

The 4 steps of the participant's journey:

As a participant in the project **KOD – Competence development and digital working methods**, you will participate in one or more educational activities to strengthen your competence and your position on the labor market. Your participant journey has 4 steps that you need to follow in a specific order. The map below states exactly what you need to do and when:

1. Before the training starts you will receive an e-mail from Nercia Utbildning with your login details to the education portal "Mitt Nercia".



2. Sign up to "Mitt Nercia" with your work e-mail and the password from Nercia. Log in well in advance to get acquainted with the training material and any preparatory tasks. Note: You need to enter your social security number in the portal. In this way, the European Social Fund (ESF) takes over the cost of your training. Enter your social security number as follows: YYYYMMDD-XXXX.

In the education portal you will find:

- Educations you are registered for.
- Educational materials.
- Links to e-training courses.
- Contact information to the education officer.



3. Participate in the training and boost your skill!

4. After the training, you need to certify that you participated in the training. You need to sign an attendance list or an attendance report with your signature.

