

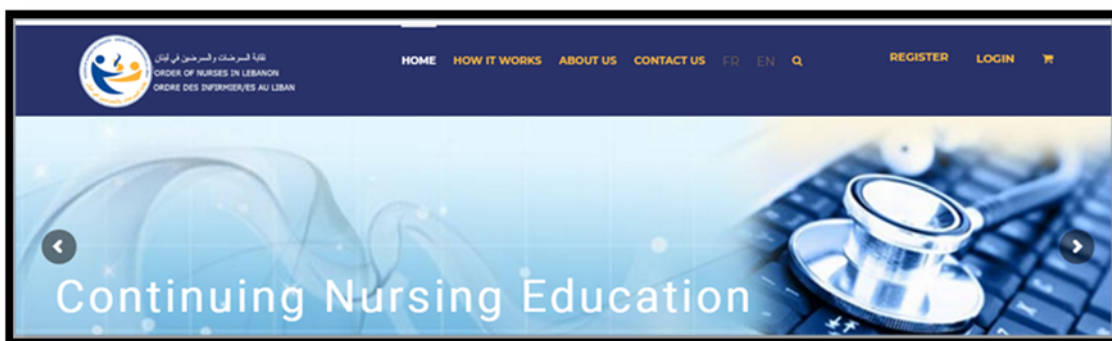
User guide for this platform

Table of Contents

Step 1: Register to the platform.....	1
Step 2: Login to the platform	2
Step 3: Refill your account with Credits/Points using coupons:	3
Step 4: Enroll to a course	3
Step 5: Take the Quiz and receive a certificate.....	4
Step 6: view your profile and balance.....	6

Step 1: Register to the platform

- Click on **"Register"**.



- In the account details fill the **"Username"**, **"Email Address"** and **"Password"**.
- The **"Password"** must be more than 8 characters long and must include numbers, letters or symbols.

A screenshot of the registration form. The form is titled "ACCOUNT DETAILS" and includes fields for "Username | Nom d'utilisateur (required)", "Email Address | Adresse Electronique (required)", "Choose a Password | Mot de passe (re: TOO SHORT)", and "Confirm Password | Verifier mot de passe (required)". Below the form is a "PROFILE DETAILS" section with a plus sign. At the bottom, there is a "COMPLETE SIGN UP" button.

- In the "**Profile Details**", you should provide other personal information that should match with the Order Database.
- The date of birth format should be as follows: day / month / year.
- After completing the requested informations click "**Complete Sign up**".

The screenshot shows a registration form with two password input fields at the top. The first field has a red error message "TOO SHORT" next to it. Below the password fields is a section titled "PROFILE DETAILS" with a blue button labeled "COMPLETE SIGN UP" at the bottom.

- A message will be generated to the email that you have registered for successful registration.
- User account will be created and will be available for login.
- **Note:** if you receive a message that the information is invalid, check if information match with the Order Database or refer to the Order.

Step 2: Login to the platform

- Login in by entering the "**Username**" and "**Password**" used at registration.

The screenshot shows a login form titled "LOGIN" with a close button (X) in the top right corner. It contains three input fields: "USERNAME", "PASSWORD", and "USER TYPE". The "USER TYPE" field is a dropdown menu currently set to "Member". Below the fields are two links: "REMEMBER ME" (with a checkbox) and "FORGOT PASSWORD". At the bottom, there is a blue button labeled "LOG IN" and a red button labeled "REGISTER TO THE PLATFORM HERE".

- Choose "**Member**" as user type.
- Click "**Login**".
- In case you forgot your password, you can request to reset it using the button "**Forgot password**". A message will be sent to the email that you have registered with the details of how to reset the password.
- Once you are logged in successfully, system will display the possible courses based on your degree.

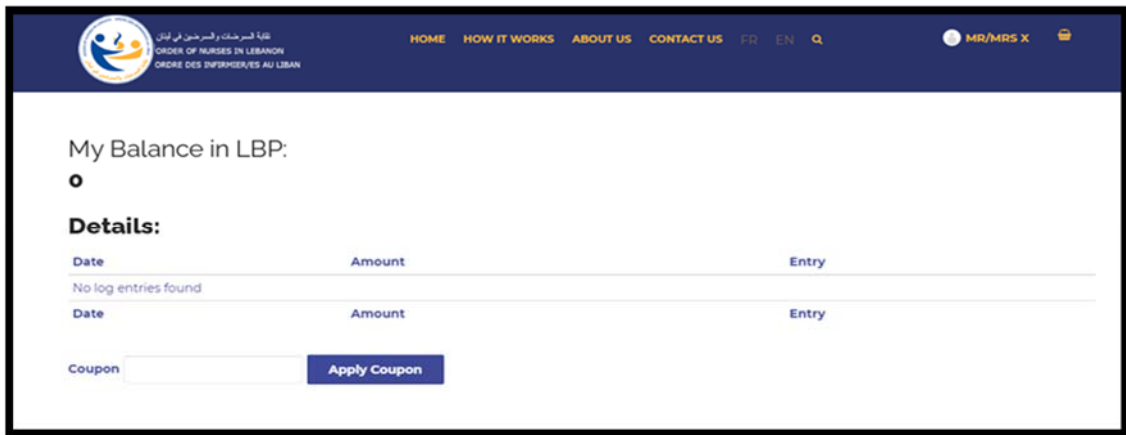
Step 3: Refill your account with Credits/Points using coupons:

Note: to buy Credits/Points, you should refer to the order or designated shops to buy pre-paid coupons.

- Click on the **"Username"** on the right upper bar, a window will open with profile information.
- Click on **"My Balance in LBP"**, another window will open including **"My Balance in LBP"**.



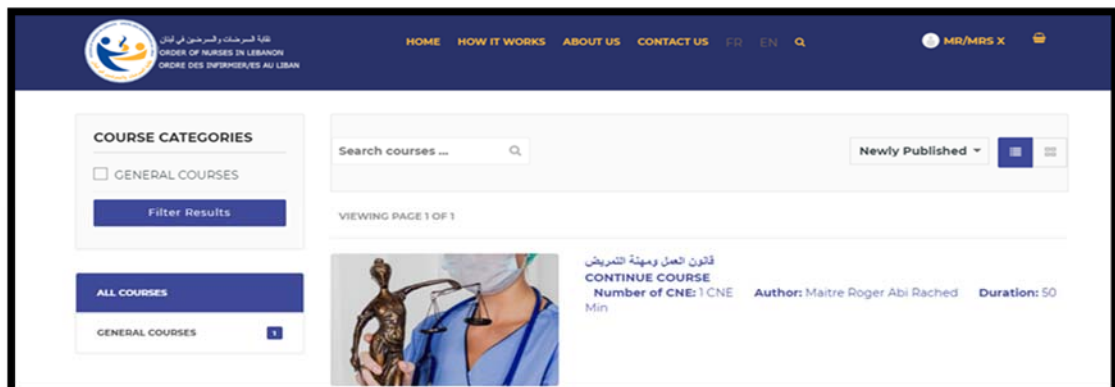
- Have the coupon card in hand, and scratch the silver area until the appearance of a code that you should fill in the **"Coupon"** area then press on **"Apply coupon"**.



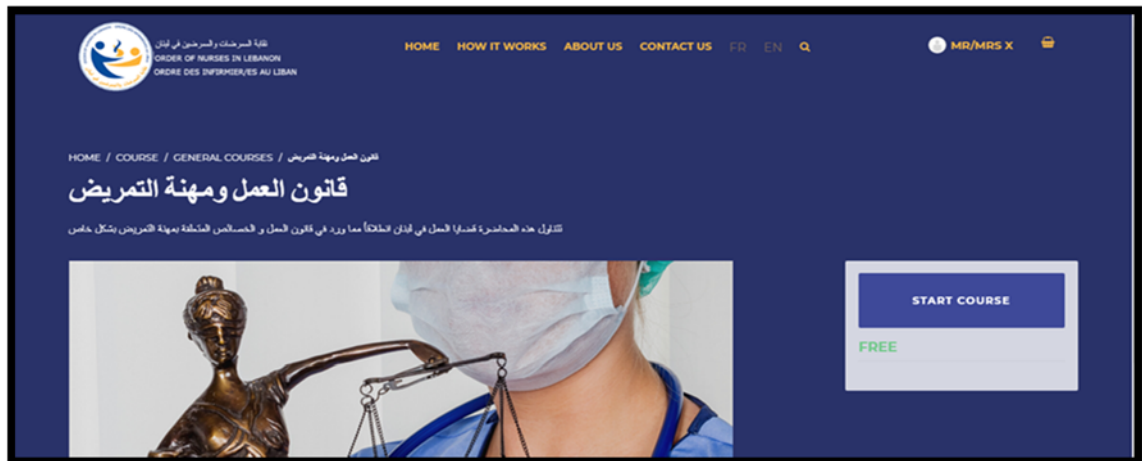
- A redemption Credits/Points will be added to the **"Amount"**.

Step 4: Enroll to a course

- Go to **"Home"**.
- Choose **"Courses"** tab depending on your degree.



- A window will open with the available courses.
- Choose the desired course, and an overview will open including the details of the author and description of the course.
- Click on "**Take Course**" if you wish to enroll, you will be redirected to a page where you need to approve the subtraction of Credits/Points from the "**MY Balance in LBP**".



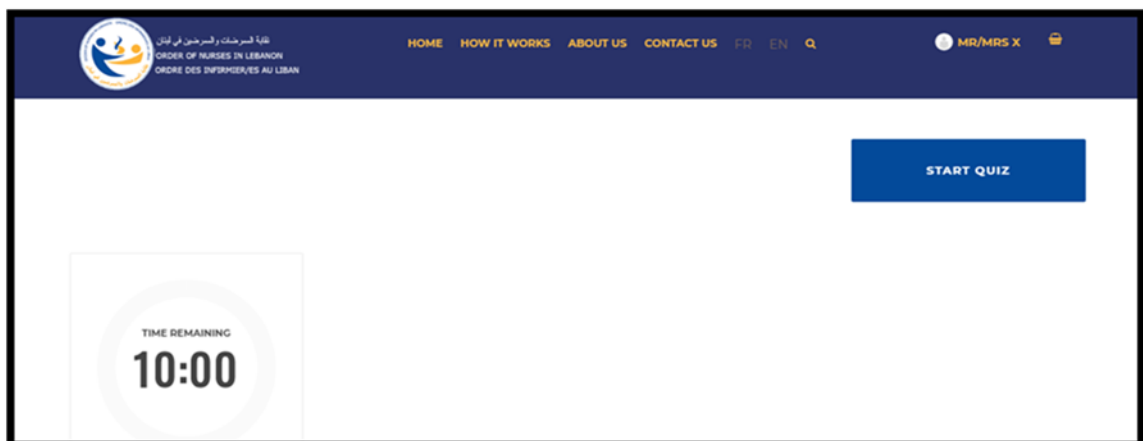
- Credits/Points will be subtracted from the coupon to pay for the course.
- Click "**Checkout**" after validating the number of credits / Price of the course.
- Once checkout is clicked another page will be displayed as shown below.
- Click "**Place Order**".

Note: If you don't have enough Credits/Points to buy the course, refer to Step3 of how to Refill your account with Credits/Points using coupons.

- Click "**Start Course**".
- You will be guided step by step till you finish the course and get to step 5 "**Take Quiz**".
- To validate that a section is completed in the course press on "**Mark this unit as complete**" then press "**Next Unit**".

Step 5: Take the Quiz and receive a certificate

- By completing all the course sections and the course evaluation, you will be asked to "**Proceed to Quiz**".



Note: A passing grade is set by the administrator for each quiz.

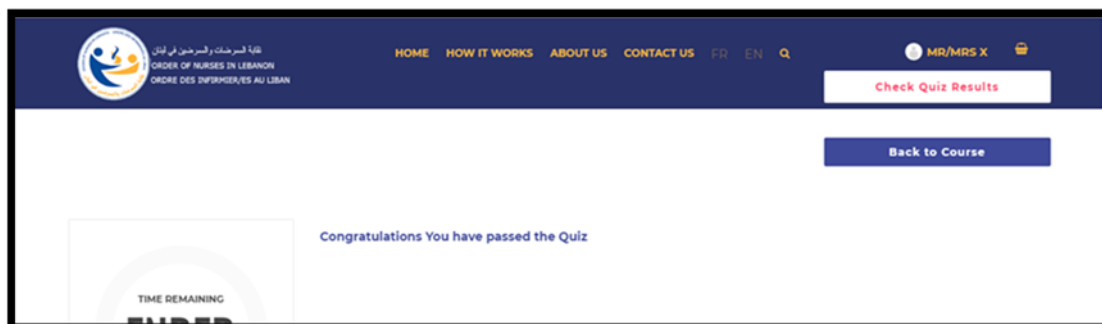
- Click "**Start Quiz**", choose the correct answer, then click "**Next Question**".



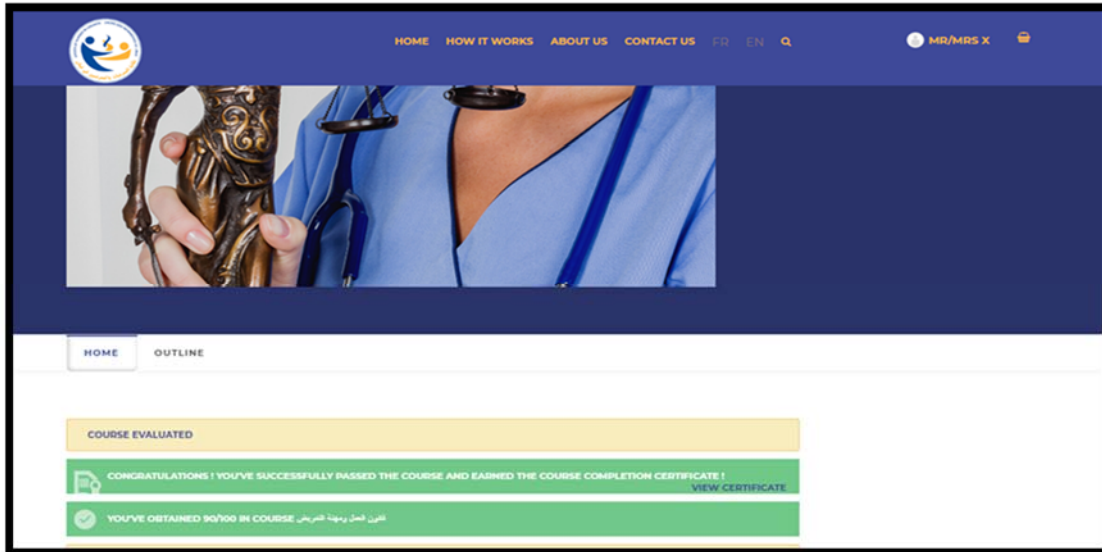
- Questions are Q&A's and displayed in a randomized order.
- After the completion you should click "**Submit Quiz**".



- If you wish to stop the quiz and resume it at a later time you should click "**Save Quiz progress**" to avoid restarting from question 1.
- On submission, you will get Quiz results and grade.
- Click "**Back to Course**" then "**Finish Course**" at the right bottom page.



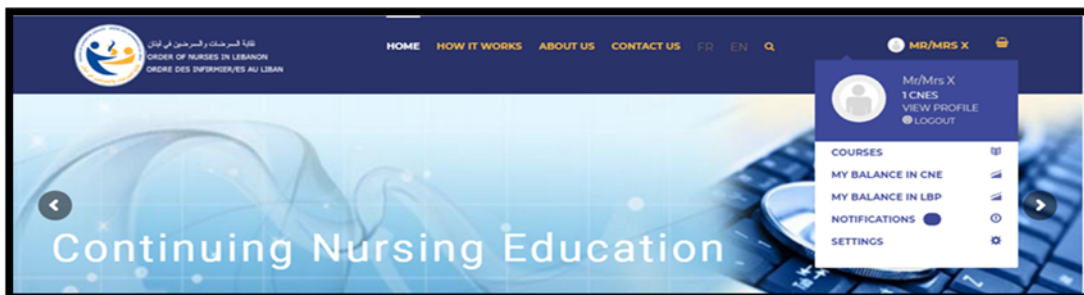
- On success you will be redirected to a page where you can print a certificate including the CNE that will be added to your account.



- In case of failure you will be allowed to "**Re-take**" the quiz another time.

Step 6: view your profile and balance

- Click on the "**Username**" on the right upper bar, a window will open with profile information.



- Click on "**My Balance in CNE**" to view the number of CNE attributed so far.
- To view details of profile, click on "**View Profile**", a window will open with your profile details
- you will be able to change profile settings and upload a profile picture
- you will be able to view all printable certificates, number of courses taken and settings of profile

