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Learner User Guide

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Site Access

On the login page users will need to enter their credentials to gain access to the KHX Learner site.

WELCOME Your journey to a successful	TO KHX career in financial markets	
Username Type your username		
Password Type your password LOGIN		
Not registered yet? Sign Up By clicking Login you agree to our Terms an	d Conditions	
Forgot Username/Password?		
WWW.INTUTION.COM	KHX.SUPPORT@INTUITION.COM	in

Self-Registration

To self-register, enter your details into the 'Learner Form', ensuring all mandatory fields are populated.

	LOGIN	
Learner Form		
Creating an account is easy, you can begin learning today by simply filling out the form below and your account will be created instantly.		
Fields marked with an asterisk (*) are manadatory.		
USER ACCOUNT DETAILS		
Role		
First same t		
riist name -		
Last name *		
City		

Learner form will also require user to set their username and password. There is a security verification step required before registration. Once all details have been entered click the 'Register' button.

U	isername *		
P	assword* 💿		
c	confirm Password * 💿		
	K Must contain 8-20 characters		
,	K Passwords must match		
	erms & Conditions *		
C	I have read and agree to the terms and conditions.		
	coulty Valifaction *		
5			
	I am human Kcaptcha Prisay- Smrs		
	CANCEL	REGISTER	

Homepage

The Homepage is the users personalised landing page where they can view mandatory or assigned learning, and recommended content derived from Business areas and career path they previously expressed an interest in.

The banners located at the top of the page are informational content. User can navigate through the banners by clicking the carousel slider buttons.

	MY LEARNING	CHANNELS	PATHS	Search site	Q 🖡 🕽	ane U. 🌘	
LEARNING INSIGHTS			X	X. Coller			VE BE
Sustain	able			- Carlo			
Commo	dities	No. 1	tille.			1	
Many commodities hav economy, but their pro processes that have se	e become key input duction is often ass rious environmenta	ts to the global ociated with l and ethical		X		10 A	
issues.				A Carl		T	N. ale
	NS A	1111E	E Cons	The second			1.2
	M.						
			CELLER S				

A set of carousels appears under the banners:

- Assigned Learning: will only display if user has Learning (Training Plans) assigned to their group.
- Recommended Channels: displays a set of Channels relevant to a users' interest.

ASSIGNED LEARNING







ESG ASSET CLASSES

ESG DATA & RATINGS

ESG INVESTING

RECOMMENDED CHANNELS



BANKING RISK MANAGEMENT



CAPITAL MARKETS

 $\bullet \bullet \bullet \bullet \bullet \bullet$

My Learning

The My Learning page displays a user's active or priority learning.



- In Progress tab: lists Training Plans which have started Tutorials.
- Assigned to me tab: lists Training Plans that have been assigned by management.
- My Playlist tab: lists any Playlists created by the user. For more details, please refer to Building Playlists.

Some sites will display Events or Webinars tabs: these list any available events or webinars, where the user can register their interest.

For more information on Webinars or Event functions please reach out to <u>khx.support@intuition.com</u>.

Building Playlists

To create a playlist, click 'Add New' button.



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Enter a Playlist title.

ADD PLAYLIST	
Playlist details	Playlist Title *
Provide general information on the playlist details.	Equity Markets
Summary	Summary
Provide a short summary for your Playlist.	
	0/300

A summary can be added, if desired. Click Save.

IN PROGRESS ASSIGNED TO ME MY	PLAYLISTS (I) EVENTS WEBINARS	
Playlist		ADD NEW
KHX powerdby INTUITION	語 Playlist (0) Equity Markets	

You can then add tutorials to a playlist by clicking the 'Add to Playlist' button on the Tutorial page.



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Choose the relevant playlist from the dropdown and click 'Save'.



Each tutorial added can then be accessed from the playlist listed on the Playlist tab.



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Channels

The Channels page lists all channels available to the user on KHX under the 'All' tab.

	NNELS PATHS	Search site 🛛 🔍 🔔	James J. 🛞	
(P) CHANNELS	A del			
Channels are key business areas or functions with and other financial institutions. Explore what lear within these Channels, and subscribe to those yo each Channel, you can browse through Courses a even filter Tutorials by different continuing educ that matter to you most.	hin different types of banks rning is available to you u are interested in. Within and then Tutorials. You can ation providers to find thos			
ALL (12) SUBSCRIBED (6)				
	And			
FUNDAMENTALS OF BANKING & FINANCE	CAPITAL N	ARKETS		

User can subscribe to channel. To subscribe, click the Channel thumbnail and click 'Subscribe' button.



These are listed under the 'Subscribed' tab for quicker access.

	PATHS Search site Q 🌲 James J.
(P) CHANNELS	
Channels are key business areas or functions within differe and other financial institutions. Explore what learning is av within these Channels, and subscribe to those you are inte each Channel, you can brows through Courses and then T even filter Tutorials by different continuing education prov that matter to you most.	nt types of banks ailable to you rested in. Within utorials. You can iders to find those
ALL (12) SUBSCRIBED (6)	
CAPITAL MARKETS	ESG

Paths

The Paths page lists all Career Pathways available on KHX. The 'Filter by' option enables the user to filter path by role.



From the Paths page you can navigate to the 'Further Study' page. This page will list further learning options offered by Intuition Partners.

	CHANNELS PATHS	Search site Q 🌲 James J.
Career paths are curated, extensive least proficiency in a chosen field. Further st qualifications and courses that can help	R STUDIES ning plans that allow you to build udy options highlight relevant exter take your career to the next level.	nal
CAREER PATHS FURTHER STUDY (6)		
Filter by		
Ill career paths	Q search	
Asset Management Professional Corporate Banking Professional Equity Sales/Trading Professional	Further Studies	
Risk Management Professional Fixed Income Sales/Trading Professional Watch Monogenet Professional	FINA (FRM	NCIAL RISK MANAGER ®)
 Weatth Management Professional Investment Banking Professional 	SUST RISK	AINABILITY AND CLIMATE (SCR®) CERTIFICATE

You can click into the page and register your interest with the Partner company, via the 'Register Interest' button.





Search Bar

The Search bar enables users to locate and open content across the entire KHX library. Click on the search bar and key in the area/topic you are searching for. Press enter.



Search results are displayed in a list format, with the type of learning item above the title.

SEARCH RESULTS
Channel: ESG (CHANNEL) This channel provides detailed coverage of ESG and how financial institutions and investors must now go beyond traditional financial and economic concerns to embrace environ
Tutorial: ESC DATA & RATINGS - ASSESSMENT (COURSE)
Tutorial: ESG FACTORS (COURSE)
Tutorial: ESG INVESTING - SCENARIO (INSTITUTIONAL) (COURSE)
Tutorial: ESG REGULATION & REPORTING - ASSESSMENT (COURSE)

Click on the title name to navigate to the view page of the learning item.



My Profile

The My Profile page is accessed by clicking the Profile Picture at the top right corner of the site, and then click the My Profile option.



Users can personalize their profile, by uploading a Profile picture.

	O Edit Cover	
Jane User	Actions -	

Changes will then be reflected on the Homepage Carousels.

The My Progress section will show a user view their progress on assignments and list Tutorials and Training Plans they have completed.

MY PROGRESS Assignments	Training records (s	a) Dates Ist January 2022	- 31st December 2022 🔹	1
3% Completed	Tutorials (87)			
	MATHEMATICAL OPERATIONS - EXCEL INTERACTIVE 05/05/22	FORMULAS & CALCULATION FUNCTIONS (PART 1) 05/05/22	FORMULAS & CALCULATION FUNCTIONS (PART 2) 05/05/22	>
	Training Plans (4)			
			x≣	\

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In the Study History table, users can see which Tutorials are in progress and completed, as well as the date they completed them. The table will also display the amount of time spent on the tutorial. This data can also be exported into a PDF form via the 'Export to PDF' button.

Study H	Study History			EXPORT TO PDF
TITLE		TIME SPENT	PROGRESS STATUS	COMPLETED DATE
Economic In	ndicators - An Introduction	00:02:56	Incomplete	
Business of	Wealth Management	00:01:35	Incomplete	
interbank M	loney Market	00:01:49	Incomplete	-
Banking - P	rimer	00:00:19	Completed	14/12/2023
Sustainable	Finance - An Introduction	00:03:31	Incomplete	
Initiating Pr	ojects	00:00:06	Incomplete	-
Life of a Trac	de - Scenario	00:01:26	Completed	20/11/2023
Investment	Banking - Backpack to Briefcase	00:00:59	Incomplete	
Interest Cal	culations	00:00:38	Incomplete	-
Interest Rate	e Benchmarks - An Introduction	00:00:17	Incomplete	
Building Pro	oject Team Performance	00:00:01	Incomplete	-
Completing	Projects	00:04:23	Completed	02/11/2023
ESG - An Int	roduction	00:01:27	Incomplete	-