

**STEPS ON HOW TO
JOIN A COURSERA
TRAINING
PROGRAMME -
SPONSORED BY IPS**

Below is a summary of the steps. If you prefer a more detailed explanation or want to refer to the screenshots, please go to page 3.

1. Joining the Training Programme

Step 1: You will receive an email with an invitation to join a Training Programme set up by IPS. Open the email and click on “Join now”.

Step 2: If you have a CORP account, please select Login with Institute for the Public Services and sign in through MITA using the CORP credentials. Officers who do not have a CORP account, should select **Sign Up** and input the email address on which invitation was received and create a new password. Officers who do not have a CORP account will then be directed to the screen as explained in Step 5.

Step 3: Officers who have a CORP account will be directed to the Coursera screen. Officers who do not already have a Coursera account should click on “I’m a new Coursera user” and go to Step 4. If you do have an existing Coursera account (either with the same email to which you have been invited or a different personal email), select “I’m an existing Coursera user” and go to Step 6.

Step 4: Insert your work email address (the same one on which you received the email with invitation) and a password of your choice. Whilst you are following your course with IPS, you will be asked to do this only once, but it is important that you remember your Coursera account password in case you might need it in the future.

Step 5: You will then be prompted by a screen. If you would like to receive promotional material from Coursera, tick the box. Should you change your mind at later stage, these email preferences can be changed from your account settings by clicking [here](#).

2. Enrolling in a Course

Step 6: By now you should have received another email. Open the email and click on “Go to Courses”.

Step 7: Once you click on “Go to Courses” you are directed to the Catalogue of the Programme you have been assigned to. If applicable, courses are then divided by topics (give the screen some time to load).

Step 8: Click on the course that is of particular interest to you to find out more about the outcomes of the course and how the modules of the course are structured.

Once you find the course you are looking for, click on the “Enroll” button. This will then change to “Go to Course”. You are now ready to start your training journey!

3. Courses assigned by IPS

Step 9: If the Institute for the Public Services assigns you to a particular course that you need to follow, you will at a later stage receive an email accordingly. Open the email and click on the “Get started” button. You are now ready to start your training journey!

4. Resuming a Course

Step 10: Once you are enrolled in a course, go to www.coursera.org. If you are already signed in, skip to **Step 11**. If you are not signed in, it is suggested that you retrieve the email you received to join the training programme and click on the blue button “Join now”. If not possible, click on Log In and sign in using your work email address and Coursera account password.

Step 11: Once you are signed in, you will be automatically directed to your Training Programme. Click on the “My Learning” tab to view all the courses that you are enrolled in. Click on the “Resume” button to return to a course where you last left off.

5. Other important Settings

Step 12: A pop up will come up to change your time preferences. Click on the “Change my timezone setting” button to change the settings of the Time zone and the Language.

If the pop up does not come up, or by mistake you closed it, please change the settings from your account by clicking [here](#). You must be logged into your Coursera account to be able to do so.

Step 13: Additionally, change the Time zone to Malta. You can either find it from the list (categorised by continent) or else start typing it and it will come up. Then change the Language to English. When ready click on the “Save” button.

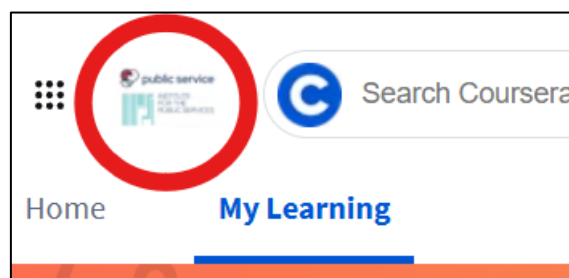
Step 14: You are also encouraged to include an alternative email address in the same page of the settings, so that when the IPS license is withdrawn you will still have access to your personal Coursera information, including certificates issued by Coursera.

If the system does not let you save your email, because you have already used it in the past, please inform IPS.

Step 15: Next step is to verify the name that will appear on your Coursera certificates, by going to the Name Verification section in the same page of the settings. If you do not agree with the name displayed, click on the “Request Name Change” button. Fill in as needed and press the “Submit” button.

At the end of the guidebook, you can also find a list of Frequently Asked Questions. Please refer to them for additional important information.

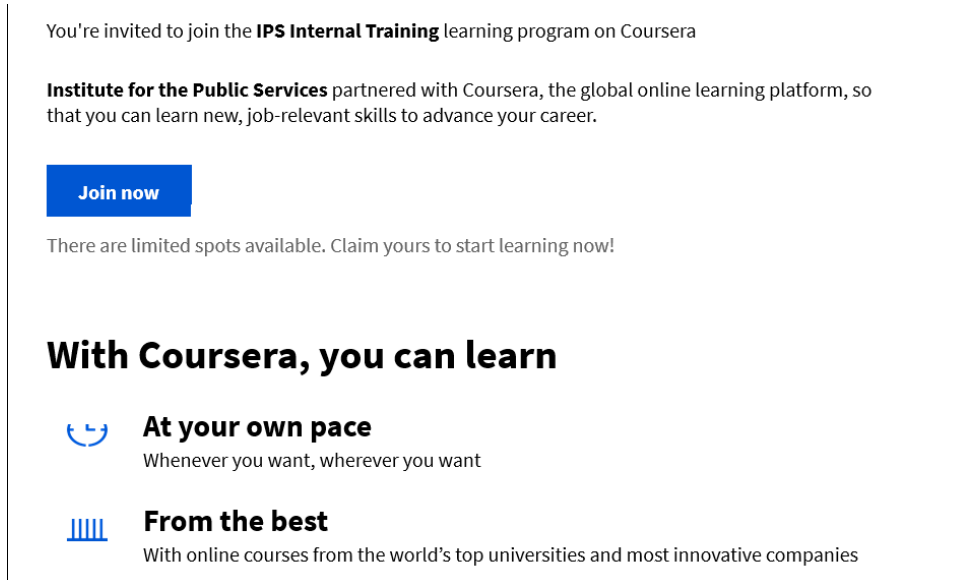
IMPORTANT: For those courses sponsored by IPS you are not required to pay. After you sign in, please ensure that there is the Public Service and IPS Logo at the top of the page as indicated by the red circle in the below image.



1. Joining the Training Programme

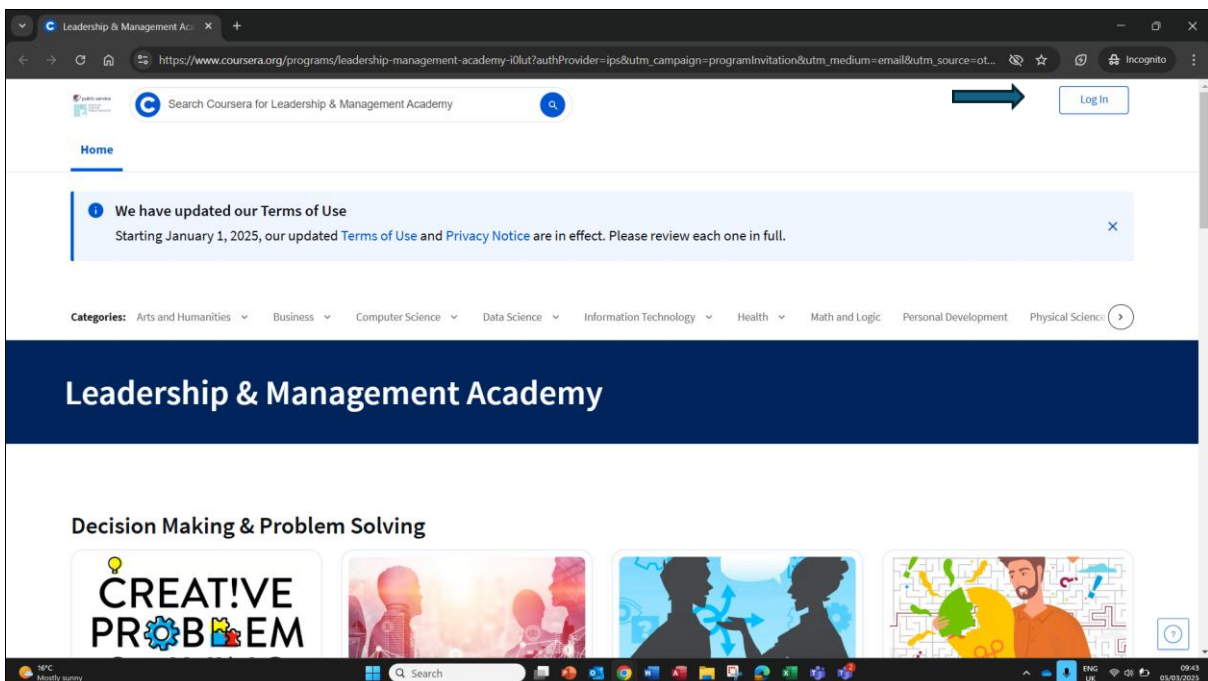
Step 1: You will receive an email with an invitation to join a Training Programme set up by IPS (see **Image 1** below). Open the email and click on “Join now”.

Image 1



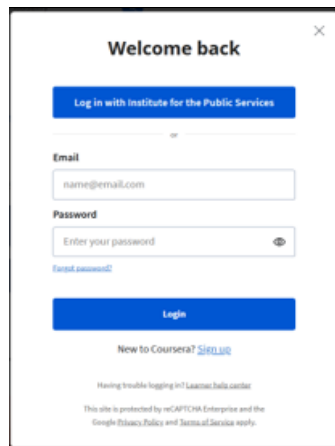
Step 2: Click on Log In as indicated by the blue arrow in **Image 2** below.

Image 2



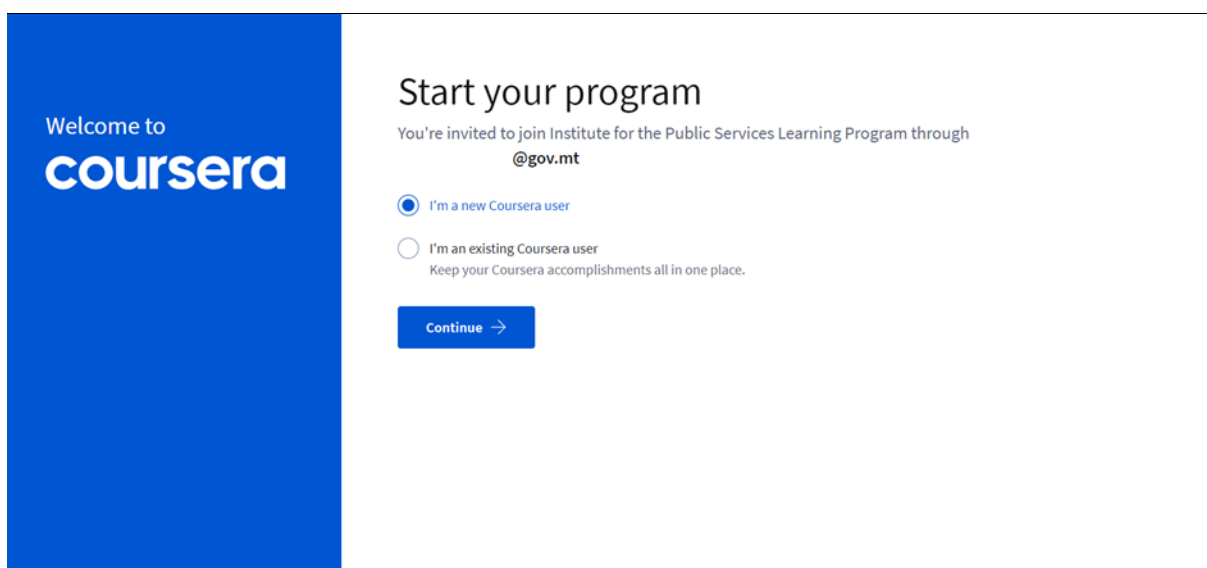
The below screen will appear (see Image 3). If you have a CORP account, click on the “Log In with Institute for the Public Services” box and sign in using the CORP credentials, i.e. the CORP work email address and password. If you do not have a CORP account, click on Sign Up and use the work email address on which you received the invite email to sign up. If you are asked to verify your address, please follow the instructions given by Coursera. You will then be directed to the screen as explained in Step 5 (see Image 6).

Image 3



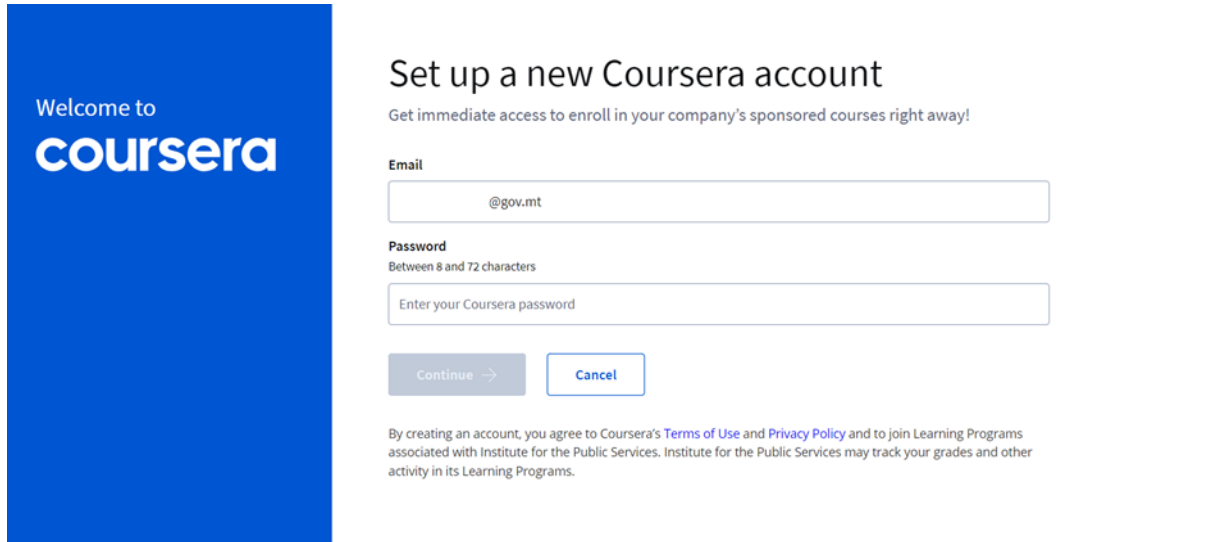
Step 3: Once you are logged in, officers who have a CORP account will be directed to the Coursera screen. If you do not have a Coursera account, click on “I’m a new Coursera user” and go to **Step 4**. If you do have an existing Coursera account (either with the same email to which you have been invited or a different personal email), select “I’m an existing Coursera user” and go to **Step 6**. See **image 4** below.

Image 4



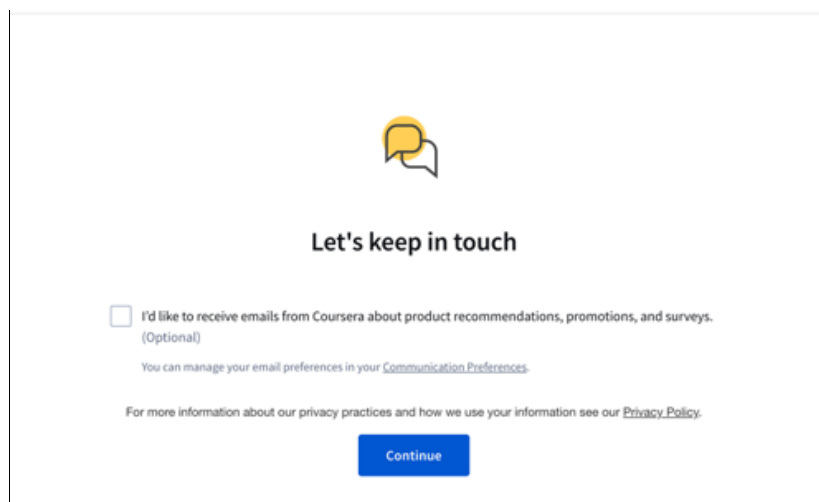
Step 4: Insert your work email address (the same one on which you received the email with invitation) and a password of your choice (see **image 5** below). Whilst you are following your course with IPS, you will be asked to do this only once, but it is important that you remember your Coursera account password in case you might need it in the future.

Image 5



Step 5: You will then be prompted by the below screen (**Image 6**). If you would like to receive promotional material from Coursera, tick the box. Should you change your mind at later stage, these email preferences can be changed from your account settings by clicking [here](#).

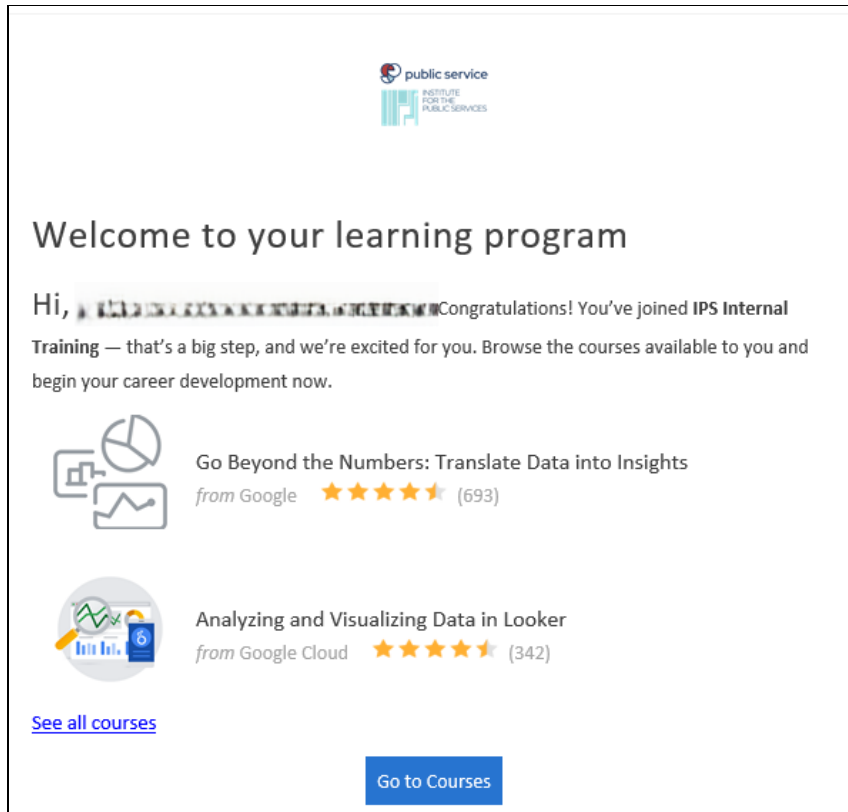
Image 6



2. Enrolling in a Course

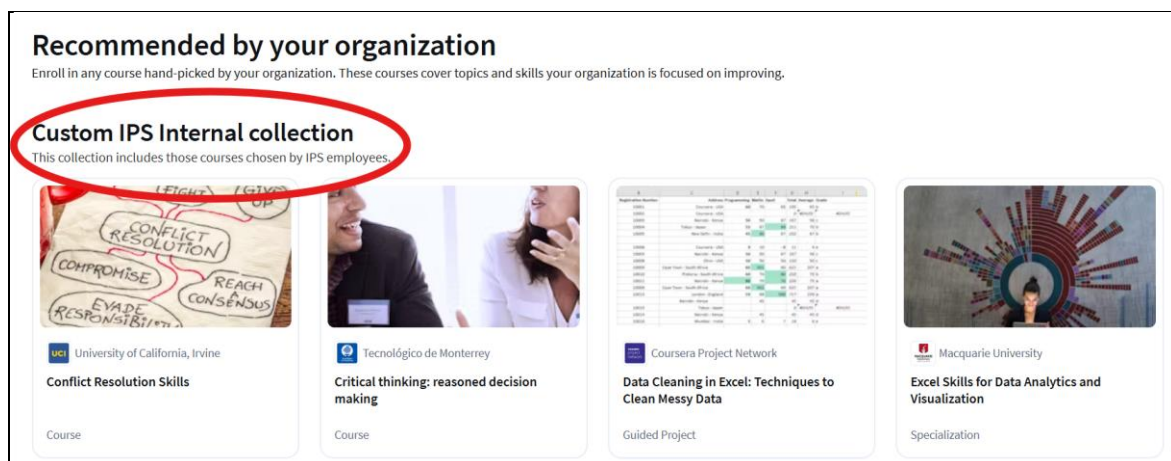
Step 6: By now you should have received another email as per below **Image 7**. Open the email and click on “Go to Courses”.

Image 7



Step 7: Once you click on “Go to Courses” you are directed to the Catalogue of the Programme you have been assigned to, as can be seen in **Image 8** below. If applicable, courses are then divided by topics as shown by the red oval (give the screen some time to load).

Image 8



Step 8: Click on the course that is of particular interest to you to find out more about the outcomes of the course and how the modules of the course are structured.

Once you find the course you are looking for, click on the “Enroll” button as shown in **Image 9** below. This will then change to “Go to Course”. You are now ready to start your training journey!

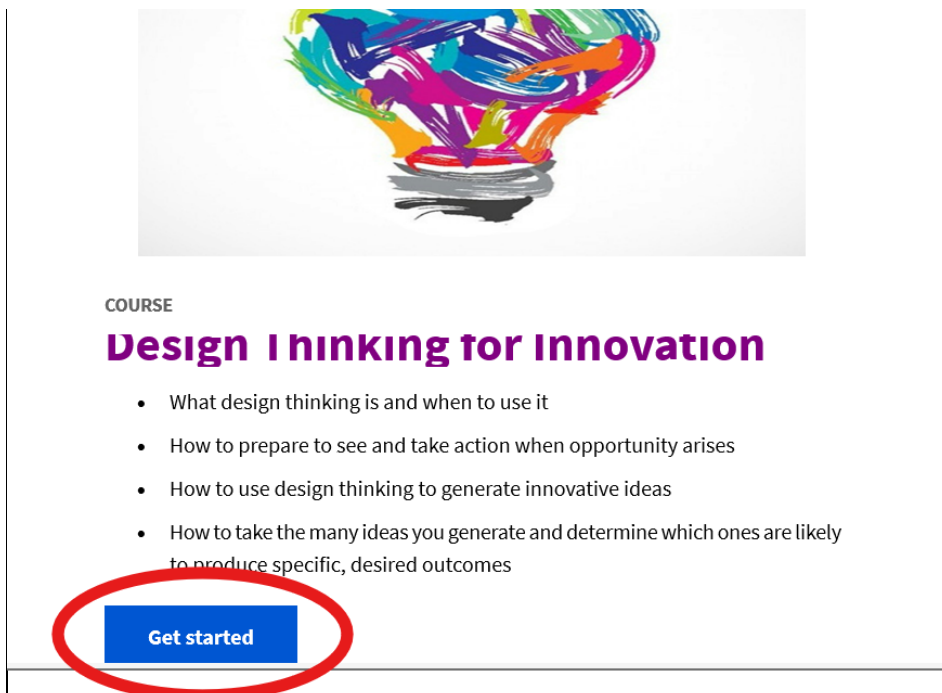
Image 9



3. Courses assigned by IPS

Step 9: If the Institute for the Public Services assigns you to a particular course that you need to follow, you will at a later stage receive an email accordingly. Open the email and click on the “Get started” button as shown in **Image 10** below. You are now ready to start your training journey!

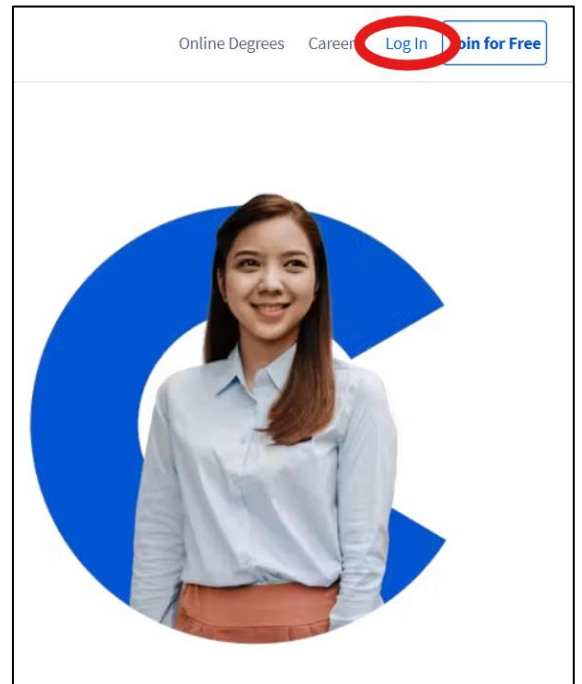
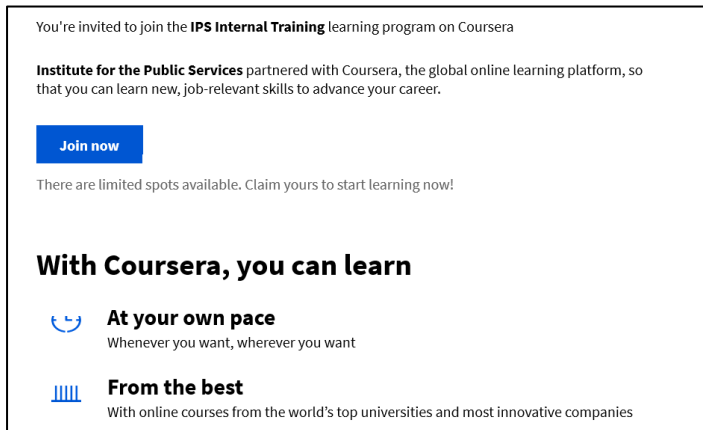
Image 10



Resuming a Course

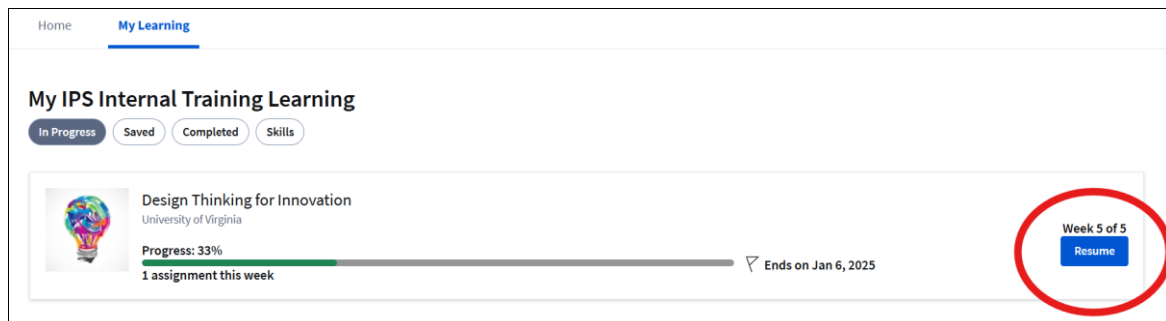
Step 10: Once you are enrolled in a course, go to www.coursera.org. If you are already signed in, skip to **Step 11**. If you are not signed in, it is suggested that you retrieve the email you received to join the training programme and click on the blue button “Join now”. If not possible, click on Log In as per **Image 11** below and sign in using your work email address and Coursera account password.

Image 11



Step 11: Once you are signed in, you will be automatically directed to your Training Programme. Click on the "My Learning" tab to view all the courses that you are enrolled in. Click on the “Resume” button to return to a course where you last left off (see **Image 12** below).

Image 12

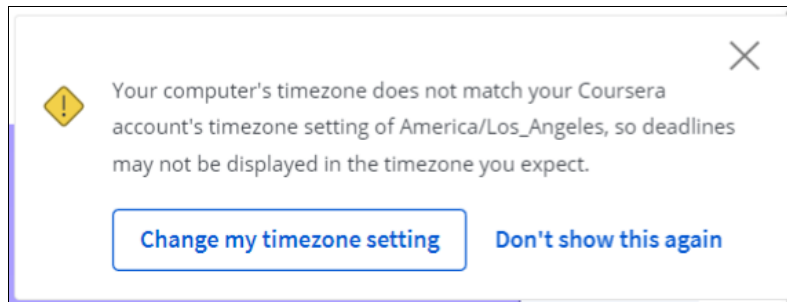


4. Other important Settings

Step 12: A pop up will come up to change your time preferences as per **Image 13** below. Click on the “Change my timezone setting” button to change the settings of the Time zone and the Language.

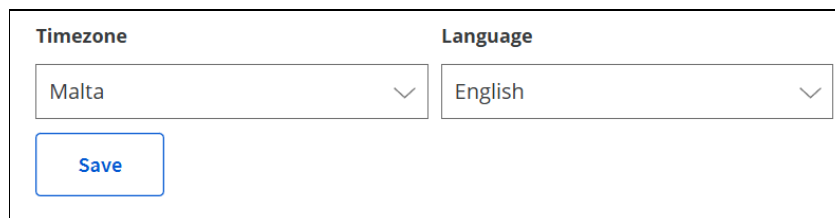
If the pop up does not come up, or by mistake you closed it, please change the settings from your account by clicking [here](#). You must be logged into your Coursera account to be able to do so.

Image 13



Step 13: As per **Image 14** below change the Time zone to Malta. You can either find it from the list (categorised by continent) or else start typing it and it will come up. Then change the Language to English. When ready click on the “Save” button.

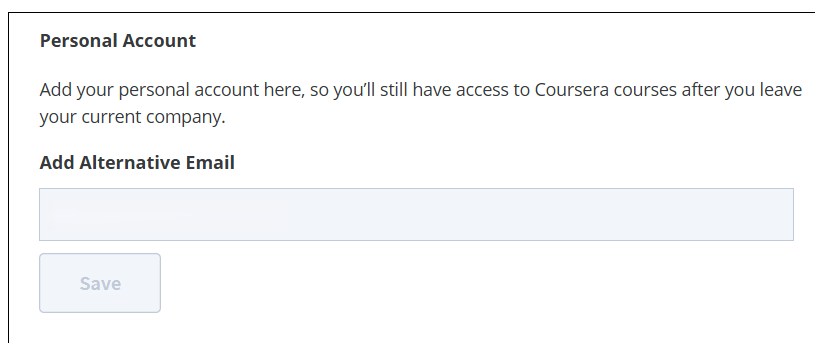
Image 14



Step 14: You are also encouraged to include an alternative email address in the same page of the settings (see **Image 15**), so that when the IPS license is withdrawn you will still have access to your personal Coursera information, including certificates issued by Coursera.

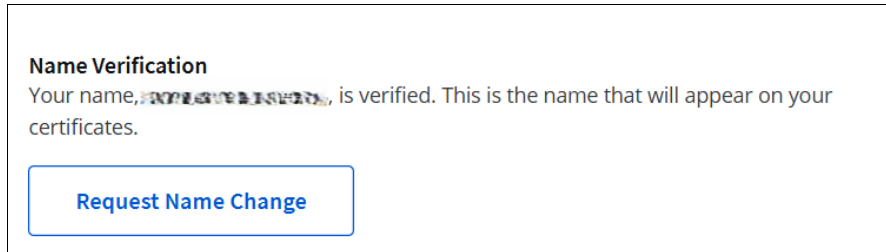
If the system does not let you save your email, because you have already used it in the past, please inform IPS.

Image 15



Step 15: Next step is to verify the name that will appear on your Coursera certificates, by going to the Name Verification section in the same page of the settings. If you do not agree with the name displayed, click on the “Request Name Change” button (see **Image 16**). Fill in as needed and press the “Submit” button.

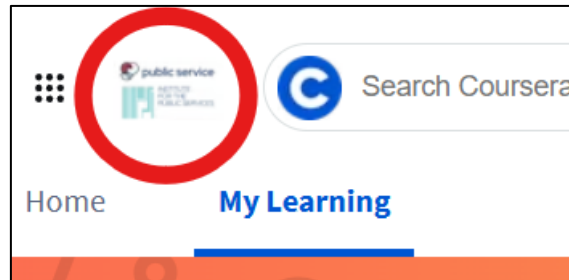
Image 16



Frequently Asked Questions

1. Will I be requested to pay for the Coursera Courses?

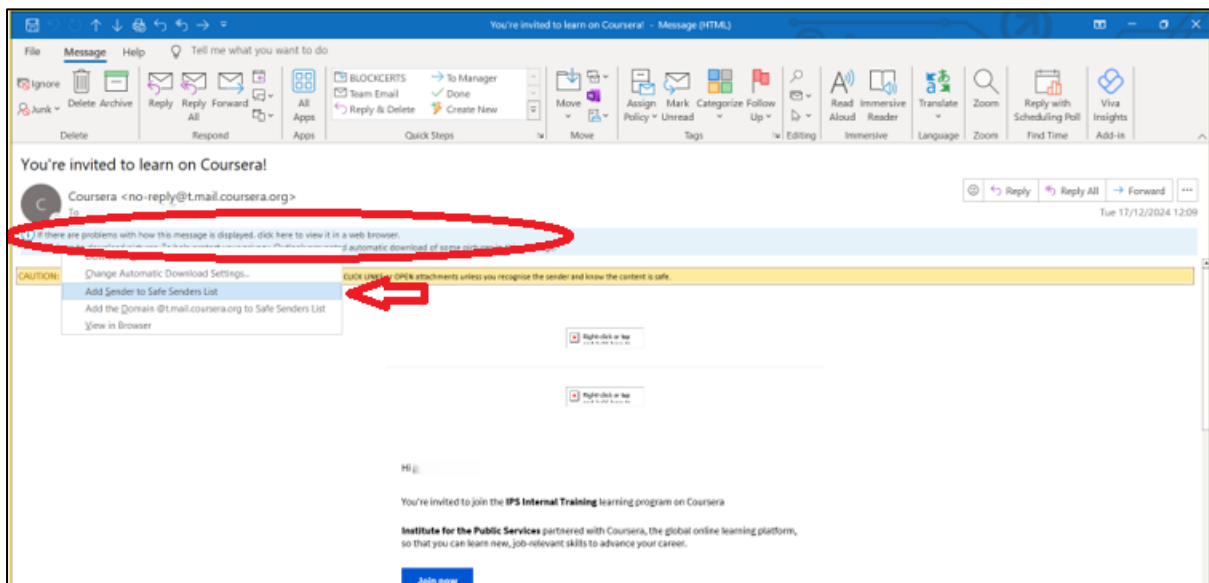
For those courses sponsored by IPS you are not required to pay. To make sure that you are in the IPS Training Programme, after you sign in, please ensure that there is the Public Service and IPS Logo at the top of the page as indicated by the red circle in the below image. If you have queries on other training courses offered by Coursera but which are not in your Coursera Training Programme, please contact IPS.



2. The emails I receive from Coursera are not being displayed correctly. What do I need to do to fix this?

To ensure that emails received from Coursera are displayed correctly, kindly add the Coursera email address no-reply@t.mail.coursera.org to your Safe Senders List.

Right Click on the error message (see red oval below). Click on “Add Sender to Safe Senders List” (see red arrow below).



3. Where can I find further support on how to use Coursera?

For general technical assistance on how to use Coursera you can refer to the Learner Help Centre available through this link <https://www.coursera.support/s/learner-help-center>. Please note that not all contents in this link are applicable to IPS Training Programmes.

For more specific queries or queries related to your Training Programme, you can contact IPS directly.

4. Where can I find Coursera's policies and terms and conditions

For more information on Coursera's policies and programme terms you can click on this link: <https://www.coursera.support/s/learner-help-center-coursera-policies>.