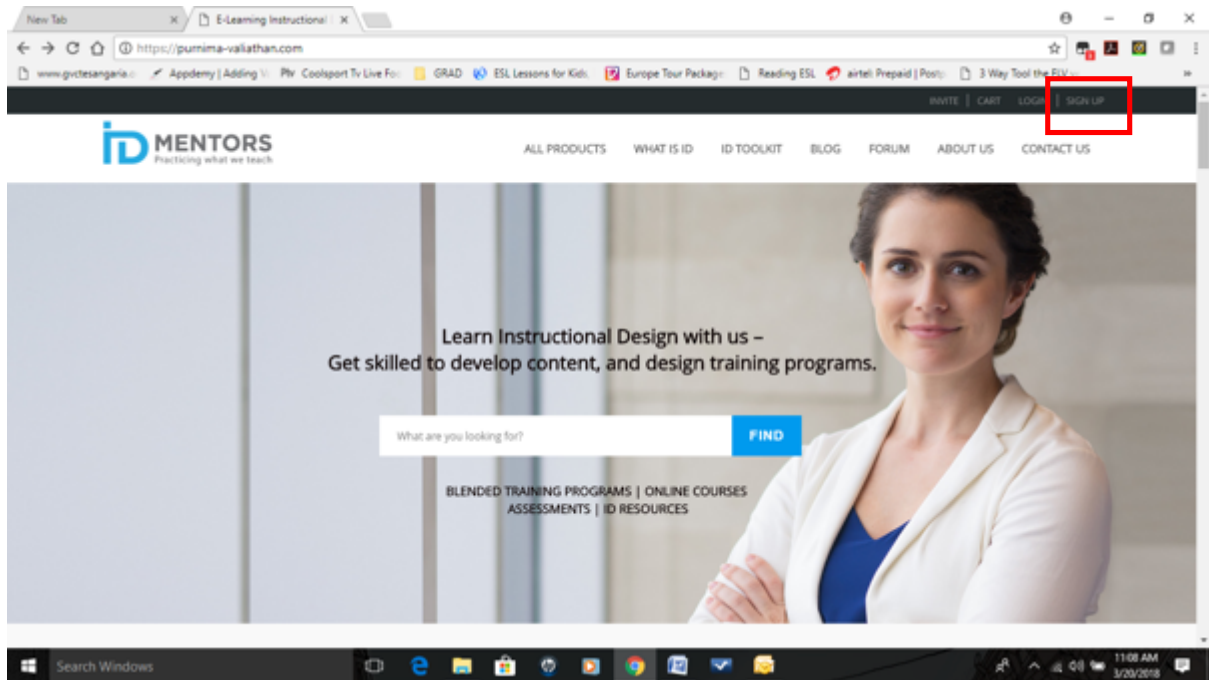


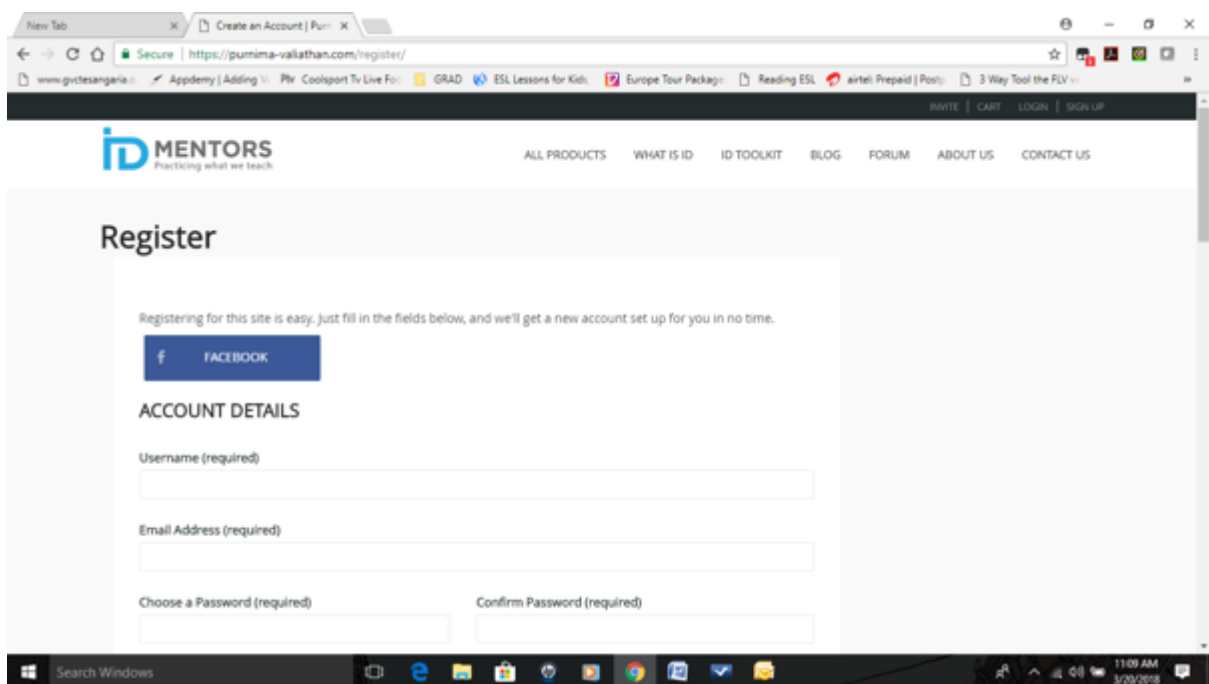
Guide for accessing courses on the LMS

1. First of all, you need to create a user account on our portal. You can do this through the sign up option on the Home Page.

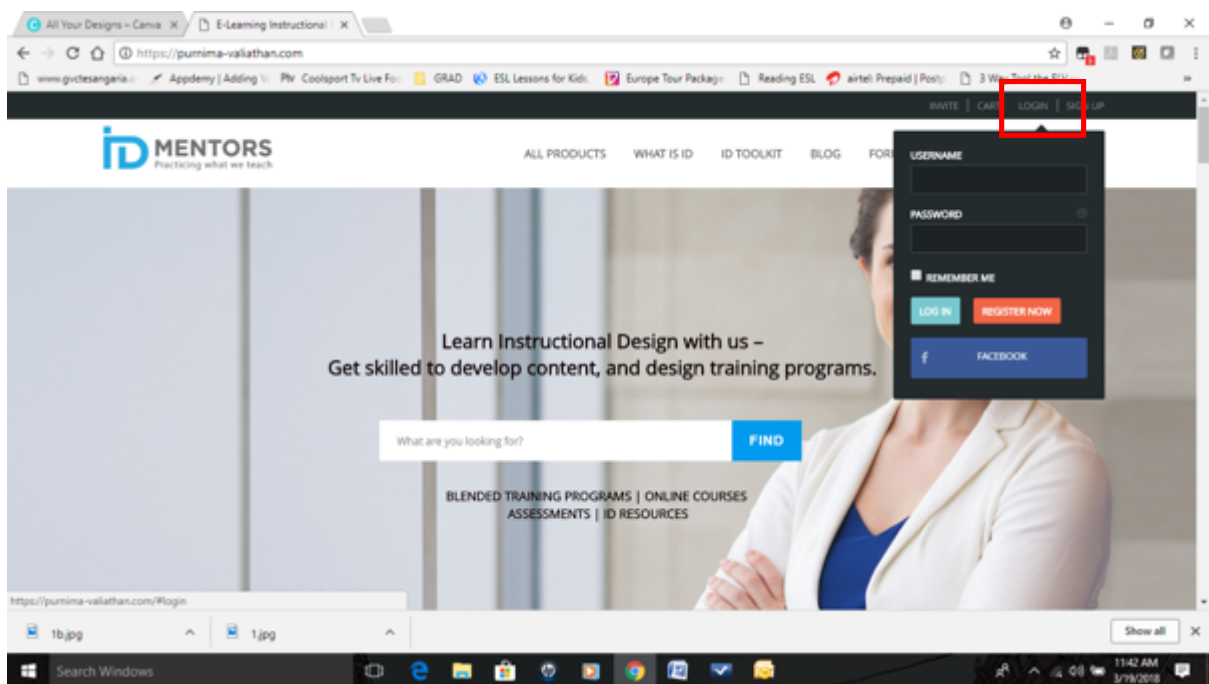
Here's the URL: <https://purnima-valiathan.com/register/>



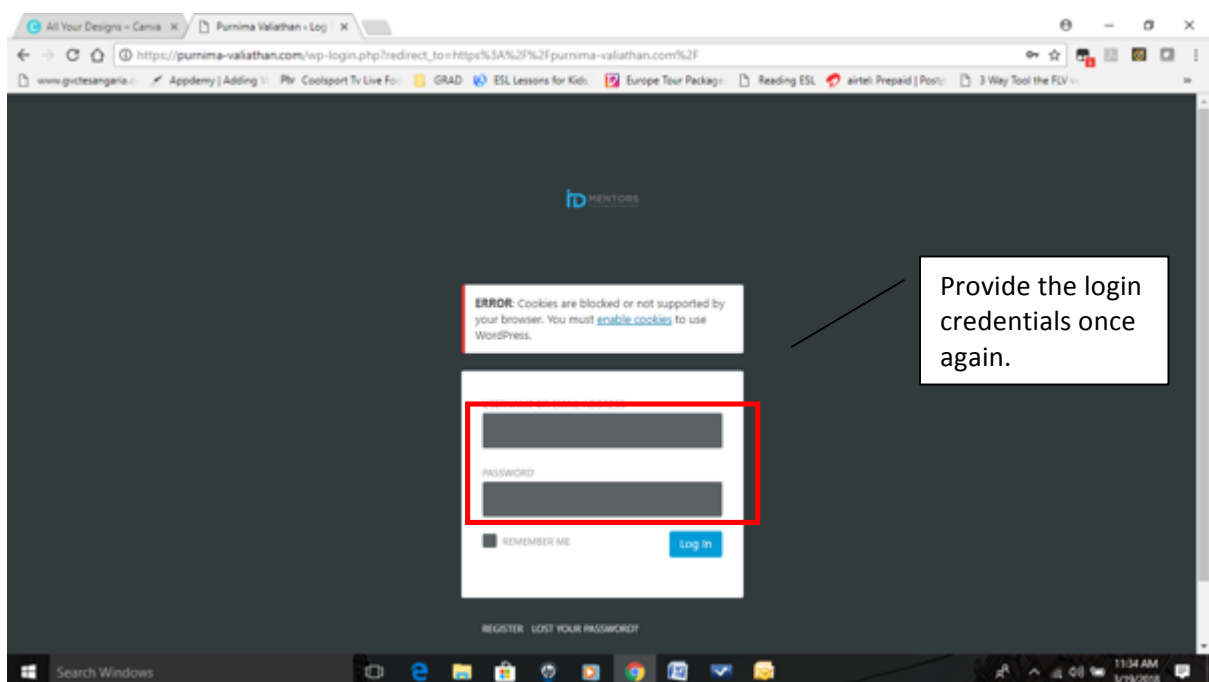
2. Fill up all the mandatory fields, and then click on the Complete Sign Up option at the bottom of the page.



3. After you have created a user account, you can login to the portal by using the login option.

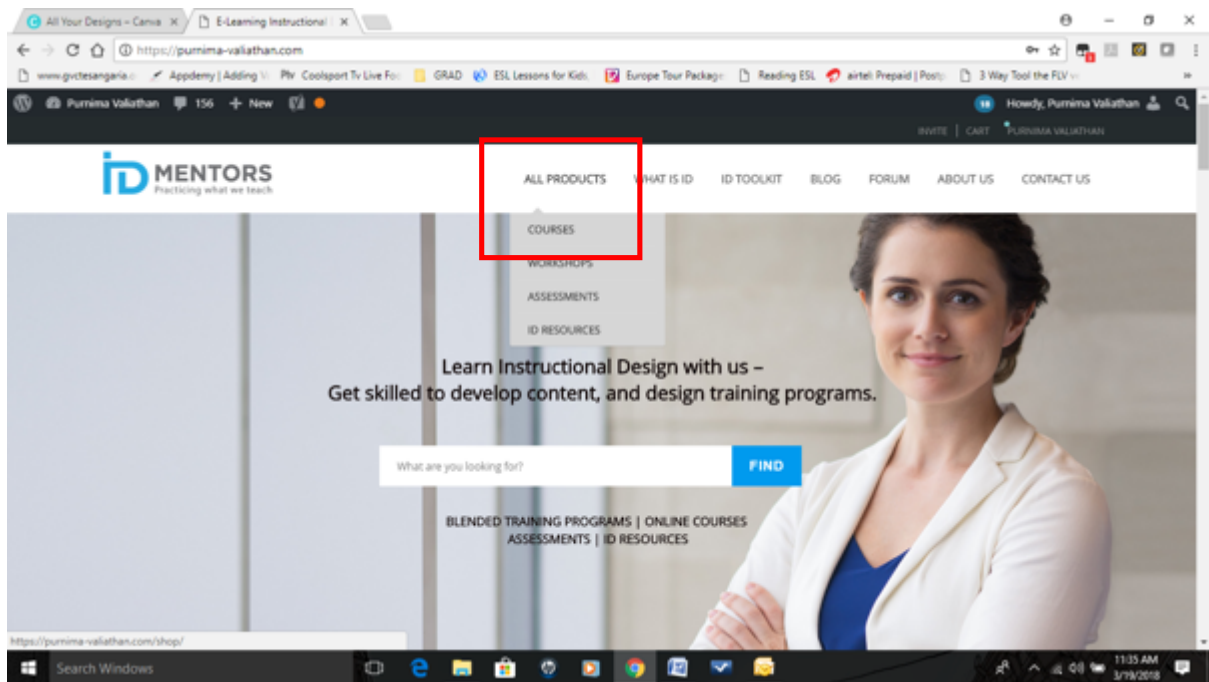


4. Sometimes, you may see the following error, even after providing the login credentials on the Home Page. In case you see this error, just go ahead, and provide the login credentials once again in this dialog box (as shown below).

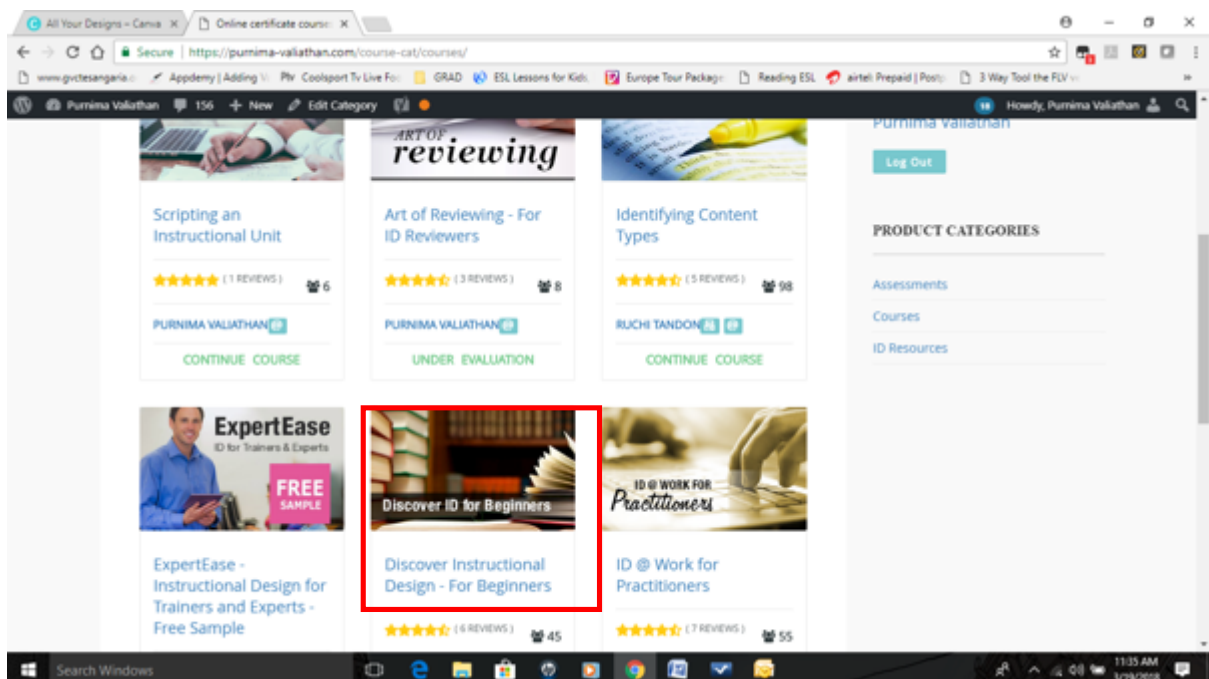


5. After successful login, you can access the online course, which has been assigned to you through the All Products drop-down menu.

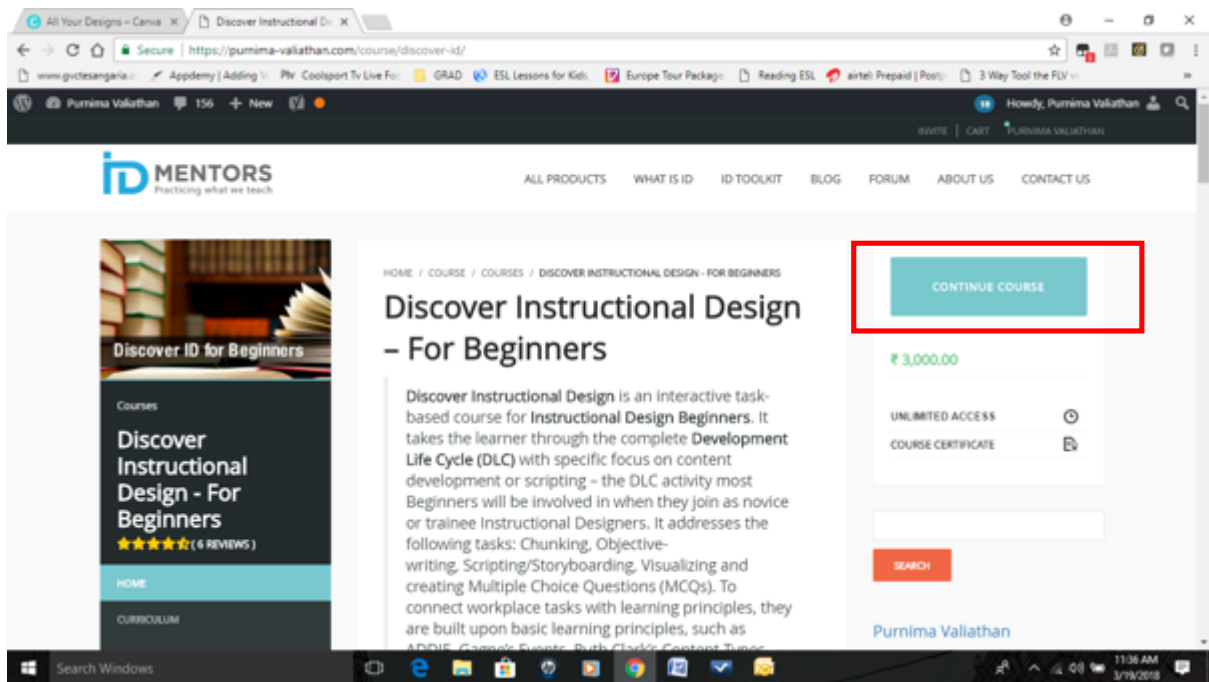
You can also access the course via the URL that you receive on your registered Email. If you access the course via the URL that you receive in an email from us, please ignore steps 5 and 6.



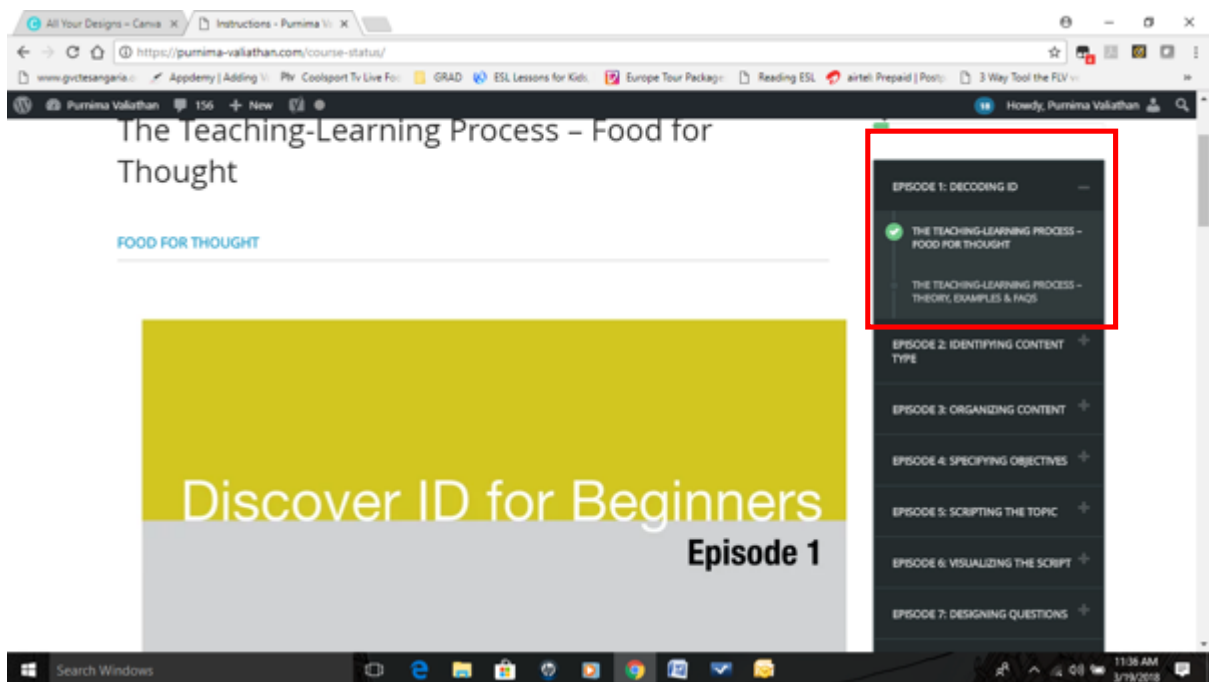
6. From the Courses Page, select the course which you have been assigned as per the Training Plan shared with you.



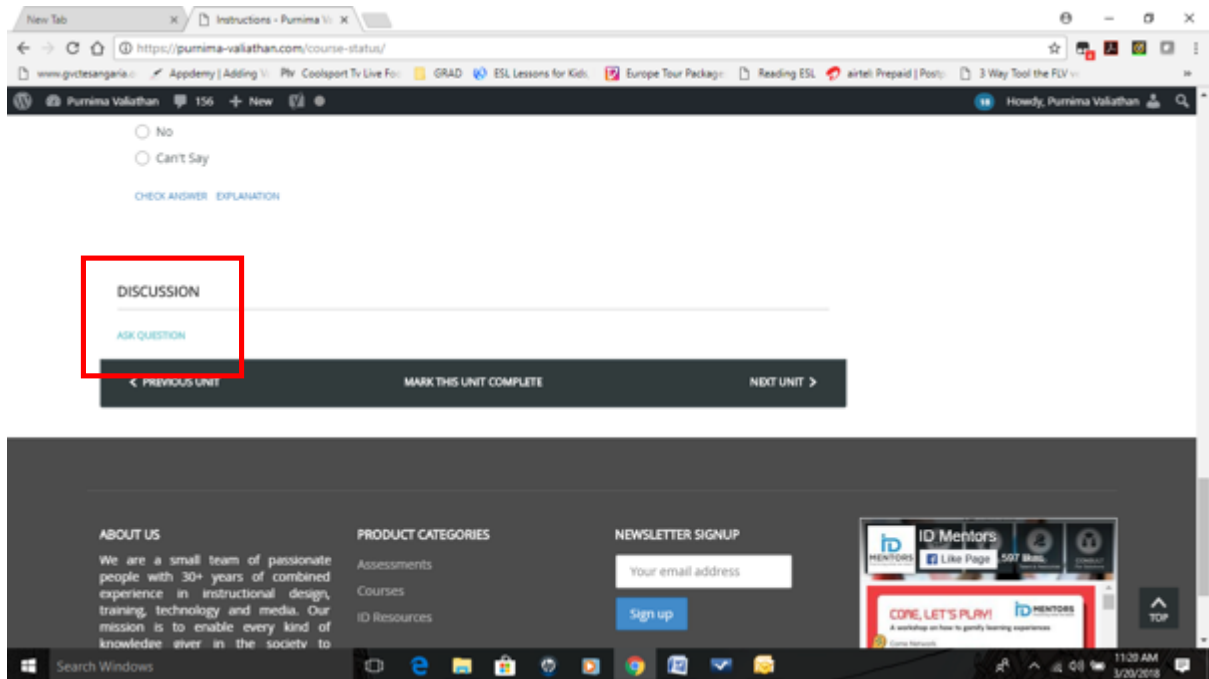
7. To start taking the course, click on the Start Course/ Take This Course/Continue Course button.



8. You will find the course menu on the right hand side. You can navigate using this menu or linearly. We recommend that the first time you take the course, you navigate in a linear mode.



9. If you have any doubt/queries with regard to the content, please post your question in the Discussion Field as shown below. You will get a response to your question within 1-2 working days.



Note!

The online courses are device agnostic, which means that you can access it on any device. Therefore, if you access it on your mobile, ensure that you log out from the mobile before you login again on your laptop/desktop. Sometimes, even after logging out of the mobile, you may get the following error message, "User Is Already Logged In". In this case, wait for 30 minutes to an hour before logging in again.