

# A GUIDE TO BUYING AND ENROLLING FOR COURSES

#### Welcome to the Engineering Dynamics eLearning Portal

This guide will assist you with the registration, payment/coupon and enrolment process for eLearning courses.

## SUPPORT

Please contact our support desk if you experience any issues along the way at support@vuca.co.za

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## **REGISTRATION PROCESS**

## **OPTION 1**

This option is for students already attending the training or purchased directly from Engineering Dynamics

STEP 1

Register or log in to your profile by clicking on the '**Login**' tab in the top right of the home page.



#### **STEP 2**

A pop-up will appear. Fill in your details and click on '**Log In**' if you already have an account. For first time users, click on '**Register**'.

ENGINEERING Dynamics			
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	Available	e Courses	

To register, enter the required details (\* indicate compulsory fields) and then click on the '**Submit**' button. You will now automatically be logged in to your account.

Please con	User Registration	
Personal Info		
First Name*	Last Name*	
Email*	Phone*	
Country		
Login Info		
Username*		
Password*	Confirm Password*	
	P 3	

STEP 4

A success message will appear. Click on '**Continue**' to enroll for the course.

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		Thank you	for registering			
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To register, enter the required details (\* indicate compulsory fields) and then click on the '**Submit**' button. You will now automatically be logged in to your account.

Please con		
Personal Info First Name*	Last Name"	
Email*	Phone*	
Country		
Login Info Username*		
Password*	Confirm Password*	
	P 3	

A success message will appear. Click on '**Continue**' to enroll for the course.



### **COUPON & PAYMENT PROCESS**

#### **STEP 1**

You will be directed to the course page. The course description and price will be displayed. Click 'Add to cart'.



**STEP 2** 

Once the course has successfully been added to your cart, the screen will refresh. Now click '**View cart**'.



Your cart will display the course you have selected. Should you not wish to take the course, delete it by clicking on the **cross icon** next to the relevant product.



### **HOW TO USE A COUPON**

STEP 4

Fill in your coupon code in the field on the left below the course tile. Then select the '**Apply coupon**' button.

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		Cart				
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×	Laser Shaft Alignment	Price R4,850.00	1	R4,850.00		
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The screen will updated and a success message will display. The price will be updated accordingly. Select '**Proceed to checkout**'.

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Proceed to checkout STEP 5				Coupon: Total	-R4,850.00 R0.00	[Remove]		
					Proceed to check	kout	STEP 5	

**STEP 6** 

To capture the order, please fill in the required fields under '**Billing Details**' (\* indicate compulsory fields).

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DYNAMICS				Buy the Course Now Logout
		Checkout		
	we accurrent? Click here to enter your cod	le .		
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	Billing details C First name * Company name (sptismal) South Africa House number and street name Agartment, suite, unit, etc. (sptismal) Town/City*	Paym	ves.	

This is simply to capture your personal information and order number. Click '**Proceed to Payment**'.

#### **STEP 7**

Please note: all Personal Information is processed according to POPI Act requirements.

			)		
	Billing details				
	First name *		Last name *		
	Company name (optional)				
	South Africa			~	
	House number and street name				
	Apartment, suite, unit, etc. (optional)				
	Town / City *				
	Gauteng			~	
	Postcode / ZIP *				
	Phone *				
	Email address *				
	Additional information				
	Notes about your order, e.g. special notes t	'or delivery.			
			1000 Theory	Proceed to payment	STEP 7
_			_	_	
	in 🖪 🚥	www@edprevent.com 012 991 3168	975 Waterpoort St, Faerle Glen, Pretoria, 0081, South Africa	For any assistance please send an email to support@vuca.co.za	
	Copyright @ VUCA Consulting	Privacy Statement	Cookie Policy Terms	s of Use 🥔	



The order details will be displayed. To finalise the order, click on '**Place order**'. Should you wish to change your billing details, click '**Back to my details**'.

Checkout		
		_
Have a coupon? Click here to enter your code		
Billing details	Payments	
Your order		
Product	Subtotal	
Laser Shaft Alignment	R4,850.00	
Subtotal	R4,850.00	
Coupon:	-R4,850.00 [Remove]	
Total	R0.00	
Your personal data will be used to process your order, support your experience throughout this	vebsite, and for other purposes described in our	
privacy policy.		
Place order		STEP 8

Once the order has been finalised, you will be directed to the checkout page where a confirmation message will be displayed. Now click '**Start Course**'.

	0		
ENGINEERING Dynamics			Buy The Course Now Logout
	Checkout		
Thank you.	A Your order has been michied.		
Order	r details		
Product	t	Total	
Laser Sha	haft Alignment × 1	R4,850.00	
	the button below to start the course. STEP 9		
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Discount	nt:	-R4,850.00	
Total:		R0.00	
Order	er again		
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#### STEP 10

You will be redirected back to the course page. You can now complete the course by clicking on the **course content.** 

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	Laser Shaft Alignment	Laser Shaft	Alignment			
	Description What exactly is laser shaft alignment? Why is well as a methodical way to perform shaft alig tolerances for precision alignment.	it important? This unique course nment. The course will enable y	e will teach you the basic steps of machin ou to troubleshoot problems preventing y	et, complete 0/1 Steps the preparation before alignment as you from achieving the required		
	Course Content				STEP 10	
_	13 <b>[] 0</b>	www@edprevent.com	975 Waterpoort St, Faerle Glen,	For any assistance please send an		_
		012 991 3168	Pretoria, 0081, South Africa	email to support givuca.co.za		

Should you wish to access the course again at a later stage: On the home screen, navigate down and select '**Continue Study**'. • You will once again be directed to the course page where you can select the course content and complete the course.

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Available Courses	
	2//
Laser Shaft Alignment Continue Study STEP 11	
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Copyright # VLCL Consulting Phraney Statement Cookle Palicy Terms of Use	

#### STEP 12

Note the **course description brochure** and the **module snippet videos** for additional information.



# ENGINEERING Dynamics

# THANK YOU

Thank you for taking the time to read through this document. We trust that it assisted you in successfully registering, paying and enrolling for your desired course(s). Don't hesitate to contact the support desk should you require any further assistance.

## SUPPORT

Please contact our support desk if you experience any issues along the way at support@vuca.co.za