

The UN online courses are available via the [DESA Digital Learning Centre](#).

Therefore, to get registered and have access, please kindly follow **the instructions below**:

- A. Create an account on the [DESA Digital Learning Centre](#).

Kindly note that the UN Online tax courses are restricted to government officials. To this end, *please use your official email address (institutional email address) as your username.* If you do not have a government email address, please send proof of your government affiliation to [fsdcapdev@un.org](mailto:fsdcapdev@un.org). If you need help with the registration process, see pp. 2ff. of this document.

- B. After you create your account, we invite you to go to the [UN Online Tax Courses section](#). This is a specific area that will give you access to several tax courses.

- C. Request enrollment in the [Online Tax Courses](#).

*Please make sure that you use the same official email address when submitting your request for enrollment.*

- D. Once your enrolment is approved, you will receive a confirmation email, and you may proceed to taking any of the following tax courses by visiting [UN Online Tax Courses](#):
- **UN Primer on Tax Treaties** ([English](#), [French](#) and [Spanish](#))
  - **UN Primer on Transfer Pricing** ([English](#), [French](#) and [Spanish](#))
  - **[NEW] UN Online Prime on the Basics of Transfer Pricing** ([English](#))
  - **UN Primer on MAP** ([English](#) and [French](#))

Should you have any questions or require further assistance, please contact [fsdcapdev@un.org](mailto:fsdcapdev@un.org).

FSDO Team

CDU/FSDO Team

Financing for Sustainable Development Office | Department of Economic and Social Affairs |  
United Nations

# Step-by-Step Guide

This user manual contains a **step-by-step guidance** on

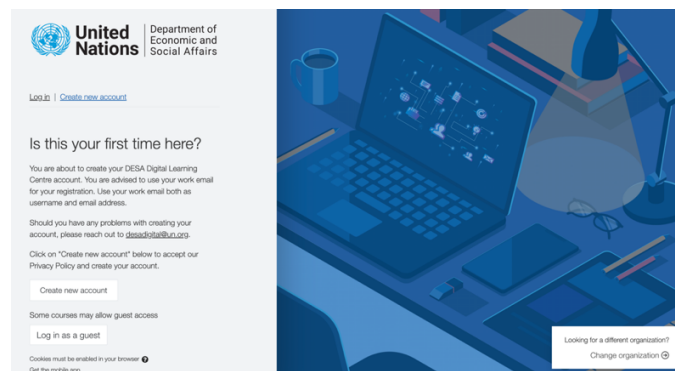
- how to register online,
- how to obtain a certificate.

## 1. How to Register Online

To be able to join our courses, you must own an account on the **DESA Learning Platform**. If you already have an account, please proceed to Section 1.2.

### 1.1 Account Creation

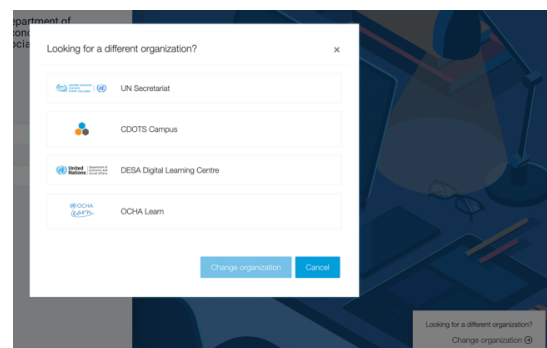
If you don't have an account for the learning platform, you need to create one at <https://unsec.unssc.org/login/index.php#register> (see picture below) following the instructions displayed in item A above.



Click the '**Create new account**' button to start the registration process.

Do not select '**Log in as a guest**' or '**Change organization**' (bottom right corner).

If you accidentally change the organization, click the '**Change organization**' button and choose '**DESA Digital Learning Centre**' from the menu shown (see picture to the right) to get back to the right platform.



If you face any problems during the registration process, you can reach out to [fsdcapdev@un.org](mailto:fsdcapdev@un.org) (email).

*Please use your **official email address** (institutional email address) as your username as mentioned in item A.*

## 1.2 Pre-Registration Process (Privacy Policy, Code of Conduct)

After starting the registration process, you will see the **Privacy Policy**:

Privacy Policy

Policy 1 out of 2

Please read our Privacy Policy

Read the Privacy Policy and scroll down to the bottom. Then, click **'Next'**. On the second page, you will see the **'Code of Conduct'**. Please read it and **hit another 'Next'** button.

Next

The next page prompts you to agree to the Privacy Policy and Code of Conduct. You must tick the boxes and hit the **'Next'** button on the bottom to continue. Otherwise, you cannot register to this platform.

Before continuing you need to acknowledge all these policies. x

### Consent

Please agree to the following policies

#### Privacy Policy

##### Moodle Privacy Policy

##### General personal information collected on UNSSC's Learning Management System

The United Nations System Staff College (UNSSC) uses a custom version of Moodle Workplace as its Learning Management System (LMS). UNSSC LMS collects, holds and processes personal data in line with the [UNSSC's Data Protection and Privacy Policy](#).

UNSSC's LMS also uses your personal data as set out below.

Please refer to the full Privacy Policy if you would like to review the text.

I agree to the Privacy Policy ●

#### Code of Conduct

##### Code of conduct

On the UNSSC's LMS participants are expected to act responsibly and to show respect and consideration to other users.

Please refer to the full Code of Conduct if you would like to review the text.

I agree to the Code of Conduct ●

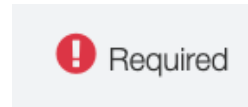
● Required

Next

Cancel

### 1.3 Registration Process (Account information)

Once you accept the terms, you can proceed with creating your account. Required fields are marked with a red circle (see picture to the right).

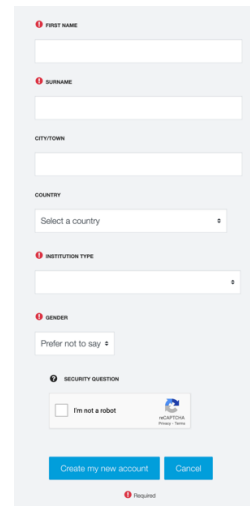
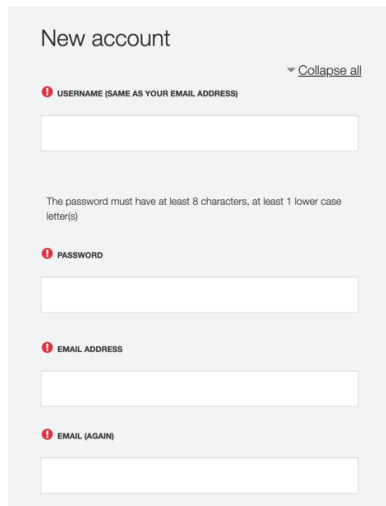


Please set the **USERNAME** to your **EMAIL ADDRESS**, which you also must fill in.

Your **PASSWORD** must fulfill the following rules:

- Passwords must be **at least 8 characters** long.
- Passwords must have at least **1 lower case letter(s)**.

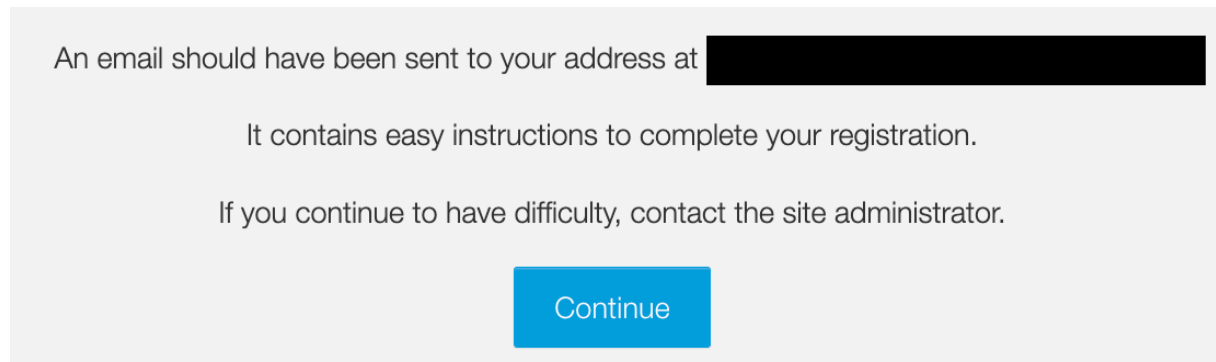
The **COUNTRY**, **INSTITUTION TYPE**, and **GENDER** fields have drop-down menus.



Before '**Create my new account**', you must solve the security question. This is implemented to avoid bots registering to this platform. We apologize for the inconvenience.

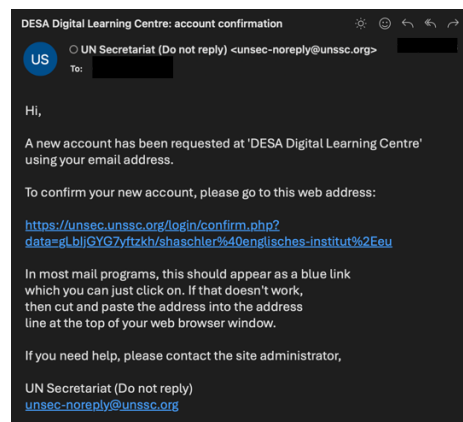
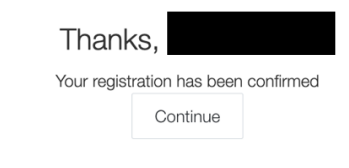
## 1.4 Post-Registration Process (Email verification and info material)

After “Create my new account”, you will see a page with such an info box:



**Please 'Continue' and now, you are almost set up to log into the learning platform.**

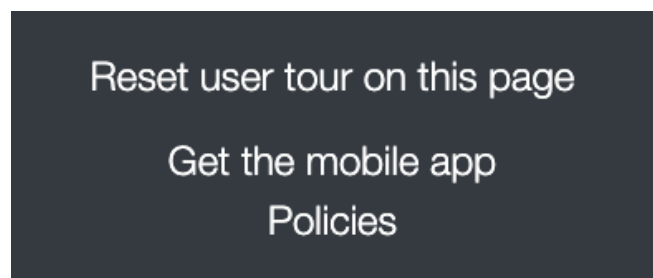
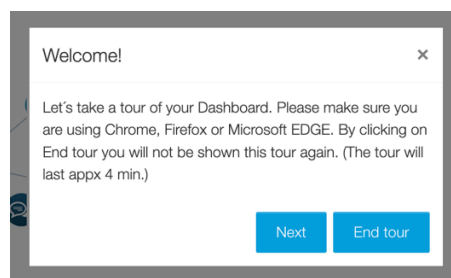
To activate your account, go to your **email inbox (or check your spam folder)** and look for a similar email like the one in the picture to the right. Follow the link and you are set up with your account:



After confirming your email address via the link, you will get another email, which contains useful information on how to navigate. If you are familiar with Moodle learning platforms, you are fine.

- [A Welcome course](#) explaining how to search for more courses and provides a list of the open courses
- [An explanation page](#) providing instructions on how to navigate and edit your profile.

Besides these options, there is a platform tour, which will be offered with the first login. You can either take the tour with the '**Next**' button or '**End tour**' at any time. If you want to reset this tour, scroll to the very bottom of the page and click '**Reset user tour on this page**'.



## 1.5 How to Learn and to Obtain a Certificate

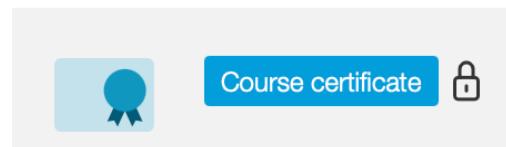
Once you have entered a course, you will find detailed instructions about how to navigate through the course and use the platform including being able to change language or log out.

You must complete all learning activities that have 'Activity completion' enabled. Otherwise, you might not be able to proceed within the course or do the final Quiz to obtain the course certificate. Usually, the Quiz, but also other learning activities have an access restriction active, and you must unlock it first. This restriction is indicated by a lock symbol on the learning platform as seen below.



Again, if you face any issues or if you have suggestions on how to improve the course or certain course material, please contact [fsdcapdev@un.org](mailto:fsdcapdev@un.org) (email)

Once you have completed all required activities and pass the final quiz, your course certificate will be unlocked, usually located at the bottom of each course page.



## **2. Technical Requirements**

You can use almost any browser (i.e. Edge, Chrome, Safari, Firefox and these can be either desktop or mobile browsers).

You can use almost any operating system (Windows, Linux, MacOS, and mobile OS like Android).

We recommend a stable internet connection for being able to watch the videos or download files like manuals or reports (usually provided as PDF files).