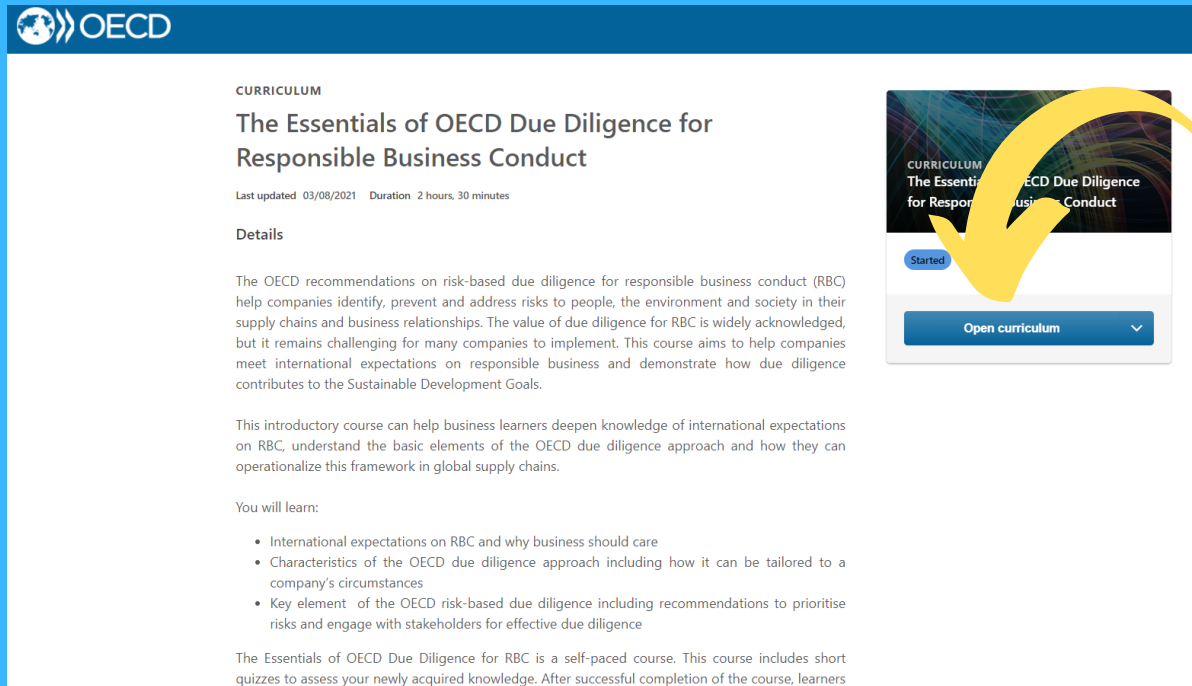


# 5 Select a Course

Select a course from the options offered on the learning space.



# 6 Start Learning



The screenshot shows the OECD curriculum page for the course 'The Essentials of OECD Due Diligence for Responsible Business Conduct'. The page includes the OECD logo, the course title, and a 'Details' section. A yellow arrow points to the 'Open curriculum' button in the right-hand sidebar.

**CURRICULUM**

## The Essentials of OECD Due Diligence for Responsible Business Conduct

Last updated 03/08/2021 Duration 2 hours, 30 minutes

**Details**

The OECD recommendations on risk-based due diligence for responsible business conduct (RBC) help companies identify, prevent and address risks to people, the environment and society in their supply chains and business relationships. The value of due diligence for RBC is widely acknowledged, but it remains challenging for many companies to implement. This course aims to help companies meet international expectations on responsible business and demonstrate how due diligence contributes to the Sustainable Development Goals.

This introductory course can help business learners deepen knowledge of international expectations on RBC, understand the basic elements of the OECD due diligence approach and how they can operationalize this framework in global supply chains.

You will learn:

- International expectations on RBC and why business should care
- Characteristics of the OECD due diligence approach including how it can be tailored to a company's circumstances
- Key element of the OECD risk-based due diligence including recommendations to prioritise risks and engage with stakeholders for effective due diligence

The Essentials of OECD Due Diligence for RBC is a self-paced course. This course includes short quizzes to assess your newly acquired knowledge. After successful completion of the course, learners

**Open curriculum**

Click on **Open curriculum** to begin the course.

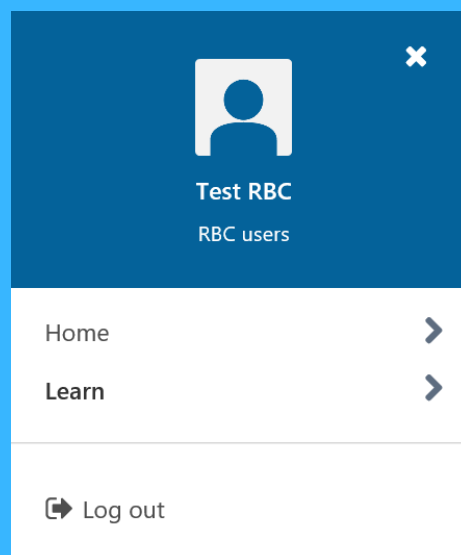


# 7 Navigate

The **navigation panel** allows users to access different features of the website. To access the panel, click on the 3 lines in the top right hand corner of the screen.



The navigation panel has two categories, **Home** and **Learn**. Use the Home category to access technical support, and the Learn category to view your training record.

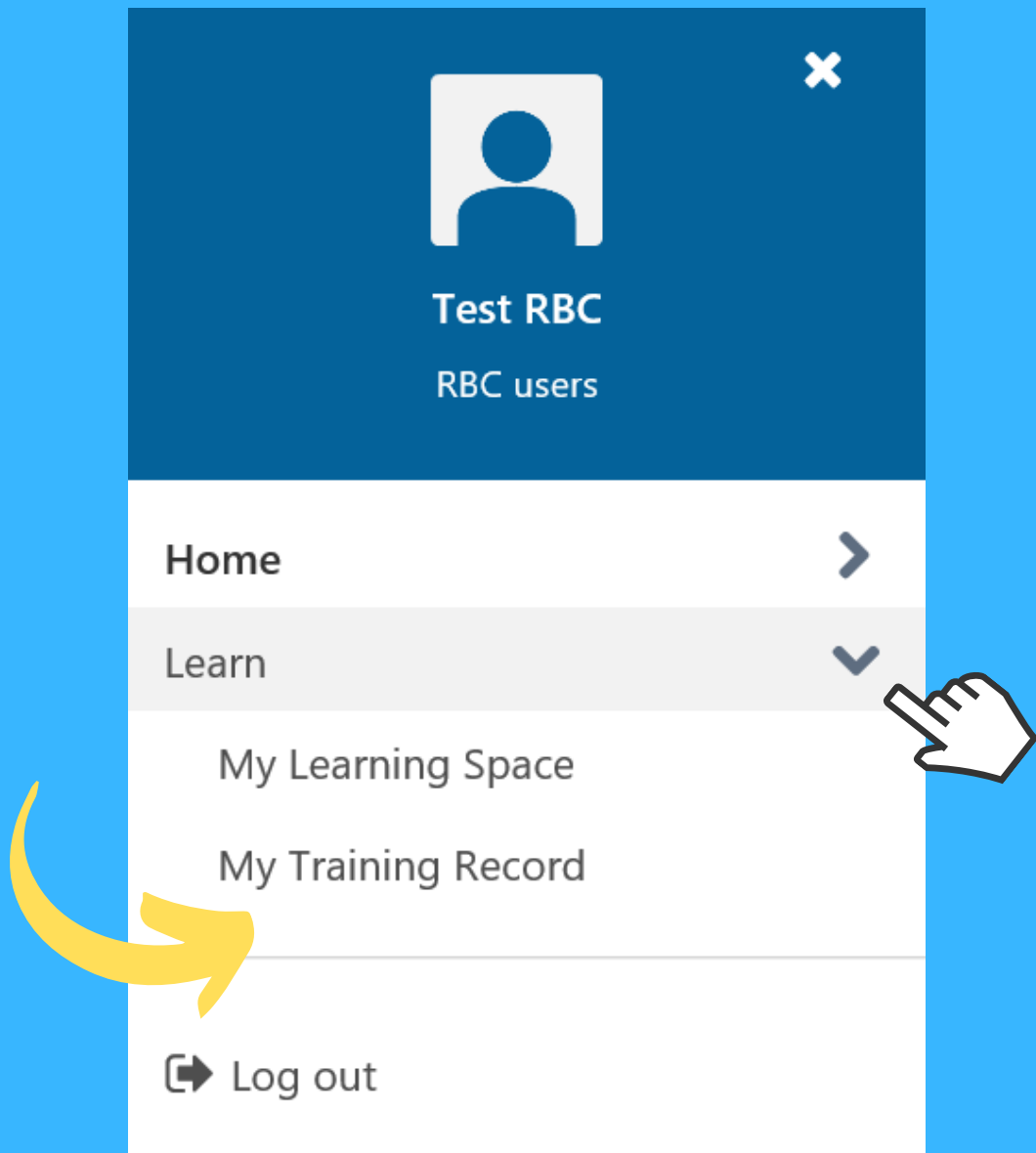




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## Track your Progress

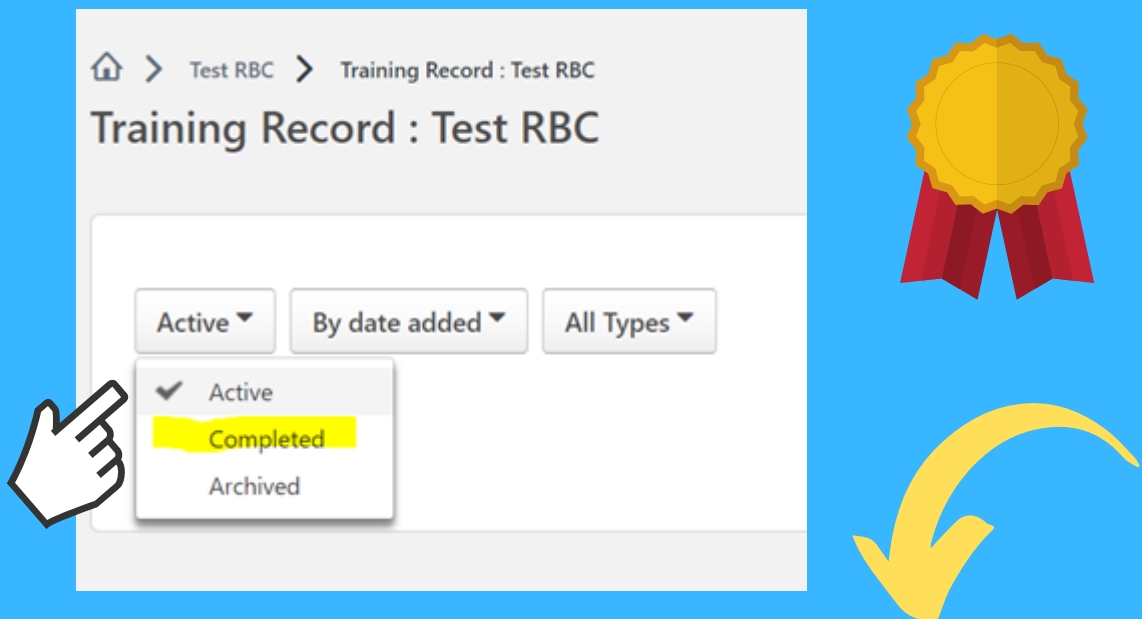
Click on **Learn**, then select **My Training Record** to view the courses you are taking or have completed.



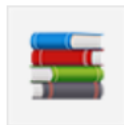
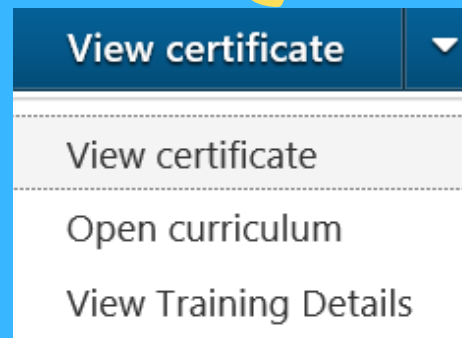
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## View your Certificate & Revisit Completed Courses

To view your certificate and completed courses, open **My Training Record**. Click on the drop-down menu **Active** and select **Completed**.



Click on **View certificate** to see your certificate of completion or click **Open curriculum** in the drop down menu to revisit the course.



**The Essentials of OECD Due Diligence for Responsible Business Conduct**  
Completed: 03/08/2021 Status: Completed

# 10 Log Out

Once you have completed your learning, open the navigation panel and select **Log out**.

