

# USER GUIDE

Applying Skills Pack Discount Coupons  
on the FIDIC Academy eLearning Platform

## Getting Started

Welcome to FIDIC Academy's catalogue of live-online courses, designed to boost your professional skills. Your **Skills Pack** discount applies to FIDIC Contracts Course only:

- **Live Online Courses:** These include Instructor-Led Training (ILT) sessions spread over weeks. Check the start dates for each course on the [fidic.academy](https://fidic.academy) course page. A welcome email will be sent a week before the start date, providing further details

## Step-by-Step Instructions:

### 1. Choosing your Skill Pack

- Select from one of the three available Skills Packs listed below

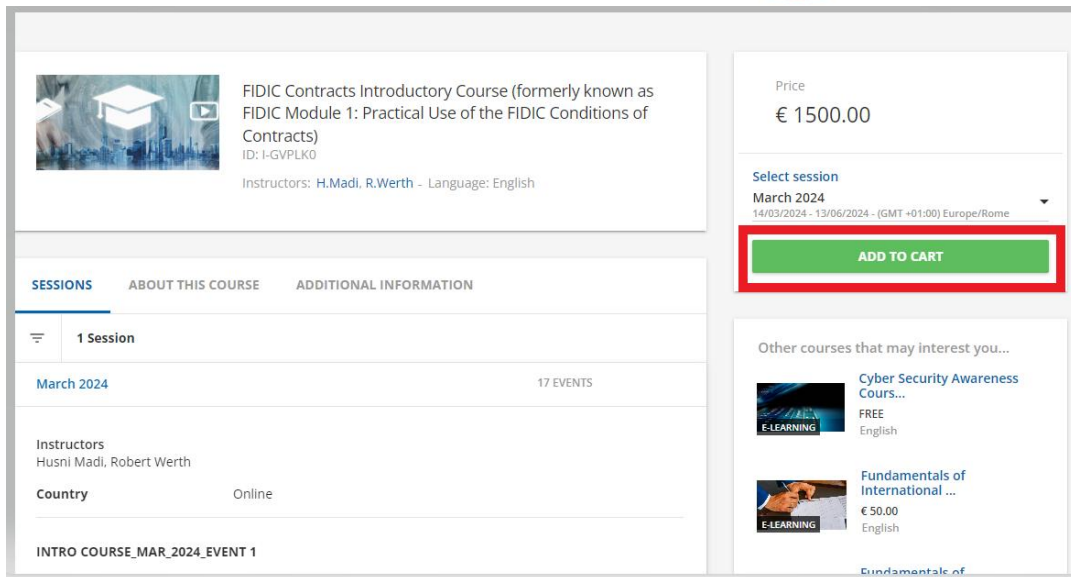
Skills pack	Course type	Number of courses	Discount code
<b>Individual Premium Live Pack</b>	FIDIC Contracts Live courses	5	<b>livePREMIUM</b>
<b>Individual Enhanced Live Pack</b>	FIDIC Contracts Live courses	3	<b>liveENHANCED</b>
<b>Individual Starter Live Pack</b>	FIDIC Contracts Live courses	2	<b>liveSTARTER</b>

The **Live Skill Pack** apply to the following live online FIDIC Contracts courses:

- FIDIC Contracts Introductory Course (Former Module 1)
- FIDIC Claims and Disputes (Former Module 2)
- FIDIC DABs/DAABs Course (Former Module 3)
- FIDIC Contract Management and Administration (Former Module 4)
- FIDIC EPC/Turnkey Projects (Former Module 5)

### 2. Course selection and registration:

- Visit [fidic.academy](https://fidic.academy) to view the FIDIC Academy course catalogue.
- Select the desired ILT course(s) out of the chosen Skill Pack and click "Register" for your first chosen course.
- You will be redirected to our eLearning platform, Docebo, to finish the registration process. Add your 1st selected course to your cart.



### 3. Adding courses:

- Continue adding courses to your cart, matching the number of allowed courses in your Skills Pack.



### 4. Account creation:

- If you're a new user, create an account on the eLearning platform by filling in the required details. If you are an existing user, log in with your credentials.

### 5. Applying discount coupons:

- Once your cart matches your Skills Pack, apply the discount coupon provided at checkout to adjust the pricing. Please ensure that the pricing has changed before completing your order.

### 6. Finalising enrollment:

- Complete your registration with billing details. Choose **INVOICE** for wire transfer payments or **STRIPE** for credit card payments. Access to courses is only granted upon receipt of full payment for the complete Skill Pack.
- A confirmation email with registration details will follow.
- For multiple Skill Pack purchases, please conduct separate transactions.



## 7. Course Dashboard and Access:

- You will find all enrolled courses in your Learner Dashboard.

Welcome to FIDIC Academy



### My Courses and Learning Plans

All of the courses and learning plans in which you're enrolled, including all of your courses in progress and already completed

FILTERS Search... NE

62 items

 Not Started FIDIC Contract Management and Administration Course (formerly known as FIDIC Module 4)	 Not Started Fundamentals of Infrastructure Procurement Management	 Not Started Fundamentals of Sustainability for Global Infrastructure
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## Last tips

- **Plan your schedule:** For online courses, mark the start dates and session times on your personal calendar to ensure participation. All live events will also be recorded, so you can watch the recording in case you are unable to attend a live event.
- **Certificate criteria:** Different courses may have slightly different certificate of completion criteria. Please make sure that you check the certificate of completion criteria for each course. All FIDIC Academy certificates are issued via our certification platform, Hyperstack. We recommend that you add [credentials@thehyperstack.com](mailto:credentials@thehyperstack.com) to your safe senders' list, as the certificate email will come from that address.
- **Platform Support:** If you encounter any issues or have questions, reach out to FIDIC Academy's support team for assistance at [training@fidic.org](mailto:training@fidic.org).

We're excited to support your professional growth through the FIDIC Academy eLearning platform. Welcome to a world of learning opportunities!