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.
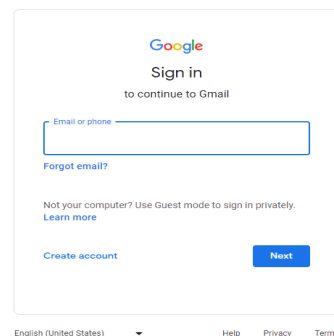
Representatives of the Organizing Team.

ASOKA CHANDANA
Director
National Youth Council
nysctvtd@gmail.com

DR. ROHANTHA ATHUKORALA
Past President, RY 2021-2022
Rotary Club of Colombo Reconnections
rohantha.athukorala1@gmail.com

2. GO TO https://gmail.com

On your preferred devise, open your browser. Go to https://gmail.com. This will land you to the login page.
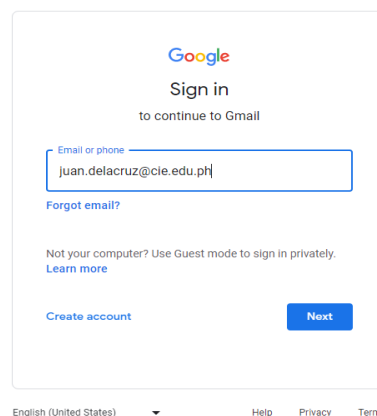
3. LOGIN TO YOUR CIE STUDENT ACCOUNT

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.
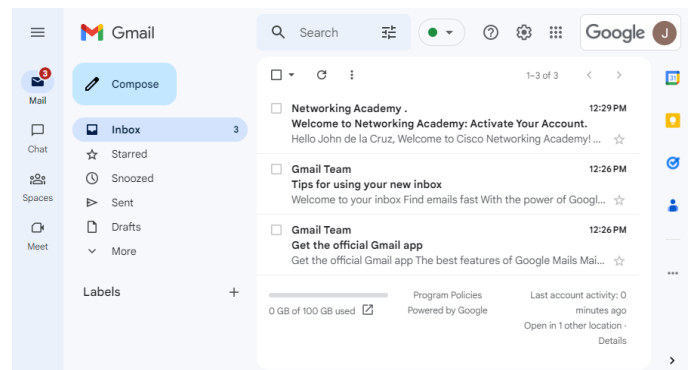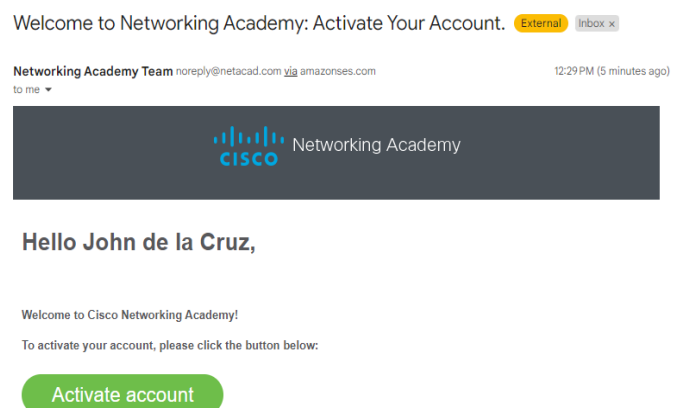
HOW TO GET STARTED ON YOUR ONLINE ICT COURSES
A STEP-BY-STEP GUIDE

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.

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.

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!

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**.