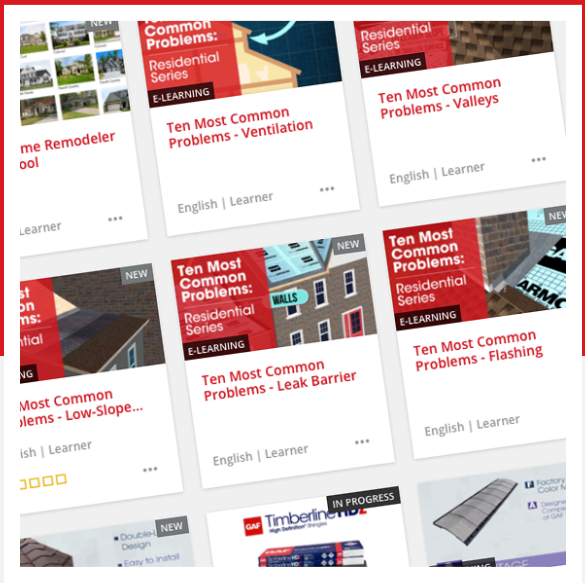
User Guide

GAF Learning Portal



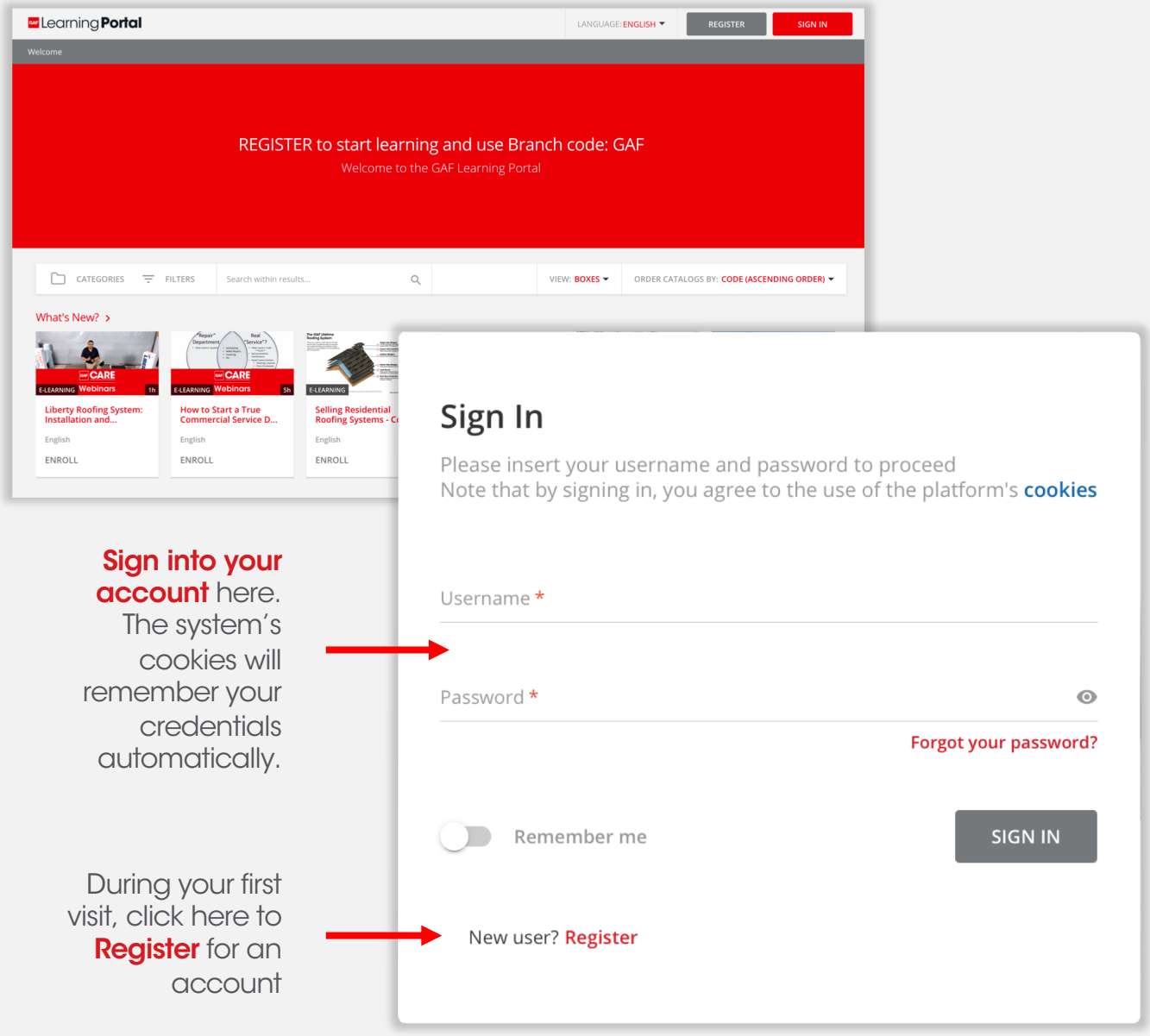
Welcome to your learning home.

GAF

We protect what matters most™

Access the Portal

To access the Open Learning Portal on a computer or tablet running a desktop browser, click on the following link: http://www.gaf.com/learning



Sign into your account here. The system's cookies will remember your credentials automatically.

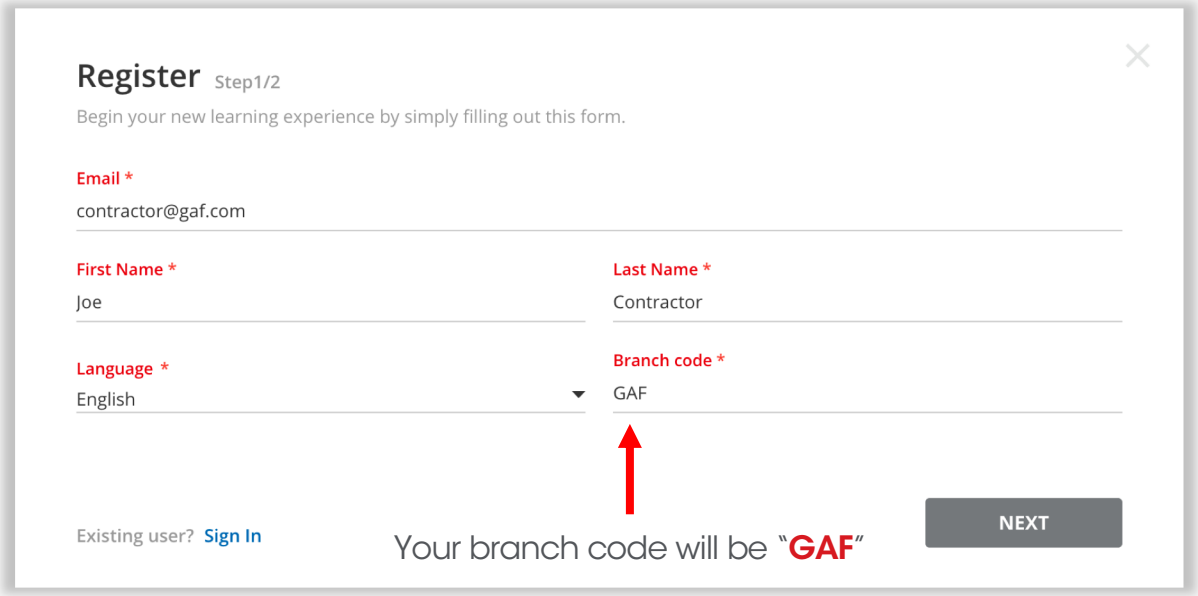
During your first visit, click here to **Register** for an account

GAF Learning Portal

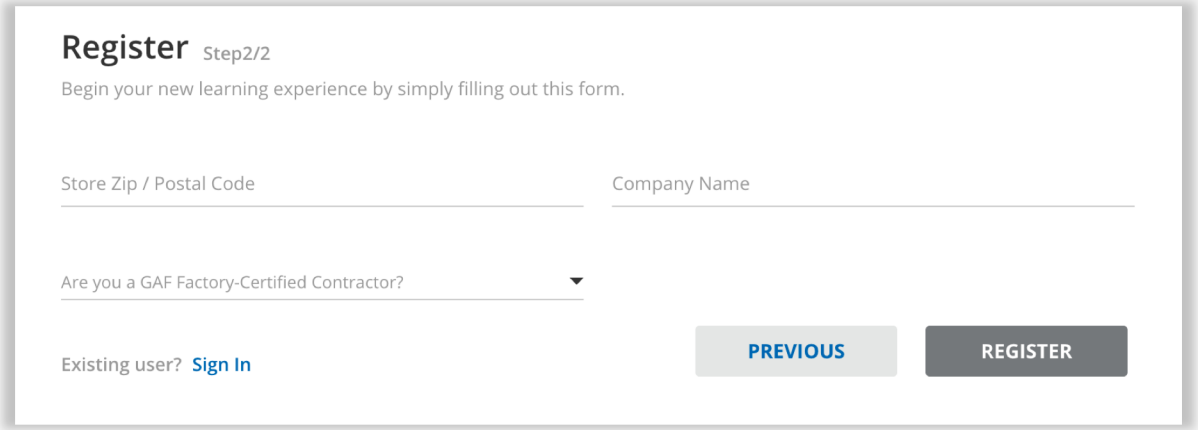
Register for a Free Account

We highly recommend that you **register** on a laptop or desktop computer. You may access the portal on a mobile device later, but for the best experience overall, a computer is preferred for now.

To register, follow the instructions and provide a working email address:



Please answer a few more questions so we know who you are:



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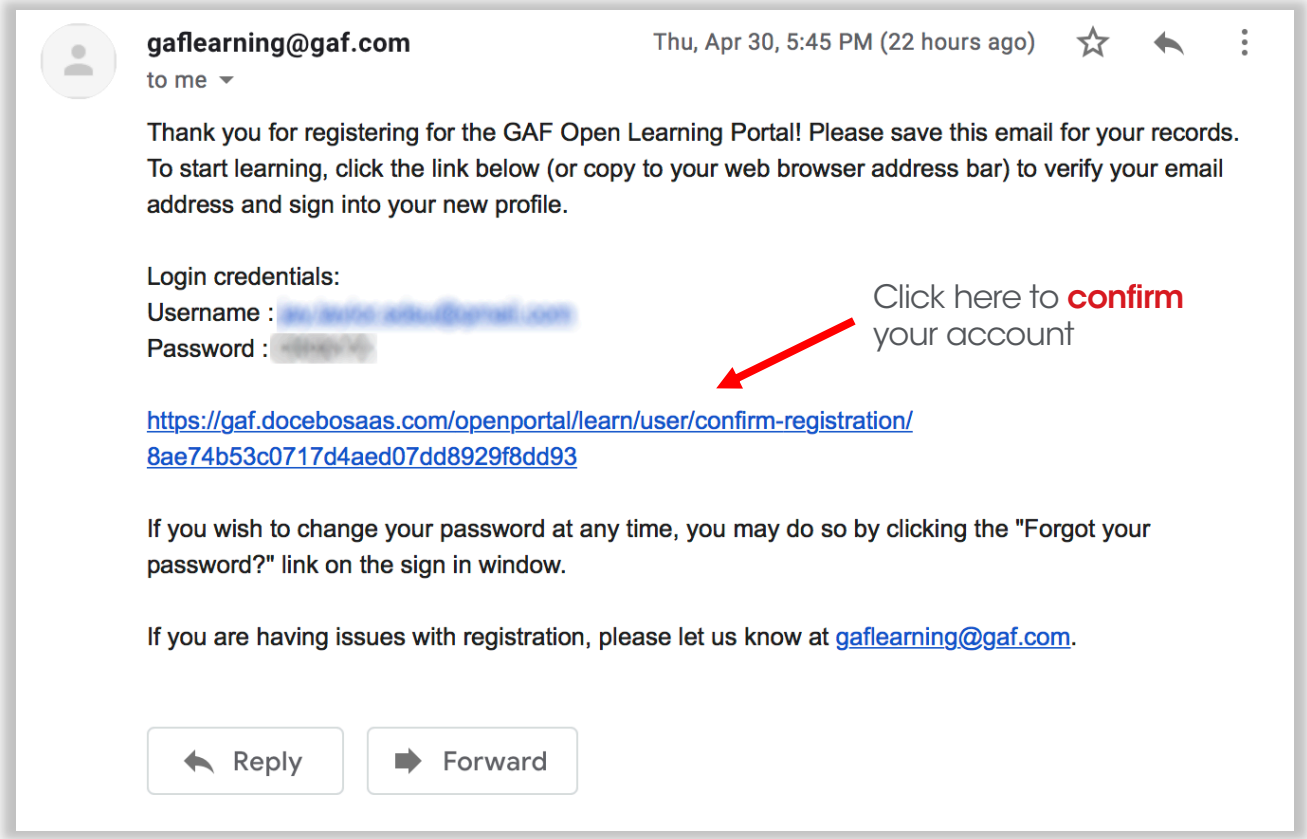
Confirm Your Account

After creating your free account, you must **confirm** your account by clicking the link in the automated email you will receive from gaflearning@gaf.com



GAF Learning Portal

Mobile Devices

Available on iOS or Android

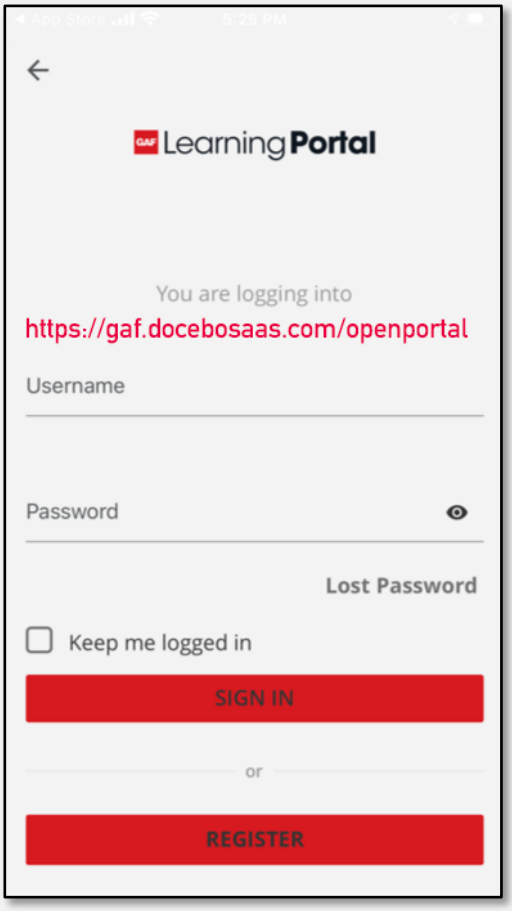
The Mobile App (Docebo Go.Learn) is optimized for iOS and Android devices, including smartphones and tablets to deliver an unparalleled user experience.

[iOS version]

[Android version]

Logging into your Mobile App:

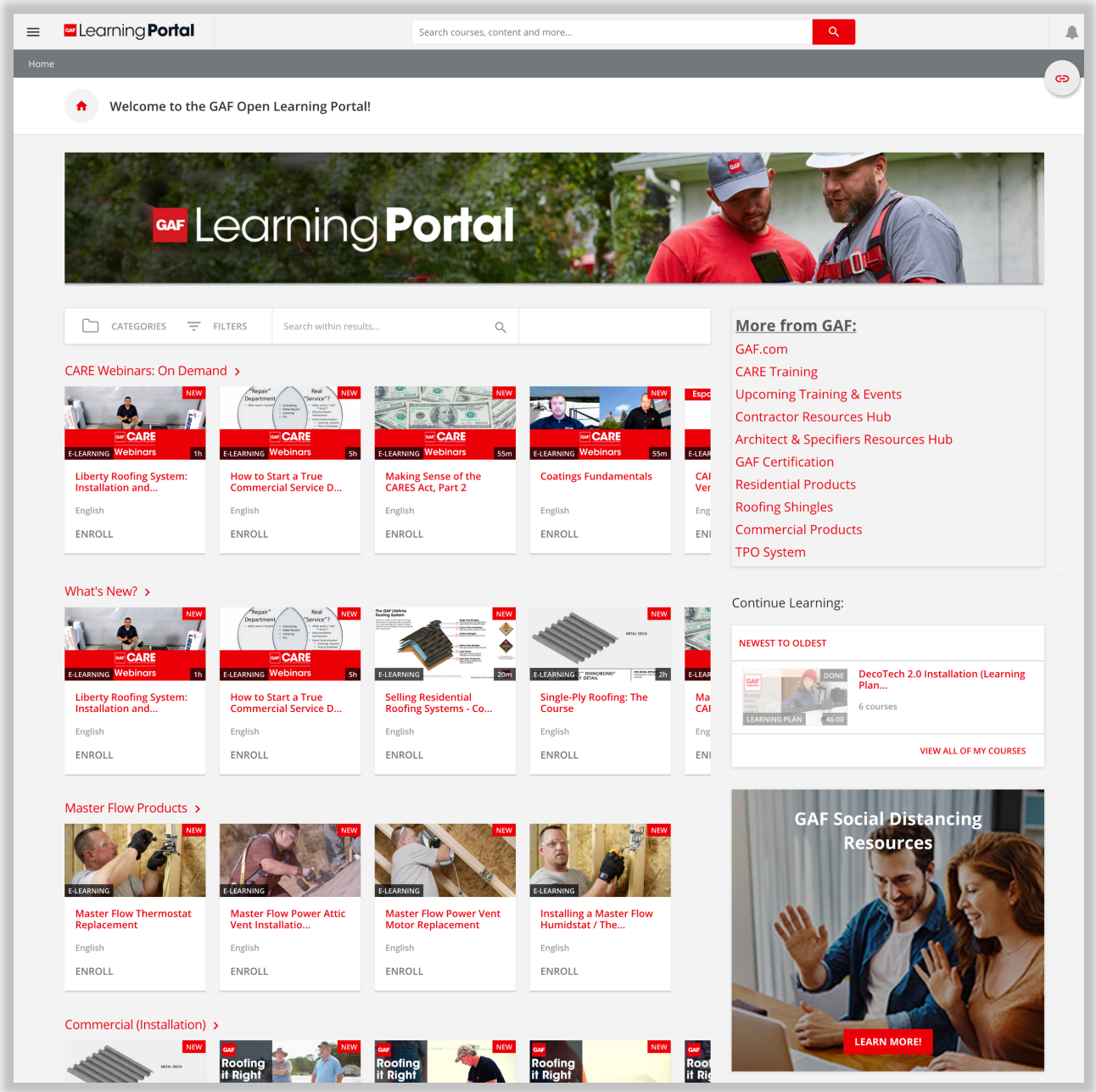
- To access the app, tap on the app's icon to launch it.
- On the first page, make sure the Open Learning portal's URL in the Platform URL text box
    - You are logging into: https://gaf.docebosaas.com/openportal/learn
- *Once the app is installed on your device*, visiting gaf.com/learning will automatically bring the app up at the correct login portal



Learning Portal

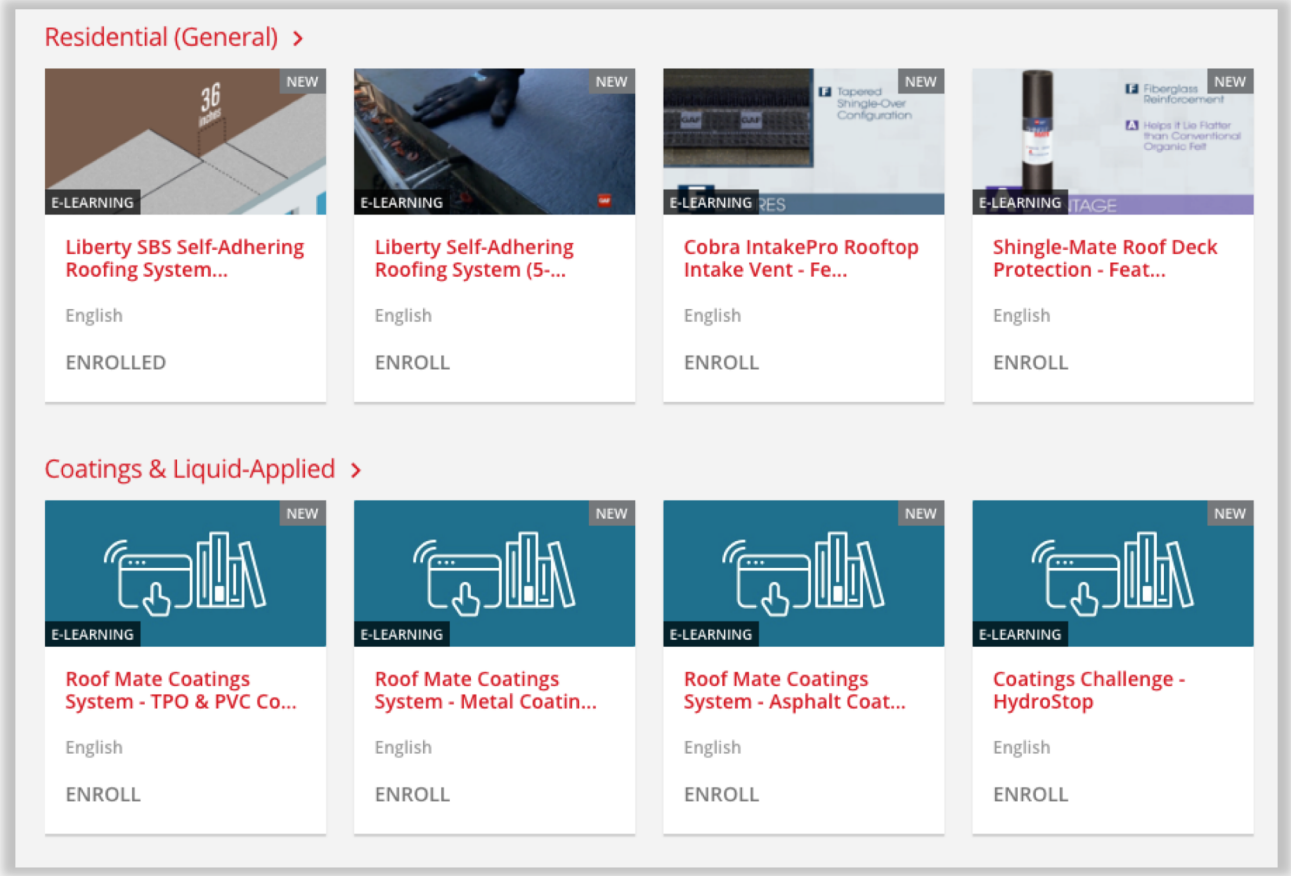
Home Page

Upon login, you will come to the Open Learning Portal:



Navigation

Courses are organized by Subject in catalogs. To enroll in a course, simply click the thumbnail:

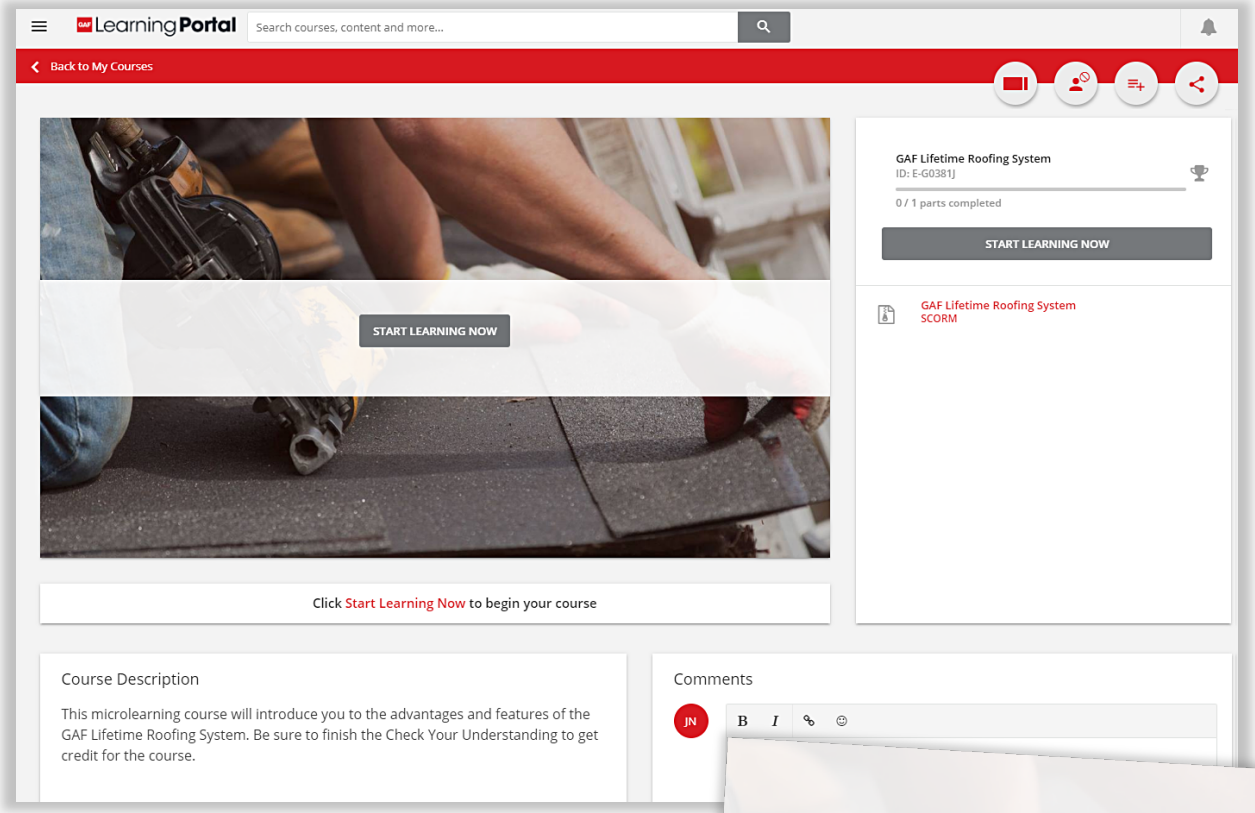


New content is being added throughout the year – check back for new courses!

GAF LearningPortal

Course Player

When you enter a course, you will see the learning objects in the Course Player:



- ✓ **Follow the instructions** to complete each course.
- ✓ Once you complete the quiz, the course will automatically change to **Completed**

GAF Learning Portal

Troubleshooting

I'm stuck on a certain part of a course. What's going on?

If a user cannot progress past a course, there could be a few issues:

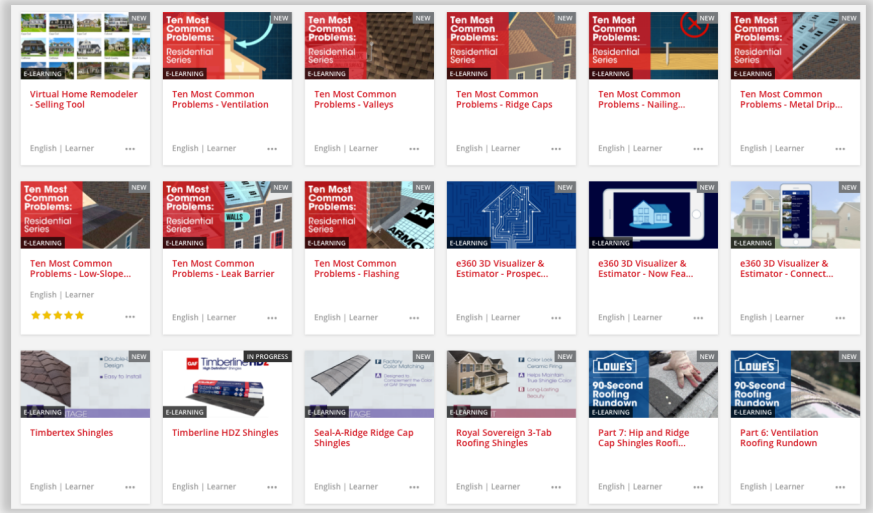
- ✓ A poor connection caused the course to time out: you should log out and back in to the platform. If that still does not work, you can try restarting the course.
- ✓ A setting in your browser or company's internet security is preventing certain content in the course: you should try accessing the platform and the course on a different browser. Google Chrome is preferred, but try Internet Explorer.
    - ✓ If this does not work, you should reach out to **gaflearning@gaf.com** and your company's IT department to make sure your internet security is not preventing this.
- ✓ Our courses are designed to be taken on laptop/desktop computers as well as mobile devices, but your particular device may not be supporting or loading the course properly
- ✓ Try accessing the course and platform on a different device, if possible. If this does not work, you can reach out to **gaflearning@gaf.com**.

Notifications

You will be **notified via email with instructions** of any achievements and rewards you are eligible to receive

✓ Our training email address is **gaflearning@gaf.com**

Be sure to check back periodically – the system is always growing with new and relevant content to help you grow your professional knowledge base!



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