

User Guide



Contents

Site Access	.3
Self Registration	
Welcome Page	
Homepage	.6
My Learning	.7
Building Playlists	.7
Channels	
Paths	.](
Search Bar	.1
My Profile	. 1:

Site Access

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

WELCOME TO KHX	
Your journey to a successful career in financial markets	
Username Туре уоur username	
Password Type your password	T
LOGIN	
Not registered yet? Sign Up	
By clicking Login you agree to our Terms and Conditions	
Forgot Username/Password?	

Self Registration

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

	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 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.

Welcome Page

On initial log in, the user is presented with a Welcome Page. Click the 'Let's Go' button to begin the process of personalising the Home Page.

ULE an	
	WELCOME TO KHX
	Your journey to a successful career in financial markets.
	Whether you're a newcomer to the world of banking and finance or a more experienced professional leoking to refresh your knowledge and skills, we've got you covered.
	From skills-focused training plans to more formal certification pathways, KHX is the solution to all your needs.
	To help you get the most out of KHX, we've a few simple questions before you begin your journey.
Sol Bannest	Select 'Let's go' to begin your journey
	LET'S CO

Start with checking one or more Business area of interest.

elect your areas of interested in, then choose th st.	e skills from the available ADD TO SKILLS LIST		
BANKING RISK MANAGEMENT CAPITAL MARKETS	Select the skills you are interested in developing. These will be used to recommend training plans and channels that are relevant for you.		
CONSUMER BANKING & PAYMENTS	ANALYZING EMERGING MARKETS		
CORPORATE BANKING	ANALYZING FIXED INCOME SECURITIES		
ESG	ANALYZING GLOBAL BOND MARKETS		
FINTECH	ANALYZING GLOBAL EQUITY MARKETS		

Then on the Skills list, click as many skills as you'd like.



Once all preferences are selected, click the 'Add to Skills List' button.

Select your areas of interested in, then choose the	ADD TO SKILLS LIST	
list.		
BANKING RISK MANAGEMENT	Select the skills you are intereste be used to recommend training	
CAPITAL MARKETS	relevant for you.	
CONSUMER BANKING & PAYMENTS	ANALYZING EMERGIN	NG MARKETS
CORPORATE BANKING	ANALYZING FIXED IN	ICOME SECURITIES
□ ESC		

Next step is to choose a career path, check one option from the list and then click 'Next' button.

Our experts have designed and curated a number of professional career	NEXT
pathways using our globally-renowned Know-How product. These pathways cover a multitude of roles across various organizations and business areas.	
SELECT YOUR DESIRED CAREER PATH FROM THE AVAILABLE LIST.	
e Asset Management Professional	
Corporate Banking Professional	
 Equity Sales/Trading Professional 	

The final page summarises the selected preferences. To alter preferences, click the 'Edit' button under each option:



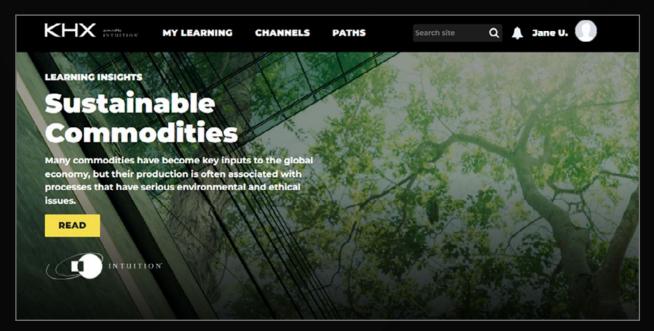
Or click the 'Confirm' button to move to the Homepage.



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.



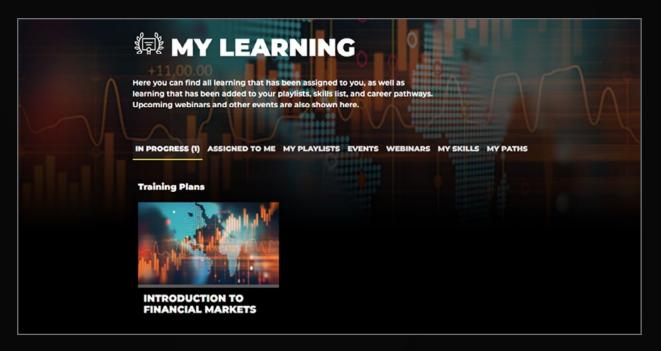
A set of carousels appears under the banners:

- Assigned Learning: will only display if user has Learning (Training Plans) assigned to their group.
- Recommended Skills: displays a set of Training Plans relevant to a users' selected skills interest.
- Recommended Channels: displays a set of Channels relevant to a users' selected Business area interest.
- Recommended Paths: displays set of Paths relevant to a users' selected Career Path interest.



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 khx.support@intuition.com.

Building Playlists

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

MY PLAYLISTS (0)	EVENTS	WEBINARS	MY SKILLS	MY PATHS	
				4	

Enter a Playlist title.

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

A summary can be added, if desired.

Summary		Summary
Provide a short	summary for your Playlist.	
		0 / 300

Click Save. After saving, the playlist will be visible on the "My Playlist" tab:

IN PROGRESS	ASSIGNED TO ME	MY PLAYLISTS (I)	EVENTS	WEBINARS	
Playlist					ADD NEW
	Powered by	摺 Playlist (0) Equity Mark			

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



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

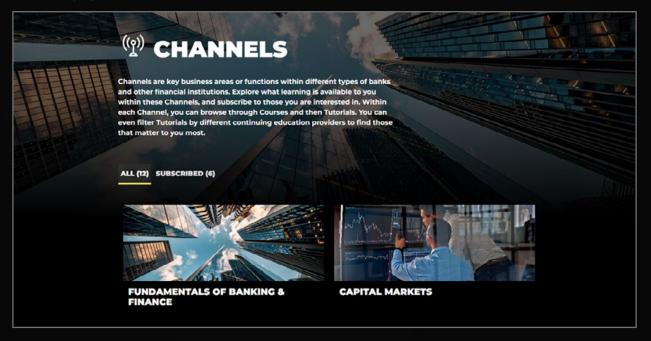
Save to a Playlist	×
Start typing to add or search your playlist.	
Equity Markets	۶. ۲
CANCEL	SAVE

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

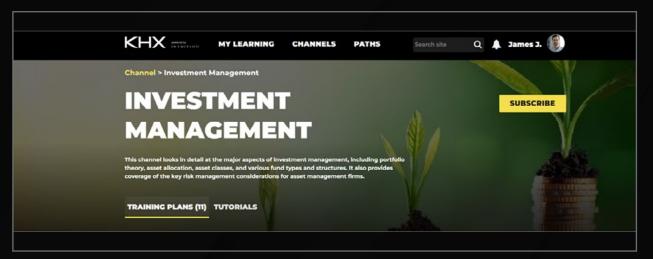


Channels

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



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.3. Click on the 'assign to groups' link.



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.

ů s furthe	R STUDIES
Career paths are curated, extensive le proficiency in a chosen field. Further qualifications and courses that can be	study options highlight relevant external
CAREER PATHS FURTHER STUDY (
Filter by	
④ All career paths	Q search
Asset Management Professional	
Corporate Banking Professional	Further Studies
C Equity Sales/Trading Professional	FINANCIAL RISK MANAGER
Risk Management Professional	(FRM®)
Fixed Income Sales/Trading Professional	
Wealth Management Professional	
Investment Banking Professional	SUSTAINABILITY AND CLIMATE

You can click into the page and register your interest with the Partner company, via the 'Register Interest' button.1.



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.

MY LEARNING	CHANNELS	PATHS	ESG	🤉 🌲 James J. 🛞
				Search Site

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

SEARCH RESULTS
Channel: ESC (CHANNEL) This channel provides detailed coverage of ESC 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: ESC FACTORS (COURSE)
Tutorial: ESG INVESTING - SCENARIO (INSTITUTIONAL) (COURSE)
Tutorial: ESG RECULATION & REPORTING - ASSESSMENT (COURSE)

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

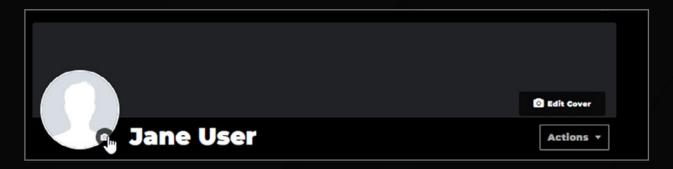
SEARCH RESULTS
Channel: ESG (CHANNEL) This channes words detailed coverage of ESG and how financial institutions and investors must now go beyond traditional financial and econom
Tutorial: ESG DATA & RATINGS - ASSESSMENT (COURSE)
Tutorial:

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.



In the My Interests section, Users can alter their Skills and Path preferences by clicking the 'Edit'



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 ø		31st December 2022	
3% completed	Tutorials (87)			>
	OPERATIONS - EXCEL INTERACTIVE	FORMULAS & CALCULATION FUNCTIONS (PART 1) 05/05/22	FORMULAS & CALCULATION FUNCTIONS (PART 2) 05/05/22	
	the second of the			

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 History			EXPORT TO PDF
me	TIME SPENT	PROCRESS STATUS	COMPLETED DATE
	TIME SPENT	PROCRESS STATUS	COMPLETED DATE
Economic Indicators - An Introduction	00:02:56	Incomplete	
Business of Wealth Management	00:01:35	Incomplete	
Interbank Money Market	00:01:49	Incomplete	
Banking - Primer	00:00:19	Completed	14/12/2023
Sustainable Finance - An Introduction	00:03:31	Incomplete	
Initiating Projects	00:00:06	Incomplete	
Life of a Trade - Scenario	00:01:26	Completed	20/11/2023
Investment Banking - Backpack to Briefcase	00:00:59	Incomplete	
Interest Calculations	00:00:38	Incomplete	



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