**REGISTRATION & ORIENTATION**

# 📘 LearnDash Lesson Module – Orientation Lesson 1

**Lesson Title:** Welcome & Platform Tour

## Lesson Introduction

Welcome to **Buzzjuice Courses!**

This lesson will help you become familiar with the learning platform before you begin your Health & Safety courses. By the end of this module, you will:

* Understand how to navigate the platform and access your courses.
* Know how to update and complete your **BuddyBoss profile** (a key step in your registration).
* Identify where to find **support resources**, help articles, and community forums.
* Gain confidence using the dashboard, menus, and course features.

This lesson is designed to take **5–7 minutes** to complete. It is a **prerequisite for the Registration & Orientation assessment** later in this program.

## Topic 1: Navigating the Platform

* **Dashboard Overview**:  
  When you log in, your dashboard shows your enrolled courses, announcements, and profile links.
* **Courses Page**:  
  Access the “Courses” page via the bottom menu or sidebar. Here you’ll see:
  + Course List (active and available courses).
  + Lessons and topics with progress indicators.
  + Quizzes, assignments, and forums linked to each course.
* **Groups & Forums**:  
  Join discussion groups to collaborate, ask questions, and share resources.

👉 Action Step: Explore the dashboard now. Locate the “Courses” and “Groups” menu items.

## Topic 2: Updating Your Profile

Your **BuddyBoss profile** serves as your official registration record. Incomplete profiles may block access to certain Health & Safety course assessments.

1. Navigate to **Profile → Edit Profile**.
2. Complete all required fields:
   * Full name
   * Email address
   * Academic history (last institution attended)
   * Health insurance information or preferred medical center
   * Emergency contact details
3. Upload a clear profile photo (recommended).

👉 Action Step: Update your profile now. Make sure required fields are filled before moving forward.

## Topic 3: Course Structure & Progress

Each course contains:

* **Lessons**: main learning units with text, video, or PDFs.
* **Topics**: sub-sections under lessons for detailed concepts.
* **Quizzes/Assignments**: short tests or tasks at the end of lessons.
* **Completion Rules**:
  + Some lessons require passing the quiz before moving on.
  + Final assessments require a **70% pass rate**.

👉 Action Step: Open a sample lesson in the Orientation course to see how lessons, topics, and progress tracking work.

## Topic 4: Finding Support

If you encounter problems, help is available:

* **Help & Support Email:** support@buzzjuice.net
* **Community Groups:** join forums to ask questions.
* **FAQ Section:** check common issues about subscriptions, login, or course access.
* **Announcements Group:** stay updated on new courses, timetable changes, and bylaw updates.

👉 Action Step: Bookmark the Support email and join the “Announcements” group for future updates.

## Lesson Summary

In this lesson, you learned:

* How to navigate the Buzzjuice Courses platform.
* How to update your BuddyBoss profile.
* The structure of courses and progress requirements.
* Where to find help and support.

✅ Next Step: Mark this lesson complete to continue to Lesson 2 — **Subscriptions & Pricing**.

# 📘 Lesson 2 — Subscriptions & Pricing

## Lesson Introduction

Welcome to Lesson 2 of the Registration & Orientation program.  
In this lesson, you will learn how **Buzzjuice subscriptions** work, why they are required for access to courses, and how to manage payments and renewals.

Your subscription is not just a fee — it is your **registration key** that unlocks course access, keeps your account active, and ensures you remain in good standing. Understanding the subscription tiers and rules will help you avoid interruptions in your learning journey.

## 📍 Topic 1: Why Subscriptions Are Required

* All Buzzjuice Courses operate on a subscription model.
* The subscription covers your **registration fee** and enables access to exclusive learning content.
* Without an active subscription, you will not be able to:
  + Take the Registration & Orientation final assessment.
  + Access Health & Safety course quizzes or graded activities.
  + Earn certificates or badges.

👉 **Key Point:** An active subscription is the foundation of your registration.

## 📍 Topic 2: Subscription Plans & Pricing

Buzzjuice offers four subscription options. You can choose the plan that best suits your study schedule:

| **Plan** | **Duration** | **Price** | **Cost per Month (approx.)** |
| --- | --- | --- | --- |
| **Monthly** | 27 days | 27 GHC | 27 GHC |
| **Quarterly** | 3 months (90 days) | 50 GHC | ~16.6 GHC |
| **Semi-Annual** | 6 months (180 days) | 84 GHC | 14 GHC |
| **Annual** | 12 months (365 days) | 150 GHC | 12.5 GHC |

* Longer plans offer better value per month.
* You may upgrade, downgrade, or renew your plan at any time from your **Account > Subscriptions** page.
* Payments are securely processed through **WooCommerce Subscriptions**.

👉 **Tip:** Choose a longer plan if you want uninterrupted access and lower monthly cost.

## 📍 Topic 3: Payment Rules & Renewals

* **Auto-renewal:** By default, subscriptions automatically renew. You can cancel auto-renewal in your account settings.
* **Failed payments:** If your payment fails, your account will temporarily lose access until payment is resolved.
* **Renewal reminders:** Emails will be sent 7 days and 1 day before your renewal date.
* **Cancellation:** Cancelling a subscription ends access at the end of your current billing period.

👉 **Important:** Losing your subscription mid-course will **immediately block access** to Health & Safety content until you renew.

## 📍 Topic 4: Subscription + Orientation Rules

* To attempt the **Registration & Orientation final quiz**, you must have an active subscription.
* Completing orientation gives you the **“Oriented” role** in your account.
* To continue into Health & Safety courses, you must:
  1. Have an active subscription, **and**
  2. Pass the Orientation quiz with at least 70%.

👉 Both subscription and orientation status are required for access.

## 📍 Topic 5: Refunds & Support

* **Refund policy:** Refunds are only available if you cancel within 7 days of your first subscription payment and have not yet attempted a course quiz.
* **Support:** For billing issues, contact:
  + Email: **support@buzzjuice.net**
  + Support Page: **[Buzzjuice Support Portal]** (link placeholder)
* Always include your **order number** in support requests.

👉 **Reminder:** If you experience subscription issues, contact support quickly to avoid losing course progress.

## 📍 Summary

By now, you should understand:

1. Why subscriptions are required.
2. The four subscription plans and their pricing.
3. The rules for payment, renewal, and cancellation.
4. How subscriptions and orientation work together to unlock Health & Safety courses.
5. Where to find refund policies and support.

## ✅ Next Steps

* Review your current subscription or purchase one if you haven’t already.
* Make sure auto-renewal settings are correct in your account.
* Prepare to test your knowledge of subscription rules in the Orientation Final Assessment.

**📘 LearnDash Lesson: Lesson 3 — Access Rules & Gating**

**Lesson Title:**  
Access Rules & Gating

**Lesson Introduction:**  
Welcome to Lesson 3 of the Buzzjuice Registration & Orientation program.  
In this lesson, you’ll learn how Buzzjuice Courses manage access to Health & Safety content using subscription plans, orientation status, and gating rules. These rules ensure fairness, protect course integrity, and guarantee that only prepared learners access exclusive material.

By the end of this lesson, you will:

* Understand which courses require a subscription.
* Know what the **“exclusive-content” tag** means.
* Recognize why **Orientation completion** (Oriented status) is required.
* Learn what happens if a subscription expires or lapses mid-course.
* Be able to explain the steps needed to restore access after expiry.

**Topic 1: Why Gating Exists**

**Content:**  
Buzzjuice Courses use **gating rules** to make sure that learners are properly prepared and have active subscriptions before accessing exclusive Health & Safety content.

Gating exists for three main reasons:

1. **Fair access** — Only subscribers who support the platform financially can access advanced training.
2. **Quality assurance** — Orientation ensures you understand the rules before starting Health & Safety courses.
3. **Integrity** — Prevents users without registration or expired orientation from bypassing requirements.

Think of gating as a **secure doorway**: only learners with the right keys (subscription + orientation pass) can enter.

**Topic 2: The Role of Subscriptions**

**Content:**  
To access any exclusive course, lesson, or quiz, you must hold an **active subscription**.

📌 Buzzjuice subscription plans:

* 27 GHC per month
* 50 GHC every 3 months
* 84 GHC every 6 months
* 150 GHC every 12 months

If your subscription expires:

* You will be **redirected automatically** to the subscription purchase page when trying to access exclusive content.
* You must renew to continue learning.

**Topic 3: The Exclusive-Content Tag**

**Content:**  
Certain courses, lessons, and quizzes are labeled with the **“exclusive-content”** tag.

This means:

* The system checks for your subscription status before loading the page.
* If your subscription is inactive, you’ll be redirected to the subscription purchase page.
* If your subscription is active but orientation is incomplete, you’ll be prompted to finish Orientation first.

Example:  
If you try to access a Health & Safety quiz without an active subscription, you’ll be redirected to the subscription page.

**Topic 4: Orientation and Oriented Status**

**Content:**  
Completing Orientation is just as important as holding a subscription.

* Once you pass the Orientation final assessment, you’ll receive the **“Oriented” role**.
* This role acts as a second key, unlocking Health & Safety content alongside your subscription.
* Without Orientation, you cannot progress into the Health & Safety Diploma, even if your subscription is active.

**Topic 5: Losing Access**

**Content:**  
There are two common reasons learners lose access:

1. **Subscription expires** — you will be redirected to renew.
2. **Orientation expires** — after **152 days**, your Orientation status lapses, and all course data is deleted.

To restore access:

* Renew your subscription (if expired).
* Re-complete Orientation to regain Oriented status.

This ensures all learners remain up-to-date and compliant with Buzzjuice policies.

**Topic 6: Key Takeaways**

**Content (bullet points):**

* Access to Health & Safety courses is gated by **subscription + orientation**.
* The **exclusive-content tag** enforces these rules automatically.
* Orientation completion = **Oriented role**, required for further progress.
* Losing access = renew subscription + redo Orientation (if expired).
* Gating protects course integrity and ensures a fair learning environment.

✨ **End of Lesson 3: Access Rules & Gating** ✨

# 📘 LearnDash Lesson Module: Lesson 4 — Expiry, Retention & Re-registration

## Lesson Introduction

Welcome to **Lesson 4: Expiry, Retention & Re-registration**.

Every learner’s Registration & Orientation (R&O) status on Buzzjuice Courses is valid for **152 days**. This rule ensures that learners remain active, compliant with platform policies, and up to date with subscription requirements.

In this lesson, you will learn:

* How long your orientation status lasts.
* What happens when the 152-day limit is reached.
* How your data and course progress are managed.
* The steps to re-register and continue your studies.

By the end of this lesson, you’ll understand the importance of renewing your subscription on time and how to maintain uninterrupted access to Health & Safety course content.

## Topic 1: Orientation Expiry (152 Days)

* Your Registration & Orientation completion is valid for **152 days** from the date you pass the final assessment.
* After 152 days, your R&O status **expires**, and your access to Health & Safety courses will be restricted until you renew.
* The expiry countdown begins immediately after passing the orientation assessment, not at the point of subscription renewal.

**Key Point:** Expiry is tied to your orientation completion, not just your subscription.

## Topic 2: Data Retention & Deletion

* Once the 152-day period ends, **all course and user statistics** connected to your Registration & Orientation are **deleted**.
* Deleted data includes:
  + Course progress records
  + Lesson completions
  + Quiz attempts and scores
  + Orientation certificate and badge
* This ensures compliance with platform policies and creates a fair reset for all learners.

**Note:** Personal details stored in your BuddyBoss profile (e.g., education history, emergency contact, health information) remain intact and are not deleted.

## Topic 3: Renewal & Re-registration

To regain full access after expiry, you must:

1. **Maintain an active subscription** (renew your subscription plan if expired).
2. **Re-complete the Registration & Orientation course** (all lessons + final assessment).
3. **Pass the orientation quiz again** to restore your “Oriented” status.

Only then will your access to Health & Safety courses be unlocked.

## Topic 4: Reminder Notifications

* You will receive **automated reminder emails** before your 152-day orientation expiry.
* Reminders are typically sent at: **30, 14, 7, 3, and 1 day(s)** before expiry.
* These notifications help you renew on time and avoid losing your course progress.

**Tip:** Add support@buzzjuice.net to your safe senders list so you don’t miss these reminders.

## Topic 5: Importance of Staying Current

Why does Buzzjuice enforce expiry and renewal?

* To keep learners **engaged and accountable**.
* To make sure learners always know the latest **platform rules and subscription policies**.
* To ensure compliance with the **Health & Safety diploma structure**.

This process supports a fair learning environment and strengthens the credibility of Buzzjuice certifications.

## Lesson Summary

* Orientation status is valid for **152 days**.
* After expiry, course data is **deleted**.
* Re-registration requires a valid subscription + retaking orientation.
* Reminder emails help you act before your expiry date.
* Expiry rules keep the learning community fair, current, and compliant.

✨ End of Lesson 4 — Expiry, Retention & Re-registration

**📘 LearnDash Lesson Module — Lesson 5**

**Title:** Academy Bylaws, Conduct & Assessment Rules

**Lesson Introduction**

Welcome to Lesson 5 of the Registration & Orientation program.

In this lesson, you will become familiar with the **Academy Bylaws, conduct expectations, and assessment rules** that govern your learning experience on the Buzzjuice Courses platform.

Every student is expected to maintain a standard of professionalism, respect, and accountability while taking part in any course or activity. The bylaws outline the **terms, conditions, privacy policies, rules, and procedures** that apply to all members.

Understanding and agreeing to these guidelines is a requirement before continuing to Health & Safety courses and other exclusive-content programs.

By the end of this lesson, you should:

* Recognize the key categories of the Buzzjuice Academy Bylaws
* Understand your responsibilities as a registered learner
* Know the consequences of misconduct, plagiarism, or dishonesty in assessments
* Be prepared to acknowledge compliance with bylaws before assessments

**Topic 1: The Academy Bylaws Overview**

The Buzzjuice Academy operates under a set of bylaws that provide the foundation for fair participation and safe learning.  
These bylaws are based on the **Koware Bylaws** and apply to all courses, forums, clubs, and groups.

**Categories of Bylaws include:**

1. **Terms & Conditions** – your rights and responsibilities as a learner.
2. **Rules & Regulations** – platform use, participation in forums/groups, and academic standards.
3. **Policies & Procedures** – guidance for assessments, appeals, and complaints.
4. **Privacy** – data protection and confidentiality of student records.
5. **Torah Bylaws** – included for reference and study; not subject to amendment.

All members are expected to review the bylaws regularly. Amendments (except for Torah Bylaws) are voted on and approved by the Academy’s governing board.

📌 *Action Point:* Access the full bylaws in the Academy’s forum: **[Bylaws & Policies Group Link]**

**Topic 2: Conduct Expectations**

To maintain a positive and professional environment, all learners are expected to follow these standards of conduct:

* **Respect:** Treat fellow students, instructors, and staff with courtesy in all interactions.
* **Integrity:** No cheating, plagiarism, or use of unauthorized resources in assessments.
* **Collaboration:** Group work and discussions must remain constructive and supportive.
* **Compliance:** Adhere to Academy rules in forums, clubs, and study groups.
* **Responsibility:** Creators of clubs or groups are accountable for member conduct within their group.

⚠️ **Consequences for Misconduct**

* Temporary suspension of account or course access
* Removal from groups or clubs
* Permanent ban in cases of repeated or serious violations

**Topic 3: Assessment Rules**

Assessments are designed to ensure you have understood and can apply the concepts presented. To keep the evaluation fair and meaningful:

1. **Eligibility**
   * Only students with an **active subscription** and completed Orientation can access assessments.
2. **Assessment Requirements**
   * Final Orientation Quiz: 20 questions, passing grade of 70% (14/20).
   * Health & Safety assessments: some lessons are locked until you pass the required quiz.
3. **Assessment Conduct**
   * Work must be completed individually unless otherwise stated.
   * Sharing answers or using unauthorized materials is considered misconduct.
4. **Retake Policy**
   * Orientation quiz: up to **3 retakes allowed**.
   * After 3 failed attempts, you must contact support for review.
5. **Certification & Records**
   * On passing Orientation, you will be granted the **Oriented role**, a **certificate**, and a **badge**.
   * Orientation expires in **152 days**; progress and records are then deleted. You must re-register and repeat Orientation to regain status.

**Lesson Summary**

In this lesson, you learned:

* The categories of the Academy Bylaws (Terms, Conditions, Rules, Regulations, Policies, Procedures, Torah Bylaws).
* Your responsibilities for respectful and professional conduct.
* Key assessment rules, including eligibility, honesty, passing requirements, and retake policies.

Compliance with these bylaws and rules ensures a fair, safe, and professional environment for all learners on the Buzzjuice platform.

📌 **Next Step:** Acknowledge that you have read and understood the bylaws and conduct rules before moving on to the Orientation Assessment.

**📘 Lesson 6 — Support, Certificates & Next Steps**

**Lesson Introduction**

Welcome to Lesson 6 of the Buzzjuice Registration & Orientation program!  
In this lesson, you’ll learn how to get help when you need it, what rewards and access you’ll receive after successfully completing the Orientation, and how to move forward into the Health & Safety Diploma courses.

Completing Orientation not only grants you access to exclusive course content, but also sets you up for success by making sure you know exactly where to turn for technical support, how to claim your certificate, and what steps to take next.

By the end of this lesson, you will:

* Know where to find support for technical, billing, and academic issues.
* Understand the badges, certificates, and Oriented role you will receive upon passing Orientation.
* Be ready to start your Health & Safety Diploma journey with confidence.

**Topic 1 — Support Channels**

When learning online, it’s important to know where to get help. Buzzjuice provides multiple support channels to ensure you never feel stuck.

**Available Support Options:**

* **Email Support:** Contact the team at *support@buzzjuice.net* for technical or billing questions.
* **BuddyBoss Groups:** Join the “Support & Help” group for community-based troubleshooting and peer support.
* **FAQs & Guides:** Access quick answers in the Help Center inside your dashboard.
* **Admin Support Hours:** Admins are available for live responses during working hours (Mon–Fri, 9 AM–5 PM GMT).

**Tip:** Always check your profile notifications and email inbox for system updates before submitting a support request.

**Topic 2 — Certificates, Badges & Orientation Status**

After successfully completing Orientation, your account will be updated to reflect your new status.

**On Passing Orientation, you will receive:**

* **Oriented Role:** A new role added to your account that unlocks access to exclusive Health & Safety course content.
* **Completion Certificate:** A downloadable and printable PDF certificate to confirm you’ve completed Orientation.
* **Orientation Badge:** A visible badge on your BuddyBoss profile to show other learners that you are officially “Oriented.”

These achievements are more than symbols—they are your proof of readiness to begin the Health & Safety Diploma program.

**Topic 3 — What Happens If You Don’t Pass?**

If you don’t pass Orientation the first time, don’t worry—retakes are allowed.

* **You have up to 3 attempts** to pass the final Orientation quiz.
* After each failed attempt, you’ll be directed back to key lessons for review.
* If you do not pass after 3 tries, you’ll need to open a support ticket for manual assistance.

This ensures that every learner entering the Health & Safety program is truly prepared.

**Topic 4 — Next Steps: Starting the Health & Safety Diploma**

Once Orientation is complete and your subscription is active, you’re ready to start the Health & Safety Diploma!

**Your first course is:**

* **HS1000 — Fundamentals of Health & Safety**  
  This course will introduce you to global health and safety standards (NEBOSH, ISO, OSHA, ILO), personal risk management, and the foundations you’ll need to progress through the program.

**How to Begin:**

1. Go to the “Courses” page in your Buzzjuice dashboard.
2. Select **HS1000 — Fundamentals of Health & Safety**.
3. Begin with Lesson 1 and follow the steps carefully. Some lessons and quizzes are locked until passed.

**Remember:**

* Keep your subscription active.
* Check your BuddyBoss profile to make sure it’s complete.
* Refer back to Orientation lessons if you need a refresher.

**Lesson Summary**

In this lesson, you learned:

* How to contact Buzzjuice support (email, BuddyBoss, FAQs, and admin hours).
* What certificates, badges, and roles are awarded after Orientation.
* What happens if you don’t pass the Orientation quiz.
* How to move forward into the Health & Safety Diploma starting with HS1000.

You are now prepared to complete Orientation and take your first steps into the Health & Safety program.