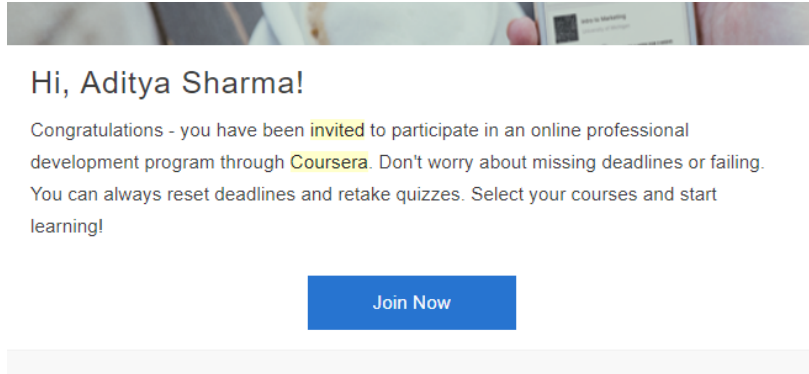


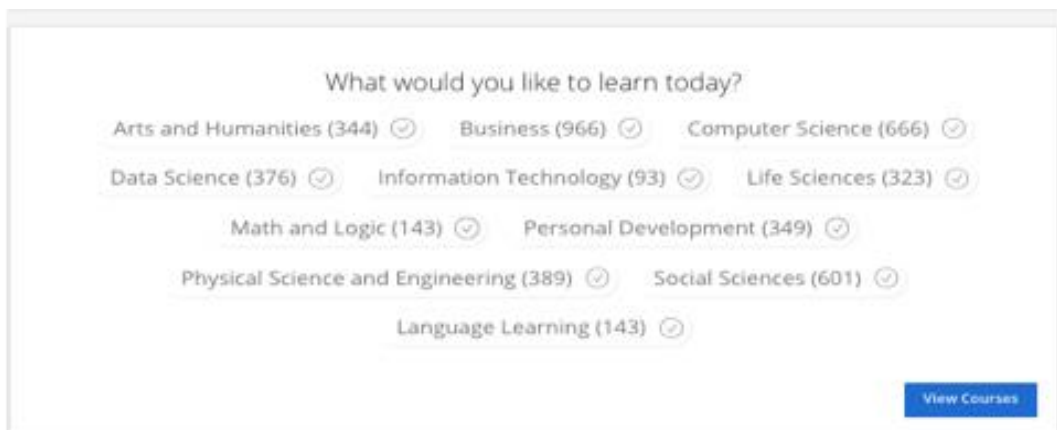
Learning Platform Manual

SIGN-UP STEPS TO BE FOLLOWED IF YOU'RE RECEIVING AN EMAIL INVITATION:

1. Look out for the email invitation sent to you from Manipal + Coursera titled "You're Invited to learn on Coursera". Inside the email, click on "Join Now" OR "Start Learning Now"



2. This will take you to your program page. Click on any category or course tile to explore more.



3. Click on Start and you will be taken through a sign-up flow.

Set up your account

Set a password for your new Coursera account. Add an alternative email to keep your Coursera accomplishments forever.

COMPANY EMAIL
ipj67017@kopqi.com

ALTERNATIVE EMAIL (OPTIONAL)

ipj67017@kopqi.com

PASSWORD

Create a Coursera account password

Sign up

By creating an account, you agree to Coursera's [Terms of Use and Privacy Policy](#) and to join Learning Programs associated with LGE. LGE may track your grades and other activity in its Learning Programs.

Already have an existing account with Coursera? [Link your account](#)

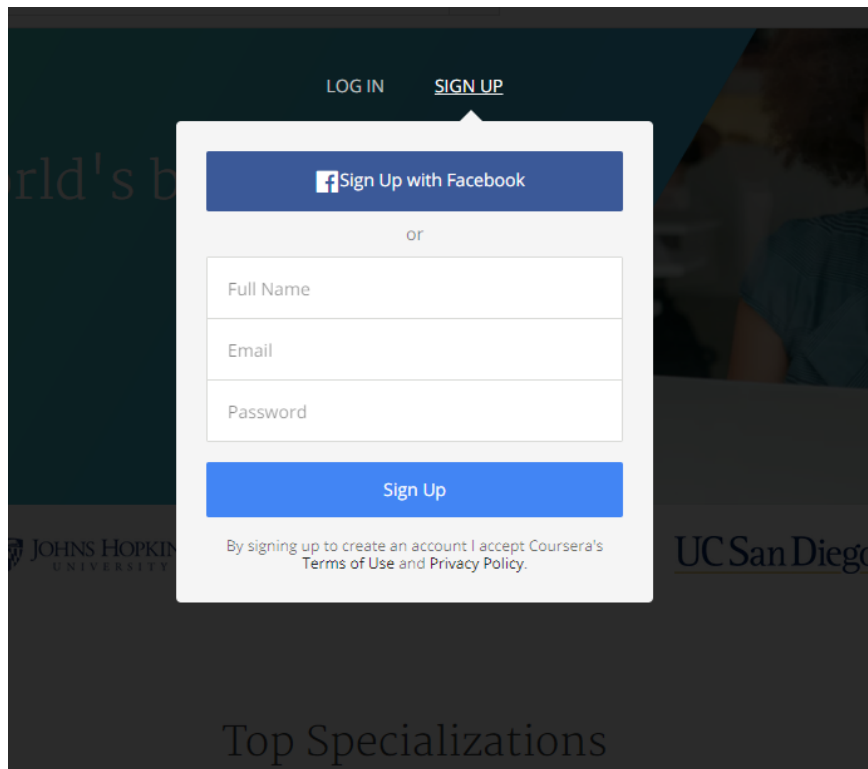
← Your email address is prefilled

← Set yourself a new password and then sign up

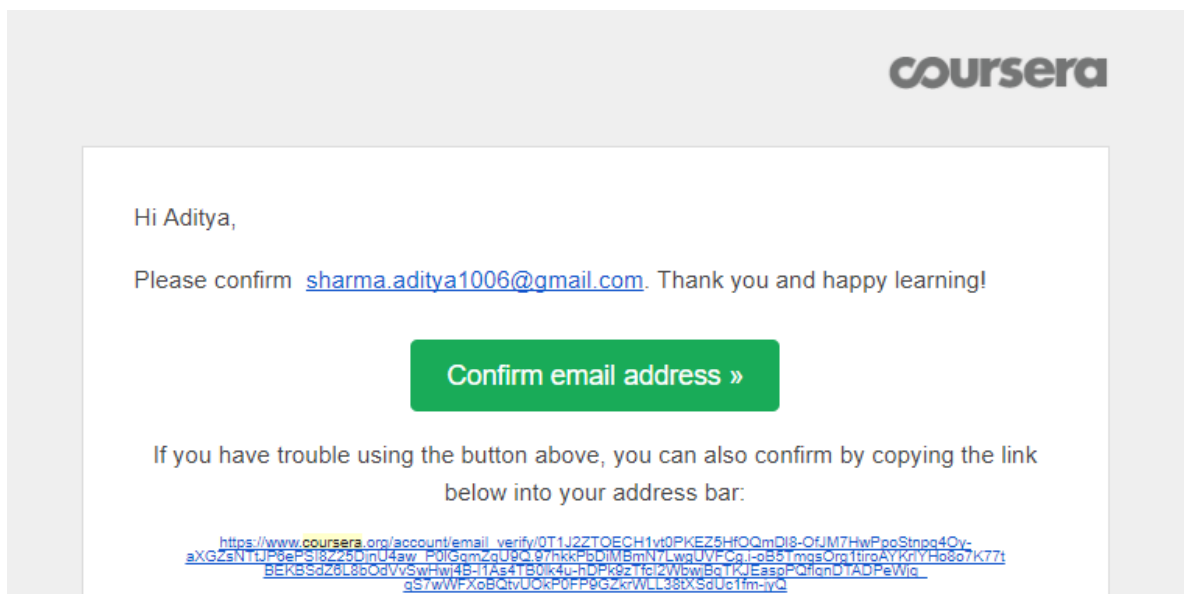
4. You will then be logged in.

SIGN-UP STEPS TO BE FOLLOWED IF YOU'RE SIGNING UP DIRECTLY ON COURSERA:

1. Go to www.coursera.org
2. Sign-up using your **registered email ID**. It is important you use your official email ID as you will not get access to the sponsored program otherwise.

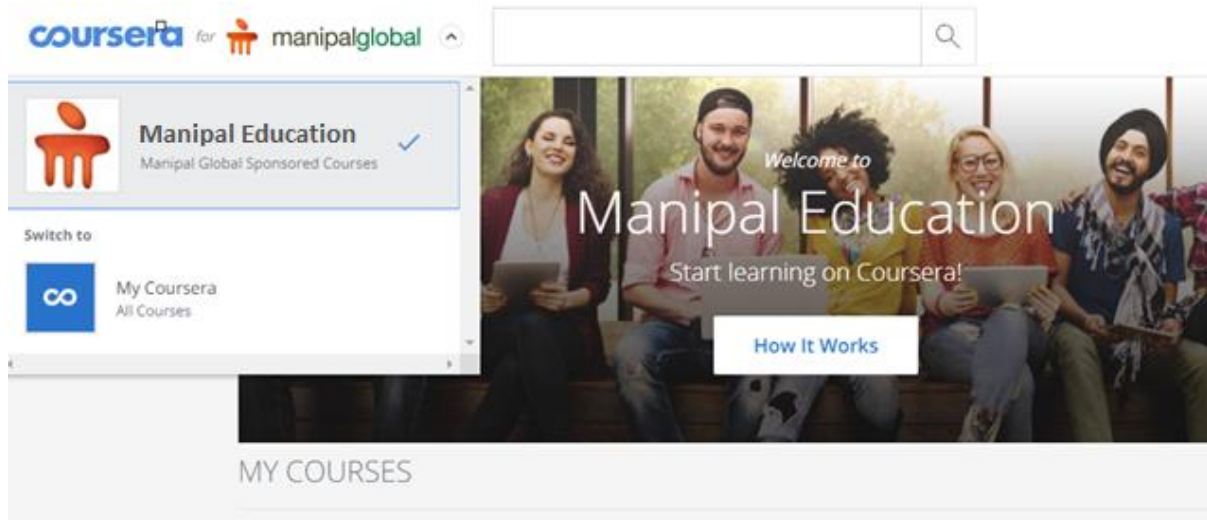


3. Post sign-up you will be receiving a mail to confirm your email Id



4. Once you have confirmed your email id, go back to www.coursera.org and login.

5. You should be on the Manipal sponsored program page. If you do not see the Manipal sponsored program page, then click on the drop-down menu on the top left corner (near the Coursera logo) and select the sponsored program



6. You may see a pop-up asking for an alternate email id. You can fill in the details to **also** connect this Coursera account with a personal email ID. Or you can close the pop-up.

Keep your accomplishments!

Keep your Coursera accomplishments forever by adding an alternative email.

ALTERNATIVE EMAIL

CONFIRM ALTERNATIVE EMAIL

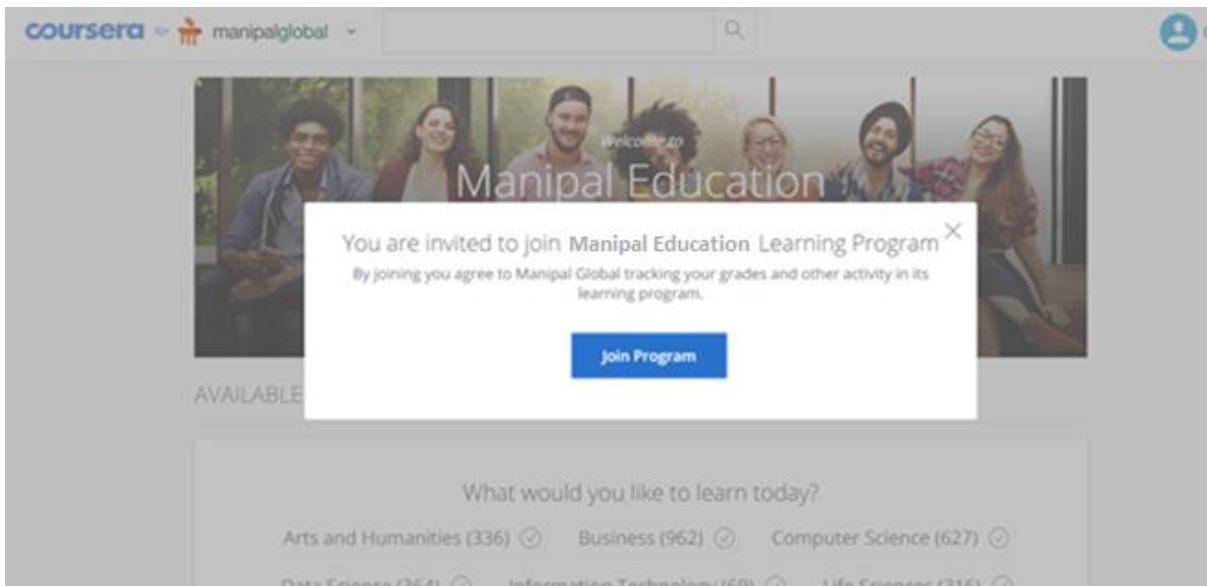
[Add Alternative Email](#)

[Remind me later](#)

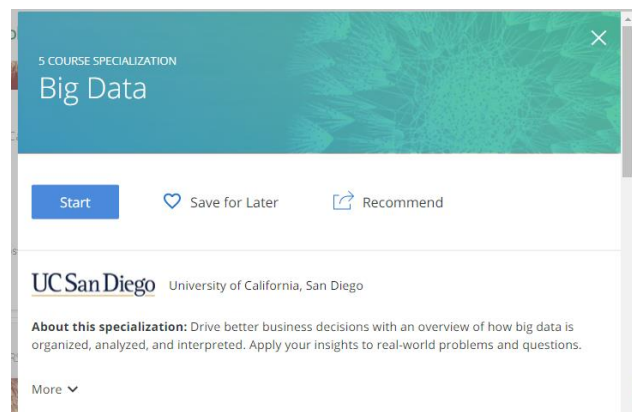
7. Post closing the pop-up, you will see your program dashboard.

STEPS FOR JOINING THE PROGRAM AND ENROLLING ON A COURSE

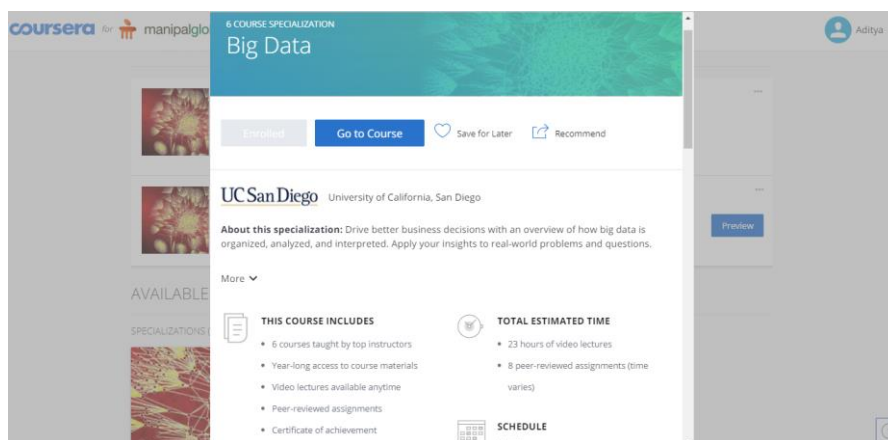
- a) When you are on the program page for the first time, you will see a prompt called "Join Program". Click on it and join the sponsored program.



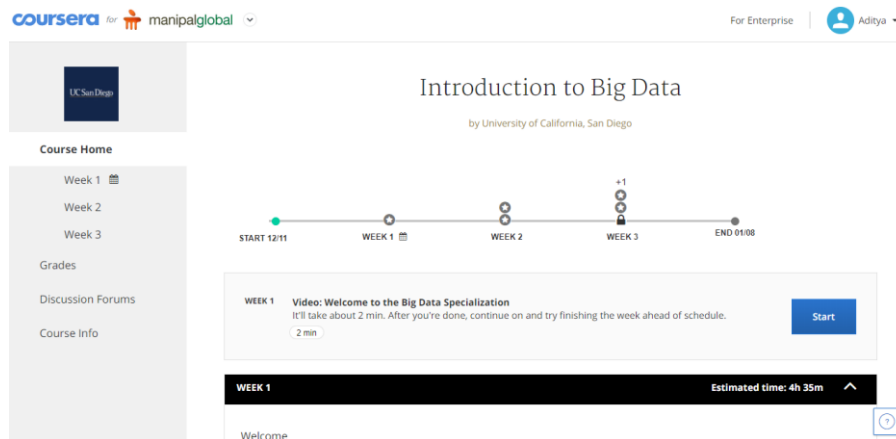
b) Click on the catalogue area to explore more. Every course tile can be clicked on to explain it's contents, time commitment required etc.



c) Once you click on start button on any course, you will be enrolled and a new prompt will appear – “Go to Course”.



d) On clicking on “Go to Course” you will be redirected to the course content page. You can start learning the course.



e) If you choose a specialization, then you will be required to complete all courses in the sequence of the specialization. After completing all courses, you will get a specialization completion certificate

f) For any support required, use the help center option on the bottom right corner of the screen (? icon) or the Support option available from the drop down menu on the top right corner.

