GOYN LEARNING LAB

How-To and Orientation Guide

for internal GOYN partners

Accounts, profiles, using the Lab, submitting a resource, starring a resource, FAQs

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About this guide

The GOYN Learning Lab is the network's shared library of research, reports, case studies and methodological resources. This guide walks a GOYN partner through everything they need to do in the Lab, from getting an account to contributing a resource of their own.

Who this guide is for

- GOYN global and local partner staff who have, or are requesting, a Learning Lab account.
- Regional Leads and community managers who onboard new partners and answer their first questions.
- GOYN staff who review and approve resource submissions.

What it covers

- Creating your account. How partner accounts are issued and how to sign in for the first time.
- Setting up your user profile. The fields that matter and why they change what you see.
- Using the Lab. The menu, search, filters, resource tiles, downloads and your dashboard.
- Submitting a resource. The form, the review process and what happens after approval.
- Starring a resource. Saving items to your own shortlist and finding them again.

It closes with frequently asked questions and the contact points for access, content and technical issues.

How to read it

- Menu paths are written like this: My resources › Starred Resources.
- Web addresses are written in full, so you can paste them straight into your browser.
- Screens shown are from the Learning Lab with an English interface. If you use the Lab in another language the labels differ, but every screen sits in the same place.
- A few controls appear only for GOYN administrators, including Edit mode, Site administration, and the Reports and Switch role entries in the user menu. If you do not see them, nothing is wrong with your account.

1. Creating your account

1.1 The Lab does not use self sign-up

The Learning Lab is a partner space, not an open website. There is no Create new account form. Accounts are issued by the GOYN team so that the community stays limited to GOYN partners, and so that every contribution can be credited to a known person and community.

Anyone can still browse the public part of the Lab without signing in. Signing in is what unlocks personalised recommendations, starring, resource submission, the learning calendar and achievements.

1.2 Requesting access

Ask your GOYN Regional Lead, or write to the Learning Lab team at [SUPPORT EMAIL]. Include the following so nobody has to come back to you for it.

- Your full name as it should appear on the site.
- Your work email address. This becomes your account's contact address.
- Your GOYN community, for example Bogotá, São Paulo or Pune. Write global if you work across the network.
- Your job title and organisation.
- What you need the Lab for, whether browsing only or contributing resources as well.

> **NOTE** Access requests are reviewed by the GOYN Learning Lab team. Allow [X working days] for an account to be created.

1.3 What you receive

You will get an email containing your username, a temporary password, and the address of the Learning Lab at https://testgoyn.noldith.com. Keep that email until you have signed in and set your own password.

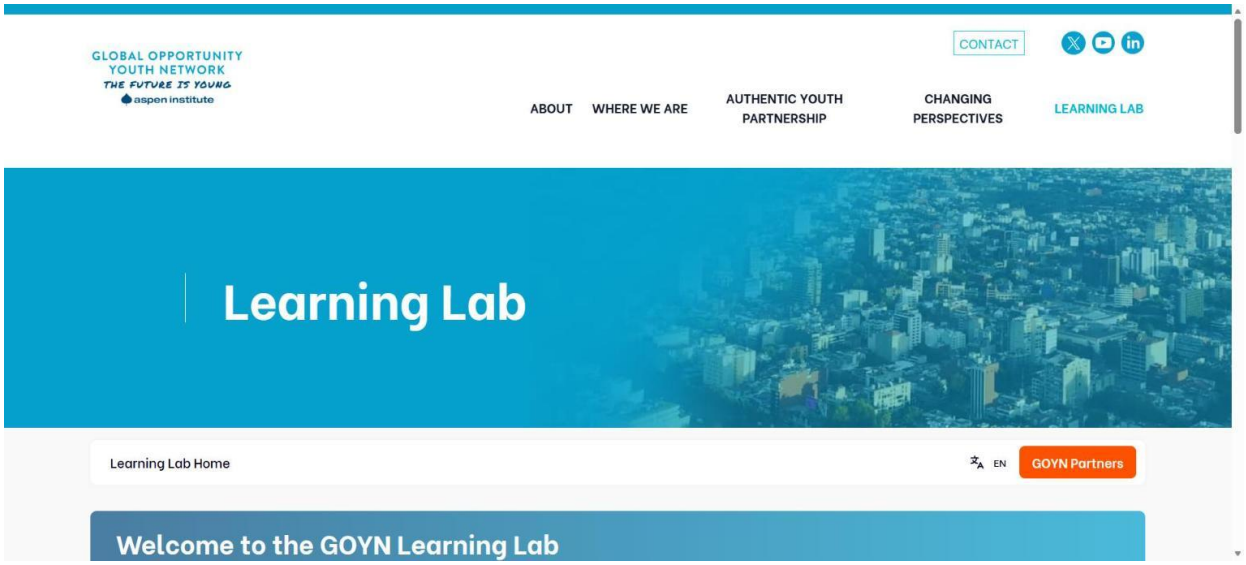


Figure 1. *The Learning Lab home page before you sign in. The orange GOYN Partners button in the top right opens the login page.*

1.4 Signing in for the first time

- Open https://testgoyn.noldith.com in your browser.
- Click the orange GOYN Partners button, top right.
- Type the username and temporary password from your welcome email.
- Use the eye control at the end of the password box to check what you typed.
- Click Log in.
- Set a new password if you are asked to. The rules are shown on screen.
- Accept the site policy or cookie notice if one appears.

You are then taken to the Learning Lab home page, and the menu bar gains the partner items: Learning Lab Home, My resources, Learning calendar and Achievements.

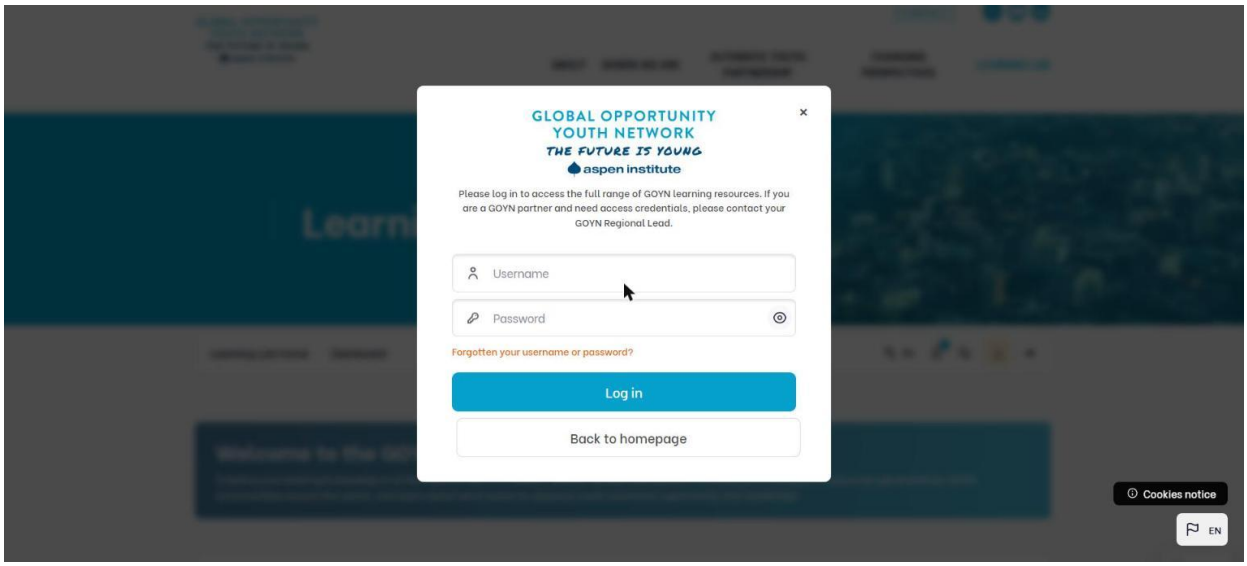


Figure 2. *The login page at https://testgoyn.noldith.com/login/index.php. The notice reminds partners that credentials come from a GOYN Regional Lead.*

1.5 If you cannot get in

Symptom	What to do
You forgot your username or password	Click Forgotten your username or password? on the login page and follow the email recovery steps.
No recovery email arrives	Check your spam or quarantine folder first. If nothing arrives within an hour, contact [SUPPORT EMAIL]. The address on your account may differ from the one you are checking.
Invalid login after several attempts	The account locks temporarily after repeated failures. Wait a few minutes and try once more, or ask for a password reset.

Symptom	What to do
Your welcome email never arrived	Ask your Regional Lead to confirm the account was created, and which email address it uses.
You can see the Lab but not the partner menu	You are browsing as a guest. Click GOYN Partners and sign in.

1.6 Signed out compared with signed in

You can	Signed out (guest)	Signed in (partner)
Browse and search public resources	Yes	Yes
Open and download a resource	Yes	Yes
Filter by Theme and Region	Yes	Yes
Filter by Type as well	No	Yes
See Recommended For You	No	Yes
Star a resource	No	Yes
Submit a new resource	No	Yes
Use My resources, the learning calendar and achievements	No	Yes

2. Setting up your user profile

2.1 Why the profile matters

Your profile is not decoration. It does three jobs in the Lab.

- It drives Recommended For You. The theme and region on your profile decide which resources the Lab puts in front of you.
- It credits your contributions. Resources you submit are shown with your name and community.
- It helps partners find each other. Your community, job title and areas of expertise tell other partners who they are reading.

2.2 Getting to the profile form

- Click your initials or avatar at the right of the Learning Lab menu bar.
- Choose Profile.
- Click Edit profile.

The same form is reachable directly at https://testgoyn.noldith.com/user/edit.php. The menu also holds My resources, Calendar, Private files and Preferences. Reports and Switch role to appear only for administrators.

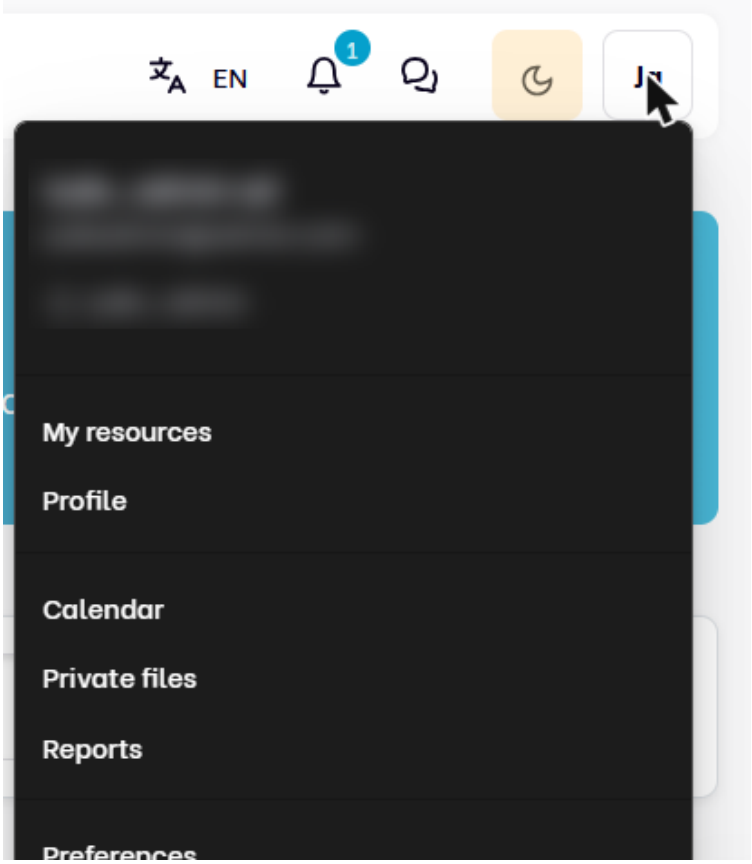


Figure 3. *The user menu. The account name and email at the top are blurred here. On your own screen they show your details.*

2.3 General details

Field	What to put in it
First name and Last name	Your name as colleagues would write it. This is what appears on resources you contribute. Both are required.
Email address	Your work address. Required, and used for password resets and submission decisions.
Email visibility	Whether other partners can see your address. Visible to other course participants is the usual choice for partners who collaborate.
City/town and Select a country	Helps the network see where partners are based.
Timezone	Set this correctly. The learning calendar shows session times in your timezone.
Description	A line or two about your role and what you work on. Optional but useful.

2.4 Profile picture

- Open the User picture section.
- Drag an image into the New picture box, or use the file picker.
- Use a square image of at least 200 by 200 pixels. Both .png and .jpg are accepted.
- Add a short Picture description for accessibility.

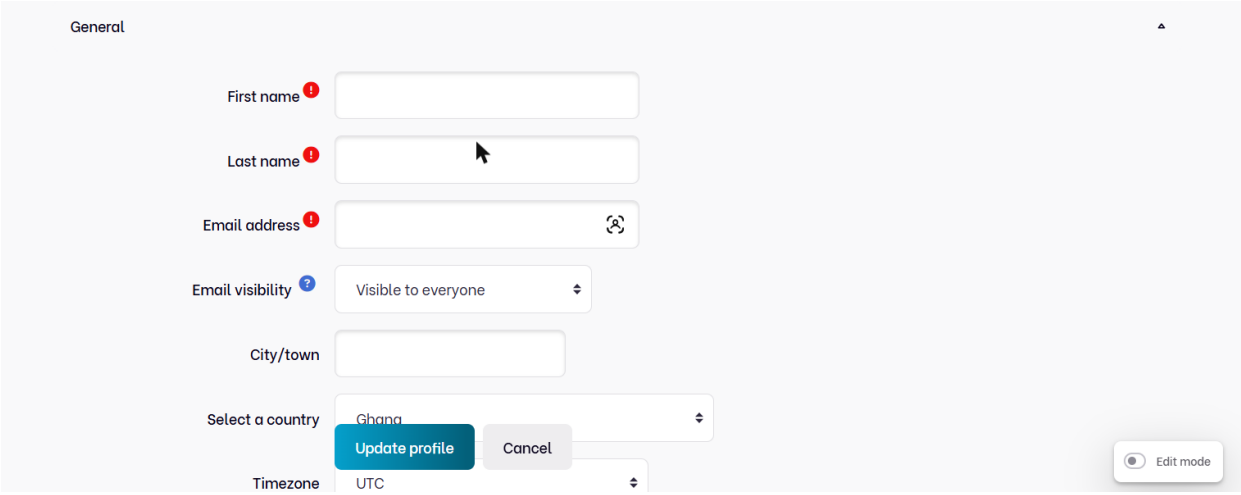


Figure 4. *The General section of the profile form.*

2.5 GOYN fields, the ones that change what you see

Scroll to Other fields. These are specific to the Learning Lab.

Field	Why it matters
GOYN Community	Your city or community, for example Bogotá, Pune or São Paulo, chosen from the list. Shown next to your contributions.
GOYN job title	Your role, in your own words.
User type	The kind of partner you are, for example local partner team. Required.
Areas of expertise	Topics you can help other partners with.
Primary region of interest	Africa, Asia, Latin America or Global. Required, and it shapes what the Lab puts in front of you.
Primary theme of interest	One of the twelve catalogue themes, for example Narrative Change & Advocacy. Required, and the strongest single signal for Recommended For You.
Other areas of interest	Anything else you want to follow, in free text.

NOTE Primary region of interest and Primary theme of interest are what build Recommended For You. If that section looks empty or irrelevant, these two are the first place to look.

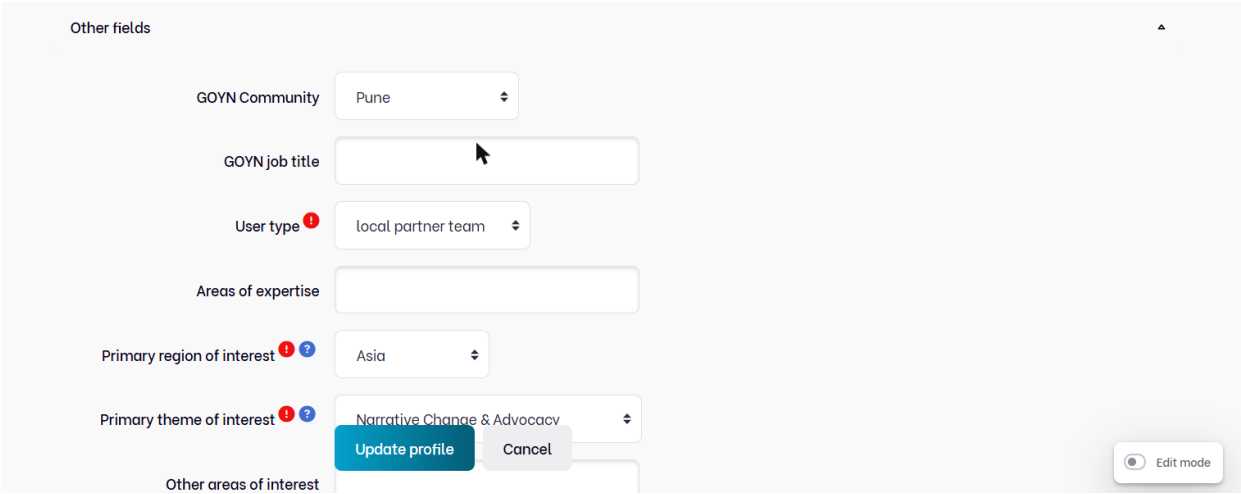


Figure 5. *Other fields, the GOYN specific part of the profile.*

2.6 Saving

Click Update profile at the bottom of the form. Changes take effect immediately. Reload the home page to see your recommendations refresh.

2.7 Language and notification preferences

- Language. Use the language selector marked EN in the menu bar. The interface is available in English, Español, Français, Kiswahili, Português (Brasil), मराठी and हिन्दी. The interface changes language. Resource documents stay in the language they were written in.

- Notifications. Go to your user menu, then Preferences, then Notification preferences. This controls which alerts reach you by email and which stay on the site.

Profile checklist

- ☐ Name and work email correct
- ☐ Timezone set
- ☐ Profile picture uploaded
- ☐ GOYN Community selected
- ☐ GOYN job title filled in
- ☐ Primary theme and Primary region of interest set, because these drive your recommendations
- ☐ Areas of expertise and other areas of interest filled in

3. How to use the Lab

3.1 The menu bar

Once you are signed in, every page carries the same bar.

Item	What it does
Learning Lab Home	The catalogue, with search, filters, Recommended For You and All Resources.
My resources	Your personal dashboard, holding assigned resources, starred resources, recent activity and achievements.
Learning calendar	GOYN sessions and events.
Achievements	The badges you have earned and the ones still to unlock.
EN	Switches the interface language.
Bell icon	Notifications. A number appears when something is waiting for you.
Speech bubble icon	Messages from other partners.
Moon icon	Switches between the light and dark appearance of the Lab.
Initials or avatar	Profile, calendar, private files, preferences and log out.

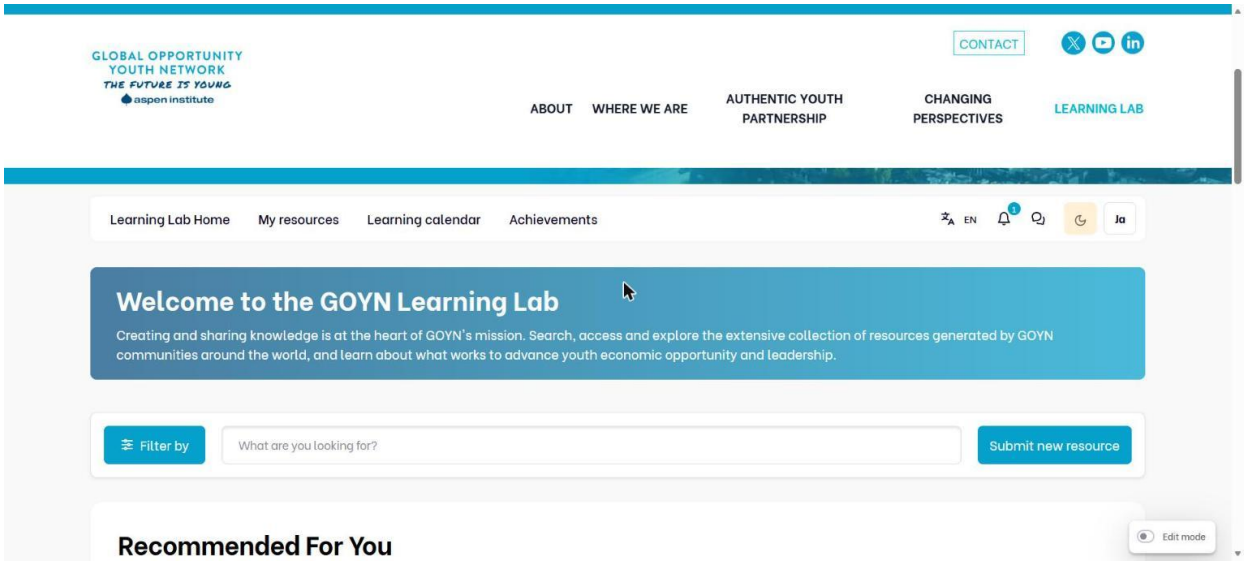


Figure 6. *The partner menu bar on the Learning Lab home page.*

3.2 The home page, top to bottom

- A welcome panel explaining what the Learning Lab is.
- The action bar, holding Filter by, the search box and Submit new resource.
- Recommended For You, holding resources matched to your profile.

- All Resources, the full catalogue, shown a page at a time.

3.3 Searching

- Click the search box marked What are you looking for?
- Type two or three specific words.
- Press Enter.
- Clear the box to bring the whole catalogue back.

The All Resources section narrows to the matches as the results come back. Recommended For You is deliberately left alone, so you always keep your personalised shortlist in view.

Search looks at resource titles and summaries, so a few precise words work better than a sentence. Try the vocabulary the network uses, for example opportunity youth, employer engagement or ecosystem mapping.

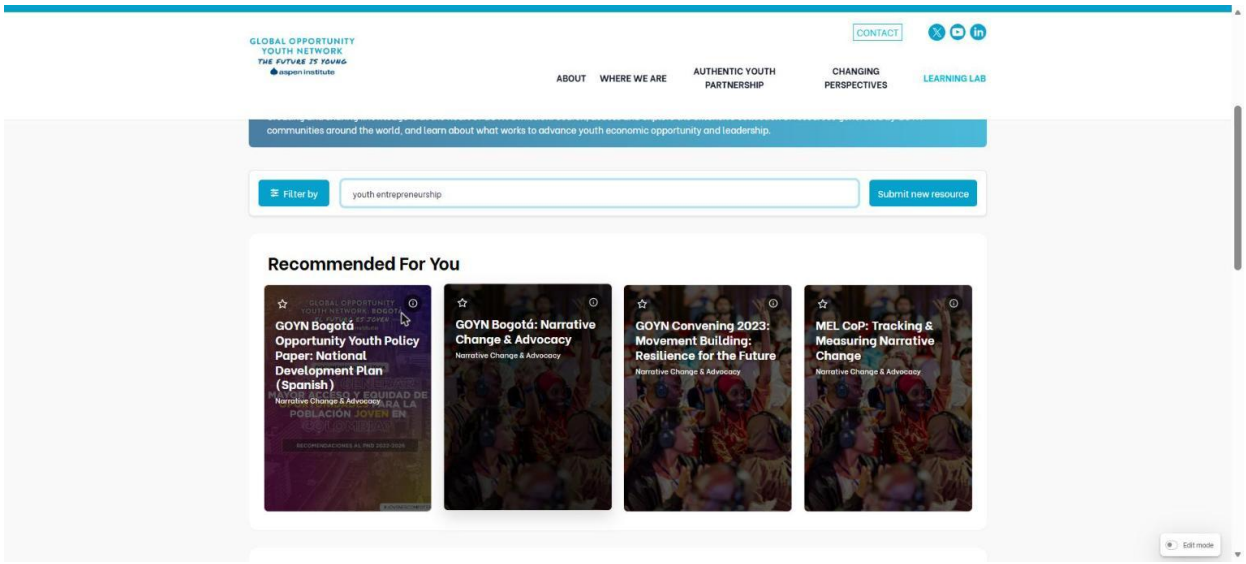


Figure 7. *A search in progress. Recommended For You is untouched, and the All Resources section below it narrows to the matches.*

3.4 Filtering

Click Filter by to open the filter panel. There are three groups.

Filter	Values
Theme	Data & Technology, GOYN Expansion, Narrative Change & Advocacy, Sectors & Economic Pathways, Structural Justice & Equity, Authentic Youth Partnership, Approach & Methodology, Impact & Learning, Youth Entrepreneurship & Innovation, Diversified Financing, Youth Agency & Well-Being, Financial Inclusion
Type	Case Study, Newsletter, Presentation, Report, Resource Bundle, Tool, Video
Region	Africa, Asia, Latin America, Global

- Ticking two values in the same group widens the result. You get resources matching either one.
- Filters and search work together. Filter to a theme, then search inside it.
- Filters apply to All Resources only. Recommended For You does not change.
- Clear Filters returns you to the full catalogue.
- Signed out, the panel offers Theme and Region only. The Type filter appears once you sign in.

NOTE A filter can only find what has been tagged. If a resource you expect is missing from a theme or region, its metadata is probably unset. Report it to [CONTENT ADMIN] rather than assuming the resource is gone.

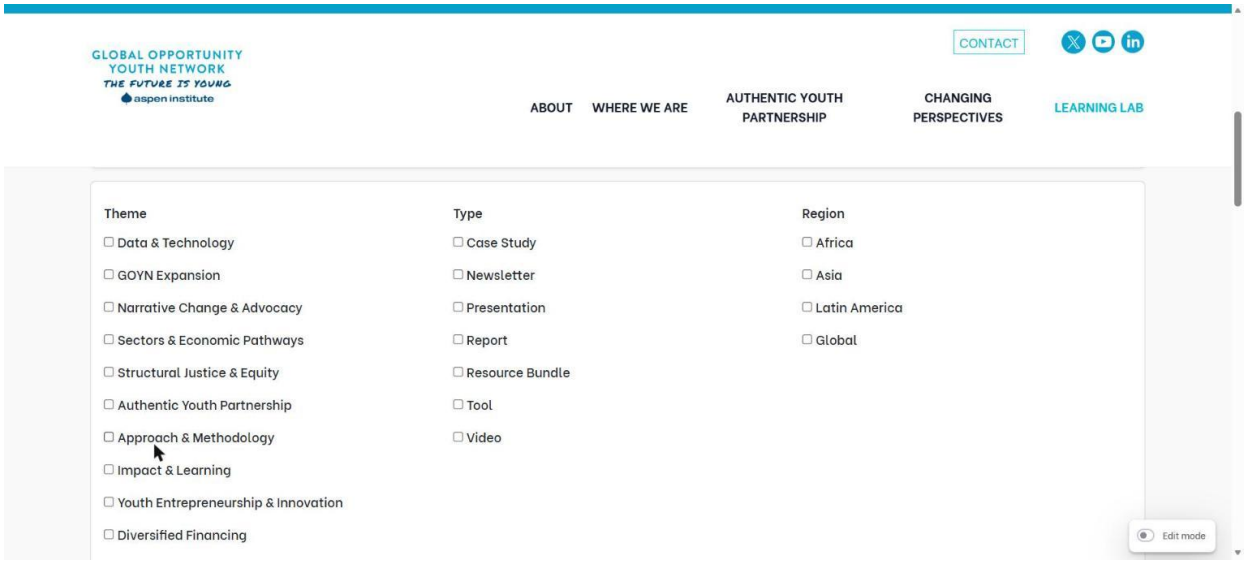


Figure 8. *The filter panel open, showing the Theme, Type and Region groups.*

3.5 Reading a resource tile

Every resource in the catalogue is shown as a tile carrying its cover image, title and theme. Two controls sit on the tile itself.

- The star, in the top left corner. It saves the resource to your own shortlist, covered in section 5.
- The information icon, marked i, in the top right corner. It turns the tile over.

The information panel shows the full title, the resource type and region, who contributed it, the publication date, and two icons for copy link and download. Click the close icon to turn the tile back.

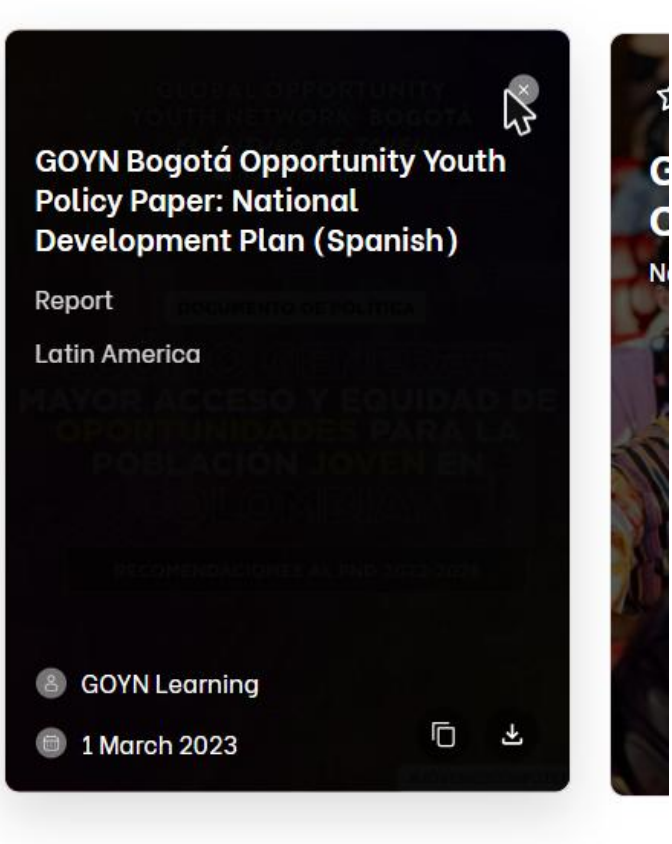


Figure 9. *A tile with its information panel open, showing title, type, region, contributor, date, and the copy link and download icons.*

3.6 Opening a resource

Click a tile title to open the resource page. It shows the following.

- A metadata line reading THEME | REGION | TYPE, for example NARRATIVE CHANGE & ADVOCACY | LATIN AMERICA | REPORT.
- The full title, the contributing organisation or person, and the publication date.
- Copy link and download icons, and a visibility badge. Public means the resource is readable by anyone holding the link.
- A short description of the resource.
- The resource itself, embedded in the page. A document opens in a built-in reader you can page through, and a video plays inline.
- Related Resources at the bottom, holding other items on the same theme.

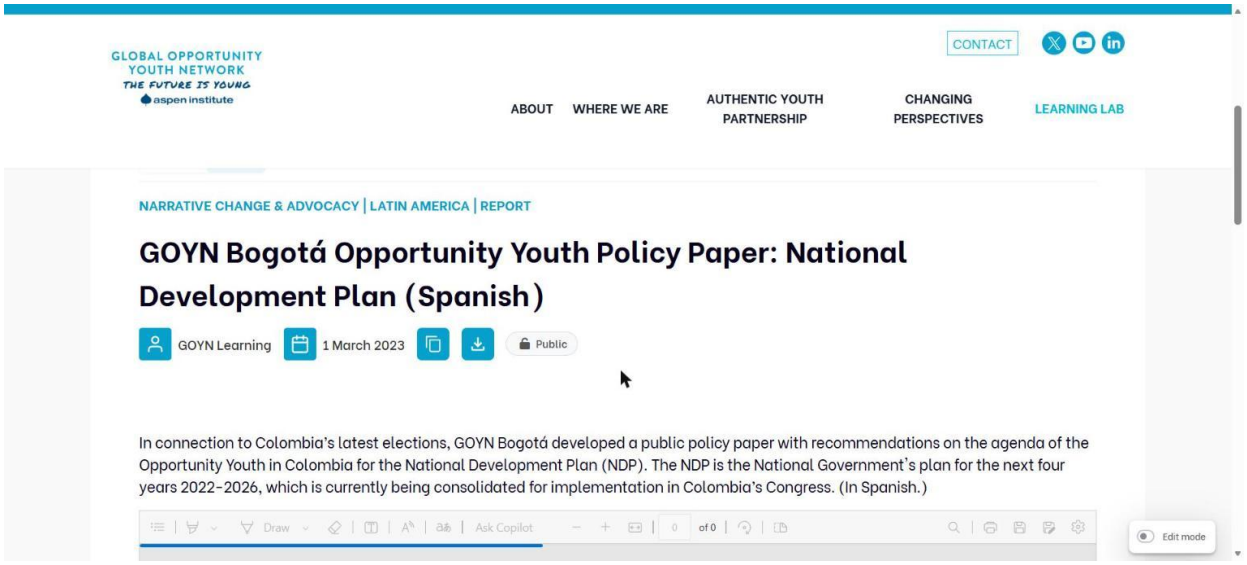


Figure 10. *A resource page, showing the metadata line, title, contributor, date, and the copy link and download icons.*

3.7 Downloading and sharing

Action	How
Download the file	Click the download icon on the tile's information panel, or on the resource page. The original document is saved to your computer.
Share a resource	Click the copy icon. A Link copied confirmation appears and the resource address is on your clipboard, ready to paste into an email or a chat.
Share with someone outside GOYN	Public resources open for anyone holding the link. If a resource is partner only, the person will be asked to sign in.

3.8 My resources, your dashboard

My resources at https://testgoyn.noldith.com/my/ gathers everything personal to you, in this order.

Block	What it holds
Assigned Resources	Resources GOYN has assigned to you, for example onboarding material. If nothing has been assigned it says so, which is normal.
Recently Accessed Resources	What you opened last. The fastest way back to something.
Starred Resources	Everything you have starred, covered in section 5. It also carries an Unstar all button.
GOYN Learning Calendar	Network sessions and events.
Achievements	Badges earned so far.
Recently accessed items	Individual files and pages you opened.

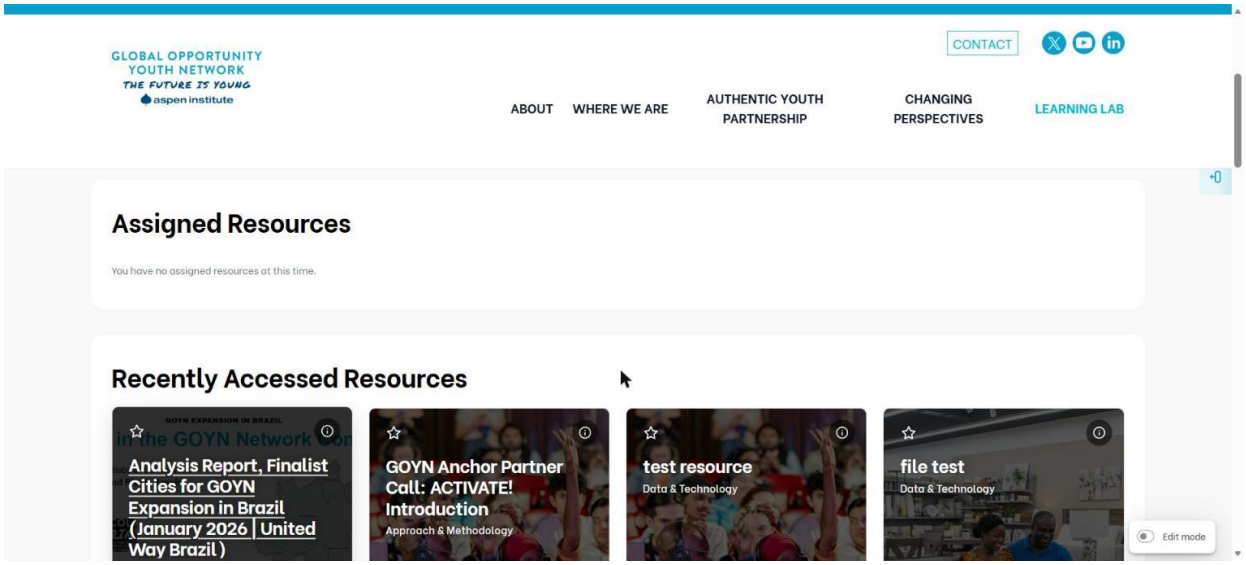


Figure 11. *My resources, showing the Assigned Resources block above Recently Accessed Resources.*

3.9 Achievements

The Lab awards badges for using and contributing to the library, including opening resources, downloading, sharing, starring and submitting. Badges such as Initial Spark, Information Seeker, Curious Visitor, Legacy Creator and Community Builder appear on the Achievements page at https://testgoyn.noldith.com/local/badgelogic/achievements.php. The ones you have not earned yet show what is still to be done.

Badges are a light nudge to explore the library. Nothing in the Lab is withheld because a badge has not been earned.

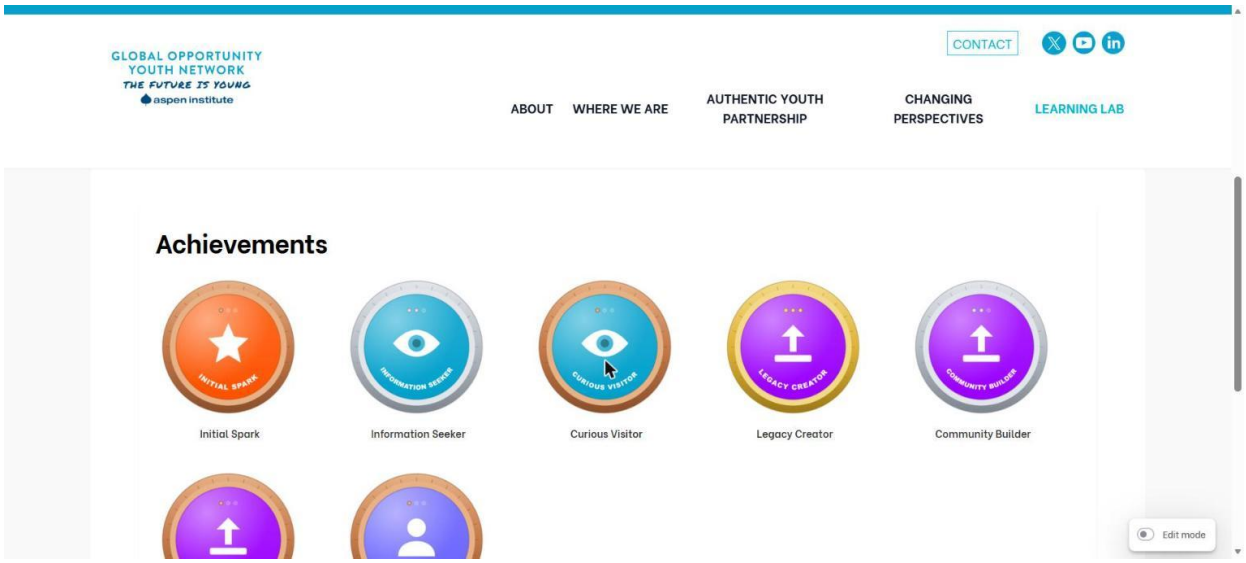


Figure 12. *The Achievements page, showing earned and locked badges.*

4. Submitting a resource

4.1 Who can submit

Any signed-in partner can submit. The Submit new resource button is hidden from signed-out visitors, so if you cannot see it, sign in first.

Submissions are reviewed before they appear. You are not publishing directly to the catalogue. You are proposing a resource for the GOYN team to approve.

4.2 Before you start

- ☐ The final version of the document, or the link where it lives
- ☐ A cover image in .jpg or .png, one image, landscape works best
- ☐ A summary of two or three sentences in plain language
- ☐ The theme, type and region the resource belongs to
- ☐ The publication date
- ☐ Permission to share the resource with the GOYN network

4.3 Opening the form

- Go to https://testgoyn.noldith.com and sign in.
- Click Submit new resource, to the right of the search box.

The form is also reachable directly at https://testgoyn.noldith.com/local/resourcerequest/request.php.

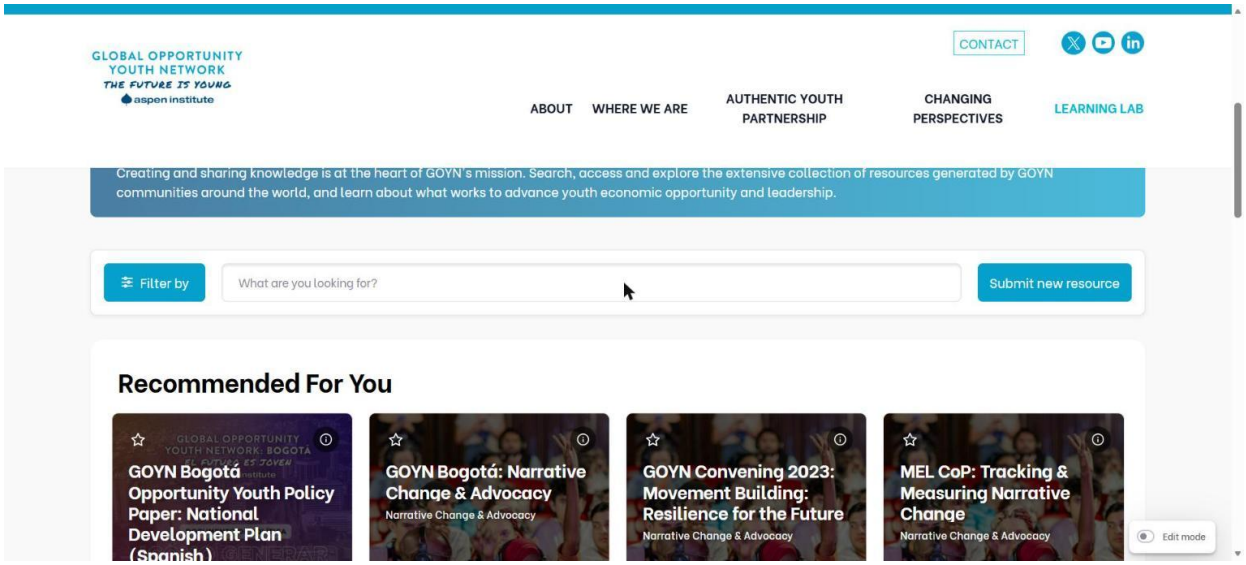


Figure 13. *The action bar, holding Filter by, the search box and the Submit new resource button.*

4.4 Filling in the form

The page opens with a notice explaining the process. An administrator is notified, and you receive an email when your request is approved or rejected.

Field	What to enter
Resource full name	The resource's real title. Include the community and date where it helps, for example GOYN São Paulo: 5-Year Evaluation Report (October 2025).
Resource short name	A short unique identifier. A shortened form of the title works well.
Resource category	The theme the resource belongs to. This is what the Theme filter uses.
Resource start date	The publication date of the resource.
Resource summary	Two or three sentences describing what the resource contains and who it is for. This text is what partners read on the tile, so write it for a reader who has never seen the document.
Resource Image	The cover image. Drag and drop one file. The accepted formats are .gif, .jpg, .png and .svg.
Tags	Optional keywords.
Region	Africa, Asia, Latin America or Global. Required.
Type	Case Study, Newsletter, Presentation, Report, Resource Bundle, Tool or Video. Required.
Link to the resource file(s)	Where the file lives, as a shared drive link or public address starting https://. Required. Check it opens for someone outside your own account.
Anything else we should know?	Notes for the moderator, covering language, related resources, restrictions on sharing, or anything unusual about the file.

NOTE Region and Type are what make a resource findable in the filters. A submission with either left blank can be approved and still stay invisible to partners filtering the catalogue.

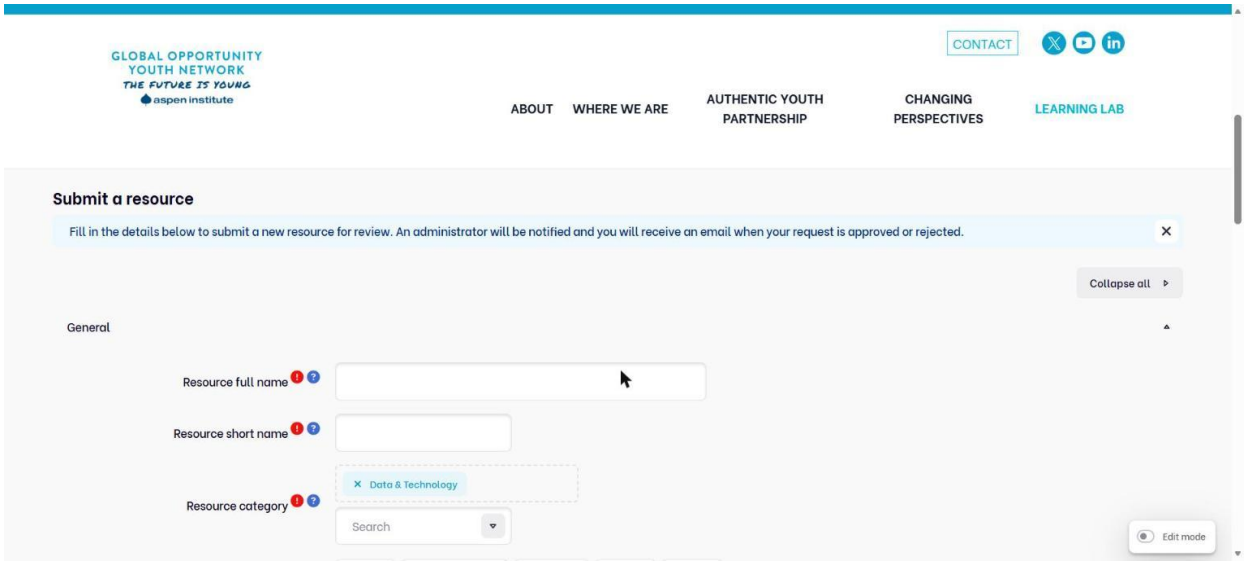


Figure 14. *The submission form, showing the review notice and the General section.*

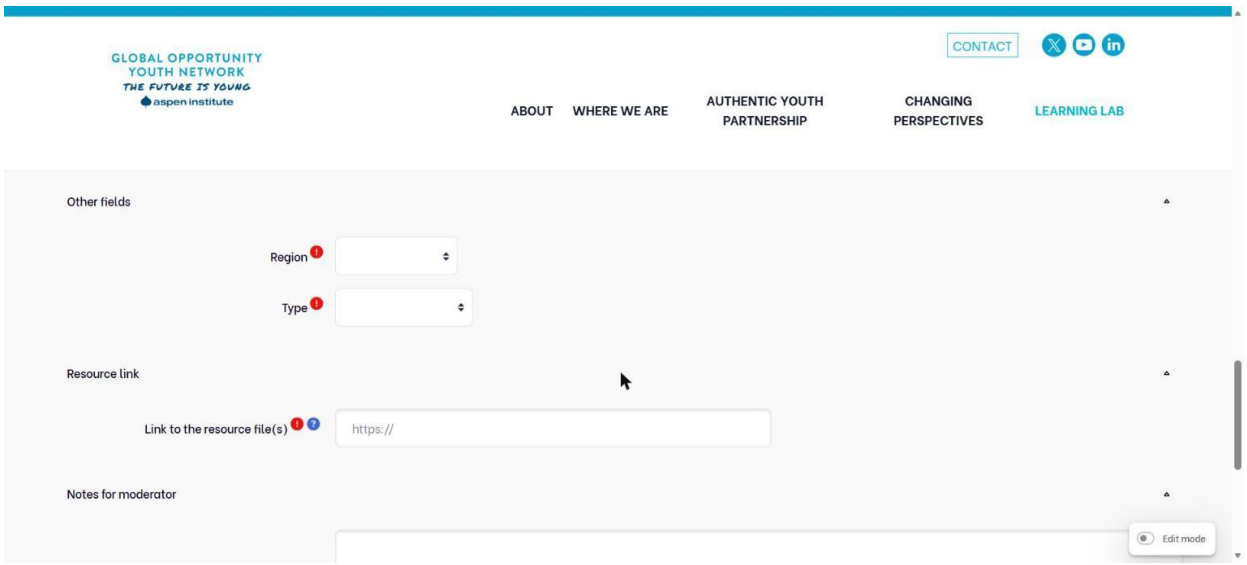


Figure 15. *The lower half of the form, holding Region, Type, the resource link and the notes for the moderator.*

4.5 What happens after you submit

- The GOYN Learning Lab administrators are notified of your request.
- A reviewer checks the metadata, the summary, and the link or file.
- You receive an email when the request is approved or rejected.
- On approval the resource is created in the catalogue with you credited as the contributor, and it starts appearing in search, filters and recommendations.
- The submission also counts towards your contribution badges.

Typical turnaround is [X working days]. If you have not heard back after that, contact [CONTENT ADMIN].

4.6 Changing a resource after approval

Once approved, the resource belongs to the catalogue. To correct a title, summary, metadata or file, write to [CONTENT ADMIN] with the resource link and the change you need. Do not submit the resource a second time, because duplicates make the catalogue harder to search.

4.7 Why submissions get sent back

- No summary, or a summary copied from the first line of the document.
- Theme, Type or Region left unset, so the resource cannot be filtered.
- A link that only opens for the submitter.
- A resource already in the catalogue.
- A cover image that is unreadable at tile size.

5. Starring a resource

5.1 What starring does

Starring is your private bookmark. It puts the resource on your own shortlist so you can find it again without searching, and it changes nothing for anyone else. No one is notified and no one sees your list.

5.2 Starring from the catalogue

- Find the resource on the home page, by browsing, searching or filtering.
- Move your pointer over its tile.
- Click the star icon in the corner of the tile.
- Check that the star has filled in, which confirms the resource is saved.



Figure 16. *A resource tile before starring. The star outline sits in the corner of the tile.*

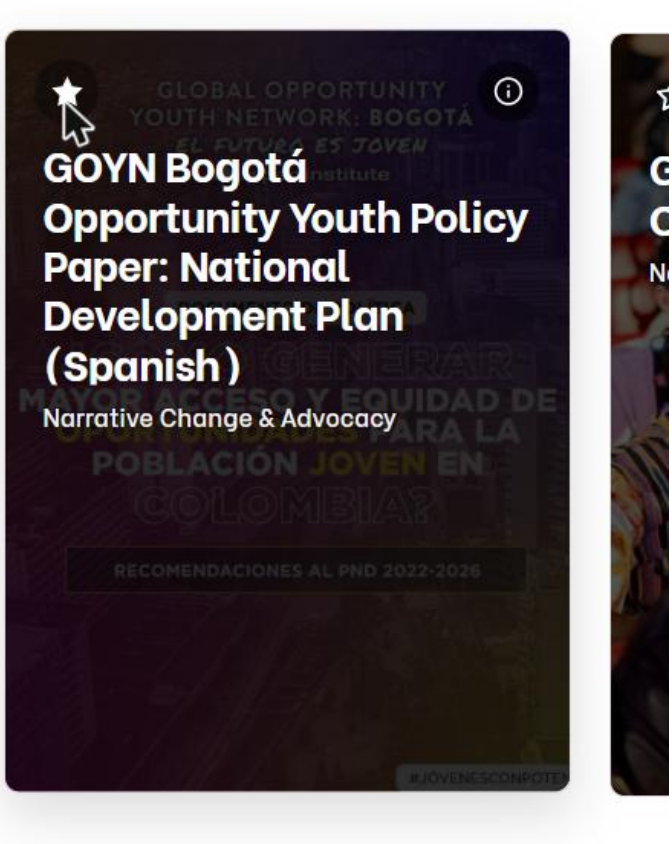


Figure 17. *The same tile after clicking. The filled star confirms the resource is on your shortlist.*

5.3 Removing a star

Click the filled star again. The resource leaves your shortlist immediately, and nothing else about it changes. To clear the whole list at once, use Unstar all in the Starred Resources block.

5.4 Finding what you starred

- Go to https://testgoyn.noldith.com/my/.
- Scroll to the Starred Resources block.
- Click any tile to open the resource.

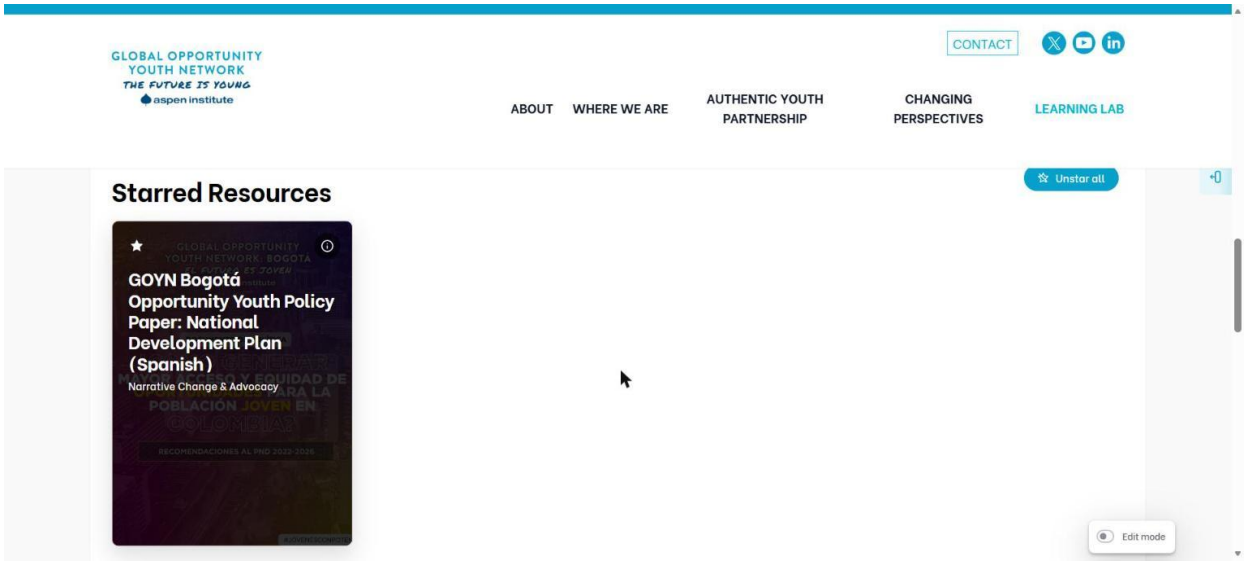


Figure 18. *The Starred Resources block on My resources, holding the resource starred in figures 16 and 17.*

5.5 Good to know

Question	Answer
Can other partners see my starred list?	No. It is visible only to you.
Is starring the same as downloading?	No. Starring saves a pointer to the resource in the Lab. Downloading saves the file to your computer.
What is the difference between starred and assigned?	You choose what to star. Assigned Resources are put there for you by the GOYN team.
Does starring do anything else?	It counts towards the Bookmark Boss badge on the Achievements page.

6. Frequently asked questions

Access and accounts

Can I create my own account?

No. Accounts are issued by the GOYN team. Ask your Regional Lead or write to [SUPPORT EMAIL].

Can I share my login with a colleague?

Please do not. Contributions are credited to the account that submits them, and a shared account cannot get its own recommendations. Ask for a second account instead.

I have changed organisation. Can I keep my account?

Contact [SUPPORT EMAIL]. Your account can usually be updated with your new email, community and job title.

How do I change my email address?

Open https://testgoyn.noldith.com/user/edit.php, change the address, then click Update profile. If the field is locked, [SUPPORT EMAIL] can change it for you.

Is the Learning Lab open to the public?

Part of it is. Public resources are readable by anyone holding the link. Personalisation, starring, submission and the calendar require a partner account.

Finding resources

Why did filtering return so few results?

Filters read the metadata on each resource. A resource with no theme, type or region set cannot appear under those filters even though it is in the catalogue. Report gaps to [CONTENT ADMIN].

My search returns nothing. Is the resource missing?

Search matches titles and summaries. Try fewer and more general words, clear any active filters, and check spelling in the language the resource was written in.

Why can I not see the Type filter?

You are browsing signed out. Theme and Region are offered to guests, and Type appears once you sign in.

Can I search in Spanish or Portuguese?

Yes, for resources written in those languages. Switching the interface language does not translate resource content.

How are the Recommended For You resources chosen?

From the primary theme, primary region and interests on your profile. Fill those in and the recommendations improve immediately.

What is a Resource Bundle?

A resource type that groups several related items, for example a toolkit holding a guide, slides and templates.

Submitting

Who approves submissions?

The GOYN Learning Lab administrators. You are emailed when your request is approved or rejected.

How long does approval take?

Usually [X working days].

Can I submit a link rather than a file?

Yes. Put the address in Link to the resource file(s) and make sure it opens for someone who is not signed in to your drive.

Can I edit a resource after it is approved?

Not directly. Send the change to [CONTENT ADMIN] with the resource link.

Can I submit a resource in a language other than English?

Yes. Say which language it is in under Anything else we should know?

My submission was rejected. What now?

The email explains why. Fix the point raised and submit again, or reply to [CONTENT ADMIN] if the reason is unclear.

Technical

Which browsers work best?

Current versions of Chrome, Edge, Firefox and Safari. Keep your browser updated, because the catalogue relies on modern JavaScript.

Does the Lab work on a phone or tablet?

Yes. The layout adapts, though the catalogue is easier to browse on a larger screen.

A page looks broken or images are missing.

Reload with Ctrl+Shift+R, or Cmd+Shift+R on a Mac, to clear the cached page. If it persists, report it with a screenshot and the page address.

A download does not start.

Check whether your browser blocked the file, then try again. If it still fails, send the resource link to [TECHNICAL SUPPORT].

A video will not play.

Videos are embedded from external platforms, and a corporate network may block them. Try another network, or use the copy link icon and open the resource elsewhere.

How do I report a problem?

Send [TECHNICAL SUPPORT] the page address, what you did, what happened, and a screenshot. That is usually enough to reproduce it.

7. Contacts and support

Fill these in before publishing the guide.

If you need	Contact	Address
An account, or help signing in	[GOYN Regional Lead or Learning Lab team]	[SUPPORT EMAIL]
Help with a submission, or a content correction	[Learning Lab content administrator]	[CONTENT ADMIN EMAIL]
Something on the site is broken	[Technical support or helpdesk]	[TECHNICAL SUPPORT EMAIL]
General GOYN enquiries	GOYN	contact@goyn.org
Expected response time	[X working days]	

Appendix A. Quick reference

To do this	Go here
Sign in	https://testgoyn.noldith.com/login/index.php
Reset a password	Forgotten your username or password? on the login page
Edit your profile	https://testgoyn.noldith.com/user/edit.php
Change interface language	The EN selector in the menu bar
Browse the catalogue	https://testgoyn.noldith.com/
Filter the catalogue	Filter by, on the home page action bar
Submit a resource	https://testgoyn.noldith.com/local/resourcerequest/request.php
See what you starred	https://testgoyn.noldith.com/my/, then the Starred Resources block
See your badges	https://testgoyn.noldith.com/local/badgelogic/achievements.php
See assigned resources	https://testgoyn.noldith.com/my/, then the Assigned Resources block

Appendix B. Publishing this guide on the site

Note for GOYN administrators. The intention is that this guide also lives in the Learning Lab itself, as a How to item in the menu bar, so that a partner who is stuck can reach it without leaving the site.

- Confirm that self-registration is disabled on the target environment. Section 1 tells partners that accounts are issued by the GOYN team, which is how the Lab is meant to work. At the time of writing https://testgoyn.noldith.com/login/signup.php still serves a working Create new account form, and that contradicts this guide.
- Fill in every bracketed placeholder, covering support addresses, the content administrator, technical support and the expected turnaround times.
- Publish the content of sections 1 to 7 as a single page in the Lab, with one anchor per section so the FAQ can link to it.
- Add a How to entry to the menu bar, next to Achievements.
- Keep the screenshots in this document and the page in step. Whenever the catalogue, the profile fields or the submission form change, both need updating.
- Review the guide at least once per release of the Learning Lab.

Appendix C. Screenshot index

All screens in this guide were captured from https://testgoyn.noldith.com on 10 September 2026, at a window width of 1528 pixels. Figures 1 and 2 are signed out, and the rest are from a signed-in session. Two things to know when the guide is refreshed. The session used had administrator rights, so the Edit mode control visible at the bottom right of several figures does not appear for ordinary partners. The account name in figure 3 is blurred deliberately.

Fig.	File name	What it shows
1	01-home-guest	Home page signed out, with the orange GOYN Partners button
2	02-login	The login page, including the contact your GOYN Regional Lead notice
3	03-user-menu	The user menu open, with the identity blurred
4	04-edit-profile-general	The profile form, General section
5	05-edit-profile-otherfields	The profile form, Other fields
6	06-home-topmenu	The partner menu bar on the home page
7	08-search-results	A search term typed, Recommended For You unchanged
8	07-filter-panel	The filter panel open, showing Theme, Type and Region
9	09-tile-info-panel	A tile with its information panel open
10	10-resource-page	A resource page header, metadata line, title, copy and download
11	11-my-resources	My resources, Assigned and Recently Accessed Resources
12	18-achievements	The Achievements page
13	12-submit-button	The action bar with the Submit new resource button
14	13-submit-form-top	The submission form, notice plus General section
15	14-submit-form-fields	The submission form, Region, Type, resource link, notes
16	15-star-unstarred	A tile with the star not yet filled in
17	16-star-starred	The same tile with the star filled in
18	17-starred-block	The Starred Resources block on My resources