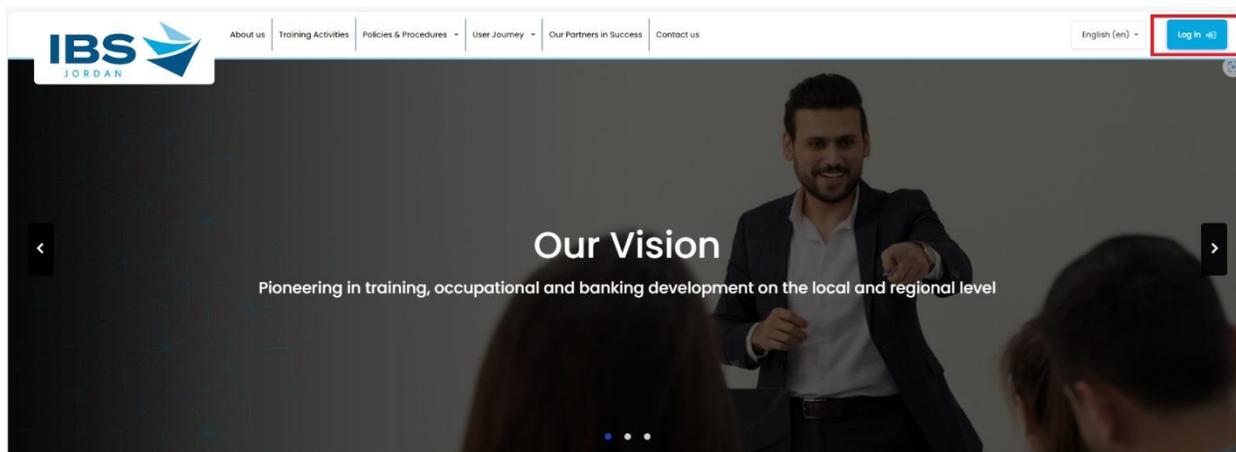


How to Create Account as a Trainee at the Digital Platform (Learners Lead)

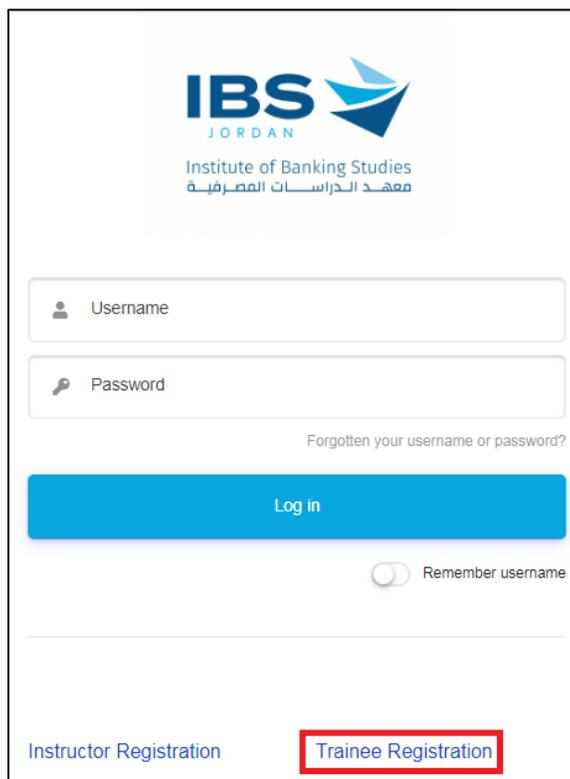
- Access the platform URL <https://learnerslead.ibs.edu.jo/>
- Click **Log in** button



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- Click on the “**Trainee Registration**” link.



IBS
JORDAN
Institute of Banking Studies
معهد الدراسات المصرفية

Username

Password

Forgotten your username or password?

Log in

Remember username

[Instructor Registration](#) [Trainee Registration](#)

Complete the registration form by filling in the required information (fields marked with a red star are mandatory). The registration form includes the following sections:

(Note: If the section does not appear as in the pictures - please click on the name of the section inside the red rectangle).

Personal information:

1. Enter your title.
2. Full name in Arabic.
3. Full name in English
4. Enter Your Birth date
5. Enter your Gender

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Personal Information

Title ★ Select Title ▾

Name must be as passport or id

الإسم الكامل باللغة العربية ★

الإسم الأول الإسم الأب الإسم الجد الإسم العائلة

Full Name ★

First Name Father Name Grandfather Name Last Name

Date of birth ★ 7 ▾ May ▾ 1900 ▾ 📅

Gender ★ Select Gender ▾

Account Information

1. Choose a suitable username that does not include any capital letters.
2. Create a memorable password that is longer than 8 characters and includes at least one number, one lowercase letter, one uppercase letter, and one special symbol (such as *, -, or #)

Account Details

Username must be at least 4 characters

Username ★ Username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Password ★ Password

Confirm Password ★ Confirm Password

- contact information
 1. Provide an easily accessible email address (preferably your personal email).
 2. Enter a mobile phone number where we can reach you.

Contact Details

Primary Email ★ Primary Email Secondary Email Secondary Email

Mobile Number ★ 🇯🇴 Mobile Number Secondary Mobile Secondary Mobile

- Nationality information

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1. Select your nationality (if you are Jordanian or have dual nationality including Jordanian, choose Jordanian).
2. Enter your national ID number (if you are not Jordanian, enter your passport number).

3. If you are working, activate the option (are you currently employed?), as options related to your current job will appear that must be filled out, which are:

- Current workplace (if it is not in the list, choose “Other”).
- Job level (if you cannot specify it, choose “Other”).

Your job title.

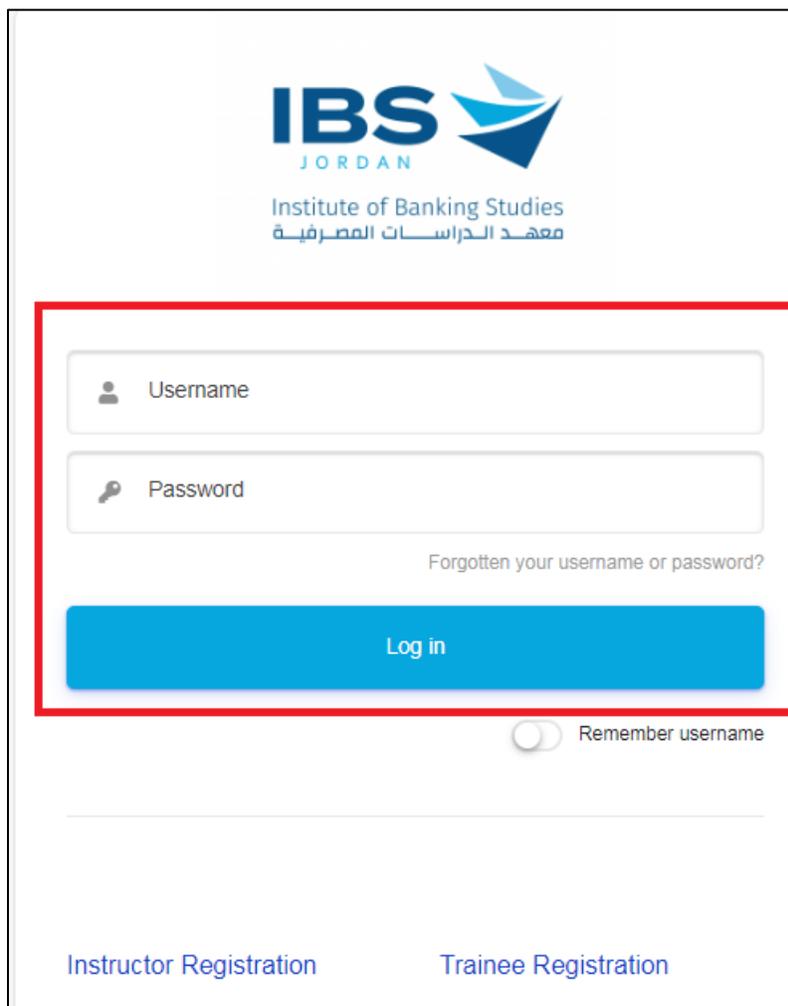
- The name of the department you work within.

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Lastly, activate the option (Agree to Ts & Cs).

Click the “Save Changes” button. If your data entries are correct, you will be redirect to the login page, where you can use: the username and password that you just created to enter the platform.



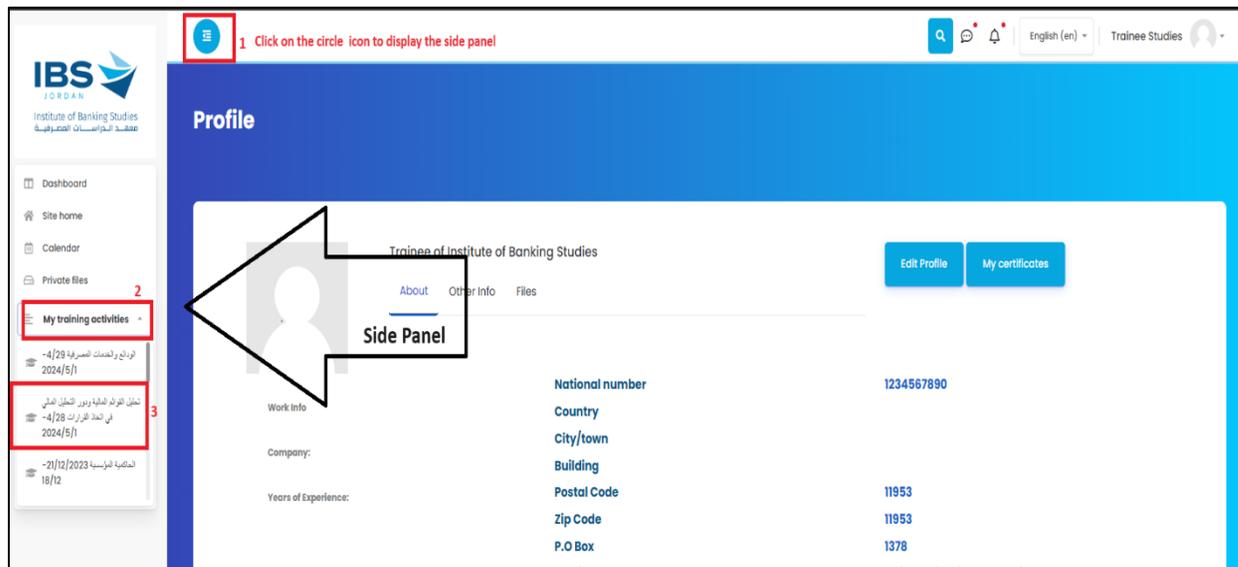
The screenshot shows the login interface for IBS Jordan. At the top, the logo for IBS Jordan (Institute of Banking Studies) is displayed. Below the logo, there are two input fields: 'Username' and 'Password'. A blue 'Log in' button is positioned below the password field. To the right of the password field, there is a link that says 'Forgotten your username or password?'. Below the 'Log in' button, there is a 'Remember username' checkbox. At the bottom of the page, there are two links: 'Instructor Registration' and 'Trainee Registration'.

1. Upon entering, your personal profile will be displayed. You can go to your training activity, via:
 - Click on the name of the training activity listed in the side panel under "My Training Activities." (Note: If the side panel isn't visible, click the circle icon to display it.)

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- You will be redirected to the page for the training activity, which includes its sessions.



General Notes:

Note: If you do not exit the registration page despite pressing the “Save Changes” button, there may be:

- Incorrect entries made by you.
- Some required fields are incomplete. Please review and fill them in appropriately, then click the "Save Changes" button again.
- If you are on your bank's network, try switching networks, as some banks restrict certain fields, particularly those involving numbers (e.g., phone numbers).

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