

ENGINEERING DYNAMICS

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

REGISTRATION PROCESS

OPTION 1

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

- ▶ Step 1
- ▶ Step 2
- ▶ Step 3
- ▶ Step 4

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Page 4

OPTION 2

- Use this option to Register students purchasing the course

- ▶ Step 1
- ▶ Step 2
- ▶ Step 3

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COUPON & PAYMENT PROCESS

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HOW TO USE A COUPON

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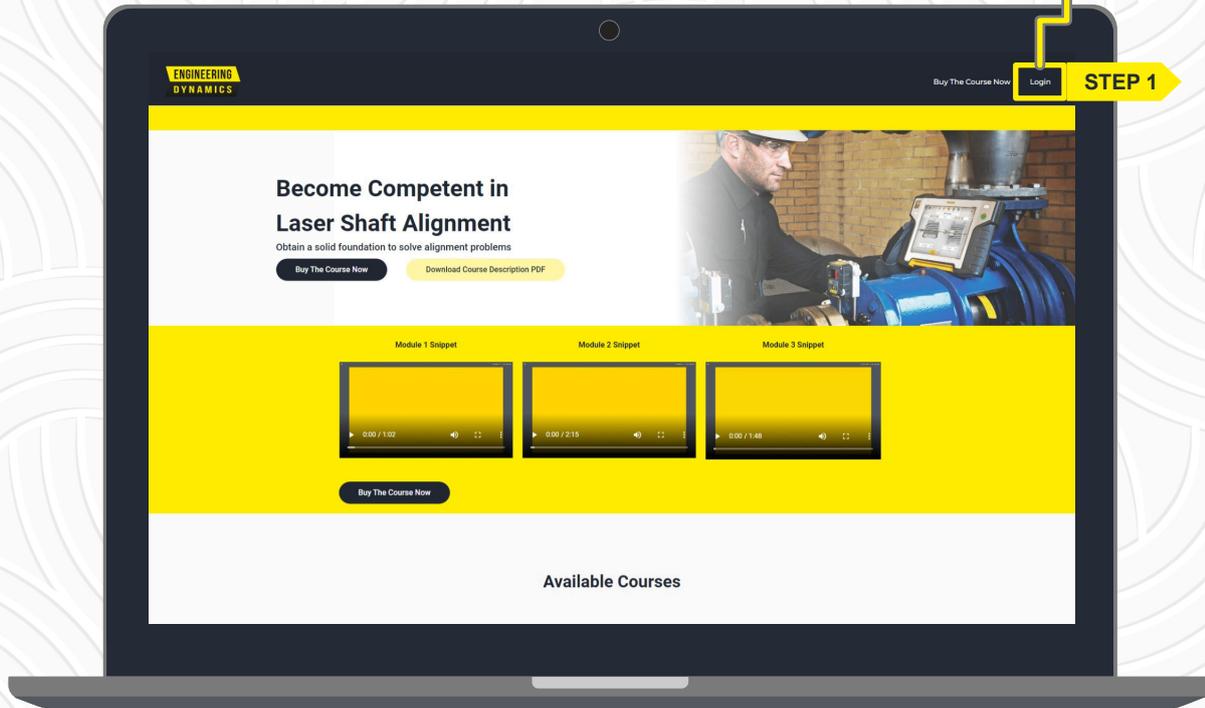
REGISTRATION PROCESS

OPTION 1

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

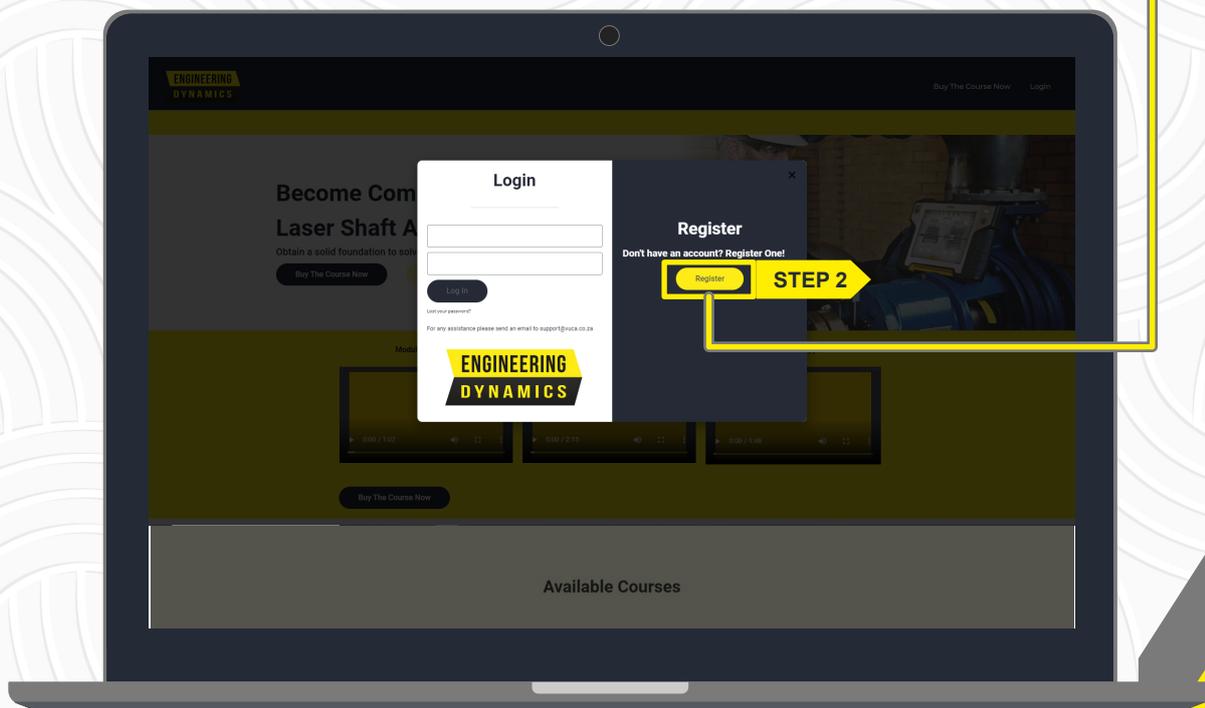
STEP 1

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



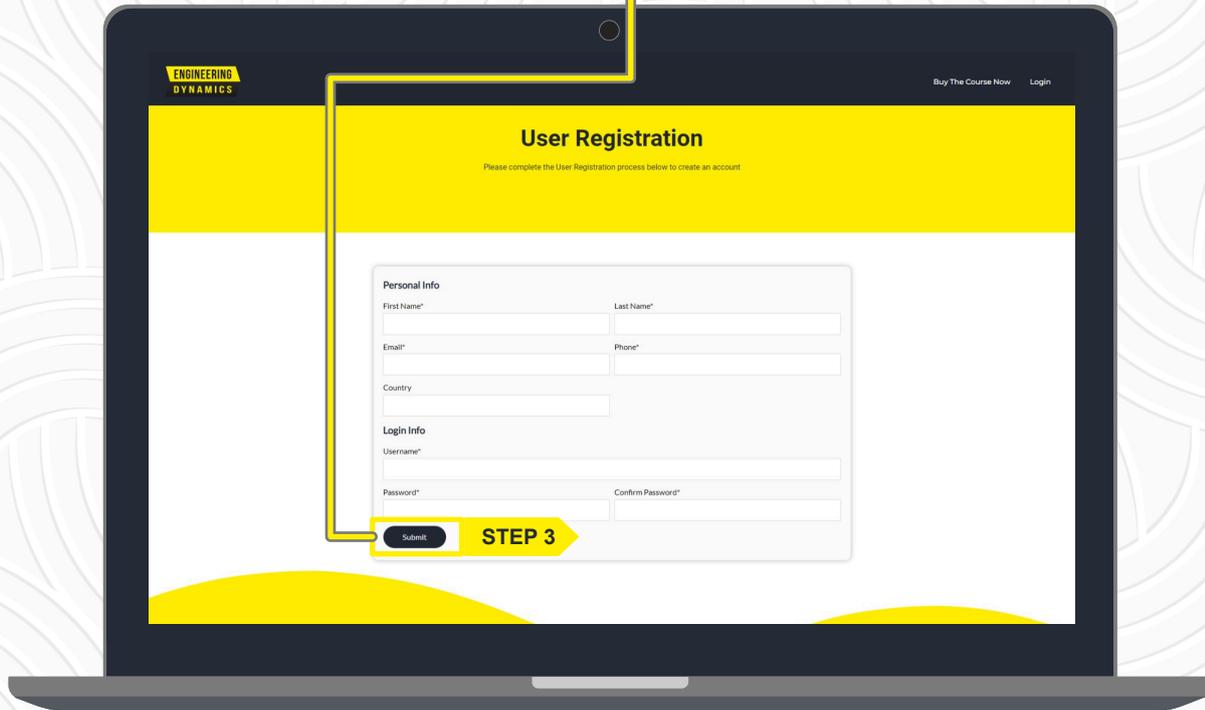
STEP 2

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'.



STEP 3

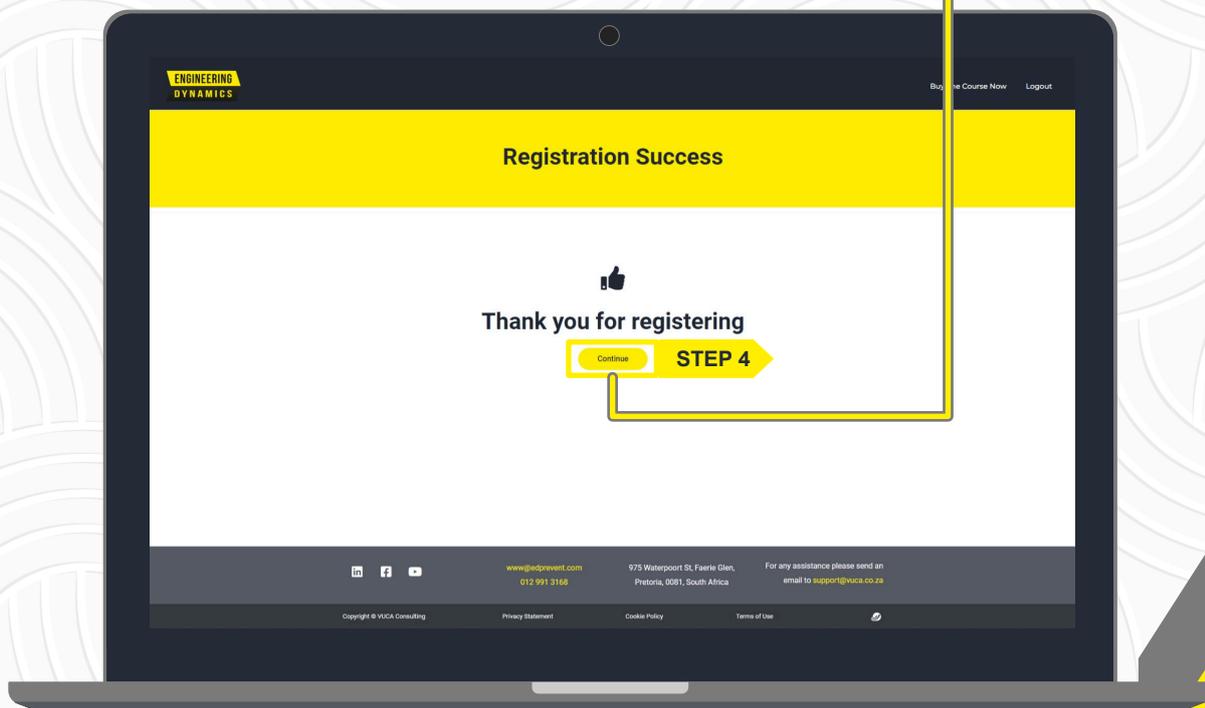
To register, enter the required details (* indicate compulsory fields) and then click on the **'Submit'** button. You will now automatically be logged in to your account.



The screenshot shows a laptop displaying the 'User Registration' page. The page has a yellow header with the 'ENGINEERING DYNAMICS' logo on the left and 'Buy The Course Now' and 'Login' links on the right. Below the header is a yellow banner with the text 'User Registration' and a sub-header 'Please complete the User Registration process below to create an account'. The main content area contains a registration form with two sections: 'Personal Info' and 'Login Info'. The 'Personal Info' section includes fields for 'First Name*', 'Last Name*', 'Email*', 'Phone*', and 'Country'. The 'Login Info' section includes fields for 'Username*', 'Password*', and 'Confirm Password*'. A 'Submit' button is located at the bottom of the form. A yellow callout box with the text 'STEP 3' points to the 'Submit' button.

STEP 4

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



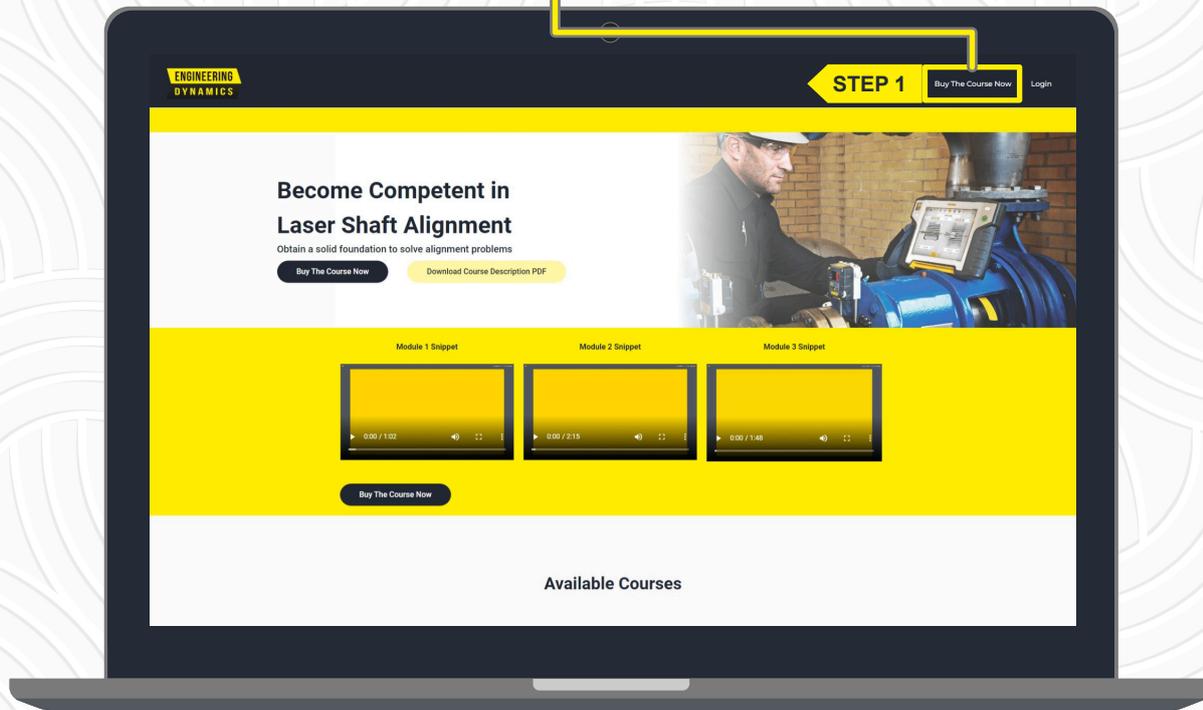
The screenshot shows a laptop displaying the 'Registration Success' page. The page has a yellow header with the 'ENGINEERING DYNAMICS' logo on the left and 'Buy The Course Now' and 'Logout' links on the right. Below the header is a yellow banner with the text 'Registration Success'. The main content area features a thumbs-up icon, the text 'Thank you for registering', and a 'Continue' button. A yellow callout box with the text 'STEP 4' points to the 'Continue' button. The footer of the page contains social media icons, contact information, and legal links.

OPTION 2

- Use this option to Register students purchasing the course

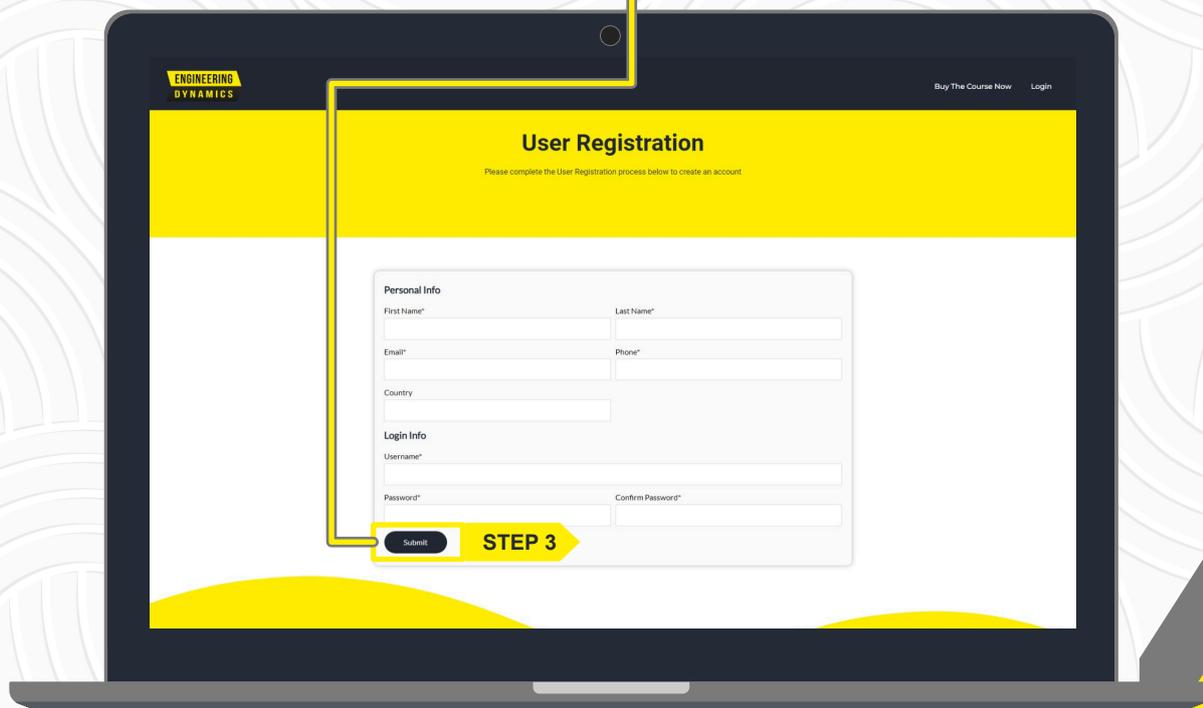
STEP 1

Click on '**Buy The Course Now**' tab in the top right of the home page.



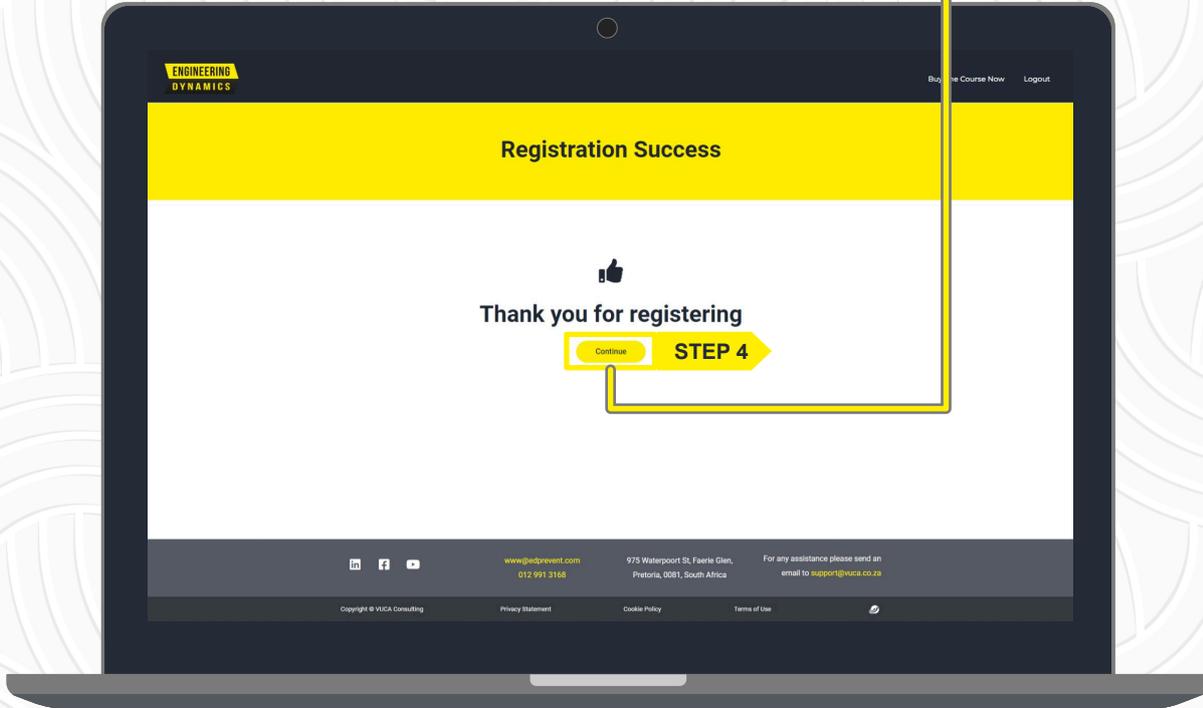
STEP 2

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.



STEP 3

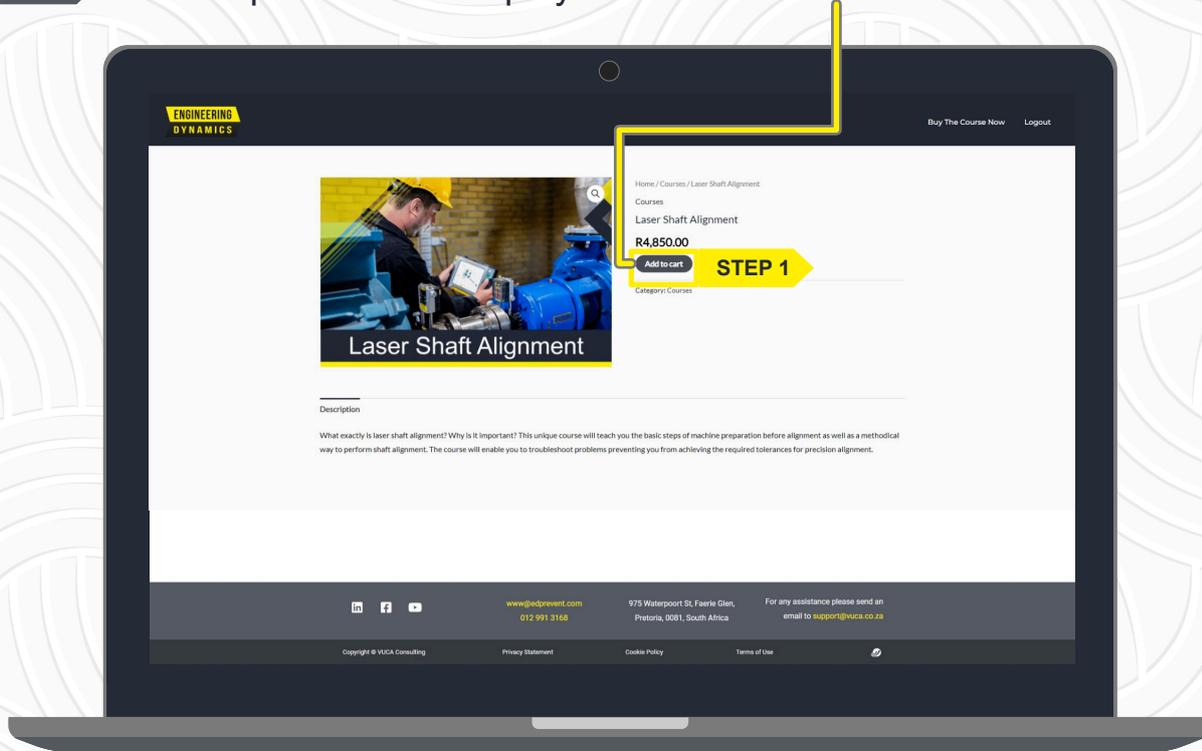
A success message will appear. Click on 'Continue' to enroll for the course.



COUPON & PAYMENT PROCESS

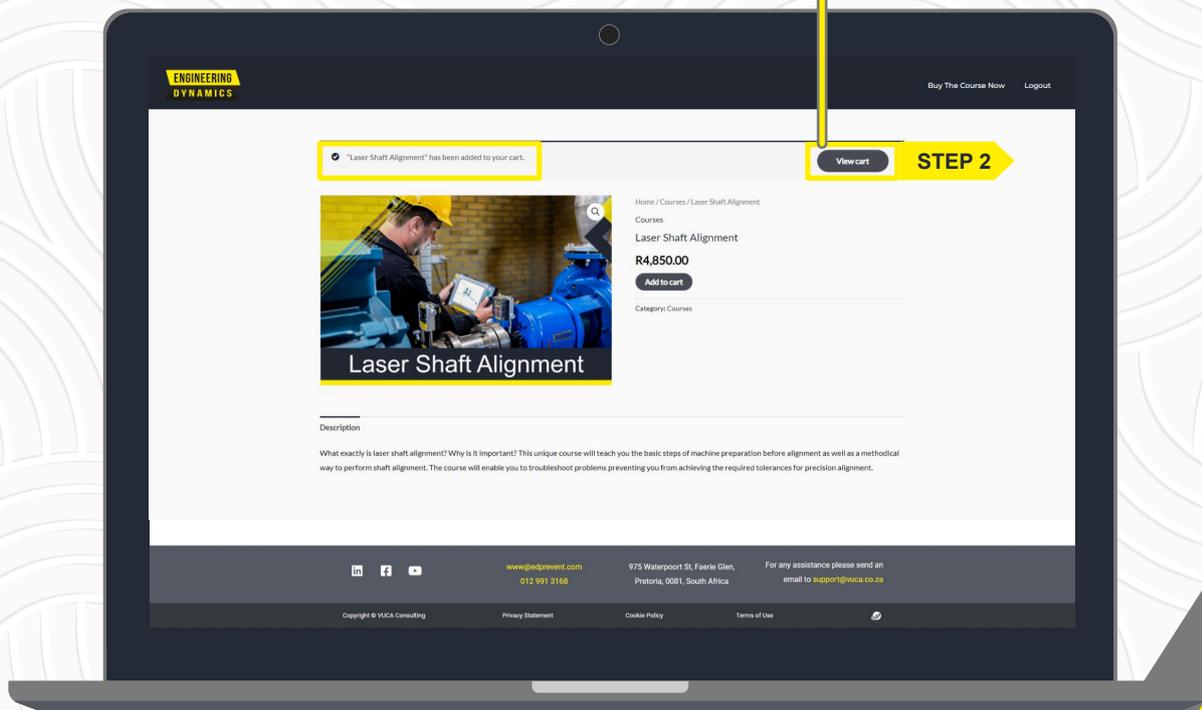
STEP 1

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



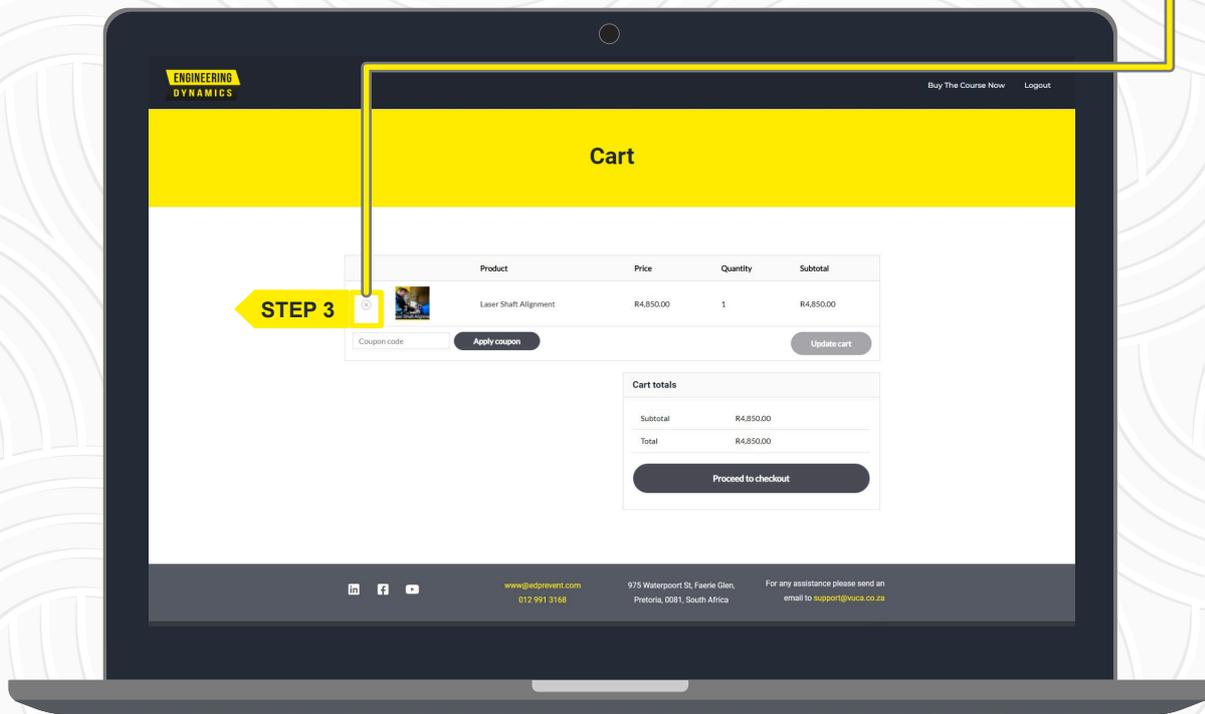
STEP 2

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



STEP 3

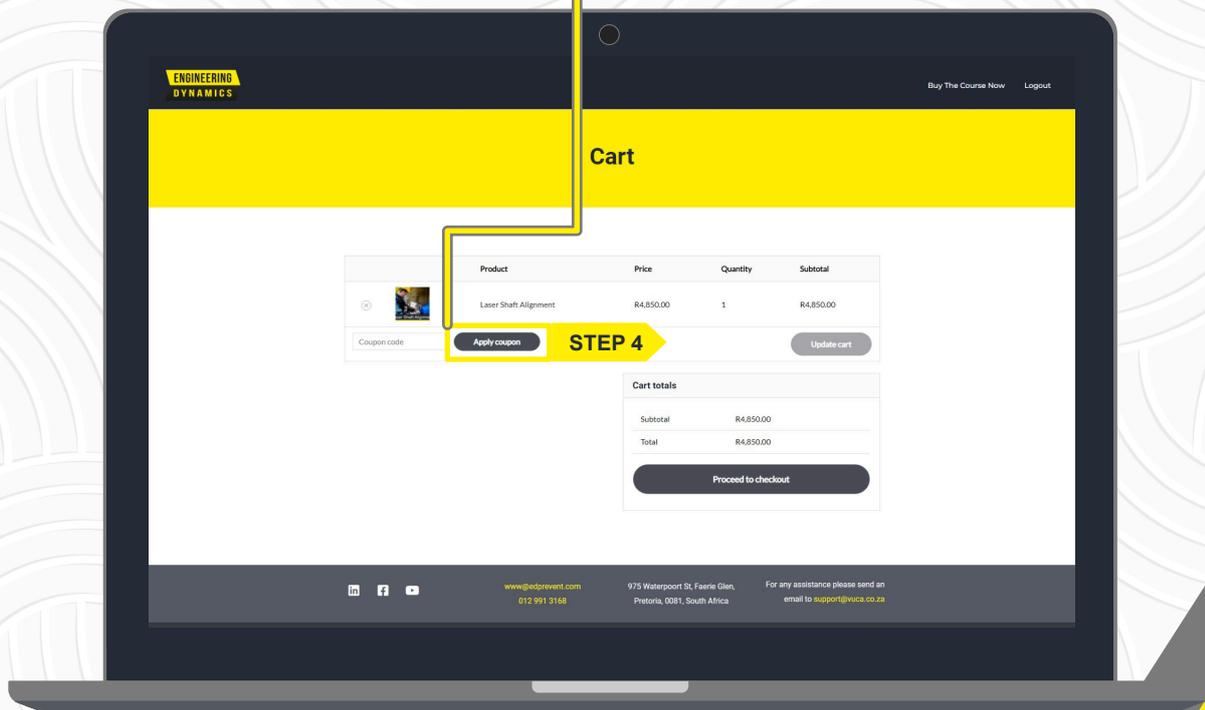
Your cart will display the course you have selected. Should you not wish to take the course, delete it by clicking on the **cross icon** next to the relevant product.



HOW TO USE A COUPON

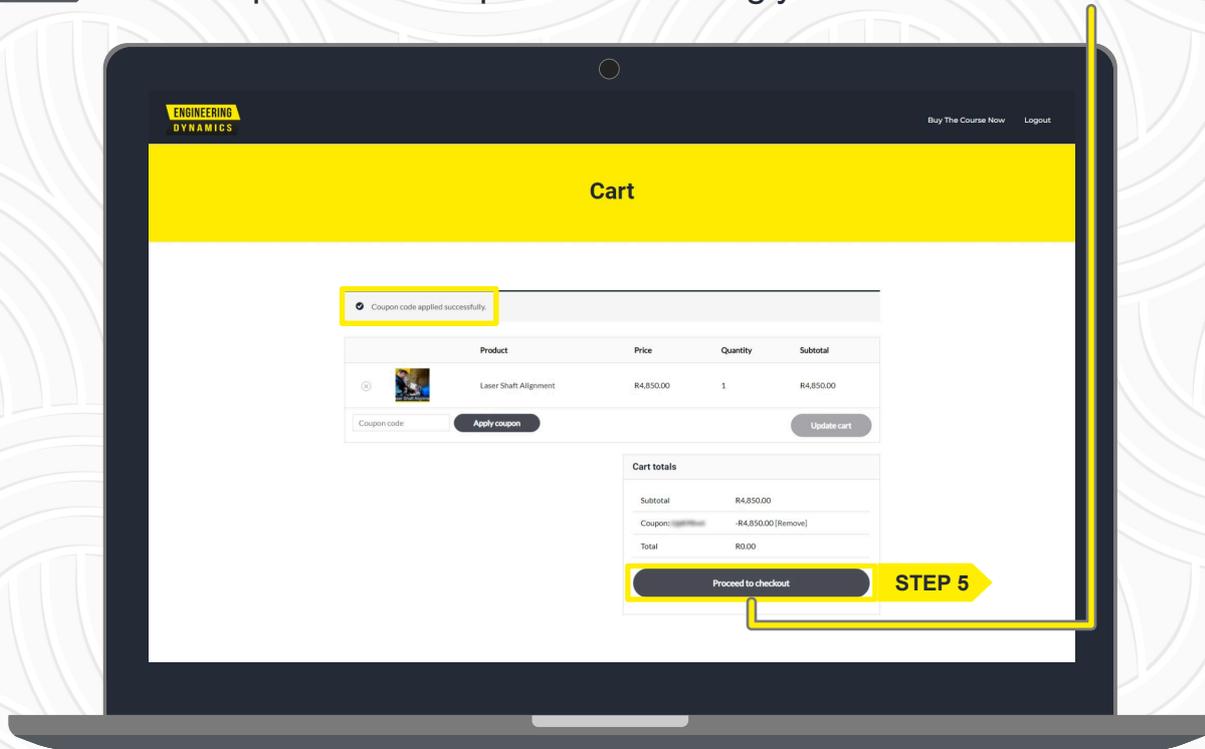
STEP 4

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



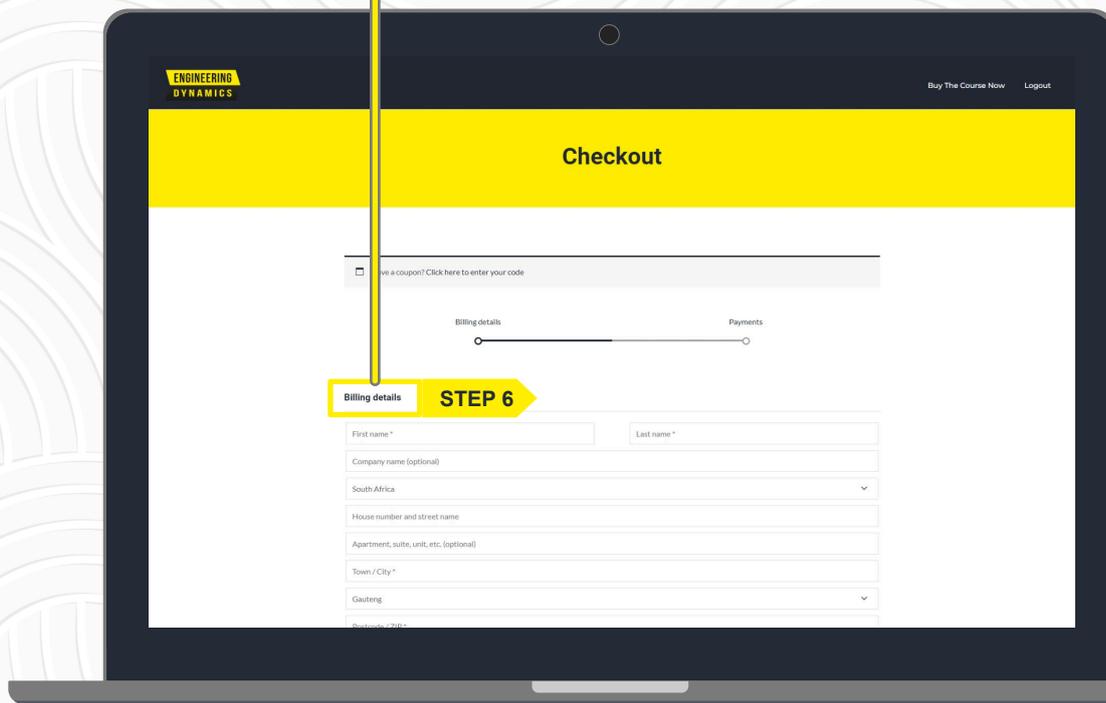
STEP 5

The screen will updated and a success message will display. The price will be updated accordingly. Select **'Proceed to checkout'**.



STEP 6

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



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 for delivery.

[Proceed to payment](#) **STEP 7**

www@edorswest.com 975 Waterpoort St, Faerie Glen, Pretoria, 0081, South Africa For any assistance please send an email to support@vcca.co.za

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STEP 8

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 x 1	R4,850.00
Subtotal	R4,850.00
Coupon: xxxxxx	-R4,850.00 [Remove]
Total	0.00

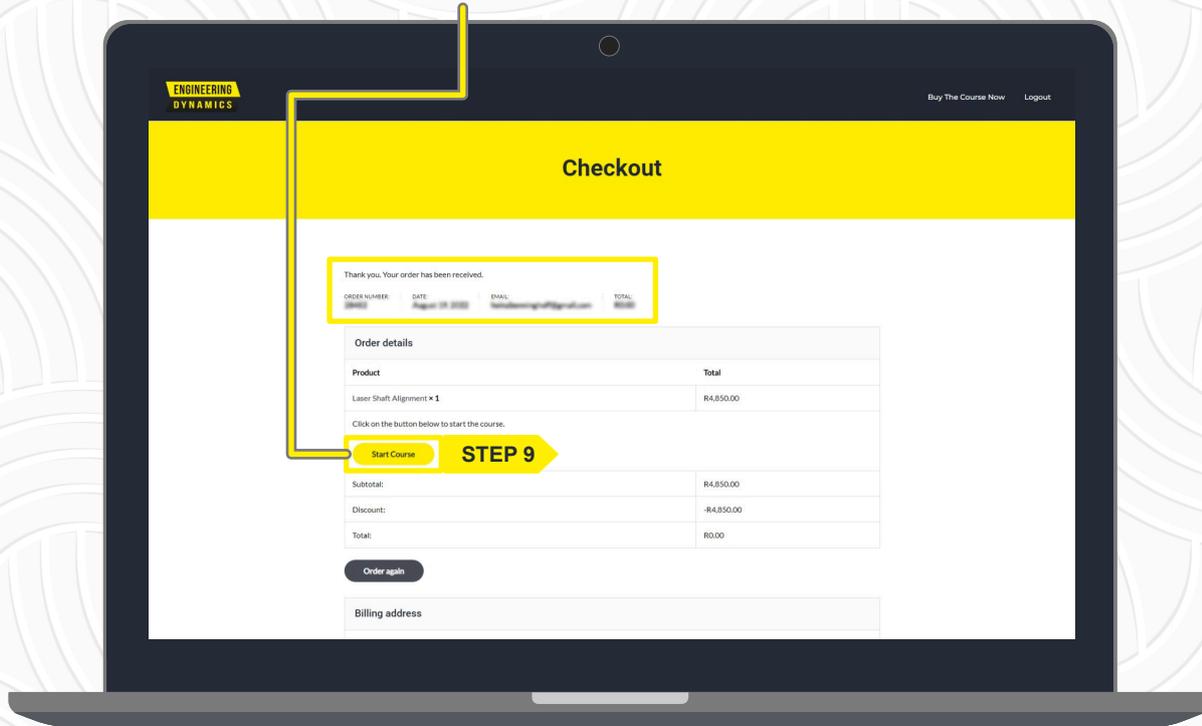
Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.

[Place order](#) **STEP 8**

[Back to my details](#)

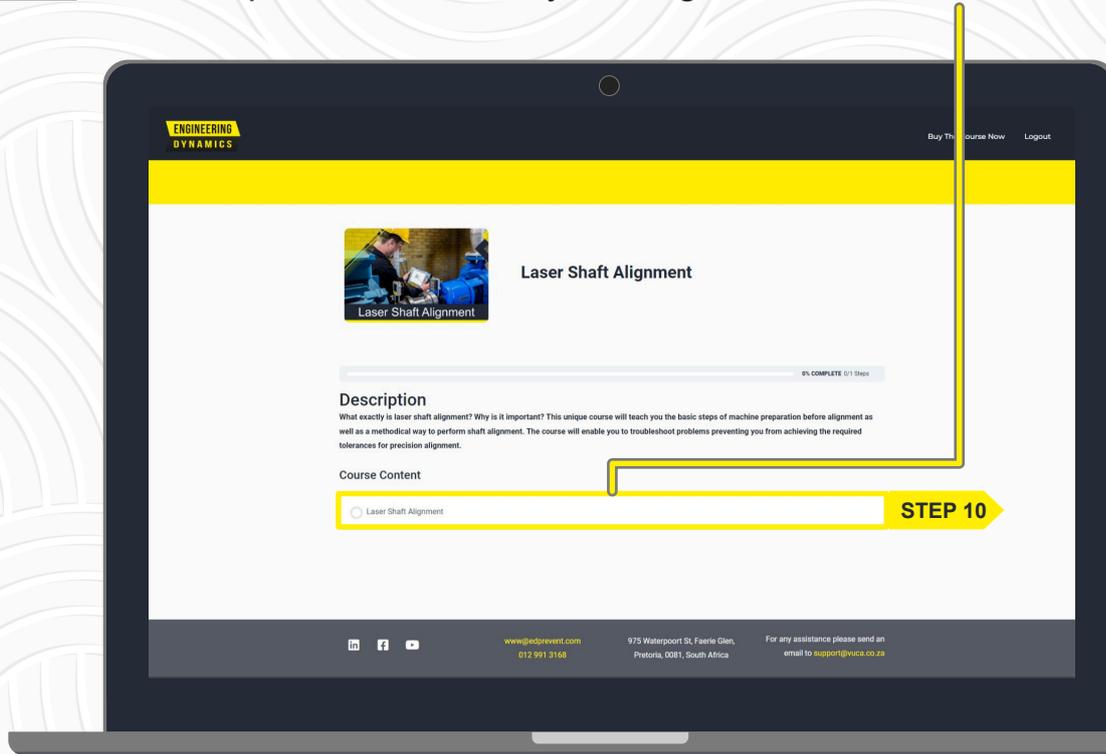
STEP 9

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'**.



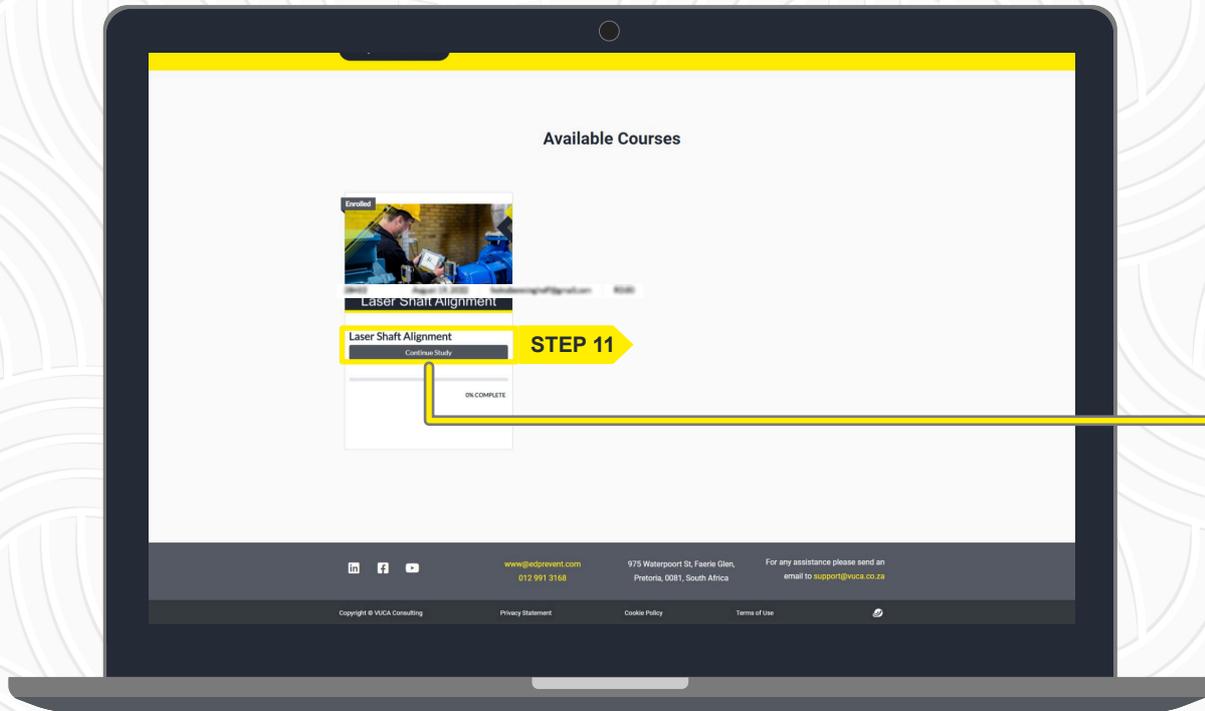
STEP 10

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



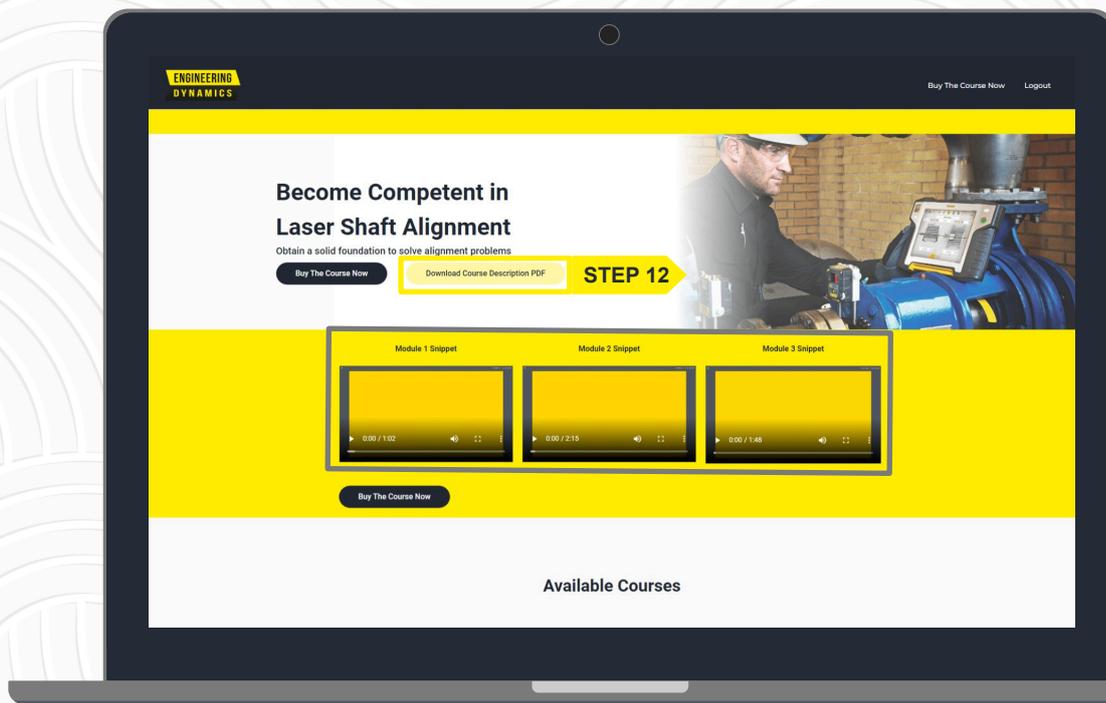
STEP 11

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.



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