



NAVIGATING

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**GMO TRAINING  
IN DOCEBO**



PC/MAC



April 2023

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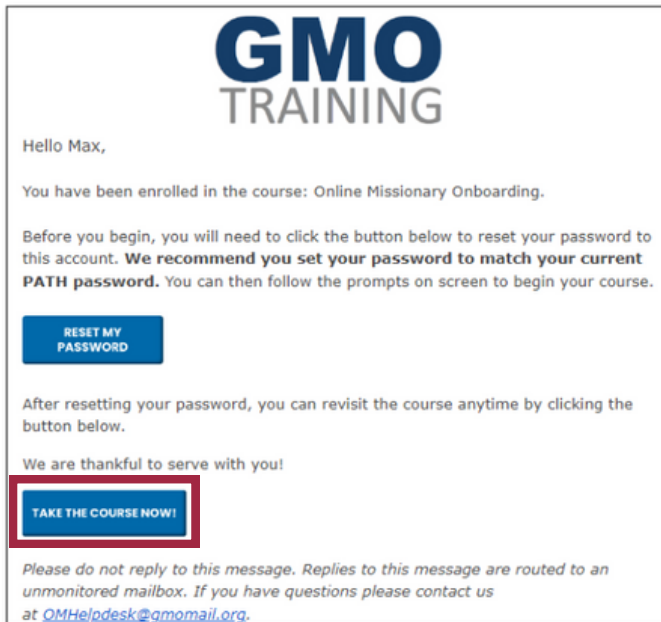
# ACCESSING GMO TRAINING

Global Media Outreach (GMO) training is hosted on a platform called Docebo. You can access training on any device, including PC/Mac, tablet, or phone.

There are 4 ways to access your GMO training courses. See below for directions.

## 1 From GMO Training Enrollment Email

Access your GMO Training courses directly from the enrollment email sent by [donotreply@gmotraining.org](mailto:donotreply@gmotraining.org). The email has a blue button that is a direct link to your course.



2

## Directly From The Web

Type the GMO Training URL directly into your browser:

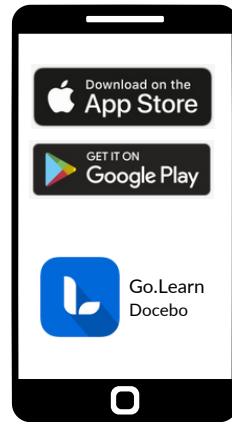


3

## On Mobile via the Go.Learn App

To complete a course on a mobile device, you must use the Go.Learn App.

See the Go.Learn App Manual for more information.



4

## COMING SOON!

Access to GMO Training will soon be available through your PATH account. Stay tuned for updates.



# LOGGING INTO YOUR ACCOUNT

## New Online Missionaries

Input the username listed in your initial training email (this should be the same as your PATH username).

The first time you log in, your password is **Jesus2020**. After your initial login, you will be prompted to change your password. We highly recommend you change it to match the password you use for PATH.

## Existing Online Missionaries:

We have not used Docebo since we moved from the ARC system, meaning your Docebo password is now expired.

If you have not already done so, fill in the username field and click the "**Forgot your password?**" button. Reset your password to match your current PATH password. You will only need to do this the first time you log into GMO Training, not for each individual course.

**Sign In**  
Please insert your username and password to proceed

Username (Required)  
❗ Something is missing, please fill in your username

Password (Required)   
❗ Something is missing, please fill in your password

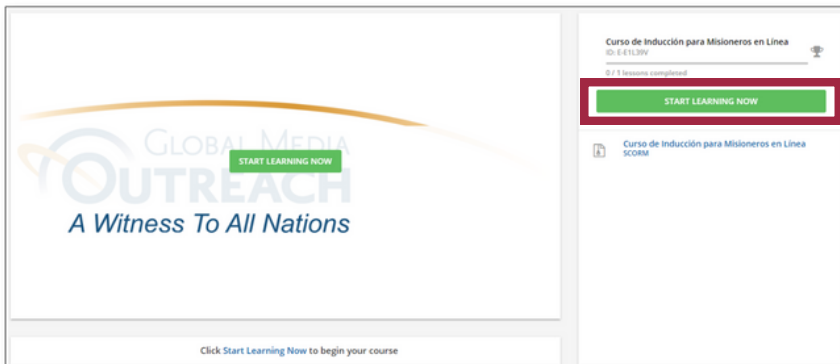
**SIGN IN**

[Forgot your password?](#)

*Note: At this time, the Docebo/Go.Learn system is **not** connected to the PATH system. This means that changing your password in one system **does not** automatically change it in the other system. In order to keep your GMO Training account up to date, you will have to manually set your password to match the password you use for PATH.*

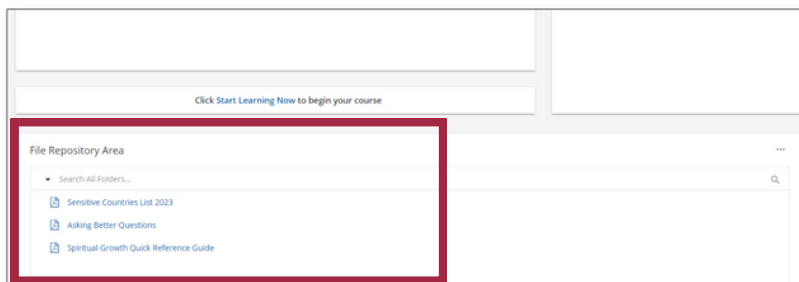
# BEGINNING A COURSE

You may begin the course by clicking the START LEARNING NOW button on the right side of the screen.



# VIEWING SUPPLEMENTARY RESOURCES

To view additional documents and resources for the course, scroll down to the File Repository Area at bottom of the course introduction screen. Select "View all items". You may now view and download any supplementary resources.



# NAVIGATING A COURSE

## The Navigation Menu:

The Navigation Menu of the course is presented on the left side of the screen. Here, you can see all the lessons within the course.

*Note: You will not be able to skip ahead in the course. All lessons must be completed in order and in their entirety to move on.*

If you have previously completed part of the course, you may use the course Navigation Menu to select the lesson where you left off.

## Course Presentation:

The course presentation is on the right side of the screen. Scroll down through the right hand presentation screen until you read (and watch) all the content on that screen.

### Navigation Menu

### Course Presentation

The screenshot displays the 'Online Missionary Onboarding' course interface. On the left, a blue navigation menu is visible, showing the course progress (0% COMPLETE) and a list of lessons: 'WELCOME', 'Welcome to Global Media Outreach', 'Grow Deep', 'JOURNEY OF A CONVERT', 'New Contacts', 'Responding to Contacts', and 'Reassigning Contacts'. The 'Grow Deep' lesson is currently selected. The main content area on the right features the title 'Grow Deep' and 'LESSON 2 OF 11'. Below the title is a video player showing a person's hands typing on a laptop keyboard. A quote is overlaid on the video: 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me. -Matthew 25:40 NIV'. Below the video, the text 'In this section, you will learn:' is followed by a list of three learning objectives: 1. What Online Missionaries do, 2. Why Online Missionaries do it, and 3. How Online Missionaries do it. An 'EXIT COURSE' button is located in the top right corner of the interface.

## Moving forward in the course:

To move forward in the course, you must complete all content: watch all videos and interact with all activities in the course.

*Note: Be sure to watch each video in its entirety.*

**Introducing PATH**

**PATH** is the communication system we designed to meet the specific needs of our ministry.

Click the **START** button below to learn more about the special features of **PATH**.

**START >**

Complete the content above before moving on.

**More to Come**

**PATH** is always improving. Your Community Leader will communicate new features with you as they arrive.

**START AGAIN**

1 2 3 4 5 6 7 ✓

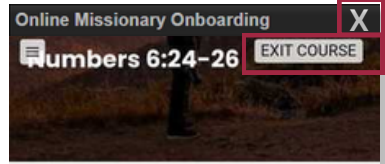
**CONTINUE**

Once all content in a lesson section is complete, a **blue** CONTINUE button will appear. Select the CONTINUE button to proceed.

# EXITING A COURSE

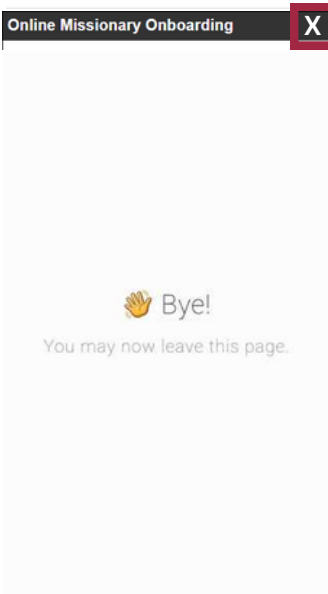
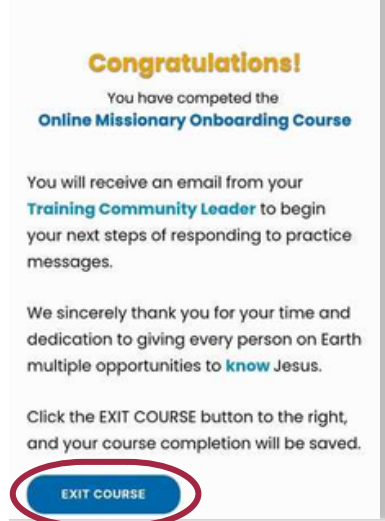
## While the course is in progress:

You can exit the course at any time by tapping either the X or the EXIT COURSE button on the top right of the screen.



## When the course is complete:

When you reach the end of the course, be sure to select the **blue** EXIT COURSE button to save your progress and exit.

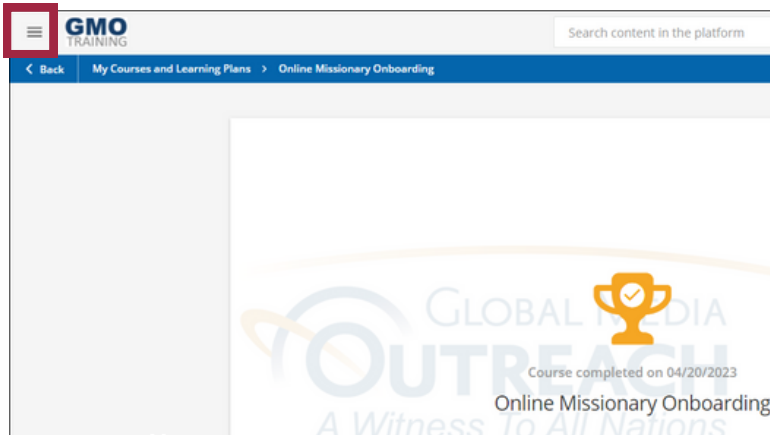


You can select the EXIT COURSE button at any point to save your progress and progress to the screen shown to the left. You can then click the X in the top left of the screen to return to the course introduction screen and begin the "log out" process.

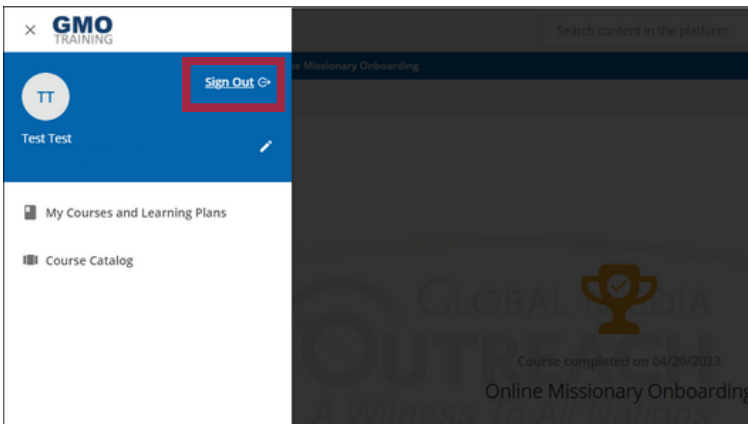
# SIGNING OUT OF GMO TRAINING

## To log out of Docebo (GMO Training)


- 1 Select the three lines on the top left of the course introduction page.



- 2 Select "Sign Out".



# NOTES AND TIPS

- 1** Any time you want to go to GMO training on a mobile device, you must use the Go.Learn App.  You can download the app from your device's App Store. See the Go.Learn App Manual for more information.
- 2** At this time, the Docebo/Go.Learn system is not connected to the PATH system. This means that changing your password in one system does not automatically change it in the other system. In order to keep your GMO Training account up to date, you will have to manually set your password to match the password you use for PATH.
- 3** Be sure to watch each video in its entirety, and complete each course activity in order to move forward in the course.
- 4** Course progress is automatically saved any time you click the EXIT COURSE button.
- 5** If you leave the course and return to it at a later time, use the Navigation Menu to select the lesson where you left off.
- 6** To register your completion of the course, you must select the blue EXIT COURSE button at the bottom of the final lesson of the course.

# GMO TRAINING