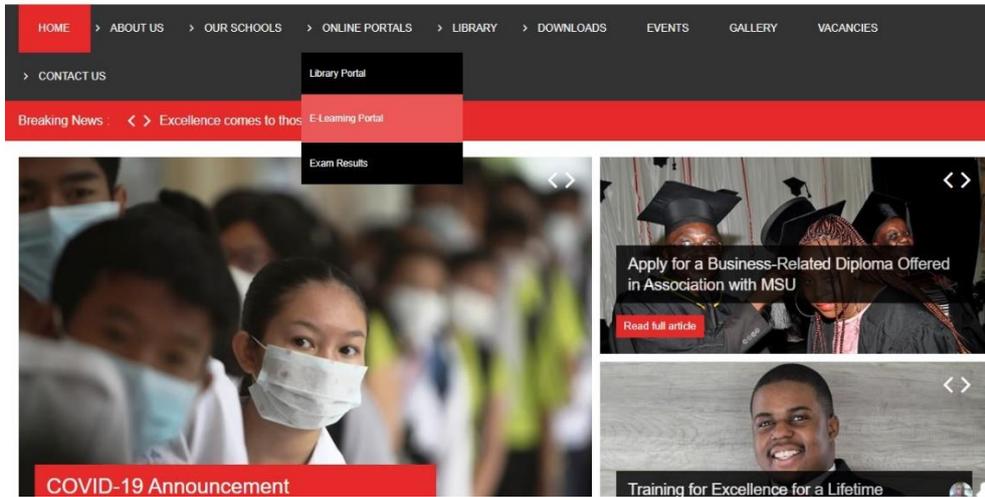


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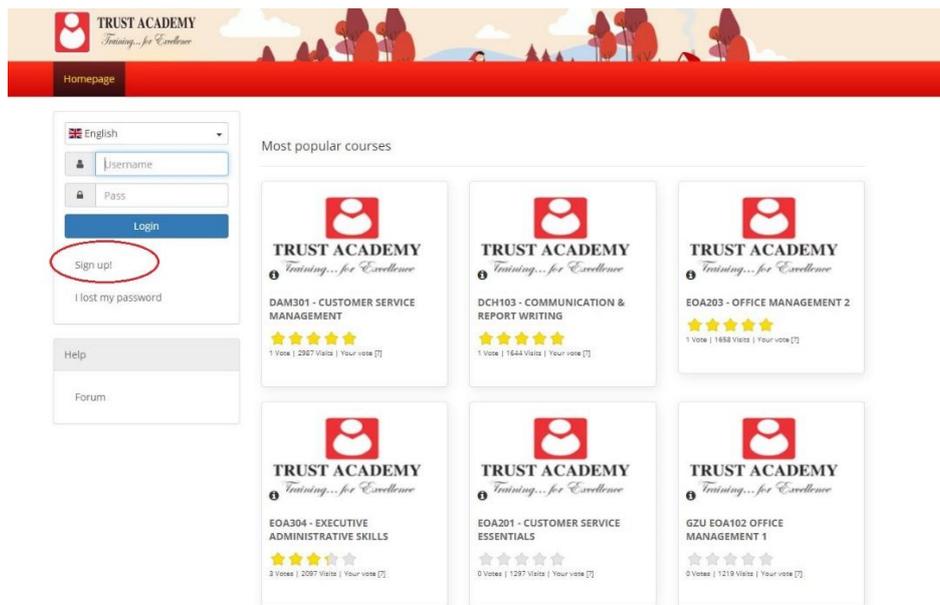
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How to register for the e-learning account?

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.

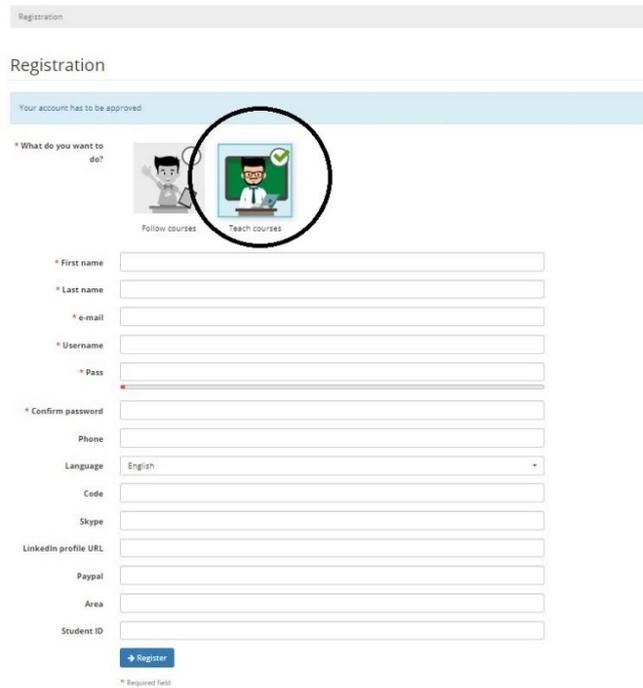


Then click on sign up as shown below.



On the form that opens, click on **teach courses** and fill in your details and click **Register** as shown below. After registration your account has to be activated by the IT administrator.

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

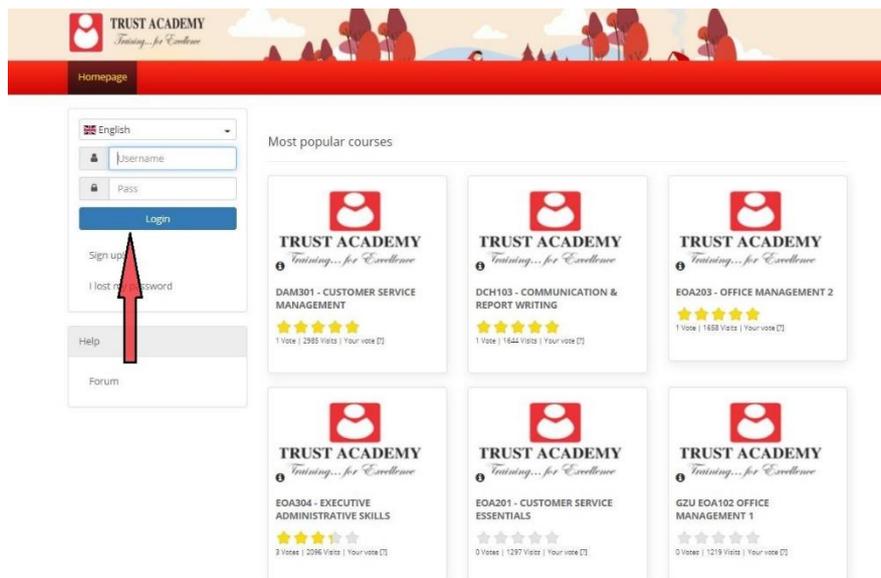


The image shows a registration form titled "Registration" with a sub-header "Your account has to be approved". Under the heading "What do you want to do?", there are two icons: "Follow courses" and "Teach courses". The "Teach courses" icon is circled in red. Below this are several input fields: First 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 blue "Register" button is at the bottom right. 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.

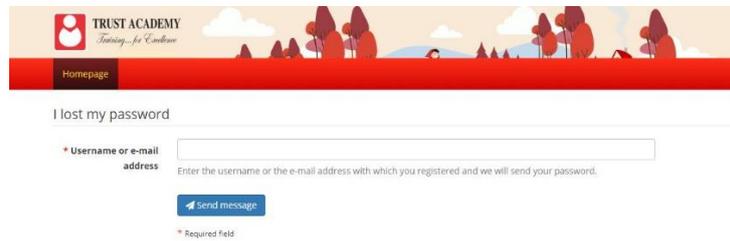


The image shows the Trust Academy homepage. At the top is a navigation bar with the Trust Academy logo and the tagline "Training... for Excellence". Below the navigation bar is a red banner. On the left side, there is a login form with fields for "Username" and "Pass", a "Login" button, and links for "Sign up", "I lost my password", "Help", and "Forum". A red arrow points to the "Login" button. To the right of the login form is a section titled "Most popular courses" which displays six course cards. Each card features the Trust Academy logo, the course title, a star rating, and the number of votes.

Course Title	Rating	Votes
DAM301 - CUSTOMER SERVICE MANAGEMENT	5 stars	1 Vote 2385 Visits Your vote [?]
DCH103 - COMMUNICATION & REPORT WRITING	5 stars	1 Vote 1644 Visits Your vote [?]
EOA203 - OFFICE MANAGEMENT 2	5 stars	1 Vote 1638 Visits Your vote [?]
EOA304 - EXECUTIVE ADMINISTRATIVE SKILLS	4 stars	2 Votes 2096 Visits Your vote [?]
EOA201 - CUSTOMER SERVICE ESSENTIALS	5 stars	0 Votes 1287 Visits Your vote [?]
GZU EOA102 OFFICE MANAGEMENT 1	5 stars	0 Votes 1219 Visits Your vote [?]

What to do when you forget password?

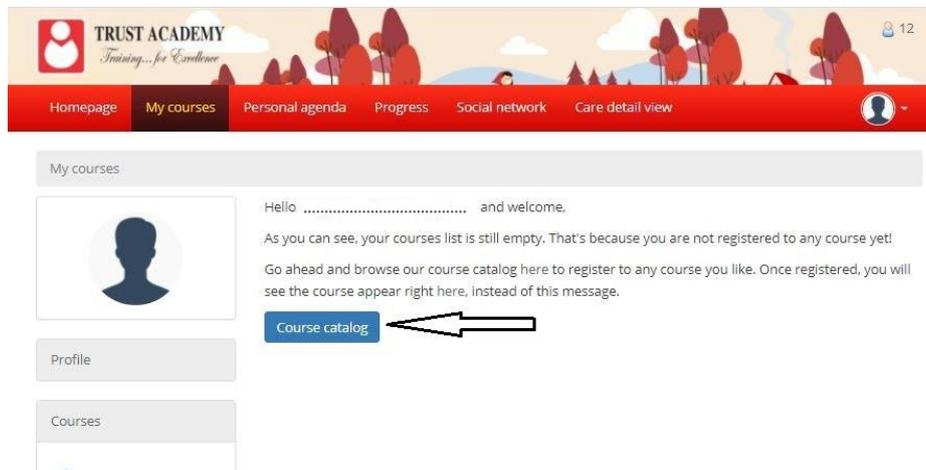
Click on **I lost my password** on the Login page, then enter your username or email address with which you registered and your password will be sent to your email.



The screenshot shows the 'I lost my password' form on the Trust Academy website. The form includes a header with the Trust Academy logo and the tagline 'Training... for Excellence'. Below the header, there is a navigation bar with 'Homepage' selected. The main content area is titled 'I lost my password' and contains a text input field for 'Username or e-mail address'. A blue button labeled 'Send message' is positioned below the input field. A small asterisk and the text '* Required field' are located at the bottom of the form.

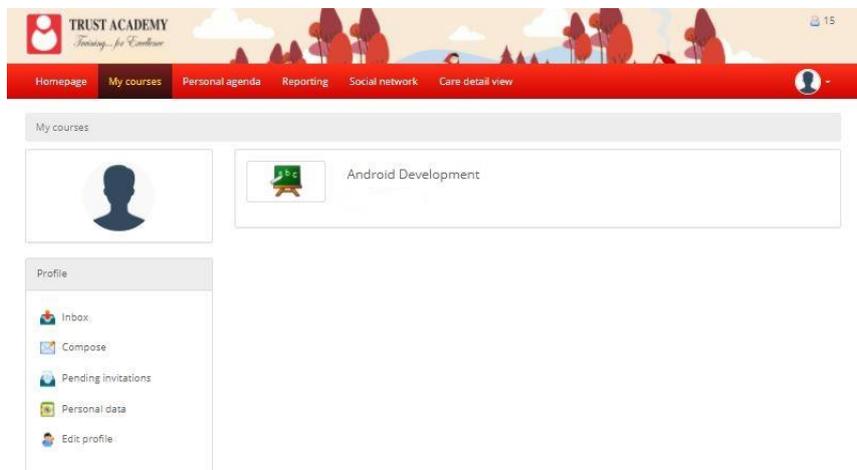
How to find your courses or subjects?

After logging in, if you see the screen below, it means you have not yet subscribed for a course or subjects. You have to search and subscribe for your courses or subject.



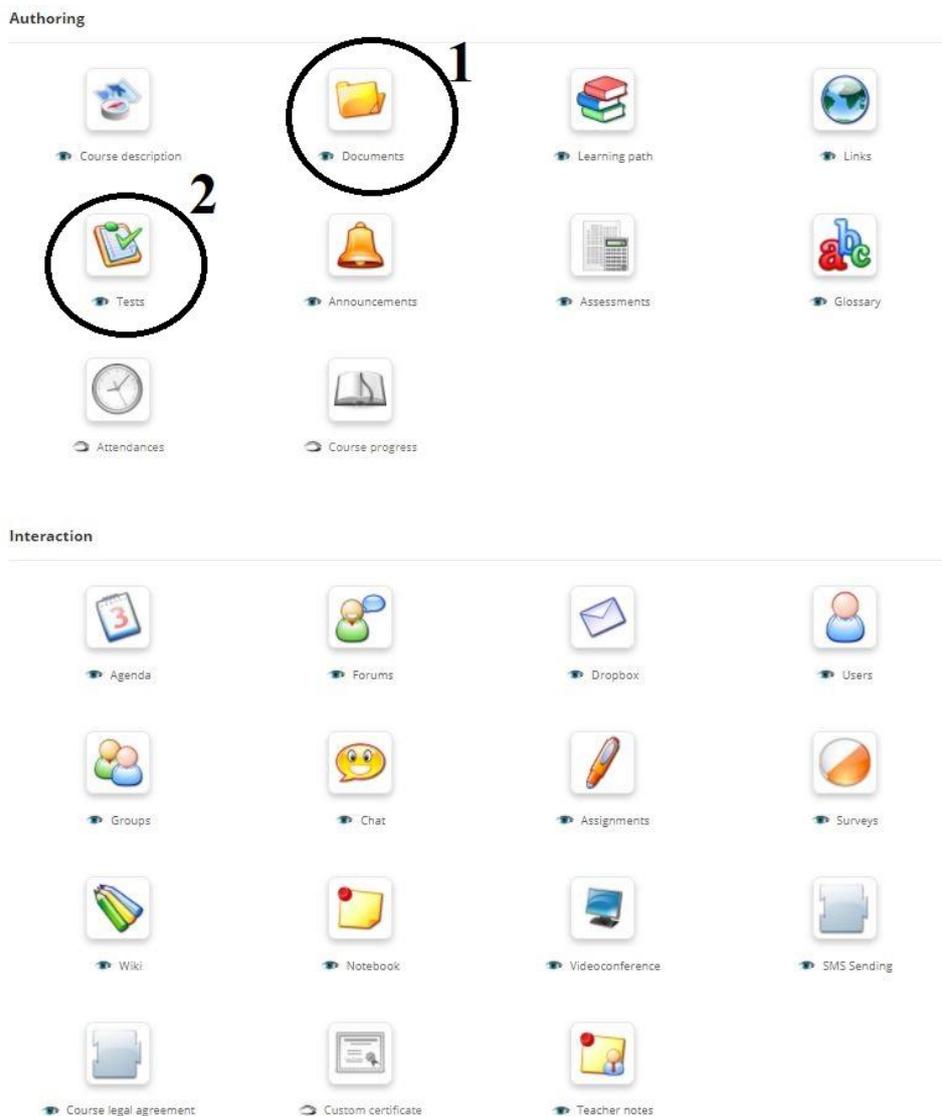
The screenshot shows the 'My courses' page on the Trust Academy website. The page features a navigation bar with 'My courses' selected. The main content area is titled 'My courses' and contains a message: 'Hello and welcome. As you can see, your courses list is still empty. That's because you are not 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. The page also includes a profile section with a silhouette icon and a list of links: 'Profile', 'Courses', 'Inbox', 'Compose', 'Pending invitations', 'Personal data', and 'Edit profile'.

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



The screenshot shows the 'My courses' page on the Trust Academy website after a user has subscribed to a course. The page features a navigation bar with 'My courses' selected. The main content area is titled 'My courses' and contains 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. The page also includes a profile section with a silhouette icon and a list of links: 'Profile', 'Courses', 'Inbox', 'Compose', 'Pending invitations', 'Personal data', and 'Edit profile'.

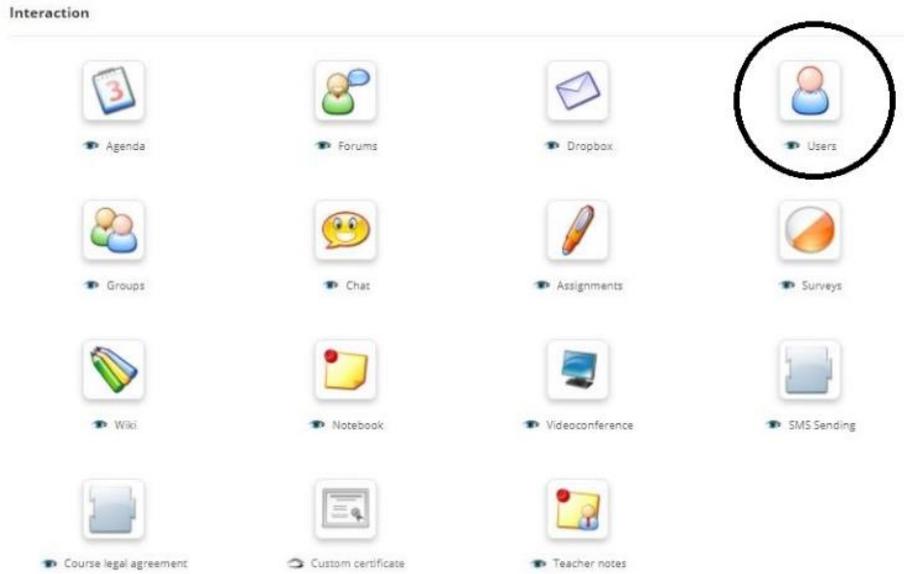
How to create content (assignments, notes, tutorials, tests e.t.c)?



1. **Documents** – is where you view, upload and edit your tutorials and notes.
2. **Tests** – creates various types of tests that students can take online.

How to add students or users to your course?

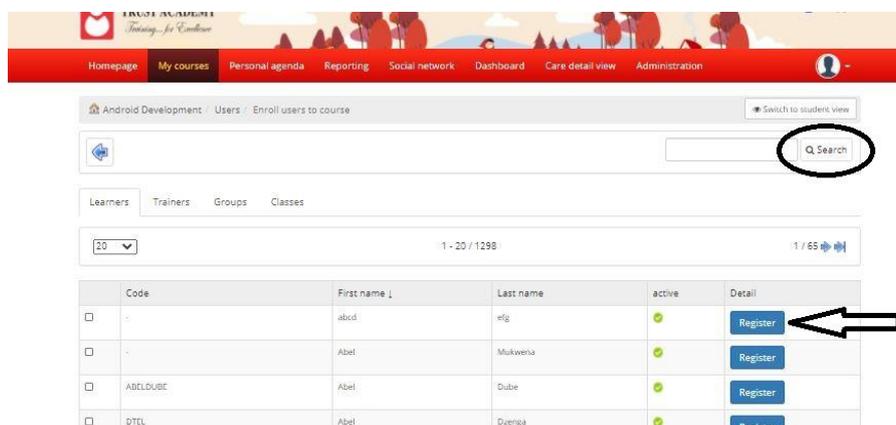
To add students or users to your course you click on **users** under Interaction menu as shown in the picture below.



If you see the list below it shows the names of students that are already attending your course. Click on **Add** on the top left corner of the screen as indicated in the picture below to add more users.



On the next screen that shows there will be a list of all the students that are registered on the e-learning portal, so you have to search and click on register to add students or users to your course.
N.B. Search by typing in their username or last names and then click on register.



How to log out?

The screenshot displays the Trust Academy website interface. At the top, there is a navigation bar with the following items: [Homepage](#), [My courses](#), [Personal agenda](#), [Progress](#), [Social network](#), and [Care detail view](#). The Trust Academy logo and tagline "Training... for Excellence" are visible on the left, and a user profile icon with the number "15" is on the right.

Below the navigation bar, the page is divided into three main sections:

- Profile Section:** On the left, there is a profile card with a silhouette icon and a "Profile" tab. Below it, there are links for "Inbox", "Compose", "Pending invitations", and "Personal data".
- Most popular courses:** In the center, there are three course cards. Each card features the Trust Academy logo, course title, and a "Subscribe" button. The courses are:
 - DAM301 - CUSTOMER SERVICE MANAGEMENT (1 Vote | 2980 Visits | Your vote [?])
 - DCH103 - COMMUNICATION & REPORT WRITING (1 Vote | 1644 Visits | Your vote [?])
 - EOA203 - OFFICE MANAGEMENT 2 (1 Vote | 1658 Visits | Your vote [?])
- User Profile Dropdown:** On the right, there is a user profile card with a silhouette icon. A dropdown menu is open, showing options: "Inbox", "My certificates", and "Logout". A black arrow points to the "Logout" option.

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