



# Quick start guide

This brief guide will get you started on Agora, from creation of an account and/or login, to navigation elements and key features.

## Accessing the portal

You can access Agora from any computer, tablet or smartphone connected to the internet. Open your favorite web browser window and type the URL:

<https://agora.unicef.org>

Then, click on **“login”** in the top right corner of the home page. If you do not have an account yet, you’ll be able to create one.

**There are two login processes and it is important that you use the one corresponding to your user profile:**

If you are a UNICEF staff member (i.e. anyone with a valid @unicef.org email address) **you already have an account on Agora**. From the login page, simply click on the **“login to Agora”** button in the blue section. If requested, use the same username and password you would use for your computer or Outlook mailbox.

If you are **not a UNICEF staff member, you can register for free** and use the “guest login” process. Whether you are a **donor, government official, student, UN agency staff or you simply want to learn more about UNICEF** – you are welcome!

UNICEF staff member

If you have a valid @unicef.org email address, please click on the below button.

Login to Agora >

Guest login

Login to Agora directly below.  
(Cookies must be enabled in your browser) ⓘ

Username

Password

Forgotten your username or password?

Login to Agora >

First time on Agora? Registering is free, rapid and open to all.

Register now >

## Site structure and navigation

Take a moment to review the site's components.

The screenshot shows the UNICEF Agora website interface. At the top, the UNICEF logo and 'for every child' tagline are on the left, a search bar is in the center, and a user profile 'Abel Henry' is on the right. Below this is a navigation bar with the 'AGORA' logo and links for 'My Learning', 'My Career', 'My Team', and 'Catalogue'. A featured slider shows a statue of a man with the text 'Learn about UNICEF's work towards strengthening enabling environment for WASH service delivery' and a 'Find out more' button. Below the slider are four navigation quick links: Backpack, Catalogue, Channels, and Support. Each link has a corresponding icon and a detailed description box below it.

**From any page, click on the Agora logo to come back to the main menu.**

**Quickly search through the catalogue**

**Edit your profile or logout**

**Detailed navigation menu.**

**Check out featured learning activities on the Agora slider**

**Navigation quick links**  
**All you'll need on a regular basis!**

**Backpack**  
Your backpack includes "your" learning tools: links to your courses, development plan, and Record of Learning.

**Catalogue**  
Looking for a specific learning activity? Agora's catalogue is your one-stop shop.

**Channels**  
Channels are thematic portals in which articles, videos, courses or discussions are regularly added.

**Support**  
Tutorials, FAQs or resolution of issues – Support is the place to go!

## Contextual menus

Menus in Agora are contextual. This means that, based on your user profile and where you are in the site, you will not always have access to the same menu items. For example, you will only see the “My team” section in the menu if you are supervising staff.

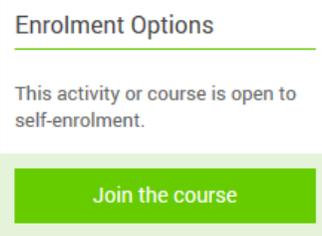
## Exploring key features

### Finding the right opportunities

What would you like to learn about? Search for learning activities and resources using the [Catalogue](#). You can search and refine your results by using the left column filters (e.g. *Topics, Content format, Provider or Language*).

### Registration and completion of learning activities

If you see an activity or course that interests you, click on “learn more” to view the full details and decide whether this is the right opportunity for you. Note that enrolment methods may differ from an activity to another - from self-enrolment to request for approval or application processes. This will be indicated on the summary page of each activity, in the Enrolment Options block (see example on the right).



### Record of Learning

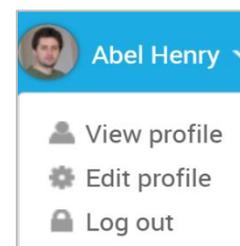
Available in your backpack or as a sub-menu item under My Learning, your [Record of Learning](#) displays all **Activities** that you have started, or completed. Quick links to the activities you most recently accessed are also available on the home page and in your backpack.

### Development planning

If you are a UNICEF staff member or consultant, you can access your [Development Plan](#) through the main menu under My Learning / Development Plans. To learn more about development planning, check out the [video tutorials](#), the [Guidelines and instructions manual](#) or the [Quick Guide](#).

### Editing your profile and preferences

Your [Profile](#) settings are accessible from the top right corner. We invite you to upload a profile picture and say a few words about your interests as a learner. You can also update your email communication preferences and (if you are not a staff member) your password details.



You can find more tutorials, webinars or FAQs on Agora by clicking on the [“Support”](#) button. For troubleshooting or questions, please contact [agora@unicef.org](mailto:agora@unicef.org)