ASYCUDA
Automated System for Customs Data

UNCTAD

e-Learning
User Guide

Contents

1. ASYCUDA e-learning platform

To access the ASYCUDA e-learning platform, open you browser (Chrome, Explorer, Firefox, Safari…) and enter the following address: https://elearning.asycuda.org/.

1.1. Login

To login to your account, click on "login" at the top-right corner as shown in the figure 1 below.
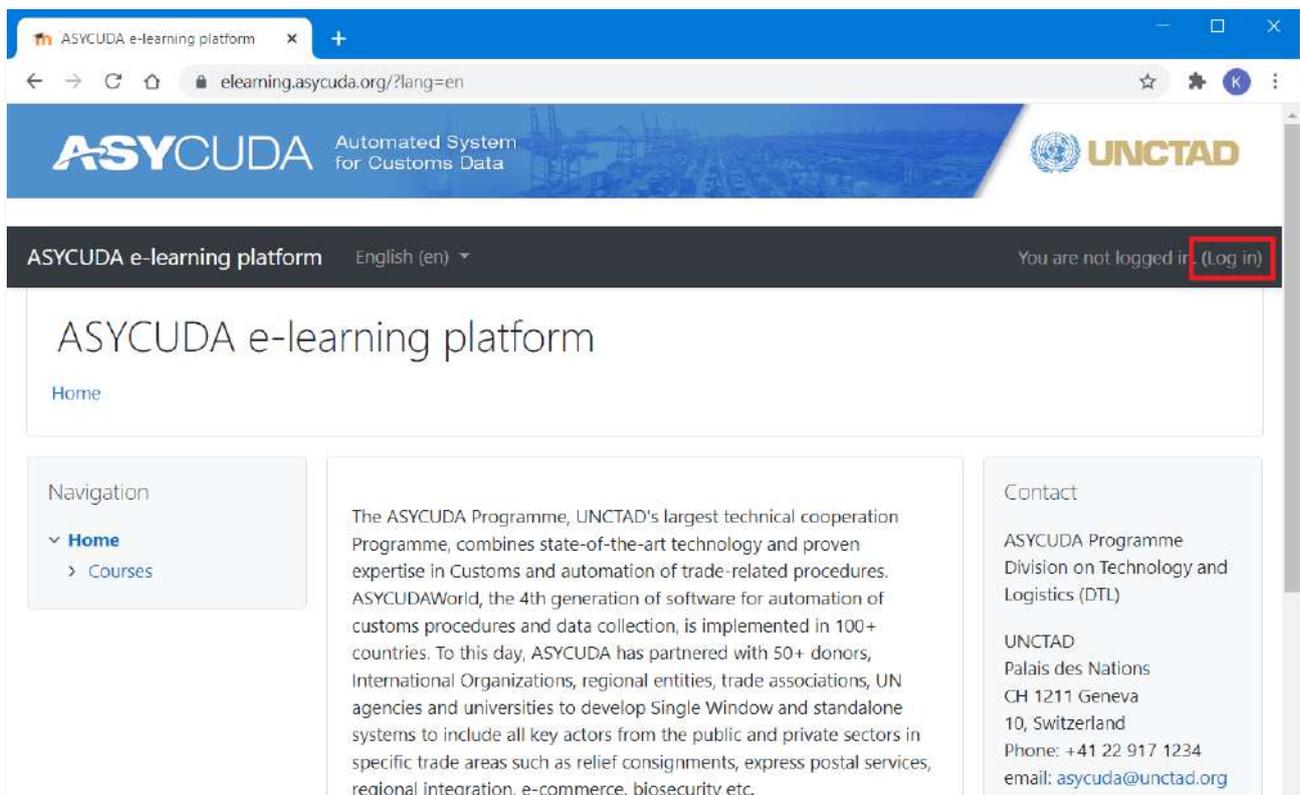

*Figure 1. **Homepage Login***

You are then requested to enter your username and password. Login credentials are provided to you by email and shall not be shared with anybody. You can then click on "login" as shown in figure 2.
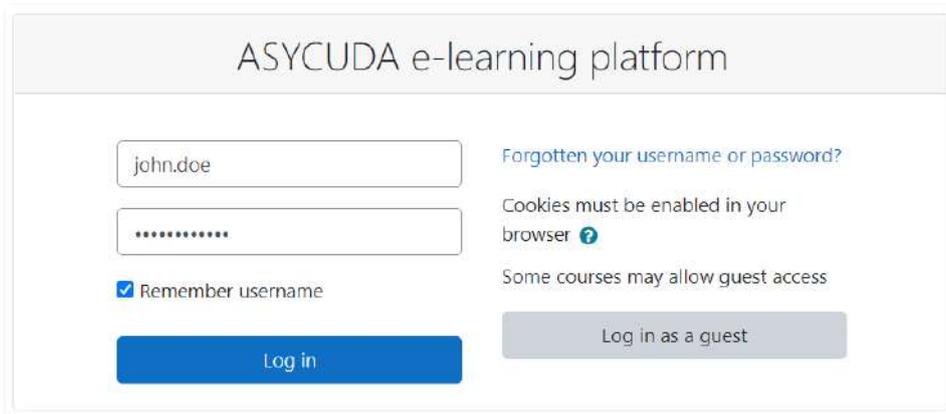

*Figure 2. **Login page***

1.2. Forgotten username or password

In case you forgot your username or password, click on the link "Forgotten your username or password?" (figure 3), then enter your username or email address to receive an email with your detailed credentials.
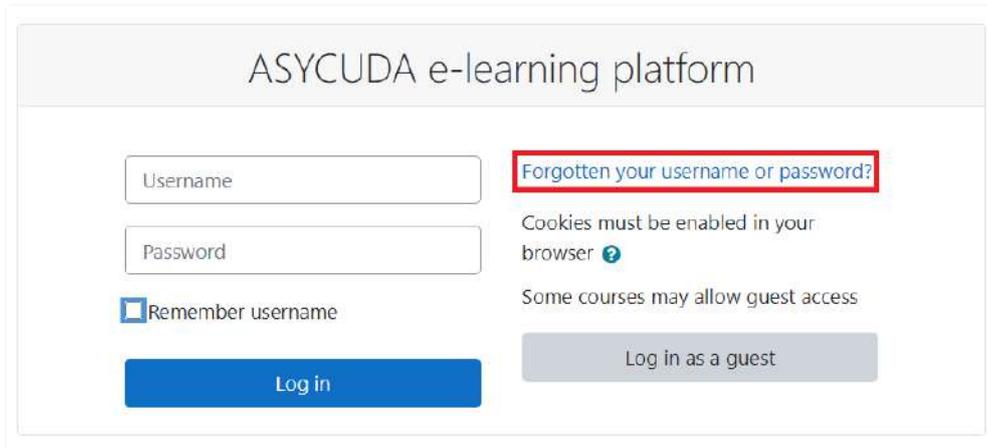

*Figure 3. **Forgotten username or password***

1.3. Edit profile

If you want to change your profile information, click on your name at the right-top corner and select "Profile" (figure 4).
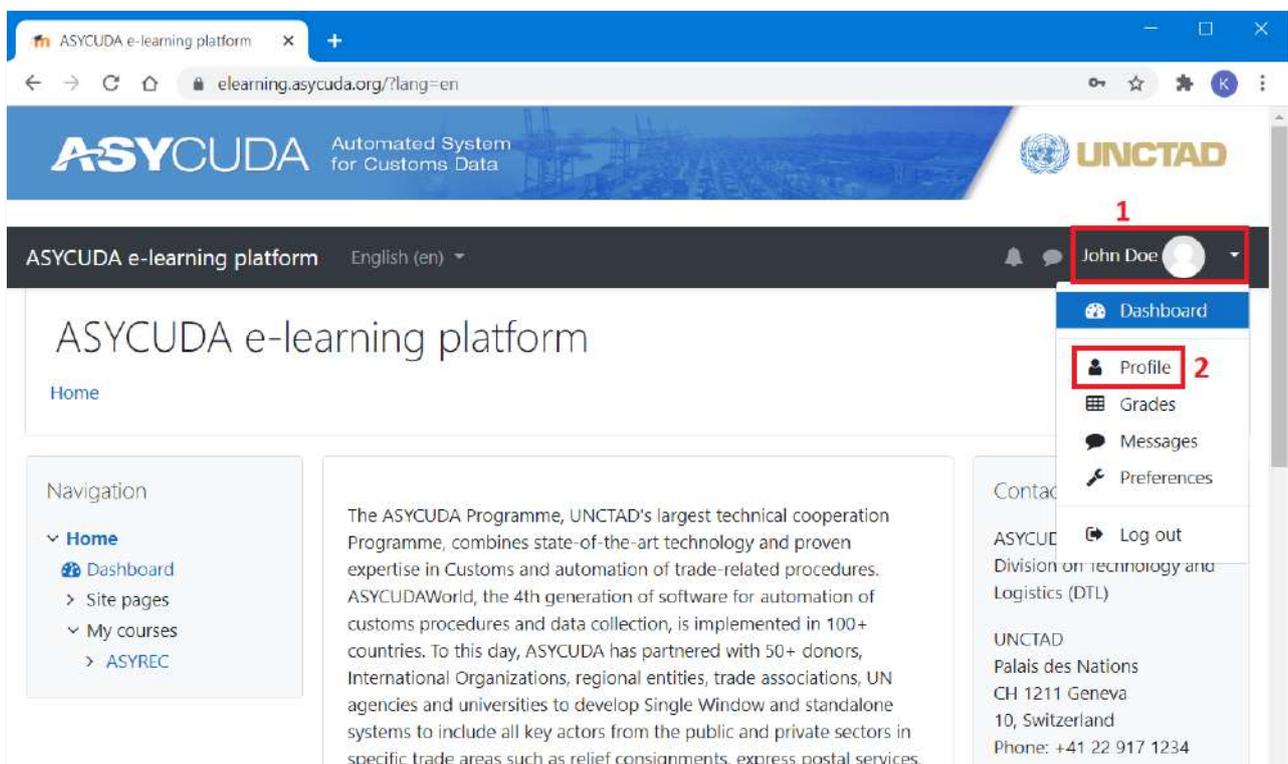

*Figure 4. **Profile***

Click on "Edit profile" (figure 5) to change your first name, last name, email address, upload/change your profile photo, enter/update your description (figure 6)... then click on "Update profile" at the bottom of the page.
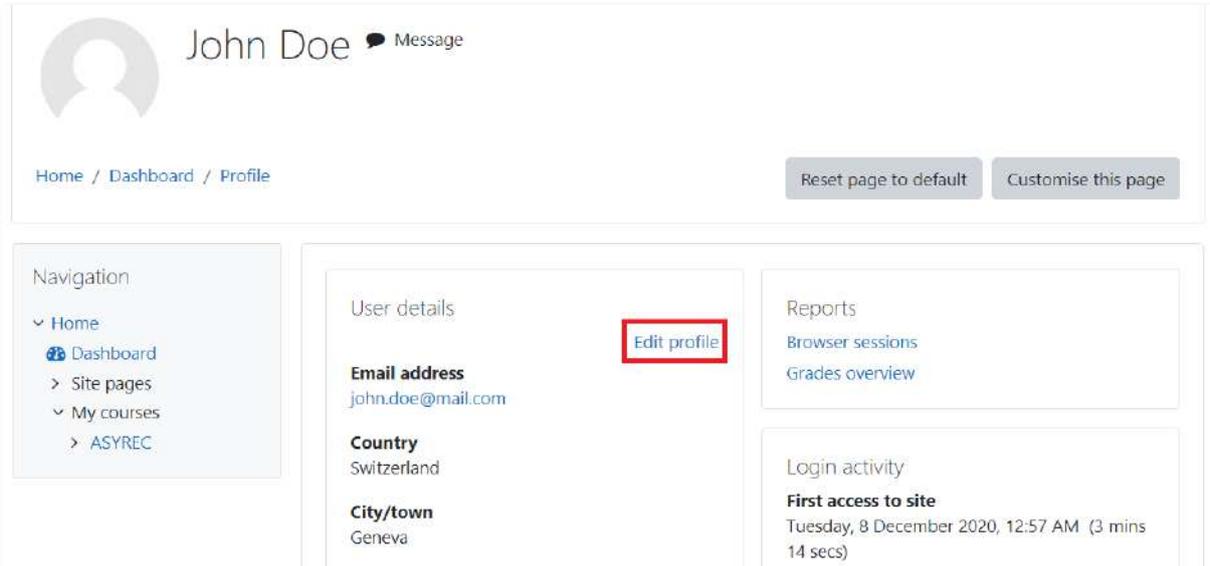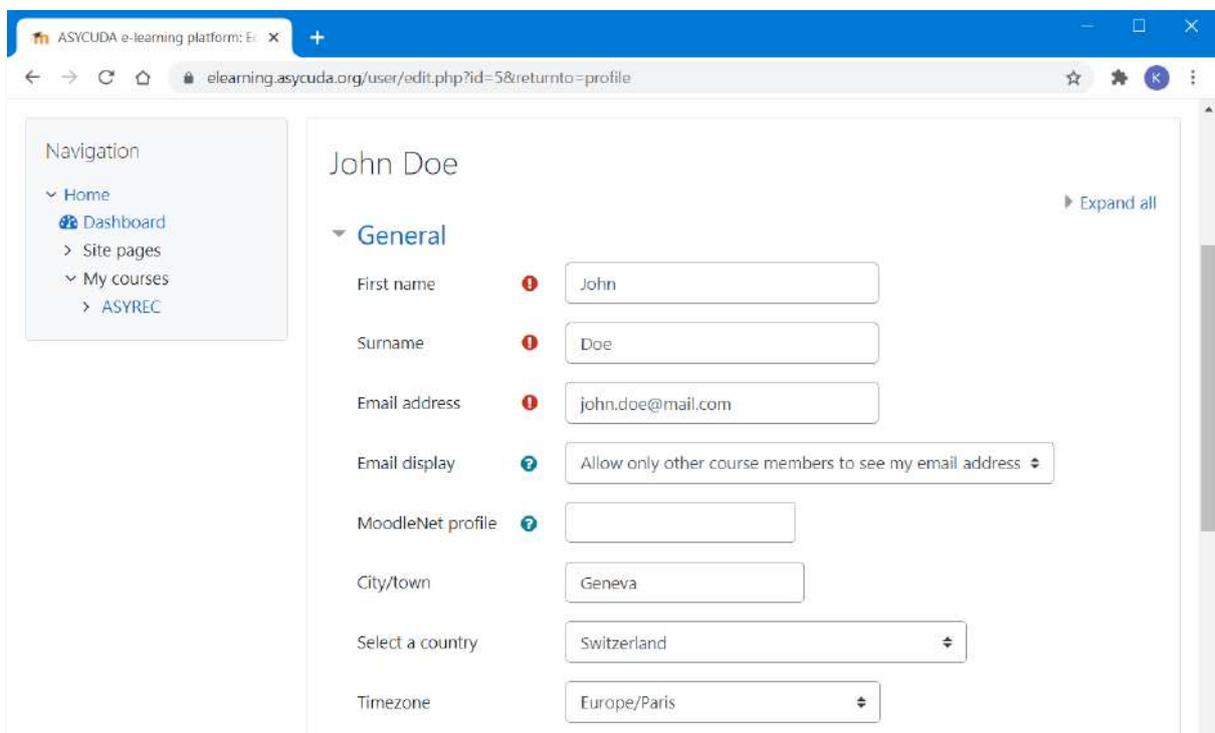

Figure 5. **Edit Profile**

Figure 6. **Update Profile Information**

1.4. Preferences

You can also set your platform preferences. Click on your name at the right-top corner then select "Preferences" (figure 7).
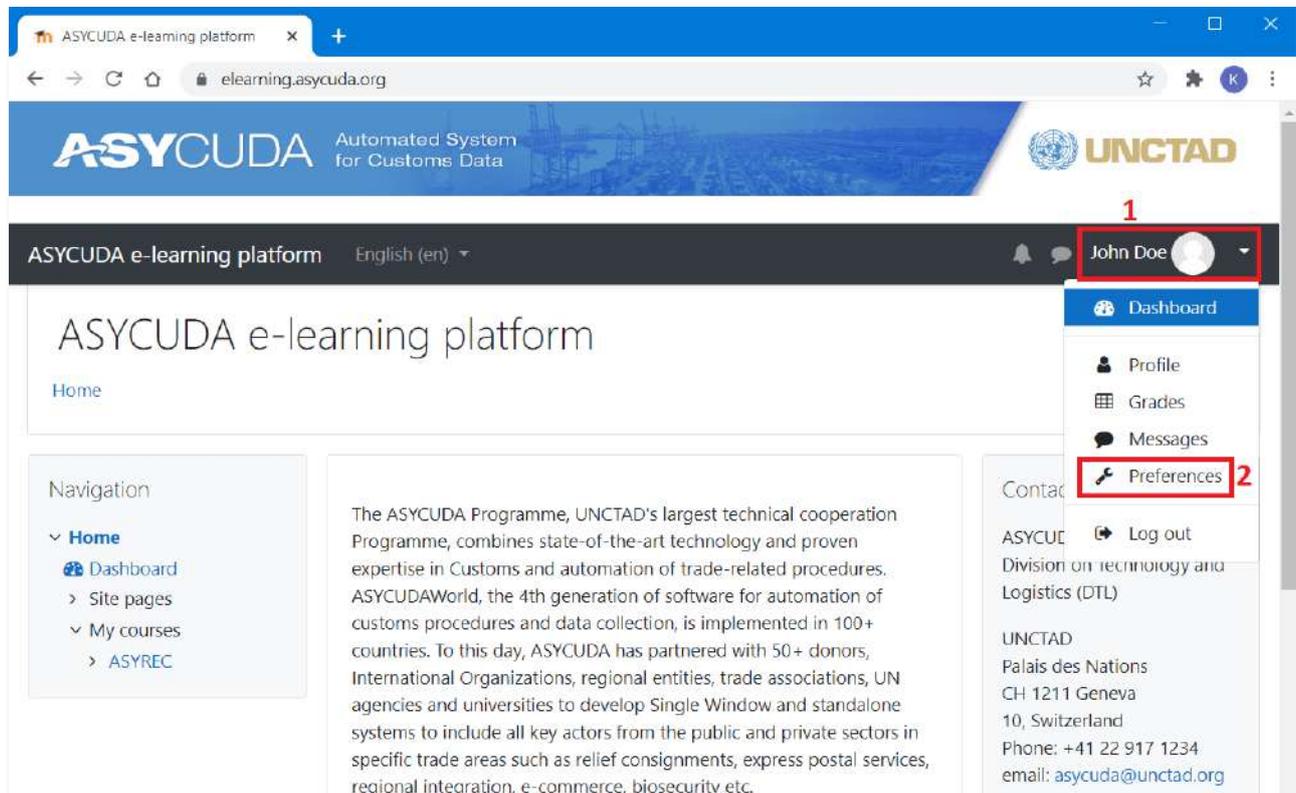

*Figure 7. **Preferences***

1.4.1. Preferred language

To change the platform language, click on "Preferred language" (figure 8).
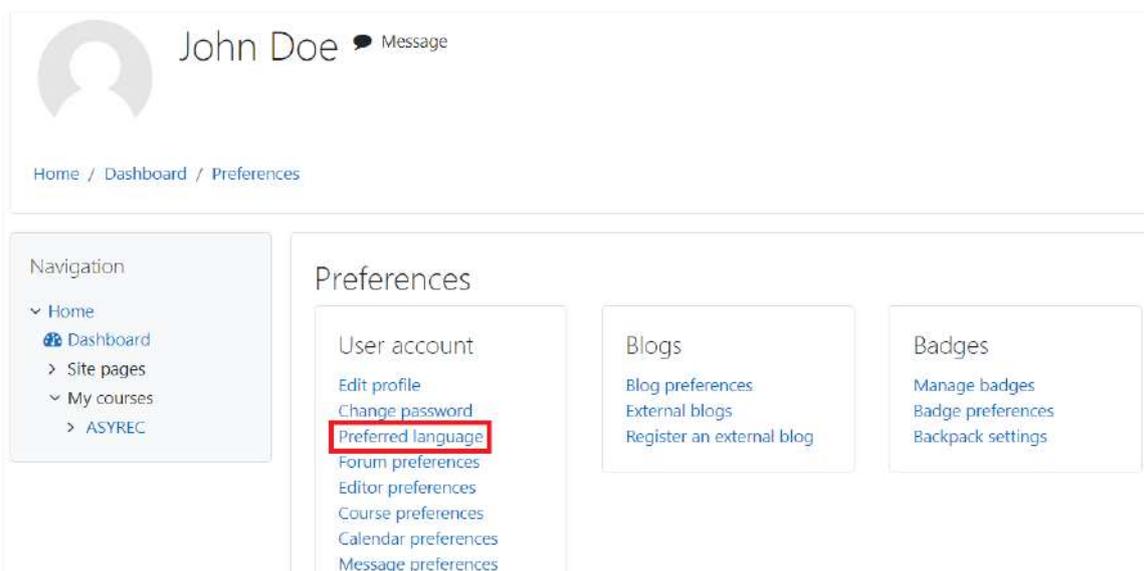

*Figure 8. **Preferred Language***

You can then pick a language from the drop-down list and select "Save changes" (figure 9).
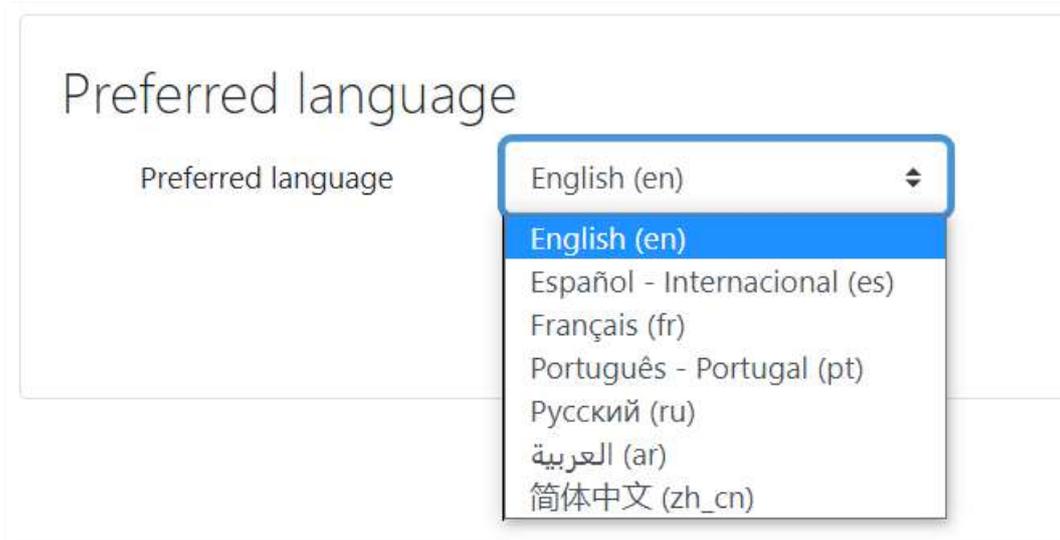

*Figure 9. **Language Selection***

An easier way is to do it is to click on the language currently used in the menu at the top-left and select the language to be used from the list (figure 10).
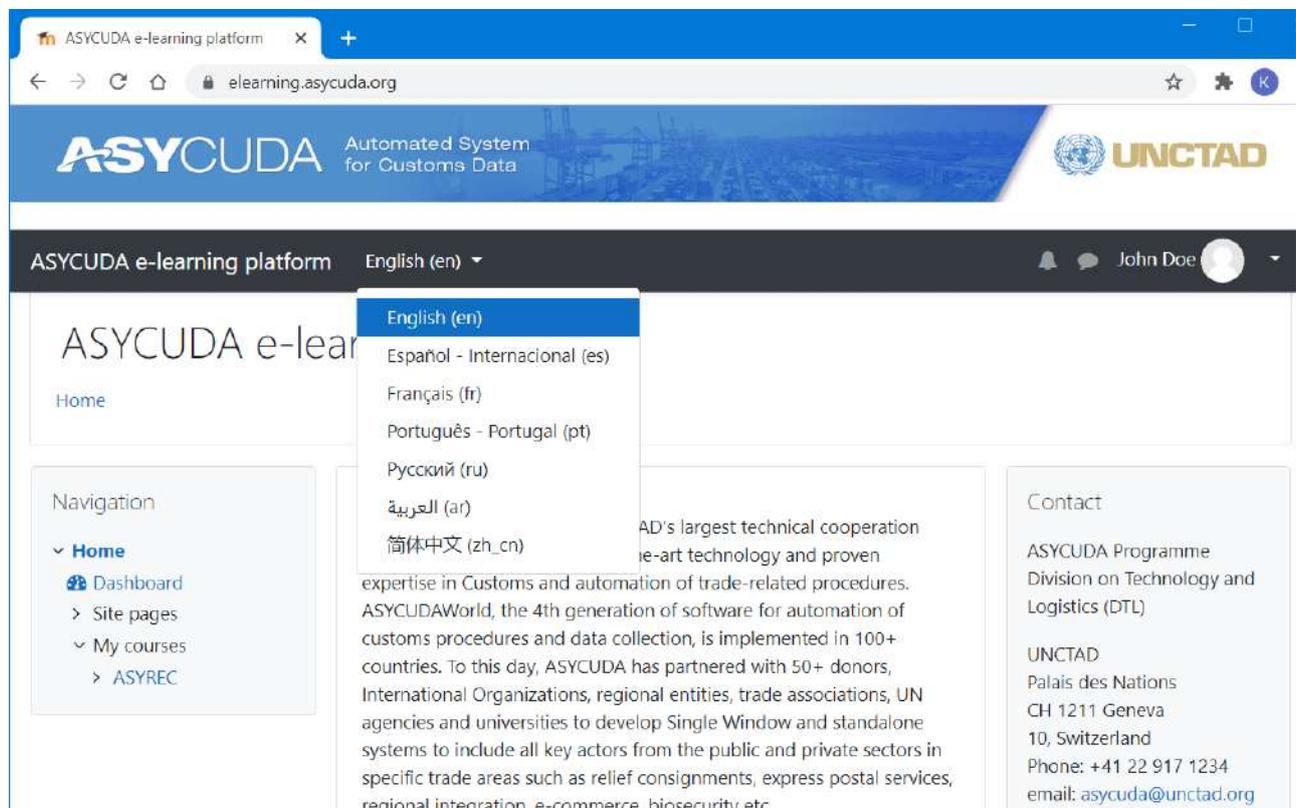

*Figure 10. **Language Selection from Homepage***

1.4.2. Change password

You can also change your password from "Preferences". Click on the "Change password" option (figure 11).
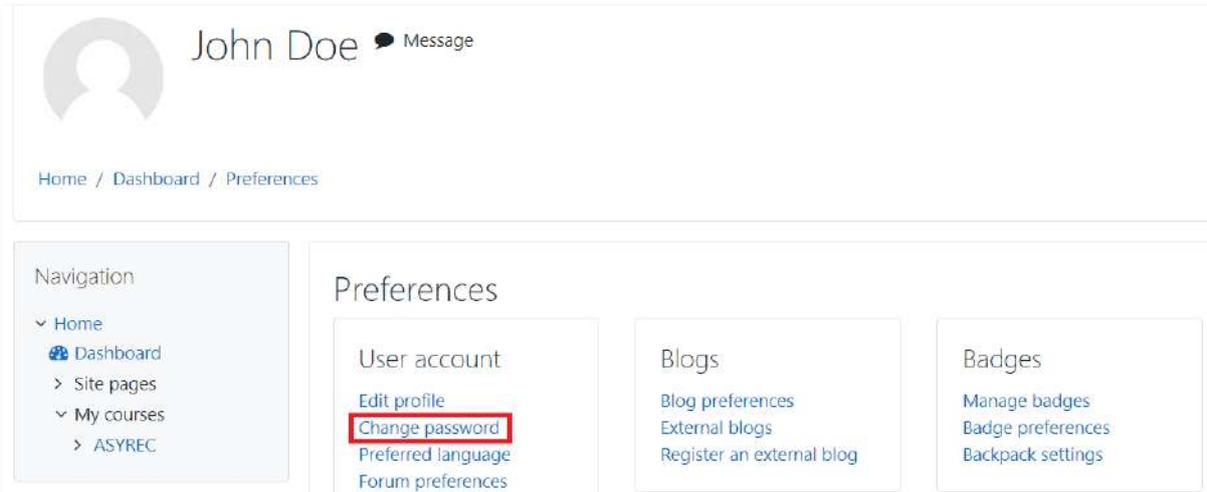

Figure 11. **Change Password**

You first enter your current password so that the platform makes sure **you** requested the change, then enter twice your new password. You finally click on "Save changes" to confirm the change (figure 12).
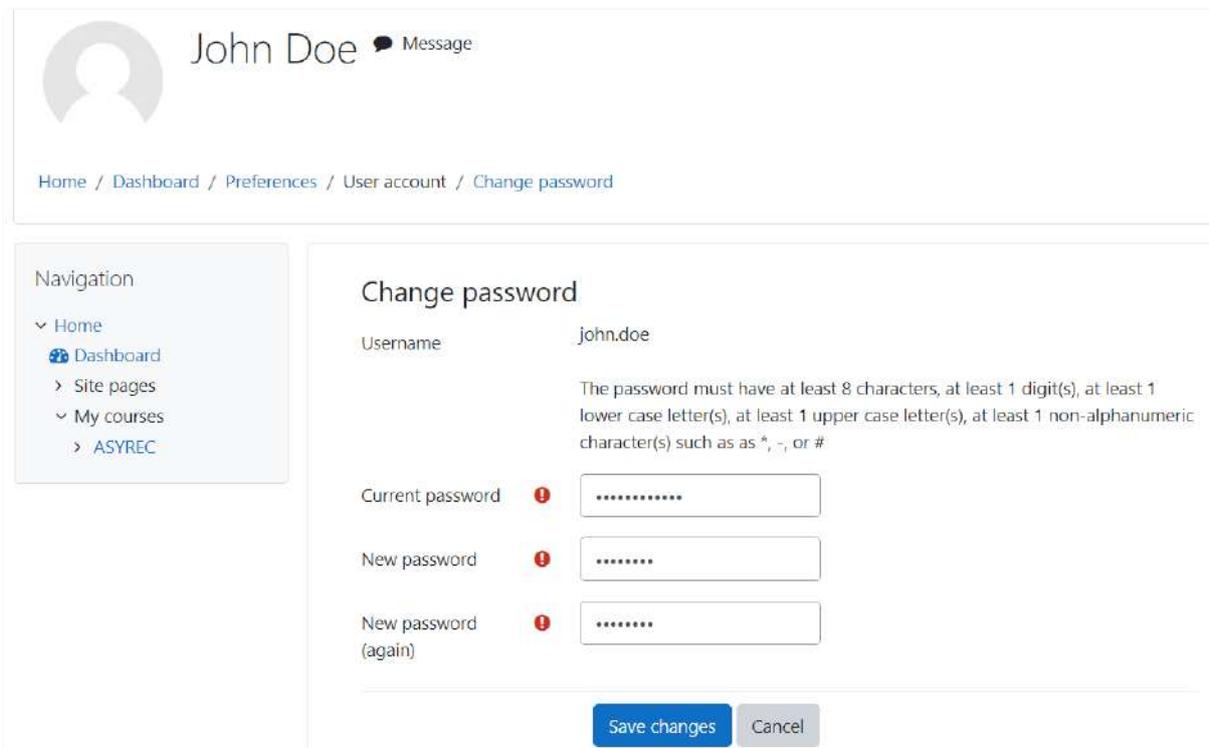

Figure 12. **Set a new password**

2. Course access & structure

2.1. Access to course

From the homepage, you just click on the course you are interested in like shown in figure 13.

The ASYCUDA Programme, UNCTAD's largest technical cooperation Programme, combines state-of-the-art technology and proven expertise in Customs and automation of trade-related procedures. ASYCUDAWorld, the 4th generation of software for automation of customs procedures and data collection, is implemented in 100+ countries. To this day, ASYCUDA has partnered with 50+ donors, International Organizations, regional entities, trade associations, UN agencies and universities to develop Single Window and standalone systems to include all key actors from the public and private sectors in specific trade areas such as relief consignments, express postal services, regional integration, e-commerce, biosecurity etc.

ASYCUDA also organizes and delivers classroom-based trainings courses to ensure systems' sustainability and ownership by its user-countries. In that context, experts have developed e-learning courses exploring technological opportunities to complement in-person courses and provide participants with more tools and content for learning.

Visit our official website for further information on ASYCUDA.

Follow us on our official twitter account for updated information on ASYCUDA.

Available courses

⚕ Automated System for Relief Consignments

The ASYREC e-learning course provides participants with learning content such as documentation, video tutorials, multiple choices questions, exercises and forums to understand the concept and context behind the need for automation of relief consignments

*Figure 13. **Available Courses from Homepage***

2.2. General

The first topic of the course is called "General" and contains general information about the course and a forum (figure 14).

*Figure 14. **Course General Information***

This forum is dedicated to users having issues in using the platform and the course in general. Any technical issue can be shared here. Any user can create a topic for discussion and any other user can provide answers (figure 15). The discussions are monitored by a moderator who makes sure questions and answers are accurate and respectful.
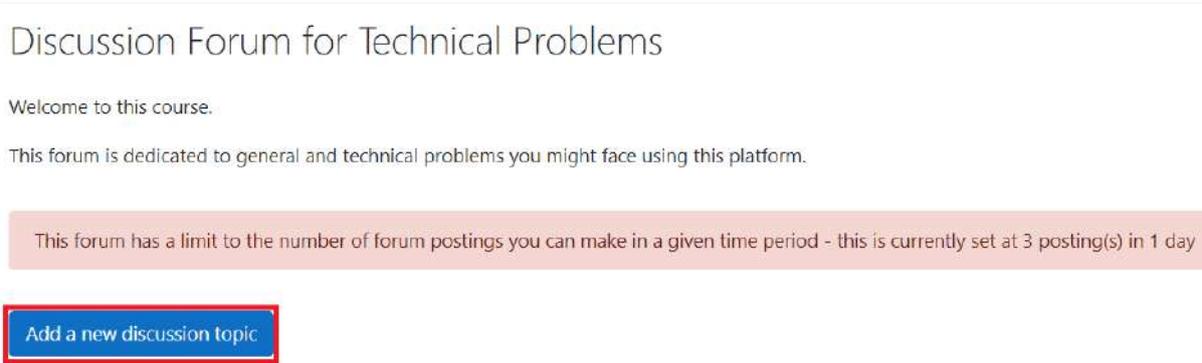

*Figure 15. **Add new topic in Forum***

2.3. Modules

Following "General", the user finds different modules of the course. Each module contains a video that can be streamed by clicking on its link or downloaded by clicking on "Download MP4 Video File" (figure 16).
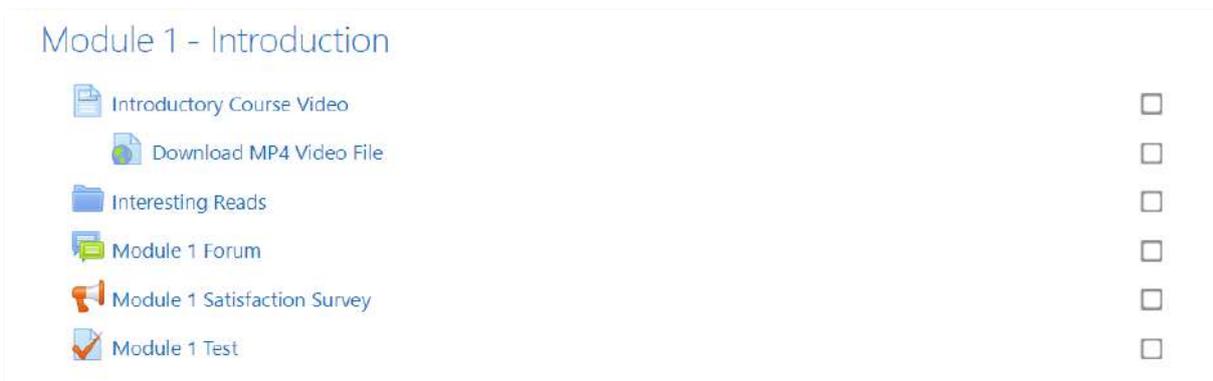

*Figure 16. **Module Content***

A module also contains pdf files that are part of the lesson. It also contains a folder called "Interesting reads" where the user can have access or download interesting articles published by other parties (figure 17).

Figure 17. **Interesting Reads**

A module is also composed of a forum where the participant can share his/her questions to all other participants and platform moderators. All participants can add and participate in discussions. Moderators monitor the forum to provide assistance and answer unanswered questions.

At the end of the module, the participant is asked to fill a satisfaction survey to share his/her impressions on the module, its objectives and its contents. The survey is of particular importance because it allows us to identify the strengths and weaknesses of our lessons and courses and improve their content (figure 18).

Figure 18. **Satisfaction Survey**

Finally, a multiple question test is proposed to the participant to assess his/her understanding and mastering of the module (figure 19). The test can only be taken twice and the final grade is an average of both attempts. The participant can only take the test once if wanted. The grade obtained is private and is not shared with anybody else.

Figure 19. **Module Test**

2.4. Blocks

On the left part other screen, the Navigation block allows the participant to browse all courses and their different topics. Below, one finds recent tweets by the ASYCUDA Programme on different topics such as ASYREC, other ASYCUDA systems and achievements (figure 20).

Figure 20. **Course Blocks**

On the right part are displayed the "ASYREC Contact Information" as well as the current "Online users" blocks (figure 20). Their profile can be displayed and messages sent for chat (figure 21).
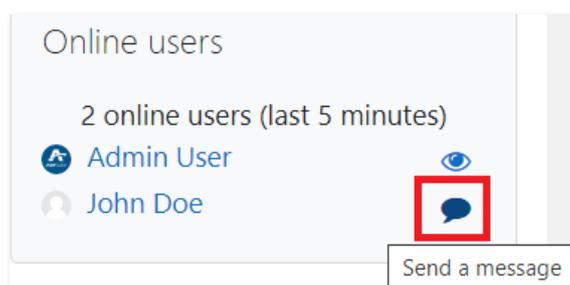

Figure 21. **Chat option**