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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.

n ASYCUDA e-learning platform	< <u></u>	- D >
\leftrightarrow \rightarrow C \triangle \blacksquare elearning	.asycuda.org/?lang=en	\$ \star 🔇
ASYCUD/	Automated System for Customs Data	
ASYCUDA e-learning platfo	o rm English (en) ▼	You are not logged in (Log in)
ASYCUDA e-	learning platform	
Navigation Home Courses 	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.	Contact ASYCUDA Programme Division on Technology and Logistics (DTL) UNCTAD Palais des Nations CH 1211 Geneva 10, Switzerland Phone: +41 22 917 1234 email: asycuda@unctad.org

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.

john.doe	Forgotten your username or password?
	Cookies must be enabled in your
******	browser 🕜
Remember username	Some courses may allow guest access
	Log in as a quest

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.

Username	Forgotten your username or password?
	Cookies must be enabled in your
Password	browser 😧
Remember username	Some courses may allow guest access
	Log in as a quest

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.

Johr	DOC • Message	
Home / Dashboard / Profi	le	Reset page to default Customise this page
Navigation ~ Home B Dashboard > Site pages ~ My courses	User details Email address john.doe@mail.com	dit profile Grades overview
> ASYREC	Country Switzerland City/town Geneva	Login activity First access to site Tuesday, 8 December 2020, 12:57 AM (3 mins 14 secs)

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).

ASYCUDA e-learning platform	(#)		- 🗆)
← → C O @ elearning	asycuda.org		A 😕 😵
ASYCUDA	Automated System for Customs Data		UNCTAD
ASYCUDA e-learning platfo	rm English (en) ▼	4 9	1 John Doe 🔷 🔹
ASYCUDA e-	earning platform		 Dashboard Profile Grades Messages
Navigation Home Dashboard Site pages My courses ASYREC	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.	Contac ASYCUE Division Logistics UNCTAD Palais de CH 1211 10, Switz Phone: 4 email: as	Preferences 2 Eog out Contechnology and (DTL) so Nations Geneva terland -41 22 917 1234 yycuda@unctad.org

Figure 7. Preferences

1.4.1. Preferred language

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

John Home / Dashboard / Prefer	DOC Message		
Navigation Home Dashboard Site pages My courses ASYREC	Preferences User account Edit profile Change password Preferred language Forum preferences Editor preferences Course preferences Calendar preferences	Blogs Blog preferences External blogs Register an external blog	Badges Manage badges Badge preferences Backpack settings

Figure 8. Preferred Language





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

referred langua	ge
Preferred language	English (en) 🗢
	English (en)
	Español - Internacional (es)
	Français (fr)
	Português - Portugal (pt)
	Русский (ru)
	(ar) العربية
	简体中文 (zh_cn)

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).

Joh	n Doe 🕈 Message		
Home / Dashboard / Pre	Preferences		
 Home Dashboard Site pages My courses ASYREC 	User account Edit profile Change password Preferred language Forum preferences	Blogs Blog preferences External blogs Register an external blog	Badges Manage badges Badge preferences Backpack settings



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).

Johr Home / Dashboard / Prefe	DOC Message
Navigation Home Dashboard Site pages My courses 	Change password Username john.doe 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
> ASYREC	Current password 0
	New password 🧕
	New password (again)
	Save changes Cancel

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 inperson 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).







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.

Discussion Forum for Technical Problems
Welcome to this course.
This forum is dedicated to general and technical problems you might face using this platform.
This forum has a limit to the number of forum postings you can make in a given time period - this is currently set at 3 posting(s) in 1 day
Add a new discussion topic
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).

Interesting Reads				
You will find here interesting links to articles and documentation on disasters, relief consignments and ASYREC.				
UNCTAD - Smoothing the way for humanitarian aid: the UN's life-saving ASYREC partnership WCO - A new module in ASYCUDA speeds up the processing of relief consignments WCO- Natural Disaster Relief				
v 🛅				
UNOCHA - IMPACCT Project.pdf				
WCO - Relief Consignments Clearance.pdf				
🔤 💁 World Customs Journal - Disaster Barriers to customs entry.pdf				
Download folder				

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).

Module 1 Satisfaction	Survey				
	Mode: Anonymous				
		• • •	<u> </u>		
	1 2	3	4 5		
1. The subject matter is clear 9	○ 1. I strongly disagree	O 2. I tend to disagree	○ 3. Neither agree nor disagree	○ 4. I tend to agree	○ 5.1 fully agree
2. This module is useful for my work	O 1. I strongly disagree	○ 2. I tend to disagree	○ 3. Neither agree nor disagree	○ 4. I tend to agree	○ 5. I fully agree
3. Lessons are of good quality	O 1. I strongly disagree	O 2. I tend to disagree	3. Neither agree nor disagree	○ 4. I tend to agree	○ 5. I fully agree
4. Learning materials are adapted to this module 9	① 1. I strongly disagree	Q 2. I tend to disagree	3. Neither agree nor disagree	○ 4. I tend to agree	○ 5. I fully agree
5. This module fulfills the objectives avowed	○ 1. I strongly disagree	O 2. I tend to disagree	O 3. Neither agree nor disagree	○ 4. I tend to agree	O 5. I fully agree
6. Please describe what you liked most about the module and why.					
			10		





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.

	Time left 0:29:49
Gueston 1 Not complete Marked out of 10.00 P Flag question	 Which organization came with the following definition for disasters: "A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts."? a. UNDRR b. IFCR c. UNOCHA d. UNCTAD
	Next page

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