1. Open the learning platform fabo in either Explorer or Google Chrome browsers to register as a user! (https://fabo.org/)
2. Click on ‘sign in’ the top corner to the right.
3. Click on ‘OTHER’
3. Chose ‘Create new account’ under “Don’t have an account yet?”

4. Chose your personal username and password (you need to remember this)

5. Fill in information.

6. **VERY IMPORTANT**: Insert **dcaip** (short for DCA Implementing Partner) in the ‘Department section’. If you don’t do this you will not be allowed access to fabo!!

7. Click ‘Create my new account’

8. An email will be send to you to confirm your new ACTLearn account. **Confirm the e-mail** and you now have access to the online trainings!
**Access to e-trainings as a DCA Implementing Partner**

**How to find the procurement e-trainings in fabo** (and other trainings available to you):

1. Search for ‘procurement’ or the title of the e-training you wish to access in the search field:

2. You can also find all procurement e-trainings + other e-trainings available to you by opening the ‘Learning Catalogue’. All the trainings which are available to you as a DCA implementing partner are listed on the dashboard. If you write ‘procurement’ or e.g. ‘anti-corruption’ a list of relevant e-trainings will show.
4. Once you have opened/signed up for an e-training, this particular training will be registered in ‘MY ACTIVITIES’.