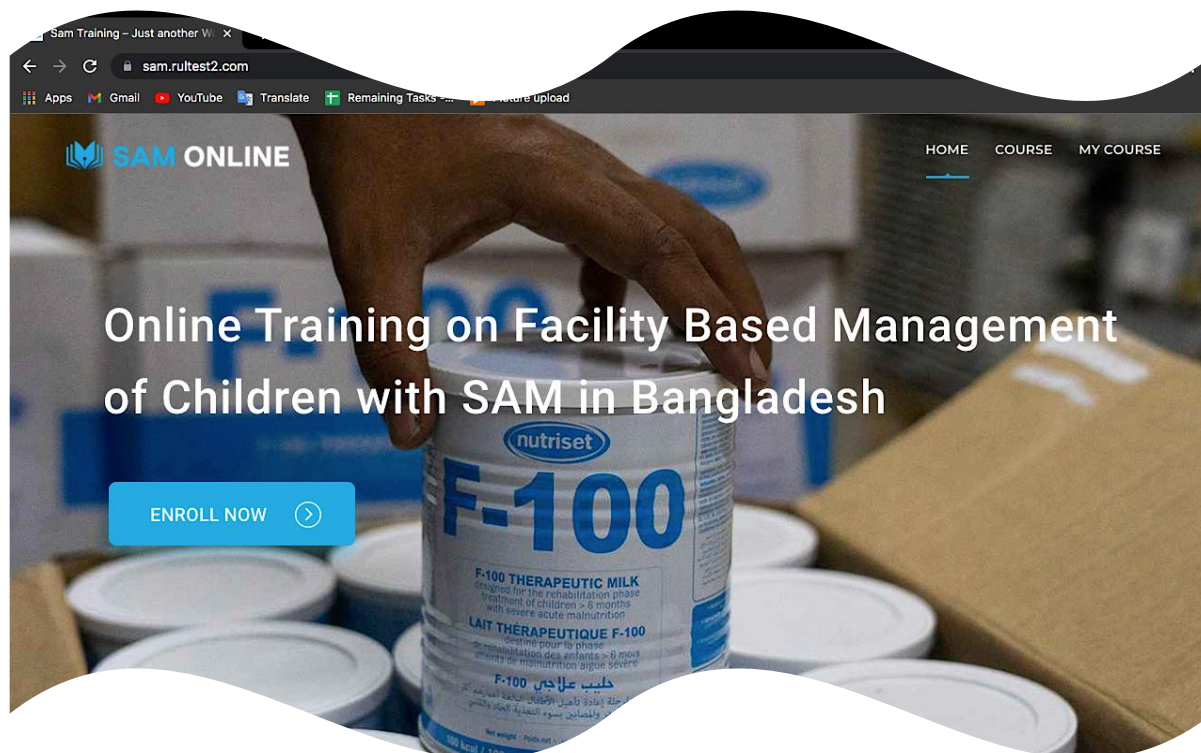# User Manual of SAM Online Training

Introduction

This user manual is intended to help users take advantage of the various features of the SAM ONLINE TRAINING Web Platform.

The features listed within this manual are:

1. Login
2. Registration
3. Lost Password recovery
4. Home Page
    a. Introduction
    b. About the course
    c. Learning objectives
    d. Length
    e. Audience
    f. Methodology
    g. Feedback and Certificate
    h. Course structure
    i. Mobile Platform
5. Settings
    a. My Profile/Edit Profile
    b. Change Password
6. Enrolled Courses
7. Course

8. My Course
    a. Enrolled Course
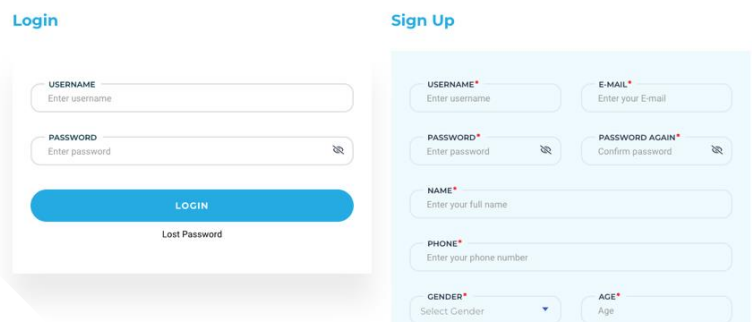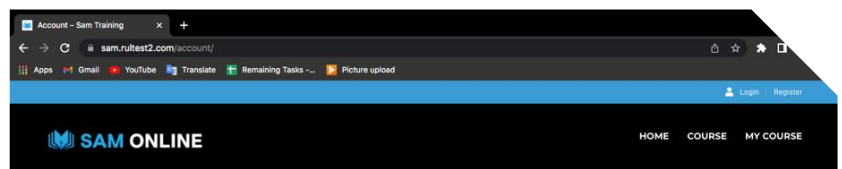   b. Start Course
9. FAQ
10. Quiz & Certification
11. Logout

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1. Login

To login to the application, please follow these steps:

1. Open the browser and put the URL-https://sam.rultest2.com/, then hit Enter.

2. On the Home page, press the "Login" label icon from the top bar of the page.

- Alternatively, press the "Course" or "My Course" label text from the top right side of the page to browse the application system as a guest.
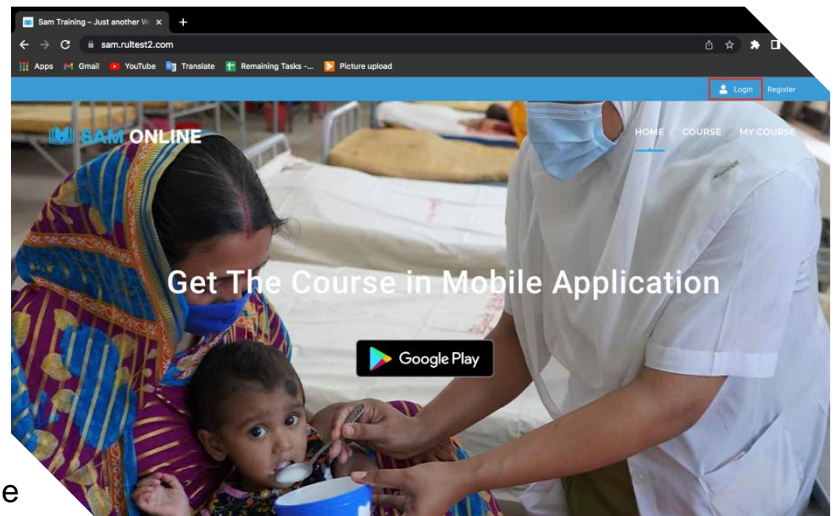
3. Enter your Username and password in the respective fields.

4. Press the "LOGIN" button

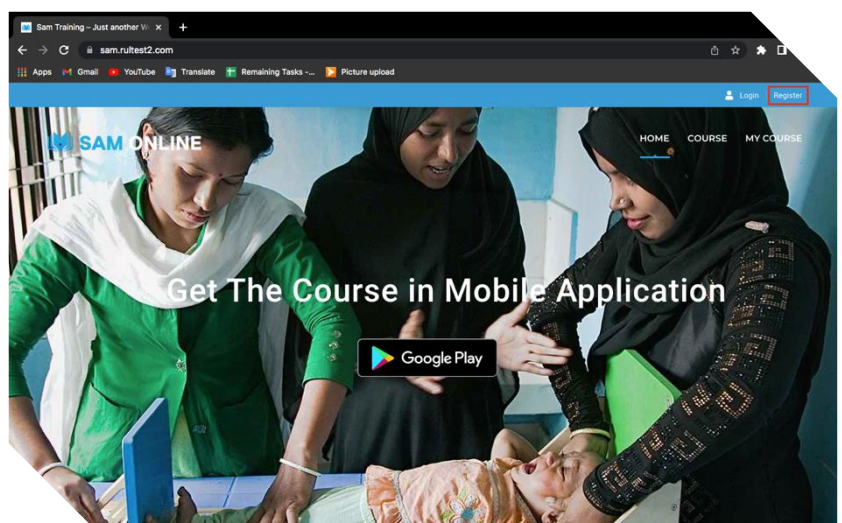You can view the Enrolled Courses and continue learning.

2. Registration

The application allows registration for club members. To perform registration, please follow these steps:

1. Open the browser and put the URL-https://sam.rultest2.com/ then hit Enter.
2. Fill up all the required fields and then press the "Register" button
3. You will receive a prompt showing that your registration form has been submitted.

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Now you can view Enrolled Courses and able to start learning from the Course page. And You will receive an email in your provided email account with the username and password.

3. Lost Password

Password recovery can be done from the Login screen by following these steps:

1. Open the browser and put the URL-
https://sam.rultest2.com/ then hit Enter.
2. On the Home page, press the "Login" label icon from the top bar of the page.
3. Press the "Lost password" label text.
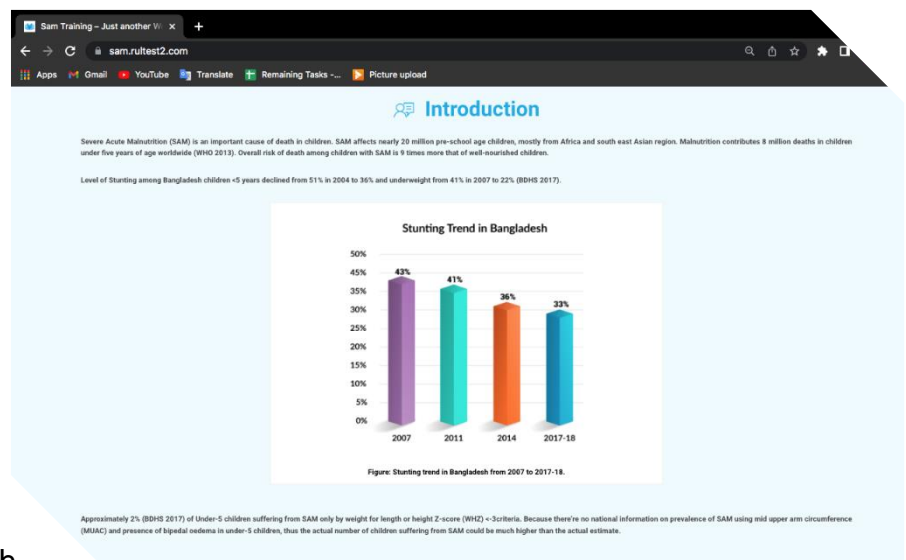4. Enter your login E-MAIL.
5. Press "Send".

You will get an email with the reset password URL link. Just follow the link and reset your password. And then put the new password for Login.
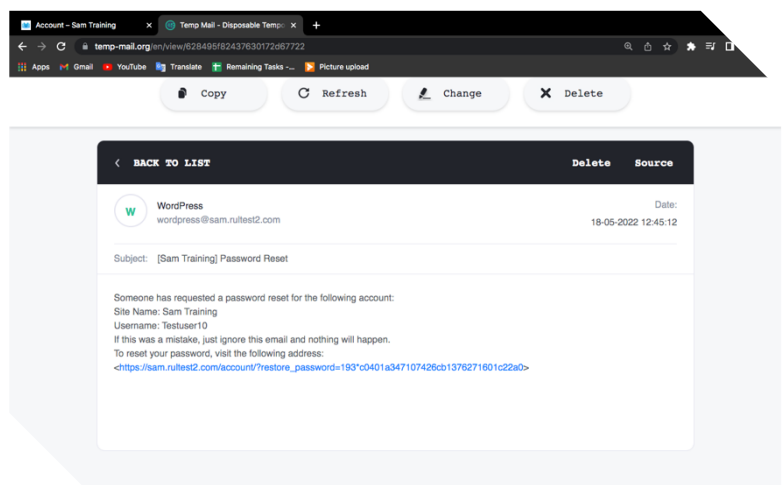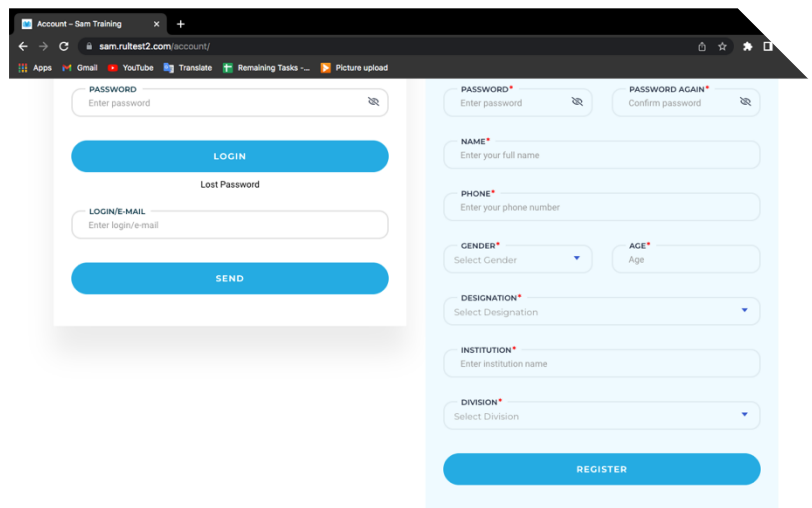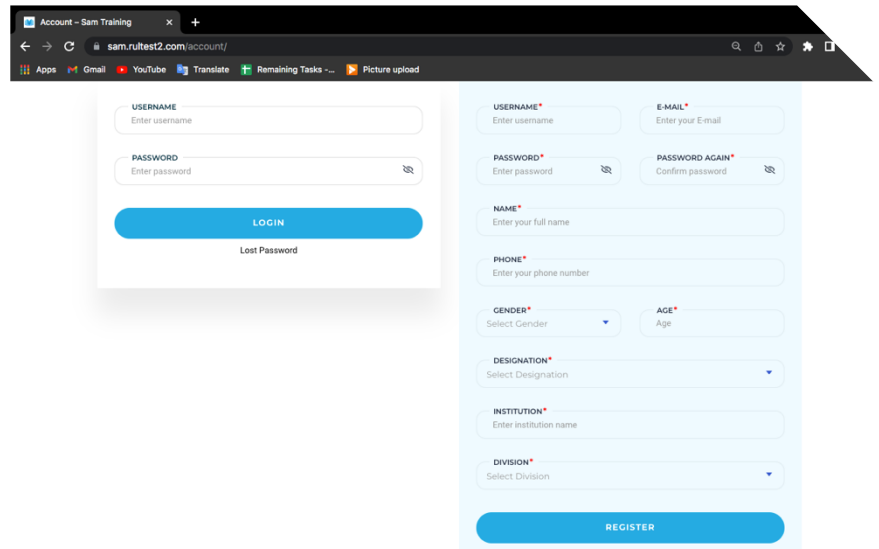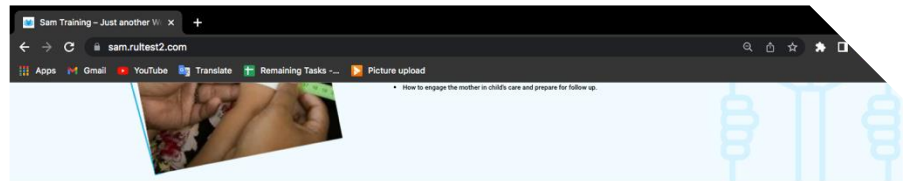
4. Home Page

Introduction, About the course, Learning objectives, Length, Audience, Methodology, Feedback and Certificate, and Course structure can be accessed from the home page by following these steps:

1. Login to your account

2. Scroll down on the home page to see different sections for "Introduction", "About the course", "Learning objectives", "Length", "Audience", "Methodology", "Feedback and Certificate", and "Course structure"

3. Click on "Enroll Now" to start learning the course.

4. On the Course structure section, press the "+" button to see the detailed view of each module.

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Follow the steps to know the details of each section.
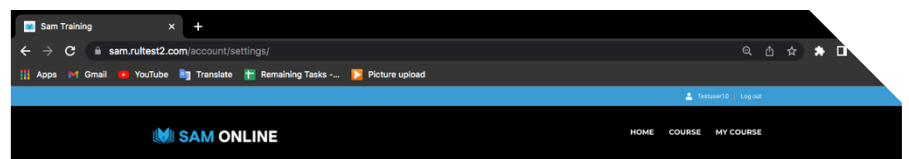

5. Settings

My Profile and Change Password options can be accessed from the Settings section by following these steps:

1. Login to your account
2. Click on the avatar icon top of the Home page.
3. Click on the "Settings" tab.

Each user has a profile that shows your personal information, and you can edit the information whenever you need.
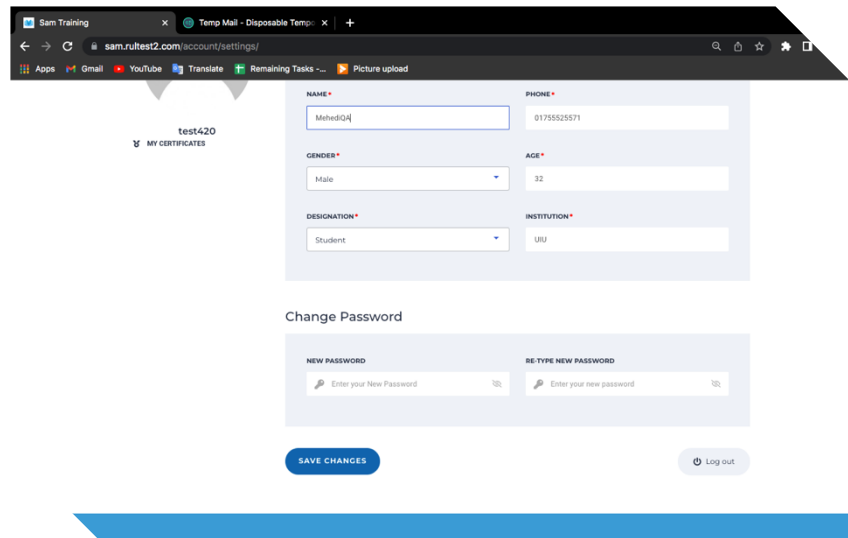
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a. Edit Profile

If you need to Edit the profile information, just follow the steps:

1. Tab on "Settings"
2. Input the modified information in each of the fields
3. Upload a picture from your local store for the profile picture.
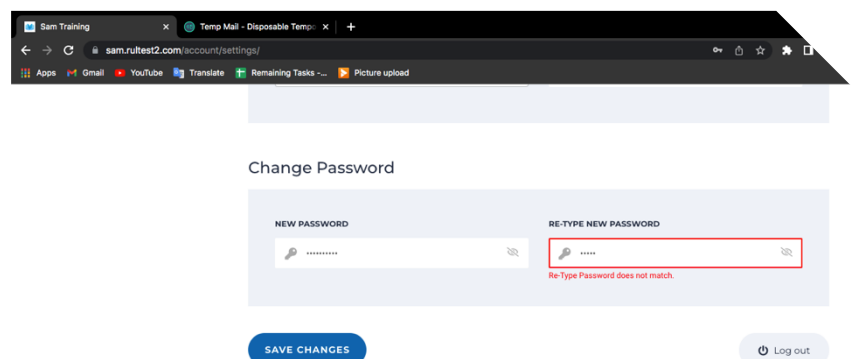4. Press the "Save Changes" button.

Now you can see all of the changed information.

b. Change Password

You can always change your password by following steps:

1. Tab on "Settings"
2. Enter a new password.
3. Enter the new password again on the Re-Type New Password field.
4. Press the "Save Changes" button

You have now successfully changed your password.

6. Enrolled Courses
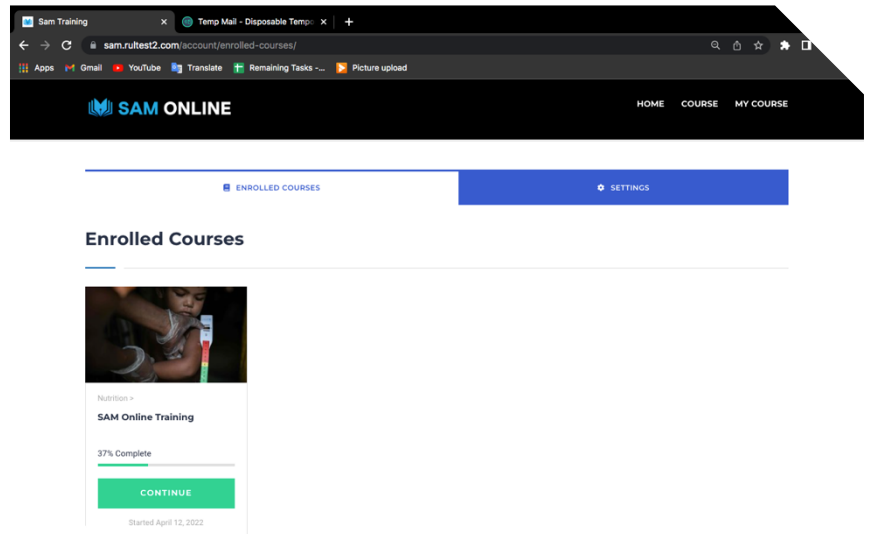
Enrolled courses will be shown with the percentage of completions by following the steps:

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1. Tab on "Enrolled Courses."
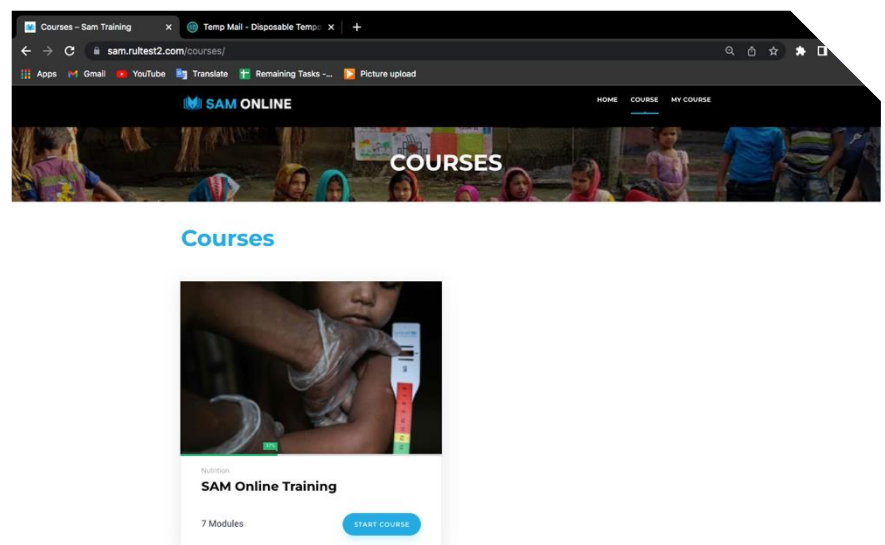2. Pressed on the "Continue" button from the "SAM Online Training".

It will redirect to the "My Course" page. Then you can able to start learning the modules from the begging or continue learning the module where you left over.
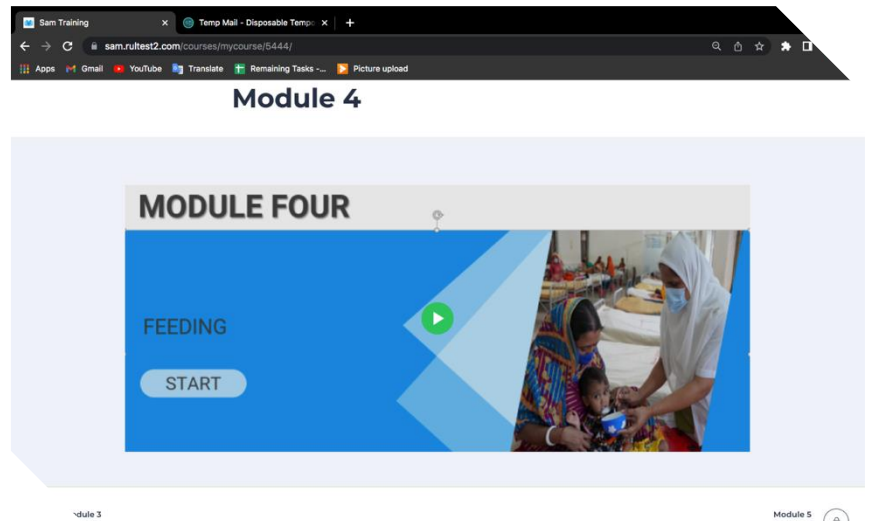
7. Courses

Only enrolled courses will be shown with the percentage of completions and date. Follow the steps to reach the page:

1. Pressed on the "Course" section from the top bar.
2. Pressed on the "Start Course" button under the "SAM Online Training".

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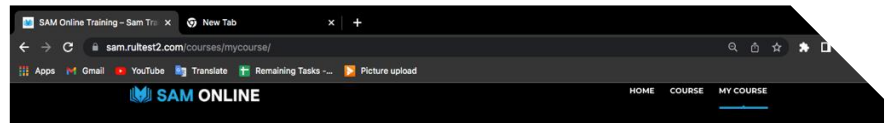
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8. My Courses

a. Enrolled Course

Already enrolled courses will be shown with the module name. Follow the steps to reach the page:

1. Pressed on the "My Course" section from the top bar.
2. Pressed on the "Play" button under the module.

Once you start one module, you can start another module only after its completion. If you have interruptions while taking the course and have stopped in between, you can resume from the same page after revisiting the module.
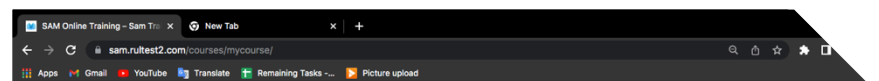
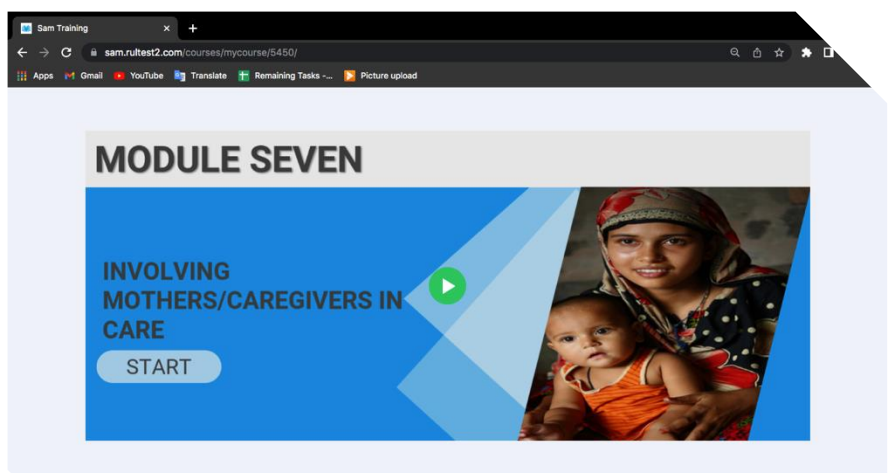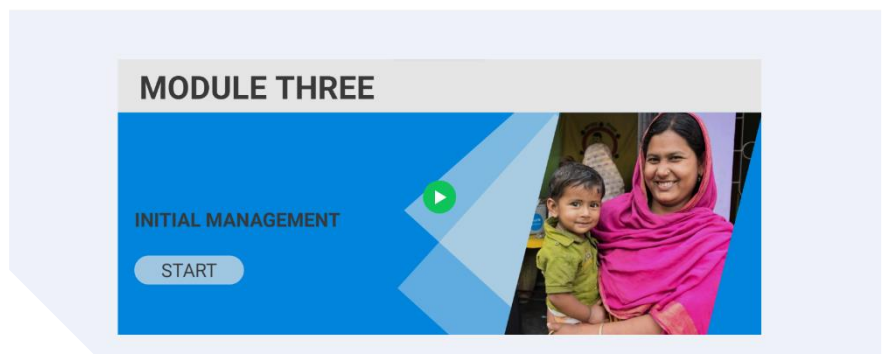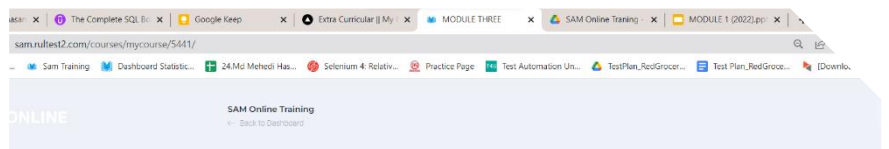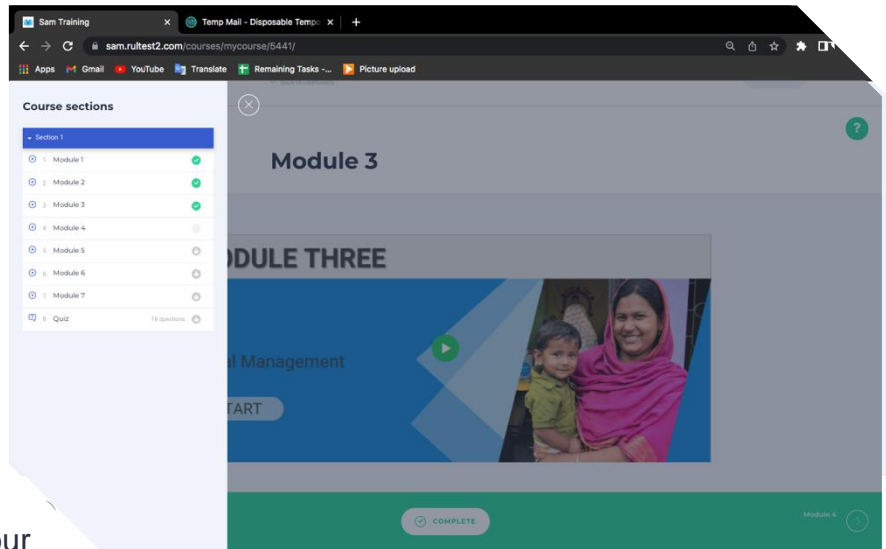### b. Start Course

To start the course, follow the bowel steps.

1. Tab on the "Description" tab to learn about the modules
2. Tab on "Curriculum" to view the modules
3. Pressed on the "Start Course" button from the left side.

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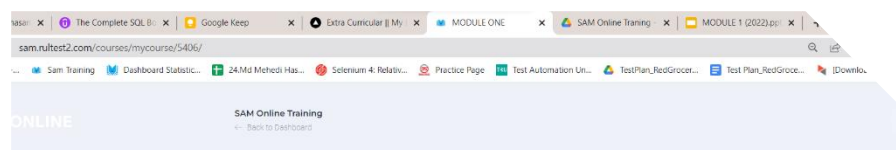
4. Pressed on the "Play" button under the module to start the module.

Read the modules you want to start from the course structure and then select the module of your interest after completing the information to improve your knowledge section. Noted that, once you start the course, you have to complete it before starting the next modules.

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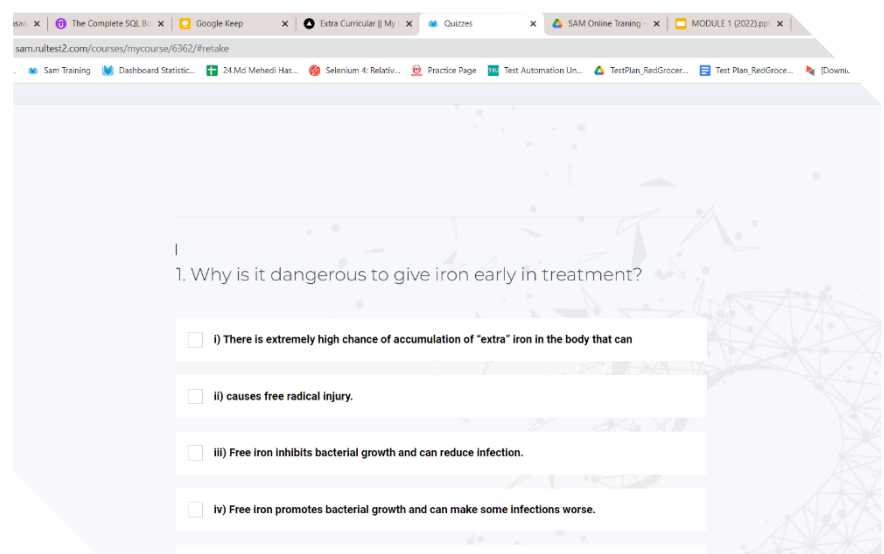contact@riseuplabs.com
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9. FAQ

You can get help from the FAQ section. There are a few questions set with answers. That will help to understand the application system and how to use it properly.
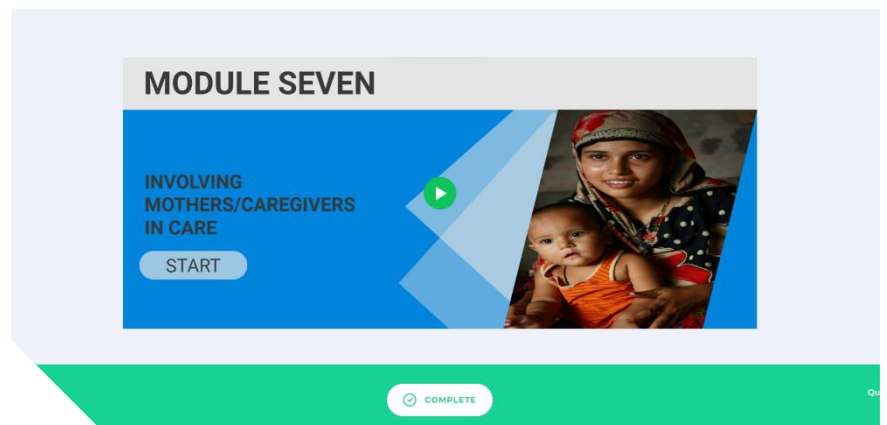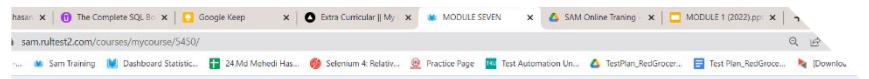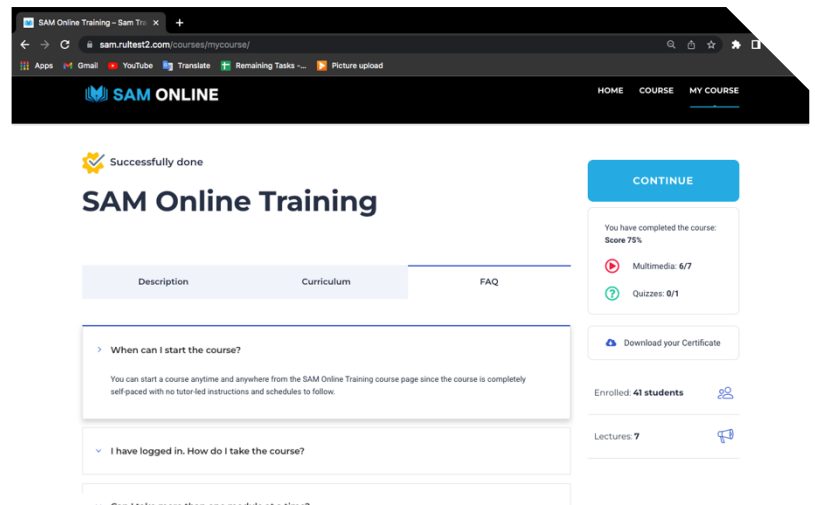

10. Quiz & Certification

After completing all the modules, the Quiz section will be unlocked. You are required to get 80% scores to get a certification. Otherwise, you have to retake the quiz.

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You will get the certificate after getting 80% scores on the quiz.

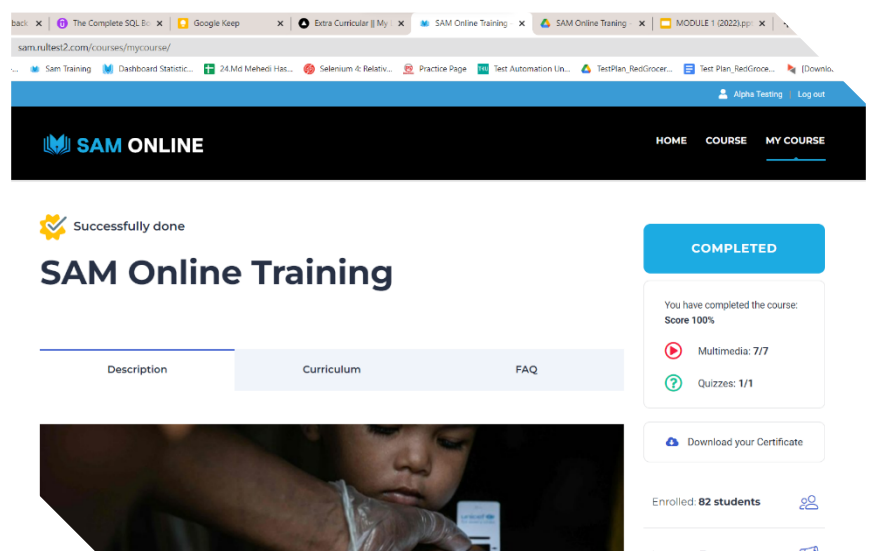To download the certificate, follow the bowel steps:

1. Click on the Certificate button
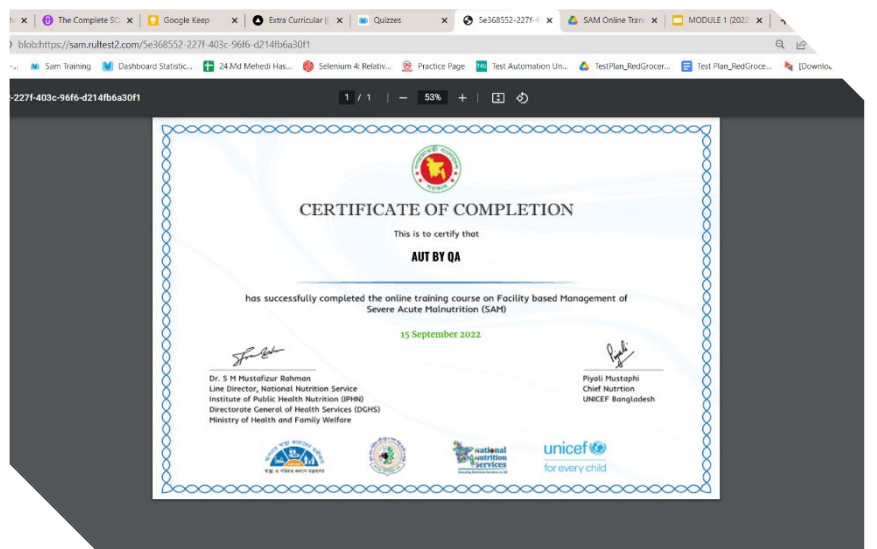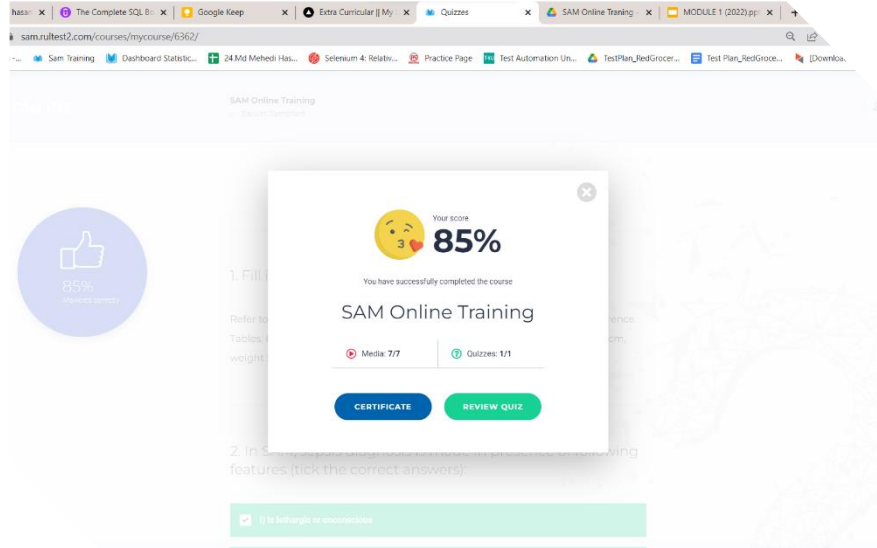
11. Logout

To Logout from the account, follow the bowel steps:

1. Click on the **Logout** Label Button from the top bar of the Page.

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THANK YOU

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