CAREERPRO - FEDERAL LEARNING ACCOUNT

Getting access to the online application

27/03/2024

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1. Introduction

1.1. Purpose of the document

The purpose of this document is to describe the steps that are required to <u>get access to the online application</u> CareerPro Federal Learning Account and then to enter the training data directly into the *Federal Learning Account (FLA)* platform.

This document is part of the documents that are at the disposal of the employer and its authorized representative:

Document	Description
BATCH Channel Manual	Document describing the necessary steps to transmit FLA declarations by using the BATCH channel.
API Channel Manual	Document describing the necessary steps to transmit FLA declarations by using the API channel.
Online Application Manual	Document describing the necessary steps to enter the FLA declarations by using the online application.
Description of the anomalies	List of all anomalies and warnings related to the declaration of FLA data.
Glossary	Technical documentation describing the data blocks and zones of the batch and API.
XSD	Technical scheme defining the BATCH structure.
SWAGGER	Technical scheme defining the API structure.
Setting up the batch channel	Document describing the necessary steps to configure the BATCH channel on the social security portal.
Setting up the API channel	Document describing the necessary steps to configure the web service channel (API) on the social security portal.
Getting access to the online application	Document describing the steps that are necessary for a user to get access to the *CareerPro Federal Learning Account* online application

![CareerPro Federal Learning Account logo]

2. Getting access to the online application

Before being able to use the *CareerPro Federal Learning Account* online application, your access to the online application needs to be configured.

The steps that you need to follow in order to get access to the online application are described in the paragraphs below.

Comment: depending on the situation within your company, it is possible that certain steps have already been performed.

2.1. Step 1: Registering the company on the social security portal

This step can be skipped if you already use another social security application.

In order to be able to use the social security online services your company needs to be registered on the portal.

The steps to register a company are as follows:

- "S*tep 1: Identify yourself as employer"*
- *"Step 2: Register yourself on the portal"*

These steps are described on https://www.socialsecurity.be/site_nl/general/first_time.htm

### 2.2. Step 2: Adding a user to the application

Adding a user to the *CareerPro Federal Learning Account* application is to be realized by the "**Local manager"** under the employer quality who has been defined when registering the company through the portal.

The **Local Manager** must

1) Log into the "Access management" application of the social security portal:

   www.socialSecurity.be → Onderneming → Naar alle onlinediensten→ Toegangsbeheer → Toegangsbeheer
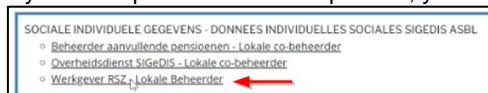
2) Choose the target audience 'Enterprise' (optional step)
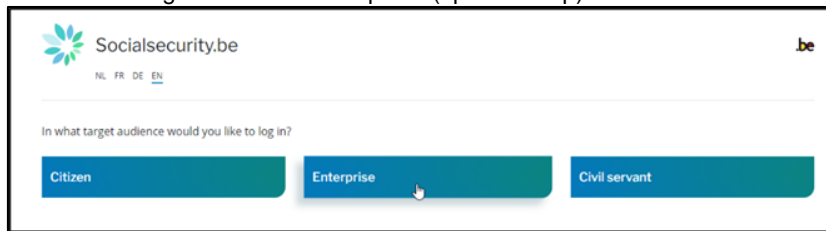
3) Log in via CSAM and follow the instructions for the selected method (eID, itsme, ...)

4) If your enterprise has several qualities, you must choose the "NOSS Employer" quality.

5) Creating a user by using the INSS registration number of the person who wishes to use the online application and then adding it to the "*CareerPro Federal Learning Account*" application.

A detailed description of the steps can be found in the paragraph entitled ***"V. Beheer van de gebruikers"*** of the following document:
https://www.socialsecurity.be/site_nl/Infos/registration_umoe2/documents/pdf/UMan_Consult_Manuel_N.pdf

3. Annex

3.1. Identifying your local access manager

For companies which have already been registered on the social security portal, it is not always obvious to know who was appointed "**local manager**". If you already use a portal application, it is possible to retrieve that information by logging into the "**local manager**" application of the portal.

> www.socialSecurity.be → Onderneming → Naar alle onlinediensten→ Toegangsbeheer → Toegangsbeheer

The name of the "**local manager**" can be found on the "**Uw verantwoordelijken"** page under the "employer" quality.