



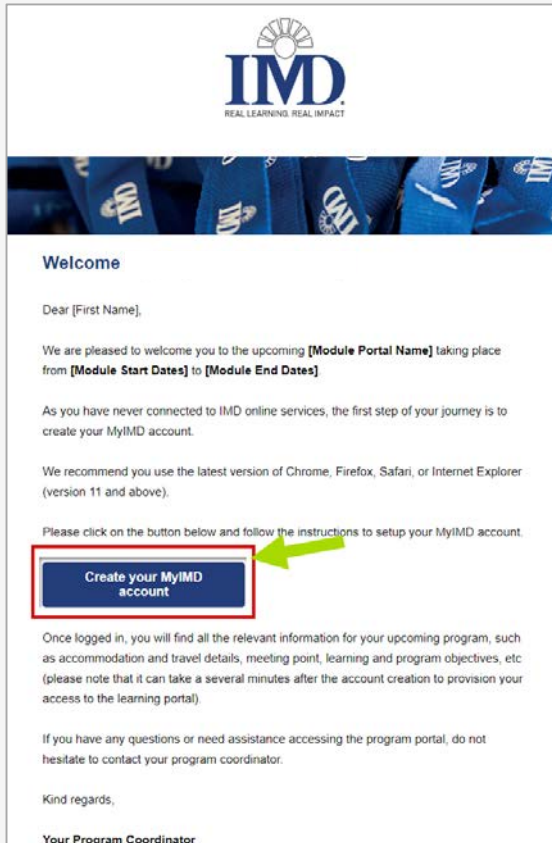
Access the learning portal from  
the email invitation


When you don't have a *MyIMD* account yet



1

From the invitation email you received, click **Create your MyIMD account**





**Welcome**

Dear [First Name],

We are pleased to welcome you to the upcoming **[Module Portal Name]** taking place from **[Module Start Dates]** to **[Module End Dates]**

As you have never connected to IMD online services, the first step of your journey is to create your MyIMD account.

We recommend you use the latest version of Chrome, Firefox, Safari, or Internet Explorer (version 11 and above).

Please click on the button below and follow the instructions to setup your MyIMD account.

**Create your MyIMD account**

Once logged in, you will find all the relevant information for your upcoming program, such as accommodation and travel details, meeting point, learning and program objectives, etc (please note that it can take a several minutes after the account creation to provision your access to the learning portal)

If you have any questions or need assistance accessing the program portal, do not hesitate to contact your program coordinator.

Kind regards,

**Your Program Coordinator**

2

Enter a password for your account and click on the **Create my account** button



Create your personal account to access IMD Services or apply for a program

Title

Mr.

First name

Field autocompleted

Last name

Field autocompleted

Email

Field autocompleted

Password

.....

Show

Your password must contain:

- ✓ At least 8 characters
- ✓ Both uppercase and lowercase letters
- ✓ At least 1 number and/or special character

I agree with [IMD Privacy Notice](#),  
[Cookie Policy](#)

**Create my account**

I already have an account, [log in](#)

3

Check your mailbox for the **email** you have received to activate your account

*\*You may need to check your spam folder*



Thank you **Firstname**

We have sent an email to  
Firstname.Lastname@youremail.com.  
Please click on the link in the email to  
activate your account.

Tip: Check your spam folder.

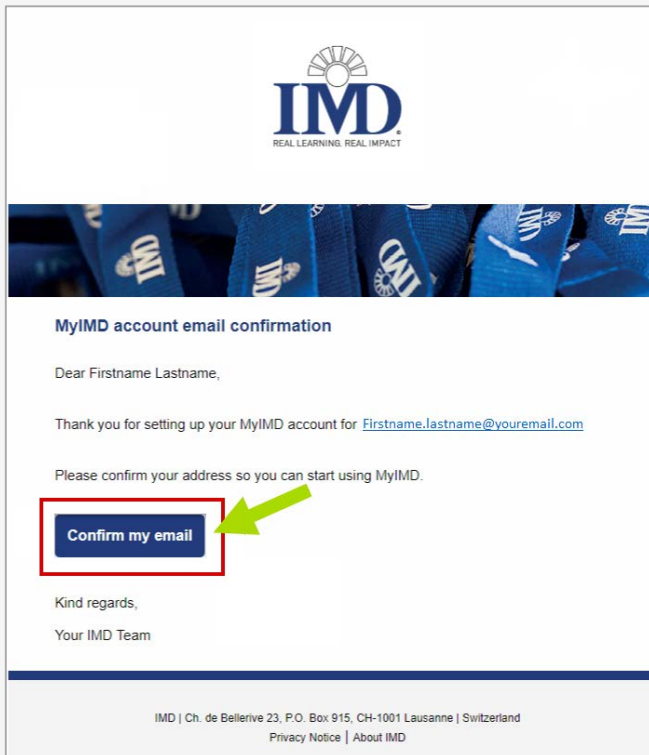
[I have not received an email from IMD yet](#)

[Support](#) | [Privacy Notice](#)

**Open your mail and  
check it**

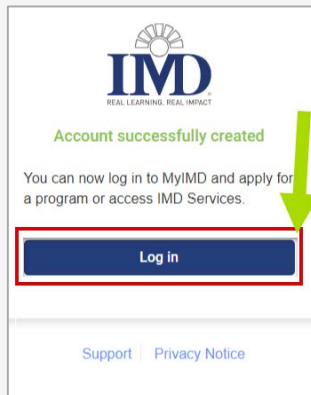
4

Click on the **Confirm my email** button



5

Wait a few seconds to have your account created  
Click **Log in** to authenticate



# Need help?



For any question or issue you may have,  
please contact the **IT Helpdesk**

- call us: +41 21 618 0789
- open a ticket: <https://support.imd.org>
- get online support: <https://help.imd.org>
- send an email: [ITHelpdesk@imd.org](mailto:ITHelpdesk@imd.org)

Opening hours (CET)  
Mon-Fri: 8:00 – 18:00