

# 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.

 **WORLD BANK GROUP**

### Sign in

Email, phone, or Skype

No account? **Create one!**

[Can't access your account?](#)

**Next**

Need Help? Contact WBG Help Desk at (202) 473 – 2121. You are signing into one or more secure applications operated by the WorldBank group for its official business. Your accounts and passwords are your responsibility. Do not share them with anyone.



## Step 2 – New User Sign-up and Login

### Steps to sign up as a new external user

- Create Account using one of the options

The screenshot shows the 'Create account' page for the World Bank Group. It features four sign-up options: 'Sign up with email' (highlighted with a grey background), 'Sign up with Microsoft' (with the Microsoft logo), 'Sign up with GitHub' (with the GitHub logo), and 'Sign up with Google' (with the Google logo). A 'Back' button is located at the bottom right of the page.

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

The screenshot shows the 'Create account' page for the World Bank Group. It features a text input field labeled 'Email' with the placeholder text 'Enter the email you'd like to sign up with.' Below the input field are two buttons: 'Back' (grey) and 'Next' (blue). At the bottom of the page, there is a disclaimer: 'Need Help? Contact WBG Help Desk at (202) 473 – 2121. You are signing into one or more secure applications operated by the WorldBank group for its official business. Your accounts and passwords are your responsibility. Do not share them with anyone.'

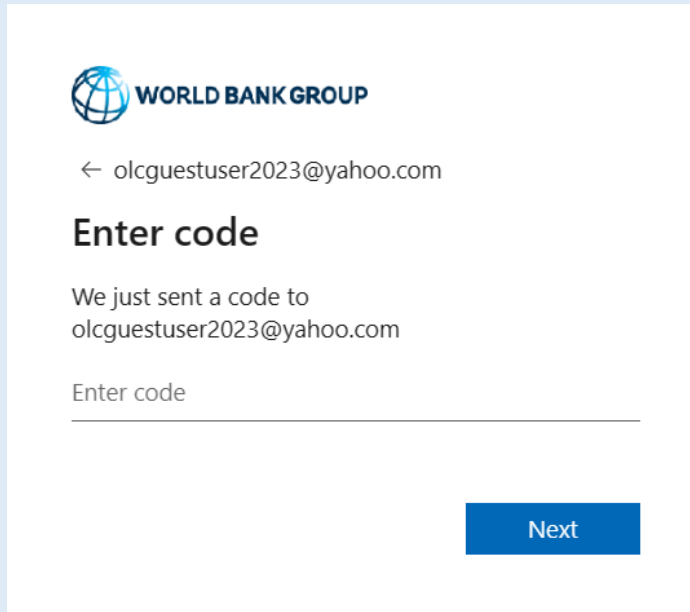
(Enter the Gmail email address for Sign up with Google. Enter the Outlook or Hotmail email address for Sign up with Microsoft.)




## Step 3 – New User Sign-up and Login

### Steps to sign up as a new external user

- Enter verification code received in your email.



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← olcguestuser2023@yahoo.com

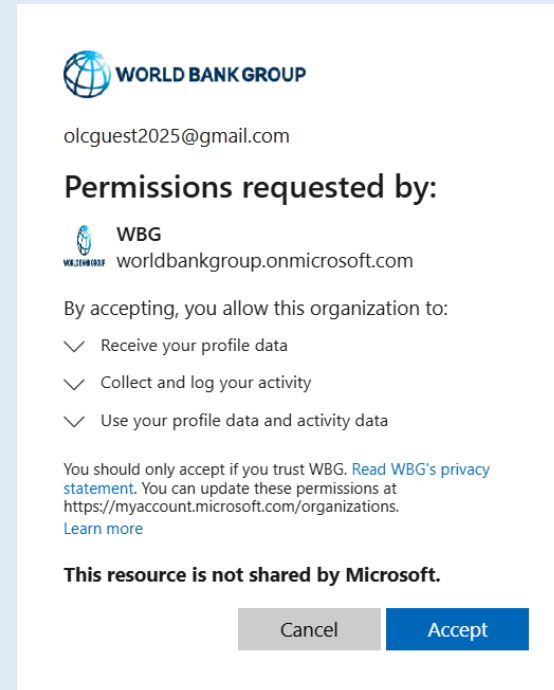
### Enter code


We just sent a code to  
olcguestuser2023@yahoo.com

Enter code

Next


- Read and Accept WBG's privacy statement.



 **WORLD BANK GROUP**

olcquest2025@gmail.com

### Permissions requested by:

 **WBG**  
worldbankgroup.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust WBG. [Read WBG's privacy statement](#). You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)

**This resource is not shared by Microsoft.**

Cancel Accept



## 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”**.

The screenshot shows a sign-up form for the World Bank Group Open Learning Campus. At the top is the World Bank Group logo. Below it is the heading "Add more details". A message states: "You can use this email to sign in next time." followed by the email address "olcguestuser2023@yahoo.com" in a grey box. The form contains several input fields and dropdown menus, each with a red asterisk indicating a required field: "First Name\*", "Last Name\*", "Country\*" (with a dropdown arrow), "Organization Official FullName\*", "Organization Scope\*" (with a dropdown arrow), "Organization Type" (with a dropdown arrow), "Current Function\*" (with a dropdown arrow), and "How do you learn about OLC" (with a dropdown arrow). At the bottom of the form are two buttons: a grey "Cancel" button and a blue "Continue" button.



## 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

1 ————— 2

Hi olc!

Ready to start your journey with us? Let's go through a few steps to personalize your experience.



Email \*

First Name \*  
 247/250 left

Last Name \*  
 240/250 left

Language \*

1/2 steps Next

- Add Skills you want to develop

1 ————— 2

Add skills you want to develop

Focus on growth. Select skills you want to develop for your current or desired role.

Suggested skills

All Skills

Added skills: 0/5

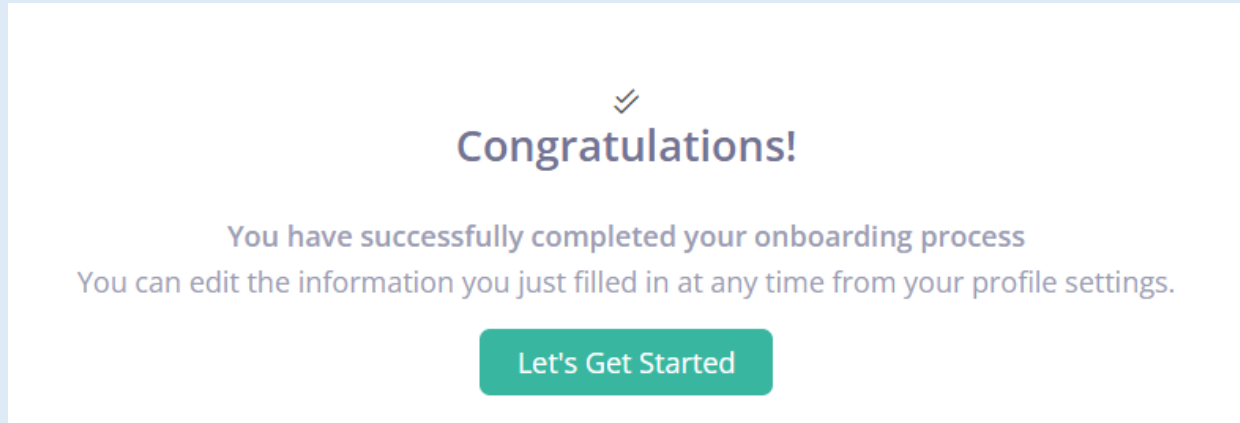
◀ 2/2 steps Next



### 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.

### Sustainability Reporting Essentials

saba | 29 Sep 2025



#### Sustainability Reporting Essentials

Sustainability Reporting Essentials is a self-paced, interactive e-learning course that equips professionals with the knowledge and skills to understand and apply the fundamentals of sustainability disclosure. Hosted on the World Bank Group's Open Learning Campus as part of IFC's Beyond the Balance Sheet (BBS) Platform, the course is offered free of charge as a public good for both internal and external audiences.

Designed for a wide range of learners, including annual report preparers (such as sustainability officers, CFOs, CROs, legal and investor relations teams), regulators, stock exchanges, trainers, practitioners, and WBG staff, the course combines real-world examples, interactive knowledge checks, and direct links to IFC's Beyond the Balance Sheet Toolkit and Annual Report Self-assessment Tool. Participants gain both a solid conceptual foundation and practical tools to produce clear, accurate, and credible sustainability reports.

Essential guidance for reporting on . [Open Content](#)

Course | English (English)


☆☆☆☆☆





## Step 5(a) – Course Details Page in Saba

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



### Sustainability Reporting Essentials

Course | ID: 0000097517

[Not Registered](#)

[ENROLL](#)

#### Overview

Sustainability Reporting Essentials is a self-paced, interactive e-learning course that equips professionals with the knowledge and skills to understand and apply the fundamentals of sustainability disclosure. Hosted on the World Bank Group's Open Learning Campus as part of IFC's Beyond the Balance Sheet (BBS) Platform, the course is offered free of charge as a public good for both internal and external audiences.

[Show More](#)



## 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.

Registration confirmation

**You have registered for:**  
Sustainability Reporting Essentials

Status: Registered

**Cancellation policy**

Contact: guest OLC

Order Number: 0004824425

CLOSE

PRINT



## 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.

The screenshot shows the course details page for 'Sustainability Reporting Essentials'. At the top left is a course image showing a hand holding a magnifying glass over a forest scene. To the right of the image, the course title 'Sustainability Reporting Essentials' is displayed, followed by 'Class | Course ID: 0000097517'. Below this, a green 'In Progress' status bar is shown, along with 'Registered on: 04-NOV-2025'. A red box highlights a blue 'CONTINUE' button in the top right corner. Below the course information is a navigation bar with three tabs: 'Progress and Activities' (selected), 'Overview & Other Information', and 'History'. Under the 'Progress and Activities' tab, the course is listed as 'English | Self-Paced | Class ID: 0001085005' with a 'Total duration: 00:00 Hrs'. A '0 USD' price tag and a 'DROP' button are visible. The 'Activities' section lists two items: 'Sustainability Reporting Essentials' (marked 'Not evaluated') and 'Course Evaluation- Sustainability Reporting Essentials (Optional)' (marked 'Not evaluated'). A red box highlights a blue 'LAUNCH' button next to the first activity. A 'VIEW' button with a dropdown arrow is next to the second activity.



## 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.

The screenshot shows the World Bank Group sign-in interface. At the top is the World Bank Group logo. Below it is the heading 'Sign in'. There is a text input field labeled 'Email, phone, or Skype'. Below the field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom of the form are two buttons: 'Back' (grey) and 'Next' (blue). Below the form is a footer section with a warning: 'Need Help? Contact WBG Help Desk at (202) 473 – 2121. You are signing into one or more secure applications operated by the WorldBank group for its official business. Your accounts and passwords are your responsibility. Do not share them with anyone.' At the very bottom is a section titled 'Sign-in options' with a magnifying glass icon.

- 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.

### Sustainability Reporting Essentials

saba | 29 Sep 2025



#### Sustainability Reporting Essentials

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Designed for a wide range of learners, including annual report preparers (such as sustainability officers, CFOs, CROs, legal and investor relations teams), regulators, stock exchanges, trainers, practitioners, and WBG staff, the course combines real-world examples, interactive knowledge checks, and direct links to IFC's Beyond the Balance Sheet Toolkit and Annual Report Self-assessment Tool. Participants gain both a solid conceptual foundation and practical tools to produce clear, accurate, and credible sustainability reports.

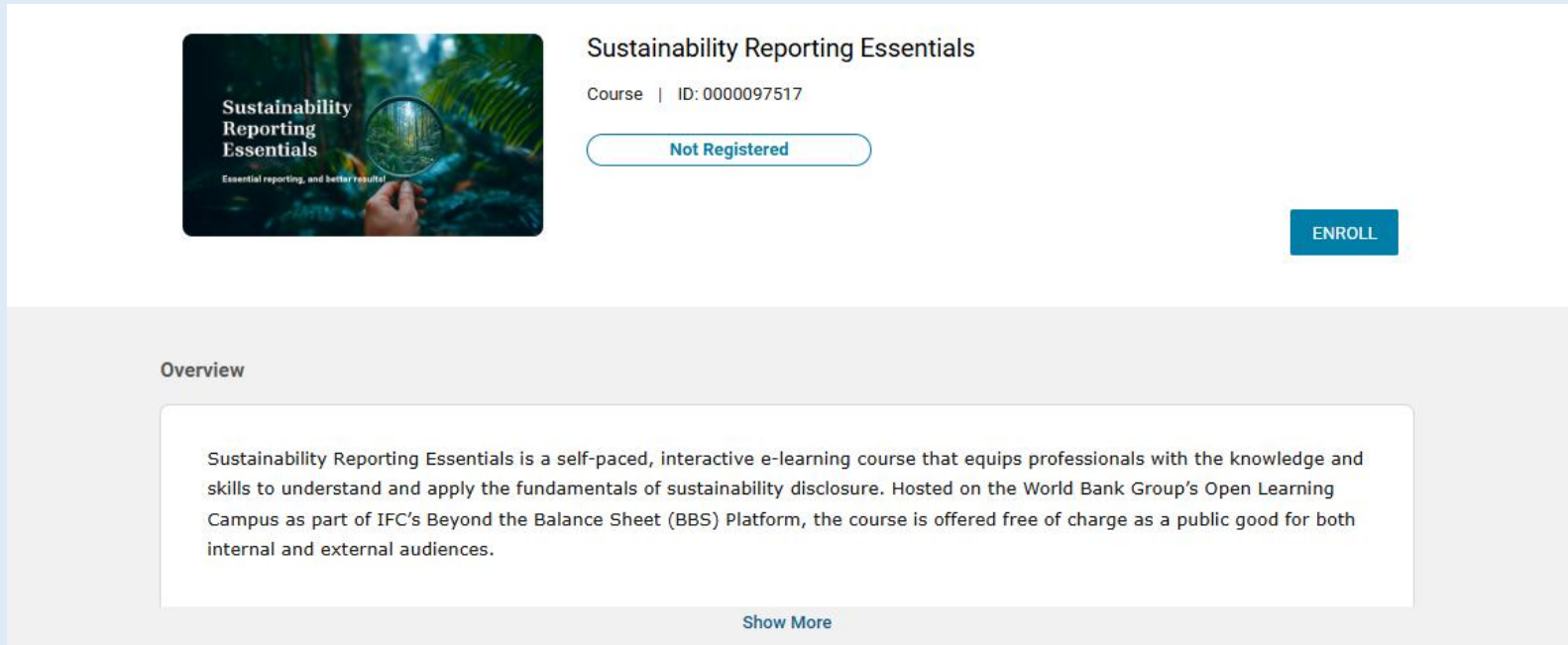
Essential guidance for reporting on ... [Open Content](#)

Course | English (English)

☆☆☆☆☆

### Step 2(a) – Course Details Page in Saba

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



The screenshot displays the course details for 'Sustainability Reporting Essentials'. On the left is a course image showing a hand holding a magnifying glass over a forest scene, with the text 'Sustainability Reporting Essentials' and 'Essential reporting, and better results!'. To the right of the image, the course title 'Sustainability Reporting Essentials' is shown, followed by 'Course | ID: 0000097517'. Below this is a 'Not Registered' button. An 'ENROLL' button is located to the right of the course information. Under the 'Overview' section, a text box describes the course as a self-paced, interactive e-learning course hosted on the World Bank Group's Open Learning Campus. A 'Show More' link is at the bottom of the overview section.

**Sustainability Reporting Essentials**  
Course | ID: 0000097517  
[Not Registered](#) [ENROLL](#)

**Overview**

Sustainability Reporting Essentials is a self-paced, interactive e-learning course that equips professionals with the knowledge and skills to understand and apply the fundamentals of sustainability disclosure. Hosted on the World Bank Group's Open Learning Campus as part of IFC's Beyond the Balance Sheet (BBS) Platform, the course is offered free of charge as a public good for both internal and external audiences.

[Show More](#)

### 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.

Registration confirmation

**You have registered for:**  
Sustainability Reporting Essentials

Status: Registered

**Cancellation policy**

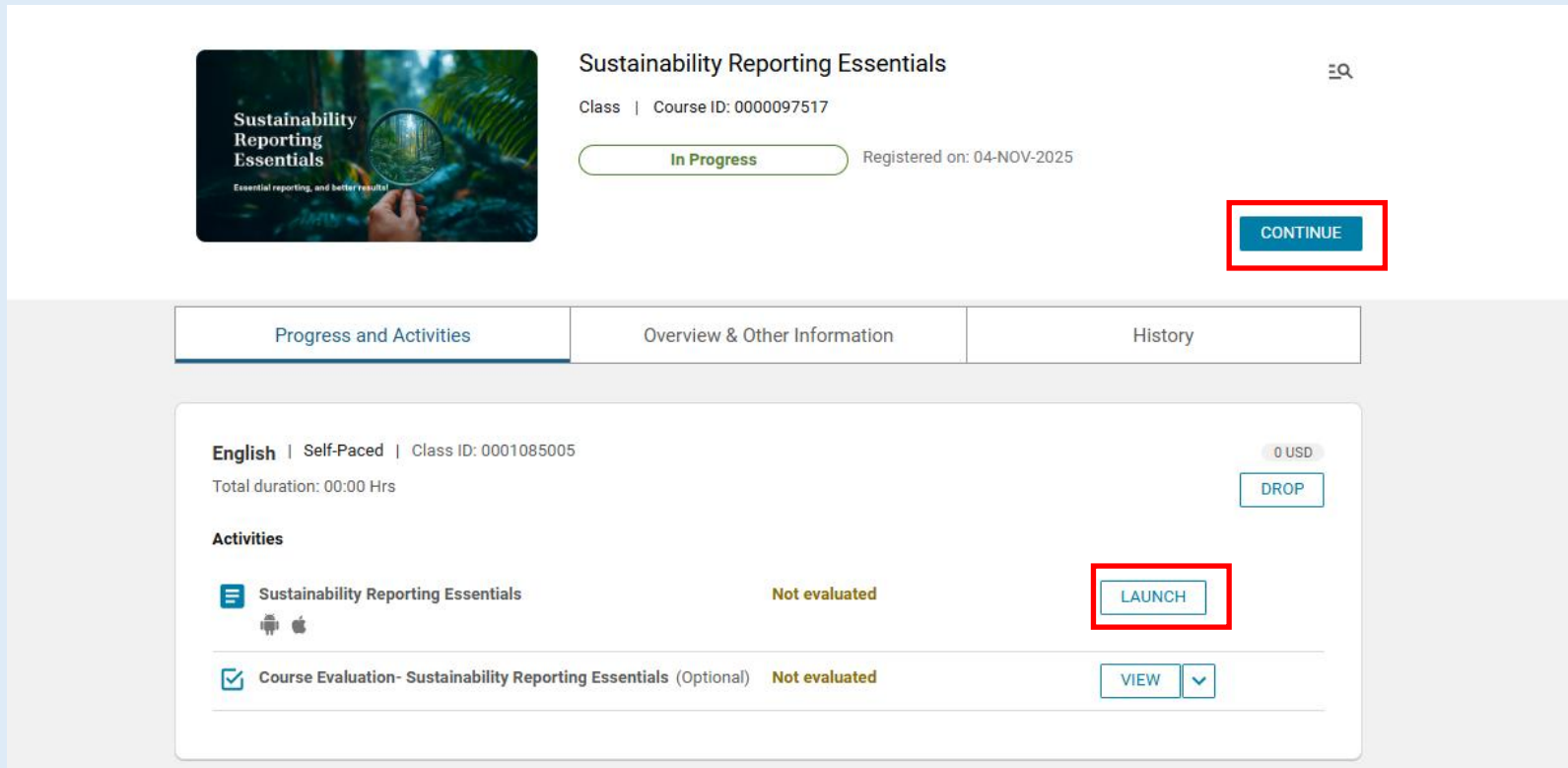
Contact: guest OLC

Order Number: 0004824425

[CLOSE](#) [PRINT](#)

## 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.



The screenshot displays the course details for 'Sustainability Reporting Essentials' in Saba Cloud. The top section features a course banner with a forest image and the title 'Sustainability Reporting Essentials' with the subtitle 'Essential reporting, and better results'. To the right of the banner, the course is identified as 'Class | Course ID: 0000097517' and shows a status of 'In Progress' with a registration date of '04-NOV-2025'. A red box highlights a 'CONTINUE' button in the top right corner. Below the banner is a navigation bar with three tabs: 'Progress and Activities' (selected), 'Overview & Other Information', and 'History'. The main content area under 'Progress and Activities' shows course details: 'English | Self-Paced | Class ID: 0001085005', 'Total duration: 00:00 Hrs', and a price of '0 USD' with a 'DROP' button. Under the 'Activities' section, there are two items: 'Sustainability Reporting Essentials' (marked 'Not evaluated') and 'Course Evaluation- Sustainability Reporting Essentials (Optional)' (marked 'Not evaluated'). A red box highlights a 'LAUNCH' button next to the first activity. A 'VIEW' button with a dropdown arrow is next to the second activity.



#### Technical Issues and Support for Participants:

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