



FINANCIAL LITERACY
THROUGH PUBLIC
LIBRARIES

Financial literacy through public libraries

User Guide - registration and training on the
FINLIT platform

ERASMUS+, 2018-1-PL01-KA204-050839

Partners

Financial Literacy through Public Libraries


Project co-funded by the Erasmus+ Program of the European Union
Contract No 2018-1-PL01-KA204-050839



**FINANCIAL LITERACY
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LIBRARIES**

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of the European Union





Financial literacy is the combination of financial knowledge, skills and behaviours that support us to make sound financial decisions to achieve financial wellbeing.



FIN + LIT = FINLIT

ye!



**FINANCIAL
LITERACY
THROUGH
PUBLIC
LIBRARIES**

Registration on FINLIT platform



FINANCIAL LITERACY
THROUGH PUBLIC
LIBRARIES

PROJECT ▾

NEWS & EVENTS ▾

TRAINERS ▾

TRAINEES ▾

ENGLISH (EN) ▾



Project summary

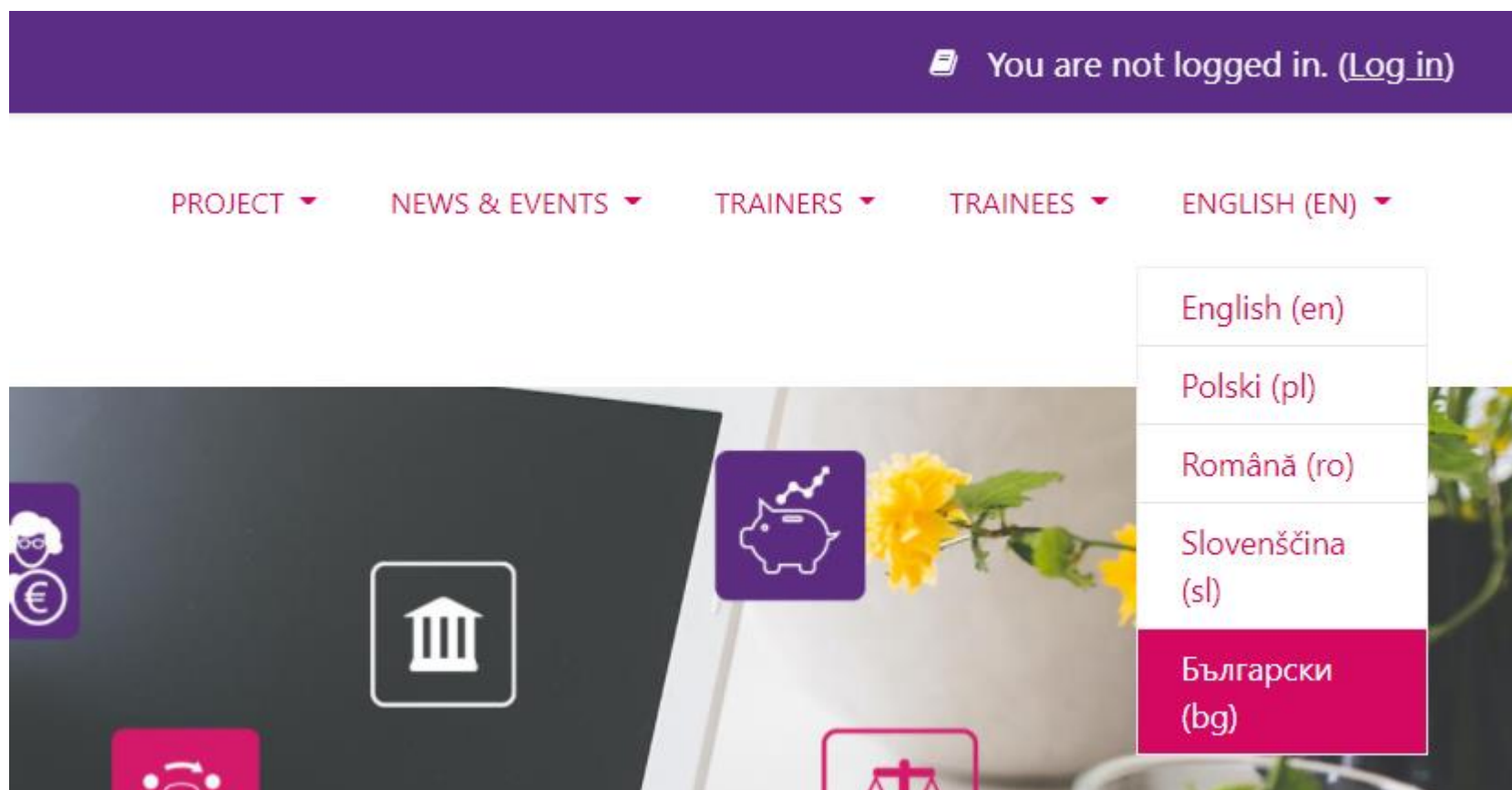
The project Financial Literacy Through Public Libraries is aiming to increase the level of financial literacy of adults through new approach and by using the huge potential of public libraries as non-formal educators and lifelong training institutions. Project consortium is formed by 4 organisations from 4 countries in Central and Eastern Europe - Poland, Slovenia, Bulgaria and Romania. Two of the partners are libraries, while the other two are foundations working with public libraries networks on national level.

STEP 1

Open the following address in your browser:
<https://finlit.eu>

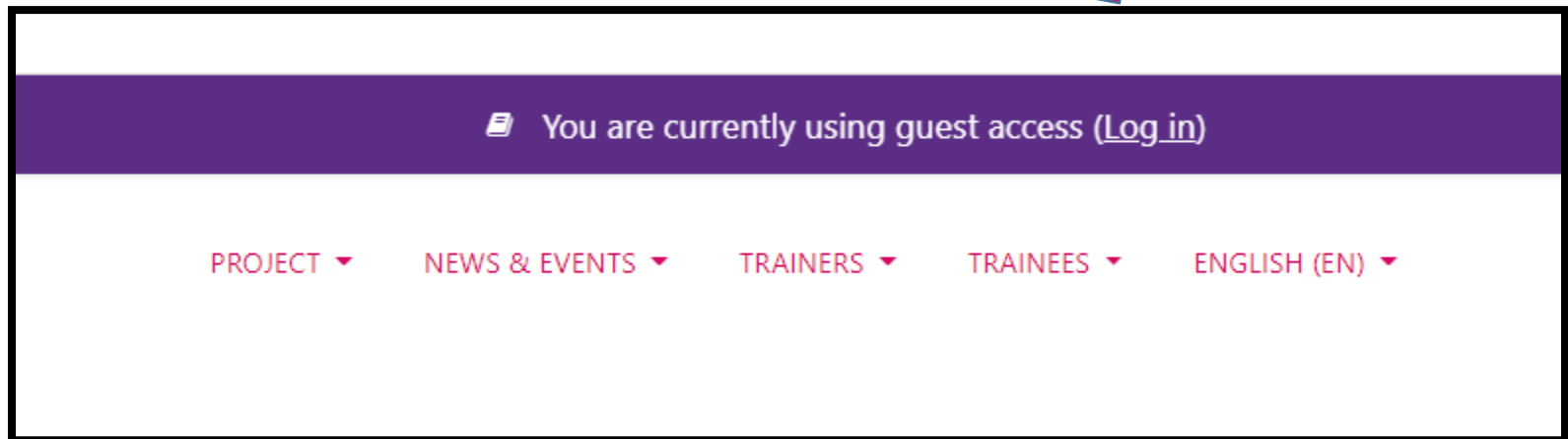
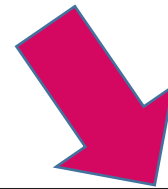
STEP 2

From the menu select your language



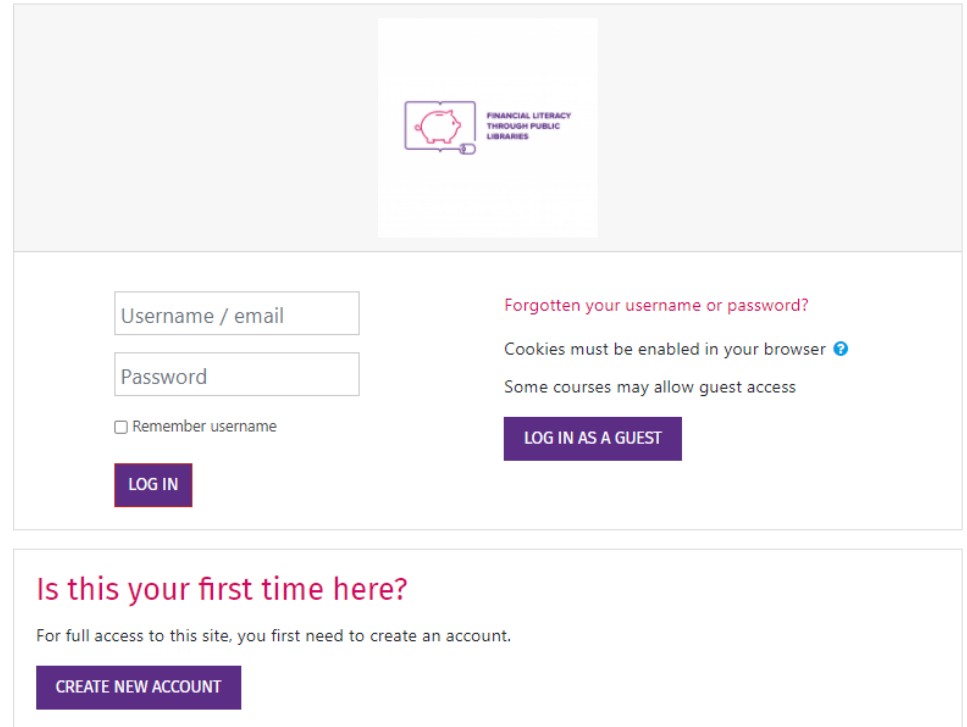
Step 3

In the top right corner, select **(Login)**



STEP 4

Create new
account:



The screenshot shows a web interface for 'Financial Literacy Through Public Libraries'. At the top center is a logo featuring a piggy bank icon and the text 'FINANCIAL LITERACY THROUGH PUBLIC LIBRARIES'. Below the logo, there are two main sections. The first section contains a login form with two input fields: 'Username / email' and 'Password'. Below these fields is a checkbox labeled 'Remember username' and a purple 'LOG IN' button. To the right of the login form, there are three links: 'Forgotten your username or password?' in red, 'Cookies must be enabled in your browser' with a blue question mark icon, and 'Some courses may allow guest access'. Below these links is a purple button labeled 'LOG IN AS A GUEST'. The second section, separated by a horizontal line, is titled 'Is this your first time here?' in red. It contains the text 'For full access to this site, you first need to create an account.' and a purple button labeled 'CREATE NEW ACCOUNT'.

FINANCIAL LITERACY
THROUGH PUBLIC
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Username / email

Password

☐ Remember username

LOG IN

Forgotten your username or password?

Cookies must be enabled in your browser ?

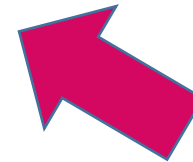
Some courses may allow guest access

LOG IN AS A GUEST

Is this your first time here?


For full access to this site, you first need to create an account.

CREATE NEW ACCOUNT



STEP 5

Read the privacy policy:



FINANCIAL LITERACY
THROUGH PUBLIC
LIBRARIES

PROJECT ▾ NEWS & EVENTS ▾ TRAINERS ▾ TRU ▾

Financial literacy through public libraries

[Home](#) / [Policies and agreements](#) / [Privacy Policy](#)

Privacy Policy

Please read our [Privacy Policy](#)

Privacy Policy for FINLIT Project Web Site

At FINLIT Project, accessible from <https://finlit.eu/>, one of our main priorities is the privacy of our visitors. This Privacy Policy document contains types of information that is collected and recorded by FINLIT Project and how we use it.

Privacy Policy for FINLIT Project Web Site

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If you have additional questions or require more information about our Privacy Policy, do not hesitate to contact us.

Log Files

FINLIT Project web site follows a standard procedure of using log files. These files log visitors when they visit websites. All hosting companies do this and a part of hosting services' analytics. The information collected by log files include and possibly the number of clicks. These are not linked to any information that is personally identifiable. The purpose of the information is for analyzing trends, administering the site, tracking users' movement on the website, and gathering usage statistics.

Cookies and Web Beacons

Like any other website, FINLIT Project web site uses 'cookies'. These cookies are used to store information including visitors' preferences, and the pages on the website that the visitor accessed or visited. The information is used to optimize the website's performance and to enhance the user's experience.

Privacy Policies

Third-party ad servers or ad networks uses technologies like cookies, JavaScript, or Web Beacons that are used in their respective advertisements and links that appear on FINLIT Project web site, which are sent directly to users' browsers. These technologies collect information about your browsing habits to send you personalized advertisements.

STEP 6

Continue to next page and make consent:



FINANCIAL LITERACY
THROUGH PUBLIC
LIBRARIES

PROJECT ▾

NEWS & EVENTS ▾

TRAINERS ▾

TRAINING ▾

Financial literacy through public libraries

Home / Policies and agreements

Before continuing you need to acknowledge all these policies.

Consent

Please agree to the following policies

Privacy Policy

Privacy Policy for FINLIT Project Web Site

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Please refer to the full [Privacy Policy](#) if you would like to review the text.

☐ I agree to the Privacy Policy ⓘ

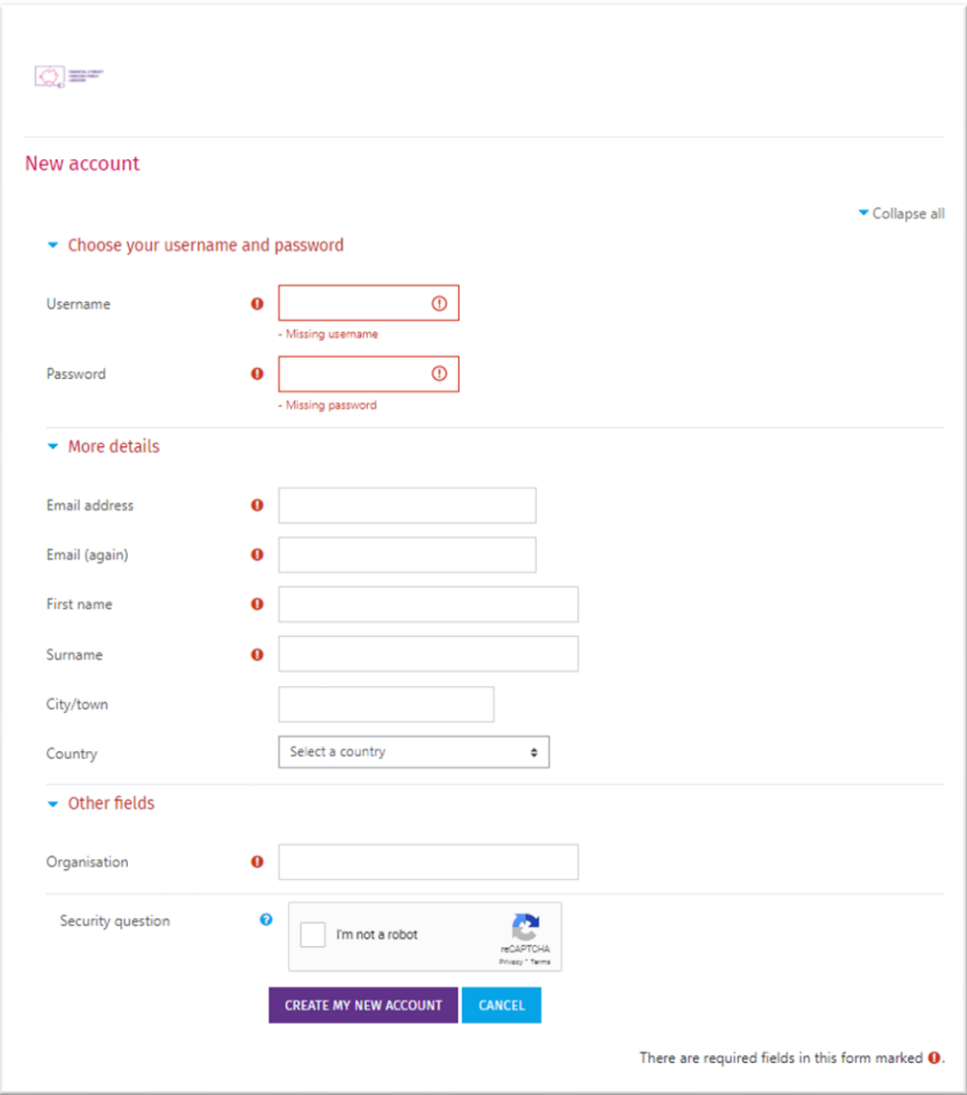
There are required fields in this form marked ⓘ.

NEXT

CANCEL

STEP 7

- Complete the form and create your account;
- Fill in the required fields
- spell your name correctly so it will be visible on the certificate you will receive;
- For organization, fill in the name of the library where you are training;
- Indicate that you are not a robot;
- Select "CREATE ACCOUNT"



The screenshot shows a 'New account' registration form. At the top left is a small logo. The title 'New account' is in red. A 'Collapse all' link is at the top right. The form is divided into sections by chevrons: 'Choose your username and password', 'More details', and 'Other fields'. The 'Choose your username and password' section has 'Username' and 'Password' fields, both with red error messages: '- Missing username' and '- Missing password'. The 'More details' section includes 'Email address', 'Email (again)', 'First name', 'Surname', 'City/town', and 'Country' (a dropdown menu). The 'Other fields' section has an 'Organisation' field and a 'Security question' section with a checkbox 'I'm not a robot' and a reCAPTCHA widget. At the bottom are two buttons: 'CREATE MY NEW ACCOUNT' (purple) and 'CANCEL' (blue). A footer note states: 'There are required fields in this form marked [red circle with exclamation mark]'.

STEP 8

Registration confirmation

- You will receive a message from the following sender at the e-mail address you have provided:

FINLIT Admin (via FINLIT)

- Open the message and click on the link provided to confirm your registration;



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**Login to
FINLIT
platform**



FINANCIAL LITERACY
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PROJECT ▾

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TRAINEES ▾

ENGLISH (EN) ▾



Project summary

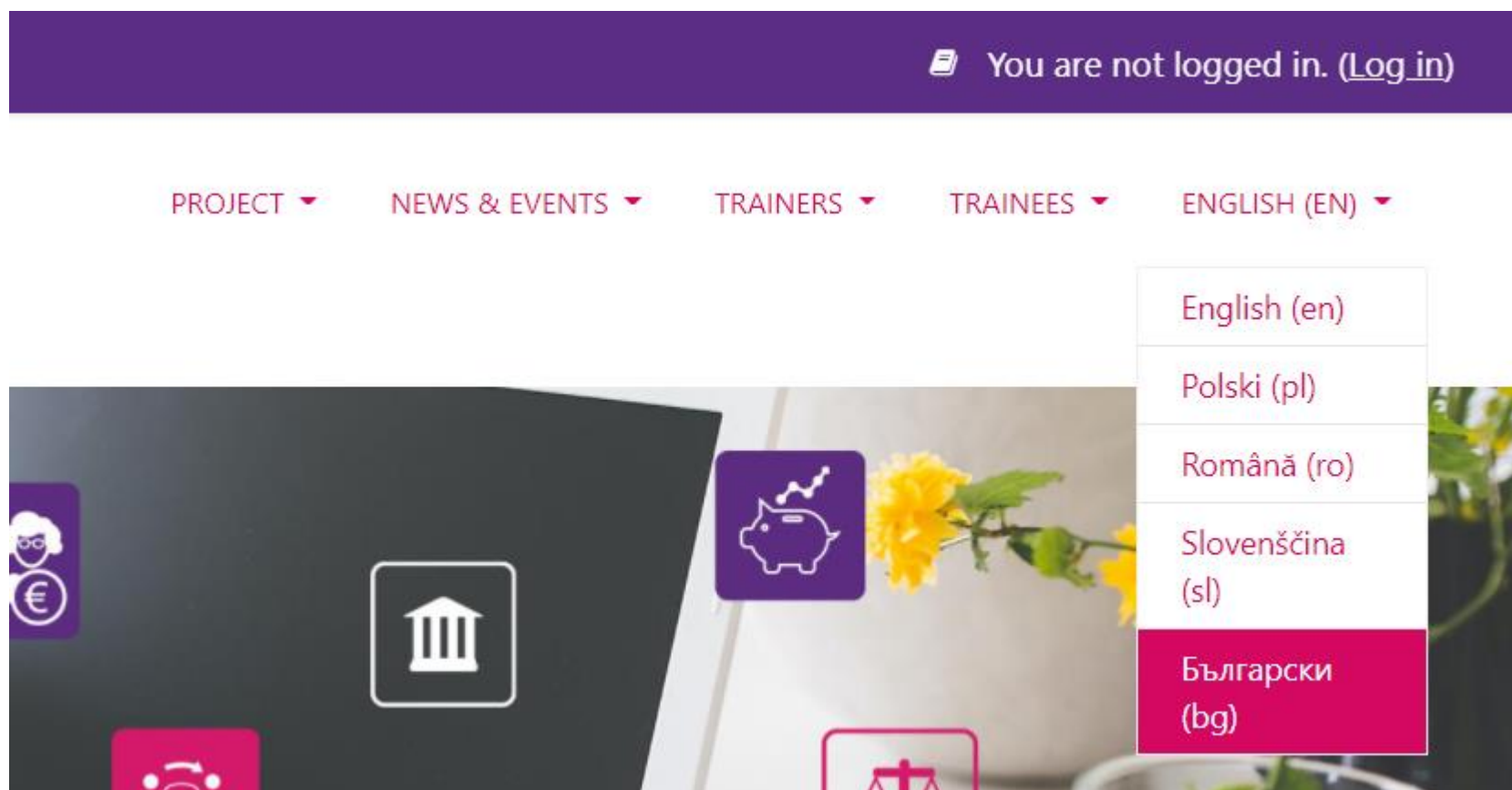
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STEP 1

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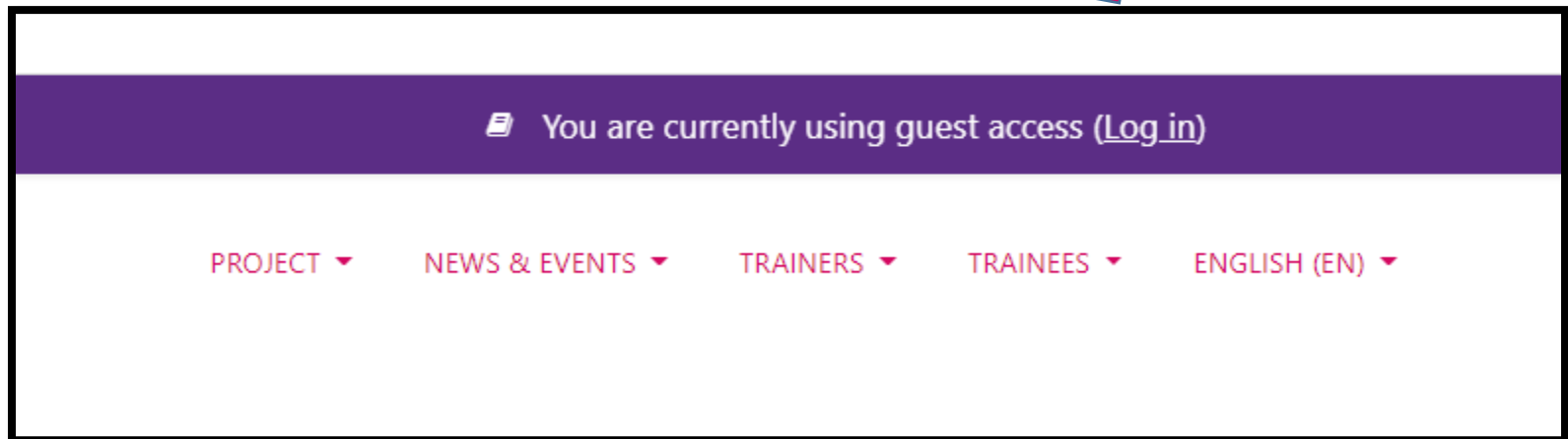
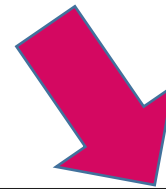
STEP 2

From the menu select your language



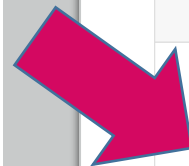
Step 3


In the top right corner, select **(Login)**



STEP 4

- Enter your username and password;
- Select LOGIN





FINANCIAL LITERACY
THROUGH PUBLIC
LIBRARIES

☐ Remember username
[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

[LOG IN](#)

[LOG IN AS A GUEST](#)

Is this your first time here?

For full access to this site, you first need to create an account.

[CREATE NEW ACCOUNT](#)

STEP 5

- Select the course you wish to enroll in;
- Inform your trainer that you want to enroll in the course;
- Your trainer will enroll you in the selected course;

Learning courses



FINLIT Advanced level
EN

[ReadMore »](#)



FINLIT Basic level EN

[ReadMore »](#)

Training on the FINLIT platform





Financial program FINLIT

- The FINLIT project offers blended learning that combines in-library and online learning;
- The curriculum is divided into separate modules at two levels - beginner and advanced;
- The financial literacy curriculum is available on an open-source educational platform based on MOODLE;

FINLIT – basic level

1. Financial planning and personal budget
2. The financial system
3. Credit and loans
4. Insurance
5. Consumer protection and security
6. Central Bank – not available in Bulgarian and Slovenian



FINLIT Basic level EN

ReadMore »

FINLIT – advanced level

1. Banking online
2. Online shopping
3. Secure finances on internet
4. Saving and investing
5. Inheritance
6. Earning and retirement



FINLIT Advanced level
EN

[ReadMore »](#)

Content localization

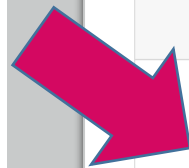
All modules are adapted to the country's financial system and the products and services offered on the particular local financial market.



**FINANCIAL
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STEP 1

- Enter your username and password
- Select LOGIN



The screenshot shows a login interface for 'Financial Literacy Through Public Libraries'. At the top, there is a header with a logo and the text 'FINANCIAL LITERACY THROUGH PUBLIC LIBRARIES'. Below the header, the login form is divided into two main sections. The left section contains input fields for 'Username / email' and 'Password', a checkbox for 'Remember username', and a 'LOG IN' button. A large red arrow points from the text 'Enter your username and password' to the 'Username / email' field. The right section contains links for 'Forgotten your username or password?', a message 'Cookies must be enabled in your browser' with a help icon, and a note 'Some courses may allow guest access' with a 'LOG IN AS A GUEST' button. Below the login form, there is a section titled 'Is this your first time here?' with the text 'For full access to this site, you first need to create an account.' and a 'CREATE NEW ACCOUNT' button.

STEP 2

- From the home page, select the course you are enrolled in.

Learning courses



FINLIT Advanced level
EN

[ReadMore »](#)



FINLIT Basic level EN

[ReadMore »](#)

STEP 3

Read the course objectives and content:

FINLIT Basic level EN

[Dashboard](#) / [My courses](#) / [FINLIT-BL-EN](#)

Goals of the course

The main **goals** of this **course** are:

1. To increase the basic financial knowledge of librarians and adult library users;
2. To equip elderly people with practical skills for household budget management;
3. To equip public libraries with e-learning tools for life long learning;



Announcements

Course's map

This course is divided into 6 modules. You can open any module you want, but for those who are just starting their adventure with Financial Literacy, we recommend following the suggested order.

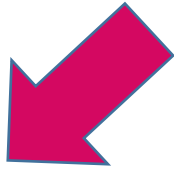
List of modules:

1. Module 1: Financial planning and personal budget
2. Module 2: The financial system
3. Module 3: Credits and loans
4. Module 4: Insurance
5. Module 5: Consumer protection and security
6. Module 6: Central bank



STEP 4

Read the instructions carefully:



Support

How to take this course?

Each of the modules is represented in the form of presentation, consisting of slides. There are some graphical elements on some of the slides, there are clickable shapes and icons and there are tests and exercises in different format that can be taken on the slide or will open when you click on the exercise icon. Please make sure after finishing the last slide and taking the Assessment test of each module you visit the Summary slide marked with the following sign:



so your results are recorded in the FINLIT platform.

Fell free to explore and learn on your own. If you have questions you can **send a message to your trainer**.

There is an **online classroom** below where your trainers can schedule a session with the trainees so they can get help and support.

СТЪПКА 5

- Explore the modules in the course;
- Start with Module 1, unless your trainer has specified another assignment;

Module 1: Financial planning and personal budget



FINANCIAL LITERACY
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Financial planning and
personal budget

Financial literacy through public libraries

Module 1, Basic level

STEP 6

Take the test at the end of each module:

Module 1: Financial planning and personal budget

Assessment tool

Check yourself by taking the assessment test!

1.To be financially literate can help you:



Both

To become financially well-off

To avoid financial fraud




STEP 7


The results are checked automatically, but when you get to the last slide, wait 20-seconds for them to be recorded in the course log as well:

Module 1: Financial planning and personal budget

Slide	Score/Total
Slide 28: Calculate net value	0/1
Slide 42: Select and put the correct symbol!	0/1
Slide 44: Select and put the correct symbol!	0/1
Slide 45: Select and put the correct symbol!	0/1
Slide 54: Put it in the right order!	0/3
Slide 59: The financial system - Assessment test	0/8

Total Score  0/15

[Show solutions](#) [Retry](#)



СТЪПКА 8

You can keep track of your results by selecting **Grades** from the side menu and reviewing your work so far in the course:



FINLIT-BL-EN

Participants

Badges

Competencies

Grades

Goals of the course

Course's map

Support

Module 1: Financial planning and personal budget

Module 2: The financial system

Module 3: Credits and loans

Module 4: Insurance

Module 5: Consumer protection and security

Module 6: Central bank

Course materials


Dashboard

Site home

Calendar

Private files


Content bank

 FINANCIAL LITERACY THROUGH PUBLIC LIBRARIES

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FINLIT Basic level EN: View: User report

Dashboard / My courses / FINLIT-BL-EN / Grades / Grade administration / User report

 **Elka Zlateva** Message

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Select all or one user

View report as

Grade item	Grade	Percentage	Feedback
FINLIT Basic level EN			
Module 1: Financial planning and personal budget	0.0 %	0.0 %	
Module 2: The financial system	0.0 %	0.0 %	
Module 3: Credits and loans	26.9 %	26.9 %	
Module 4: Insurance	0.0 %	0.0 %	
Module 5: Consumer protection and security - update	-	-	
Module 6: Central bank	14.3 %	14.3 %	
Course total	8.2 %	8.2 %	

Online sessions and webinars


There are different applications that trainers use to conduct online sessions: Skype, Google Hangout, GoToMeeting, ClickMeeting, Zoom, Adobe Connect Meeting, Cisco WebEx, Microsoft Teams, BigBlueButton, etc. Your trainer will give you further instructions on when and which application to use.





If you encounter any difficulties registering or logging in to the platform, ask your library trainers for assistance!



A photograph of a library interior. Bookshelves filled with books line the walls, with labels for categories like 'angličtina', 'nemčina', 'fotografia', 'móda', and 'hudba'. Several adjustable desk lamps hang from the ceiling, illuminating the space. In the foreground, a person is sitting on a red beanbag chair, and another person is visible in the background. A backpack and a patterned bag are on the floor in the lower right. A purple semi-transparent box with white text is overlaid on the left side of the image.

Financially literate people are significantly more likely to achieve financial well-being, protect themselves and their loved ones from financial fraud, unfavourable financial services and debt.



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**We wish you
success!**

