

LMS USER MANUAL – APPLICANT REGISTRATION

All rights reserved. No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the publisher.

Version 2.0



TABLE OF CONTENTS

1 GETTING STARTED	3
1.1 SIGN UP	3
1.2 LOGIN	5
1.3 ENROLMENT	7
1.3.1 Enrol Program	7
1.3.2 Enrol Course	11
1.4 PAYMENT	16
1.5 ACCOUNT STATEMENT	21
1.6 CANDIDATE PROFILE	24
1.6.1 Edit Profile	24
1.6.2 Edit Address	25
1.6.3 Edit Settings	25
1.6.4 Edit Photo	27
1.6.5 Add and Edit Qualifications document	29
1.7 CHANGE PASSWORD	
1.8 LOGOUT	



Learning Management System: Guide for Applicant Login

1 GETTING STARTED

1.1 SIGN UP

- 1. Access the LMS portal at <u>https://enroll.ibfimonline.com/</u>
- 2. Click SIGN UP if you are a new user

		ABOUT	COURSES	LOGIN	SIGN UP	
	IBFIM Online					
	BROWSE COURSES					
2012	Global Islamic Finance Awards 2012					



3. Fill in the particulars

Note: If you are a Malaysian, your username shall be your IC No. If you are a Non-Malaysian, please use your Passport No / Identification No

4. Click **Submit.** A notification email will be sent to applicant to confirm the registration.

		IBFIM	
	Malaysian: Please enter NRIC number as Username Non-Malaysian: Please enter Passport Number/Identi Your Licername shall be your Looin ID	ification Number for Username	
	for exchance theres year eight is:	REGISTRATION	
	Username		
-	First Name	Last Name	
-	Email		
	admin The value is not a valid email andress		
	Password		
9			
	Date of Birth Month V Day	Nationality	
2	Company	Highest Level of Qualification	
	First Name *	Last Namo *	
	First Name *	Last Name *	
	First Name * Email * Password *	Last Name * Contact No * Superadmin	
	First Name * Email * Psssword *	Last Name * Contact No * Superadmin	
	First Name * Email * Pessword *	Last Name * Contact No * Superadmin	
	First Name * Email * Email * Dete of Birth * Month * Dey * Year * Gender *	Lest Name * Contact No * Superadmin Race *	
	First Name * Email * Email * Date of Birth * Morth * Dey * Year * Gender *	Last Name * Contact No * Superadmin Race *	
	First Name *	Last Name * Contact No * Superadmin Race * Highest Level of Qualification *	
	First Name *	Lest Name * Contact No * Superadmin Race * Highest Level of Qualification * Company *	
	First Name *	Lest Name * Contact No * Superadmin Race * Highest Level of Gualification * Company *	
	First Name *	Lest Name * Contact No * Superadmin Race * Highest Level of Gualification * Company *	
	First Name *	Last Name * Contact No * Superadmin Race * Highest Level of Qualification * Company *	
	First Name * Email * Email * Date of Birch * Morch Date of Birch * Morch Date of Birch * Morch Date of Birch * Current Employment Status * Current Employment Status * Security * Current Employment Status *	Lest Name * Contact No * Superadmin	
	First Name * Email * Email * Date of Birth * Moreth Day Year Gender * Religion * Religion * T Current Employment Status * Security * I m not a robot Date of Day I understand the terms and agree to provide my information in	Accordance to the PDPA notice. Click hare to view the PDPA.	



1.2 LOGIN

- 1. Access the LMS portal at https://enroll.ibfimonline.com/
- 2. Click LOGIN if you are an existing user



- 3. Once login, you will be directed to the **Login** Page.
- 4. Enter the Username and Password and click Login.

	IBFIM	
	▲ suliana	
	Login	67.
225		



5. Once login, you will be directed to the **Dashboard** Page.

	USER GUIDE PROGRAMS 🕑 Nurazeta Abdul Hadi
\bigcirc	Enrolled 👩 Completed 👩 Exam 👩
(0)	Vou have 1 pending order. Twee
S	You have not enrolled in any course yet. Browse courses.
Dashboard	
Profile Change Password	
Announcements Calendar & Event	



1.3 ENROLMENT

1.3.1 Enrol Program

1. Click **Courses** on top menu or click link **Browse courses**.

ABOUT COURSES 🕖 Suliana Samoori
pleted
You have not enrolled in any course. Browse courses.

- 2. Once clicked, you will be directed to the **Program Listing** Page.
- 3. Select **Program** and click link to select program or courses.

	ABOUT	COURSES	0	Suliana Samoori
Program Listing				
Associate Qualification in Islamic Finance (AQIF)				
Intermediate Qualification in Islamic Finance				
Certified Qualification in Islamic Finance				
Sundamental Certificate				
Continous Professional Development				



- 4. The selected program will be displayed.
- 5. Click Program link displayed to go to next step

Note: Applicants can either enrol in a program or enrol for modular-based courses. If applicant chooses to enrol program, the applicant will register for all courses offered in that program.

	ABOUT COURSES () Sullana Samoori
Associate Qualification in Islamic Finance (AQIF)	
Associate Qualification in Islamic Finance	

6. Click Enrol Program to enrol in the program

	ABOUT COURSES 🕑 Suliana Samoori
Associate Qualification in Islamic Finance	C Enrol Program
→ Courses > Associate Qualification in Islamic Finance	
Description	O Access Unlimited
Courses	Courses 5
Philosophy And Fundamentals Of Shariah For Islamic Finance	
Application Of Shariah In Islamic Finance	



- 7. Once clicked, the **Confirm Registration** page will be displayed.
- 8. Click **View** to select learning mode and schedule.

Catalog Review & Confirm Payment
Catalog Review & Confirm Payment
Confirm Dedictration
tem Session
Associate Qualification in Islamic Finance USD 1
GST Tax 6%: US
Total: USD



- Select learning mode and schedule using drop down menu.
 Note: Schedule is only applicable for Face-to-Face learning mode.
- 10. Then click Submit.

Only face to face courses have learning sessions available for select	ion.	
Course	Learning Mode	Schedule
Philosophy And Fundamentals Of Shariah For Islamic Finance AQIFM1	Face to Face Online Face to Face	14–15 January, 2016
Application Of Shariah In Islamic Finance AQIFM2	Face to Face 🔹	16–17 January, 2016
Ethics In Islamic Finance AQIFM3	Face to Face 🔻	8 March, 2016
Legal Aspect & Governance For Islamic Finance AQIFM4	Face to Face 🔹	1-5 April, 2016
Islamic Finance Architecture AQIFM5	Face to Face 🔹	10-11 May, 2016

- 11. The confirmation page will be displayed.
- 12. Then click **Confirm** to proceed with payment.

O	0	F	
Catalog	Review & Confirm	Payment	
Confirm Registration			
Item	Session		Pric
Associate Qualification in Islamic Finance	🖾 🛛 View		USD 1240.0
		GST Tax 6%:	USD 74.4
		Total:	USD 1314.4
\$ Unlock Group Discount			
	By clicking t	ne "Confirm" button, you agree to the	se Terms of Servi



1.3.2 Enrol Course

- 1. Only **Continuous Professional Development (CPD)** program offers individual modules for enrolment.
- 2. Click **CPD** to select a module.

		ABOUT	COURSES	ADMIN	BÈĮN	System Admin
Program Listing						
Associate Qualification I	n Islamic Finance (AQIF)					
Intermediate Qualification	in in Islamic Finance (IQIF)					
Certified Qualification in	Islamic Finance (CQIF)					
Fundamental Certificate	in Islamic Banking and Takaful (FCIBT)					
Islamic Financial Planner	(IFP)					
Certified Credit Profession	onal Islamic (CCPi)					
O Continuous Professional	Development (CPD)					

3. Select a module from the list of courses displayed.

IBFI	Online	ABOUT	COURSES ADMIN (BFIN System Admin
Con Banl	tinuous Professional Develor king	oment (CPD) :		
W) Court	ses >: Continuous Professional Development (CPD) : Banking			
Descript	ion		O Access Unlimit	ted
CPD P their k	rograms are cater for individuals who wish to establish a sound foundation nowledge and technical knowshow in specific areas of Shariah. Islamic bi	on in Islamic finance as well as to enhance anking, takaful and Islamic capital market.	📾 Courses 13	
The conterms These	ourses gover both the theoretical and practical aspects of an Islamic finan killed and/or competency-based programs designed to improve skills, programs can also be provided in-house and customized to an organiza	icial system; and comprised of various short-		
Courses				
	Islamic Consumer Financing Products and Services			
	Islamic Business Financing Products and Services			



4. Then click Enrol Course to proceed.

Philosophy And Fundamentals Of Shariah For Islamic Finance * > Course > Associate Qualification in Islamic Finance > Philosophy And Fundamentals Of Shariah For Islamic Finance * Course Description Course Overview Ourse Overview Course Overview Course Overview Course Overview Course Overview		ABOUT COURS	SES 🕑 Suliana Samoori
 Courses > Associate Qualification in Islamic Finance > Philosophy And Fundamentals Of Shariah For Islamic Finance Course Description Course Overview Course Overview 	Philosophy And Fundamentals Of Shariah For Islamic Finance		C Enrol Course
Course Description © Access Unlimited Course Overview © Materials 0 Course Overview Core	∉ > Courses > Associate Qualification in Islamic Finance > Philosophy And Fundamentals Of Shariah For Islamic Finance		
Course Overview	Course Description	 Access 	Unlimited
Core	Course Overview	🖹 Materials	0
Course Material	Course Material	Category	Core

5. Click **View** to select learning mode and schedule.

		(Ħ)	
Catalog	Review & Confirm	Payment	
Confirm Registration	Session		Price
Philosophy And Fundamentals Of Shariah For Islamic Finance	🗇 🛛 View		USD 310.00
		GST Tax 6%:	USD 18.60
		Total:	USD 328.60
\$ Unlock Group Discount			



- Select learning mode and Schedule using drop down menu
 Note: Schedule is only applicable for Face-to-Face learning mode.
- 7. Then click Submit.

Training Session			1
Only face to face courses have learning sessions available for select	tion.		
Course	Learning Mode	Schedule	
Philosophy And Fundamentals Of Shariah For Islamic Finance AOIFM1	Face to Face ▼ Online Face to Face	14–15 January, 2016	
Submit			

- 8. The confirmation page will be displayed.
- 9. Then click **Confirm** to proceed with payment.

		<u> </u>		
	Catalog	Review & Confirm	Payment	
Confirm Registra	tion			
Item		Session		Price
Philosophy And Fundamer	itals Of Shariah For Islamic Finance	View		USD 310.0
			GST Tax 6%:	USD 18.6
			Total:	USD 328 6



10. Once clicked you will be directed to the Payment page.

ayment				
Invoice No : IN2017-18125				
Amount				MYR680.0
GST Tax 6%				MYR40.8
Total				MYR720.8
Payment Mode			Service Fees	Net Amount
Credit Card (MIGS)			MYR0.00	MYR720.8
FPX			MYR0.00	MYR720.8
Declaration				
I hereby declare that the information given is true and accurate. If I passed the examination and the information	given is found to be	e not true, I unde D) : Core / Sharia	rstand that IBFIM ah.	l reserves the righ
 Cancel the examination result and take action according to the rules and regulation of Continuous Professiona 	Development (or			

11. Select Payment Mode.

Note: Applicant can choose either Credit Card or FPX (Online Payment) payment mode.

- 12. Tick Declaration box
- 13. Click Confirm button

	USER GUIDE	PROGRAMS	Nur:	azeta Abdul Hadi
Payment				
Invoice No : IN2017-18125				
Amount				MYR680.00
GST Tax 6%				MYR40.80
Total				MYR720.80
Payment Mode		s	ervice Fees	Net Amount
Credit Card (MIGS)			MYR0.00	MYR720.80
FPX			MYR0.00	MYR720.80
Declaration I hereby declare that the information given is true and accurate. If I passed the examination and the information to Cancel the dynamination result and take action according to the rules and regulation of Continuous Profession	ation given is found to be onal Development (CPI By clicking the *	e not true, l underst)) : Core / Shariah Confirm [®] button, yc	and that IBFIM bu agree to the	reserves the right se Terms of Service. Back Confirm



- 14. Once clicked, the following pop-up will be displayed
- 15. Click **Ok** to proceed payment

M 🛅 Designing and Runnii 🛓 [LMS] Maktab Koperii 🕴 E	ibfim-Ims.mtcsb.my says: Are you sure? OK Cancel	💡 Best Ways of Using
Payment		
Invoice No : IN2017-18125		
Amount		MYR680.00
GST Tax 6%		MYR40.80
Total		MYR720.80
Payment Mode	Service Fees	Net Amount
 Credit Card (MIGS) 	MYR0.00	MYR720.80
FPX	MYR0.00	MYR720.80
Declaration I hereby declare that the information given is true and to Cancel the examination result and take action according 	accurate. If I passed the examination and the information given is found to be not true, I understand that IBFIM g to the rules and regulation of Continuous Professional Development (CPD) : Core / Shariah .	reserves the right
	By clicking the "Confirm" button, you agree to the	se Terms of Service.
		Back Confirm

16. Once clicked you will be directed to credit card payment page.



1.4 PAYMENT

1. Applicants can choose whether to make payment using VISA or MasterCard. Click on the preferred symbol.

Note: Applicant can also make online payment through FPX.

BANK	
Merchant name:	ISLAMIC BANKING AND FINANCE INSTITUTE MALAYSIA
Select your	preferred payment method
Pay securely using SSL+ by clicking on the card logo below:	VISA MaseCard
	Copyright 62007 TNS Payment Technologies Pty Ltd. All Rights Reserved.
	SECURE PAYMENTS H POWERED BY DIALECT

- 2. Enter the required card information.
- 3. Then click Pay.

BANK	SLAM
Merchant name:	ISLAMIC BANKING AND FINANCE INSTITUTE MALAYSIA
	Enter your card details
	MasterCard: You have chosen MasterCard as your method of parment. Please enter your card details into the form below and click "pay" to complete your purchase.
	Purchase Amount III MYR RM684.76
	I hereby authorise the debit to my MasterCard Account in favour of ISLAMIC BANKING AND FINANCE INSTITUTE MALAYSIA
	Copyright 62007 TNS Payment Technologies Pty Ltd. All Rights Reserved.



4. The following notification will be displayed to show your payment is being processed.

MasterCard. SecureCode.	
Processing, please wait	

- 5. Read the clause carefully.
- 6. Click Accept if you agree to the terms and conditions to proceed with payment
- 7. Click **Decline** to cancel the payment



8. Enter Secure Code and click Submit

MasterCard
CIMB BANK SecureCode.
Secure ePay Code has been sent to your registered mobile phone number
+6019xxx4558. Please enter the Secure ePay Code to authenticate this nament
pag takan
ISLAMC BANKING AND
Merchant Name FINAN FINAN
Amount : MVR 684.76 Transaction Date : Thu Dec 31 2015
18:34:48 GMT+0800
Limb Dank MasterLafd No. : XXXX XXXX XXXX 3341
Submit Cancel
If you do not receive Secure ePay Code within the next few minutes, nearse click on Pasered Secure ePay Code "Initian"
for a new secure elay Code
Resend Secure ePay Code
This information is not shared with the Merchant.
Please contact our Customer Service Hotline at the back of
your card for assistance.

9. The following notification will be displayed while payment is being processed.

BANKUSLAM
Merchant name: ISLAMIC BANKING AND FINANCE INSTITUTE MALAYSIA
Please wait while your payment is processed
Please wait
The server is processing your payment using MasterCard for the value of MYR RM684.76.
Copyright 62007 TNS Payment Technologies Pty Ltd. All Rights Reserved.
SECURE PAYMENTS 🏠 POWERED BY DIALECT



10. The following notification will be displayed when your payment has been approved.

BANK		
Merchant name:		ISLAMIC BANKING AND FINANCE INSTITUTE MALAYSIA
Trans	action Results	
	Result of your transaction: Your payment has been approved. Please wait while you are redirected back to the merchant Copyright 60007 THS Payment Technologies Phy Lid. Al Rights Reserved.	
		SECURE PAYMENTS 🐣 POWERED BY DIALECT

11. The applicant will receive the following notification from IBFIM once payment is successful.

	ABOUT	COURSES	0	Nurazeta Abdul Hadi
Payment				
Payment successfull Thank you for your purchase. You will get forwarded back to your dashboard.				



- 12. The enrolled course will be displayed on the dashboard as **Enrolled**.
- 13. Click **Download** to download the registration slip.
- 14. Click on the enrolled **course** link to access the course details and learning materials in the Learning Management System (LMS).

$\left(\right)$	A You have 3 pending orders.	View			
(\mathcal{A})	Course	Course Code	Date Enrolled	Expiry Date	Download
V	Ethics In Islamic Finance	AQIFM3	31 Dec 2015 6:38 PM	21 Jan 2016	*
Profile Change Password					
Purchase History					

- 15. You will be directed to LMS.
- 16. Now, you have access to the learning materials for the enrolled course and can start learning.

	ABOUT COURSES 🕑 Nurazeta Abdul Hadi
🗐 Ethics In Islamic Finance	
Course Overview	
Course Description	Progress
This course provides fundamental knowledge of ethics from an Islamic perspective and its relation to Islamic finance activit This is based on the principles that Islamic finance offers global financial stability and high ethical standards.	des .
	O Modules 2
Learning Outcomes:	R Category Core
 Identify the importance of islamic strics in Islamic finance; Distinguish the difference between 'mainsteam' strics and islamic strics in relation to finance; and Discuss issues and challenges on the ethicality of Islamic finance. 	
Course Highlights:	
1. Ethics in General 2. Arkheq (Islamic Ethics) 3. Ethics and Islamic Pinance 4. Ethics in Banking	



1.5 ACCOUNT STATEMENT

1. Click Account Statement on side menu or at the left menu.

	USER GUIDE PROGRAMS O Sullana Samoori
	Dashboard Edit Profile Charge Descent Account Statument
8	You have not enrolled in any course yet. Browse courses.
Dashboard Profile Change Pessword Account Statement	
Avriduincements Calender & Event	

- 2. The following page will be displayed
- 3. The purchase history , payment history and invoice is available on this page
- 4. Click **Invoice** link to view the invoice for each program or course.

IBFIM Online			US	ER GUIDE	PROGRA	MS 🙆 Nurazeta Abdul Had
\bigcirc	Account Statement	Time	Involan Na	Total	Status	Data
(O)	Takaful Basic Examination (TBE)	Exan	IN2017-	MYR84.80	PENDING	18 Apr 2017 5:09
V						
Dashboard						
Profile Change Password						
Account Statement						
Announcements						



5. The invoice will display **PAID** on the right hand corner for invoice that has been paid.

BÈIM	PAID
N2015-00107	
	Invoice Date: 31/12/201
tem	Price
Ethics In Islamic Finance.	MYR 680.00
Discount Amount	MYR 34.00
GST (6%):	MYR 38.76
Total:	MYR 684.76
Receipt Description Date	Amount
PM2015-00037 Payment from MIGS (LMS-IN2015-00107) 31/12/2015 6:38 pm	MYR 684.76
Balance:	MYR 0.00
	A Download PDF

6. The invoice will be display **UNPAID** on the right hand corner for invoice that has not been paid yet.

IBFIM	[
IN2015-00104		Long And
		Invoice Date: 31/12/20
Item		Price
Legal Aspect & Governance For Islamic Finance		MYR 680.00
Discount Amount		MYR 34.00
	GST (6%):	MYR 38.76
	Total:	MYR 684.76
Receipt Description	Date	Amount
No transaction found.		
	Balance:	MYR 684.76
		A Download PDF



7. Click **Pay** to make payment for programs or courses which you have yet to confirm your enrolment.

IBFIM			Pay
N2017-10048			
		In	voice Date: 18/04/2017
Item			Price
Takaful Basic Examination (TB	E)		MYRS0.00
		GST (6%):	MYR4.80
		Total:	MYR84.80
Receipt	Description	Date	Amount
No transaction found.			
		Balance:	MYR84.80
			A Download invoice

Note: Please follow the steps in 1.4 to proceed with payment.



1.6 CANDIDATE PROFILE

1.6.1 Edit Profile

1. Click on Edit Profile on sidebar menu

Online ABOUT COURSES Suliana Samoori	
Deshboard	_
Edit Profile	
Purchase History	
You have not enrolled in any course. Browse courses. Logout	
\mathbf{S}	
board	
ge Password	
dse history	

- 2. Once clicked, you will be directed to the **Profile** Page.
- 3. Fill in the required fields to update your profile information.
- 4. Click Submit to save details or Click Cancel to reset

		USER GUIDE PROGRAMS	Suliana Samoori
\bigcirc	Profile address	Settings Photo Documents	
Q	Username	851017016312 Username cannot be changed	
$\mathbf{\bigcirc}$	First Name *	Sullana	
Dashboard	Last Name	Samoon	
Profile	Gender	Female	
Account Statement	Date of Birth 1	17-10-1985	
Announcements	Contact No	132545717	
Calendar & Lyens	Nationality	Melaysia	
	Religion	Islam	
	Race	Malay	
	Employment Status	Self employed	
	Email	sullano@meteor.com.my @ Email.cemotibe.changed	
		-	
	Submit Cancel		



1.6.2 Edit Address

- 1. Click Address on menu
- 2. Fill in your correspondence particulars
- 3. Click Submit to save details or Click Cancel to reset

		USER GUIDE PROGRAMS 🕖 Suliana Samoori	
\bigcirc	Profile		
(Q)	Profile Address Settings Photo Docur	nents	
V	Postcode City		
Dashboard Profile Change Password	State	•	
Account Statement Announcements Calendar & Event	Submit Cancel		

1.6.3 Edit Settings

- 1. Click Settings on menu
- 2. Select Time zone using drop down menu

IBFIM Online			USER GUIDE	PROGRAMS	U Suliana Samo
\frown	Profile				
(\cap)	Profile Address	Settings Photo Documents			
	Timezone	Select		•	
ΥУ		Select (GMT-12:00) International Date Line West		í	
		(GMT-11:00) Midway Island (GMT-11:00) Samoa (GMT-10:00) Hawaii			
Dashboard	Submit Cancel	(GMT-09:00) Alaska (CMT-09:00) Alaska			
Profile		(GMT-08:00) Pacific Time (US & Canada) (GMT-08:00) Tijuana			
Change Password		(GM1-07:00) Arizona (GMT-07:00) Mountain Time (US & Canada)			
Account Statement		(GMT-07:00) La Paz (GMT-07:00) Mazatlan			
Announcements		(GMT-06:00) Central Time (US & Canada) (GMT-06:00) Central America			
Calendar & Event		(GMT-06:00) Mexico City (GMT-06:00) Monterrey			
		(GMT-06:00) Saskatchewan			
		(GMT-05:00) Indiana (East)			
		(GMT-05:00) Quito			•



- 3. Or Click Auto detect button and system will automatically detect time zone
- 4. Click Submit to save details or Click Cancel to reset

			USER GUID	E PROGRAMS	Suliana Samoori
Deshboard Profile Change Password Account Statement Announcements Calendar & Event	Profile Address Timezone Submit Cancel	Settings Photo Select If not selected, will	Documents use system default: Asia/Kuoka_Eurr Dar: Auto-detec		



1.6.4 Edit Photo

- 1. Click Photo on menu
- 2. Click **Choose File** button to upload image file

		USER GUIDE PROGRAMS 🕑 Suliana Samoori
\bigcirc	Profile Address Settings Photo Documents Upload Photo Choose files To Upload @ Allowed file types; jpg; jpg; png;	Choose Files
Deshboard Profile Change Password Account Statement Announcements Calendar & Event	Submit	

3. Select the file that you want to upload.

Open			×	Cakerawal 🐠 🗙 🕅	🗰 Isteri polis sedih terima ko	×		8 6 8 %
🚱 🗢 📕 🕨 Libraries 🕨	Pictures Sample Pictures	✓ ✓ Search Sample Pictures	٩					<u>ج</u>
Organize 👻 New folder								
Desktop A Recent Places Downloads	Pictures library Sample Pictures	Arrange by: Fol	der 🔻		ABOUT	COURSES	Suliana Samoo	ri
iii Libraries iii Documents iii Music ≡	Chrysanthemum Desert	Hydrangeas Jellyf	ish					
Pictures Videos Computer				ad	Choose Files			
4 WIN7 (C:) DATA (D:)	Koala Lighthouse	Penguins Tuli	ps	jpeg, png				
File nam	Hydrangeas	All Files Open Ca	▼ Incel					
Purchase	Password a History			1				



4. Click Submit to save details or Click Cancel to reset

			ABOUT	COURSES	0	Suliana Samoori
\bigcirc	Profile Profile Settings Pl	noto				
	Upload Photo	1 files were chosen	Choose Files			
Dashboard Profile Change Password Purchase History		 Allowed file types, jpg, jpg, prg 				
	Submit Cancel					

5. Click the Trash symbol to remove uploaded file

		ABOUT	COURSES 🕑 Suliana Samoori
Profile Profile Settings I	Photo		
Upload Photo	1 files were chosen	Choose Files	
	 Allowed file types; jpg, jpeg, prg 		
Submit Cancel			
	Profile Settings I Upload Photo	Profile Settings Photo Upload Photo 1 files were chosen Image: Image	ABOUT Profile <u>Profile</u> <u>Profile</u> <u>Photo</u> Upload Phono <u>I tiles were chosen</u> <u>Choose Files</u>



6. Click **OK** to proceed and file will be removed

Pro Pro	file Settings Photo	X ABOUT COURSES () Sullana Samoori
Uploa Deshboard Profile Change Password Purchase History Sut	d Photo. 1 files were chosen	Choose Files

1.6.5 Add and Edit Qualifications document

- 1. Click Document on menu
- 2. Click **Choose File** button to upload certificate based on highest qualification stated during registration
- 3. Click **Submit** to save details or Click **Cancel** to reset

			USER GUIDE PROGRAMS	Suliana Samoori
	Profile Address Set	tings Photo Documents Bachelor or Equivalent]	
Dashboard	No Title	File Name	File Size	Action
Profile Change Password	Upload File: Title			
Announcements Calendar & Event	Attach File	Choose File O pptr, xis, z	ip, ppt, rar, jpg, pdf, doc, docx, stex Only	
	Submit Cancel			



1.7 CHANGE PASSWORD

1. Click Change Password on side menu

		USER GUIDE PROGRAMS	Suliana Samoori
			Dashboard Edir Dicelle
\frown	Enrolled O Completed O	Exam 0	Change Password
(\mathbf{O})		You have not enrolled in any course yet. Browse courses.	Account Statement
$\langle \nabla \rangle$			
Dashboard			
Profile			
Change Password			
Account Statement			
Announcements			
Calendar & Event			

- 2. Enter Old Password
- 3. Enter New Password and retype Confirm Password
- 4. Click Submit button

\frown	Change Password		
(\bigcirc)			
	New Password		
	Confirm Password		
Dashboard Profile			
Change Password	Submit		
Purchase History			



1.8 LOGOUT

1. Click Logout on side menu

	ABOUT COURSES	Suliana Samoori
	ted	Dashboard Edit Profile Change Password Purchase History
(\mathbf{S})	You have not enrolled in any course. Browse courses.	Logout
Dashboard Profile		
Change Password Purchase History		

2. You will be logged out from the system

~THANK YOU~