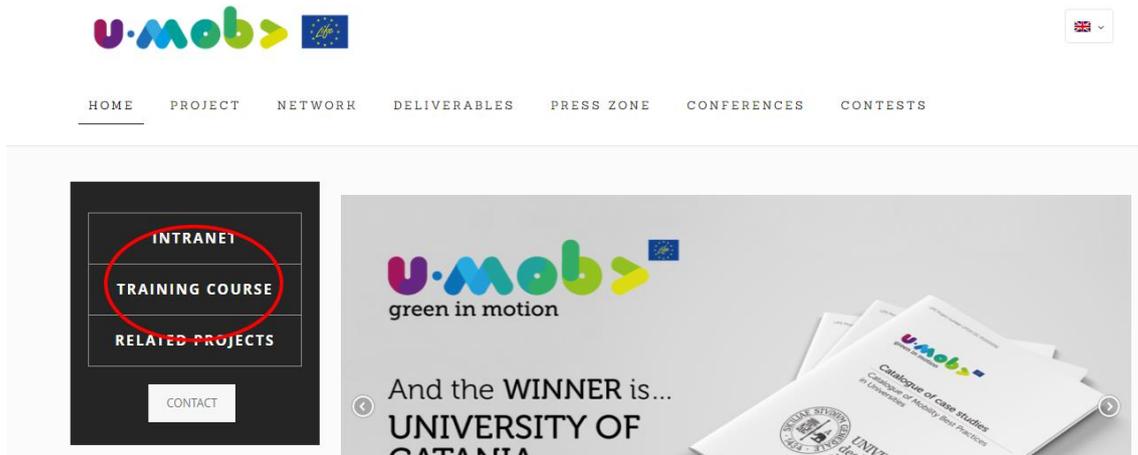


# Guidelines for U-MOB Training Course for Mobility Managers

## 1 Accessing the platform and selecting your language

1. Go to the section '[Training Course](#)' hosted in the home page.



2. Select one of the 4 languages:



## 2 Creating an account

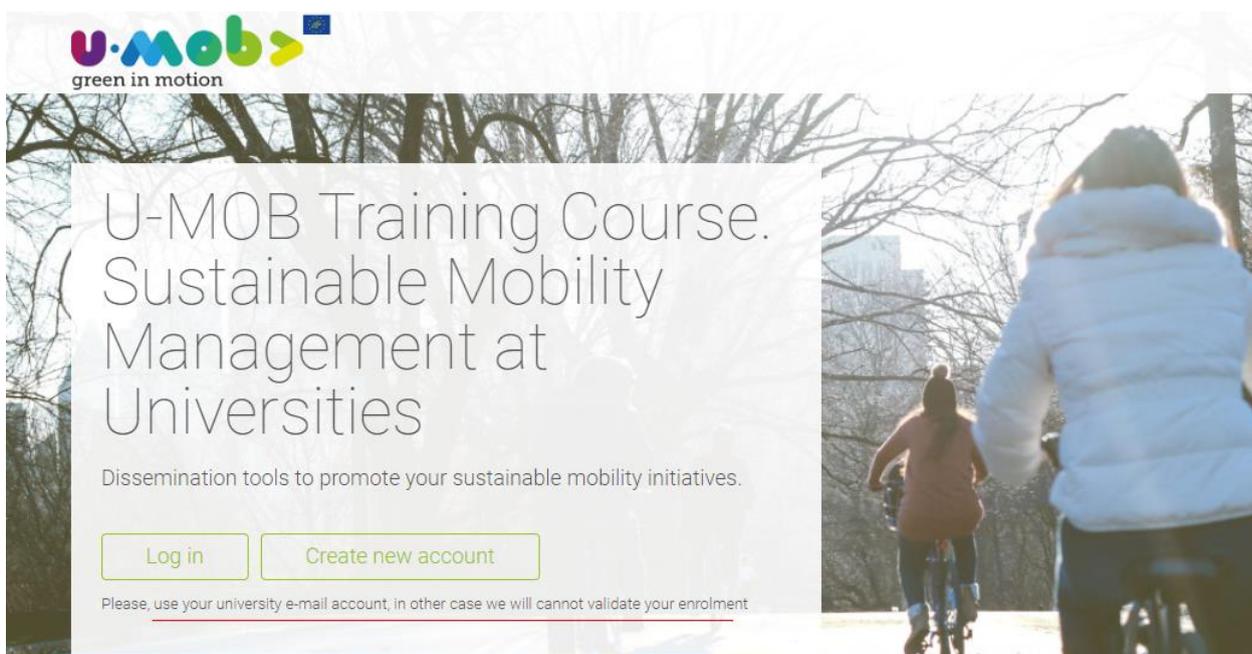
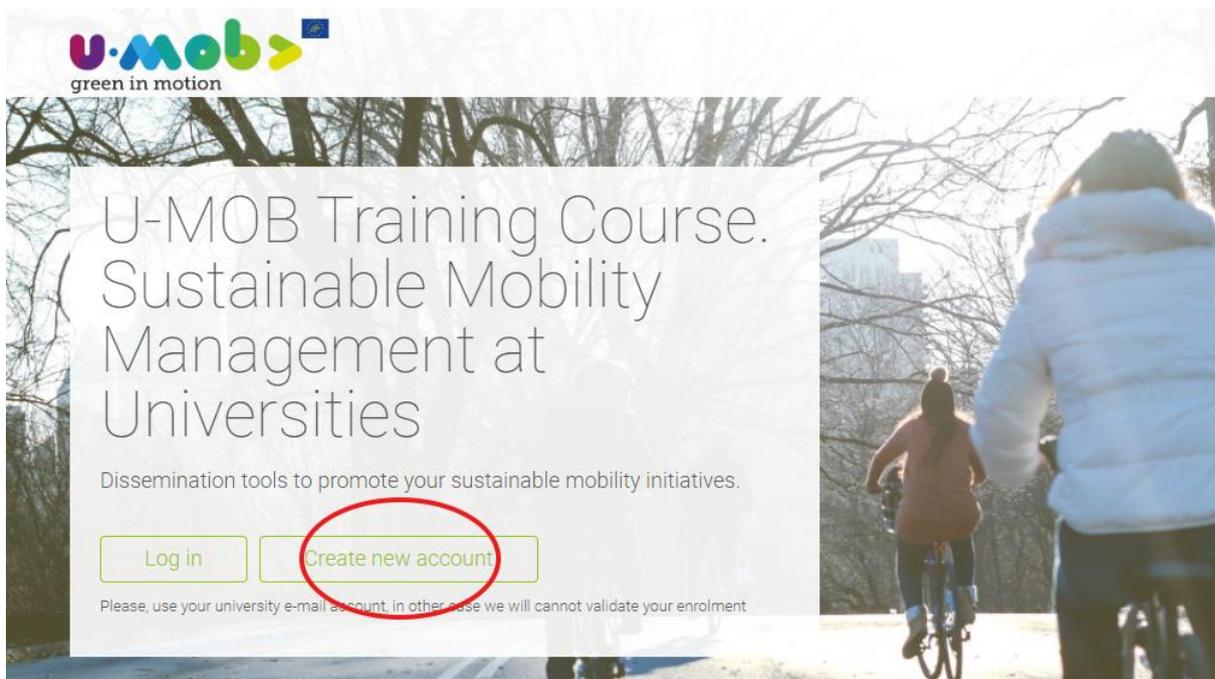
To create an account, follow the steps below:

1. Click on 'Create new account' as shown below:



"The U-MOB LIFE Project has received funding from the LIFE programme of the European Union"

*U-MOB LIFE Project (LIFE15 GIC/ES/000056) reflects only the author's view and the European Union is not liable for any use that may be made of the information contained therein.*



**Self-registration MUST be done with the email account of your university.**

2. Fill in your details as shown below



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# New account

▼ Collapse all

## ▼ Choose your username and password

Username\*

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\*

Unmask

## ▼ More details

Email address\*

***An email with a link will be sent to your mailbox. Click the link to activate your account.***

**Note: Sometimes the email goes in the junk folder. Please check your junk folder !**

## 3 Log in on the U-MOB training course platform

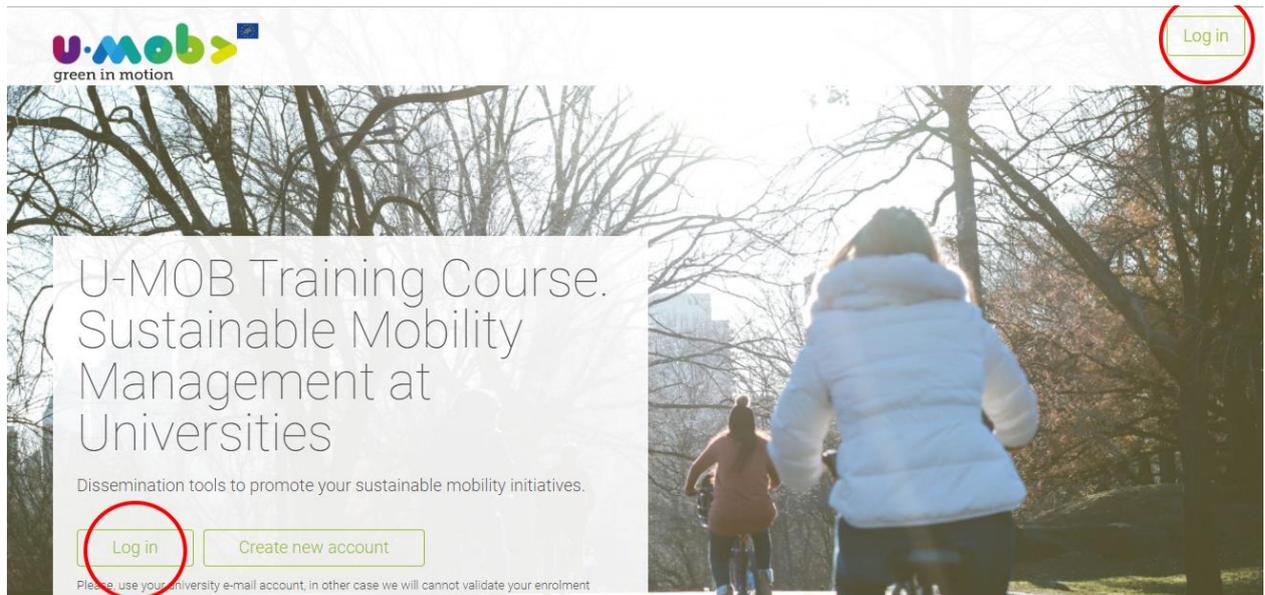
Once your account is activated the U-MOB team will log in you in the Training Course within a week. So, please, wait for our e-mail to start the course.

If you need to start the course quickly or want to be registered in more than one language, please let us know by sending us an email to: [info@u-mob.eu](mailto:info@u-mob.eu)

### 3.1 To login

Follow the steps below to login on the platform:

1. Click on Login on the bottom left corner or upper right corner of your screen.



2. Enter your username and password.

**Note: Username and password are case sensitive.**

### 3.2 To start the training course

1. Go to Home: <http://u-mob.eu/training-courses/my/>
2. Read carefully the introduction where you will find the steps to successfully complete the course in the section “How to take advantage of this course”:

#### Introduction to the Training Course on Sustainable Mobility Management in Universities

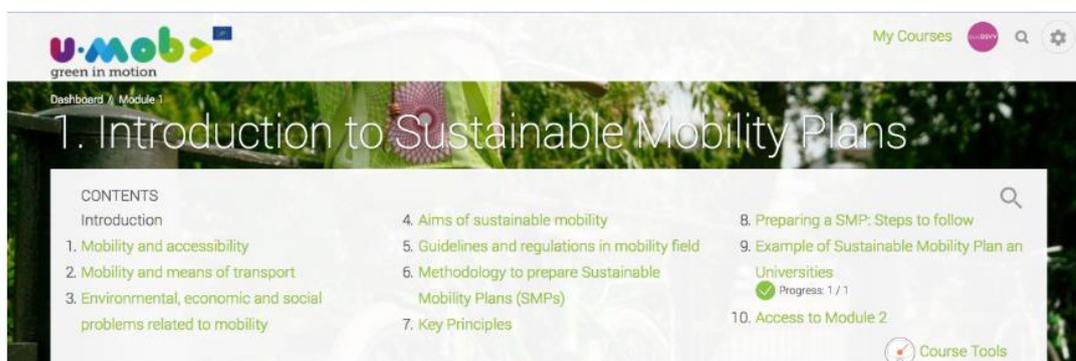
The university is a great place to start changing the mobility paradigm, not only because a university's mobility plan can relate to public policies and start a change in the transport system of a city, but also because students will learn to understand the positive impacts of moving in a sustainable way. The change in mind and, even more so, the change in habits, not only affect their day-to-day at university, but also their day-to-day lives in general, and have an influence on the people around them.

The university mobility manager is the representative of the university in sustainable mobility issues. He/she is responsible for planning and managing the mobility related to students and university staff, and gathers different knowledge and capabilities covering all aspects related to transport means and sustainability (technical, social, economic and environmental aspects), which must be perfectly integrated and coordinated in order to develop a mobility strategy.

In the first module of this course, you will be introduced to the key concepts needed to prepare and to put a Sustainable Mobility Plan (SMP) into practice. To guarantee the successful implementation of a SMP, the mobility manager must maintain a good relationship with stakeholders to tackle mobility issues, both inside

## How to take advantage of this course:

The course is divided into 6 Modules (Modules 1-6). Module 4 is split into 6 sub-modules (sub-modules 4.1-4.6) making a total of 12 parts for the full course.



Each of the modules covers a fundamental topic of sustainable mobility at universities. In each module you will find a summarized review of the key contents and an in-depth comprehensive unit of theoretical information. At the end of each module, you can self-assess your progress by taking an evaluation test.

3. To start the module 1 of the course, please click the button “Access to the course” at the end of the introduction:

[Access to the Course »](#)

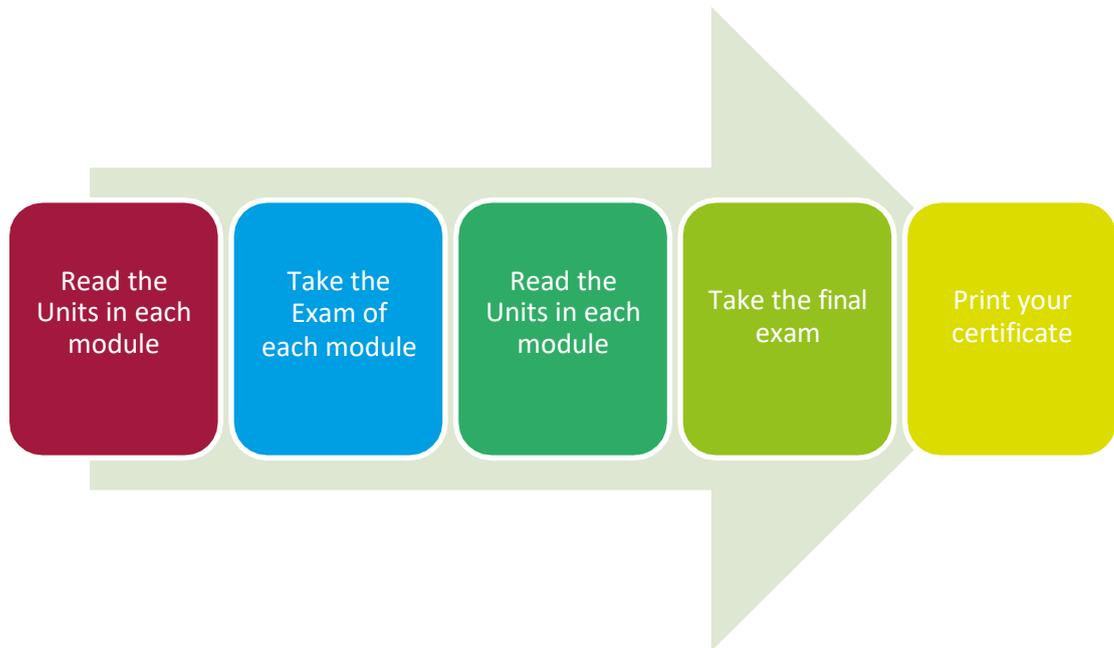
Note: You can also choose the module to start by clicking “My Courses”. In the up-right corner of the page.

My Courses



## 4 Working in the platform

### 4.1 The Logic:



#### 4.1.1 Reading the modules

- The course consists of 12 modules. Please read the content of the modules.
- Note that there is a short quiz of 10 answers at the end of each module to assess your knowledge on the topics of the module.
- You may read the modules and try the quiz unlimited times.
- Each unit is completed if you read all the slides and answer the quiz.

Note you can try the quizzes of each module as **many times as you want!** Your score will not be revealed until all questions have been completed. A good score is considered to be a score of 80% and above.

#### 4.1.2 Taking the final exam

Click on the link to take the final exam.

Please note that you may try the exam three times. If you did not pass the 1st time we strongly suggest that you review the modules before the 2<sup>nd</sup> attempt. Please note that every time you enter the exam this counts as one attempt.

### 4.1.3 Printing your certificate

To print the certificate:

1. If you attained a score of 70% and above the link to print your certificate is enabling.
2. Click on the link and **answer the quality survey**, then click on download. The certificate is downloaded in pdf format.

## Summary of issue

### Issued

Tuesday, 17 April 2018,  
10:43 AM

To download the certificate fill out the questionnaire

3. Open the certificate to print.

