

USER MANUAL



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SKILLS FOR WORK SCHOLARSHIP



How to join the
scholarship
programme and
enrol into courses

SKILLS FOR WORK INITIATIVE

COL-SKILLSFORWORK.ORG

How to Join the Scholarship Programme and Enrol into Courses Instructions and Guide

All selected applicants for the scholarship will receive an email invitation from the Commonwealth of Learning. Email has **four sections** but the most important is the **first** Section. Follow the instructions given below:

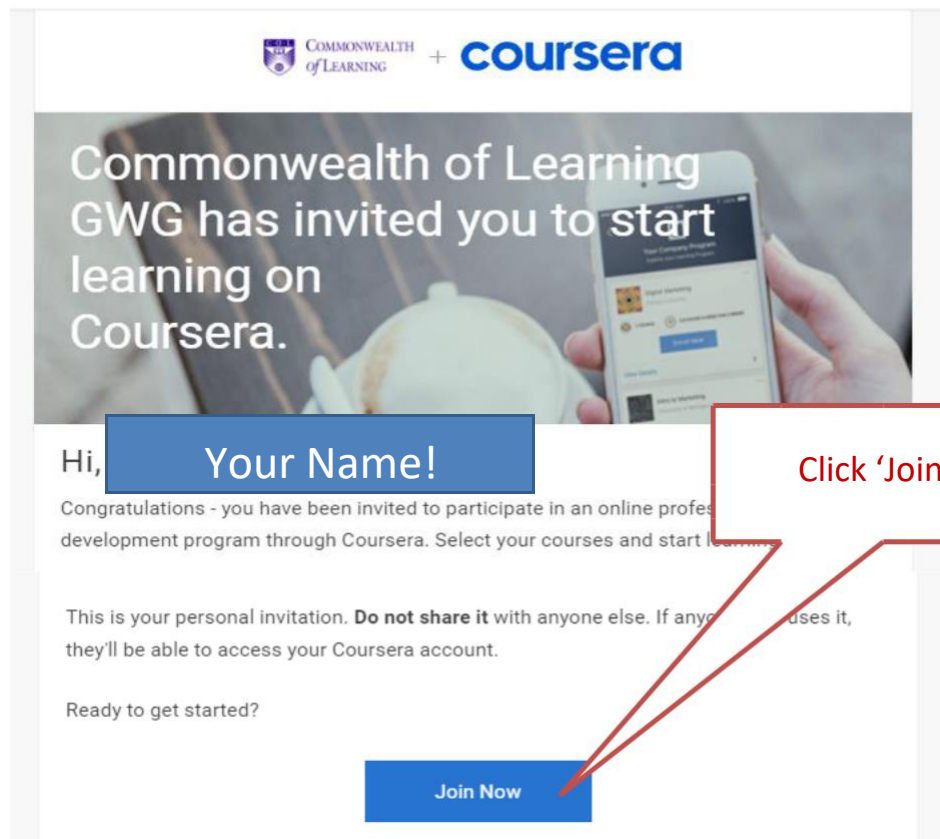
- This is the **first section** of the email you will receive - You **MUST** click on the **'Join Now'** link in the first section of the email – if not the system will not recognise you as a COL Scholarship recipient. **DO NOT click any other links in other sections of the email**

From: **Commonwealth of Learning GWG + Coursera** <no-reply@t.mail.coursera.org>

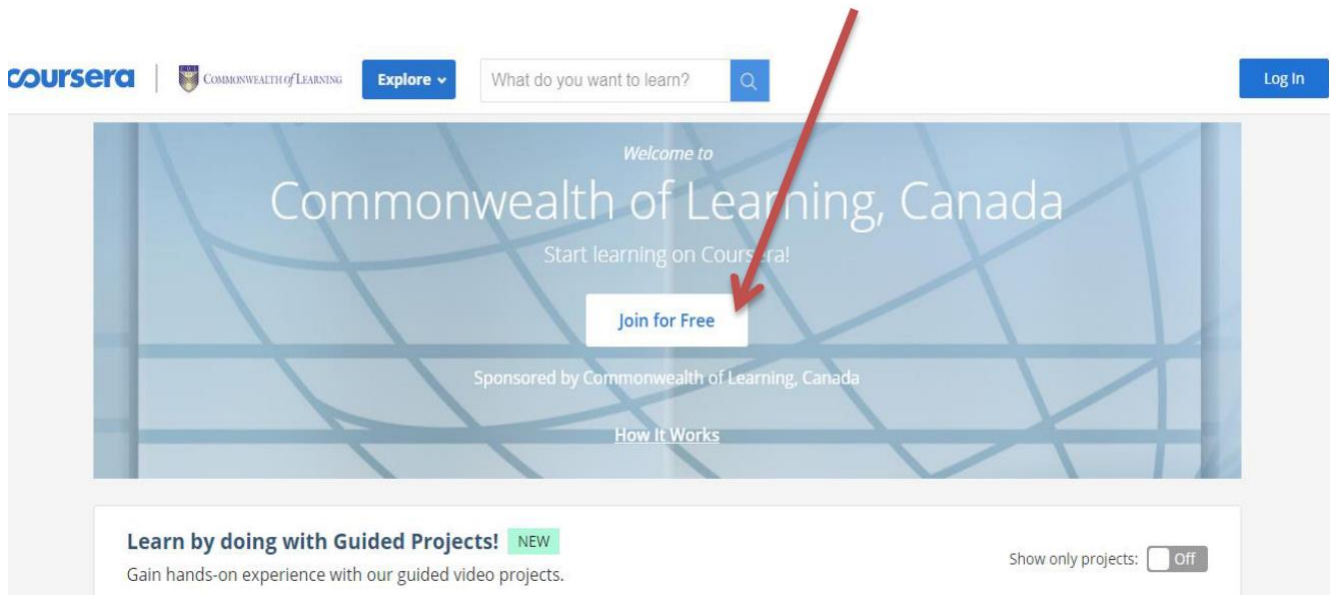
Date: Fri, Apr 2, 2021, 03:33

Subject: You're invited to learn on Coursera!

To: Your name <[youremail](#)>



- Then you will get the below screen. Click on 'Join for Free' button



- From the next screen click on '**SIGN UP**' button as shown below. DO NOT click 'Log in' button
- Enter your 'Name' and your 'Email' – You MUST use the **same email address** that you used to register for the scholarship programme

1. Click on SIGN UP

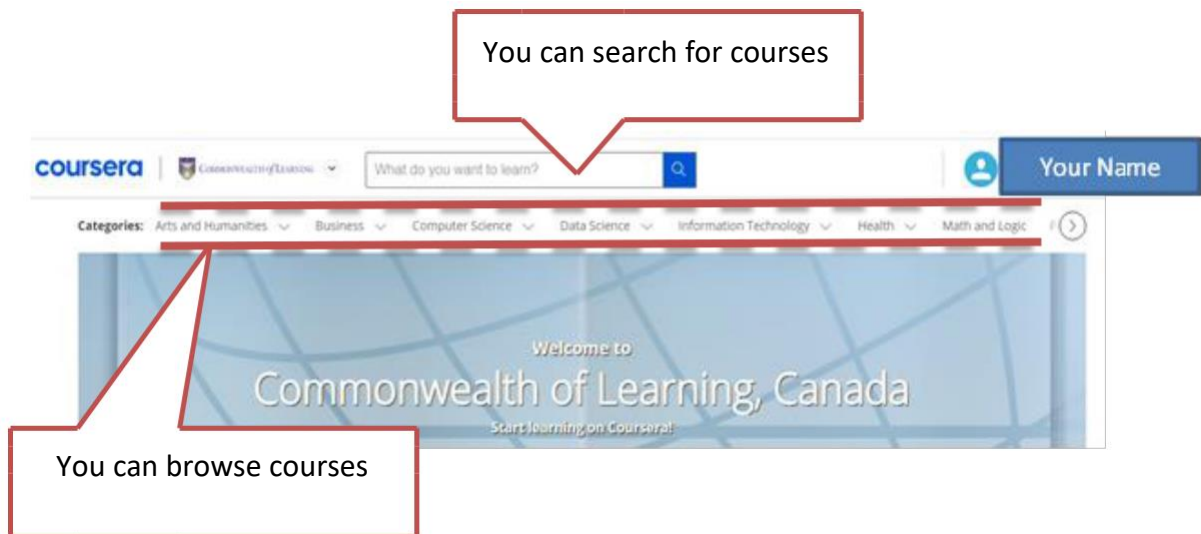
2. Your Name

3. Enter the **same email** used to Register for the scholarship

4. Create a Password

5. Click 'Join for Free'

- Then you will see the learning platform which you have registered for



IMPORTANT

If you do not see Commonwealth of Learning logo on the learning platform then you have not joined the programme correctly - as a Commonwealth of Learning Scholarship Learner!!!!!!!!!!!!

This means you will **NOT** get your certificates for FREE 🙄

Let us know as soon as possible if you **do not see** the COL-Logo on the learning platform or if you have asked to **provide ID verification**.

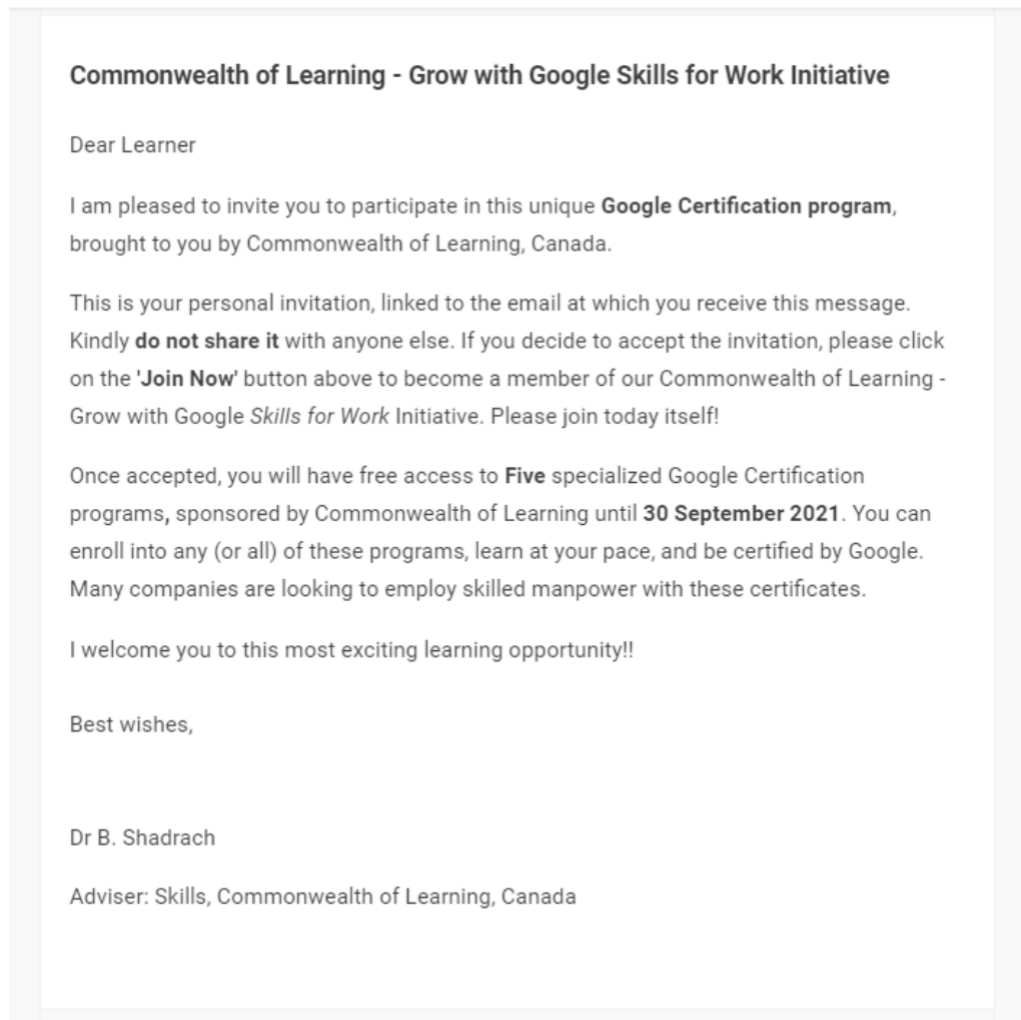
Email: help.skillsonline@mail.natlib.lk **AND** Skillsonline@mail.natlib.lk

Remember to attach clear full screenshots to your email.

Sections 2, 3 and 4 of the email are explained in pages 4, 5 and 6 respectively

Section 2 of the email:

Read this section carefully – Message from the Adviser of the programme





Section 3 gives information about the available courses – refer the screen print in page 5


Section 3 – course details –


- You can view all courses by clicking the 'View all courses' at the end of this section.
- DO NOT enrol into any course through 'View all courses'. Because system will not recognise you as a COL scholarship recipient. Therefore you may have to pay for your certificate at the end of the programme.
- You MUST first join the programme through the 'Join Now' link as shown in the first section.


Courses selected for you by Commonwealth of Learning GWG





IT Security: Defense against the digital dark arts  + colleagues
from Google ★★★★★ (11753)
This course covers a wide variety of IT security concepts, tools, and best practices. It introduces threats and attacks and the many ways they can show up. We'll give you some background of encryption algorithms and how they're used to safeguard data. Then, we'll dive into the three As of informatio...





Project Execution: Running the Project  + colleagues
from Google ★★★★★ (35)
This is the fourth course in the Google Project Management Certificate program. This course will delve into the execution and closing phases of the project life cycle. You will learn what aspects of a project to track and how to track them. You will also learn how to effectively manage and communica...




Troubleshooting and Debugging Techniques  + colleagues
from Google ★★★★★ (1788)
In this course, we'll give you the tools to quickly identify and solve real-world problems that you might come across in your IT role. We'll look at a bunch of different strategies and approaches for tackling the most common pitfalls of your code and IT infrastructure. You'll learn strategies for ap...



Operating Systems and You: Becoming a Power User  + colleagues
from Google ★★★★★ (15910)
In this course – through a combination of video lectures, demonstrations, and hands-on practice – you'll learn about the main components of an operating system and how to perform critical tasks like managing software and users, and configuring hardware. By the end of this course you'll be able t...



System Administration and IT Infrastructure Services  + colleagues
from Google ★★★★★ (13659)
This course will transition you from working on a sing... fleet. Systems administration is the field of IT that's re... maintaining reliable computers systems in a multi-us... course, you'll learn about the infrastructure services t...


View All Courses

Do not enroll into courses through this link

Section 4 – Explains how the learning on the platform works.

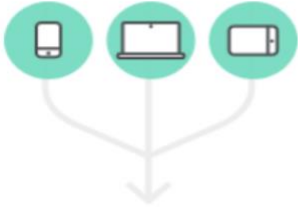
- DO NOT start learning through the link given in this section.
- You MUST first join the programme as explained in the Section 1

How learning on Coursera works




Learn online

- Watch videos
- Take quizzes
- Participate in discussions
- Complete assignments



Learn anywhere

- Available on web and mobile
- Download videos to the mobile app to learn on the go without using your data plan



Share achievements

- Apply what you've learned
-



Start Learning Now

- Do not start learning through these links.
- You MUST first join the programme as explained in the Section 1.

If clicking the link above doesn't work, please copy and paste the URL in a browser window instead.

<https://www.coursera.org/programs/commonwealth-of-learning-skills-for-work-scholarship-sri-lanka-oods?organization=colgwg&webToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJpbmZpdGF0aW9uSWQlOiJZOER5RV93SVN6V2VrX0JjNW5uTmx3IiwiaWF0IjoiOTIyMzYyYXNlbnFAZ21haWwY29tliwibmFtZSI6Ikd1bmFzZW5hLCBOLkguOy4gUHJhc2FkIiwiaXhwIjoIOTIyMzYyMzYyMjAzNjg1NDc3NTgwNyIsImp0aSI6Ikk4RHlFX3dJU3pXZWtfc2VwMTBm5ObHcifQ.SY3fRS89hrF6y6jCvraLCTK7xppDV3ualFhRCG45WXI>

Download our App

[Learner Help Center](#) | Please do not reply directly to this email

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