How to Guide: Navigating the Trustee Training Toolkit

01 Insert https://elearning.fsca.co.za/home into your internet browser.

This will lead you to the Trustee Training Toolkit landing page.

02 Click on the login/register button in the right hand corner.

03 This will lead you to page where you will be prompted to either register, login or update your password if you have forgotten it.

04 If you are a new trustee, you are required to click on the register tab and fill in your details.

05 Fill in your details on the Registration tab.

06 Once you login is successful, the Courses page will appear allowing you to select the Trustee Training Toolkit course. Select the click here to register on the right hand corner.

07 A Profile Form will appear where you will be required to fill in your details.

08 Proceed to fill in your details. Once you are done, click on the submit button.

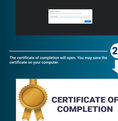
09 Once registered, you will be shown your progress regarding the course. Click on the first course lesson button in the right corner of the course tab.

10 You will be directed to the Start learning page which includes an instruction video on navigation and features of the course.

11 After viewing video, click on the tab above video labelled My Learning. It will lead you to the list of courses within the Trustee Training Toolkit as well as the progress thereof.

12 You will be required to go through the content of each module and complete it in order to proceed to the next module.

13 Once you have completed a module, click on the Take Formal Summative Assessment tab, where you will be asked if you are ready to begin assessment.



14 A pop-up message prompting you to take the assessment will appear. Click Yes.

15 An instructions pop-up will appear. Read it carefully and then click on Proceed.

16 You will be required to answer all the questions in the assessment and once completed click on Submit Assessment.

17 A pop-up box containing your results will appear on the screen. If you have passed, you can continue to the next module.

18 Remember you need to complete all 11 modules. So, click on the next one and follow the same procedure of reading the first module and completing an assessment next module.

19 After completing all the modules, you will receive a certificate of completion and have the option to Download the certificate.

Click on download certificate.

20 Select download on the download certificate pop-up and save the certificate on your computer.

21 Please note that the password is your identity number. Punch the ID number to access the certificate.

22 The certificate of completion will open. You may save the certificate on your computer.

23 Click on send to email for the certificate to be sent to your mailbox.

24 You will receive the certificate of completion from the Trustee Training Toolkit service account as follows, with your details.

25 Please open the attached certificate. The below dialog box will open.

Please note that the password is your identity number.

Your certificate will open. You may save it on your computer.

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