Sustainability Reporting Essentials

Course Login Instructions

New User

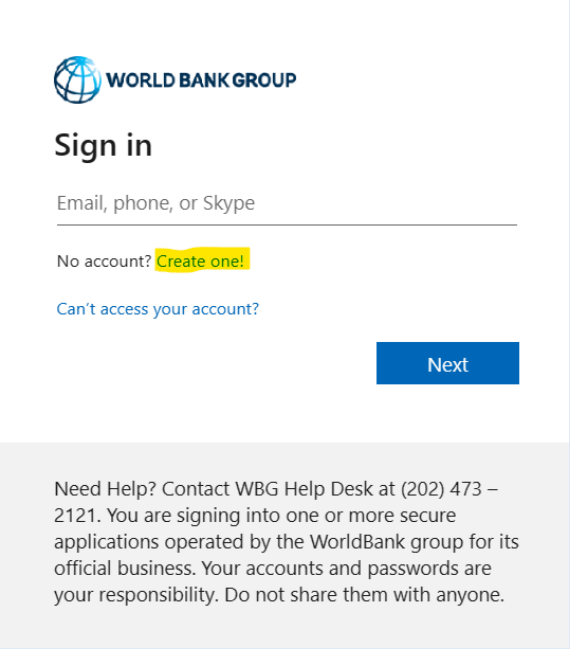
Existing User

Step 1 – New User Sign-up and Login

Steps to sign up as a new external user

To access the course, click the Sustainability Reporting Essentials course link.

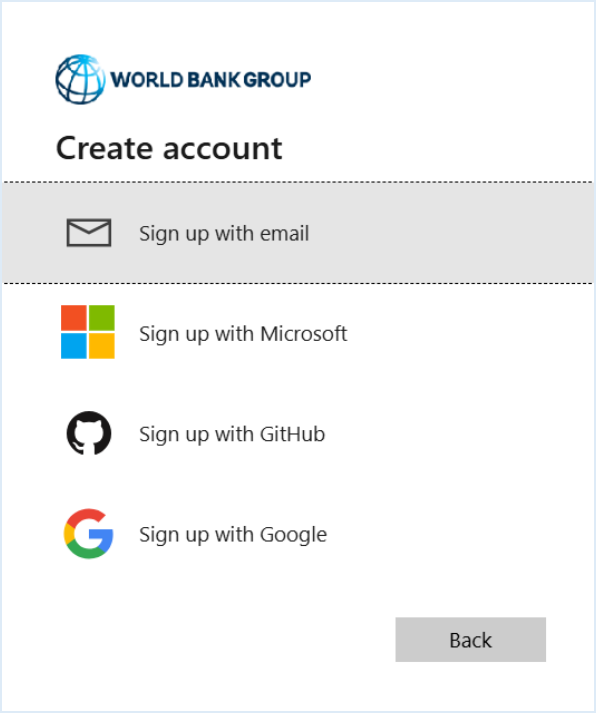
- If you are a new user, click on "Create one!" highlighted in the screenshot below to Create Account.



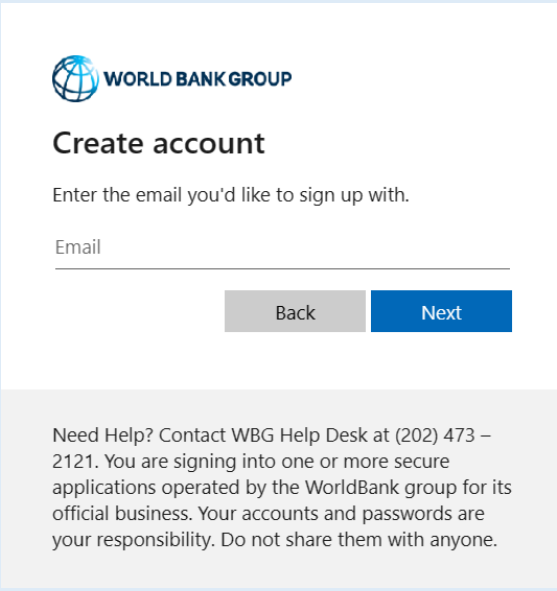
Step 2 – New User Sign-up and Login

Steps to sign up as a new external user

- Create Account using one of the options



- Enter the email address you'd like to sign up with

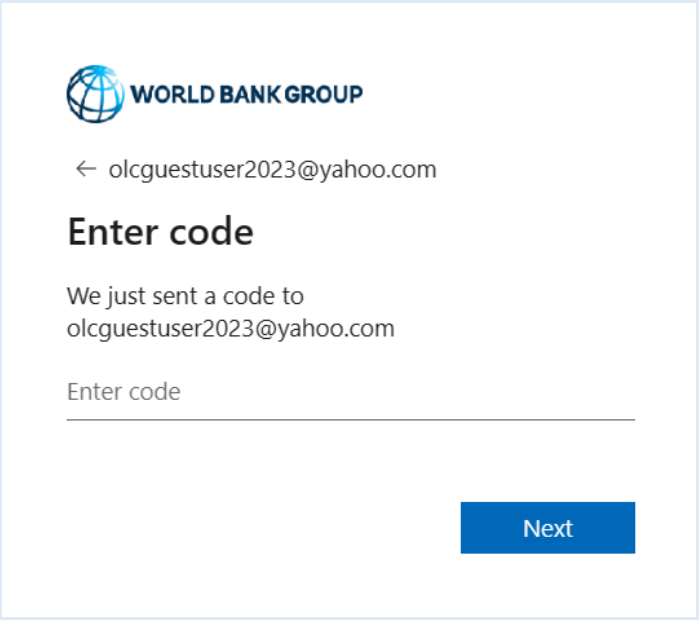


(Enter the Gmail email address for Sign up with Google. Enter the Outlook or Hotmail email address for Sign up with Microsoft.)

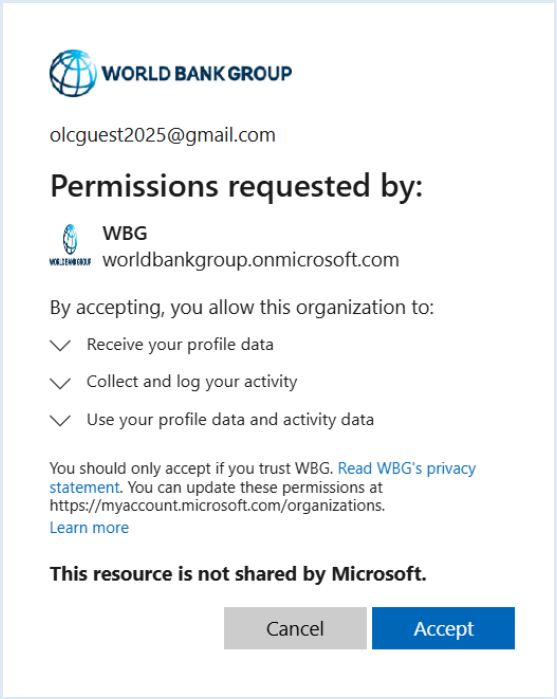
Step 3 – New User Sign-up and Login

Steps to sign up as a new external user

- Enter verification code received in your email.



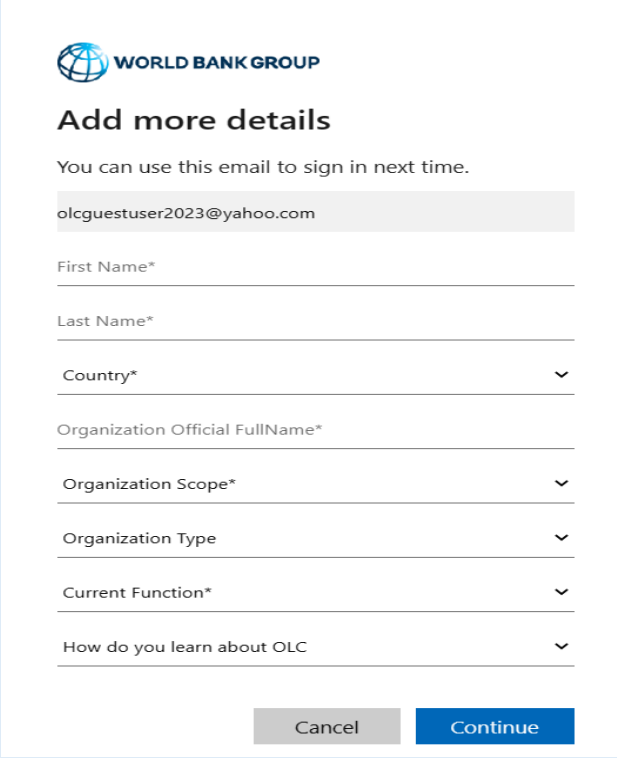
- Read and Accept WBG's privacy statement.



Step 3(a) – New User Sign-up and Login

Steps to sign up as a new external user

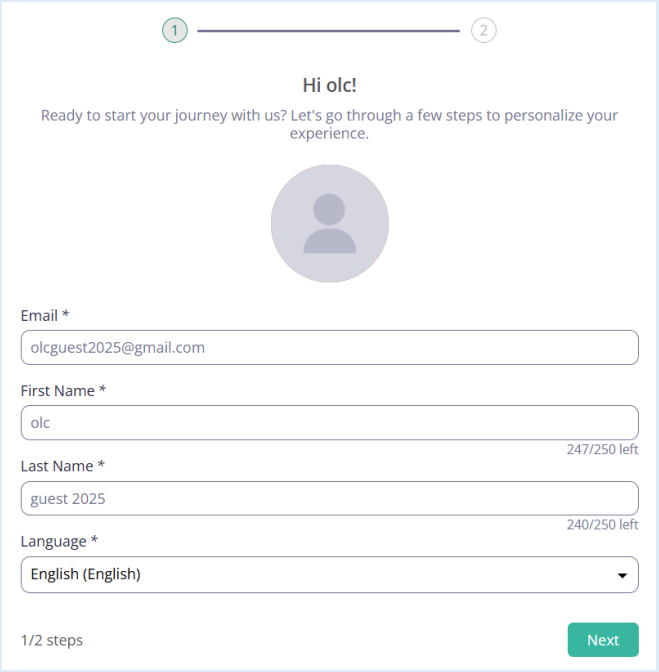
- Enter required basic information details to create profile and Click "**Continue".**



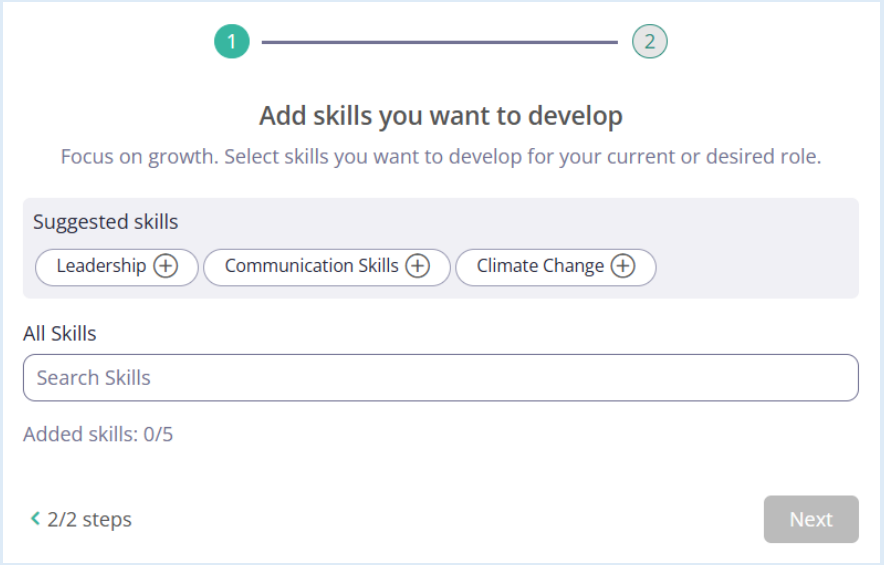
Step 4 – New User Sign-up and Login

Steps to sign up as a new external user

- Complete your on-boarding
  Add your name and profile image



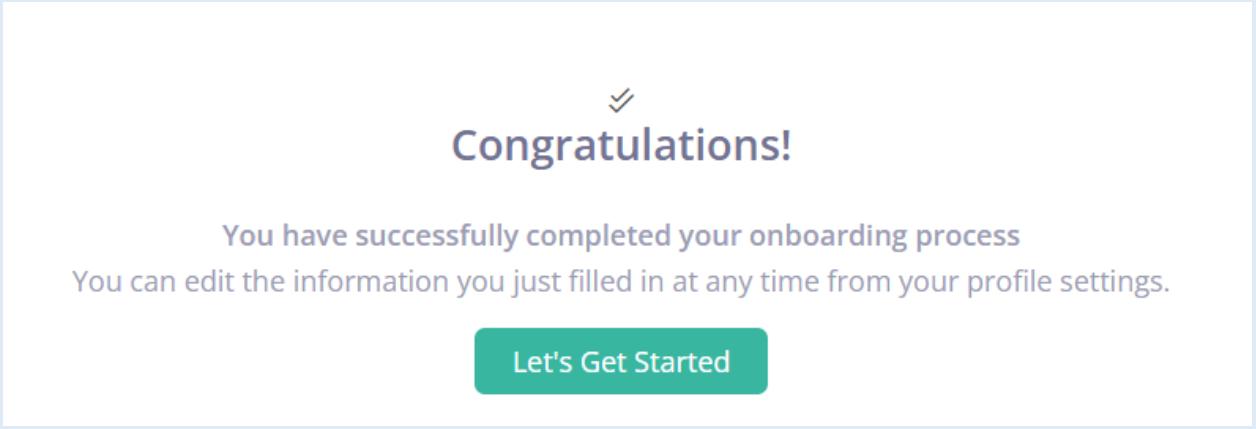
- Add Skills you want to develop



Step 4(a) – New User Sign-up and Login

Steps to sign up as a new external user

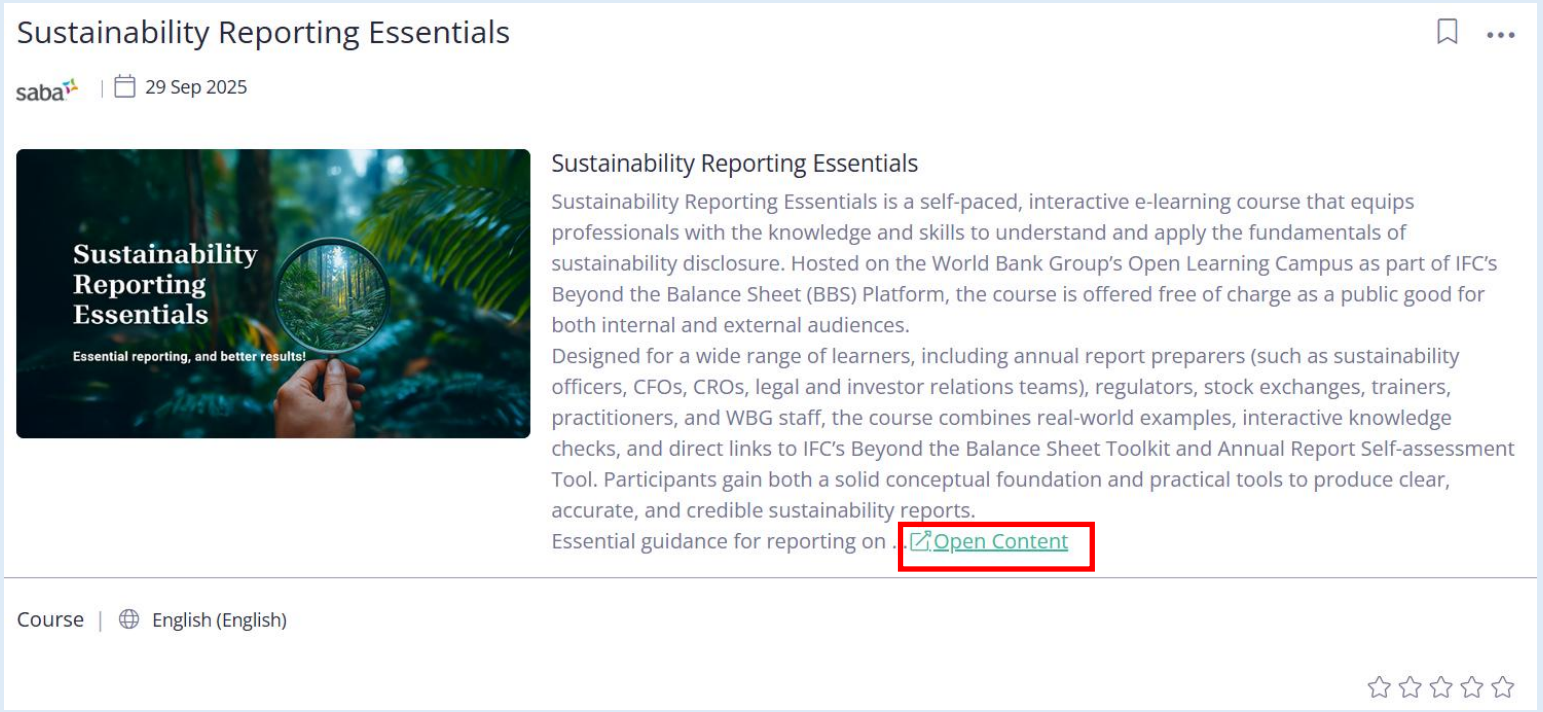
- Click on **Let's Get Started** after successfully completing your onboarding process.



- You will be directed to the course landing page in OLC.

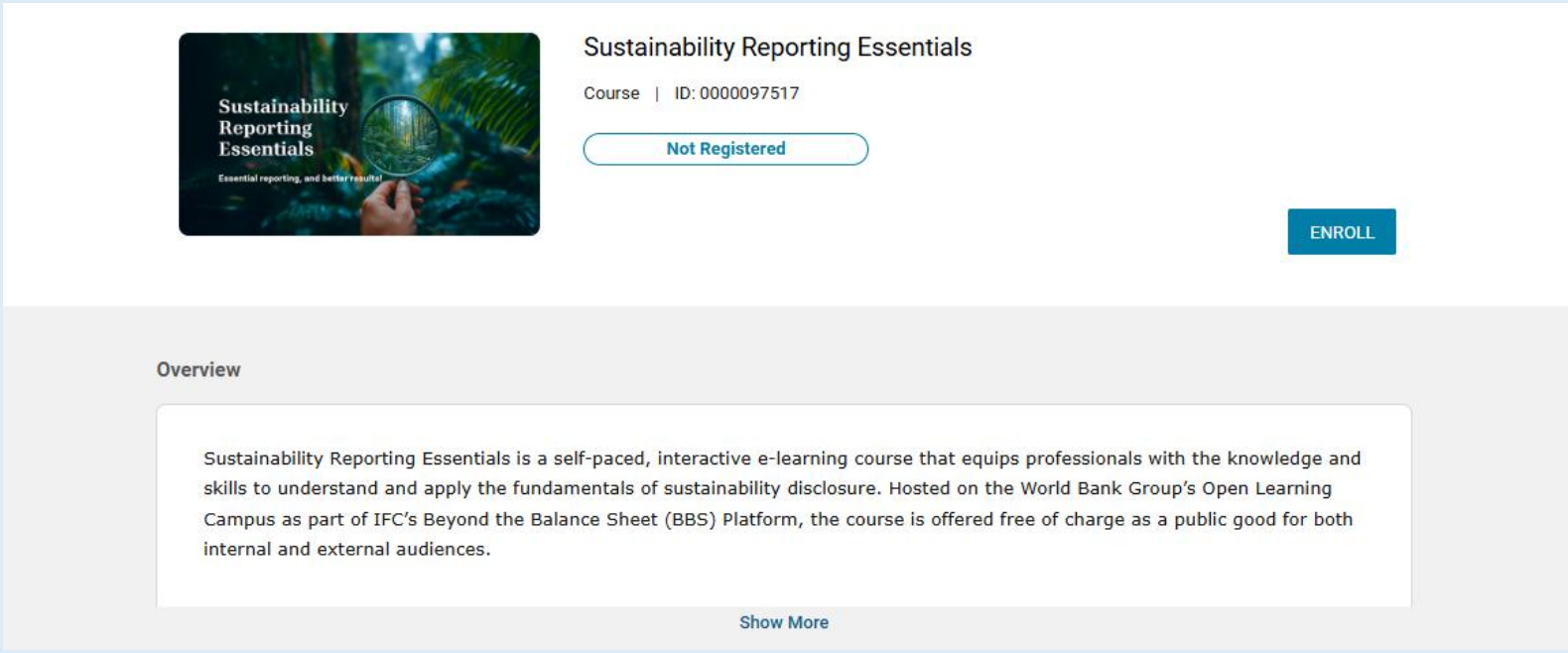
Step 5 – Course Landing Page in OLC

➢ Click Open Content highlighted in the screenshot below.



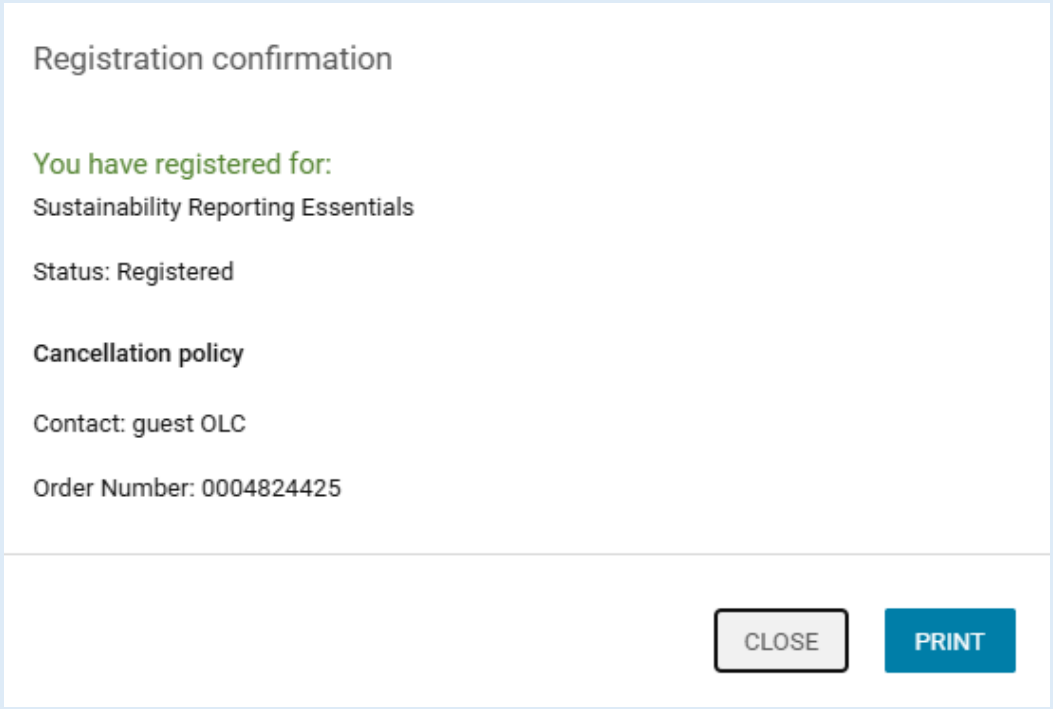
Step 5(a) – Course Details Page in Saba

- You will be redirected to the course details page in Saba Cloud.



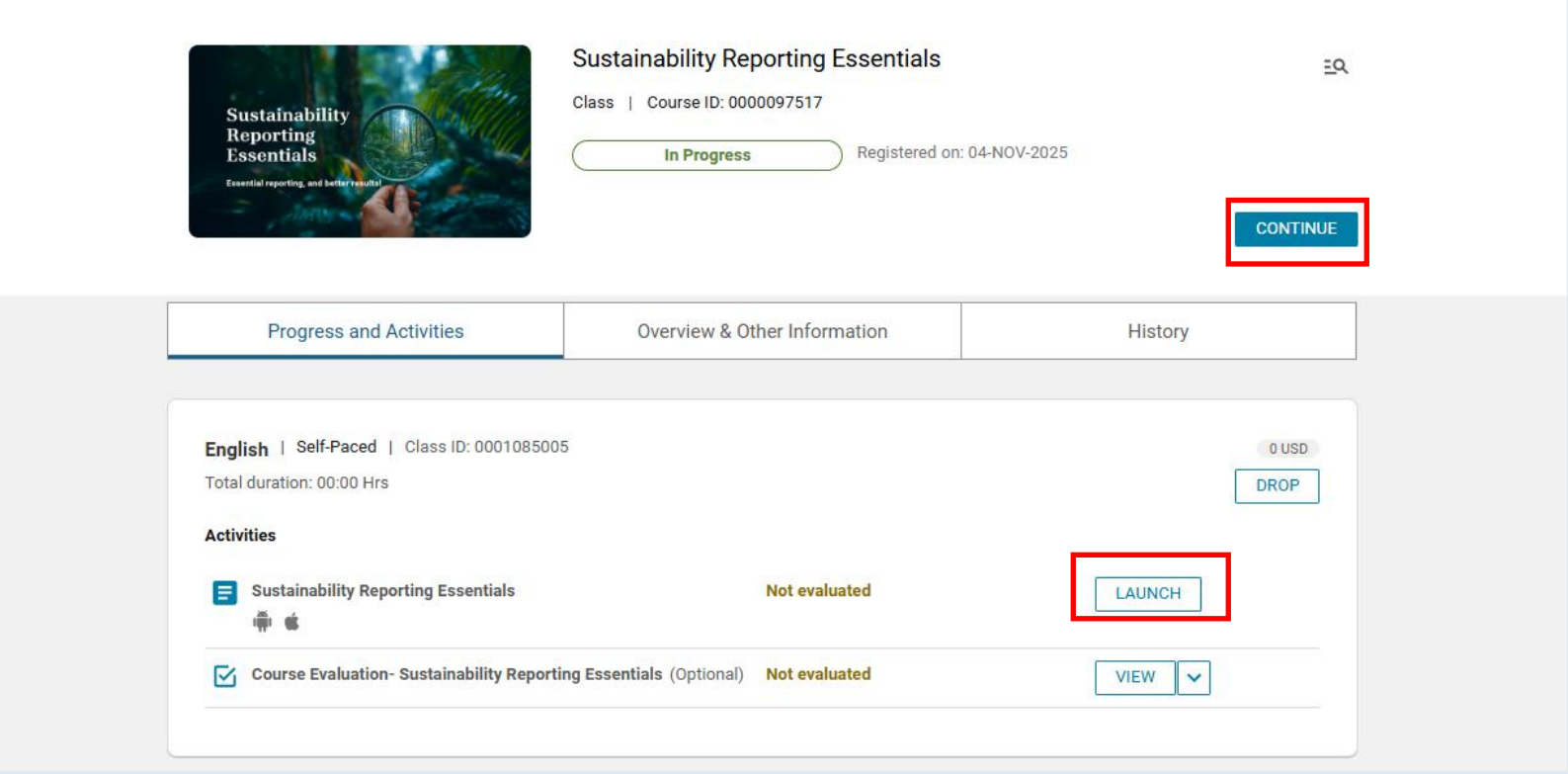
Step 6 – Registration Confirmation

- After clicking the Enroll button, you will see the registration confirmation window, shown in screenshot below. Please close the registration confirmation.



Step 7 – Launch the Course

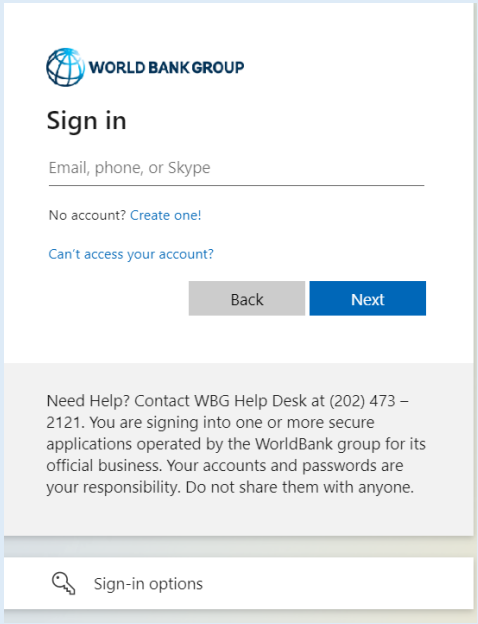
- You will be redirected to the course details page in Saba Cloud.
- Click the “CONTINUE” button or the “LAUNCH” button in the activities section to access the course.



Step 1 – Existing User Login

To access the course, click Sustainability Reporting Essentials course link.

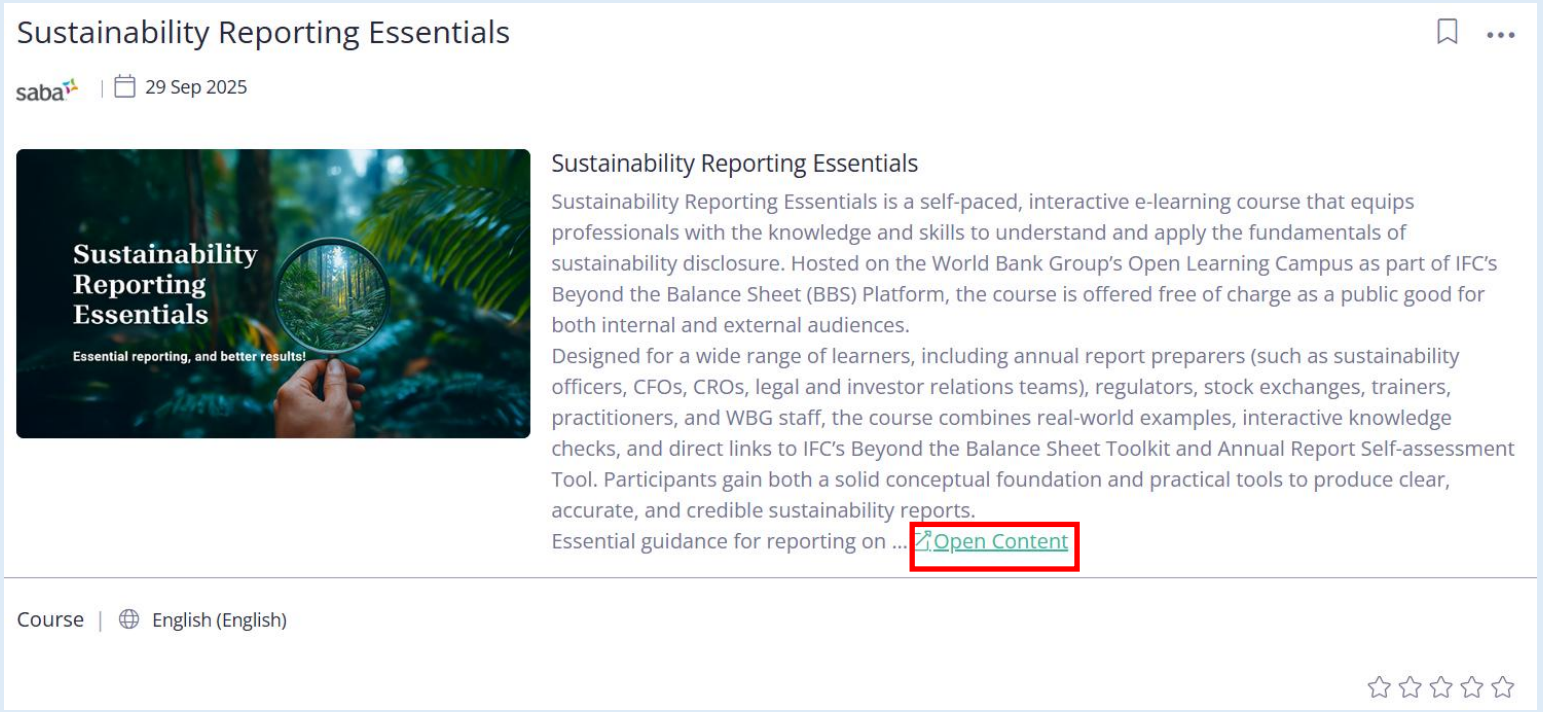
- For an existing user- Enter your credentials (registered email address, password) Click on the Next Button.



- Once your credential is validated, you will be logged in successfully and redirected to the course landing page in OLC shown in **Step 2** of the instructions.

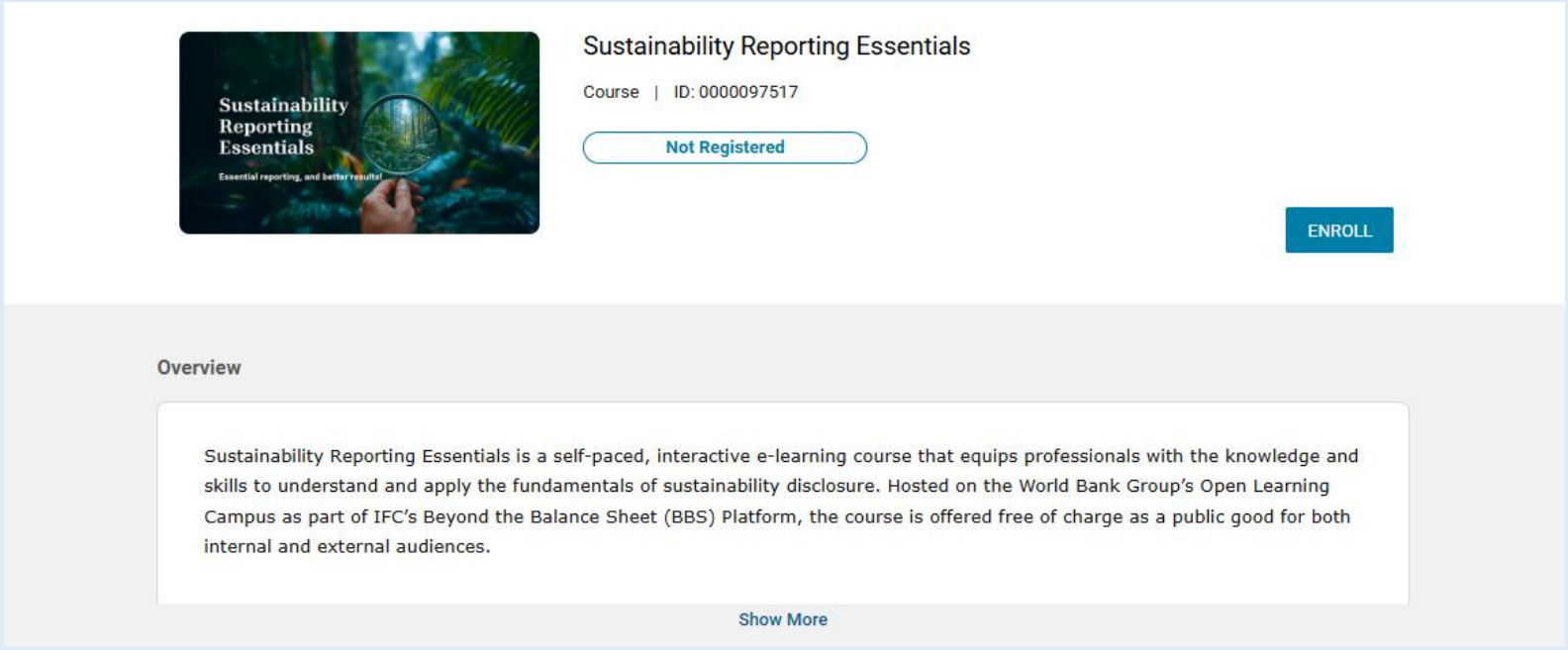
Step 2 – Course Landing Page in OLC

- Click ‘Open Content’ highlighted in the below screenshot.



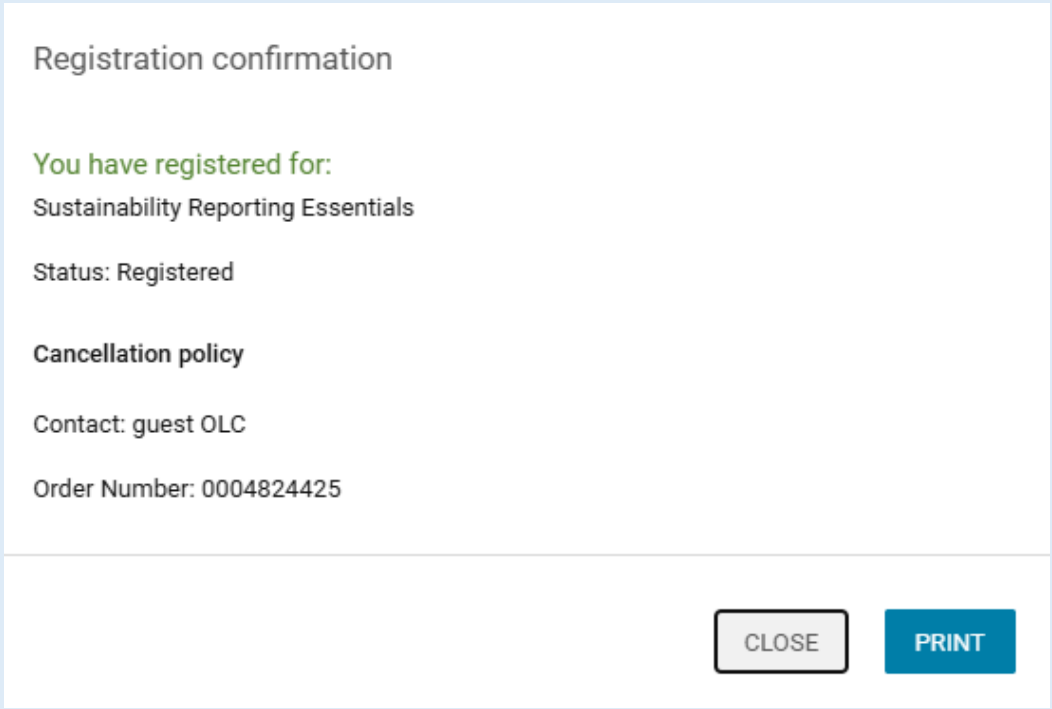
Step 2(a) – Course Details Page in Saba

- You will be redirected to the course details page in Saba Cloud.



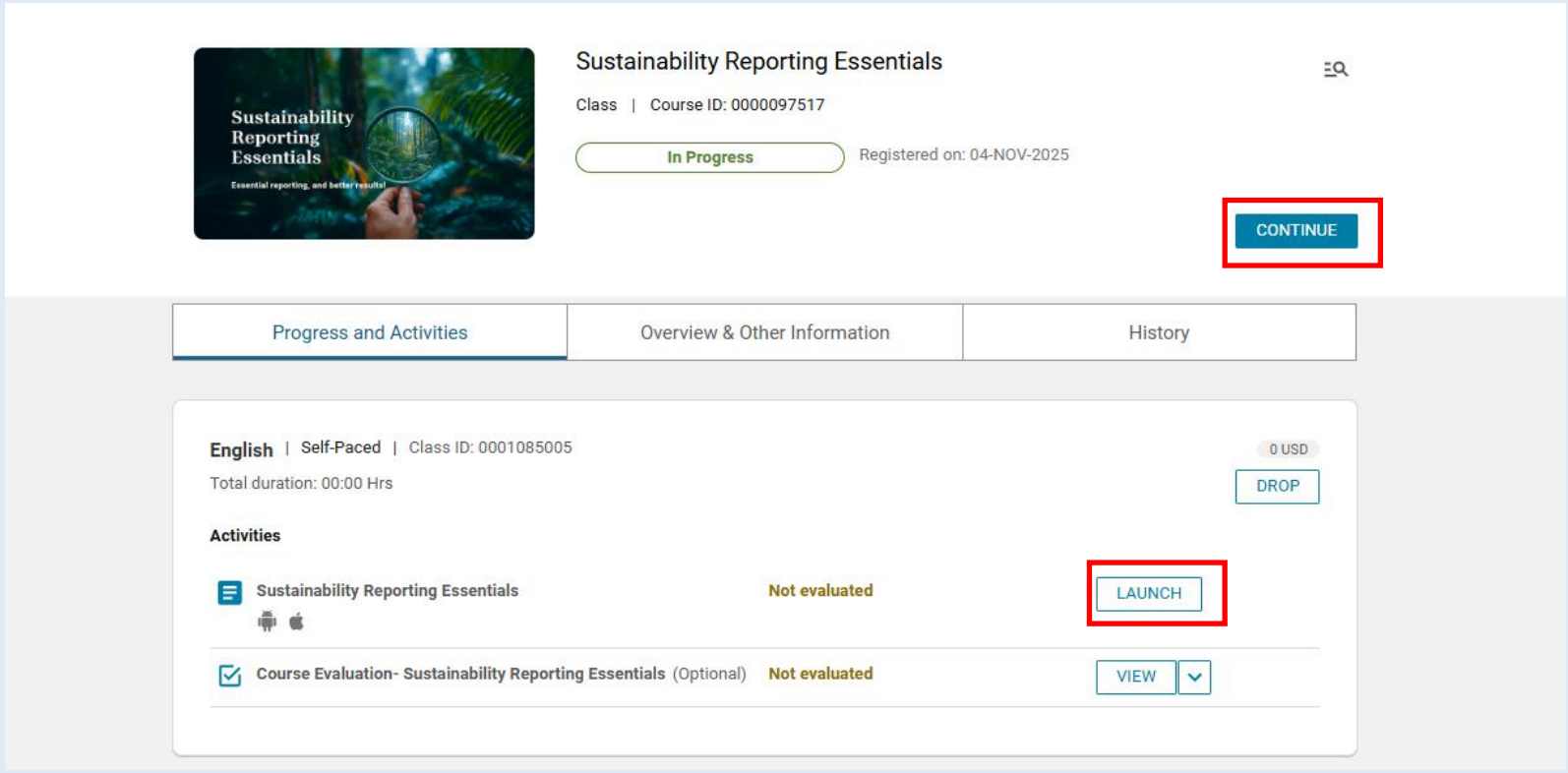
Step 3 – Registration Confirmation

- After clicking the Enroll button, you will see the registration confirmation window, shown in screenshot below. Please close the registration confirmation.



Step 4 – Launch the Course

- You will be redirected to the course details page in Saba Cloud.
- Click the “CONTINUE” button or the “LAUNCH” button in the activities section to access the course.



Technical Issues and Support for Participants:

If participants have any technical, sign-up or login issues they can contact olcsupport@worldbank.org.

Please do include in your email the following:

- A clear description of the issue you are facing.
- List of steps to replicate the issue.
- OS and browser with version that you are using to access the course where the issue appears; and
- Screenshot of the screen where the issue appears.

These details will help the support team resolve the issue as soon as possible. You can expect to hear back from the support team within 24 hours