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1.0 Account activation by user (Overall flow)

![Diagram showing account activation process]

**Figure 1 - Activation by user, Flow**

2.0 User signing up

As shown in this figure, in order to sign up user need to provide **First and last names, email address, contact number, organisation** which users are working along with the **designation**.

Users can either select their organization or can search for the organisation by typing.

Then click on the Create my account button

![Sign up form](image)

**Figure 2 - Sign up**
Then user will receive an activation mail as shown in the below figure, to respective email account provided during the sign up process.

![Confirmation Email](image)

Click on the confirm account button (highlighted in Blue colour) or user can copy and paste the link mentioned in the email, thereafter user will be routed to set password screen shown below.

![Confirm the password](image)

Then user needs to enter the new password and reconfirm the password to for activation. Thereafter user will be redirected to user Dashboard.
3.0 Following a course by enrolling by him/her self

This section will elaborate on how users could enrol for the courses by them self. Once user login to the system, click on the View more course button highlighted in maroon colour then user will be redirected to course category page.

![Explore courses](image1)

**Figure 5 - Explore courses**

Or just click on the explore button place on the top header. Then it will be redirect to course catalogue page.

![Explore button](image2)

**Figure 6 - Explore button**

When course category page loaded, user will be able to view the course description by moving the mouse over the course as shown below.
Then click on more information thereafter system will redirected to below figure where user can enroll for a course without the administrator.

**Note:** Once user clicks on the enroll now button, system will give a notification on the language of the course, this was given to overcome from the miss selection of the course language.
After the enrollment when user clicks on a course it will show the course information.

![Course page information](image1)

**Figure 9 - Course page information**

<table>
<thead>
<tr>
<th>No</th>
<th>Highlighted color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Black</td>
<td>This area contains the number of lessons included in the course, duration, current progress and the authors</td>
</tr>
<tr>
<td>2</td>
<td>Red</td>
<td>Contains the progress of the course</td>
</tr>
<tr>
<td>3</td>
<td>Blue</td>
<td>Contains the tabs to view course details and discussion forum</td>
</tr>
<tr>
<td>4</td>
<td>Green</td>
<td>To play the course</td>
</tr>
</tbody>
</table>

**Table 1 - Course info**

The course will start to play in a pop up window as shown below figure, when user click on the area which highlighted in green colour.

![Course player](image2)

**Figure 10 - Course player**

User can use the controls in the course player to navigate through the course. And user can navigate through the course modules with the help of lesson panel and other navigation tools which highlighted on below screen.
User Guidance for GELP

Figure 11 - Course navigation

<table>
<thead>
<tr>
<th>No</th>
<th>Highlighted colour</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Black colour area</td>
<td>Course menu or lesson panel</td>
</tr>
<tr>
<td>2</td>
<td>Red colour area</td>
<td>Course progress as a percentage and slide number</td>
</tr>
<tr>
<td>3</td>
<td>White colour area (Left corner)</td>
<td>Volume controller Course play / pause controller</td>
</tr>
<tr>
<td>4</td>
<td>Yellow colour area</td>
<td>Refresh the content</td>
</tr>
<tr>
<td>5</td>
<td>White colour area (Right corner)</td>
<td>User can go to next or view previous contents using these navigation buttons</td>
</tr>
</tbody>
</table>

Table 2 - Course navigation

Go to My courses in the main menu and select My courses as shown in the below figure.

Figure 12 - View my courses

Furthermore in the dashboard user will be able to see below statues of the courses

- a. Not started
- b. Course in-progress
- c. Completed
- d. Favourite
4.0 Forgot password

If the provided password is not working user can reset the password using forget your password feature

Then it will be redirected to this screen, where user needs to enter the user name.

Click on the reset password button

Thereafter an email will be generated from the system and forwarded to the user email address.