

Commonwealth Meridian

eLearning Enrolling Guide



The Commonwealth

Enrolling and Support

- **Courses are made available by request only.** To enrol, please send an email to e-csdms@commonwealth.int clearly stating your designation, work email address, the organisation you work for, and your country.
- Once approved, you will receive an email with enrolment information.
- You can access the eLearning platform at <https://cwlearn.commonwealth.int/>
- You must create an account on the Commonwealth Secretariat's eLearning platform to access the eLearning courses.
- If you have previously used the eLearning platform, you can log in with your existing details. If you have forgotten your username or password, please click on the link in the login screen for assistance.
- For support email e-csdms@commonwealth.int

Enrolling

<https://cwlearn.commonwealth.int>

Log in if you've used
the platform
previously

Create an account if
you do not have one

Hi, Welcome to The Commonwealth eLearning Platform

Enter your details to log in your account

Username or email

Password



[Forgot your password?](#)

Log in

First time using this site

For full access to this site, you first need to create an account.

Create new account

Enrolling

The Commonwealth eLearning Platform

An email should have been sent to your address at **signupelearn@gmail.com**

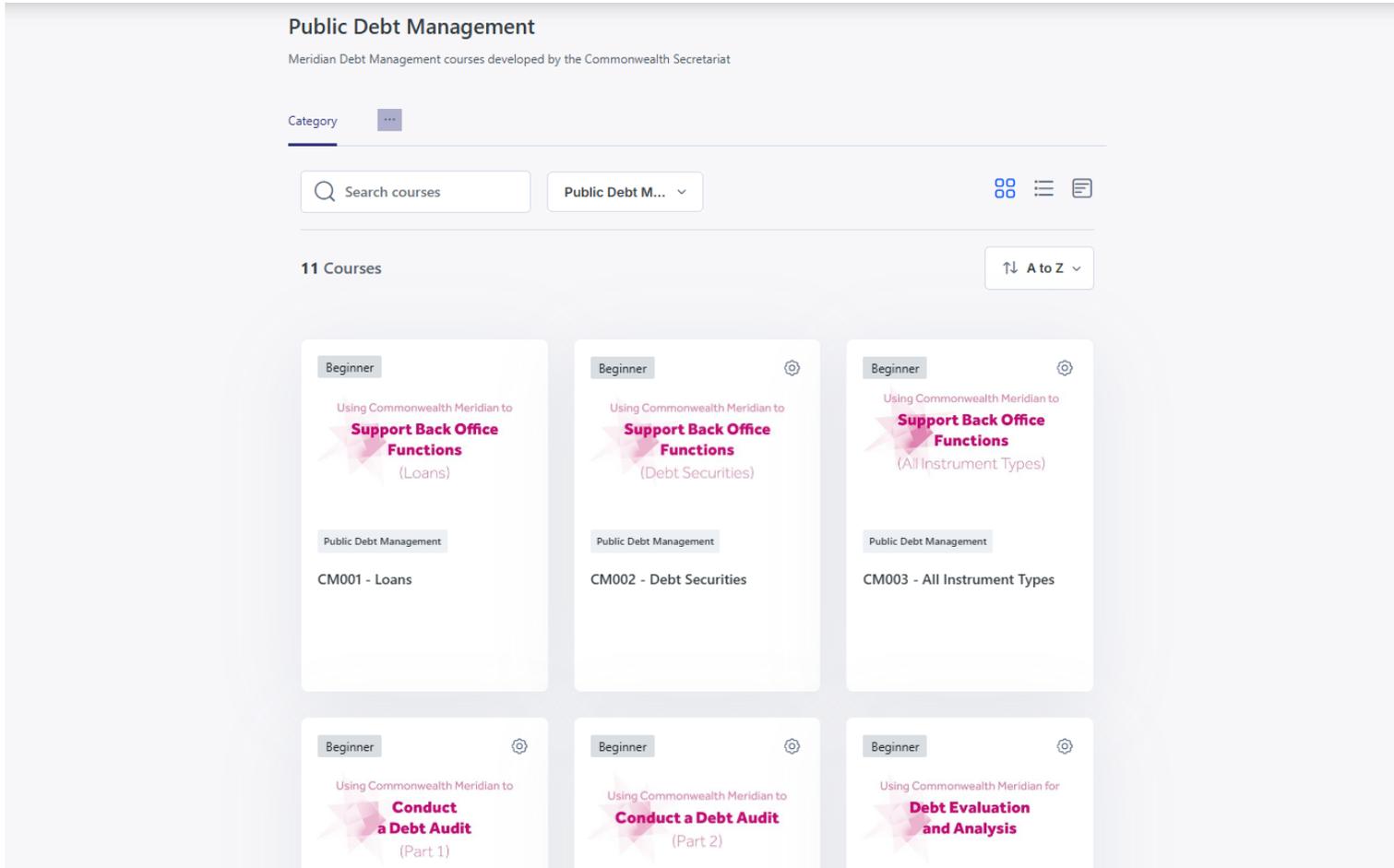
It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

Check your junk mail folder if you do not see the email to confirm your account.

Enrolling and Support

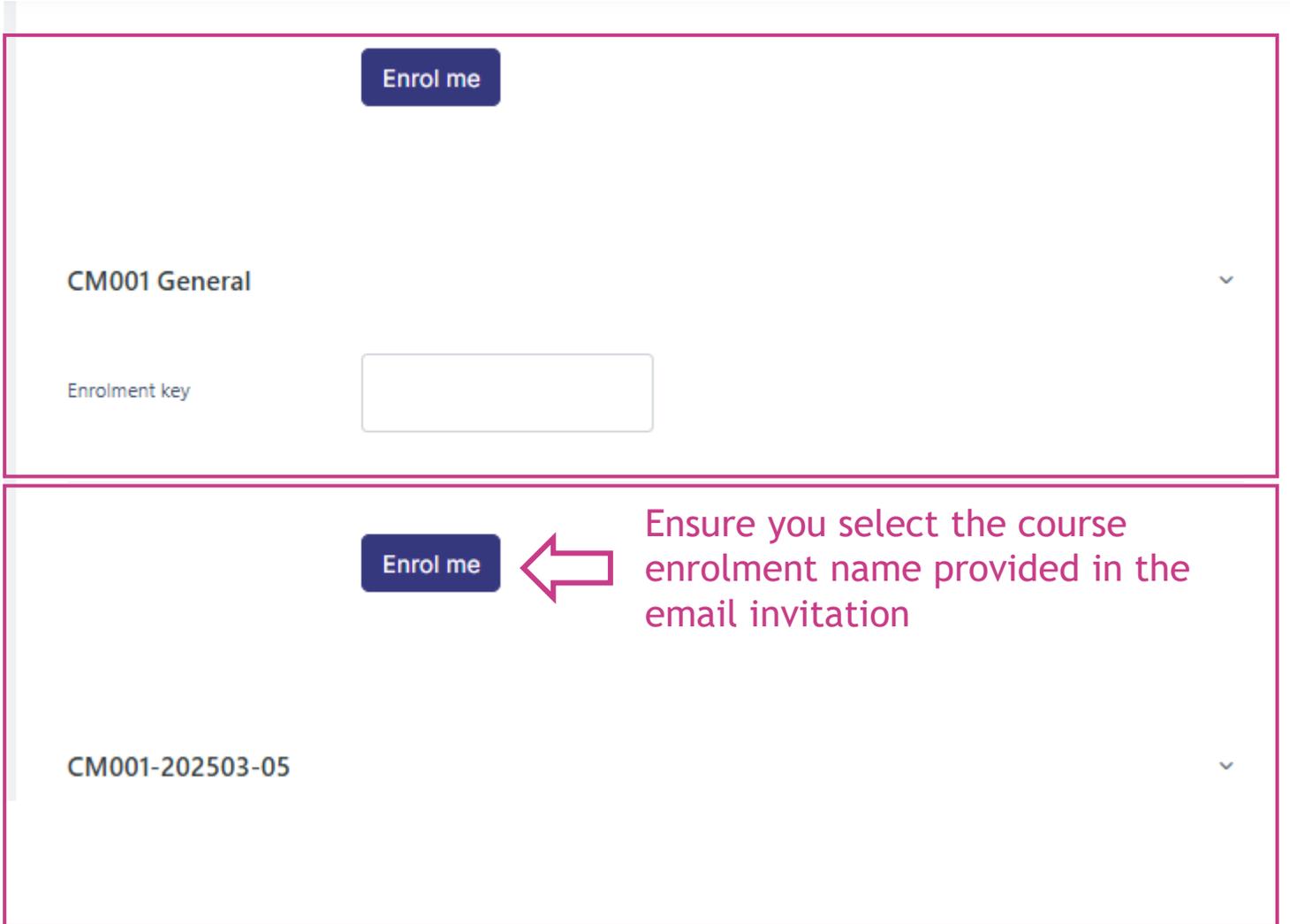


The screenshot shows a web interface for 'Public Debt Management' courses. At the top, it says 'Public Debt Management' and 'Meridian Debt Management courses developed by the Commonwealth Secretariat'. Below this is a 'Category' dropdown menu set to 'Public Debt M...'. There is a search bar with the text 'Search courses' and a filter dropdown also set to 'Public Debt M...'. To the right of the search bar are icons for a grid, list, and menu. Below the search bar, it says '11 Courses' and a sort dropdown set to 'A to Z'. The main content area displays six course cards in a 2x3 grid. Each card is labeled 'Beginner' and 'Public Debt Management'. The courses are: 1. 'Support Back Office Functions (Loans)' (CM001 - Loans), 2. 'Support Back Office Functions (Debt Securities)' (CM002 - Debt Securities), 3. 'Support Back Office Functions (All Instrument Types)' (CM003 - All Instrument Types), 4. 'Conduct a Debt Audit (Part 1)', 5. 'Conduct a Debt Audit (Part 2)', and 6. 'Debt Evaluation and Analysis'.

After successfully enrolling, go to **Explore Courses** and select the **Public Debt Management** category to display all courses

To enrol, find and click on your desired course

Enrolling and Support



Enrol me

CM001 General

Enrolment key

Enrol me

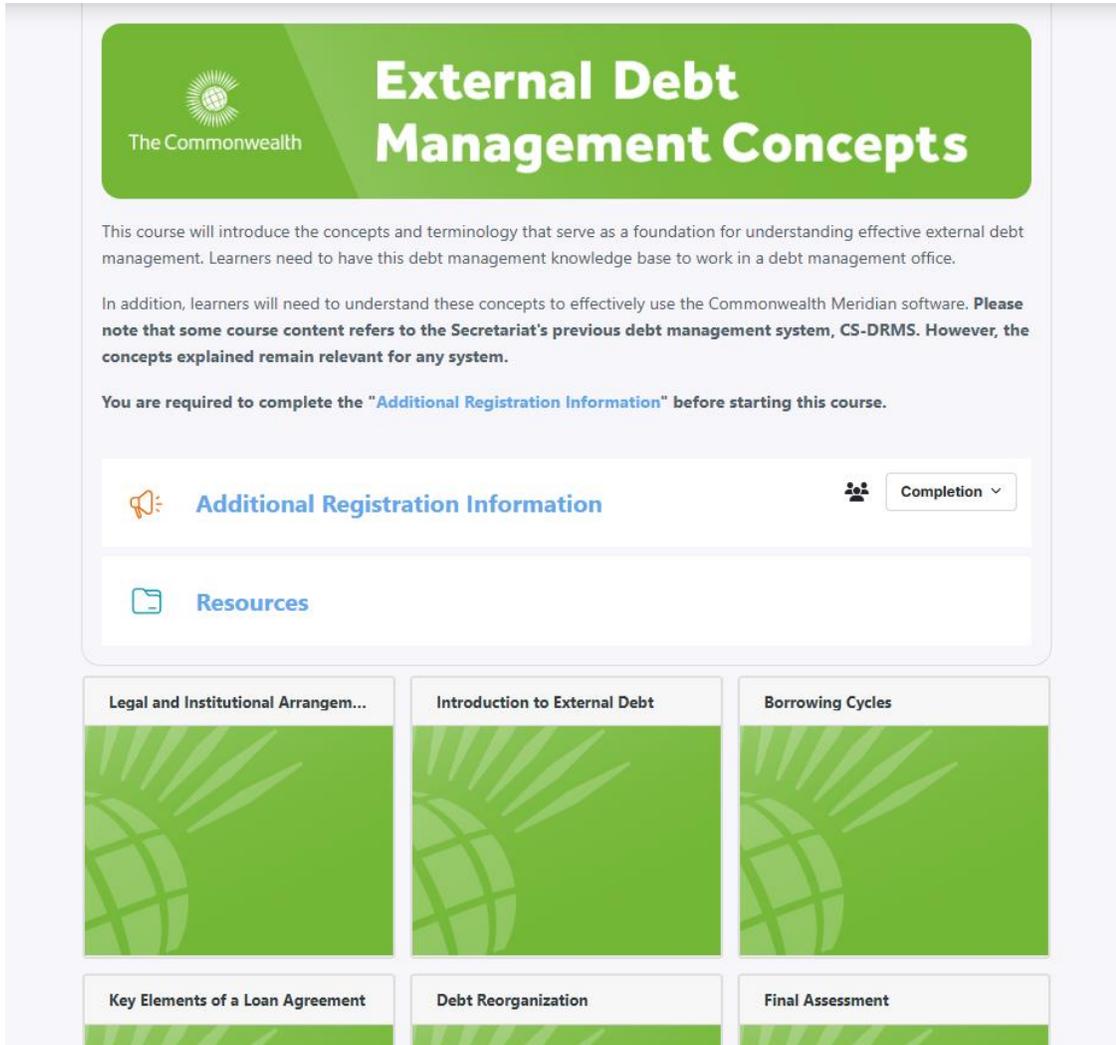
CM001-202503-05

Ensure you select the course enrolment name provided in the email invitation

Find the **Course Enrolment name**

Enter the **Enrolment key** for the specific course provided to you in the email invitation

Accessing course topics



 **External Debt Management Concepts**

This course will introduce the concepts and terminology that serve as a foundation for understanding effective external debt management. Learners need to have this debt management knowledge base to work in a debt management office.

In addition, learners will need to understand these concepts to effectively use the Commonwealth Meridian software. **Please note that some course content refers to the Secretariat's previous debt management system, CS-DRMS. However, the concepts explained remain relevant for any system.**

You are required to complete the "[Additional Registration Information](#)" before starting this course.

 [Additional Registration Information](#)  Completion ▾

 [Resources](#)

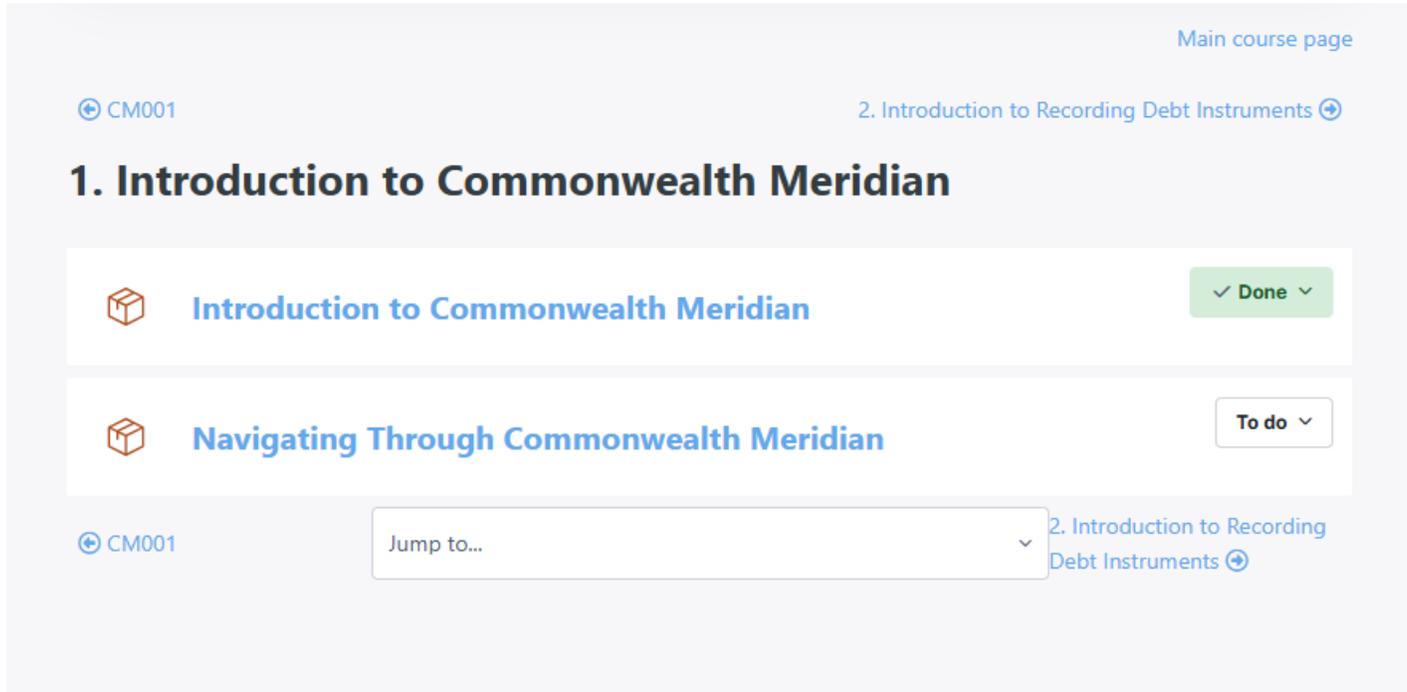
Legal and Institutional Arrangem... Introduction to External Debt Borrowing Cycles

Key Elements of a Loan Agreement Debt Reorganization Final Assessment

Complete the additional registration information before starting the course

Click on each tile in the numbered sequence to access the related topics.

Accessing course topics



The screenshot shows a course interface with the following elements:

- Top right: [Main course page](#)
- Course ID: [CM001](#)
- Section: [2. Introduction to Recording Debt Instruments](#)
- Section Title: **1. Introduction to Commonwealth Meridian**
- Topic 1: **Introduction to Commonwealth Meridian** with a green **Done** status.
- Topic 2: **Navigating Through Commonwealth Meridian** with a **To do** status.
- Bottom left: [CM001](#)
- Bottom center:
- Bottom right: [2. Introduction to Recording Debt Instruments](#)

You must complete a topic before starting the next one.

“Done” next to the topic will indicate that it is completed.

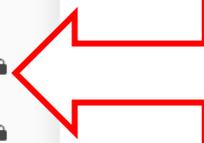


Click here to show or collapse the menu

- Introduction to Instrument Recording and Management in Commonwealth Meridian ✓
- Learning Objectives ✓
- Data Components
 - Instrument Recording and Management: Components 🔒
 - Instrument Recording Overview 🔒
 - Instrument Type Coverage in Meridian 🔒
 - End of Module Assessment 🔒
- Summary
 - Summary 🔒

Learning Objectives

Slides remain locked until you have completed the previous slide. You can return to the slide once it is unlocked



At the end of this lesson, you will understand:

- the various components used to record and manage instruments and related transactions in Commonwealth Meridian
- the scope of the topics that will be covered in the upcoming lessons of this module

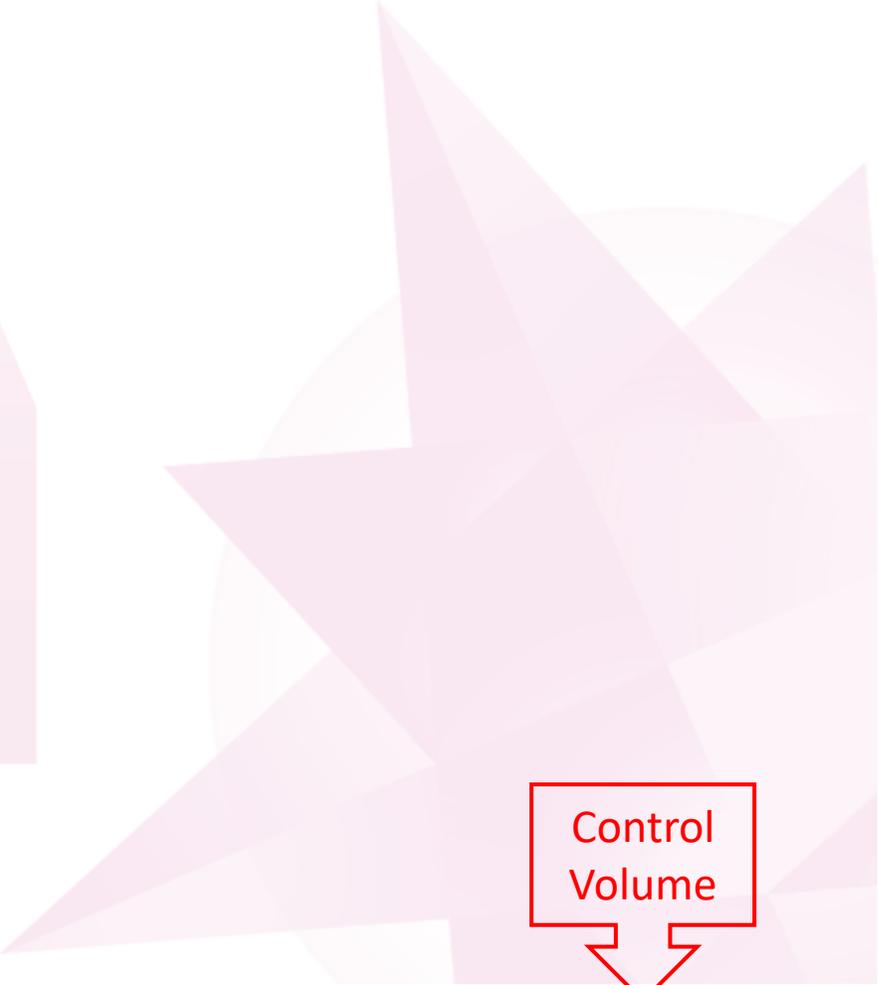


Learning Objectives



At the end of this lesson, you will understand:

- the various components used to record and manage instruments and related transactions in Commonwealth Meridian
- the scope of the topics that will be covered in the upcoming lessons of this module



Control Volume

A red rectangular box with the text "Control Volume" inside. A red arrow points from the bottom of the box down to the volume icon in the footer.

Click here to replay the slide





Learning Objectives

At the end of this lesson, you will understand:

- the various components used to record and manage instruments and related transactions in Commonwealth Meridian
- the scope of the topics that will be covered in the upcoming lessons of this module

This lesson is an introduction to the Instrument recording and management in Commonwealth Meridian module.

Enable / Disable
Closed Captions

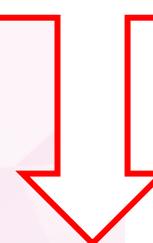
Learning Objectives



At the end of this lesson, you will understand:

- the various components used to record and manage instruments and related transactions in Commonwealth Meridian
- the scope of the topics that will be covered in the upcoming lessons of this module

Click 'PREV'
for previous
slide and
'NEXT' for
the next
slide



PREV



NEXT

The screenshot shows the 'New Loan' interface in the MERIDIAN system. The top navigation bar includes the logo 'The Commonwealth | MERIDIAN' and user information. The main content area is titled 'New Loan' and features a tabbed interface with 'Instrument Details' selected. A red circle highlights the 'Instrument Details' tab and the 'Attachments (0)' link in the top right. The form is divided into several sections: 'Instrument Account' (left sidebar), 'Title' (text input), 'Agreement Structure' (dropdown), 'Interest Type' (dropdown), 'Amortization Type' (dropdown), 'Amount Details' (Original Amount, Revised Amount, Original Currency, Revised Currency, Payment Currency), 'Key Dates' (Agreement Date, Effective Date, Terminal Date of Disbursement, Maturity Date, Maturity Structure, Maturity Type, Reconciliation Date), 'Key Details' (Multi-Currency Flag, Multi-Tranche Flag, Mixed Credit, Dormant, Mixed Credit (Non-Grant %), End Month Indicator), and 'Status' (dropdown), 'Portfolio Type' (dropdown), 'Sub Loan' (dropdown). At the bottom, a red circle highlights the 'Validate Instrument', 'Cancel', 'Save as Draft', and 'Submit' buttons.

'NEXT' will remain disabled until all highlighted areas have been clicked

At times you are asked to click on highlighted areas or icons

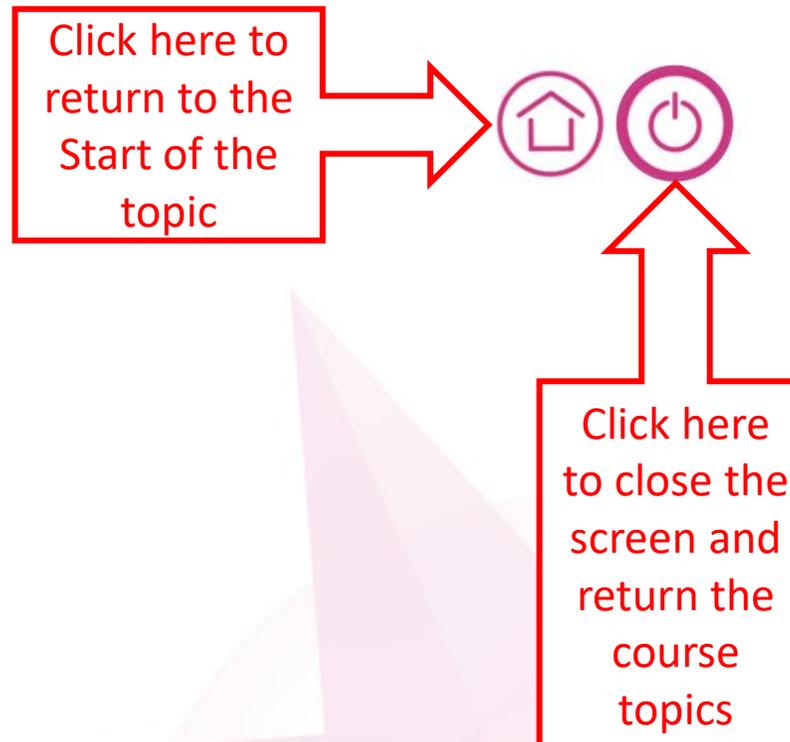
Validate Instrument Cancel Save as Draft Submit

Summary

You have now completed the introduction lesson to this module. You should now understand:

- The various components required to manage instrument recording and transactions in commonwealth meridian
- The scope of the topics that will be covered in the lessons in this module

Use the **Exit** button to close the screen and return to the course topics.



Exit activity

Click 'Exit Activity'
to return to the course topics.

Click Exit
Activity to
return to
course
topics



We hope that you enjoy the Commonwealth Meridian courses

Debt Management Unit

Email: e.csdms@commonwealth.int

Tel: +44 (0)20 7747 6430



The Commonwealth