

# ICE Academic Partnerships/ICE student ambassadors Guidance for Accessing the ICE Volunteers Hub



Dear future **ICE Student Ambassador**,

Welcome to the ICE Academic Partnerships and the Institution of Civil Engineers (ICE) community!

We are thrilled to have you join our team of ICE Student Ambassadors.

This induction pack is specifically designed to support you in your new role. Our primary objective is to provide clear guidance on how to access the ICE Volunteers Hub and its essential documentation. It serves as your introduction to the Institution of Civil Engineers (ICE) itself, outlining our core values and expectations, particularly regarding inclusivity, diversity, and professional conduct.

**Please note: It is crucial that this induction is completed before participating in any online briefing.**

This induction offers a valuable opportunity to begin—and document—your professional training, helping you build a portfolio ahead of many of your peers.

**Go to this URL:** <https://icegroup.kallidus-suite.com/learn>

Estimated time to complete: 60–90 minutes

## 1. Access the ICE Volunteers Hub Online Platform:

ice Learning Management System  
Group

### Log in

Log in using Microsoft Entra ID

Log in using password

First time logging in?

Get started here

- On the landing page, select '**Get started here**'.
- You will then be prompted to enter your email address.
- Once entered, you will receive an email containing instructions to set up your unique password.
- Once your password has been successfully confirmed, you can sign into the platform and access your training materials.

**IT IS VERY IMPORTANT THAT YOU ONLY PRESS THIS BUTTON WHEN YOU FIRST LOGIN.**

## Getting started with Learn

We need to gather a bit more information to ensure you have the very best learning experience.

### Date Of Birth

Enter your date of birth in the format DD/MM/YYYY

### Email

elenarinaldi1970@gmail.com

### First name

Elena Camilla

### Last name

Rinaldi

### User name

elenarinaldi1970@gmail.com

\* Select the choices relevant to you

 You must select at least 1 choice

## Getting started with Learn

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### Date Of Birth

Enter your date of birth in the format DD/MM/YYYY

### Email

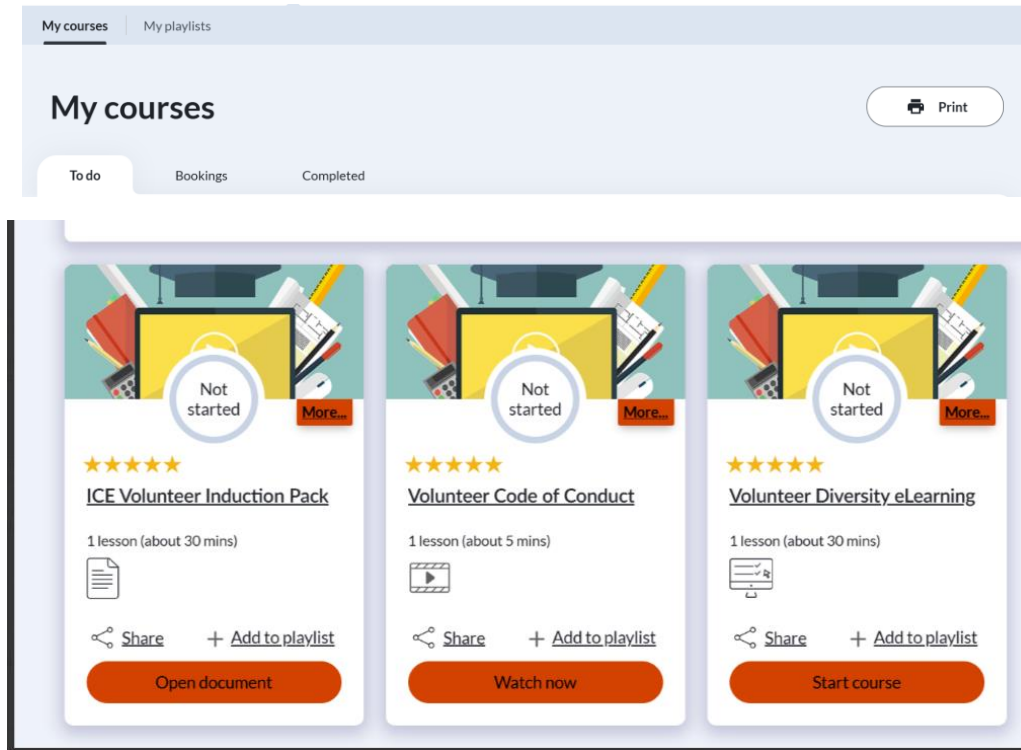
elenarinaldi1970@gmail.com

- Experiential Learning Assessor
- Supervising Civil Engineer/Mentor
- ICE Exam Script Marker
- ICE Reviewer
- Other
- Committee member
- STEM Ambassador

Continue

- Upon entering the Hub, please ensure you fill in all the required fields.
- When you reach the specific tab asking you to 'Select the choices relevant to you' please make sure to select the option 'OTHER'.
- After selecting 'OTHER', this action will typically confirm your selection or guide you to the next section.

## 2. Complete Your Induction Courses within the Hub:



- Under 'My courses', in the 'To do' tab you should see a list of courses.
- You will find three specific courses that you must complete.
- These courses are an essential part of your induction to the ICE Student Ambassador role.
  - 1 PDF
  - 1 video
  - 1 interactive video



We look forward to your contributions as an **ICE Student Ambassador** and are confident that this induction will provide you with a solid foundation for a successful and rewarding experience!

**Please note:** These courses are an excellent start (or addition) to your CPD records. You can access them [here](#).

**Any questions? [Elena.Rinaldi@ice.org.uk](mailto:Elena.Rinaldi@ice.org.uk)**

