SCUOLA
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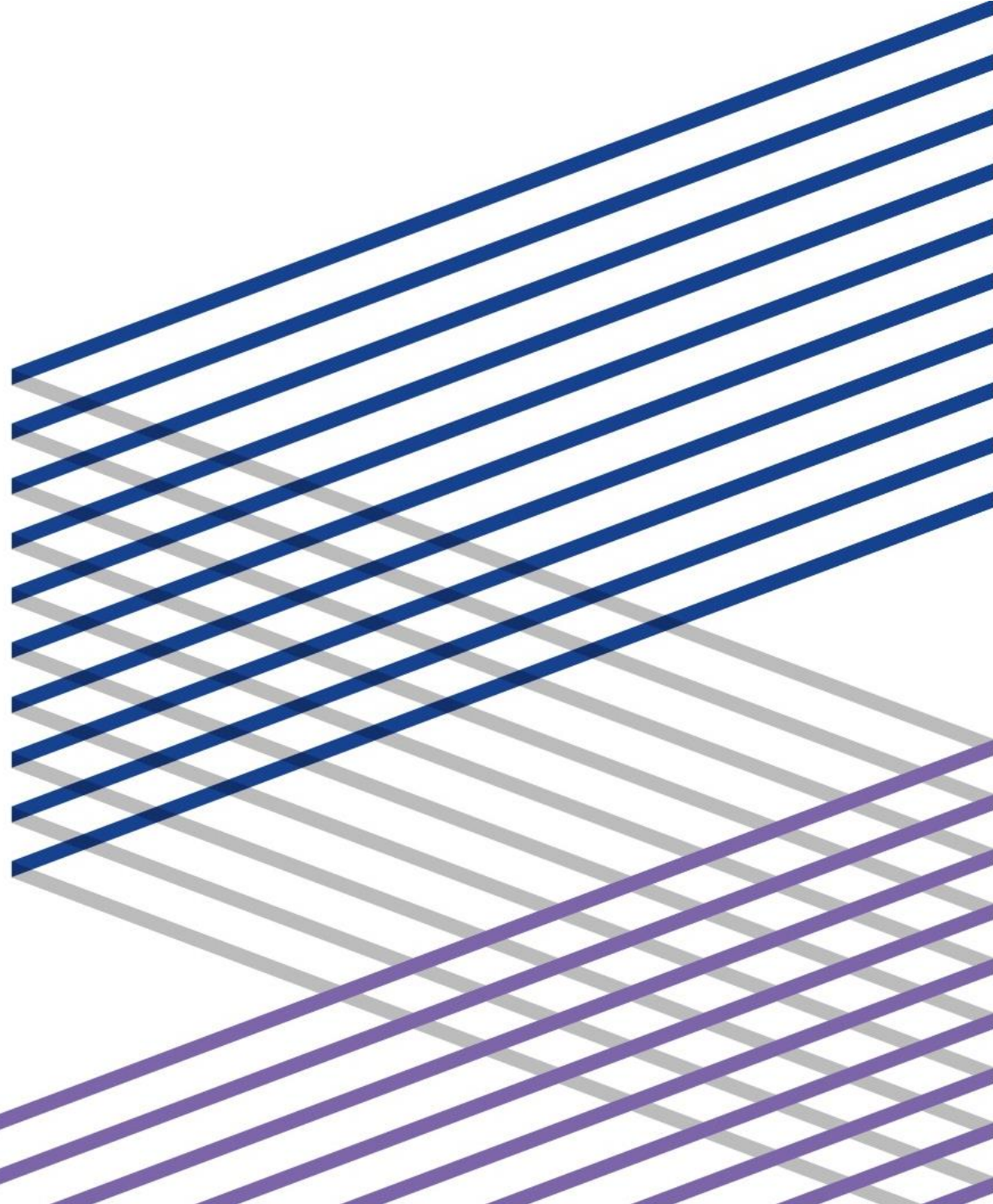
ATTIVITÀ
CULTURALI

USER GUIDE

fad.fondazionescuolapatrimonio.it



04-2025

User guide fad.fondazionescuolapatrimonio.it

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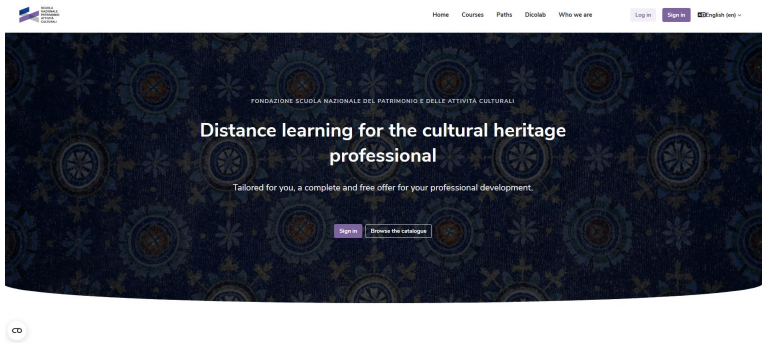
5. HOW TO KEEP UPDATED YOUR PROFILE
6. HOW TO RECEIVE ASSISTANCE

HOW TO CREATE AN ACCOUNT, LOGIN ON THE PLATFORM AND RECOVER YOUR PASSWORD

How to create an account on fad.fondazionescuolapatrimonio.it

1

Login to fad.fondazionescuolapatrimonio.it

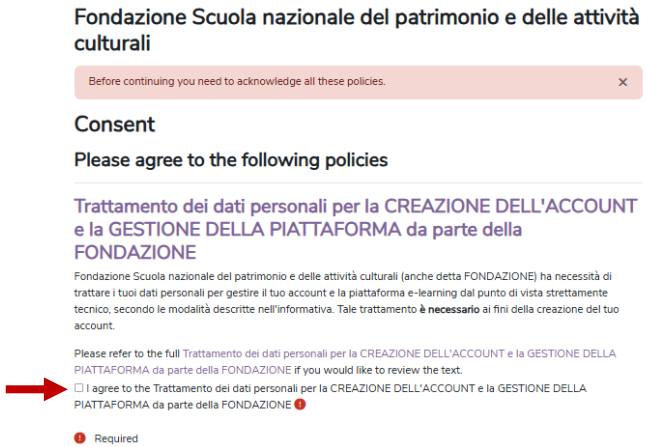


2

Use the button Sign in

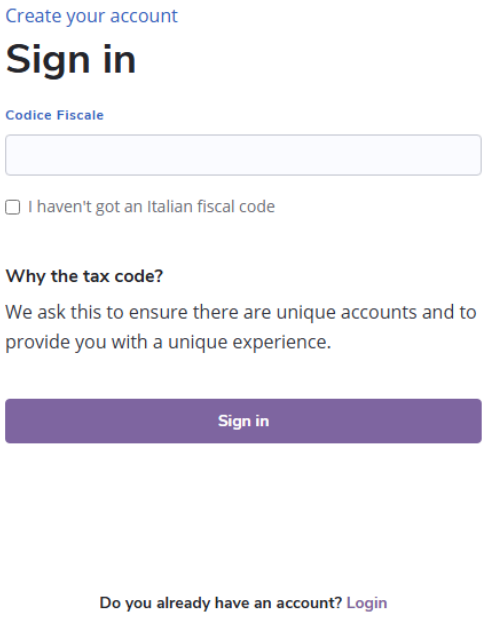
3

Give consent for the creation of your account



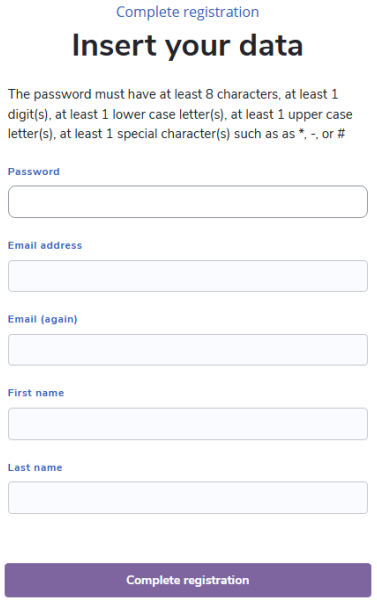
4

Insert your Tax Code



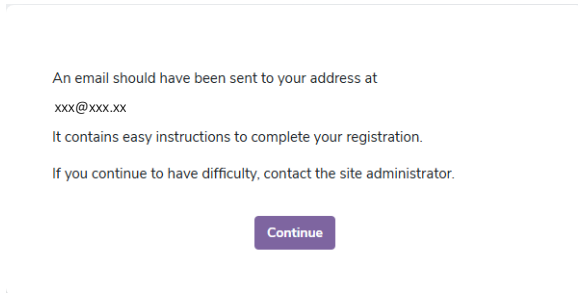
5

Insert your own data account



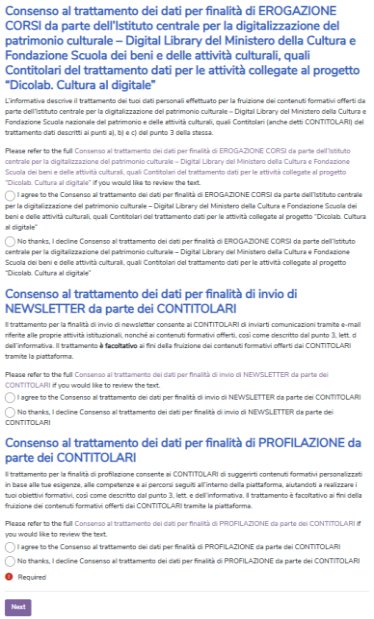
6

Confirm your registration link sended by email



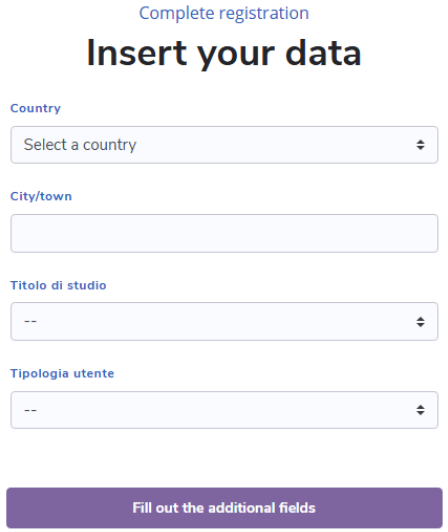
7

Give personal data processing



8

Complete the registration by entering your data



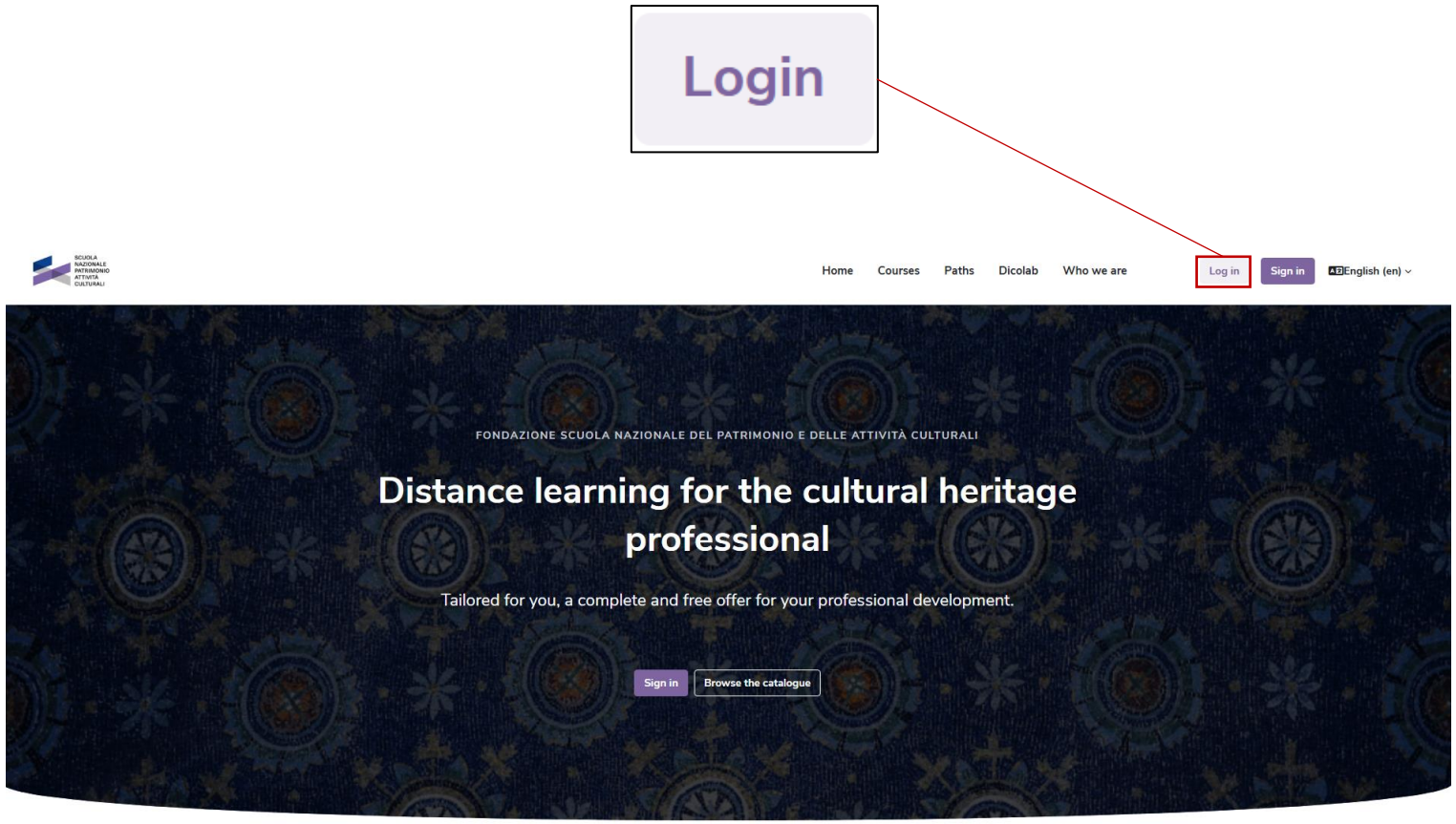
9

... and your choiches*

* they'll only be requested if you've given your consent to profiling

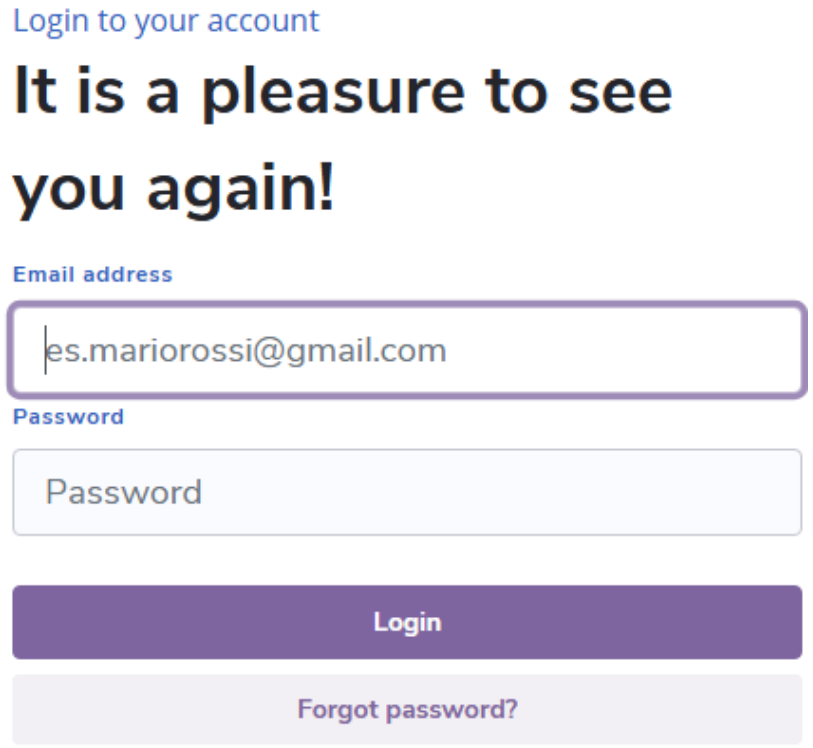
1

Click on the Login button



2

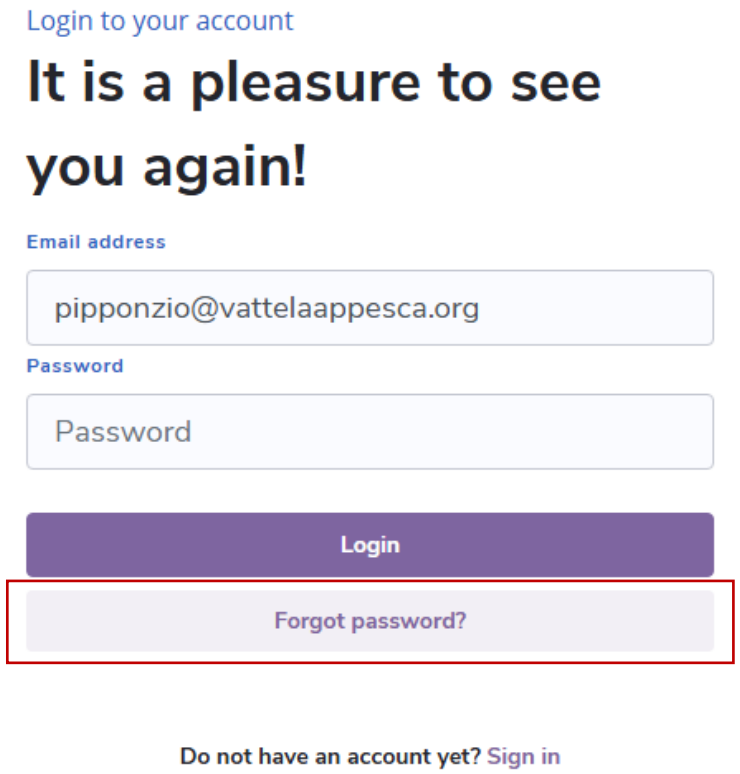
Enter in the right fields the email address used during registration and the selected password



How to recover the account password

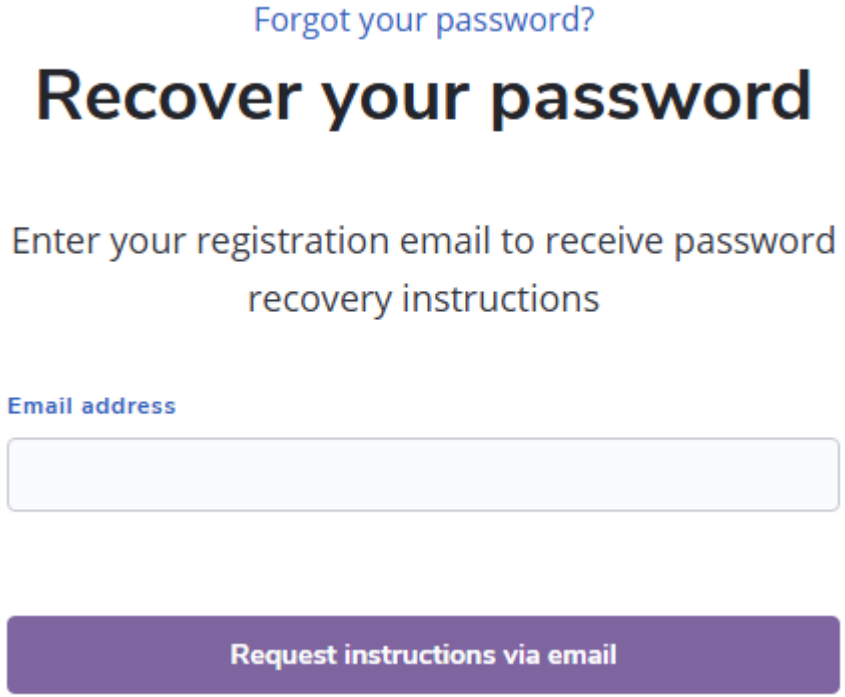
1

Click on the button Forgot password?



2

Insert the email address used during registration in the field and follow the instructions received by email



HOW TO DISCOVER AND ENJOY THE PATHS\COURSES

Discover all the learning contents and courses

Personal Area

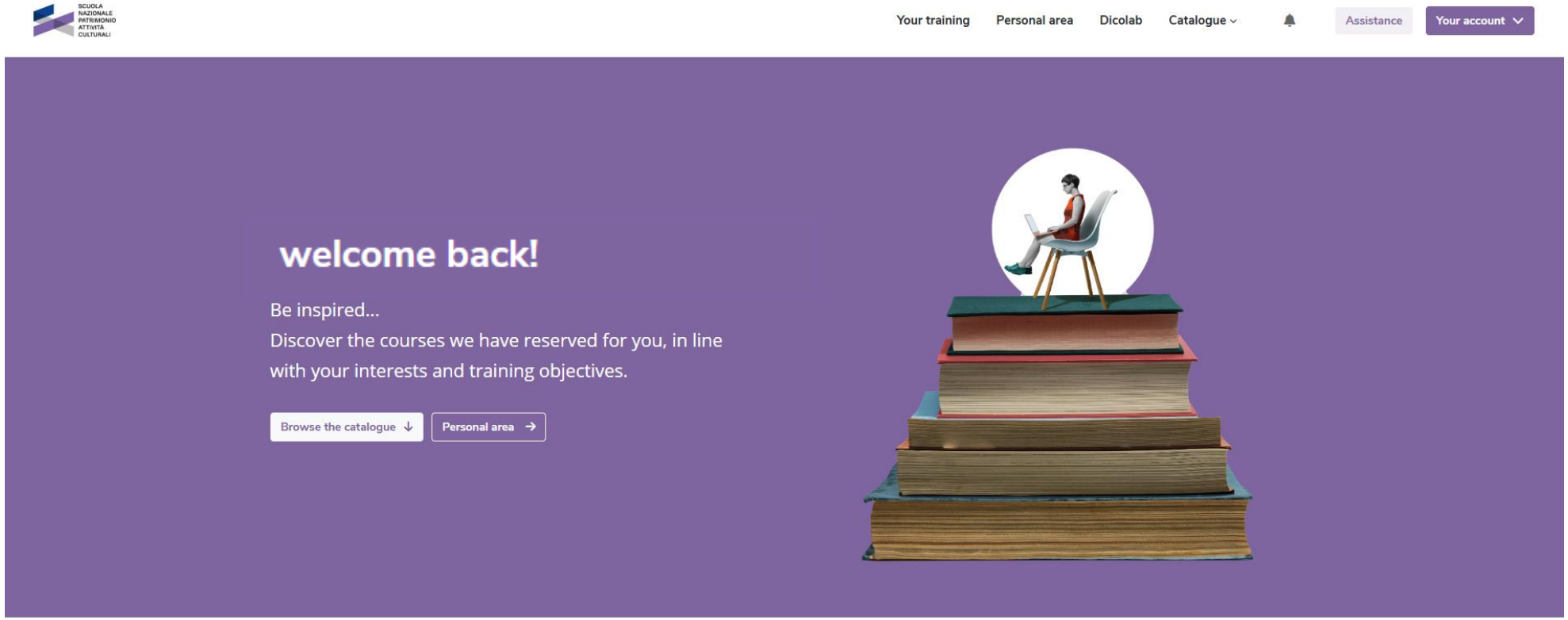
hosts the courses in which you are enrolled,
your favourites, badges and certificates obtained

Your Training

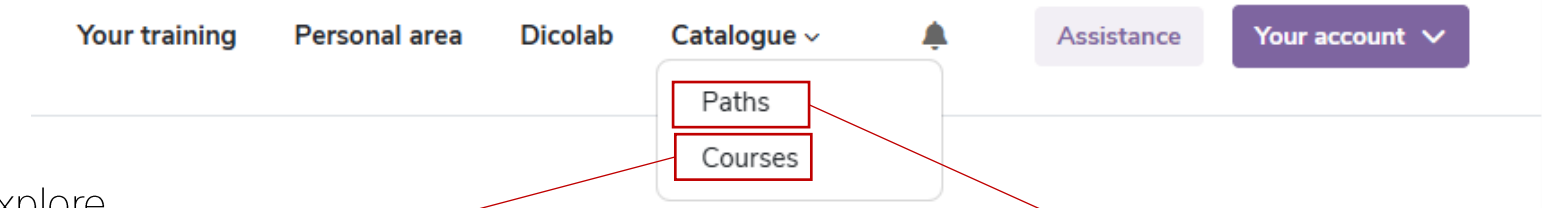
is the homepage of the platform, hosting the featured, most viewed courses and other recommended content

Catalogue

hosts the entire public service offering of the platform



Discover the contents

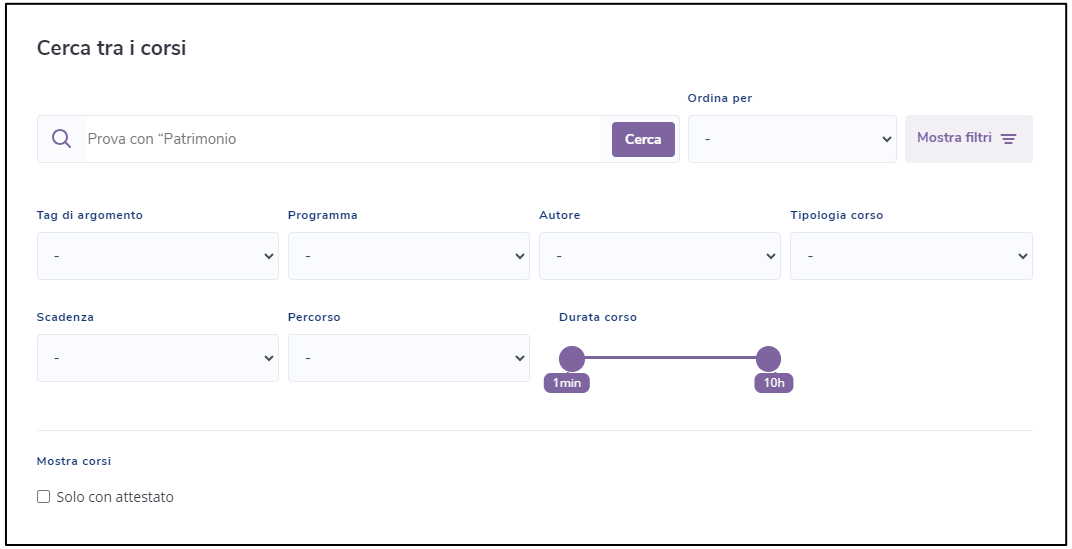


Select Courses to explore Course's Catalogue

Select Paths to explore Path's Catalogue

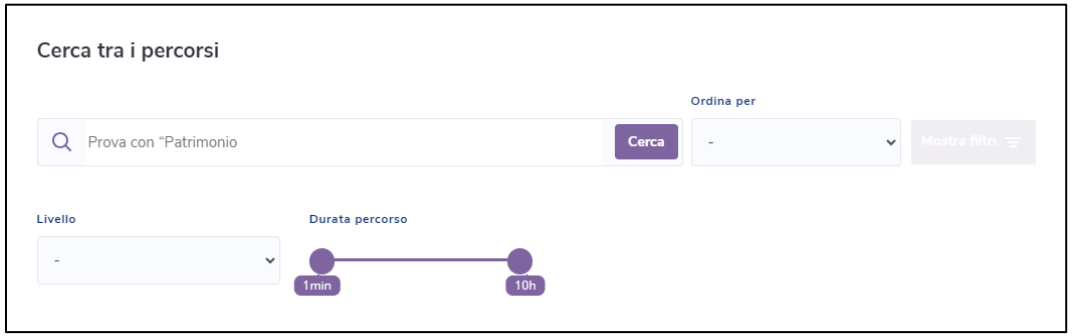
You can explore the Course catalogue freely:

- ✓ scrolling through the catalogue's pages
- ✓ using the free search bar
- ✓ using advanced search filters



You can explore the Path catalogue freely:

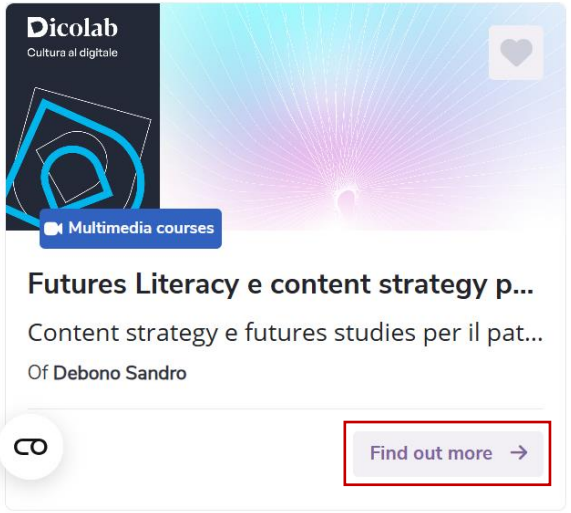
- ✓ scrolling through the catalogue's pages
- ✓ using the free search bar
- ✓ using advanced search filters

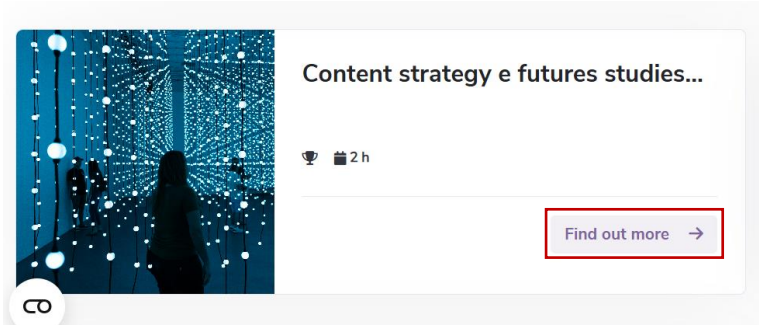


How to subscribe and enjoy the contents

1

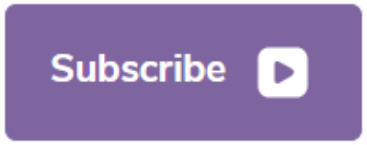
Click on the Find out more button on the card of the course or route you are interested in





2

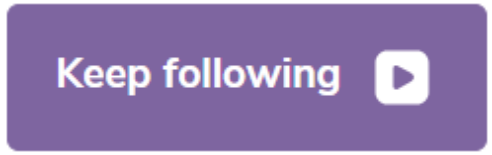
Click on the Sign-up button on the course tab



upon confirmation of your enrolment, you will receive an automatically generated email from the platform with any notices or indications for better use of the course

3

Start the course by clicking on the Start Course button or by selecting the activity of your interest



*WARNING: In order to benefit from the courses, it is necessary that you give your consent to the processing for course delivery purposes. You can always change your privacy consent in the section Policy Managment of your account

HOW TO JOIN A LIVE EVENT

1

Click on the Find out more button on the card of the course or route you are interested in

2

Within the course sheet, click on the activity entitled 'LIVE'.

WARNING!
If you are asked to enter your first name, last name and email when logging in to the virtual classroom, enter the same information as in your platform account.

Please note

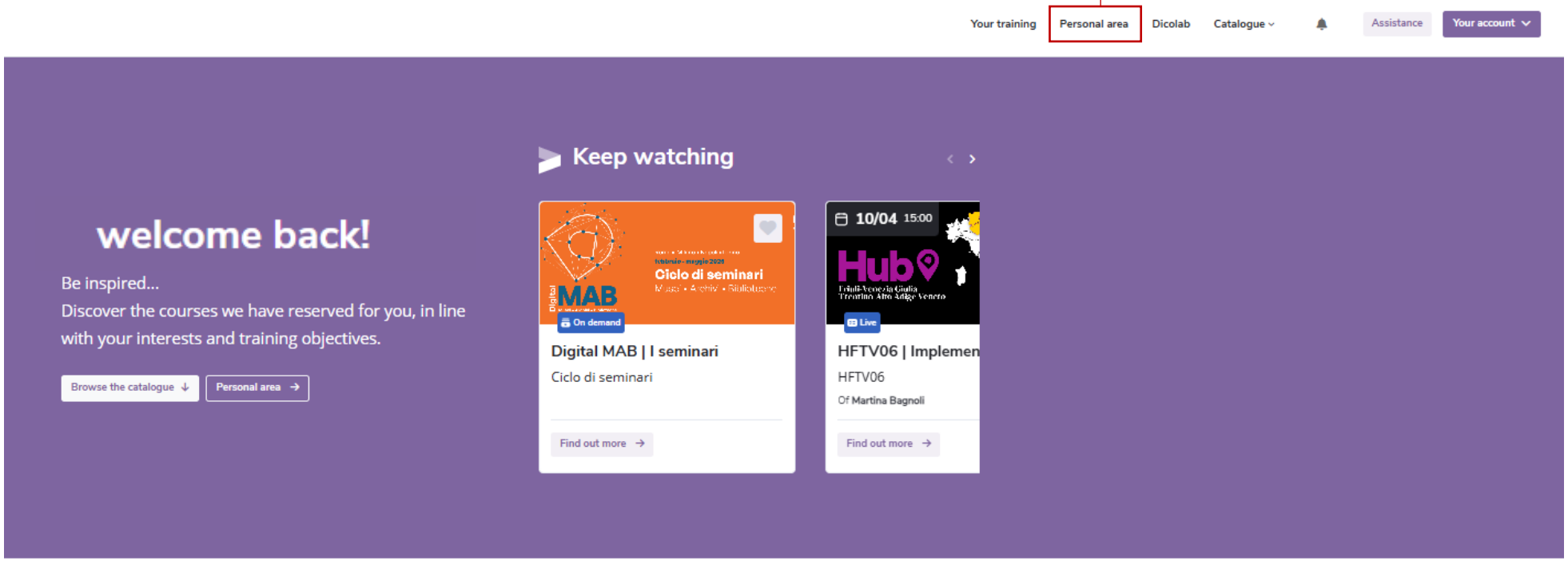
Live events hosted on the platform take place on:

- Zoom: in the case of classroom activities involving interaction between speakers and audience
- Other streaming platforms: in the case of initiatives where there is no interaction between speakers and audience

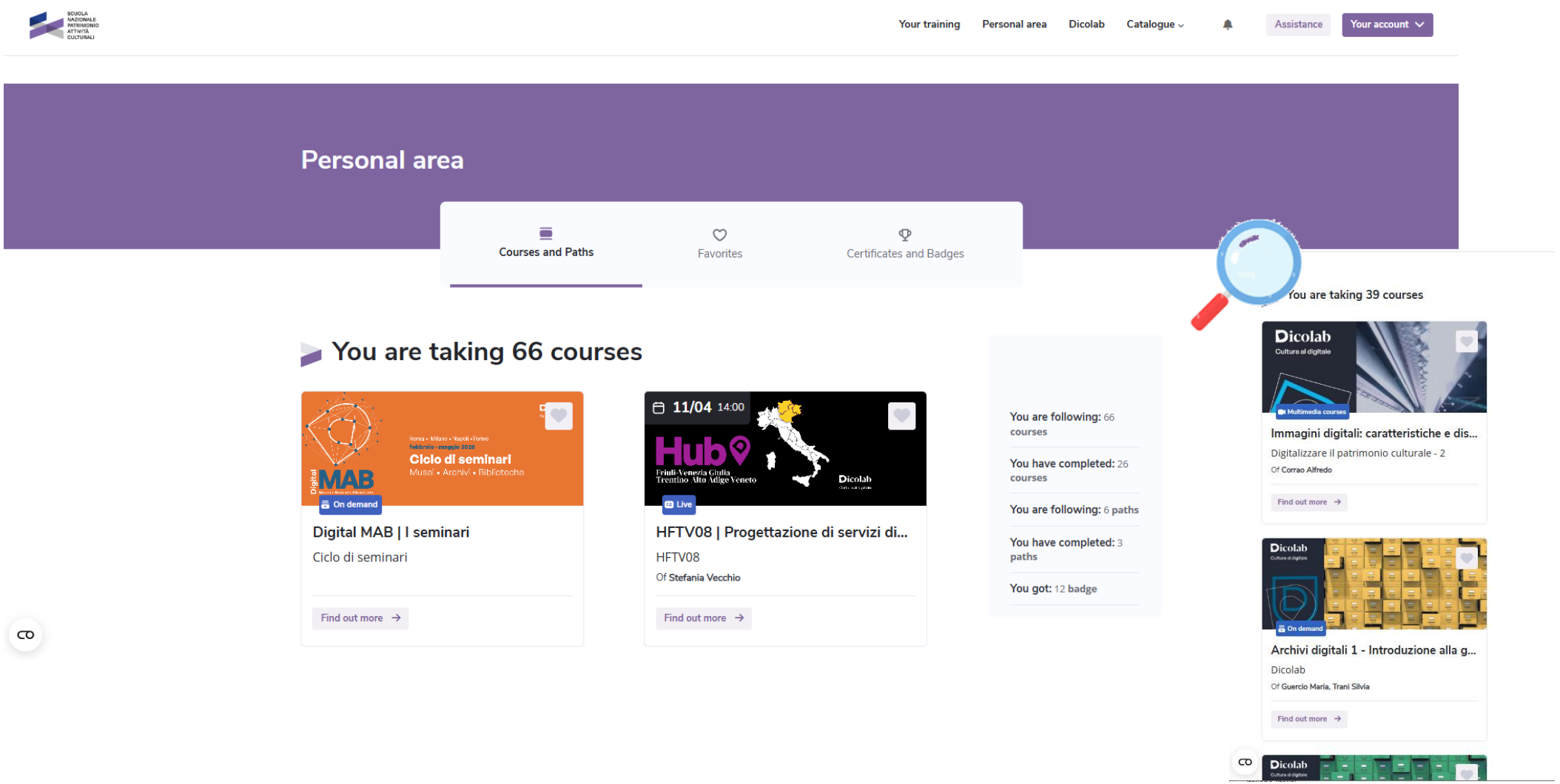
HOW TO TRACK YOUR OWN TRAINING

Personal Area

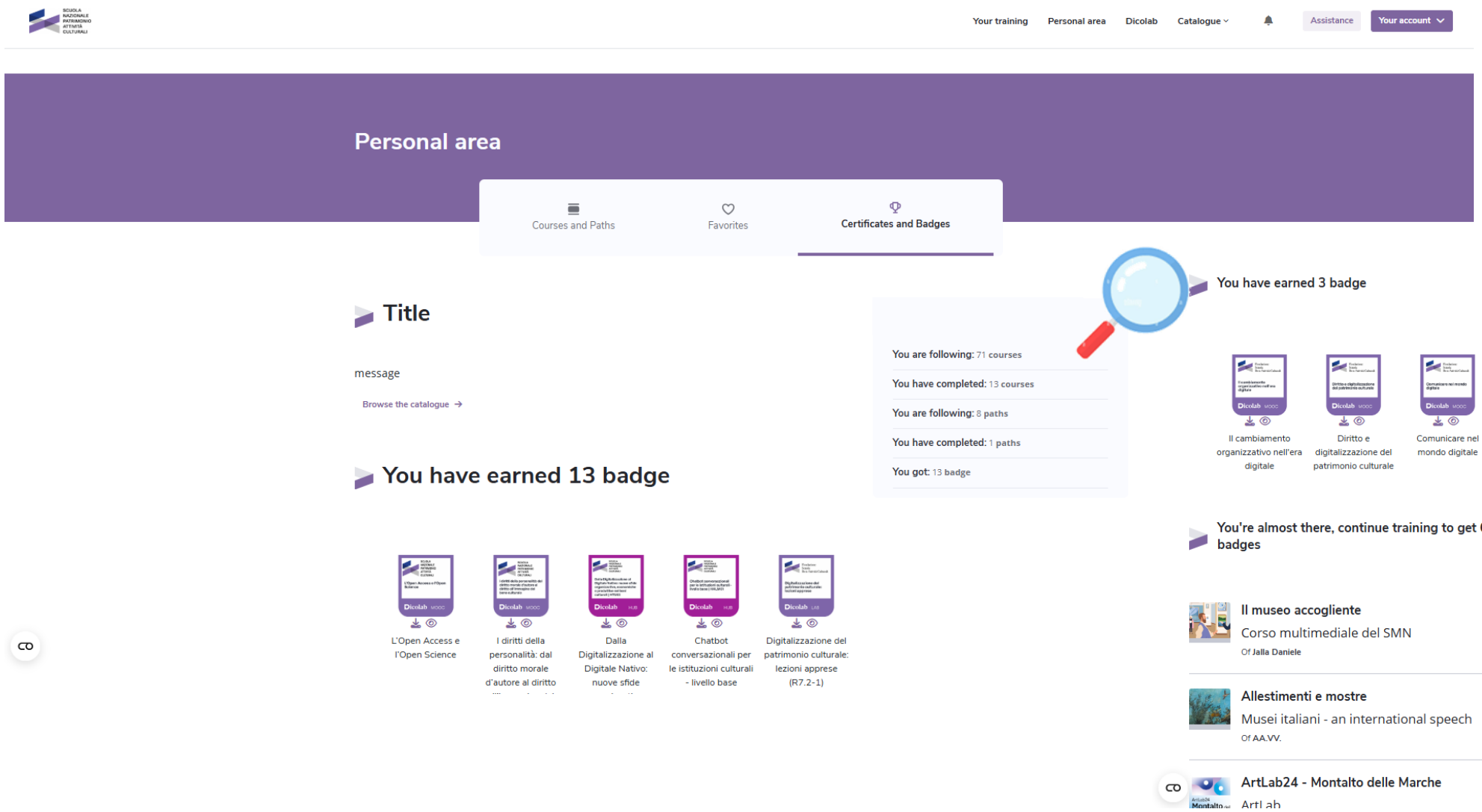
hosts the courses in which you are enrolled, your favourites, badges and certificates obtained



How to track your own training



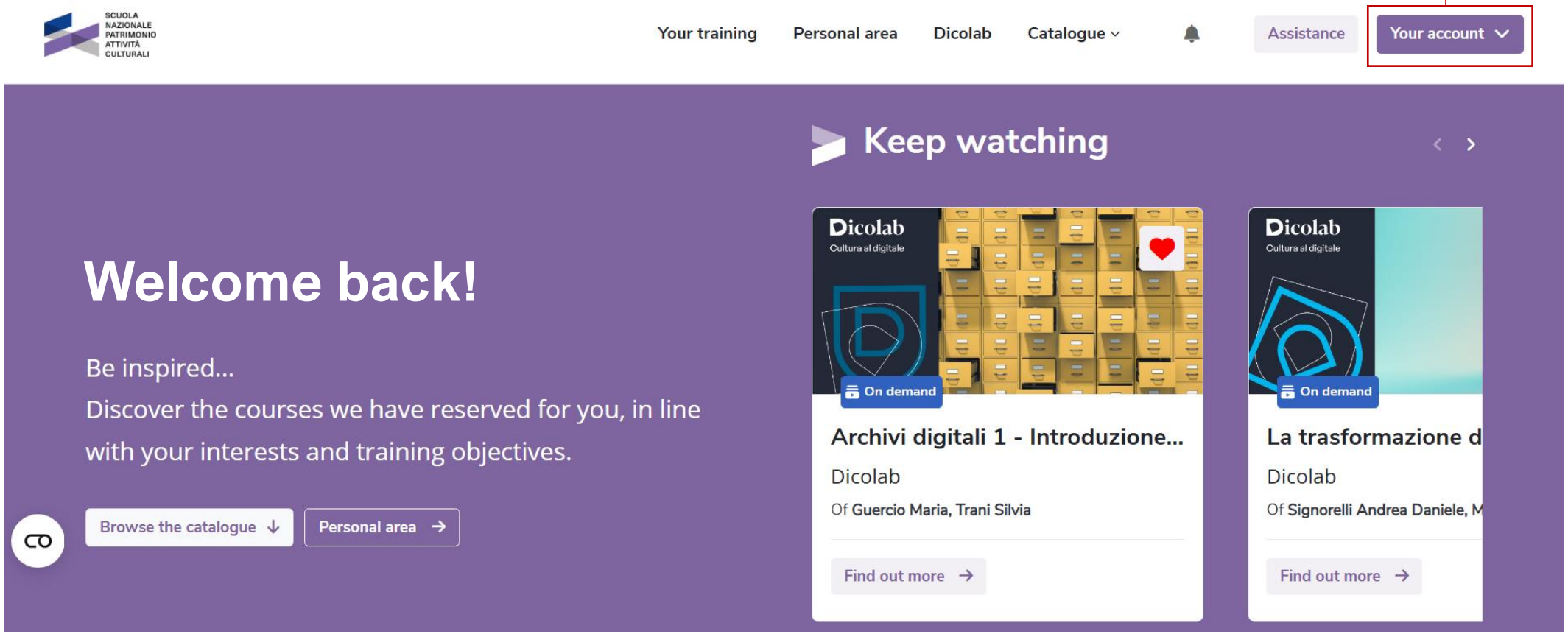
Come monitorare il proprio percorso formativo



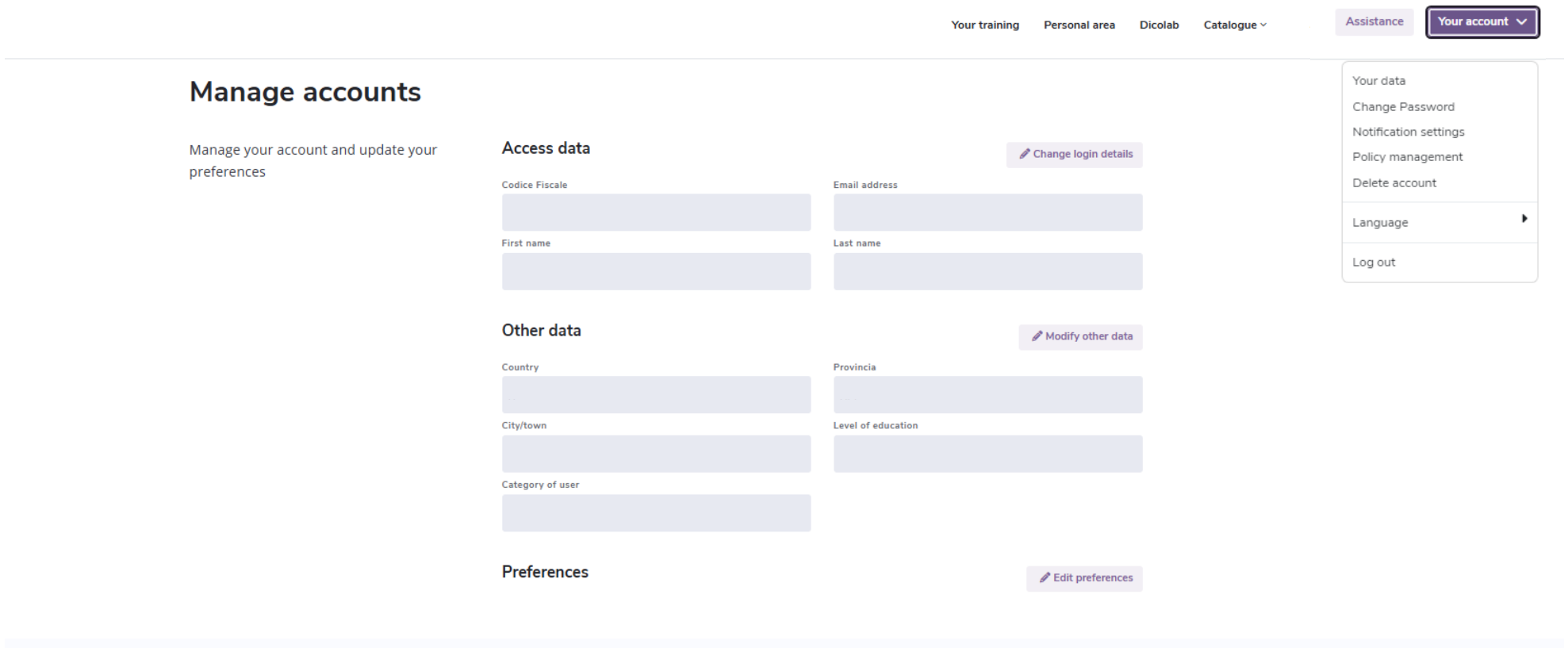
HOW TO KEEP UPDATE YOUR PROFILE

Your Account

hosts your account information and preferences

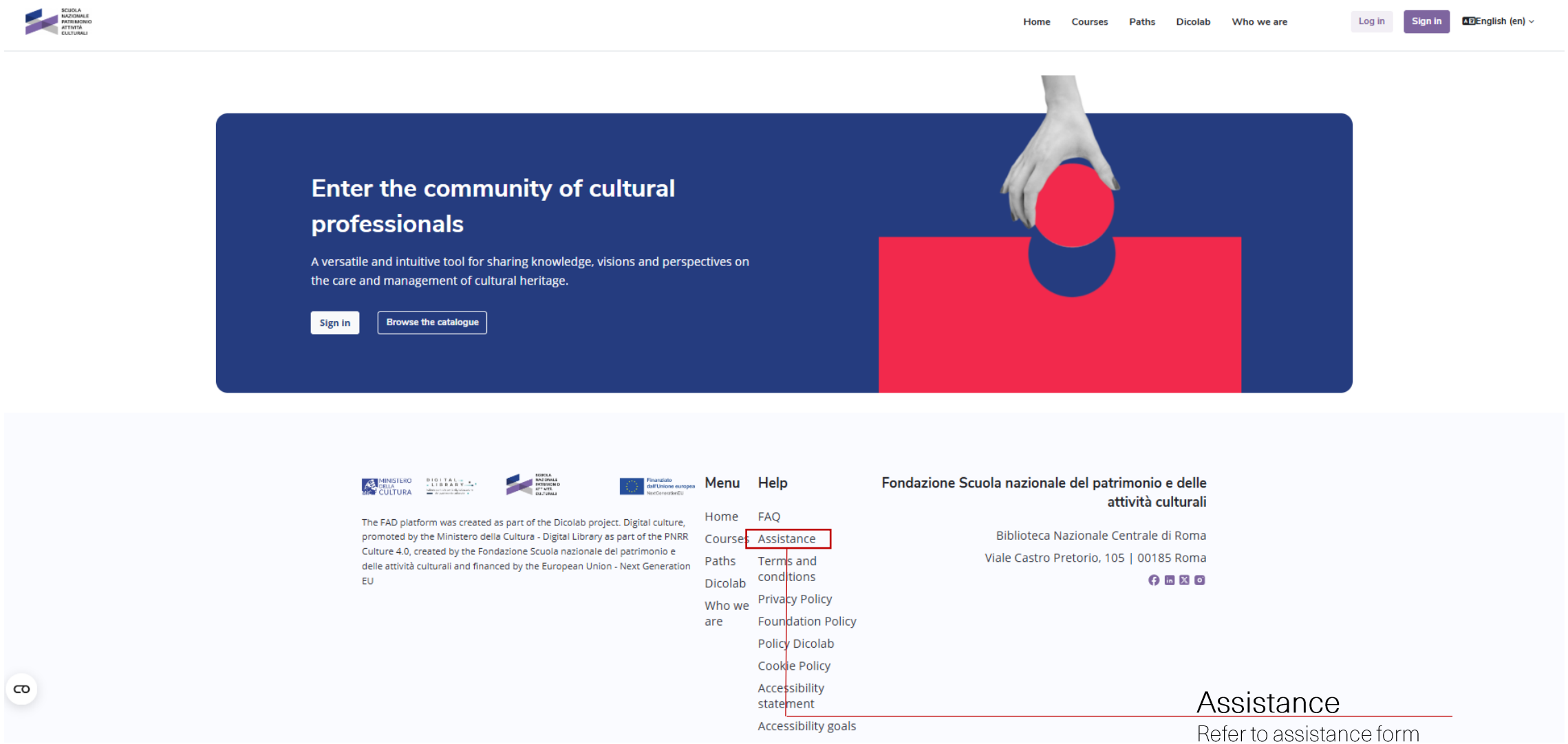


How to keep update your profile

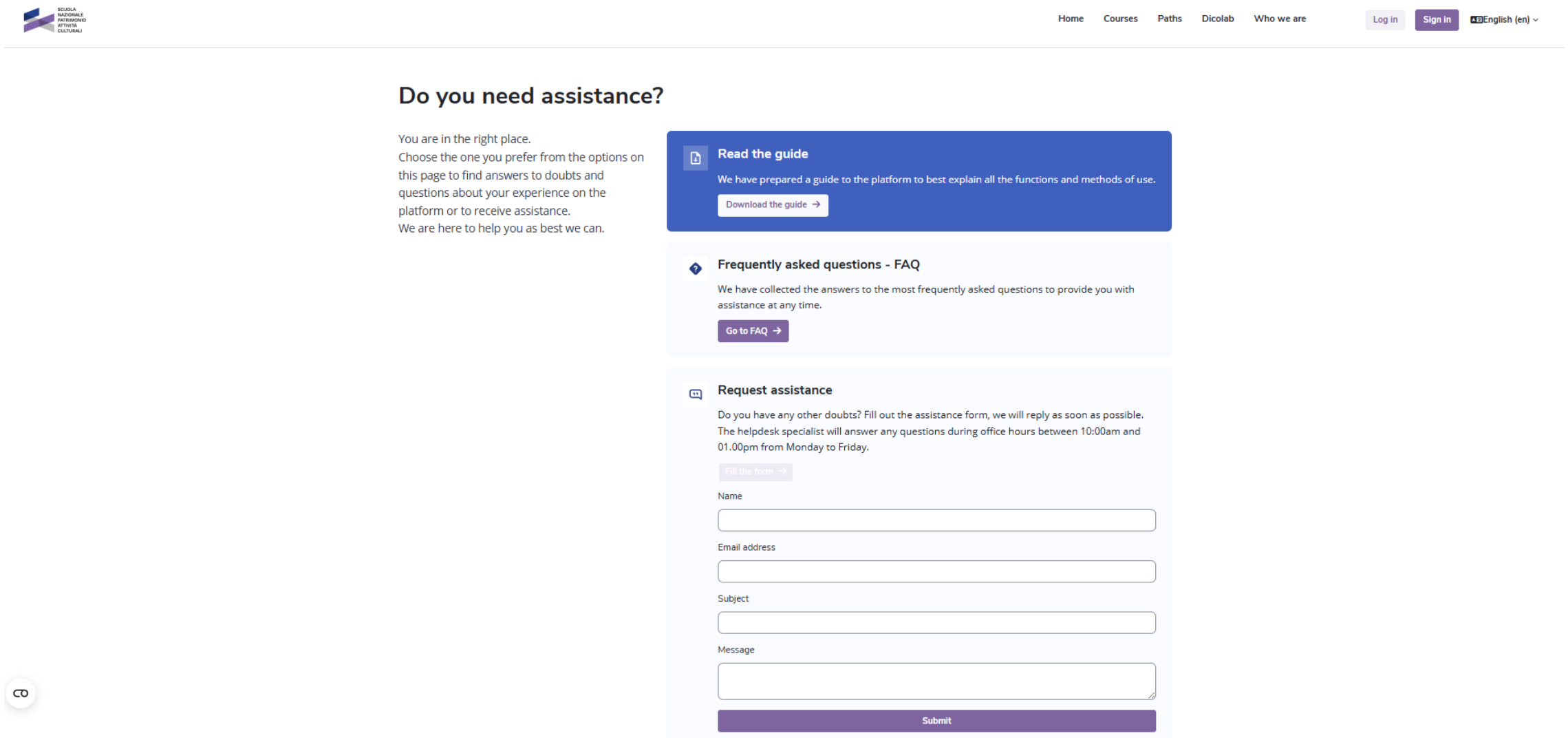


HOW TO RECEIVE ASSISTANCE

How to receive assistance



How to receive assistance



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