

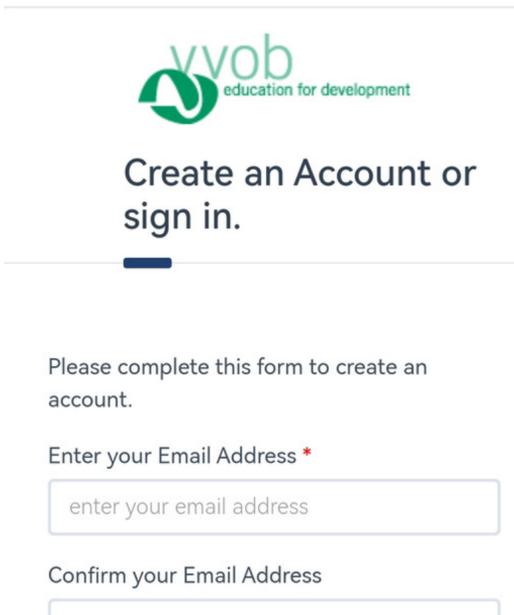


LMS NAVIGATION STEPS



STEP 1: ACCESSING THE LMS

Enter address (URL): learning.vvob.org.za in the browser's search box to access the DBE-VVOB LMS. The landing page will appear like the one to the right.

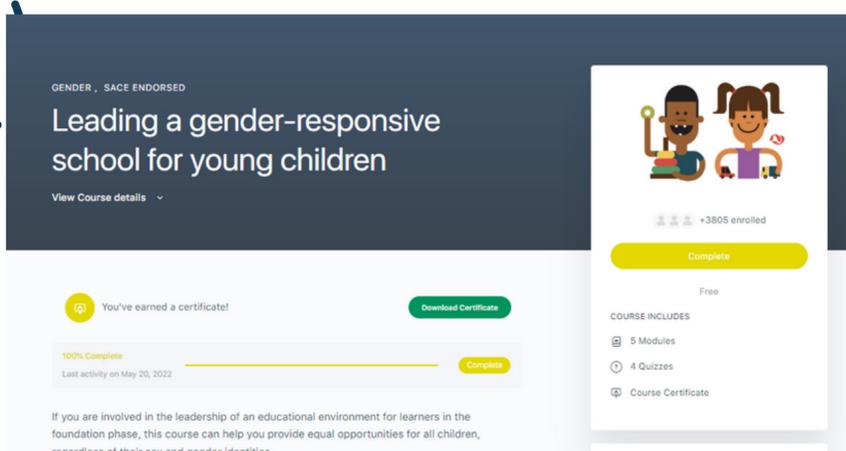
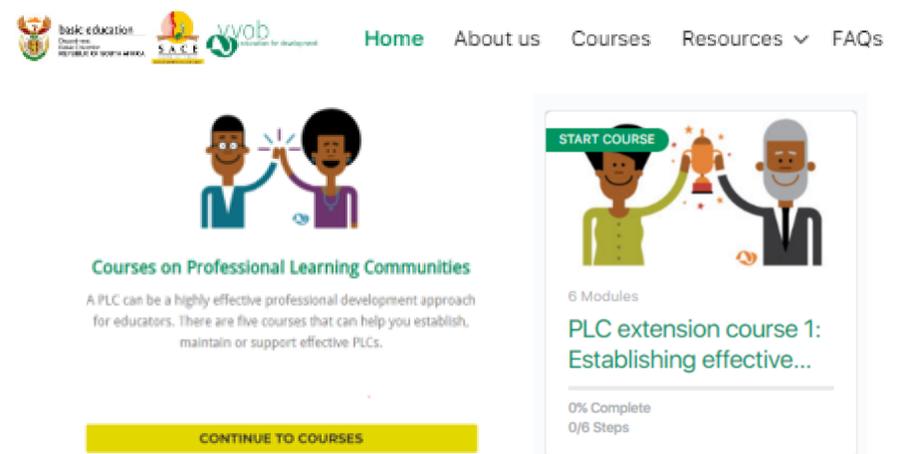


STEP 2: HOW TO REGISTER

click on register on the landing page to complete the online registration. You can instruct your device to keep track of your username and password. You will receive a verification email at the email address you used to register once you have completed the form and hit submit. After confirmation, you can continue to login.

STEP 3: ACCESSING COURSES

To view courses click on courses at the top ribbon of the landing page, scroll down to see available courses and objectives. To start a course click on start course.

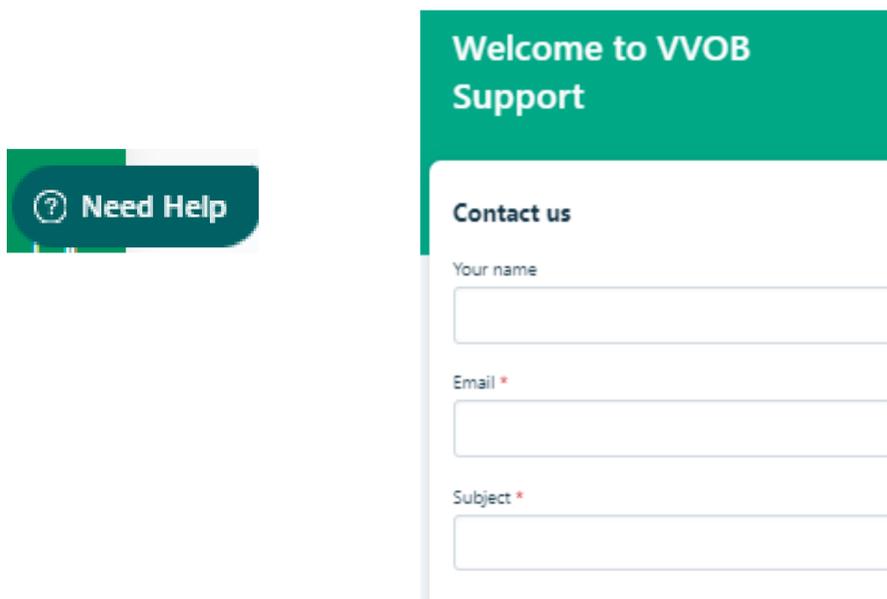


STEP 4: DOWNLOADING CERTIFICATE

Click the green Download Certificate button on the course completion page to access your certificates.

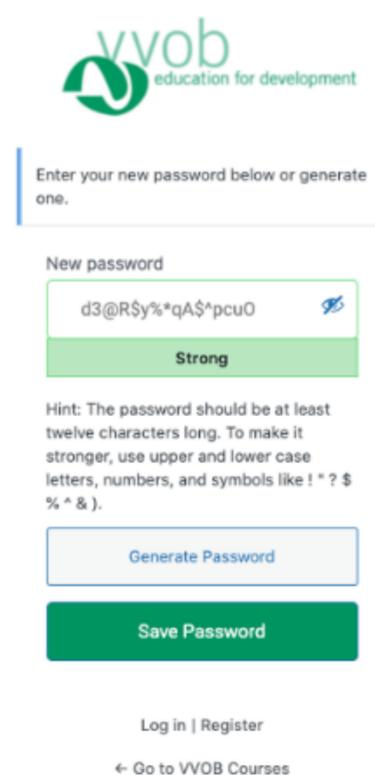
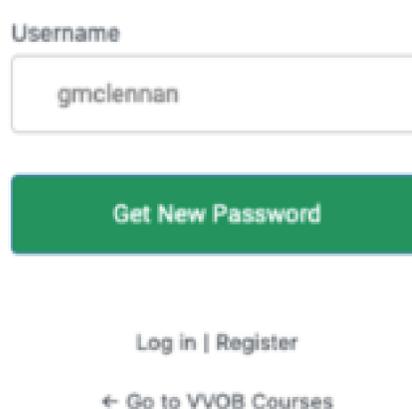
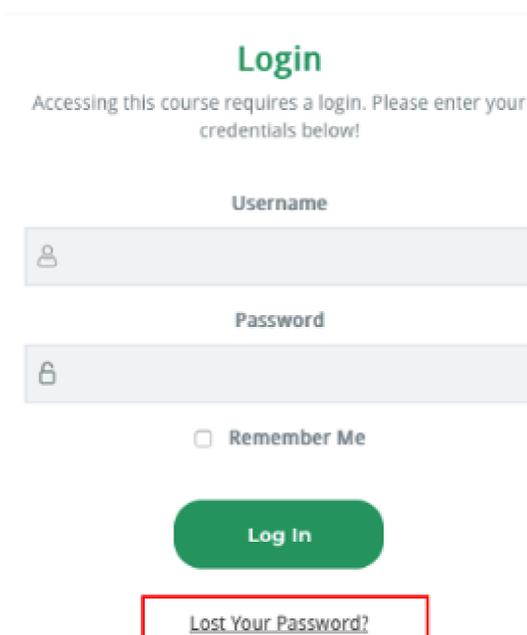
LMS SUPPORT

There are several methods to seek assistance from the LMS; you may either click on the need help widget or email us at learningsa@vvob.org



WHAT TO DO WHEN I HAVE FORGOTTEN MY PASSWORD?

1. Click the 'Lost Your Password?' link at the bottom of the login form
2. Enter your username or email address on the next screen and click the green 'Get New Password' button
3. Check your email for the password reset link
4. Click the link in the email, then on the form, type your new password in the box provided, or use the Generate Password to automatically create a password for you.
5. You will need to click the checkbox for 'confirm use of weak password' Click the green 'Save Password' button.
6. You can now login using your username and new password.



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