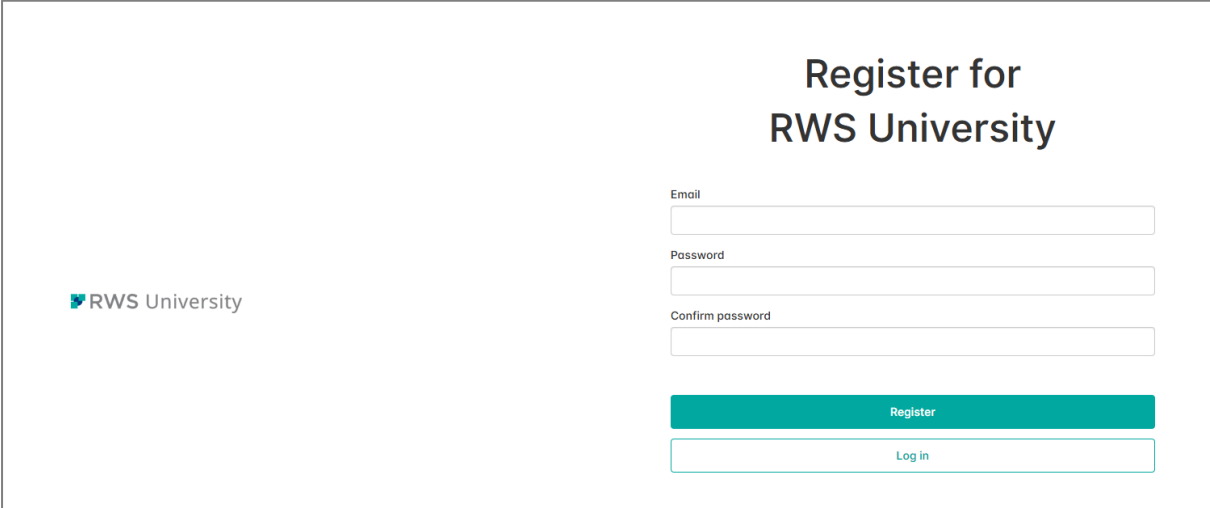
The background features a complex geometric pattern of overlapping triangles and circles in shades of gray. Overlaid on this are three large, stylized arrow shapes pointing to the right. The central arrow is filled with vertical teal bars, while the top and bottom arrows are filled with vertical light blue bars.

# **Guide for Accessing Trados Learning Hub**

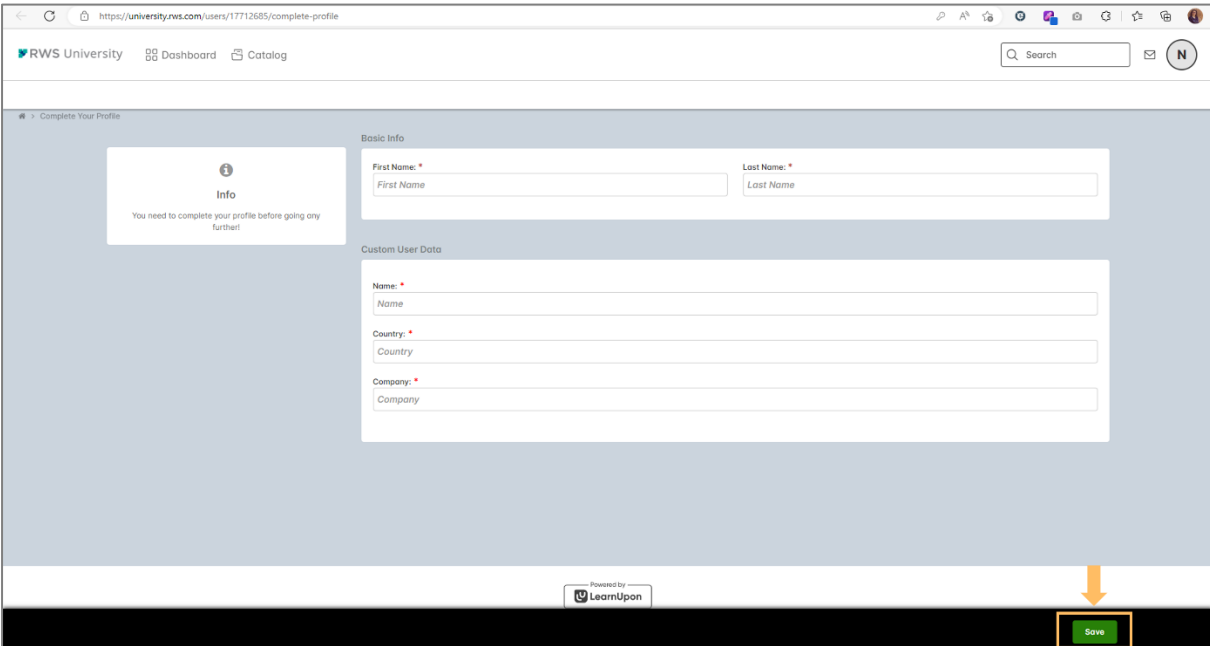
February 2023

To access the Trados Learning Hub, you need to first create an account on the RWS University. For this, click on this link ([Register | RWS University](#)).



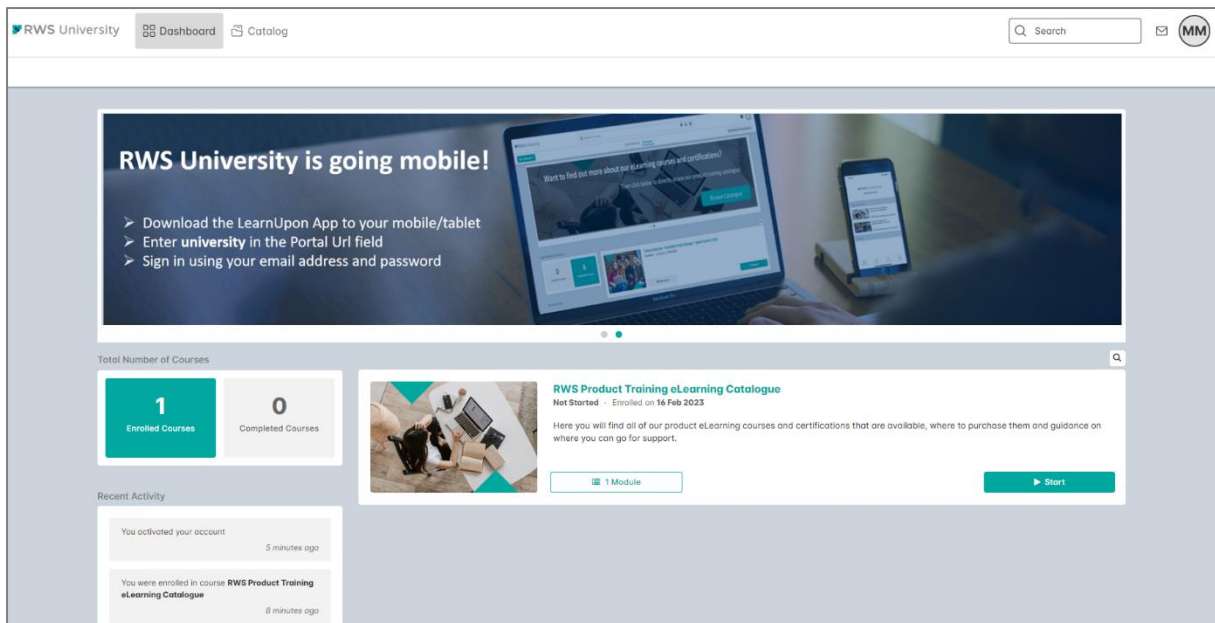
The image shows a registration form for RWS University. On the left is the RWS University logo. The main heading is "Register for RWS University". The form includes three input fields: "Email", "Password", and "Confirm password". Below these fields are two buttons: a teal "Register" button and a white "Log in" button with a teal border.

- Enter an active email address and create your own password. A confirmation email will be sent to your email address asking you to validate your account. Make sure to check your Junk or Spam folders if you don't see the email in your mailbox.
- On the RWS University, fill in the required details on the 'Complete your Profile' page and click **Save**.

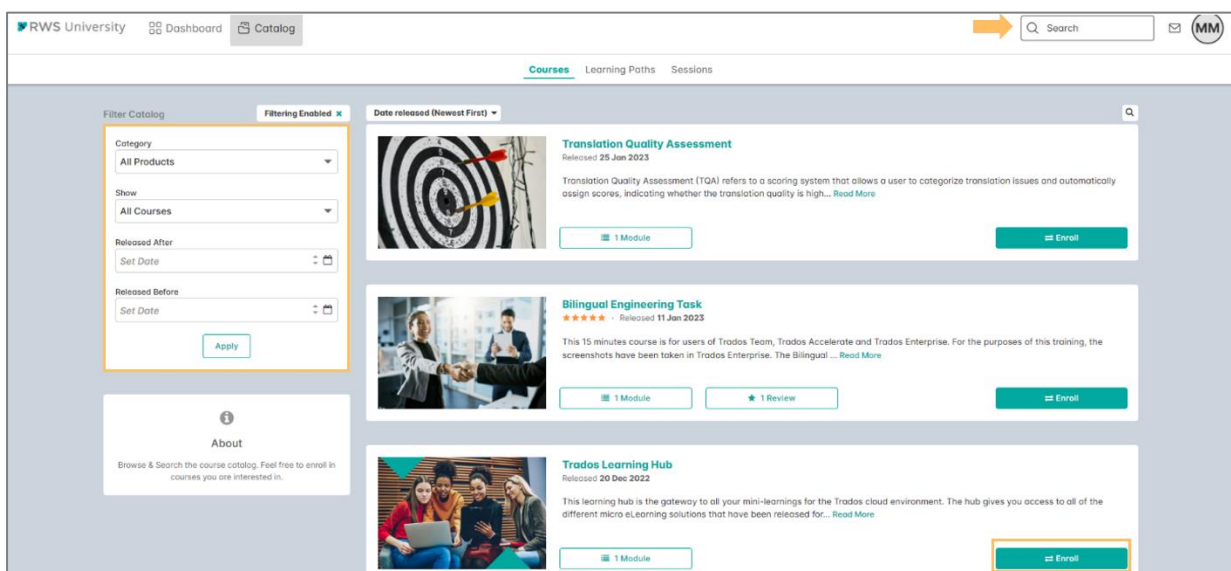


The image shows a browser window displaying the "Complete Your Profile" page on the RWS University website. The page has a navigation bar with "RWS University", "Dashboard", and "Catalog" links, along with a search bar and a user profile icon. A central information box states: "You need to complete your profile before going any further!". The form is divided into two sections: "Basic Info" with fields for "First Name" and "Last Name", and "Custom User Data" with fields for "Name", "Country", and "Company". At the bottom right, a green "Save" button is highlighted with a yellow box and an orange arrow pointing to it. A "Powered by LearnUpon" logo is visible at the bottom center.

Once you do that, you will be re-directed to the course's dashboard, and you will also receive a confirmation email regarding your account being confirmed.

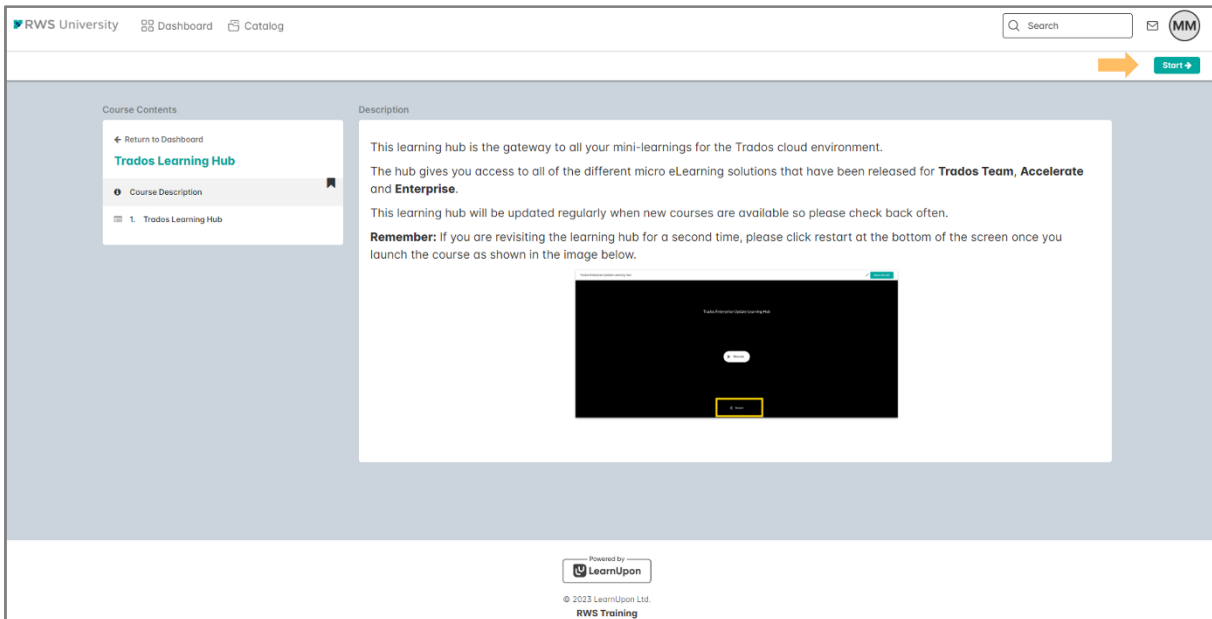


- To access the **Trados Learning Hub**, go to **Catalog**, and you will see the **Trados Learning Hub** tile. If it doesn't appear, you can use the 'Search' box, in the upper-right corner. You can also filter on all courses relevant to your product by selecting your product in the Category list.
- To enroll to the **Trados Learning Hub**, use the green '**Enroll**' button in the course card.

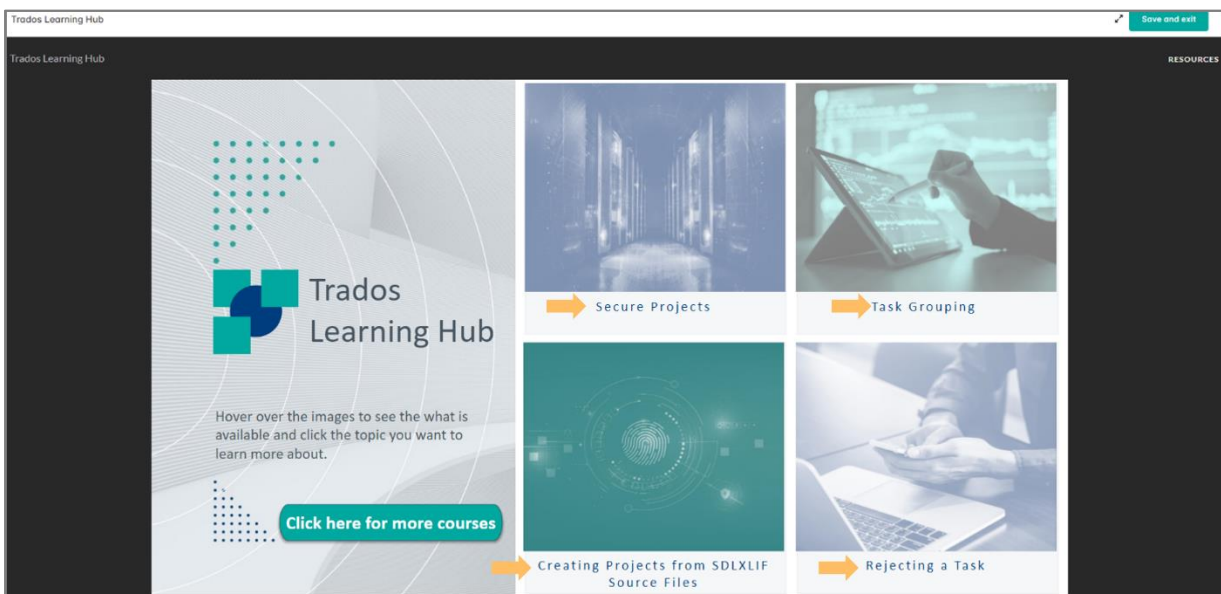


Once you enrolled in the 'Trados Learning Hub' course, or in any other course, a notification will be sent to your email.

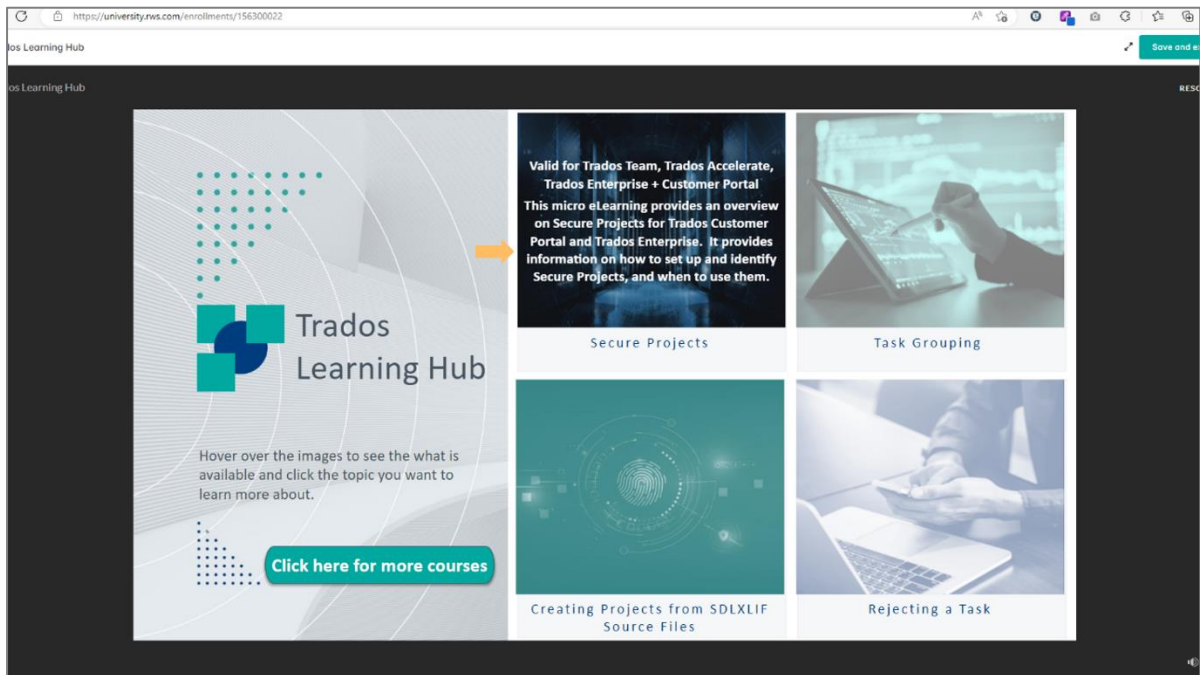
- To start the course, use the **'Start'** button, as indicated in the course 'Description' page.



The Trados Learning Hub is the gateway to all your mini learnings for the Trados cloud environment. The hub gives you access to all of the different micro eLearning solutions that have been released for Trados Team, Accelerate and Enterprise.

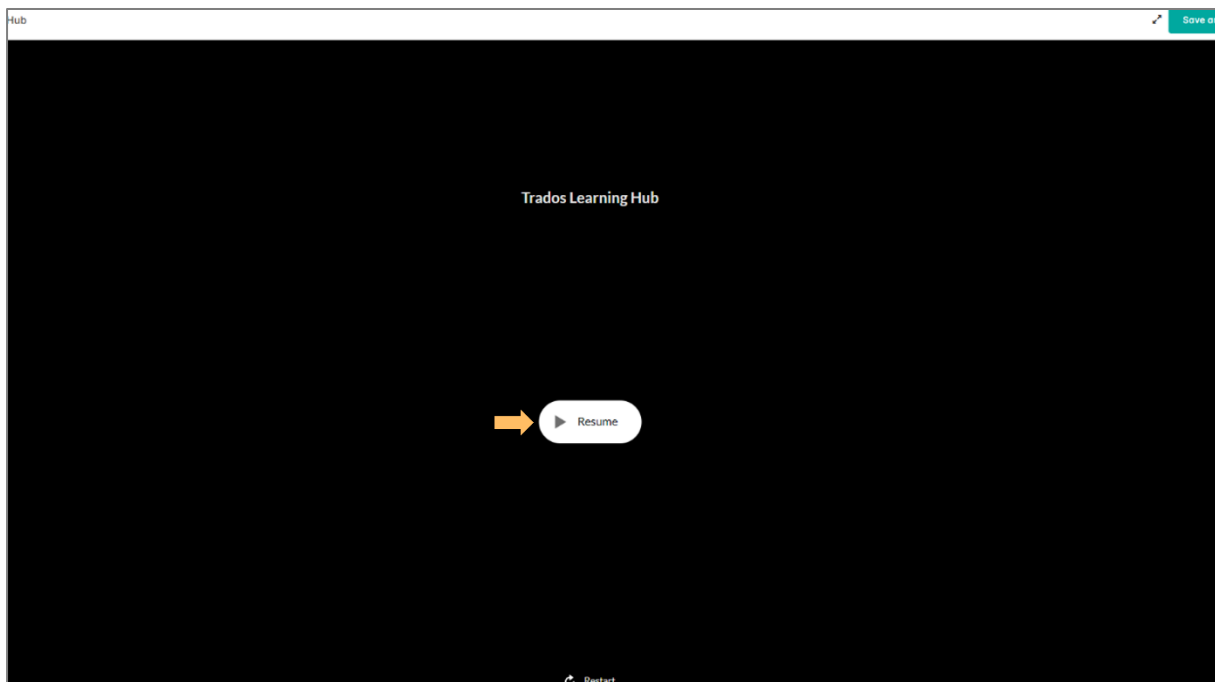


Each card features a different eLearning. Hover on each card to see a description of each micro eLearning, as shown below:

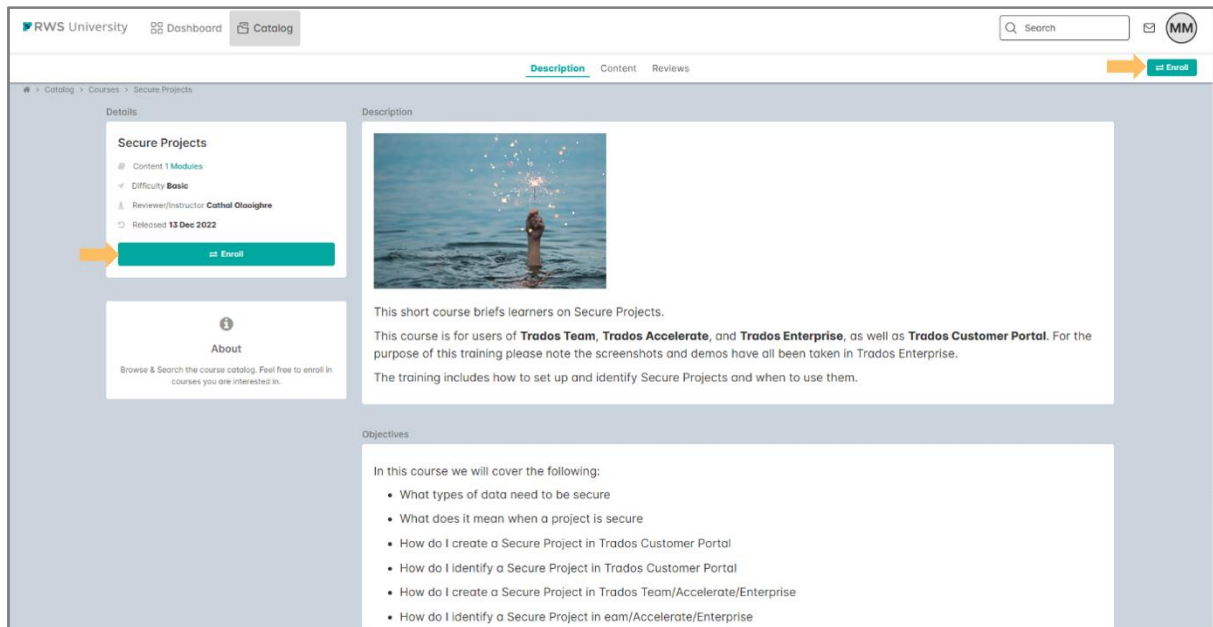


This learning hub will be updated regularly when new courses are available so, please check back often.

If you are revisiting the learning hub for a second time, please click Resume at the center of the screen once you launch the course as shown in the image below.



Whenever you start a course, once you click on the dedicated course card, you will be redirected to the course 'Description' page, as in the below example – from this page you will be required to enroll in the course. Once you enroll, you will receive a notification email and you can go through your course.



#### About RWS

RWS Holdings plc is a unique, world-leading provider of technology-enabled language, content and intellectual property services. Through content transformation and multilingual data analysis, our unique combination of technology and cultural expertise helps our clients to grow by ensuring they are understood anywhere, in any language.

Our purpose is unlocking global understanding. By combining cultural understanding, client understanding and technical understanding, our services and technology assist our clients to acquire and retain customers, deliver engaging user experiences, maintain compliance and gain actionable insights into their data and content.

We work with over 80% of the world's top 100 brands, more than three-quarters of Fortune's 20 'Most Admired Companies' and almost all of the top pharmaceutical companies, investment banks, law firms and patent filers. Our client base spans Europe, Asia Pacific and North and South America. Our 65+ global locations across five continents service clients in the automotive, chemical, financial, legal, medical, pharmaceutical, technology and telecommunications sectors.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

For further information, please visit: [www.rws.com](http://www.rws.com)