



A GUIDE TO BUYING AND ENROLLING FOR COURSES

Welcome to the VUCA eLearning Portal

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



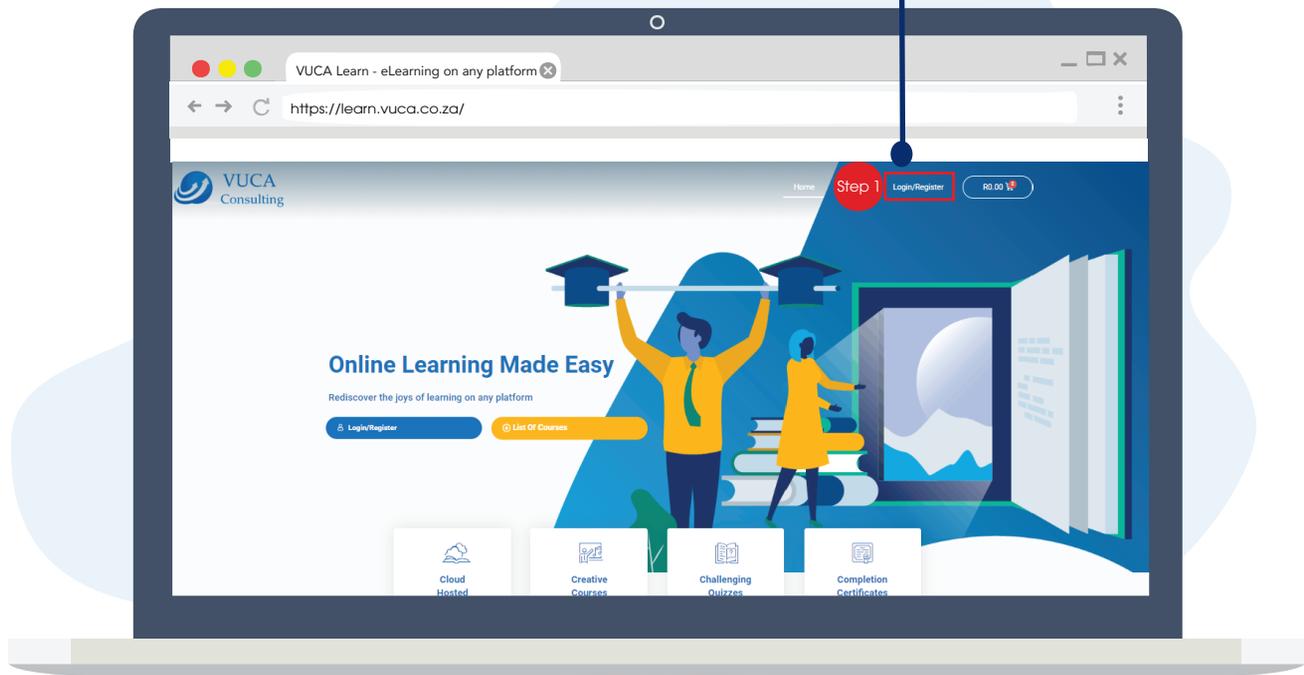
<https://learn.vuca.co.za/>

Please contact our administrator if you experience any issues along the way at heinz@vuca.co.za or 0713832627

Registration Process

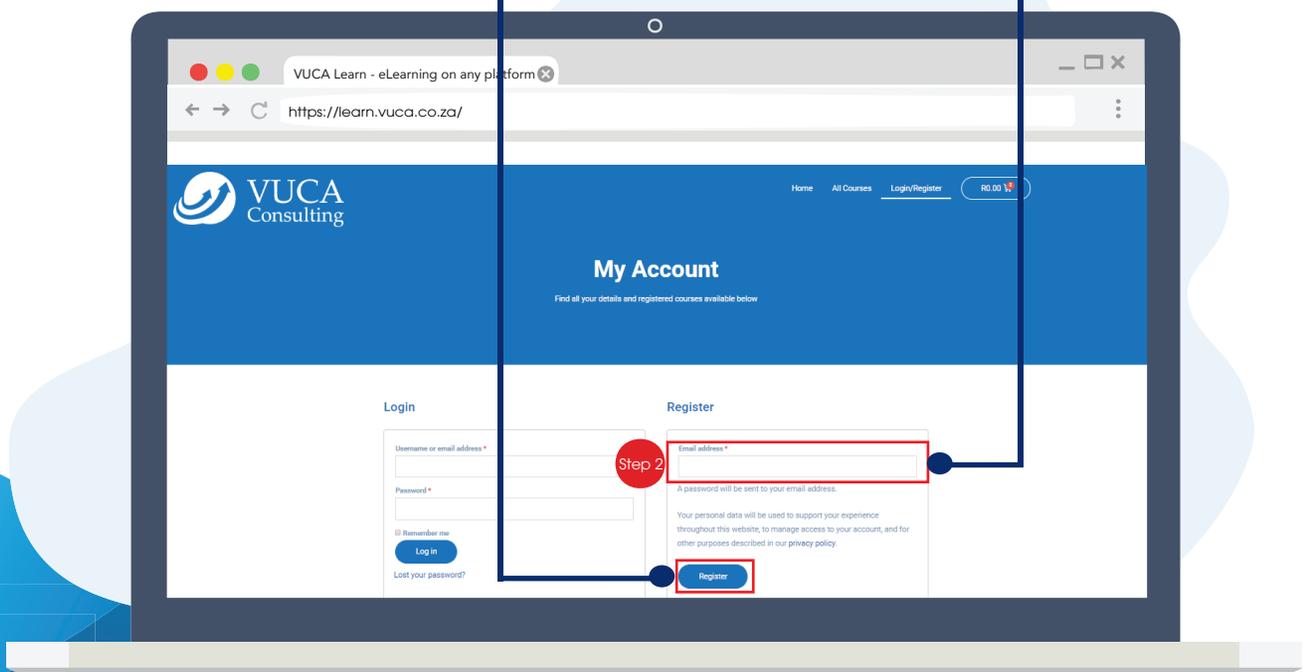
Step 1

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



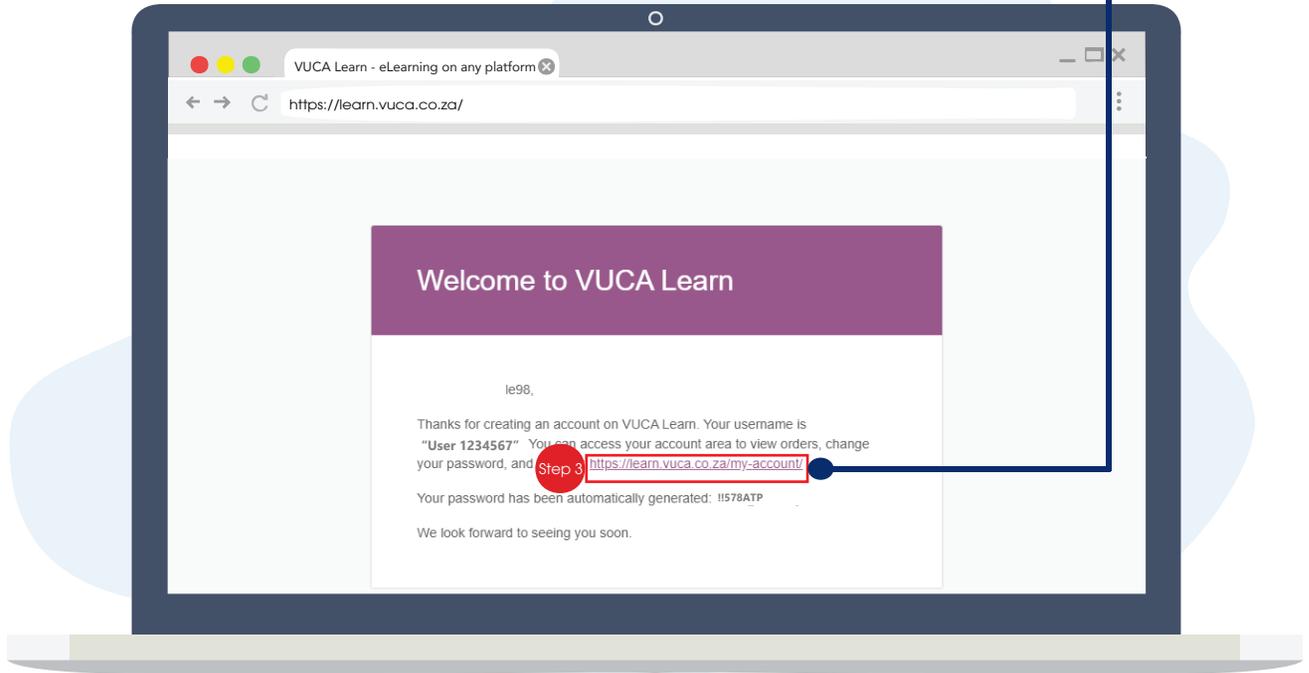
Step 2

To register, enter your email address in the 'Register' column and then click on the 'Register' button.



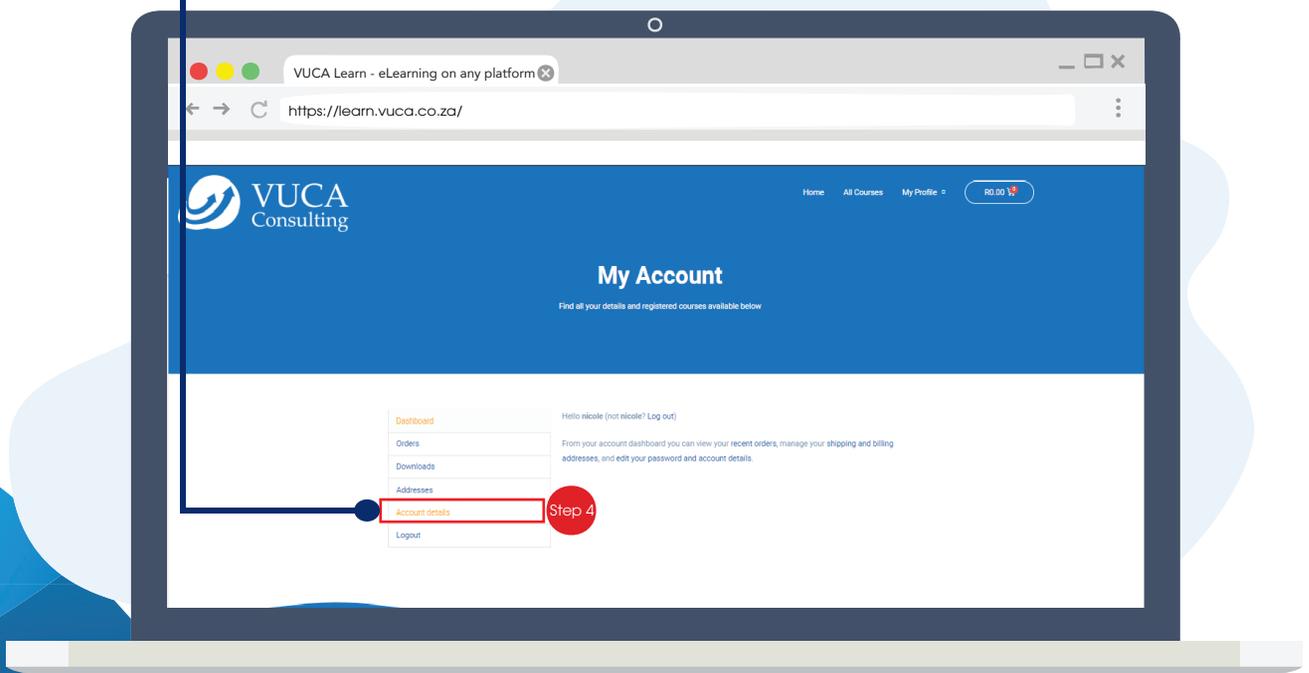
Step 3

You will receive an email welcoming you and containing an automatically generated password. Click on the link to update your password and account details.



Step 4

You will be re-directed to your 'My Account' page. Click on 'Account details'.

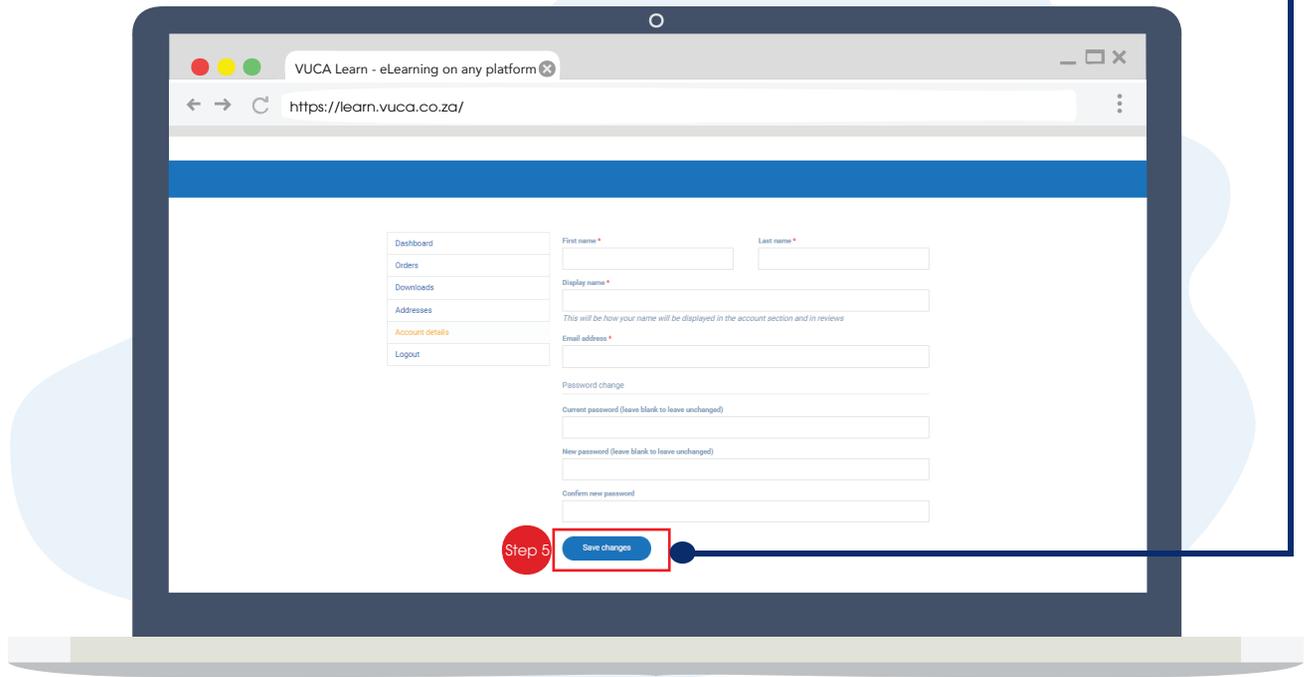


Step 5

Update your personal details and then select 'Save changes'.

Tip: Use the copy and paste functionality when filling in the 'Current password' field with your automatically generated password.

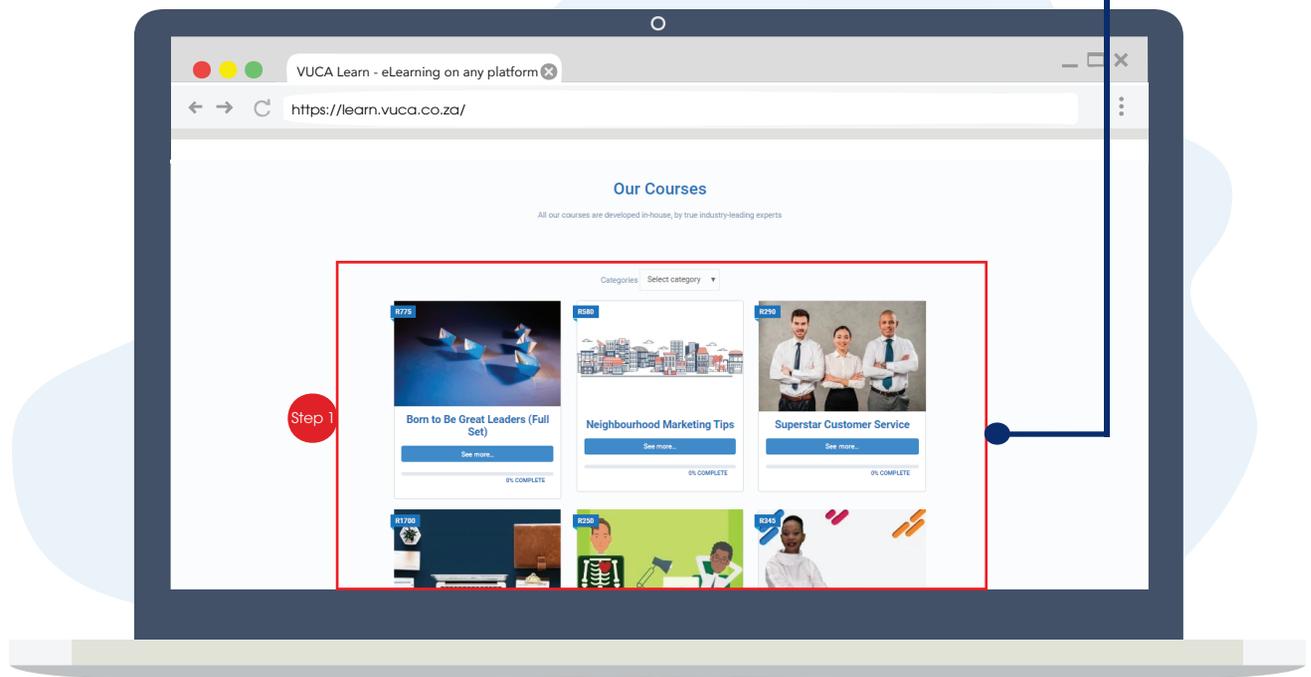
You will now automatically be logged in to your account.



Payment & Enrolment Process

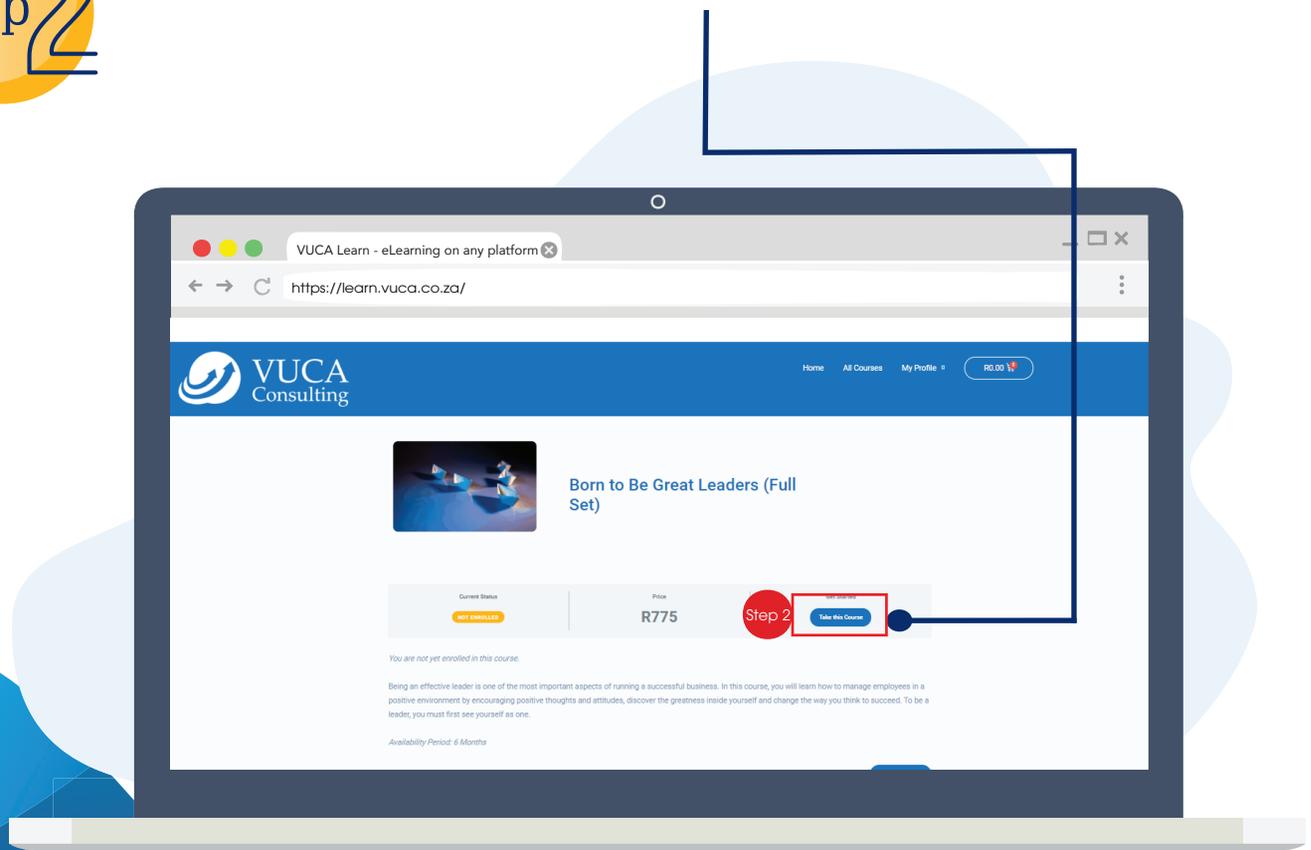
Step 1

On the home screen, navigate down to view the available courses. Select your desired course.



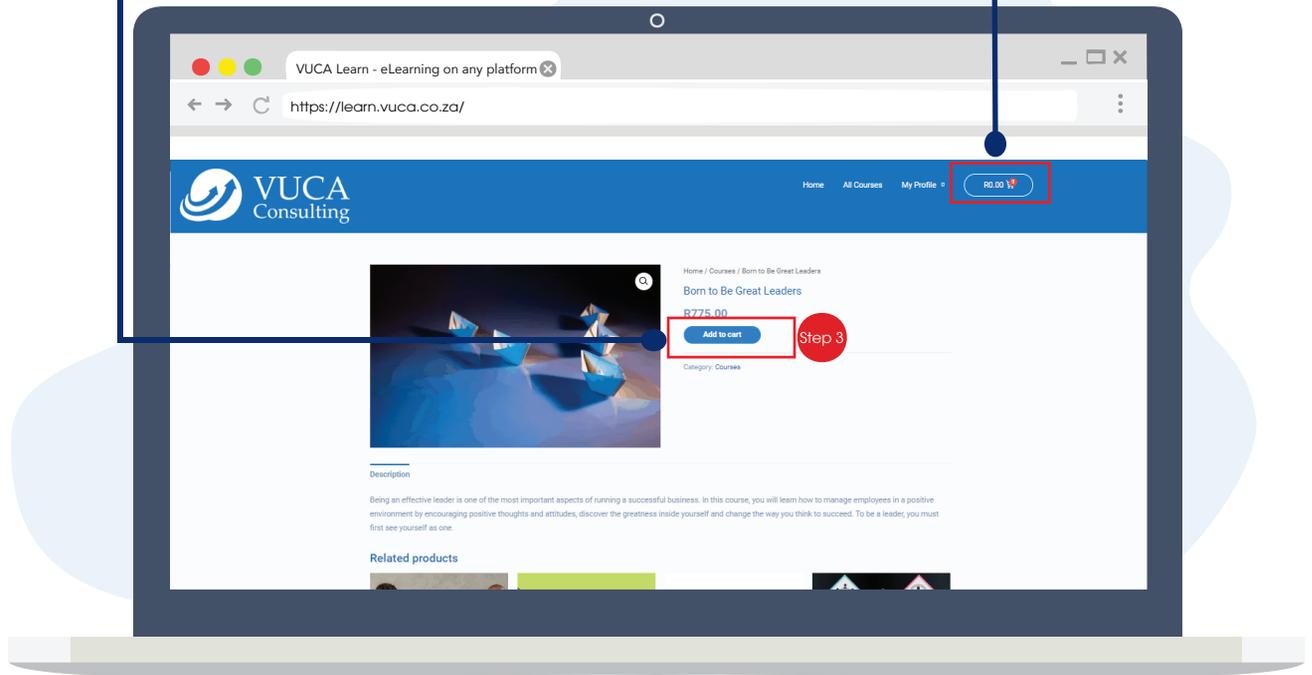
Step 2

Next, click on the 'Take this Course' button.



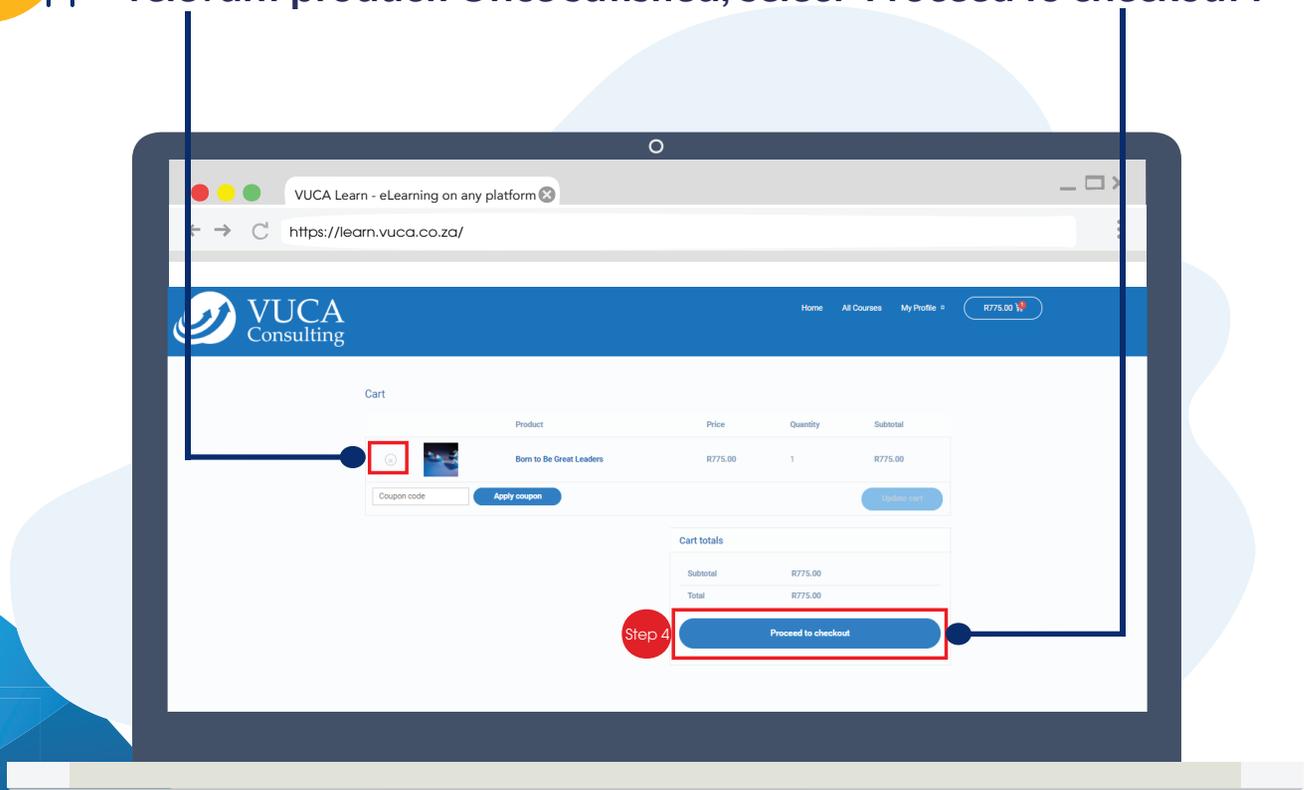
Step 3

The course description and price will be displayed. Click the 'Add to cart' button and then select 'View cart'. Alternatively, continue adding all your desired courses and then click on the cart icon in the top right of the page.



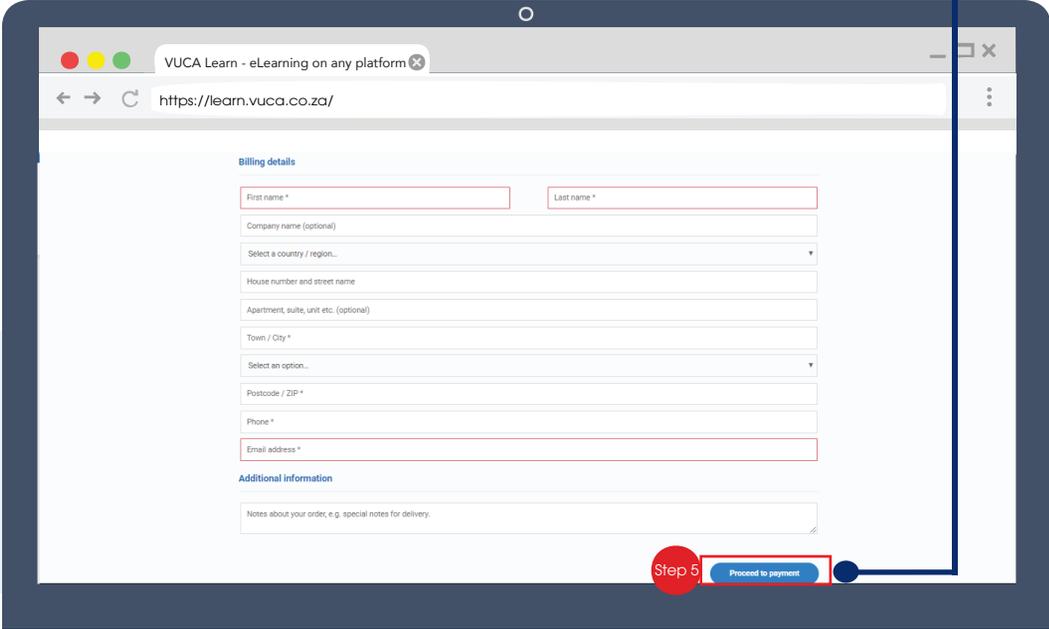
Step 4

Your cart will display all the courses you have selected. Delete any unwanted items by clicking on the cross icon next to the relevant product. Once satisfied, select 'Proceed to checkout'.



Step 5

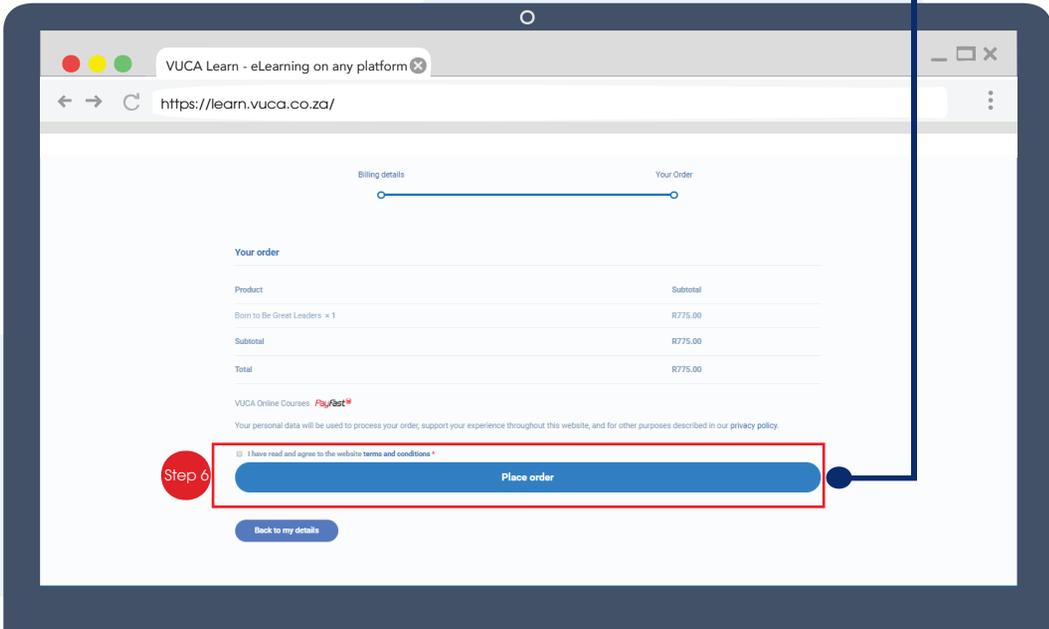
Complete your billing details in the required fields and then select 'Proceed to payment'.



A screenshot of a web browser showing the 'Billing details' form on the VUCA Learn website. The browser address bar shows 'https://learn.vuca.co.za/'. The form includes fields for 'First name *', 'Last name *', 'Company name (optional)', 'Select a country / region...', 'House number and street name', 'Apartment, suite, unit etc. (optional)', 'Town / City *', 'Select an option...', 'Postcode / ZIP *', 'Phone *', and 'Email address *'. Below these is an 'Additional information' section with a text area for 'Notes about your order, e.g. special notes for delivery.'. A red box highlights the 'Proceed to payment' button at the bottom right, with a red circle labeled 'Step 5' next to it.

Step 6

Tick the 'Terms and conditions' tick box and then click on the 'Place order' button.



A screenshot of the 'Your order' summary page on the VUCA Learn website. The browser address bar shows 'https://learn.vuca.co.za/'. A progress bar at the top shows 'Billing details' completed and 'Your Order' in progress. The 'Your order' section contains a table with the following data:

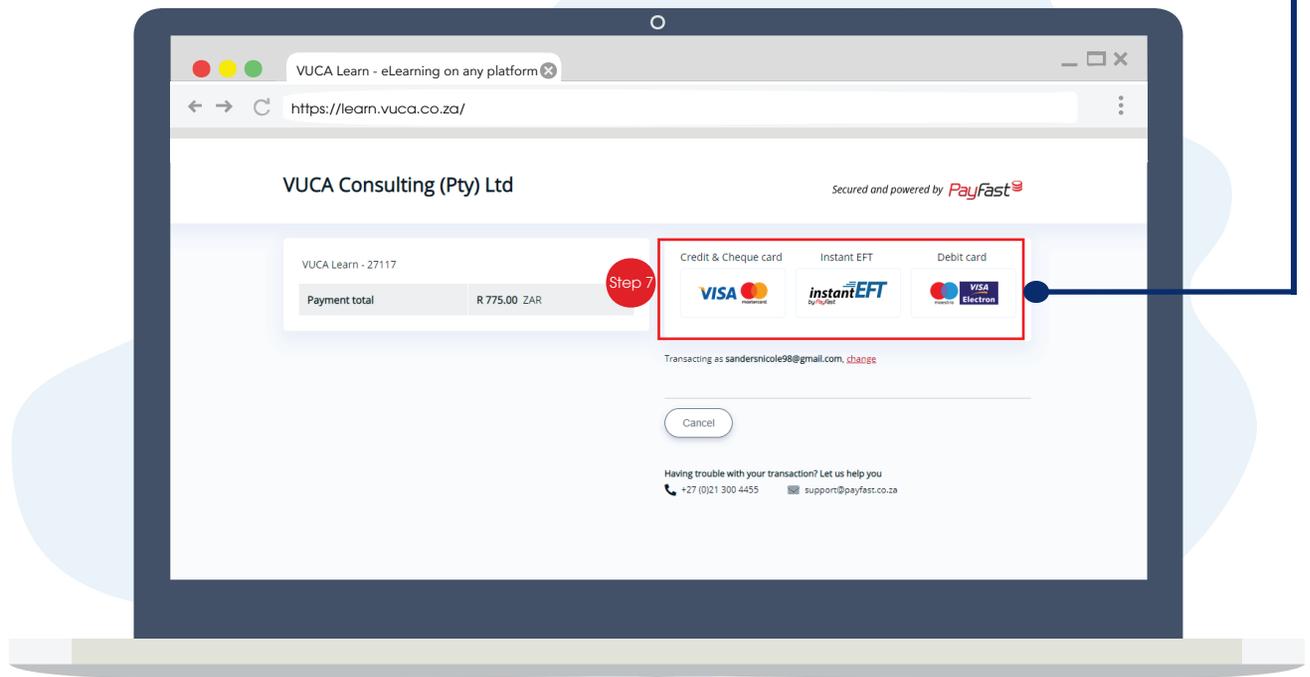
Product	Subtotal
Born to Be Great Leaders * 1	R775.00
Subtotal	R775.00
Total	R775.00

Below the table, it says 'VUCA Online Courses **PayFast**' and '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.' A red box highlights the 'I have read and agree to the website terms and conditions *' checkbox and the 'Place order' button. A red circle labeled 'Step 6' is next to the checkbox. A 'Back to my details' button is also visible.

Step 7

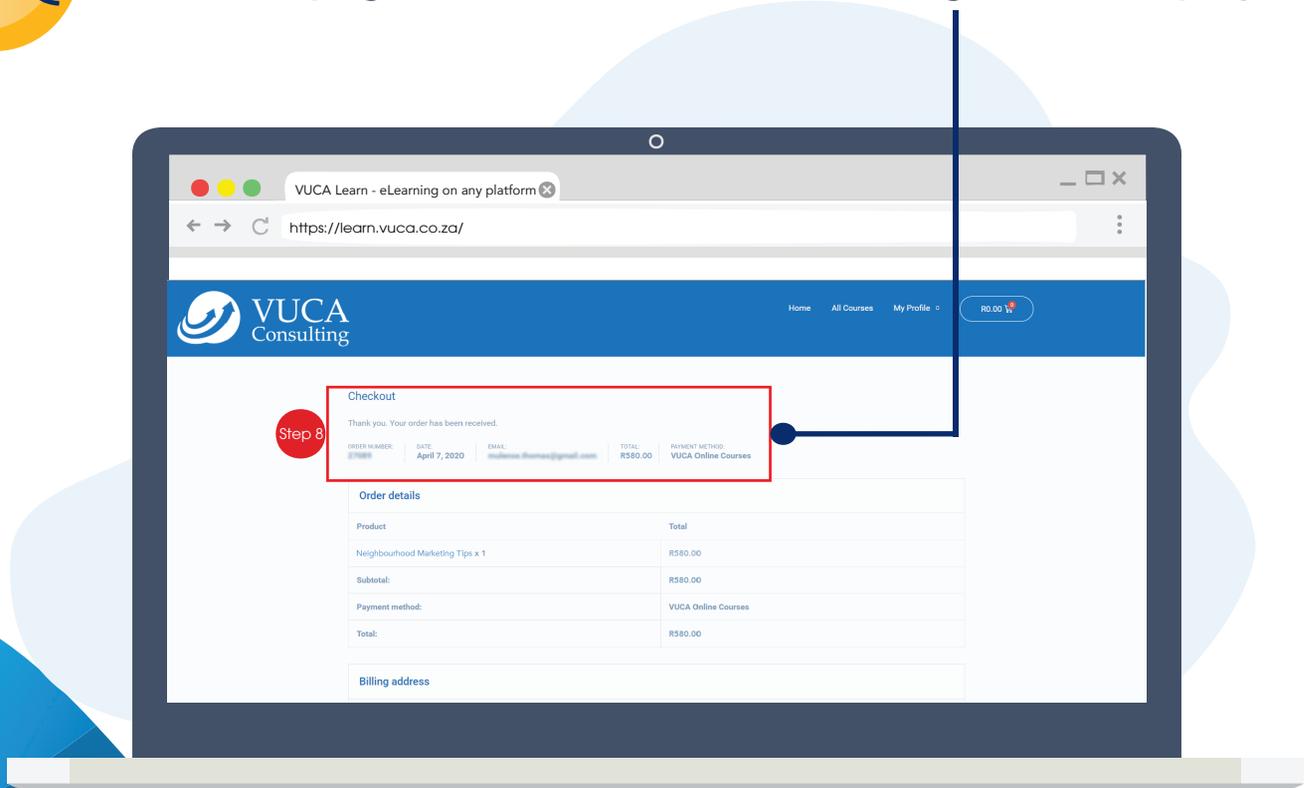
Select the preferred payment method from the Payfast menu, which allows payment in South African ZAR value. Payment options include Instant EFT, Credit Card and Debit Card payment.

Note: Debit Card payments require a certified MTN or Vodacom mobile subscription.



Step 8

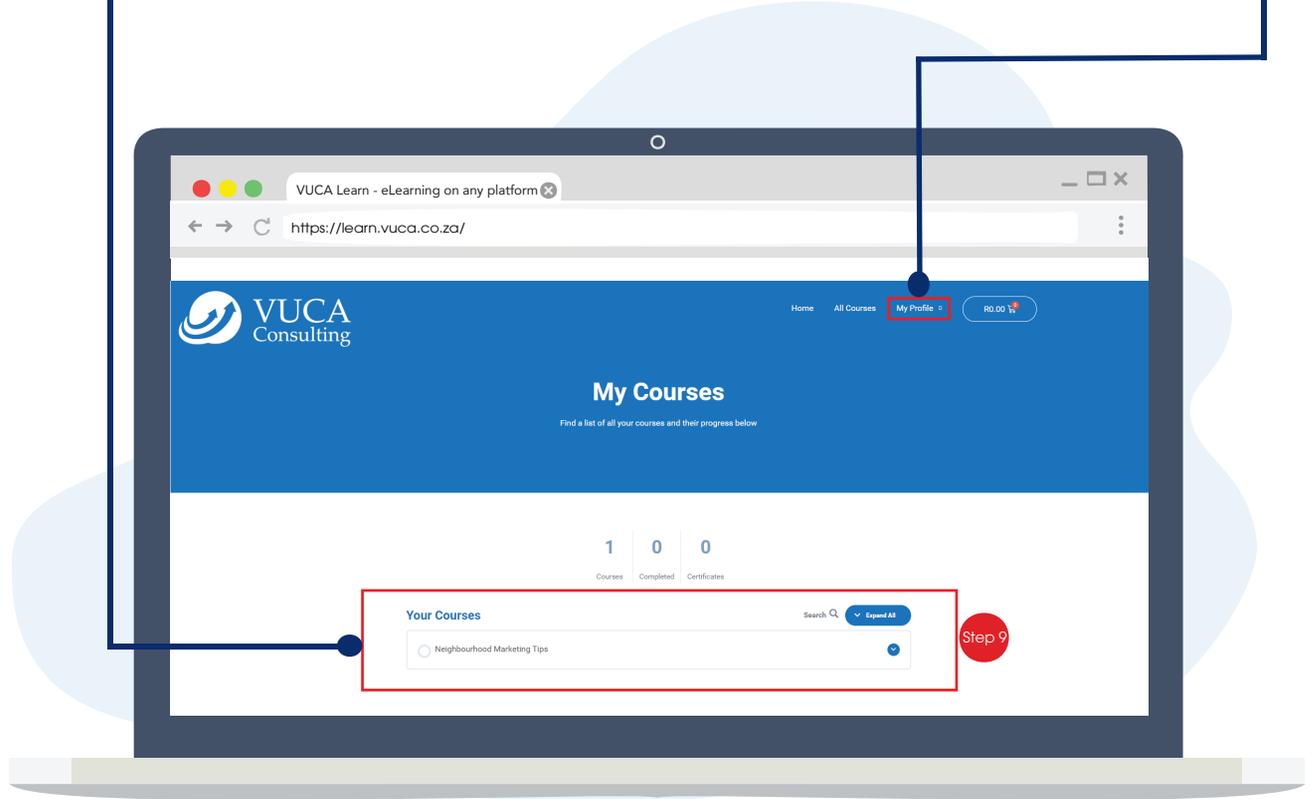
Once payment is finalised, you will be directed back to the checkout page where a confirmation message will be displayed.



Step 9

To access your courses, hover over the 'My profile' tab and select 'My courses' from the dropdown. Select the desired course you wish to complete.

Note: Access to courses is only available for a limited period. Be sure to check this on the relevant course page.





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 administrator should you require any further assistance.



Please contact our administrator if you experience any issues along the way at heinz@vuca.co.za or 0713832627