tutoreca

LEARNER AREA

User guide

Train at your own pace, wherever you are.



7 step-by-step guides

tutoreca.fr

CONTENTS

Everything you need to start your training

Each guide covers one action on the platform, step by step, with the matching screens.

01 Log in p. 3

02 Add Tutoreca to your phone p. 5

03 Discover your dashboard p. 8

04 Follow a training p. 11

05 Take the quiz and get your e-certificate p. 14

06 Read the news p. 16

07 Reset your password p. 18

01

Log in

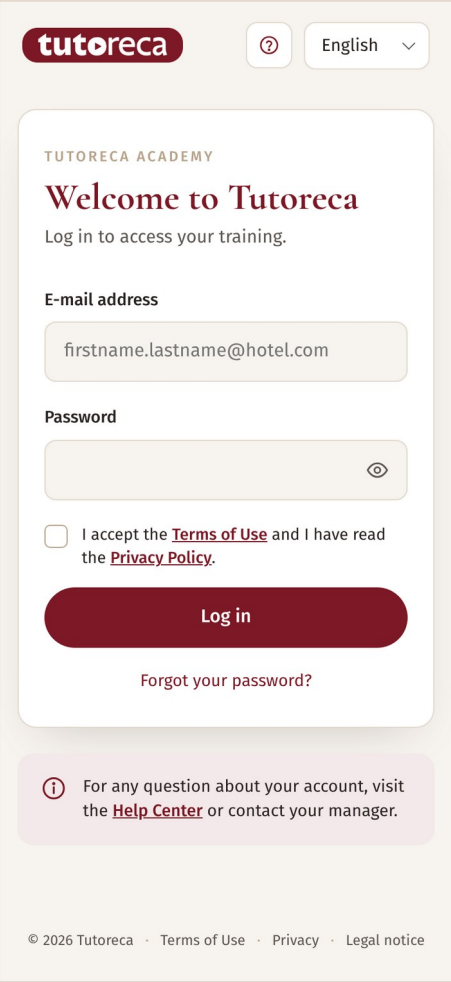
Your training space is available from tutoreca.fr, on your phone, tablet or computer.

GOOD TO KNOW Can't log in? Check that no space has slipped in before or after your e-mail address or your password.

GOOD TO KNOW Always use the e-mail address on which you receive the platform's e-mails.



Log in



1. **Open the welcome e-mail and click the activation link.**
   It takes you straight to the login page.

2. **Create your password, accept the Terms of Use, then log in.**
   If your property has given you a password, use that one.

3. **Next time, log in from tutoreca.fr with your e-mail address and password.**
   Save your login details when your phone offers to: you can then log in with face recognition or your fingerprint. With the Tutoreca icon on your home screen (guide 02), you stay logged in.

GUIDE

02

Add Tutoreca to your phone

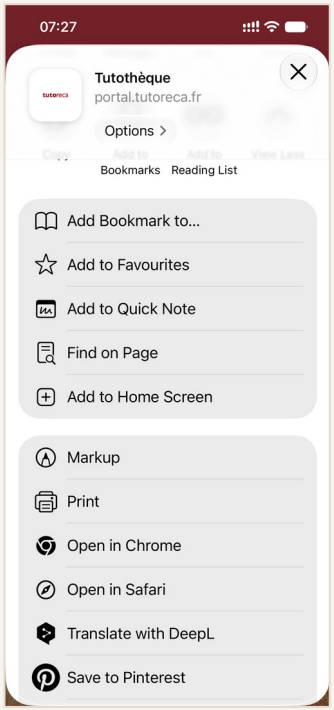
Add Tutoreca to your phone's home screen, just like an app: you stay logged in and find your training in one tap.

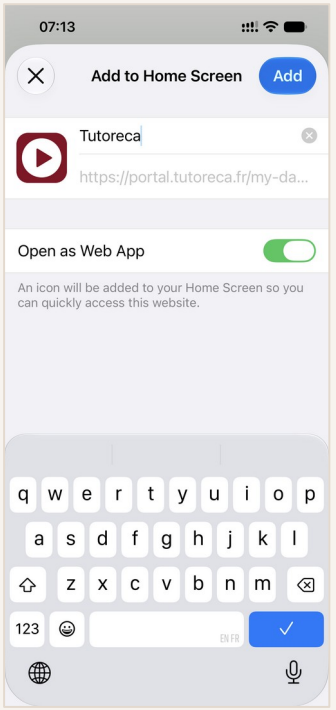
GOOD TO KNOW On Android, open the Chrome menu (the three dots at the top right) and choose "Add to Home screen".



With Safari





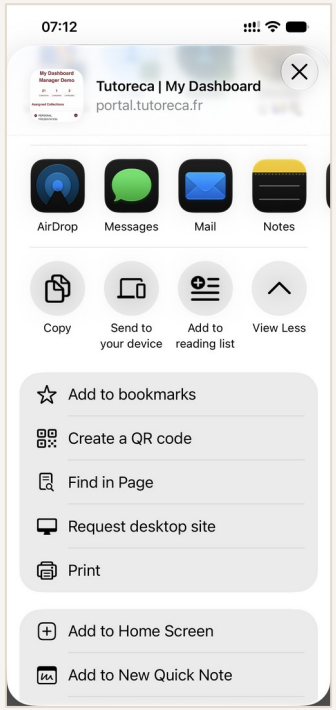


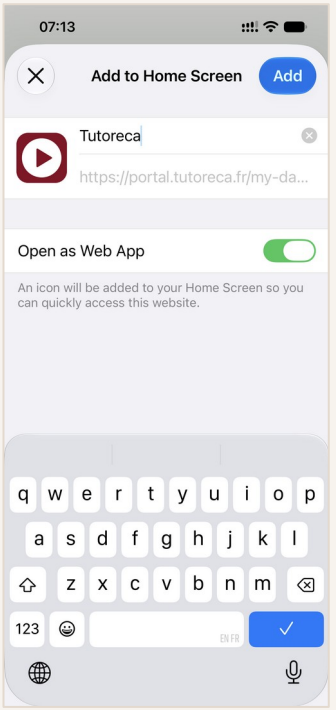
1 **Log in to tutoreca.fr and tap the share icon at the bottom of the screen.**

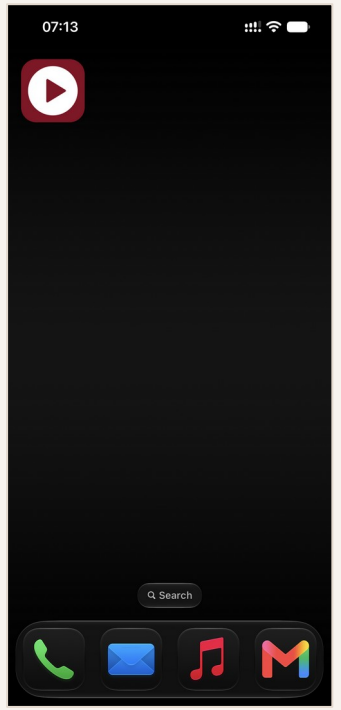
2 **Tap "Add to Home Screen".**

3 **Leave "Open as Web App" switched on, then tap "Add".**
The Tutoreca icon appears on your home screen.

With Chrome







1 **Log in to tutoreca.fr, tap the share icon, then "Add to Home Screen".**

2 **Leave "Open as Web App" switched on, then tap "Add".**

3 **The Tutoreca icon appears on your home screen.**
Tap it to find your training, without logging in again.

GUIDE

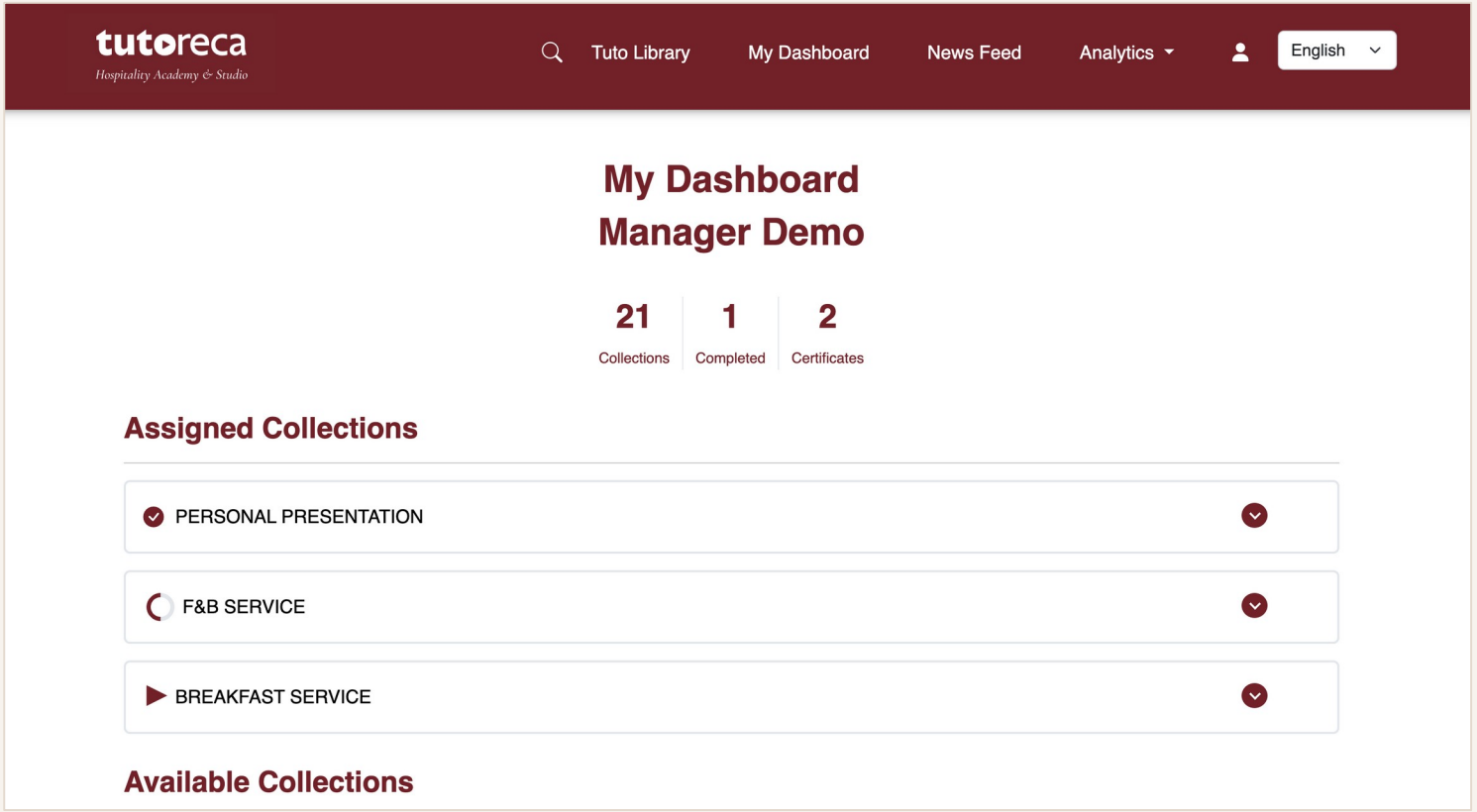
03 Discover your dashboard

In "My Dashboard", see your training, your progress and your e-certificates at a glance.

GOOD TO KNOW If new tutorials are added to a collection you have already completed, your progress goes down and you receive an e-mail. Watch the new tutorials, marked with the play icon: no need to retake the quizzes.



Your dashboard



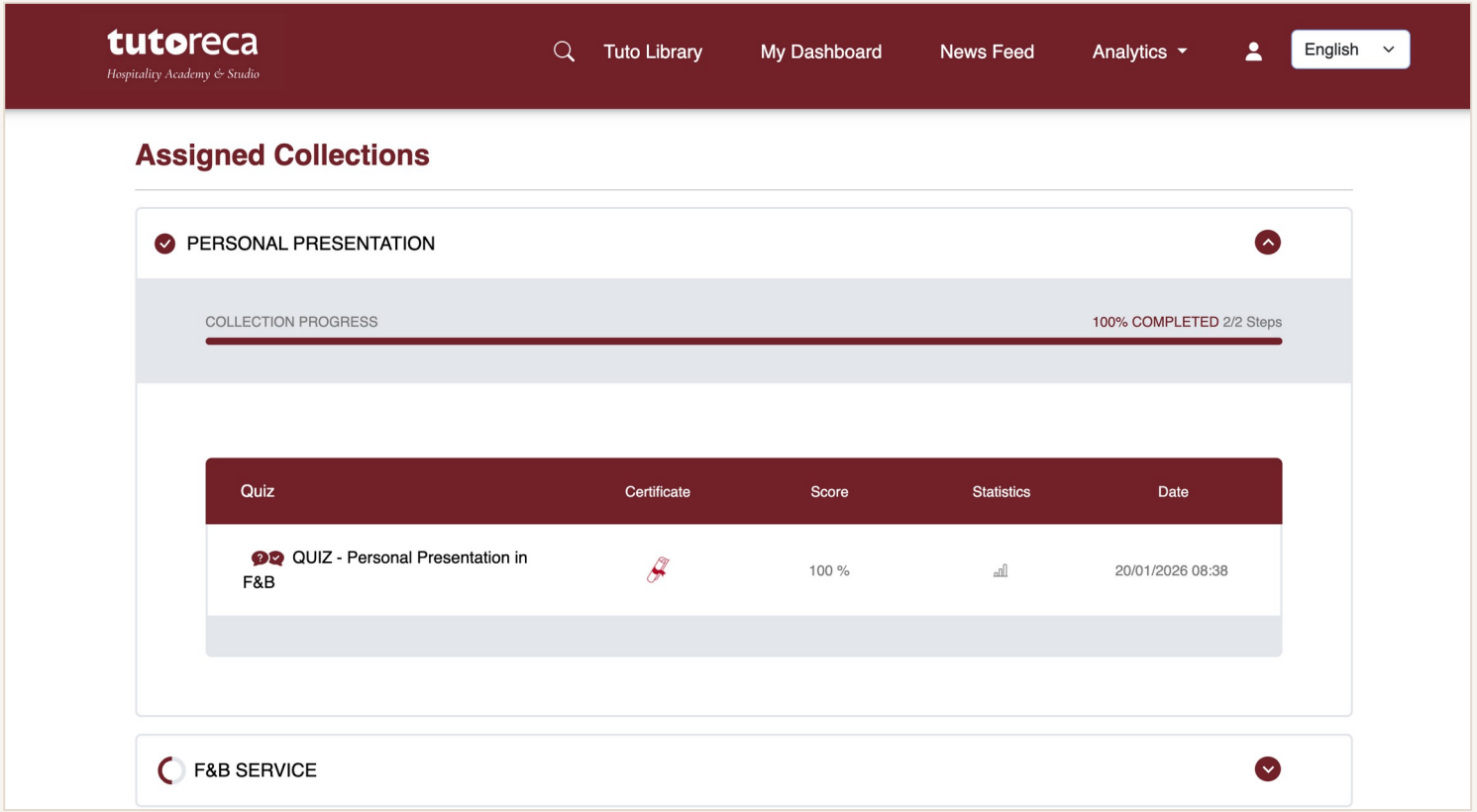
1. **As soon as you log in, you land on "My Dashboard".**

2. **In "Assigned Collections", find the training your property has assigned to you.**
   - collection completed
   - collection started
   - collection not started yet

3. **In "Available Collections", discover other collections to follow freely.**
   Can't see them? Your property has chosen to give access to assigned collections only.

4. **Click the name of a collection to open it and start watching.**

Track your progress



5 **Click the arrow on the right of a collection to show your progress.**
You see the percentage completed and the number of steps done.

6 **Find the score and date of each quiz taken.**

7 **Click the certificate icon to view and download your e-certificate.**
It is personal, in PDF format.

04
Follow a training

Each collection is organised in modules, and each module in short videos, followed by a quiz. Move forward step by step, in order.

GOOD TO KNOW Videos cannot be skipped: each one unlocks once the previous one is finished.

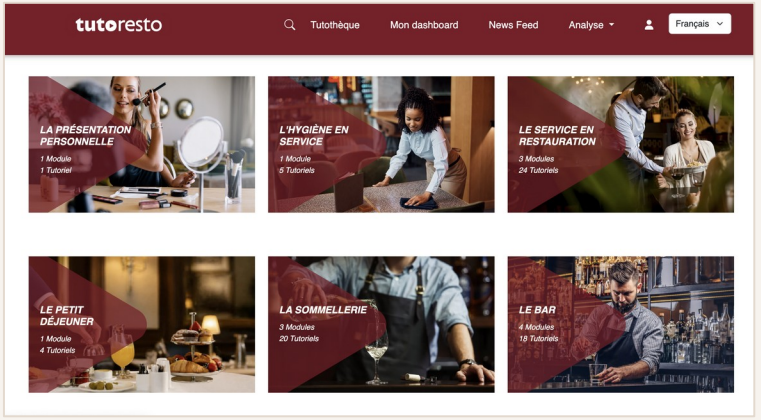
GOOD TO KNOW The collection is completed once all videos are watched and all quizzes passed, with the minimum score set by your property.



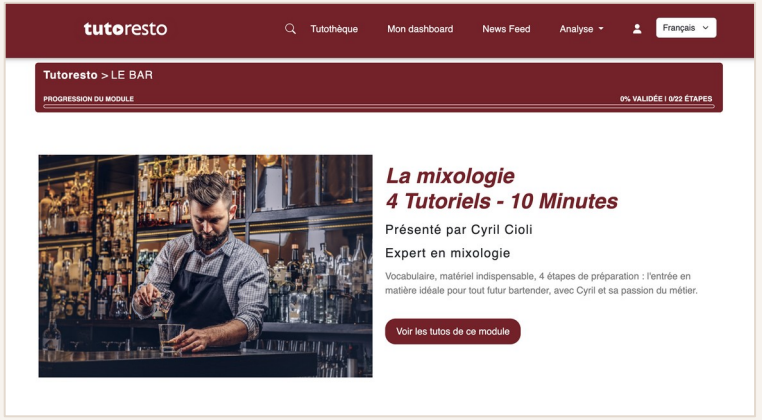
Choose your training



1 **Open the "Tuto Library" tab.**
From "My Dashboard", click the name of a collection to go straight to it.

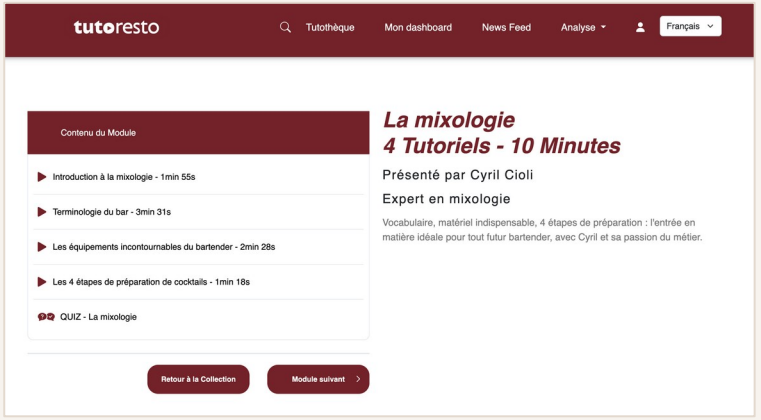


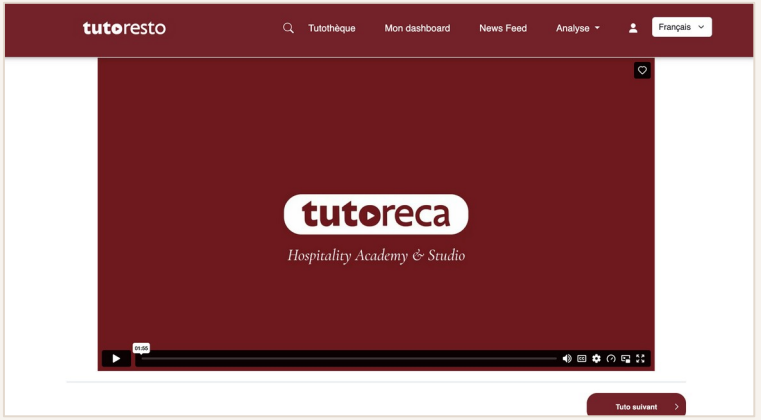
2 **Choose your collection.**

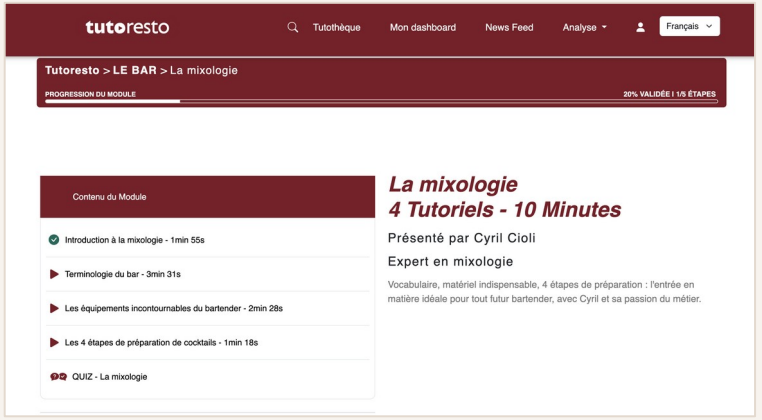


3 **Choose the module, then click the button to view its tutorials.**
Always start with the first module.

Watch the videos







4

Start the first video of the module.
The list shows all the videos of the module, then its quiz.

5

Watch the video to the end, then move on to the next tutorial.
Videos cannot be skipped.

6

Each finished video is ticked.
The progress bar always shows you where you are.

05

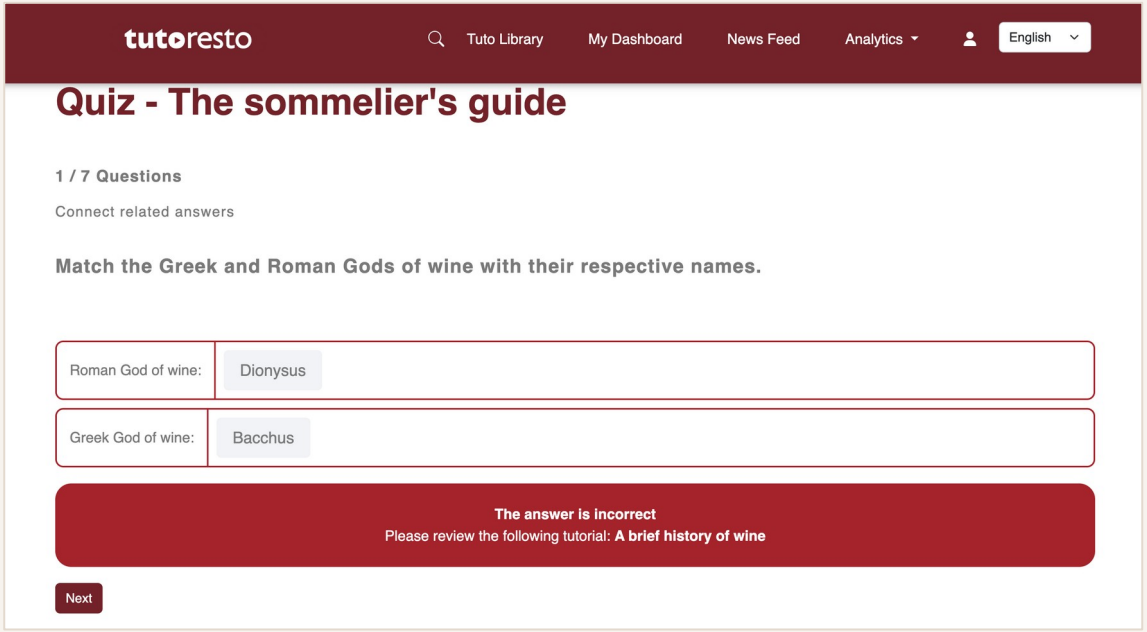
Take the quiz and get your e-certificate

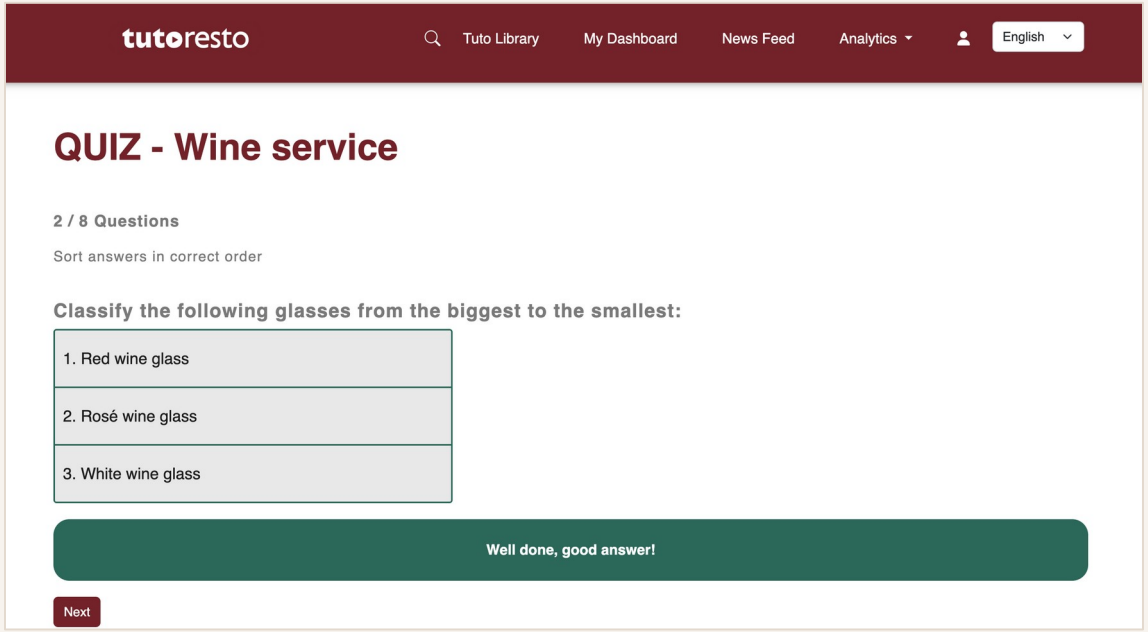
Each module ends with a quiz that validates your knowledge and unlocks the next module.

GOOD TO KNOW The minimum score is set by your property. Unless stated otherwise, it is 85%.



Take the quiz





1 **After the last video, open the module quiz and answer the questions.**
If you make a mistake, the platform tells you which tutorial to review.

2 **Reach the minimum score to pass the quiz and unlock the next module.**
Once the collection is completed, download your e-certificate from "My Dashboard" (guide 03).

GUIDE

06

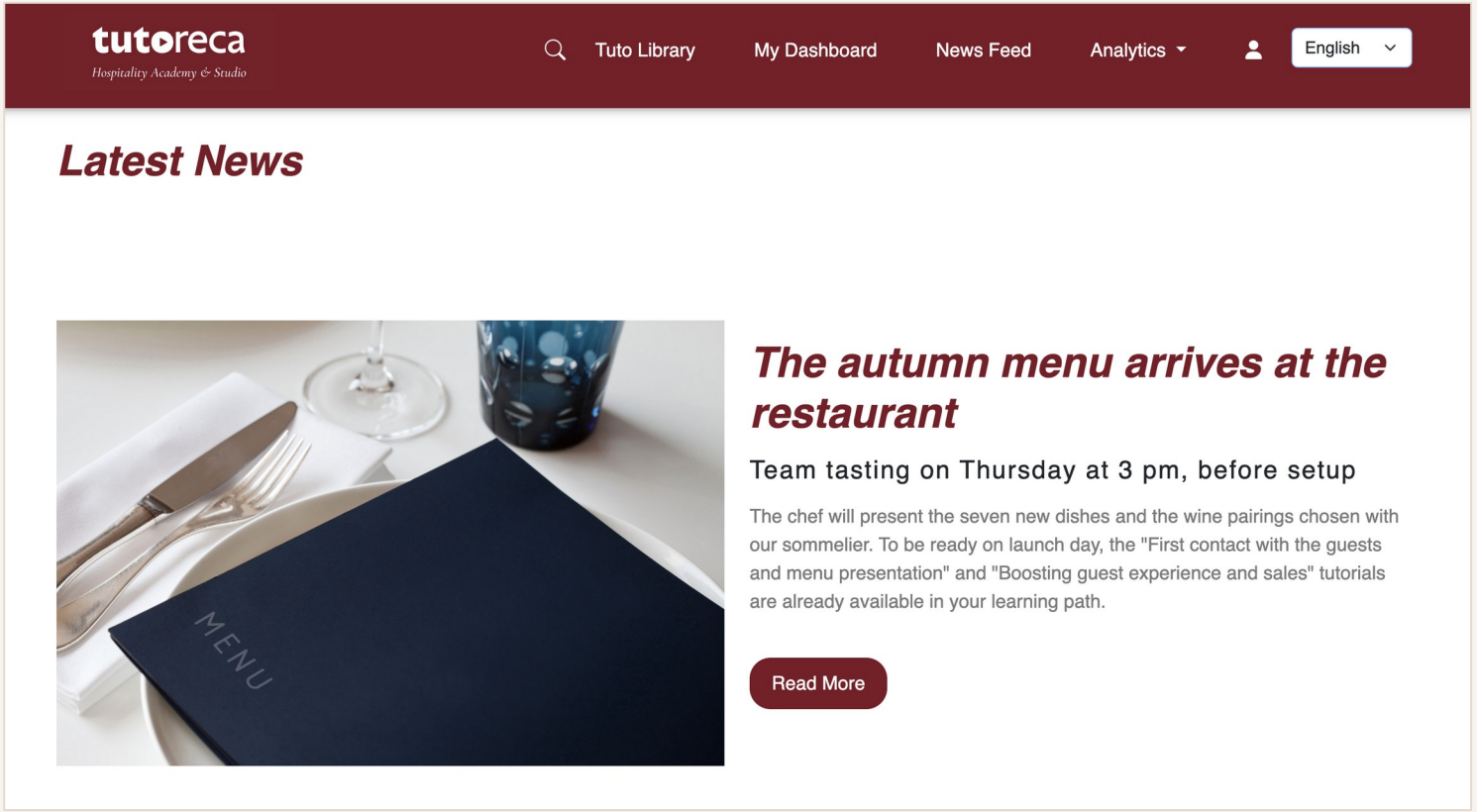
Read the news

Follow life at your property: announcements, events, new training.



GOOD TO KNOW You receive an e-mail each time a new post is published.

Read the news



1. **Open the "News Feed" menu.**
   It may carry the name of your property's internal newsletter.

2. **Tap "Read More" to read a post in full.**

GUIDE

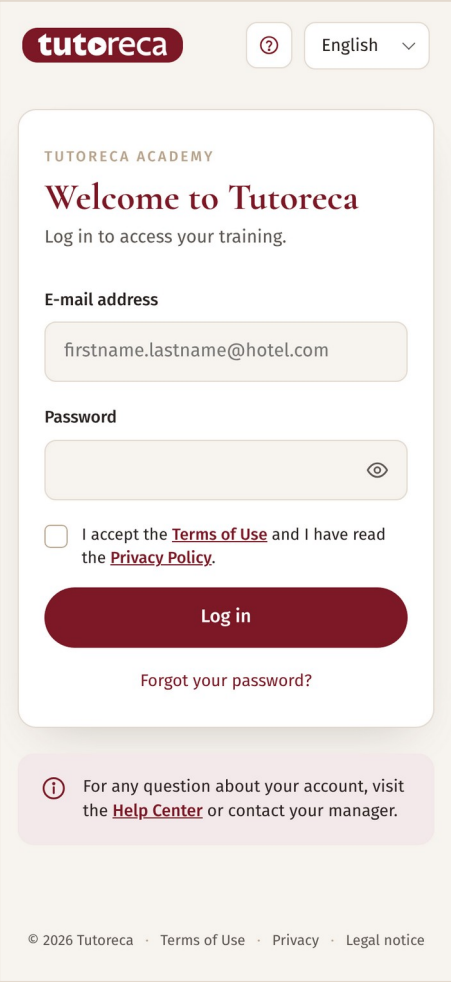
07 Reset your password

Forgot your password? Choose a new one in a few moments.



GOOD TO KNOW Not receiving the e-mail? Check your spam folder, or ask your manager to send you a new link.

Reset your password



1. On the login page, tap "Forgot your password?".
2. Enter your e-mail address.
3. Open the e-mail you receive and choose a new password.

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Any questions?

Your manager or training manager is there to help you at every step.

If you have any issue, contact them directly.

