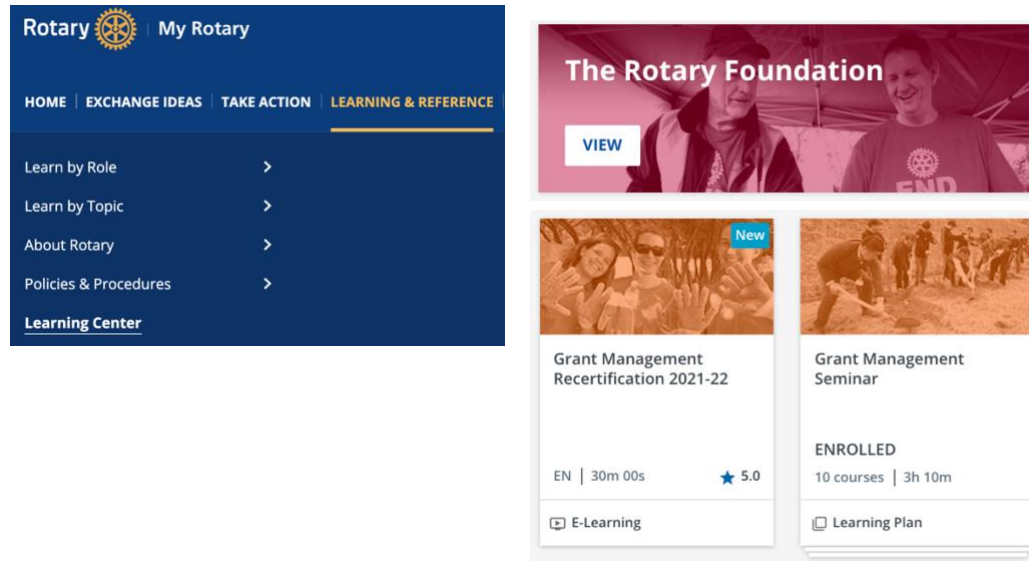


LEARNING CENTRE ACCESS INSTRUCTIONS

Grant Management Seminar and Grant Management Recertification 2021-22 for Global Grants¹

<https://my.rotary.org/en/>



First time on My Rotary?

Learn how to [create a My Rotary account](#). (pdf download document)

First time on the Learning Centre?

1. Clear your browser history and cached data.
2. Access rotary.org/learn.
3. Sign in with your My Rotary credentials.
4. Agree to the Privacy Policy.
5. Take the [Getting Started with Learning Center](#) course to familiarize yourself with the Learning Center site navigation and functionality.

Now that you are an active user on the system...

6. Click on the menu icon (≡) on the top left corner > select *My Dashboard > My courses and Learning Plans ... or...*
7. Type *Grant Management Seminar* or *Grant Management Recertification 2021-22* in the search bar up at the top and click “enter”.

Already a User on the Learning Centre?

1. Sign in with your My Rotary credentials.
2. Go to the Learning Centre > The Rotary Foundation > Grant Management Seminar or Grant Management Recertification 2021-22 Course, whichever one is applicable.
3. To resume a course you have previously started, but not completed, you can:
 - a. Click on the menu icon (≡) on the top left corner > select *My Dashboard > My courses and Learning Plans; or*
 - b. Follow the steps in #2.

Troubleshooting access errors:

1. Clear your browser history and cached data
2. Switch your browser to Google Chrome
3. Switch your browser to Incognito Mode
4. Contact learn@rotary.org

Note:

Module 1 - Purpose and Types of Grants (Module and Quiz) and **Module 2** - District Grants (Module and Quiz) are not being provided via The Learning Centre this year. Please access them via the links on our [Foundation Grants Certification Training](#) page.