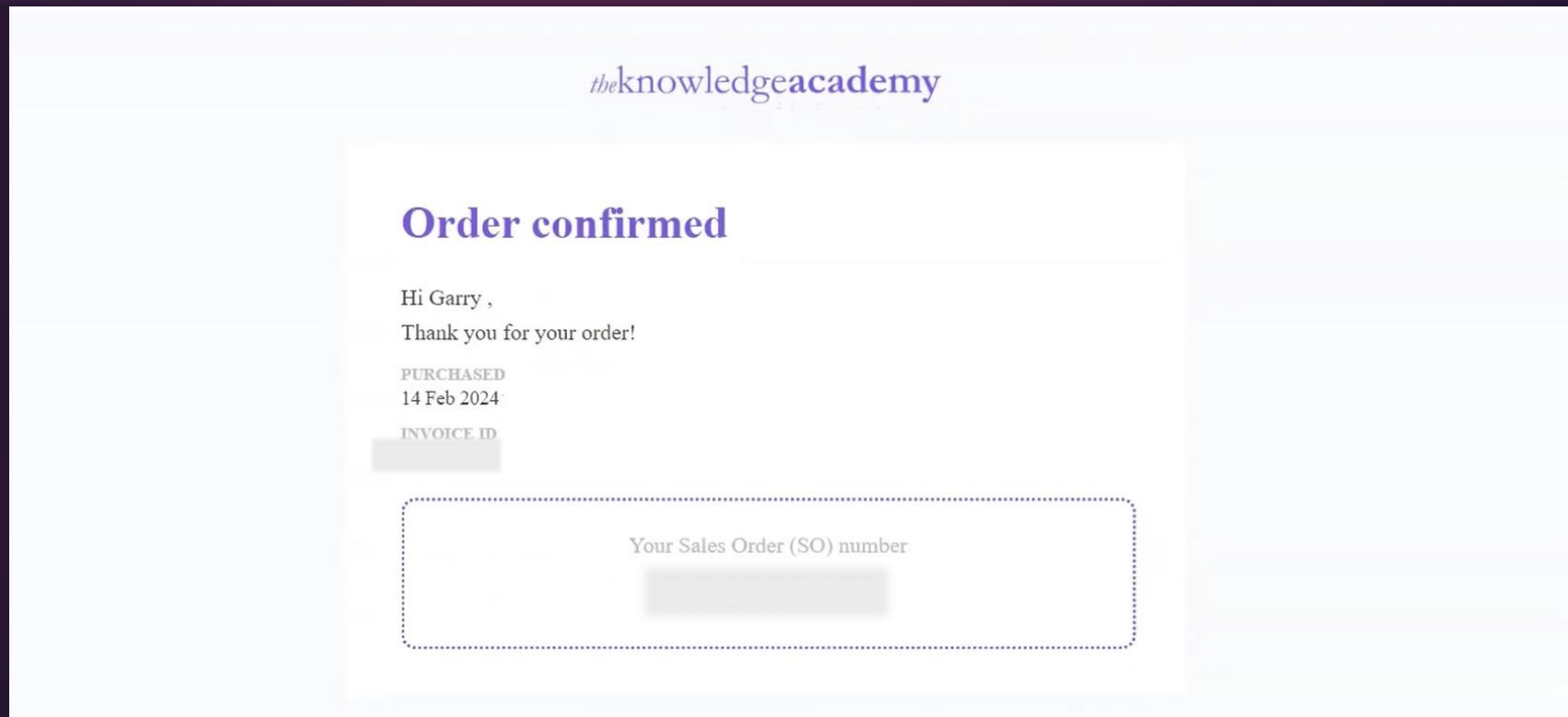


Start Your eLearning Journey  
Through My Portal



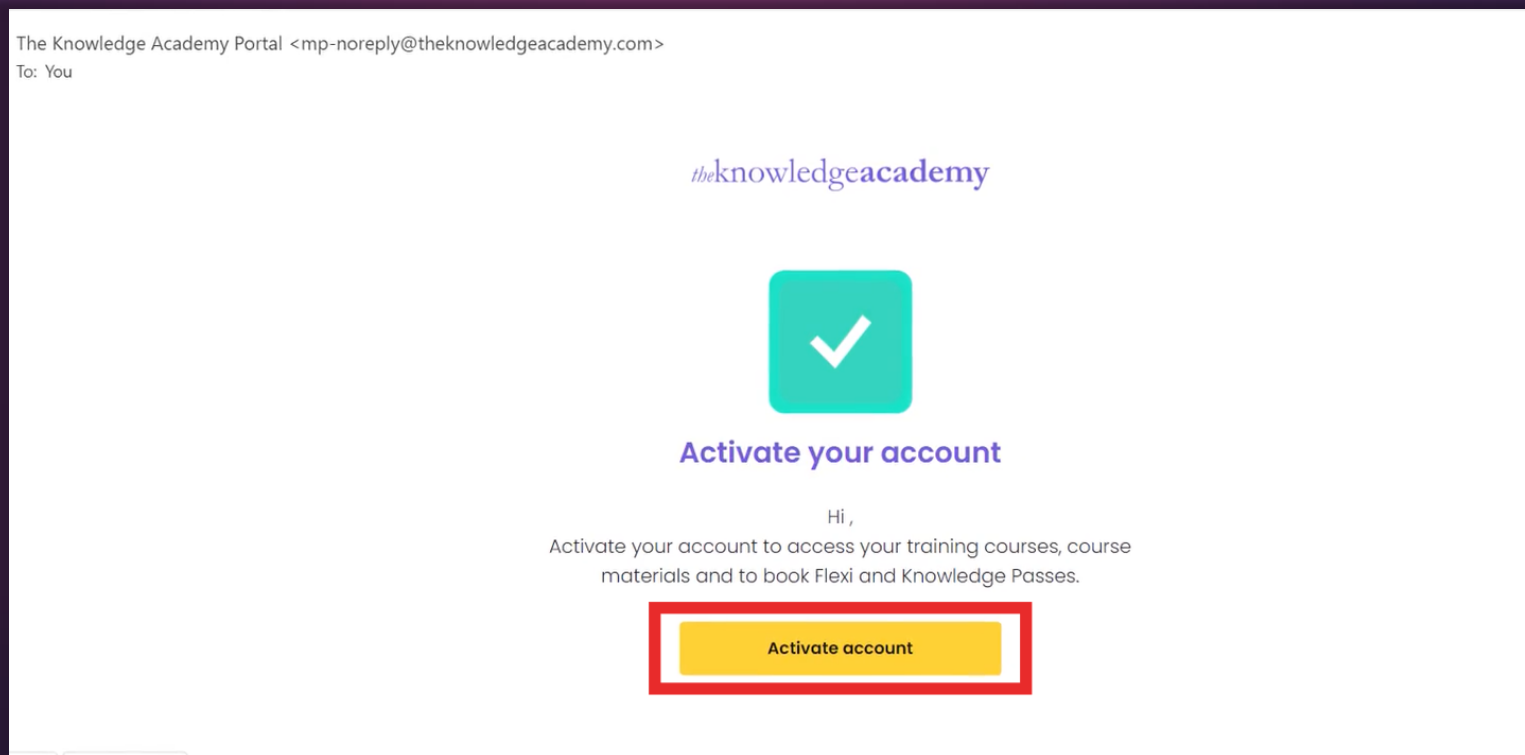
## Step 1

**Order Confirmation Email:** After enrolling, you will receive a confirmation email that includes details of your course purchase. This confirms your registration and provides basic course information. Keep this email as proof of enrollment and for future reference.



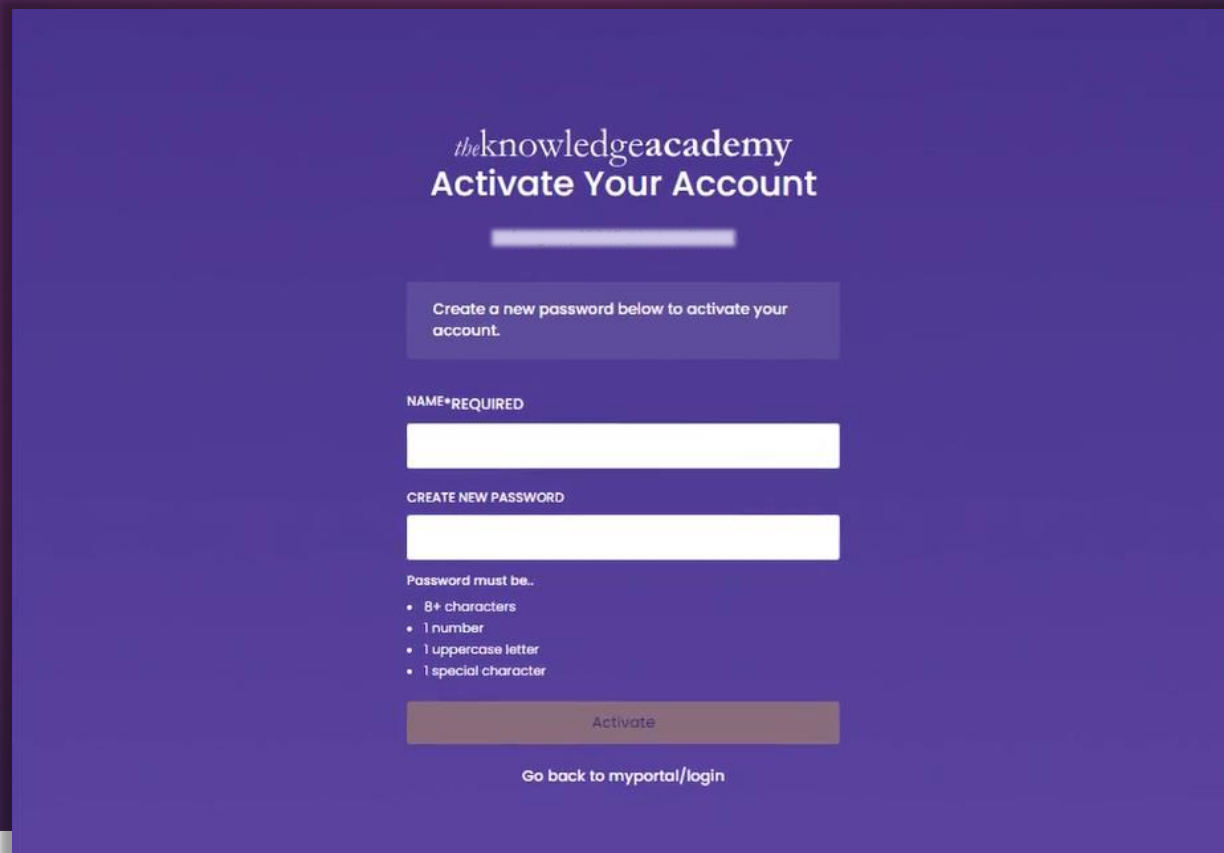
## Step 2

**Activation Link:** Shortly after, you'll get another email with an activation link to set up your learning account. Clicking on Activate Account will take you to the registration page. It's a quick and essential step to access your course dashboard.



## Step 3

**Generate Secure Password:** Once redirected, you'll be prompted to create a secure password for your account. This ensures your learning portal is protected and personalized. Use a strong password you can remember easily.



The screenshot shows a web page for 'theknowledgeacademy' with the title 'Activate Your Account'. Below the title is a horizontal line. A light blue box contains the text 'Create a new password below to activate your account.' Below this box are two input fields. The first is labeled 'NAME\*REQUIRED' and the second is labeled 'CREATE NEW PASSWORD'. Below the second input field, there is a list of password requirements: 'Password must be...' followed by a bulleted list: '• 8+ characters', '• 1 number', '• 1 uppercase letter', and '• 1 special character'. At the bottom of the form is a blue 'Activate' button. Below the button is a link that says 'Go back to myportal/login'.

*theknowledgeacademy*  
**Activate Your Account**

Create a new password below to activate your account.

NAME\*REQUIRED

CREATE NEW PASSWORD

Password must be...

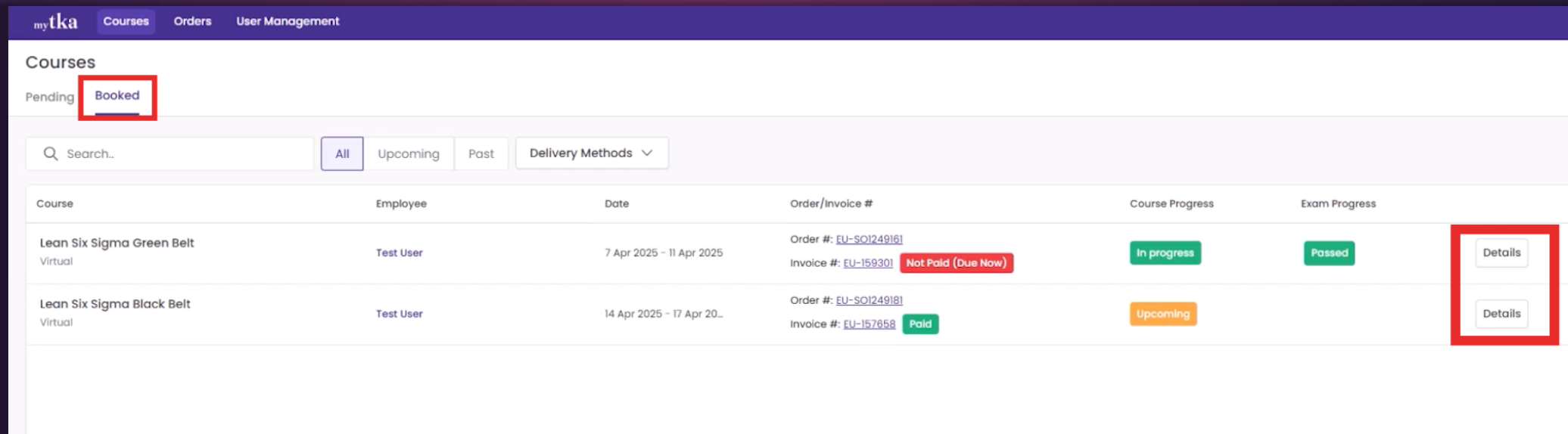
- 8+ characters
- 1 number
- 1 uppercase letter
- 1 special character

Activate

[Go back to myportal/login](#)

## Step 4

**Click on Booked Courses and Then Click on Details:** Log in to your account and go to the 'Booked Courses' tab on the dashboard. Click on the 'Details' button next to your course title. This section gives you access to all your course features and materials.



The screenshot shows the 'mytka' dashboard with the 'Courses' tab selected. The 'Booked' sub-tab is highlighted with a red box. Below the tabs is a search bar and filters for 'All', 'Upcoming', 'Past', and 'Delivery Methods'. A table lists two booked courses: 'Lean Six Sigma Green Belt' and 'Lean Six Sigma Black Belt'. The 'Details' button for each course is highlighted with a red box.

Course	Employee	Date	Order/Invoice #	Course Progress	Exam Progress	
Lean Six Sigma Green Belt Virtual	Test User	7 Apr 2025 - 11 Apr 2025	Order #: <a href="#">EU-SQ1249161</a> Invoice #: <a href="#">EU-159301</a> <span>Not Paid (Due Now)</span>	In progress	Passed	<a href="#">Details</a>
Lean Six Sigma Black Belt Virtual	Test User	14 Apr 2025 - 17 Apr 20...	Order #: <a href="#">EU-SQ1249181</a> Invoice #: <a href="#">EU-157658</a> <span>Paid</span>	Upcoming		<a href="#">Details</a>

## Step 5

**Click on Downloads for Downloading the Course Material:** Inside the course page, click the 'Downloads' section to get your resources. You can download course PDFs, guides, and additional learning files. These materials support your progress both online and offline.

The screenshot shows the 'mytka' course page for 'Lean Six Sigma Green Belt'. The navigation bar includes 'Courses', 'Orders', and 'User Management'. The breadcrumb trail is 'Home > Courses > Lean Six Sigma Green Belt'. The left sidebar lists course details. The main content area features a progress bar with six steps: Step 1 (Pre-Course Reading), Step 2 (Course Downloads), Step 3 (Access E-learning), Step 4 (Attend course), Step 5 (Book an exam), and Step 6 (Certificate of completion). Step 2 is currently active. Below the progress bar, the 'Course Downloads' section is expanded, showing a list of downloadable materials. A red box highlights the 'Download all (7)' button and the individual 'Download' buttons for each item in the list.

**Lean Six Sigma Green Belt**

**Steps to completing your course**  
Complete the steps below to prepare, attend, complete your course and receive your certificates.

Step 1: Pre-Course Reading | Step 2: Course Downloads | Step 3: Access E-learning | Step 4: Attend course | Step 5: Book an exam | Step 6: Certificate of completion

**✓ Step 1**  
Precourse reading  
Pre-course material will provide you with an overview of the material you'll learn during the training.  
Download all (2)  
Pre-Course Reading (Lean Six Sigma Green Belt - Precourse Reading) Download

**✓ Step 2**  
Course Downloads  
Access your additional course training material.

Download all (7)  
Download  
Download  
Download  
Download  
Download  
Download

- Course Material (Lean Six Sigma Yellow Belt - Delegate Pack)
- Course Material (Lean Six Sigma Green Belt Training - Delegate Pack)
- Course Material (Lean Six Sigma Yellow Belt Training - Mock Exam)
- Course Material (Lean Six Sigma Green Belt Training - Mock Exam)
- Course Material (Case Study Possible Answers)
- Course Material (Lean Six Sigma Exercises (5))

## Step 6

**Tap to Access Course for eLearning Videos:** Now click on the 'Access Course' button to start your eLearning videos. This opens up your training modules in video format. You can now begin learning at your own pace, anytime.

The screenshot displays a user interface for a course. It is divided into two main sections, Step 2 and Step 3, each with a progress indicator at the top.

**Step 2** is titled "Course Downloads" and includes the instruction "Access your additional course training material." To the right of this text is a link "Download all (7)". Below this is a table listing seven items for download:

Course Material (Lean Six Sigma Yellow Belt - Delegate Pack)	Download
Course Material (Lean Six Sigma Green Belt Training - Delegate Pack)	Download
Course Material (Lean Six Sigma Yellow Belt Training - Mock Exam)	Download
Course Material (Lean Six Sigma Green Belt Training - Mock Exam)	Download
Course Material (Case Study Possible Answers)	Download
Course Material (Lean Six Sigma Exercises (5))	Download
Other (Lean Six Sigma Green Belt - Precourse Reading 1)	Download

**Step 3** is titled "Access E-learning" and includes the instruction "Proceed to structured eLearning - designed to support and enhance your course experience". Below this, there is a section labeled "ACCESS" with a sub-label "94 days left". At the bottom of this section, there is a red-bordered box containing the text "COURSE LINK" and "Access Course".

## Step 7

**You're Now on the eLearning Platform:** You've successfully reached your course dashboard with all tools ready. Your learning journey officially begins here. Explore, study, and grow with full access to all modules.

The screenshot displays the course dashboard for 'Lean Six Sigma Green Belt' on the theknowledgeacademy platform. The interface is dark-themed with purple accents. At the top, a navigation bar includes the logo, a search bar, and links for 'My Courses', 'Features', 'Library', 'Explore Business', 'Plans', and a user profile icon labeled 'KK'. Below the navigation bar, the course title 'Lean Six Sigma Green Belt' is prominently displayed, along with its category 'Business Improvement' and a brief description: 'Lead transformative projects with Lean Six Sigma Green Belt's advanced analytical tools and data-driven improvement strategies.' The course is rated 4.8 (1256 ratings) and is marked as a 'Top Rated Course', 'Popular Course', and 'Best Seller'. A 'See Related Course' button is visible. The 'This course includes' section lists '10 Quizzes', '12 Downloadable Resources', and '3 Case Studies'. The 'Course Content' section shows '14 sections', '55 Activities', and progress indicators for various sections. The first section, 'Lean Six Sigma Green Belt', is marked as 0% complete. Below it, 'Module 1' is also marked as 0% complete. The right sidebar features a 'Course Expires in 84 Days' warning, a 'Start Watching | 0%' button, a 'Leave a feedback' button, and buttons for 'Enquire Now', 'Share', and 'Gift Course'. It also includes a 'Related Courses' section with recommendations like 'Lean Six Sigma Black Belt' and 'ISO 9001 Lead Auditor'.



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# Congratulations