

BCSEA Project Training for Black Sea MoU PSCOs

Introduction to EMSA's eLearning platform
Maritime Knowledge Centres (MaKCs)

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Environment**

Department B: Safety & Standards /Environment & Capacity Building
- Ship Inspection Support

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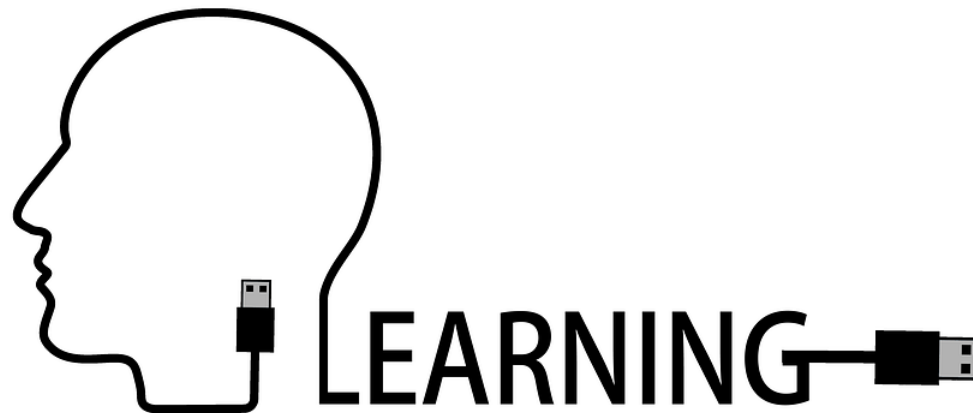
1. What is MaKCs
2. Different user's roles in MaKCs
3. How do I request access to MaKCs
4. What is the link to get access to MaKCs
5. I do not remember my username, what should I do?
6. I do not remember my password, what should I do?
7. How do I change my password?
8. How do I log out from MaKCs?

1. What is my domain?
2. How do I see the courses in my domain?
3. How do I enrol in a course?
4. How do I know the courses that I have taken

Maritime Knowledge Centre (MaKCs) is a web based eLearning platform, developed and hosted by EMSA.

The platform was originally developed in support of the Professional Development Scheme of the Paris MoU.

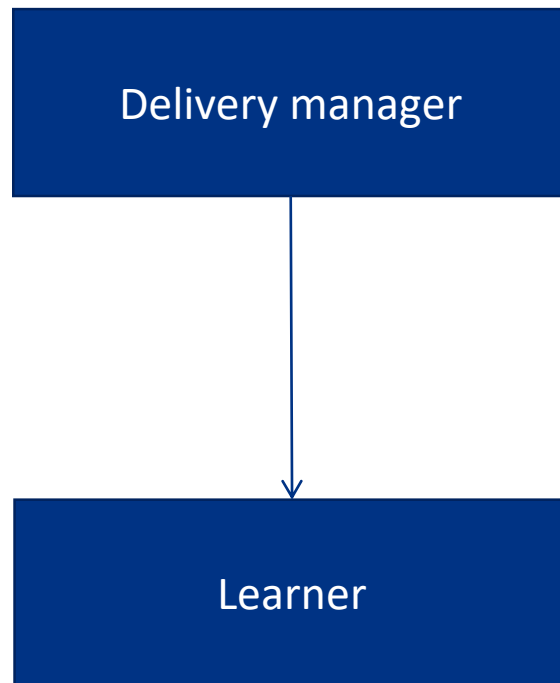
The tool is designed to improve the professional competency and to ensure a harmonised approach by PSCOs during PSC inspections.



Considering that an e-learning module is a cost-effective and efficient way of ensuring the distribution of up-to-date training material to a large number of users, EMSA has decided to extend the accessibility of the platform to users beyond the Paris MoU domain.

In this respect a number of modules are developed for the targeted groups of participants from EU Members States, Enlargement, ENP countries as well as other PSC regimes around the globe.





A Delivery Manager can create and edit users, can list and search users of the domain, can list and search all users .

On the Delivery Environment, the Delivery Manager can view learning reports, can manage learners' enrollment in a course and can define course enrollment modalities of a course.

A Learner can access learning contents through the web modules of the eLearning platform dedicated to content delivery and tracking activities.

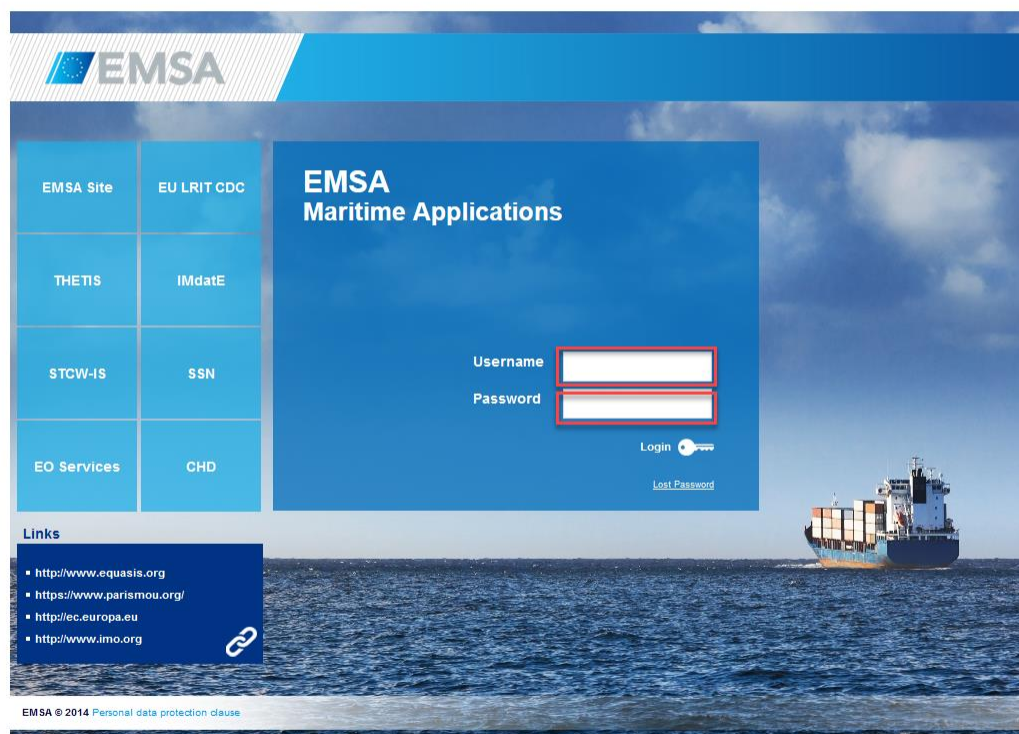
In case you need access to the service MaKCs, please contact your National Service Administrator (NSA).

In case you do not remember your username, please contact your National Service Administrator (NSA).

How to get access to the platform



<https://portal.emsa.europa.eu/home>



You should have a valid user name provided to you by EMSA

First login

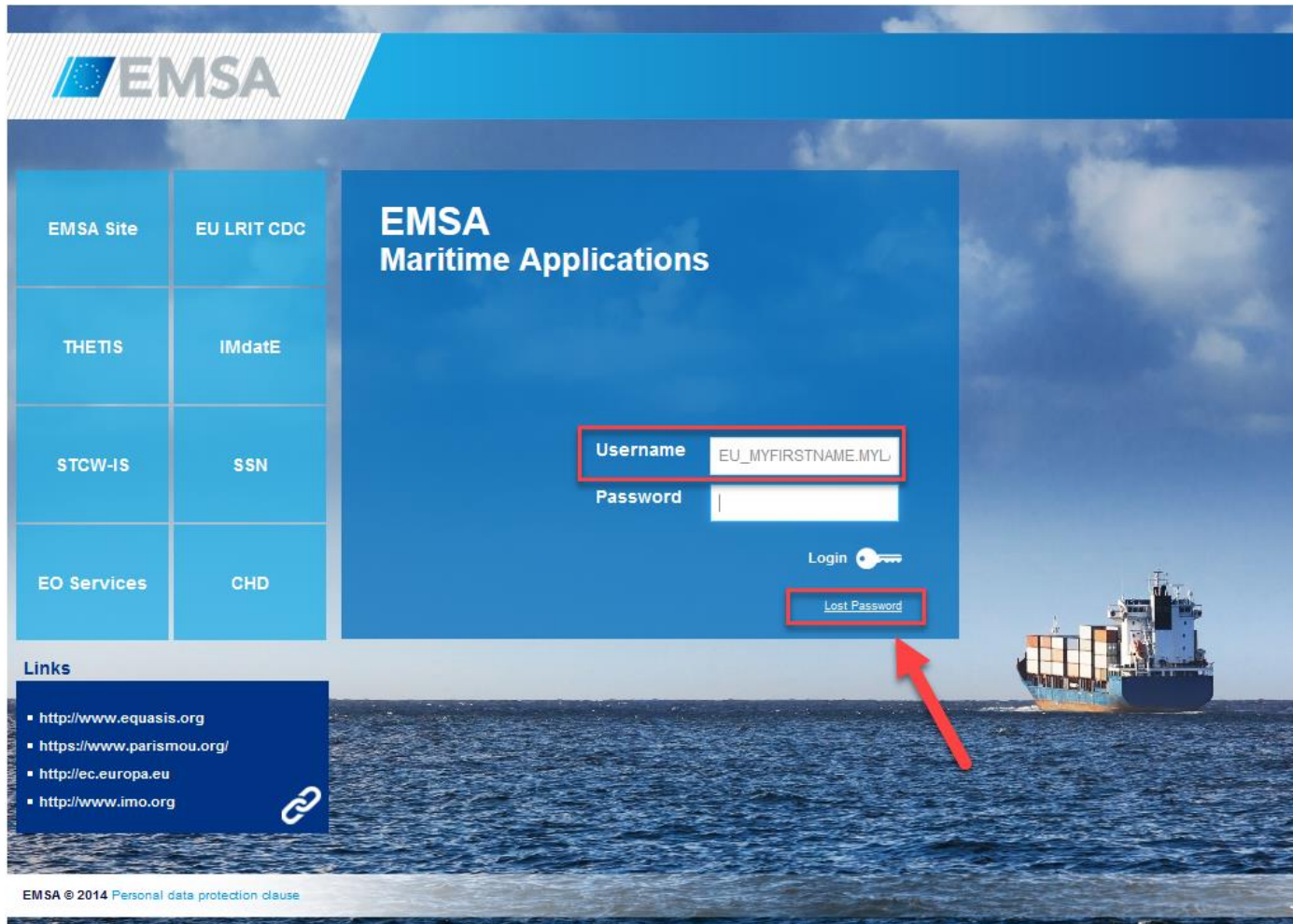


<https://portal.emsa.europa.eu/home>



The first time you log in, you will be asked to change your password

Lost password functionality




EMSA

EMSA Site	EU LRIT CDC
THETIS	IMdatE
STCW-IS	SSN
EO Services	CHD

EMSA Maritime Applications

Username

Password

Login 

[Lost Password](#)

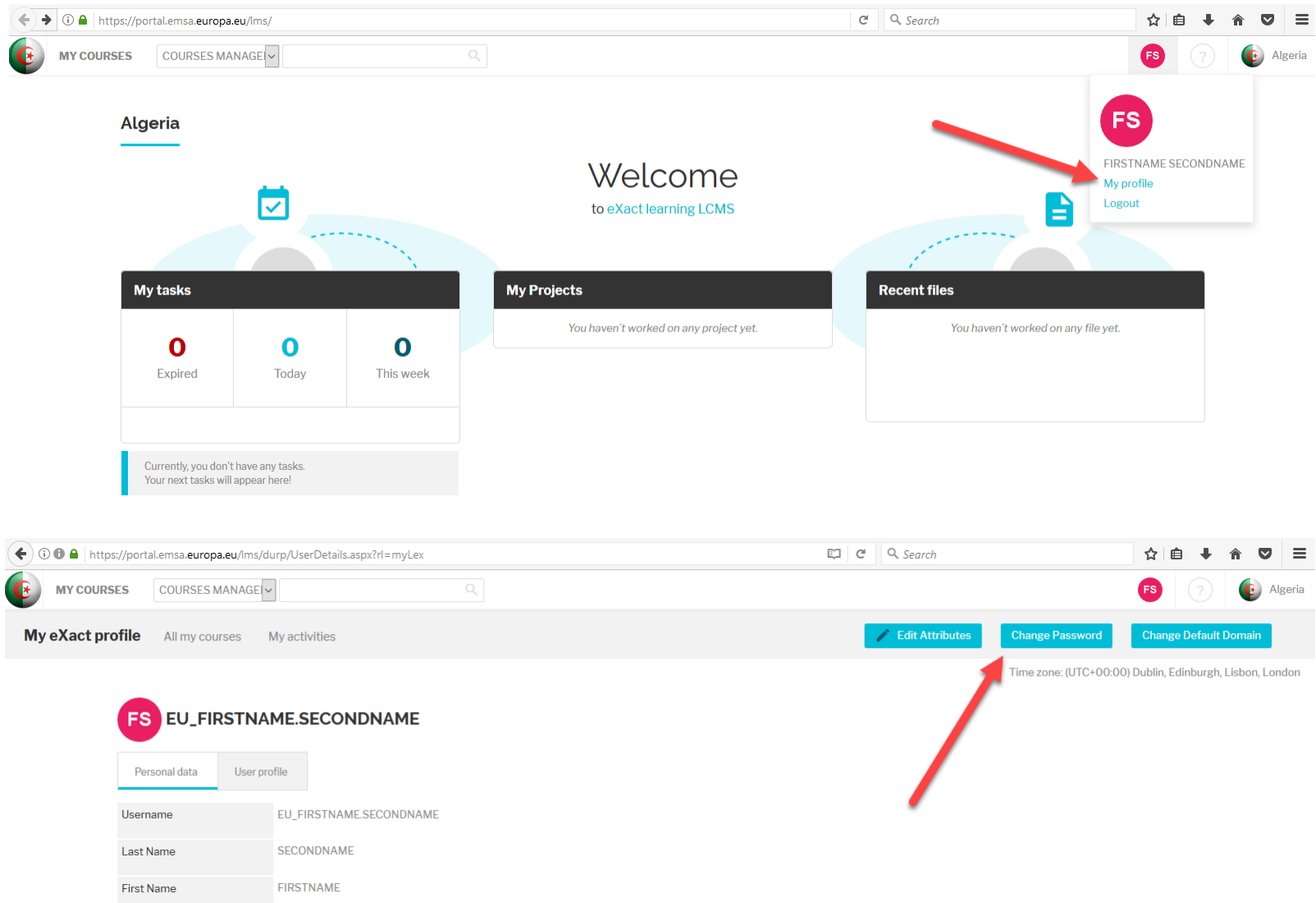
Links

- <http://www.equasis.org>
- <https://www.parismou.org/>
- <http://ec.europa.eu>
- <http://www.imo.org>

EMSA © 2014 [Personal data protection clause](#)

If in future connections you forget your password, then insert your username, and click on the link “lost password”. You will receive an e-mail with instructions.

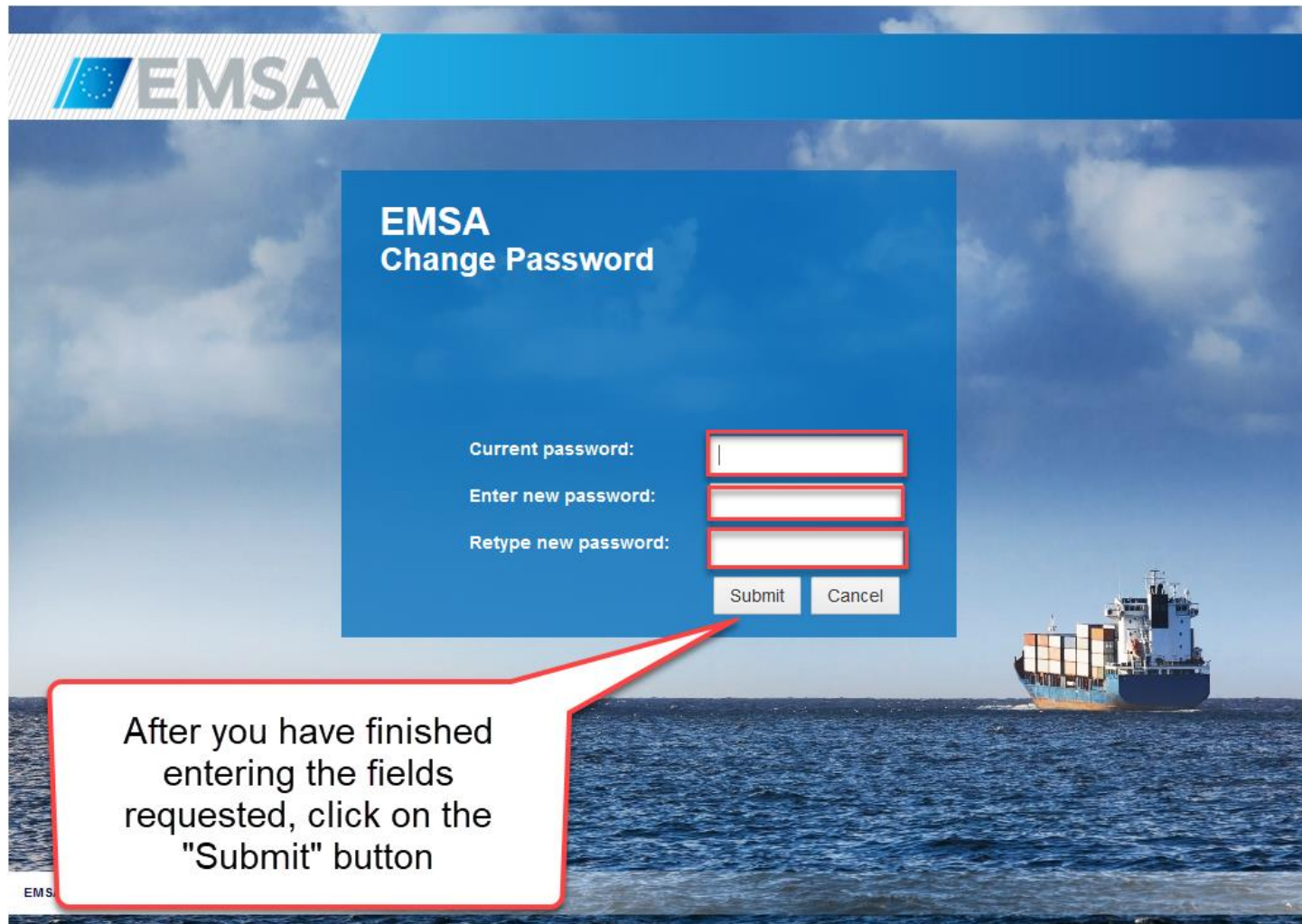
How to change your password



The screenshot shows the EMSA portal interface. The top navigation bar includes the URL <https://portal.emsa.europa.eu/lms/>, a search bar, and user information for 'Algeria'. The main content area displays a 'Welcome to eXact learning LCMS' message and three sections: 'My tasks', 'My Projects', and 'Recent files'. A red arrow points from the user profile dropdown menu (containing 'FS', 'FIRSTNAME SECONDNAME', 'My profile', and 'Logout') to the 'Change Password' button in the 'My eXact profile' section.

The 'My eXact profile' section shows the user's profile information, including the username 'EU_FIRSTNAME.SECONDNAME' and the time zone '(UTC+00:00) Dublin, Edinburgh, Lisbon, London'. The 'Change Password' button is highlighted with a red arrow.

How to change your password (2)



The screenshot shows the EMSA Change Password form overlaid on a background image of a cargo ship at sea. The form is titled "EMSA Change Password" and contains three input fields for "Current password:", "Enter new password:", and "Retype new password:". Below the fields are "Submit" and "Cancel" buttons. A red callout box points to the "Submit" button with the text: "After you have finished entering the fields requested, click on the 'Submit' button".

EMSA
Change Password

Current password:

Enter new password:

Retype new password:

After you have finished entering the fields requested, click on the "Submit" button

To be considered when choosing a new password

The new password should be set according to the following rules:

*Password can contain the following characters: @!()\$^*_-*

_+=#~?.,|abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ098765432

1

Password must contain at least 1 numeric characters.

Password must contain at least 2 alphabetic characters.

Password must contain at least 1 uppercase letters.

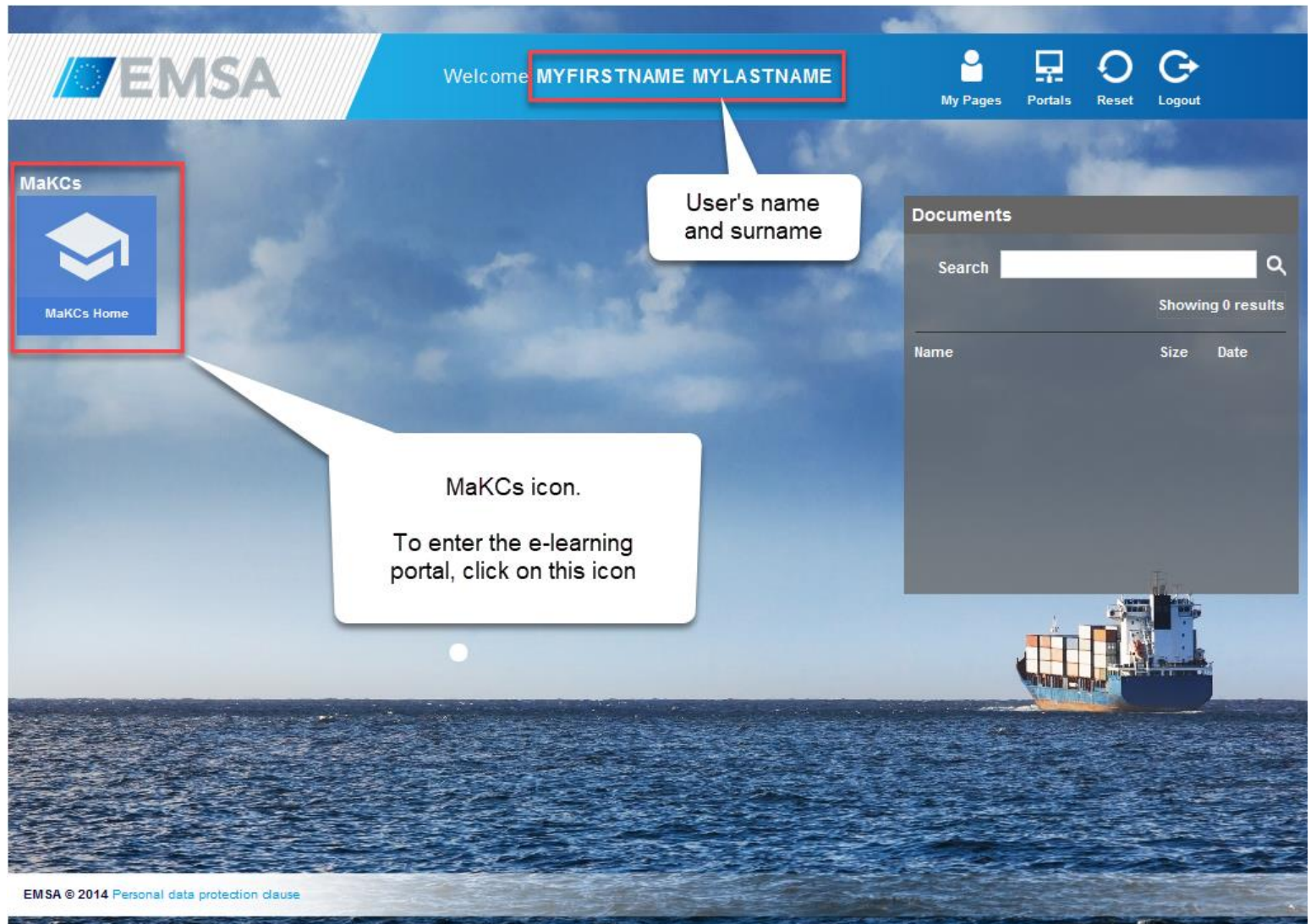
Password must not be longer than 100 characters.

Password must not be one of 3 previous passwords.

Password must be at least 9 characters long.

Password must contain at least 1 lowercase letters

Welcome page for MaKCs



The screenshot shows the EMSA MaKCs welcome page. The header features the EMSA logo on the left and a welcome message "Welcome MYFIRSTNAME MYLASTNAME" in the center, with the username highlighted by a red box and a callout bubble. On the right of the header are icons for "My Pages", "Portals", "Reset", and "Logout". The main content area has a large blue banner with a ship. On the left, a "MaKCs" icon (a graduation cap) is highlighted with a red box and a callout bubble. On the right, a "Documents" section contains a search bar and a table with columns "Name", "Size", and "Date". The footer includes the text "EMSA © 2014 Personal data protection clause".

EMSA

Welcome MYFIRSTNAME MYLASTNAME

My Pages Portals Reset Logout

MaKCs

MaKCs Home

User's name and surname

Documents

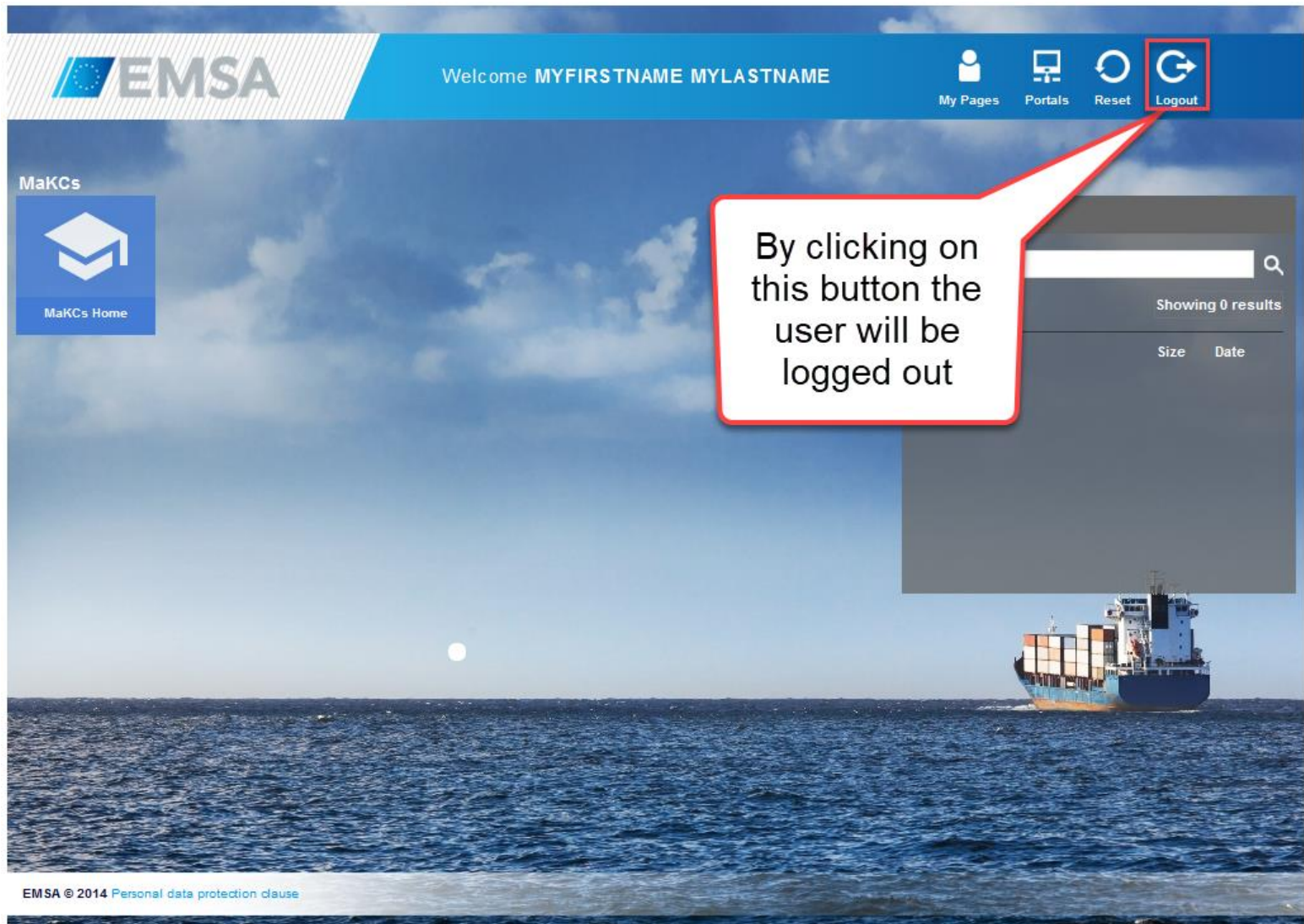
Search

Showing 0 results

Name	Size	Date
------	------	------

EMSA © 2014 Personal data protection clause

How to log out



The screenshot displays the EMSA web application interface. At the top, a blue header bar contains the EMSA logo on the left, a welcome message "Welcome MYFIRSTNAME MYLASTNAME" in the center, and a navigation menu on the right. The navigation menu includes icons for "My Pages", "Portals", "Reset", and "Logout". The "Logout" button, which features a circular arrow icon, is highlighted with a red rectangular box. A red callout bubble points to this button, containing the text: "By clicking on this button the user will be logged out". Below the header, the main content area features a large background image of a container ship at sea. On the left side of this area, there is a "MaKCs" section with a graduation cap icon and a "MaKCs Home" link. On the right side, there is a search bar and a table header with columns "Size" and "Date". The footer of the page contains the text "EMSA © 2014 Personal data protection clause".

EMSA

Welcome MYFIRSTNAME MYLASTNAME

My Pages Portals Reset Logout

MaKCs

MaKCs Home

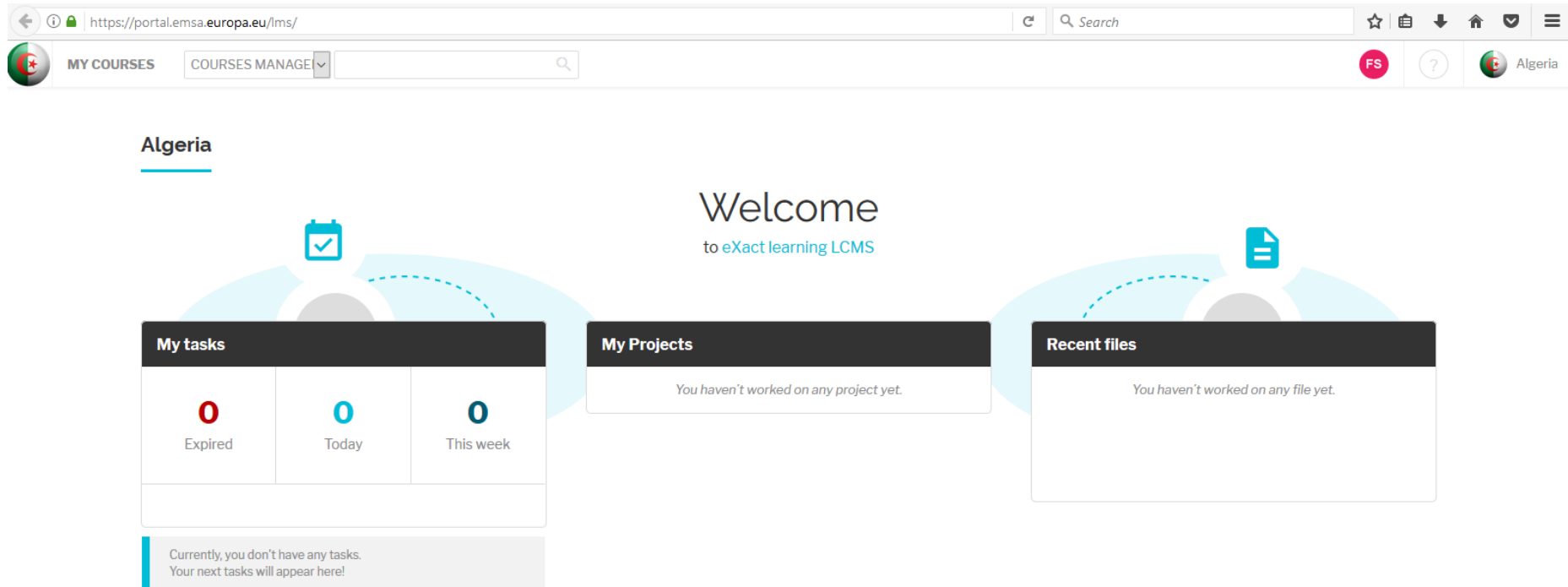
Showing 0 results

Size Date

EMSA © 2014 Personal data protection clause

By clicking on this button the user will be logged out

Main areas of the dashboard



The screenshot shows the EMSA dashboard for a user in Algeria. The browser address bar displays <https://portal.emsa.europa.eu/lms/>. The top navigation bar includes a 'MY COURSES' section with a 'COURSES MANAGE' dropdown, a search bar, and user profile icons for 'FS' and 'Algeria'. The main content area is titled 'Algeria' and features a 'Welcome to eXact learning LCMS' message. Below the welcome message are three main sections: 'My tasks', 'My Projects', and 'Recent files'. The 'My tasks' section shows three categories: 'Expired' (0), 'Today' (0), and 'This week' (0). Below these categories is a message: 'Currently, you don't have any tasks. Your next tasks will appear here!'. The 'My Projects' section shows a message: 'You haven't worked on any project yet.'. The 'Recent files' section shows a message: 'You haven't worked on any file yet.'.

Algeria

Welcome
to eXact learning LCMS

My tasks

Expired	Today	This week
0	0	0

Currently, you don't have any tasks.
Your next tasks will appear here!

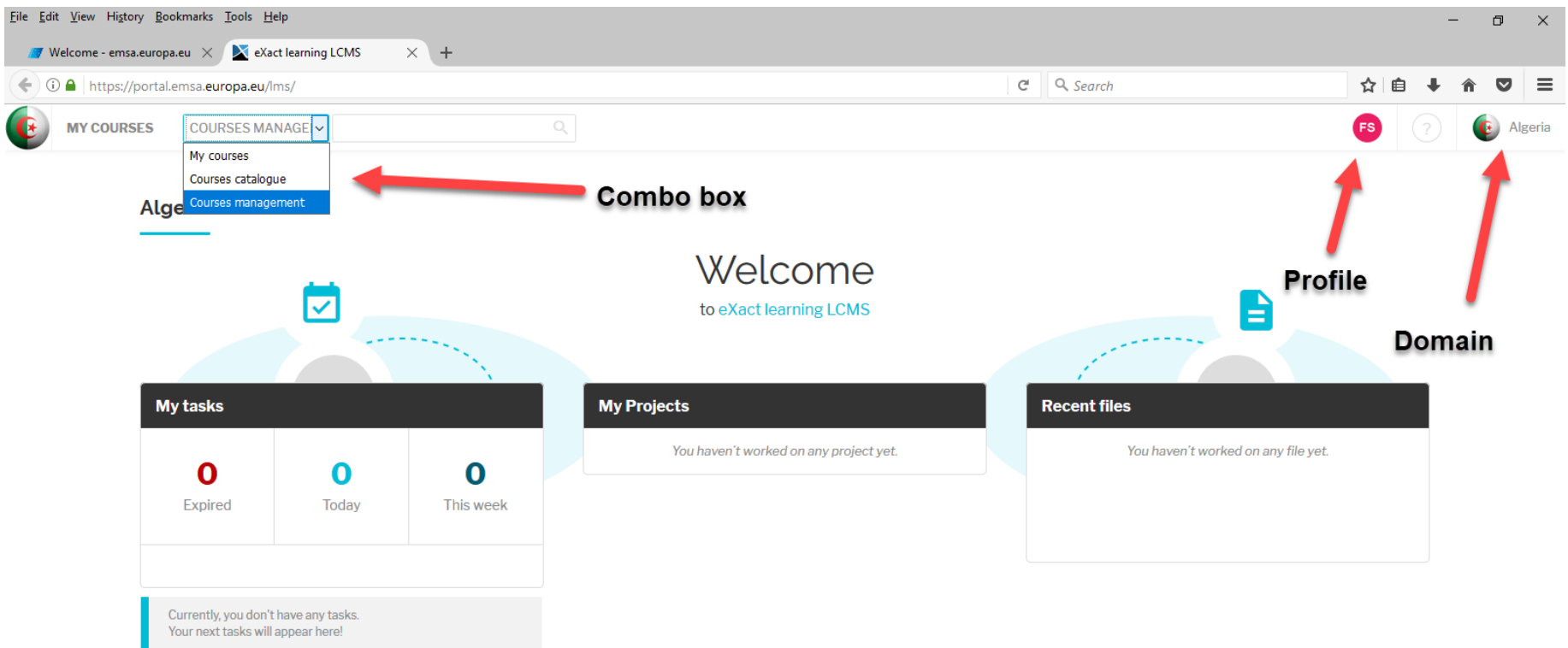
My Projects

You haven't worked on any project yet.

Recent files

You haven't worked on any file yet.

Actions from the e-learning home page



The screenshot shows the EMSA e-learning home page in a web browser. The browser's address bar displays `https://portal.emsa.europa.eu/lms/`. The page features a top navigation bar with a "MY COURSES" dropdown menu. A red arrow points to this menu, which is labeled "Combo box". The dropdown menu includes options: "COURSES MANAGE", "My courses", "Courses catalogue", and "Courses management". To the right of the navigation bar, there are three icons: a red circle with "FS", a question mark, and a flag icon for "Algeria". Red arrows point to these icons, with labels "Profile" and "Domain" respectively. The main content area is titled "Welcome to eExact learning LCMS". Below the title, there are three main sections: "My tasks", "My Projects", and "Recent files". The "My tasks" section shows a table with columns for "Expired", "Today", and "This week", all displaying a count of 0. Below this table, a message states: "Currently, you don't have any tasks. Your next tasks will appear here!". The "My Projects" and "Recent files" sections both display the message: "You haven't worked on any project yet." and "You haven't worked on any file yet." respectively.

File Edit View History Bookmarks Tools Help

Welcome - emsa.europa.eu x eExact learning LCMS x +

https://portal.emsa.europa.eu/lms/ Search

MY COURSES COURSES MANAGE

My courses

Courses catalogue

Courses management

Alge

Welcome to eExact learning LCMS

FS ? Algeria

Profile

Domain

My tasks

Expired	Today	This week
0	0	0

Currently, you don't have any tasks. Your next tasks will appear here!

My Projects

You haven't worked on any project yet.

Recent files

You haven't worked on any file yet.

My courses view


Browser address bar: <https://portal.emsa.europa.eu/lms/Planner/MyCourses.aspx>

Navigation bar: MY COURSES COURSES CATALOG

User profile: FS ? Algeria

My courses My pending enrollments Courses catalogue

My courses

Title	Status	End date
 CIC on Safety of Navigation (Incl. ECDIS)	Incomplete	Info Enter

DOMAINS

☐ View all

FILTER COURSES

Search

Filter by date










☐ Past



☒ Current




☐ Future

Filter by availability

Courses catalogue view

 <https://portal.emsa.europa.eu/lms/Planner/CoursesCatalogue.aspx?search=>       

 **MY COURSES** 







 FS  ?  Algeria

My courses [My pending enrollments](#) [Courses catalogue](#)

Courses catalogue

[Free search](#) [Alphabetic](#) [Detailed search](#)

Enter search text here:

Title	Start date	Duration (min)
 CIC on Safety of Navigation (Incl. ECDIS)	6/1/2017	▼ Info Enter
 EU Maritime Legislation	3/20/2017	▼ Info Enter
 Ballast Water Management Convention - General Overview	3/20/2017	▼ Info Enter
 Guidelines for Approval of Ballast Water Management Systems (G8)	3/20/2017	▼ Info Enter
 Procedures for Approval of Ballast Water Management System (G9)	3/20/2017	▼ Info Enter
 Introduction to the STCW Convention and Code	-	▼ Info Enter

RECENT ENROLLMENTS

You never enrolled to any course

[Go To 'My Courses'](#)

My domains view

Browser address bar: <https://portal.emsa.europa.eu/lms/Planner/CoursesCatalogue.aspx?search=>

Navigation: MY COURSES | COURSES CATALOGUE | Search

User: FS | ? | Algeria








My courses | My pending enrollments | **Courses catalogue**

Courses catalogue

Free search | Alphabetic | Detailed search

Enter search text here:

Domain name

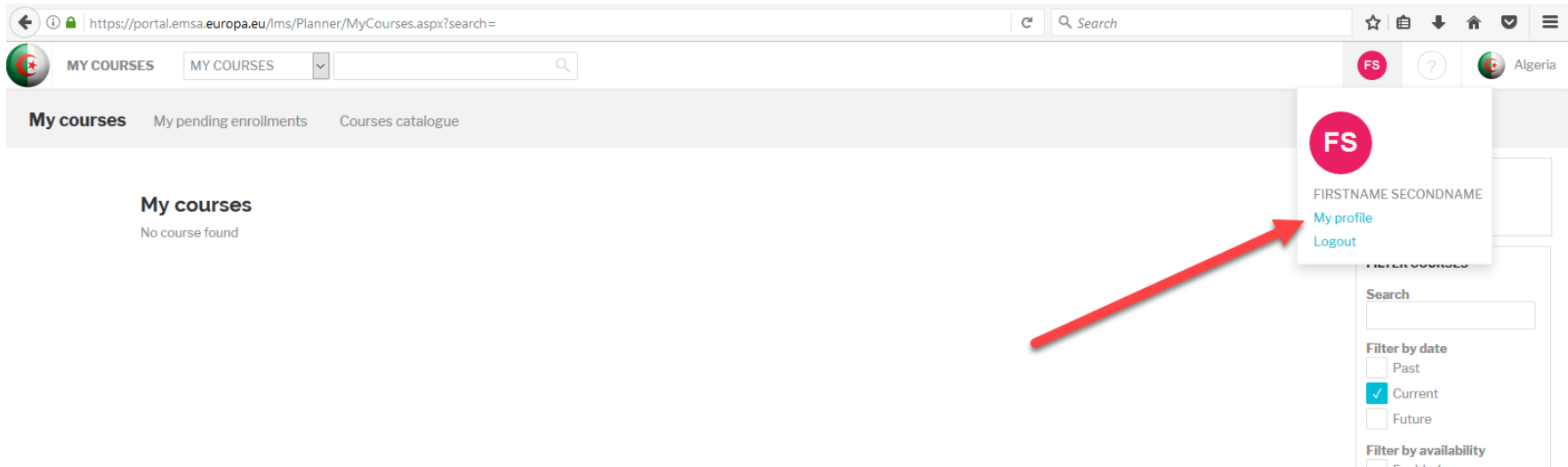
Title	Start date	Duration (min)	
 CIC on Safety of Navigation (Incl. ECDIS)	6/1/2017		<input type="button" value="Info"/> <input type="button" value="Enter"/>
 EU Maritime Legislation	3/20/2017		<input type="button" value="Info"/> <input type="button" value="Enter"/>
 Ballast Water Management Convention - General Overview	3/20/2017		<input type="button" value="Info"/> <input type="button" value="Enter"/>
 Guidelines for Approval of Ballast Water Management Systems (G8)	3/20/2017		<input type="button" value="Info"/> <input type="button" value="Enter"/>
 Procedures for Approval of Ballast Water Management System (G9)	3/20/2017		<input type="button" value="Info"/> <input type="button" value="Enter"/>
 Introduction to the STCW Convention and Code	-		<input type="button" value="Info"/> <input type="button" value="Enter"/>
 Accident Investigation Legislation	10/1/2017		<input type="button" value="Info"/> <input type="button" value="Enter"/>

RECENT ENROLLMENTS

You never enrolled to any course

[Go To 'My Courses'](#)

How to get learning reports



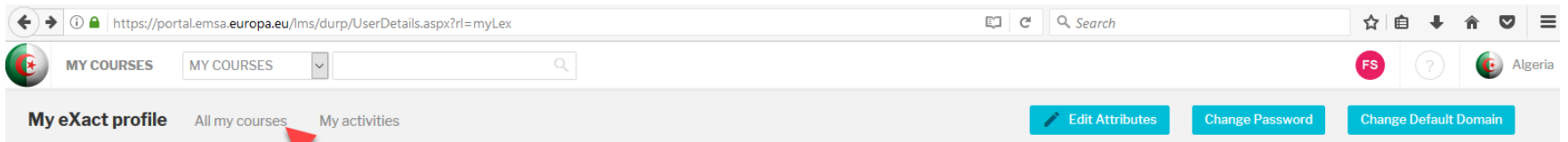
https://portal.emsa.europa.eu/ims/Planner/MyCourses.aspx?search=

MY COURSES MY COURSES

My courses My pending enrollments Courses catalogue

My courses
No course found

FS
FIRSTNAME SECONDNAME
[My profile](#)
[Logout](#)



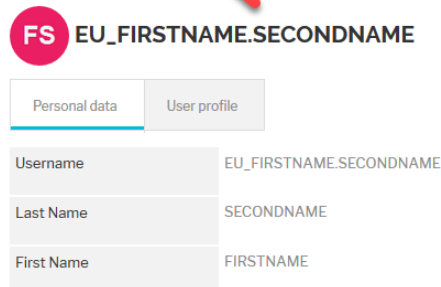
https://portal.emsa.europa.eu/ims/durp/UserDetails.aspx?rl=myLex

MY COURSES MY COURSES

My eXact profile All my courses My activities

Edit Attributes Change Password Change Default Domain

Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London

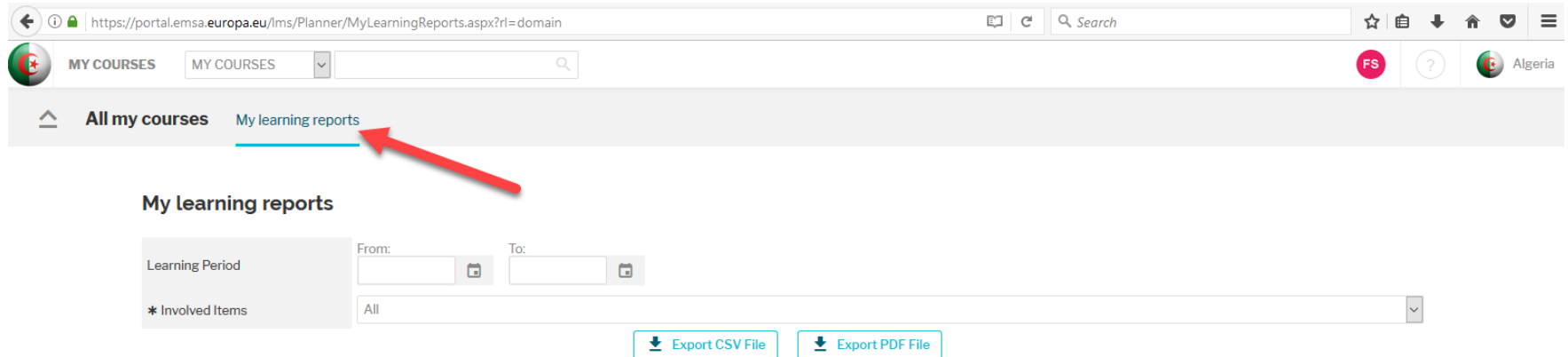


FS EU_FIRSTNAME.SECONDNAME

Personal data User profile

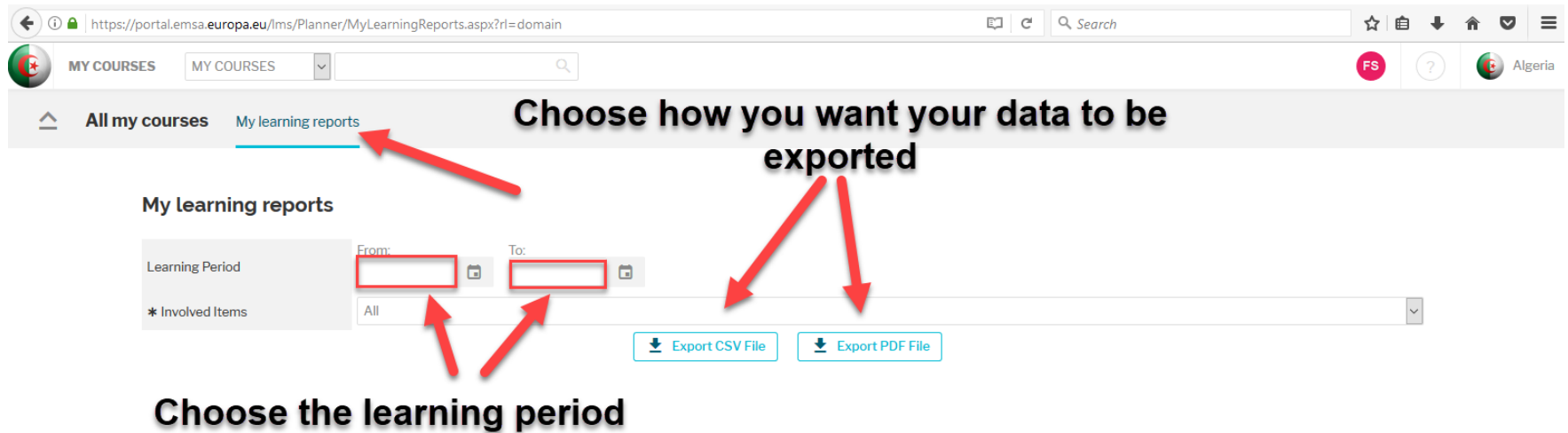
Username	EU_FIRSTNAME.SECONDNAME
Last Name	SECONDNAME
First Name	FIRSTNAME

How to get learning reports (2)



The screenshot shows the EMSA portal interface. The browser address bar displays the URL: <https://portal.emsa.europa.eu/lms/Planner/MyLearningReports.aspx?rl=domain>. The page header includes a search bar and navigation icons. The main navigation bar shows 'All my courses' and 'My learning reports', with a red arrow pointing to the latter. The 'My learning reports' section includes a sidebar with 'Learning Period' and '* Involved Items'. The main content area has 'From:' and 'To:' date pickers, a dropdown menu set to 'All', and two buttons: 'Export CSV File' and 'Export PDF File'.

How to get learning reports (3)



The screenshot shows the EMSA portal interface. At the top, the browser address bar displays the URL: <https://portal.emsa.europa.eu/lms/Planner/MyLearningReports.aspx?rl=domain>. The page header includes a search bar and navigation icons. Below the header, the 'MY COURSES' section is visible, with a dropdown menu set to 'MY COURSES'. The main content area is titled 'My learning reports' and features a sidebar with 'Learning Period' and '* Involved Items'. The 'Learning Period' section has 'From' and 'To' date pickers, both of which are highlighted with red boxes. The '* Involved Items' section has a dropdown menu set to 'All'. To the right of these filters, there are two buttons: 'Export CSV File' and 'Export PDF File'. Red arrows point from the text annotations to the relevant UI elements: one arrow points to the 'My learning reports' tab, another points to the 'From' date picker, a third points to the 'To' date picker, and two arrows point to the 'Export CSV File' and 'Export PDF File' buttons.

Choose how you want your data to be exported

Choose the learning period

If you have a technical problem with the course,
please send us an e-mail to:

thetis@emsa.europa.eu

Any questions?



Thank you for your attention during the course

Thetis@emsa.europa.eu

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