

RCCR-CIE-RCMCOF ONLINE ICT COURSES

# HOW TO GET STARTED ON YOUR ONLINE ICT COURSES

## A STEP-BY-STEP GUIDE

### 1. SECURE YOUR STUDENT ACCOUNT DETAILS

Approved scholarship applicants can request for their student account details (*cie.edu.ph email and password*) from the organizing team.

*Representatives of the Organizing Team.*

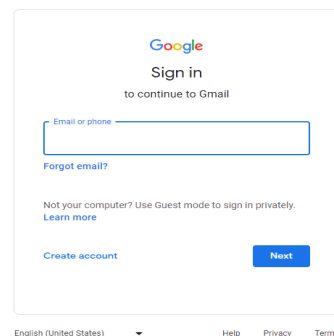
**ASOKA CHANDANA**  
Director  
National Youth Council  
[nysctvtd@gmail.com](mailto:nysctvtd@gmail.com)

**DR. ROHANTHA ATHUKORALA**  
Past President, RY 2021-2022  
Rotary Club of Colombo Reconnections  
[rohantha.athukorala1@gmail.com](mailto:rohantha.athukorala1@gmail.com)

---

### 2. GO TO <https://gmail.com>

On your preferred device, open your browser. Go to <https://gmail.com>. This will land you to the login page.



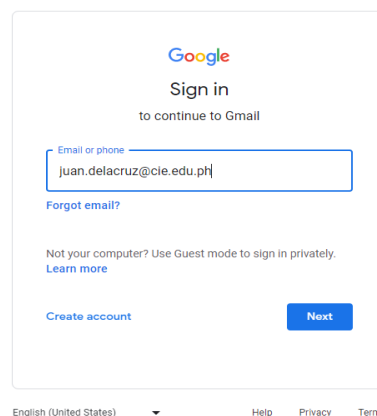
The screenshot shows the Google Sign in page. At the top is the Google logo, followed by 'Sign in to continue to Gmail'. There is a text input field labeled 'Email or phone' with a blue border. Below the field are links for 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom left is a link 'Create account' and at the bottom right is a blue 'Next' button. The footer contains 'English (United States)', 'Help', 'Privacy', and 'Terms'.

---

### 3. LOGIN TO YOUR CIE STUDENT ACCOUNT

Use your CIE email address and password to login to your CIE Student Account on Gmail.

Be sure to update your password for security. Click 'Get Started' and check your Inbox.



This screenshot is identical to the previous one, but the 'Email or phone' input field now contains the text 'juan.delacruz@cie.edu.ph'. The rest of the page elements, including the 'Forgot email?' link, the 'Not your computer?' link, the 'Create account' link, the 'Next' button, and the footer, remain the same.

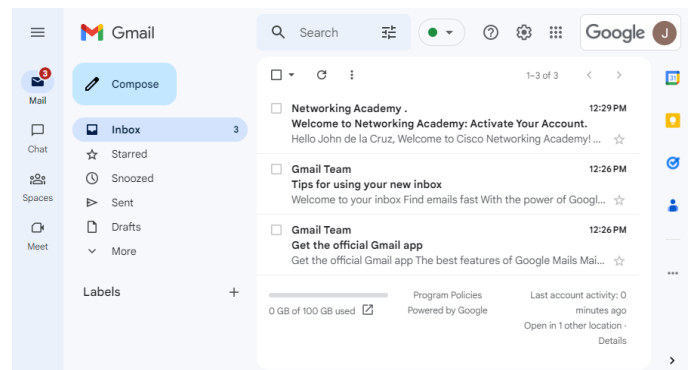
RCCR-CIE-RCMCOF ONLINE ICT COURSES

# HOW TO GET STARTED ON YOUR ONLINE ICT COURSES

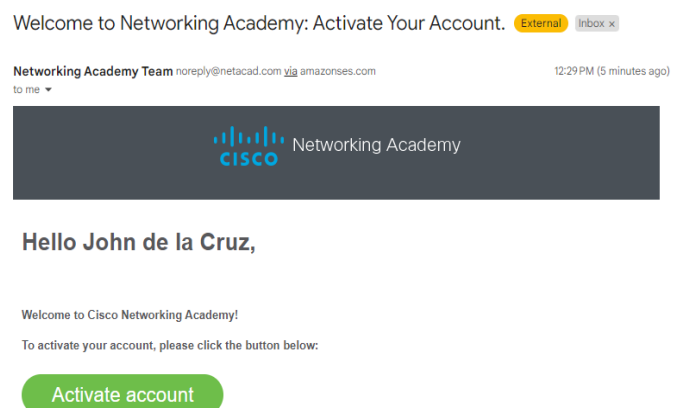
## A STEP-BY-STEP GUIDE

### 4. OPEN THE EMAIL FROM THE NETWORKING ACADEMY TEAM.

Open the email from the Networking Academy Team.



Read and click the 'ACTIVATE' link to activate your account. This will take you to the website of Networking Academy Hub.



# RCCR-CIE-RCMCOF ONLINE ICT COURSES

## HOW TO GET STARTED ON YOUR ONLINE ICT COURSES

### A STEP-BY-STEP GUIDE

#### 5. UPDATE YOUR PROFILE DATA ON THE NETWORKING ACADEMY HUB.

Create your password and be sure to correctly update your info for the Networking Academy Hub.

At the end, click the CREATE ACCOUNT button.

The screenshot shows the Cisco Networking Academy account creation page. At the top, it says "We're excited to have you join the Networking Academy community. Learning more about you allows us to create programs that help people around the world. So tell us a little about yourself." The form includes fields for Account Email (john.delacruz@cic.edu.ph), Language (English), First Name (John), and Last Name (de la Cruz). Below these are fields for Birth Month (January) and Birth Year (1983). A checkbox is checked for "I agree to provide more information about myself." There are also dropdowns for Gender (Male) and "Do you have a Disability?" (No). A text field for "What is your practical experience in IT, networking, and cybersecurity?" is set to "None". At the bottom, there is a checkbox for receiving email communications and a "Create Account" button.

#### 6. NETWORKING ACADEMY HUB

You will now be brought to the Networking Academy Hub homepage where you will see the courses that you need to work on and accomplish. You can now begin working on your courses!

The screenshot shows the Cisco Networking Academy Hub homepage. The top navigation bar includes links for Home, My Network, Resources, Courses, Careers, and More. A search bar is on the right. Below the navigation bar, there are two notification banners: one about a Password Recovery Number and another about saved changes. The main section is titled "I'm Learning" and features a "Refresh Status" button and a "Browse Course Catalog" button. Below this, there is a section for "Courses I've Enrolled In" with a search bar and a status dropdown. A course card is visible, showing "CCB111 Basic Computer (Get Connected) SL2303" with a "Get Connected" button and a "Please finish by 30 Jun 2023" deadline.

RCCR-CIE-RCMCOF ONLINE ICT COURSES

# HOW TO GET STARTED ON YOUR ONLINE ICT COURSES

## A STEP-BY-STEP GUIDE

---

### 7. REMEMBER YOU HAVE 2 ACCOUNTS!

Please remember you have 2 different and separate accounts. Be sure to secure your passwords always.

#### CIE Student Account

This is the hub where all communication and interaction related to the course will take place. The CIE Student Account allows the student to use Gmail, Google Chat, or Google Meet. To login, go to

<https://gmail.com>

#### Networking Academy Hub

This is the hub where the student will work on the ICT Coursework. To login, go to <https://netacad.com> and use your CIE email as your username.

---

### 8. NEED SUPPORT?

If you have questions and concerns related to the course, please login to your CIE Student Account and email to **SLsupport@cie.edu**.

---