



How to access and complete online courses

Log in to our website with the username and password you created.
Once logged in, go to your **"MY COURSES"** page.

Here, you will see a list of **ALL** the courses we offer. (**Including courses you did not purchase** - each course listed contains **1 free component** for the student to view.)

- **Click the name of the course you purchased**, and **ALL** its modules will open.
- Click a module, **ALL** its components will open.
- Click open and **study your first component**. (Each component has its own test).
- You will also be able to download the PDF for that component by clicking **"Download PDF"**.
- When you are ready, click **"Take the test"** on the **top right-hand side** of the screen.
- **Fill in your test answers** (there is no time limit) and click **"mark my test"** when done.
- Your test will be **marked automatically** and your result instant.

- When you have completed the test for a component, your test score will be shown next to the **component name**.
- When you have passed all the components of a module, the component average for the module will be shown next to the **module name**.
- When you have passed all the modules of a course, the component average for the course will be shown next to the **course name**.
- Students may attempt these tests **as many times as required** until they have achieved the passing mark.
- **Once a test is passed, it cannot be taken again.**

Upon graduation, we will **automatically contact you** for your certificate details.

No need to contact us to let us know you are done.

But, what about my **FREE** courses? Where are they? Your **Free Courses** can be found closer to the bottom of the list on your **"MY COURSES"** page.