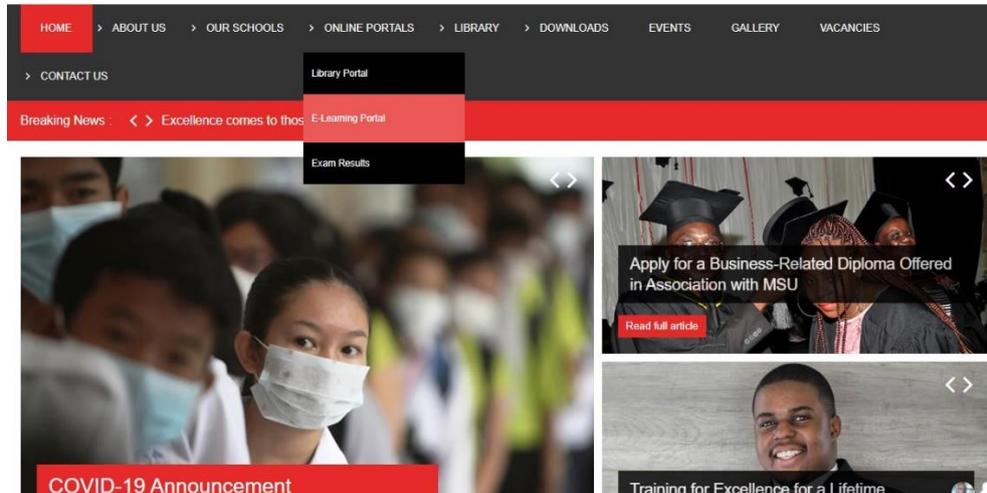
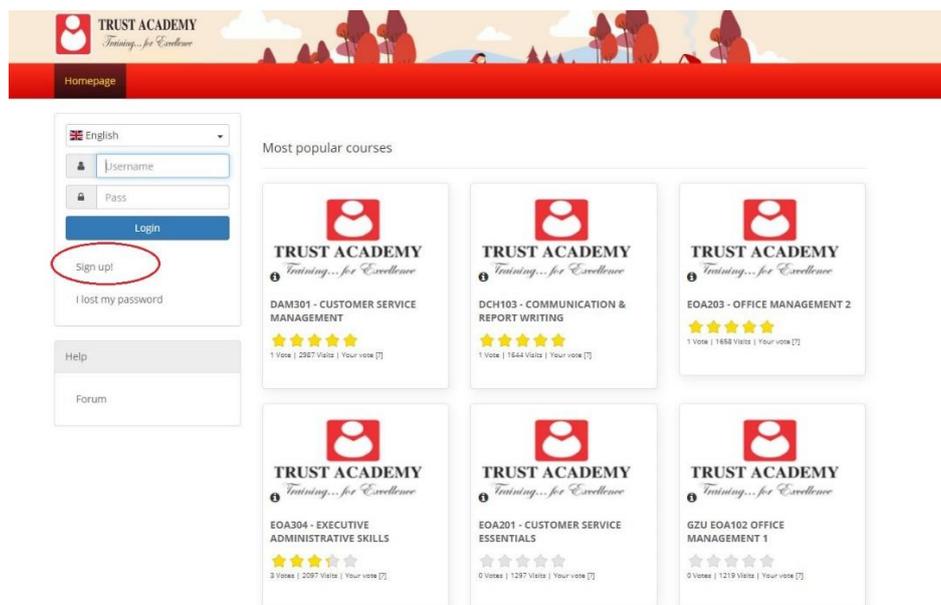


How to register for the e-learning account?

Enter the following URL into your browser's address bar: <http://www.trustacademy.co.zw> then click on **E-Learning Portal** as shown in the picture below.



Then click on sign up as shown below.



On the form that opens, fill in your details and click **Register** as shown below. After registration your account has to be activated by the **HOD of your school**.

NB: You can only log in after your account has been activated.

The screenshot shows the Trust Academy registration page. At the top, there is a navigation bar with the Trust Academy logo and the tagline "Training... for Excellence". Below the navigation bar, there is a "Registration" section with a sub-header "Your account has to be approved". The form asks "What do you want to do?" and offers two options: "Follow courses" (with a person icon) and "Teach courses" (with a person at a computer icon). The form includes several required fields: First name, Last name, e-mail, Username, Pass, Confirm password, Phone, Language (set to English), Code, Skype, LinkedIn profile URL, Paypal, Area, and Student ID. A "Register" button is located at the bottom of the form. A small asterisk indicates that fields with an asterisk are required.

How to log in to the e-learning account?

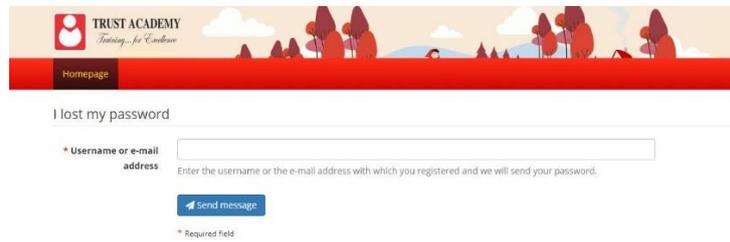
To log in to your e-learning account, go to the e-learning page as instructed in the first step and enter your username and password.

Click on the **Log In** button to log in.

The screenshot shows the Trust Academy e-learning account home page. At the top, there is a navigation bar with the Trust Academy logo and the tagline "Training... for Excellence". Below the navigation bar, there is a "Login" section with a dropdown menu for language (set to English), input fields for Username and Pass, and a "Login" button. A red arrow points to the "Login" button. Below the login section, there is a "Most popular courses" section with six course cards. Each card displays the course title, a star rating, and the number of votes and views. The courses are: DAM301 - CUSTOMER SERVICE MANAGEMENT (5 stars, 1 Vote | 2393 Views | Your vote [?]), DCH103 - COMMUNICATION & REPORT WRITING (5 stars, 1 Vote | 1644 Views | Your vote [?]), EOA203 - OFFICE MANAGEMENT 2 (5 stars, 1 Vote | 1628 Views | Your vote [?]), EOA304 - EXECUTIVE ADMINISTRATIVE SKILLS (4 stars, 3 Votes | 2096 Views | Your vote [?]), EOA201 - CUSTOMER SERVICE ESSENTIALS (4 stars, 0 Votes | 1287 Views | Your vote [?]), and GZU EOA102 OFFICE MANAGEMENT 1 (4 stars, 0 Votes | 1219 Views | Your vote [?]).

What to do when you forget password?

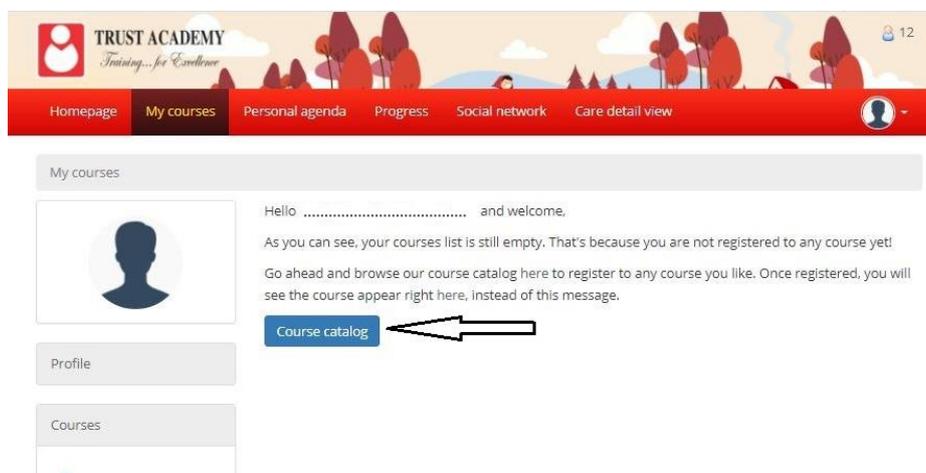
Click on **I lost my password** on the Login page, then enter your username or email address with which you registered and your password will be sent to your email.



The screenshot shows the 'I lost my password' page. At the top, there is a navigation bar with 'Homepage' selected. Below the header, the text 'I lost my password' is displayed. A form field is labeled '* Username or e-mail address' with a red asterisk. Below the field, a small instruction reads: 'Enter the username or the e-mail address with which you registered and we will send your password.' A blue button labeled 'Send message' is positioned below the field. A red asterisk and the text '* Required field' are located at the bottom of the form.

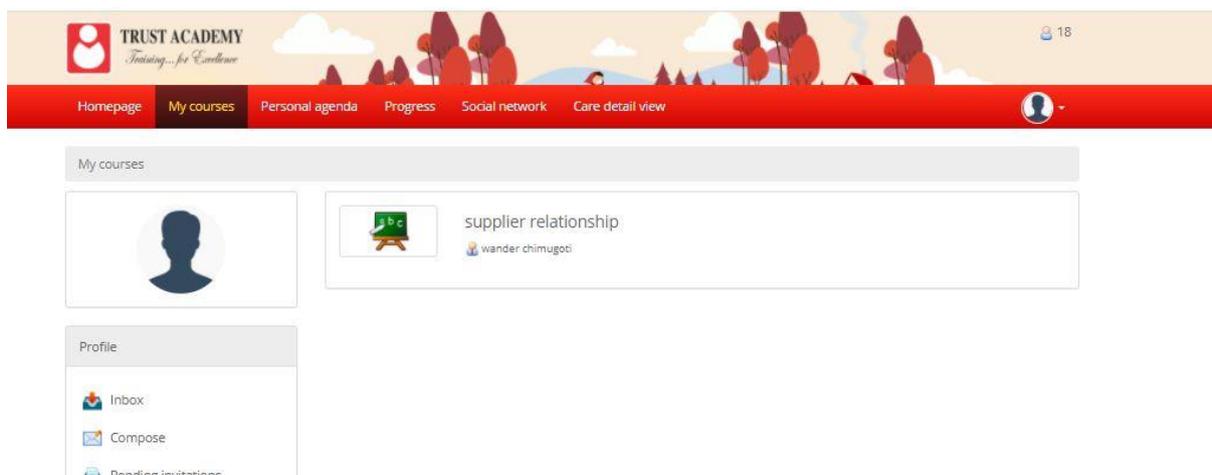
How to find your courses or subjects?

After logging in, if you see the screen below, it means you have not yet been allocated a course or subjects. You need to contact your school HOD to have them allocate you a course or subject.



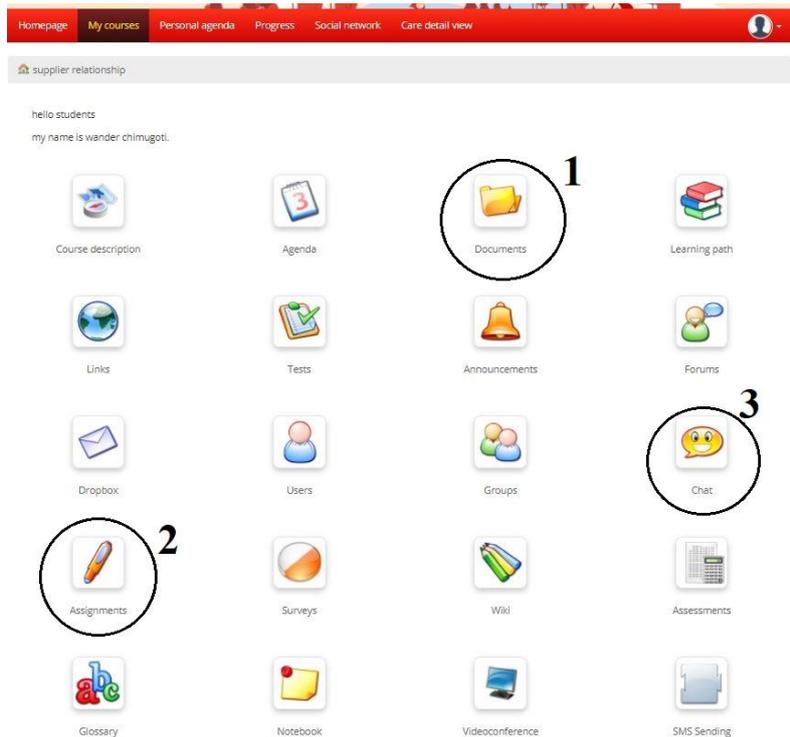
The screenshot shows the 'My courses' page. The navigation bar at the top includes 'Homepage', 'My courses' (selected), 'Personal agenda', 'Progress', 'Social network', and 'Care detail view'. A user profile icon is visible in the top right. The main content area features a message: 'Hello and welcome. As you can see, your courses list is still empty. That's because you are not registered to any course yet! Go ahead and browse our course catalog here to register to any course you like. Once registered, you will see the course appear right here, instead of this message.' A blue button labeled 'Course catalog' is highlighted with a white arrow pointing to it from the right. On the left side, there is a sidebar with a profile icon and buttons for 'Profile' and 'Courses'.

When you have been allocated your subjects, you will see a list of courses or subjects as shown below.



The screenshot shows the 'My courses' page with a list of allocated subjects. The navigation bar is the same as in the previous screenshot. The main content area displays a list of courses. The first course is 'supplier relationship' by 'wander chimugoti', accompanied by a small icon of a green board with 'PC' on it. On the left side, the sidebar now includes an 'Inbox' button, a 'Compose' button, and a 'Pending invitations' button, in addition to the profile icon.

How to view assignments and notes?



1. **Documents** – is where you view your tutorials and notes.
2. **Assignments** – is where you view, download or upload your assignments
3. **Chat** – is where you can communicate with your lecturer.

How to log out?



Click the arrow beside your profile icon and then click **Logout**.