

**KHX** powered by  
INTUITION®

# User Guide

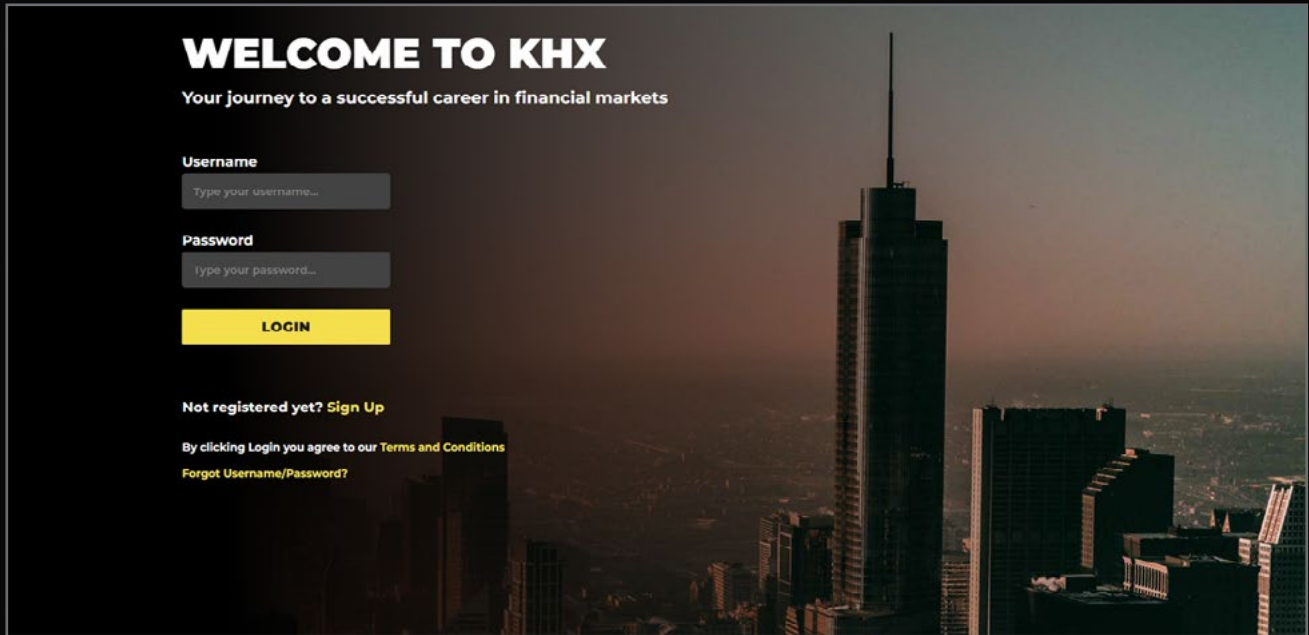


## Contents

Site Access .....	3
Self Registration.....	3
Welcome Page.....	4
Homepage.....	6
My Learning .....	7
Building Playlists.....	7
Channels .....	9
Paths.....	10
Search Bar .....	11
My Profile.....	12

## 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**  
Type your username...

**Password**  
type your password...

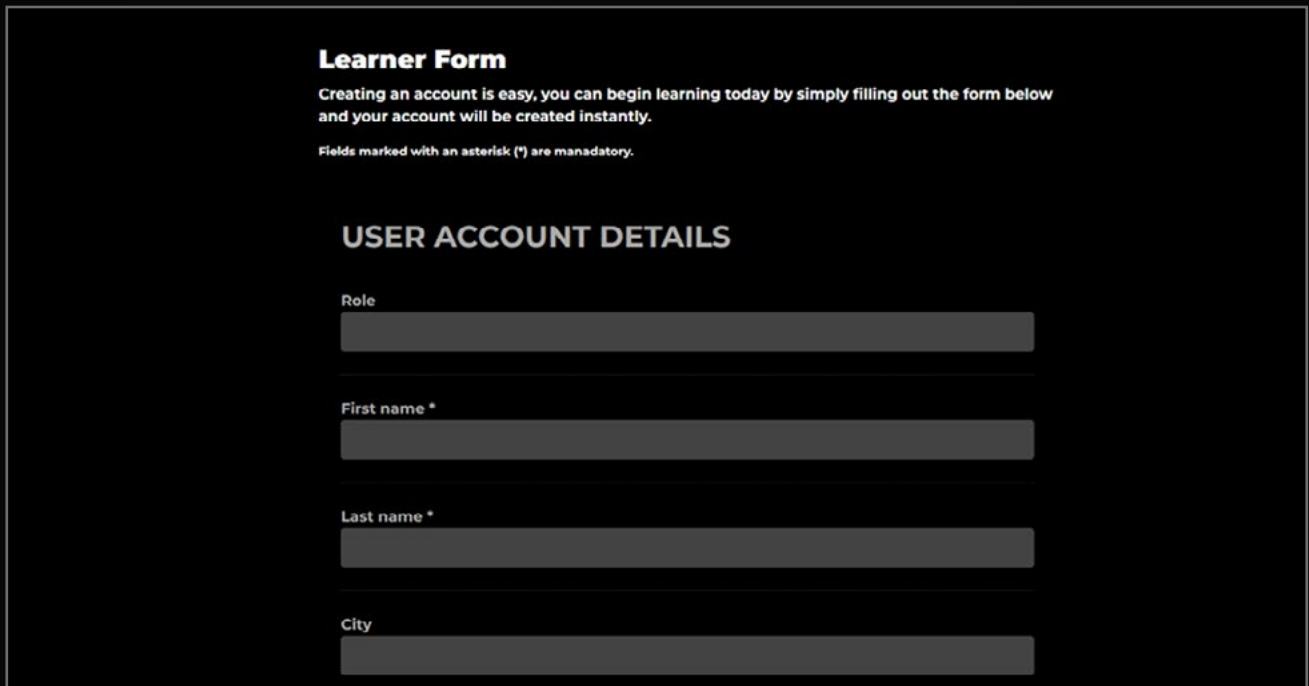
**LOGIN**

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 mandatory.

**USER ACCOUNT DETAILS**

Role  
[Input Field]

First name \*  
[Input Field]

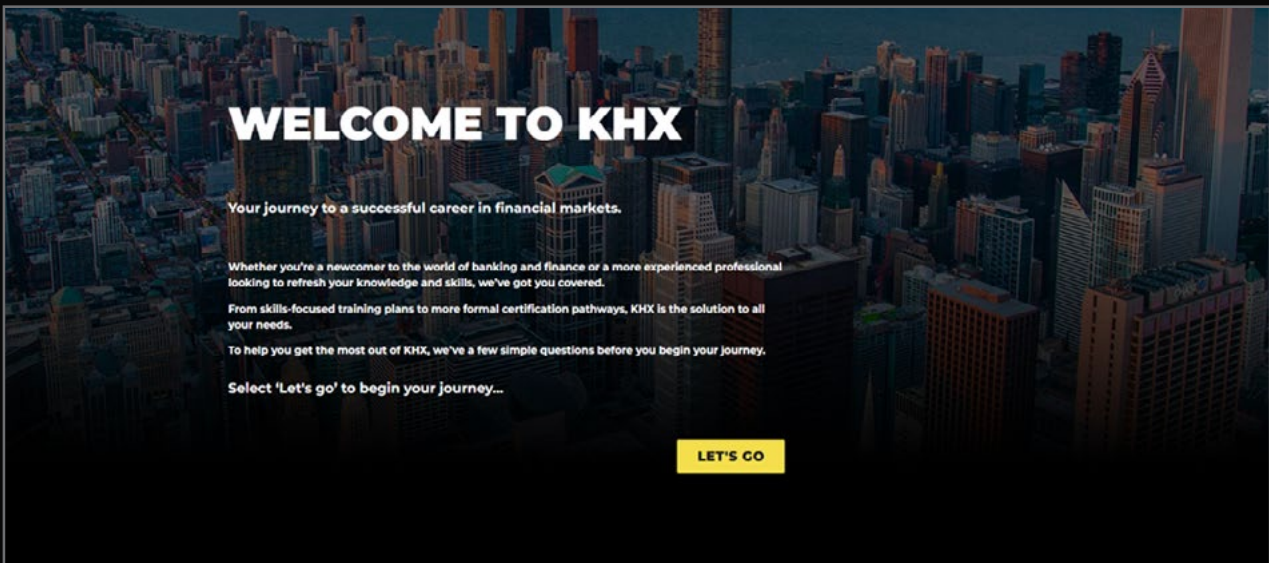
Last name \*  
[Input Field]

City  
[Input Field]

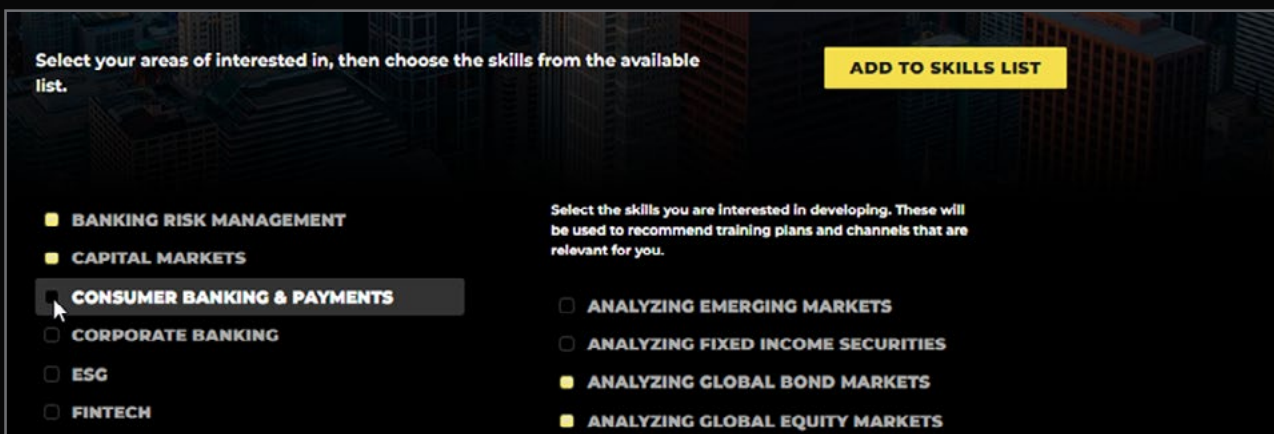
Learner form will also require user to set their username and password. There is a security verification step required before registration. Once all details have been entered click the 'Register' button.

# Welcome Page

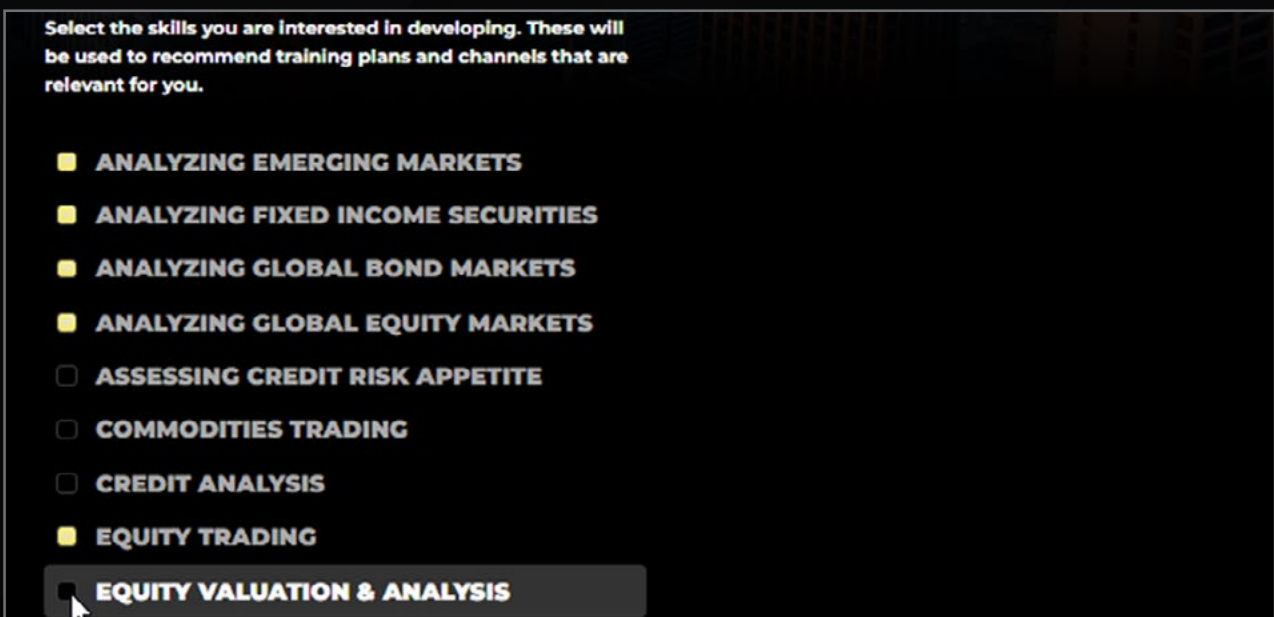
On initial log in, the user is presented with a Welcome Page. Click the 'Let's Go' button to begin the process of personalising the Home Page.



Start with checking one or more Business area of interest.

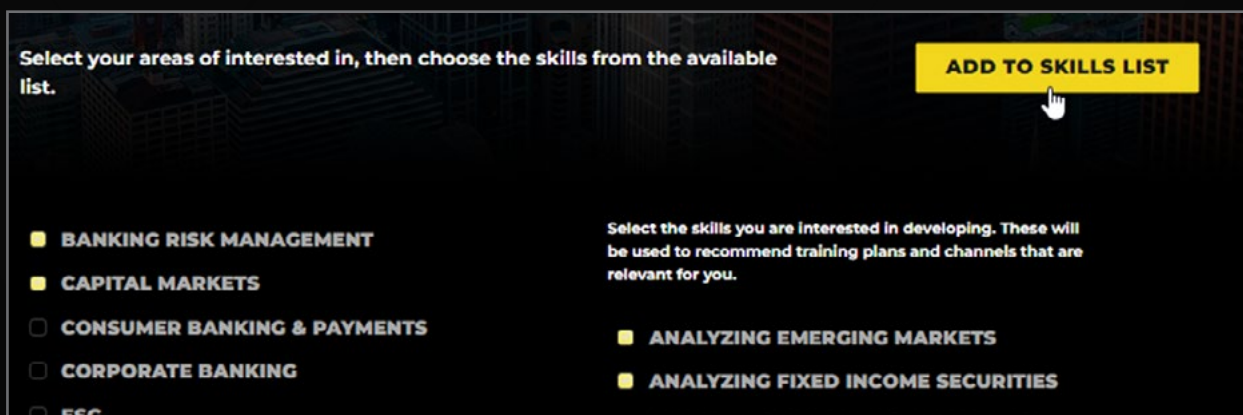


Then on the Skills list, click as many skills as you'd like.

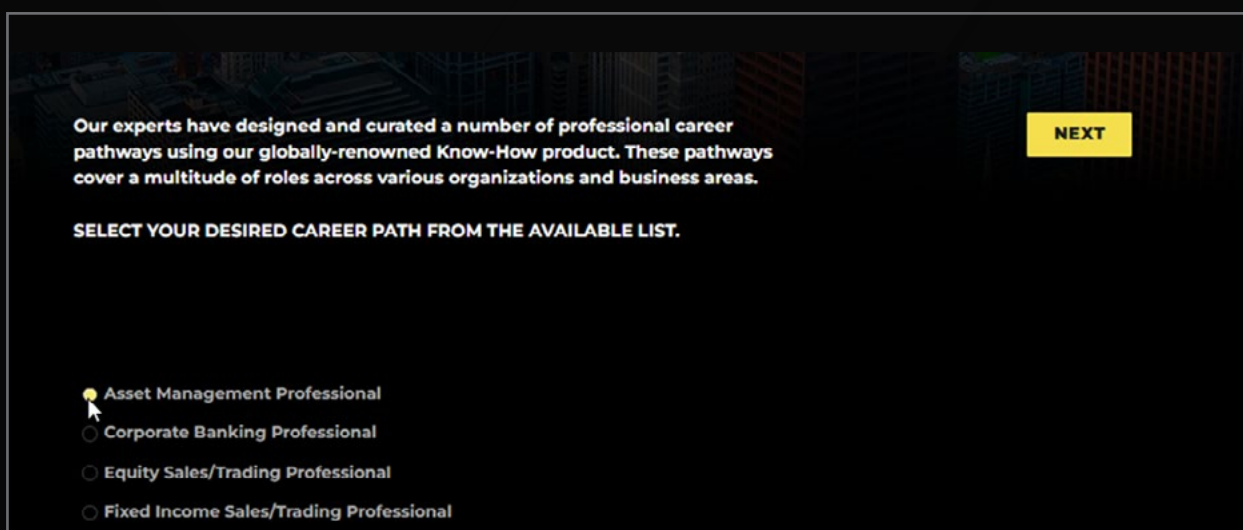




Once all preferences are selected, click the 'Add to Skills List' button.



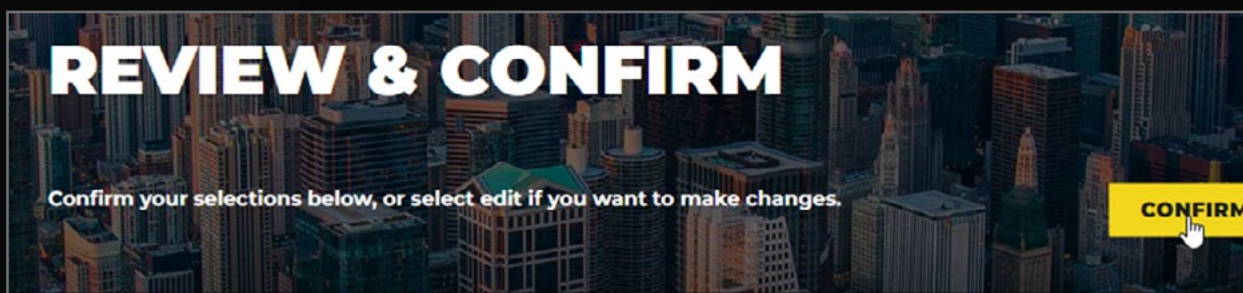
Next step is to choose a career path, check one option from the list and then click 'Next' button.



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



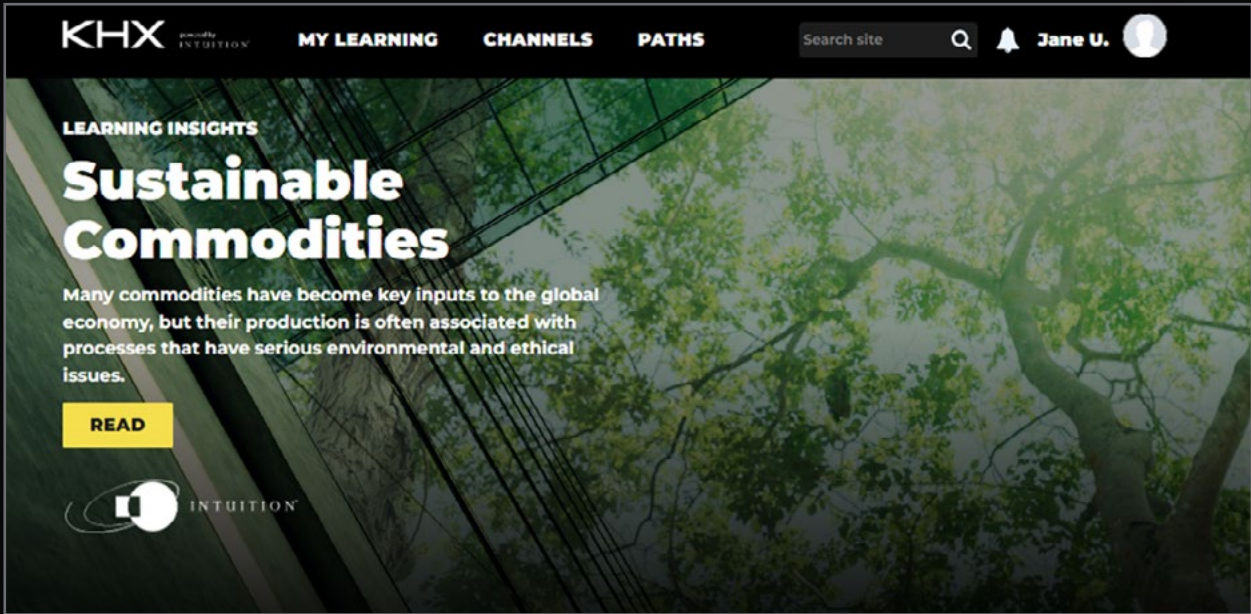
Or click the 'Confirm' button to move to the Homepage.



# 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.



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A set of carousels appears under the banners:

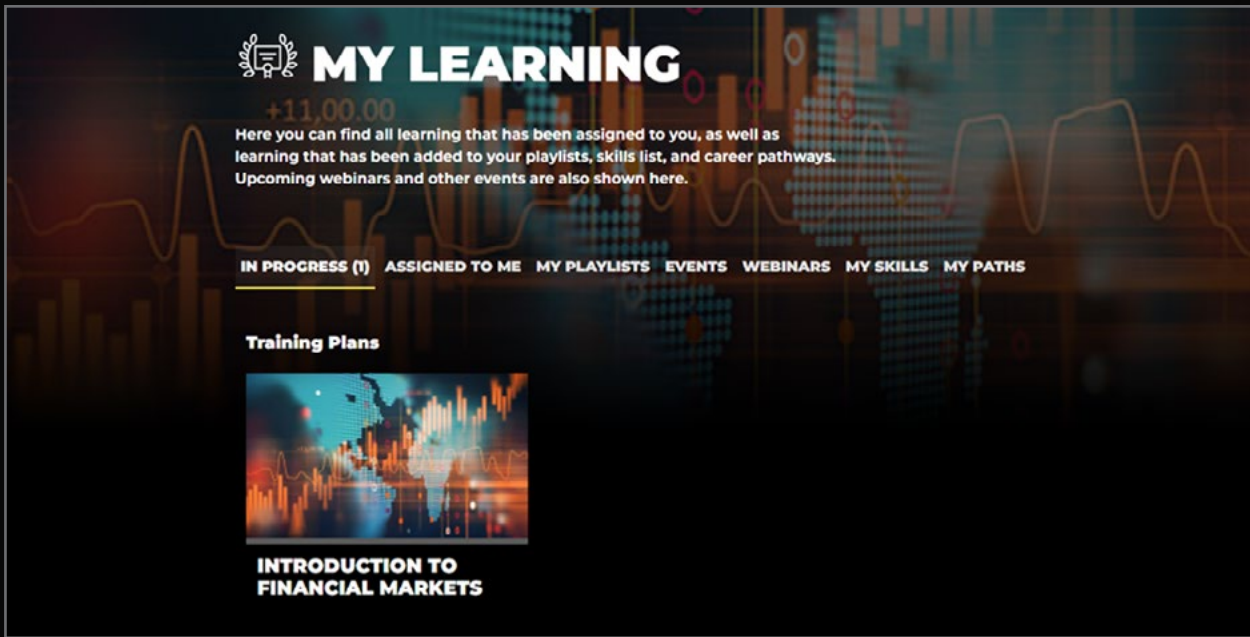
- Assigned Learning: will only display if user has Learning (Training Plans) assigned to their group.
- Recommended Skills: displays a set of Training Plans relevant to a users' selected skills interest.
- Recommended Channels: displays a set of Channels relevant to a users' selected Business area interest.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



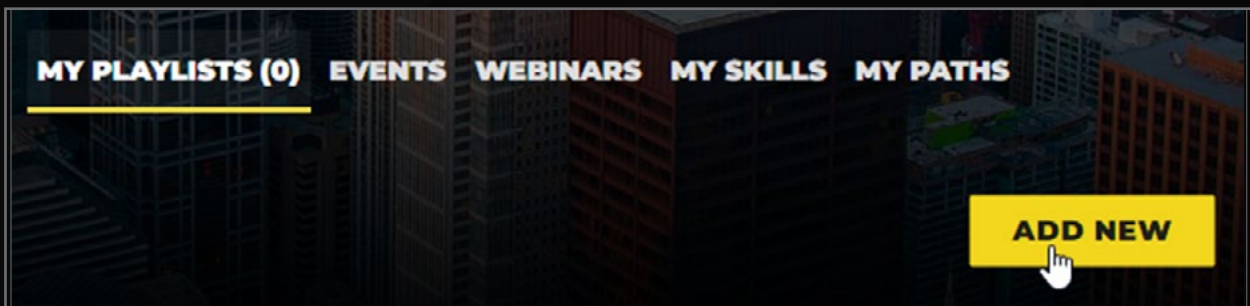
- In Progress tab: lists Training Plans which have started Tutorials.
- Assigned to me tab: lists Training Plans that have been assigned by management.
- My Playlist tab: lists any Playlists created by the user. For more details, please refer to Building Playlists.

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](mailto:khx.support@intuition.com).

## Building Playlists

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



Enter a Playlist title.

**ADD PLAYLIST**

**Playlist details**  
Provide general information on the playlist details.

**Playlist Title \***

**Summary**  
Provide a short summary for your Playlist.

**Summary**

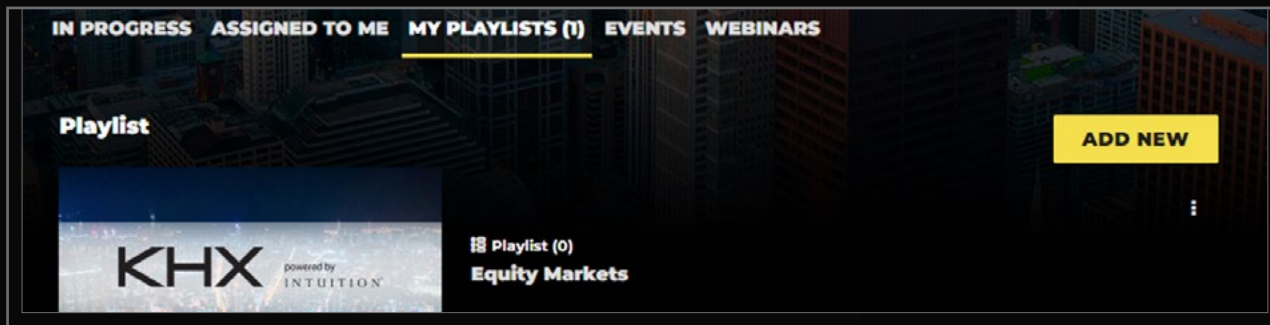
A summary can be added, if desired.

**Summary**  
Provide a short summary for your Playlist.

**Summary**

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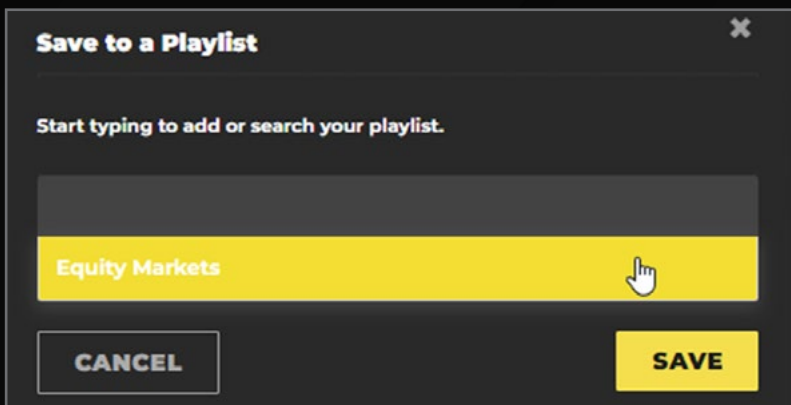
Click Save. After saving, the playlist will be visible on the "My Playlist" tab:



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'.



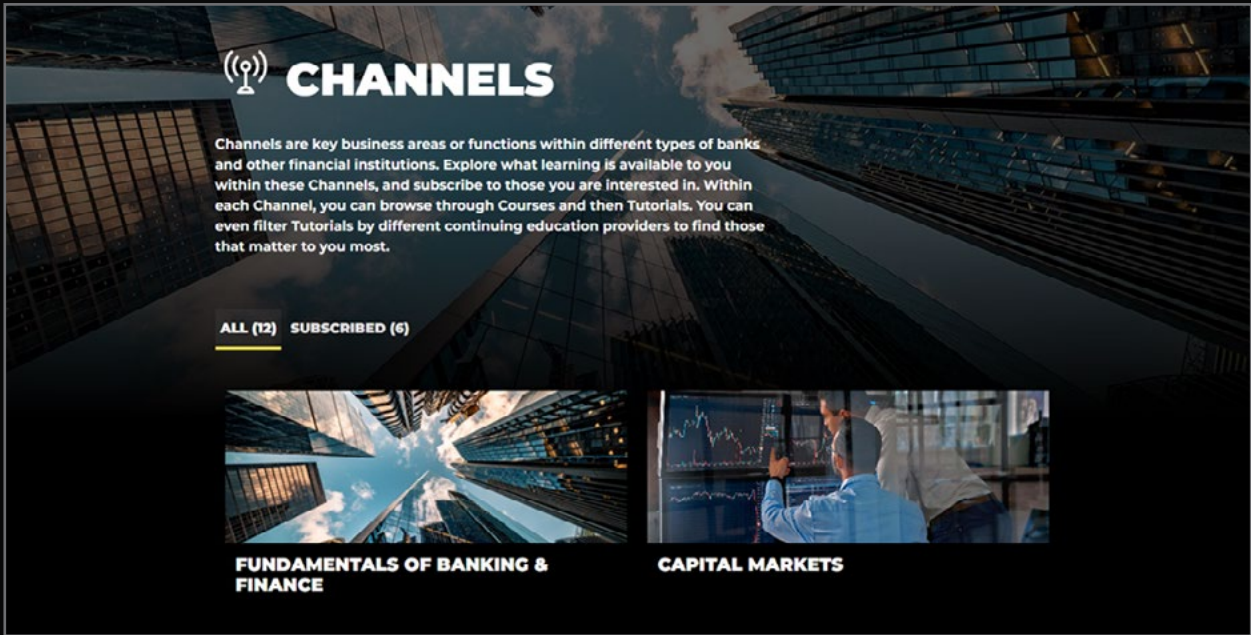
Each tutorial added can then be accessed from the playlist listed on the Playlist tab.



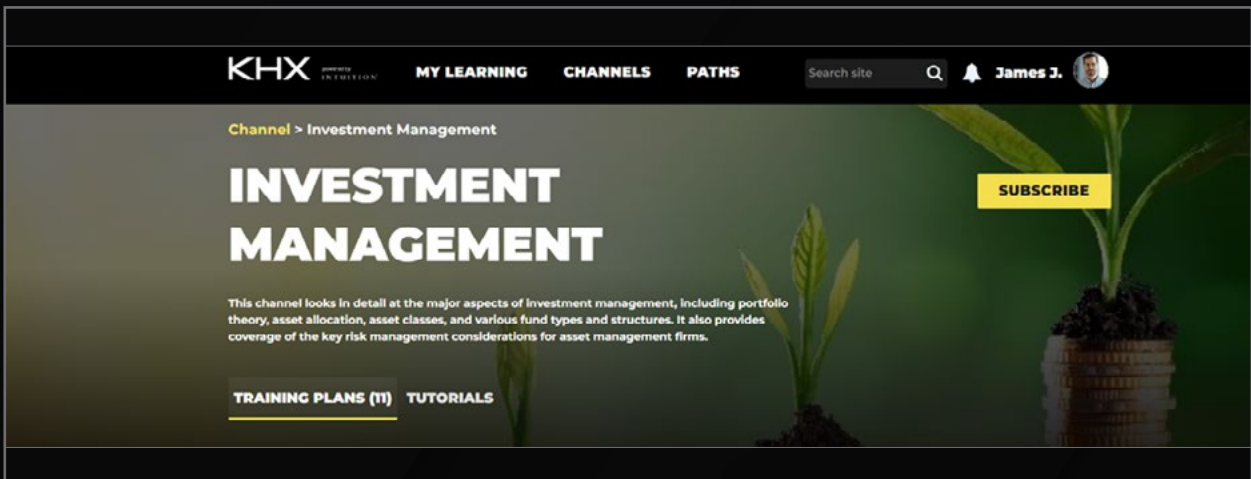


# Channels

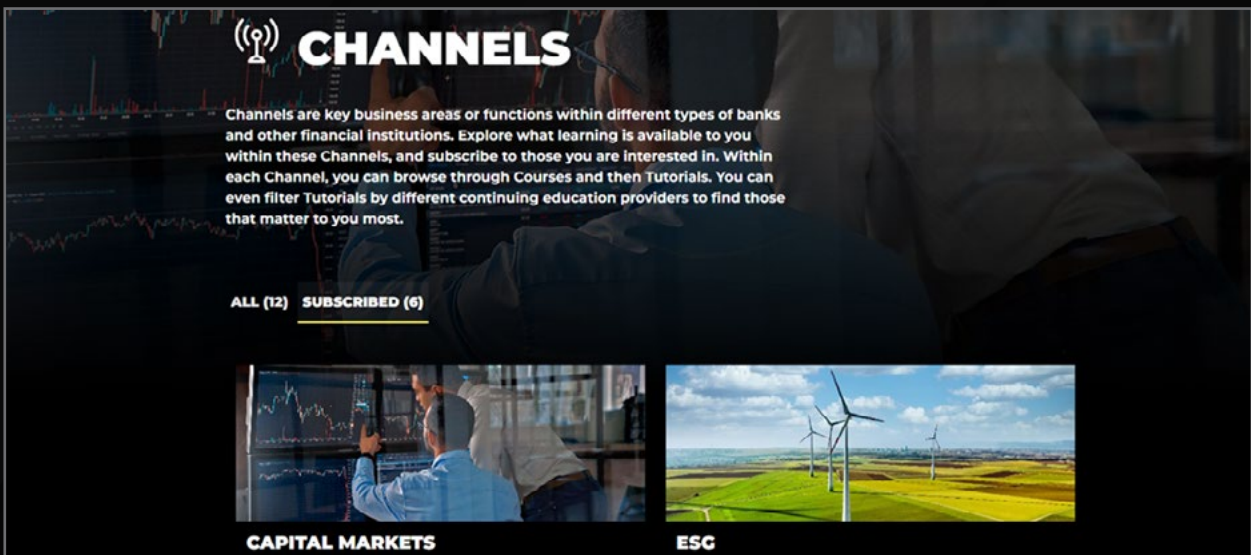
The Channels page lists all channels available to the user on KHX under the 'All' tab.



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

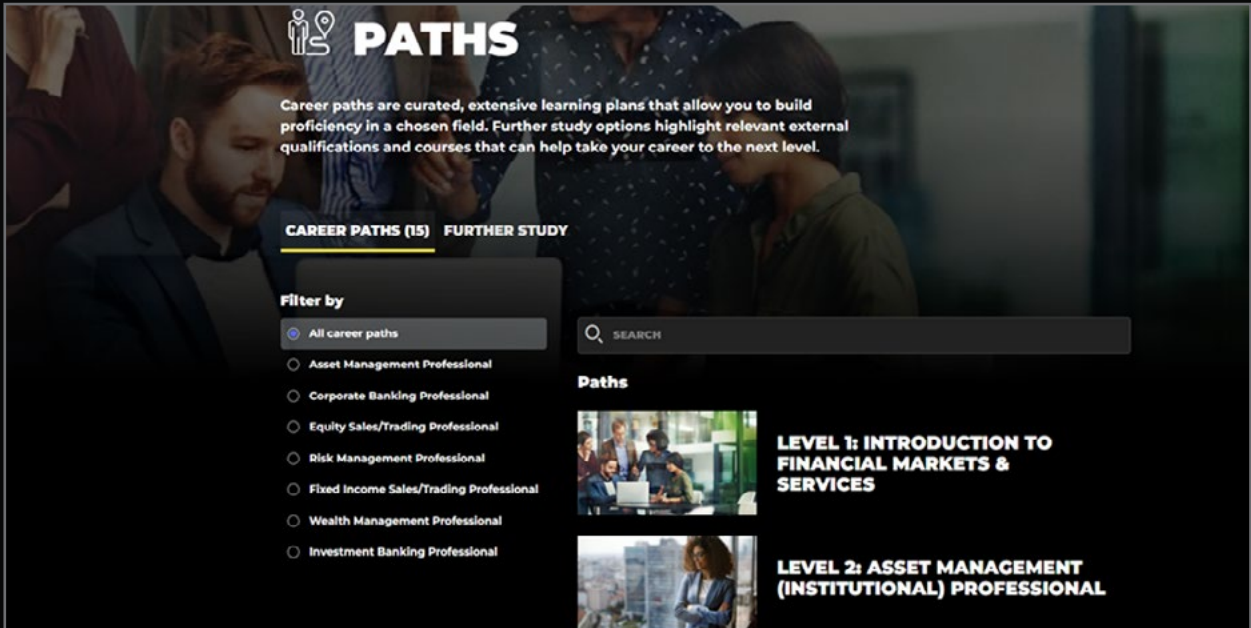


These are listed under the 'Subscribed' tab for quicker access.3. Click on the 'assign to groups' link.

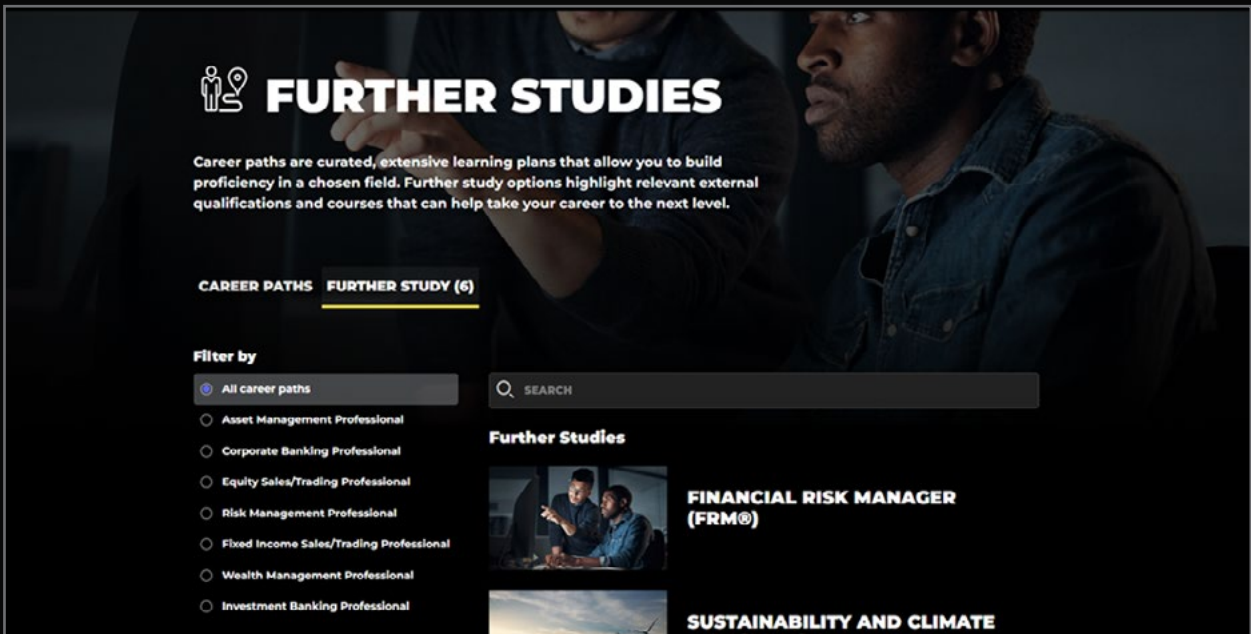


# Paths

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.

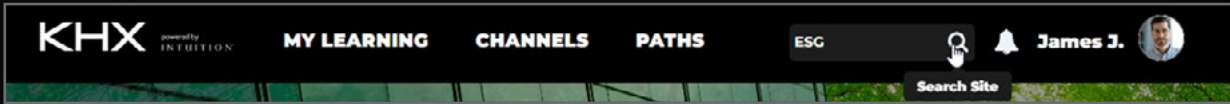


You can click into the page and register your interest with the Partner company, via the 'Register Interest' button.<sup>1</sup>

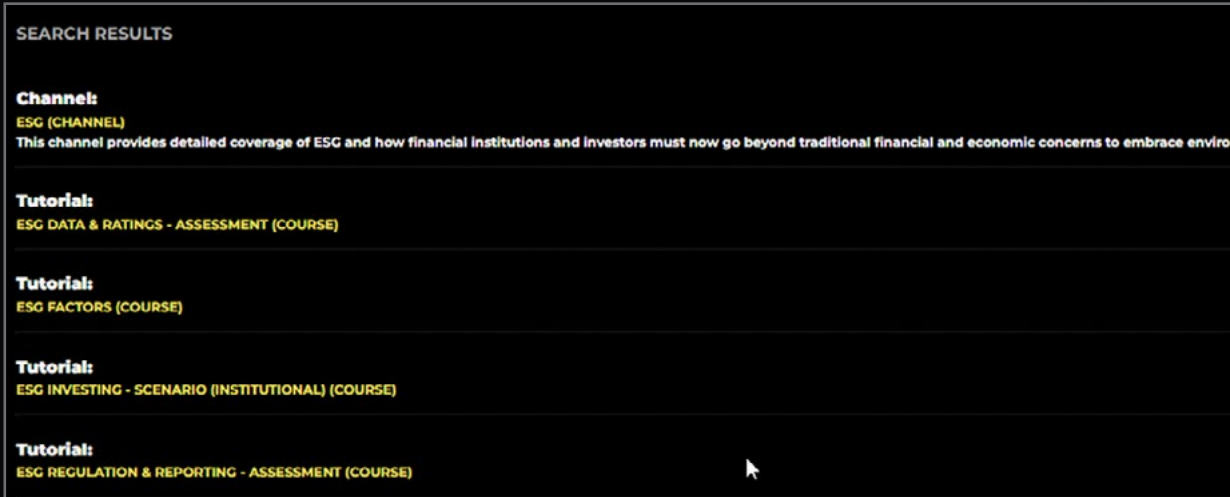


## Search Bar

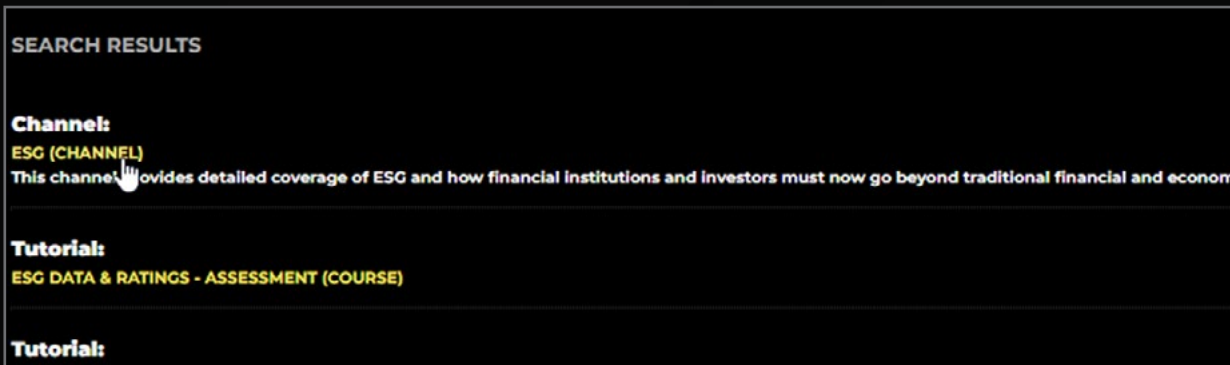
The Search bar enables users to locate and open content across the entire KHX library. Click on the search bar and key in the area/topic you are searching for. Press enter.



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



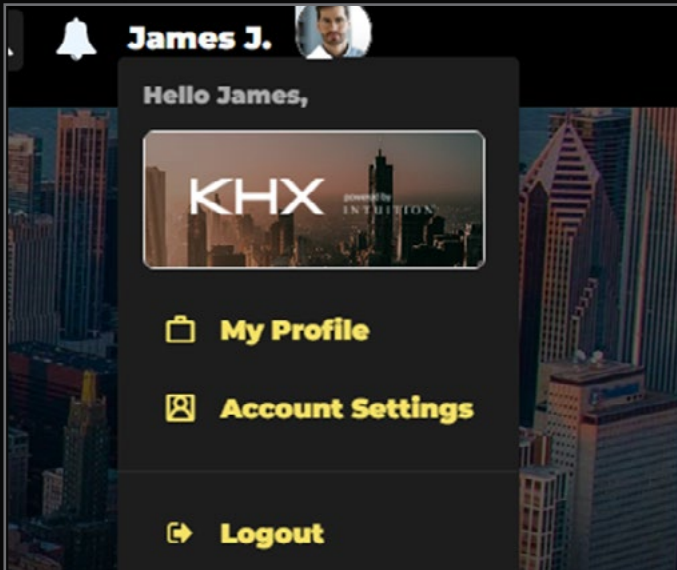
Click on the title name to navigate to the view page of the learning item.



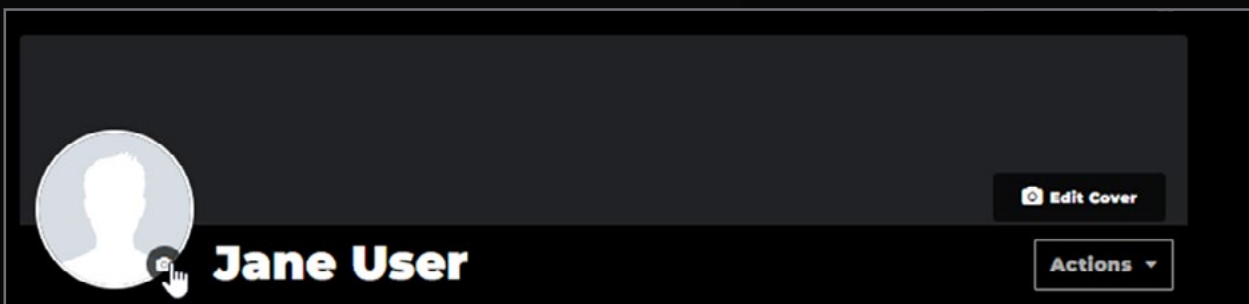


## My Profile

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.

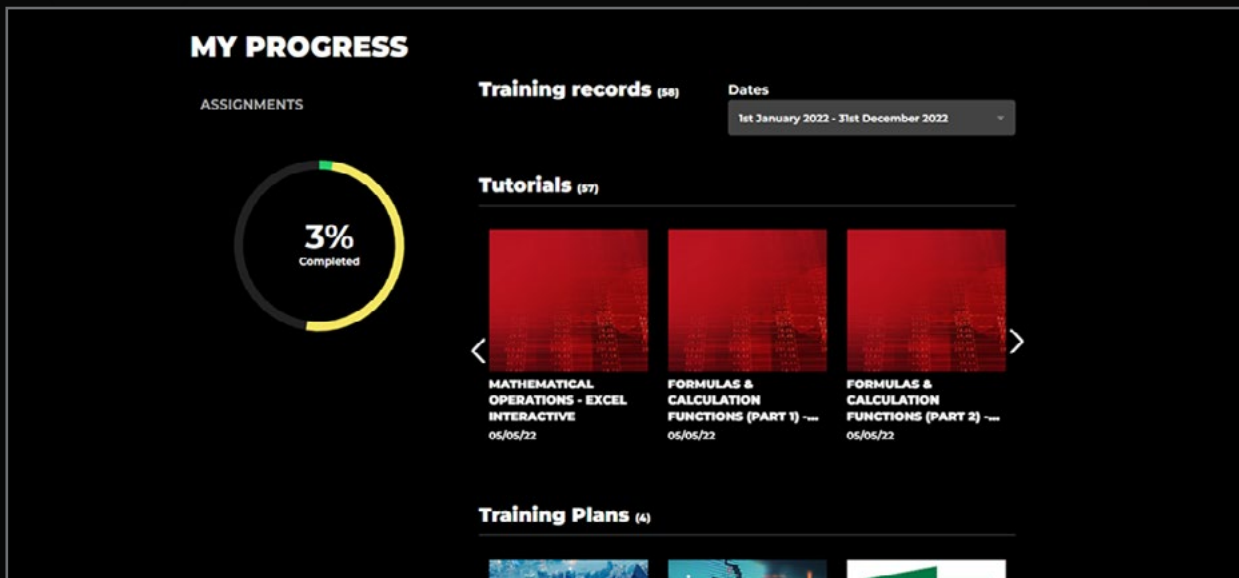


In the My Interests section, Users can alter their Skills and Path preferences by clicking the 'Edit'



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.



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
TITLE	TIME SPENT	PROGRESS 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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