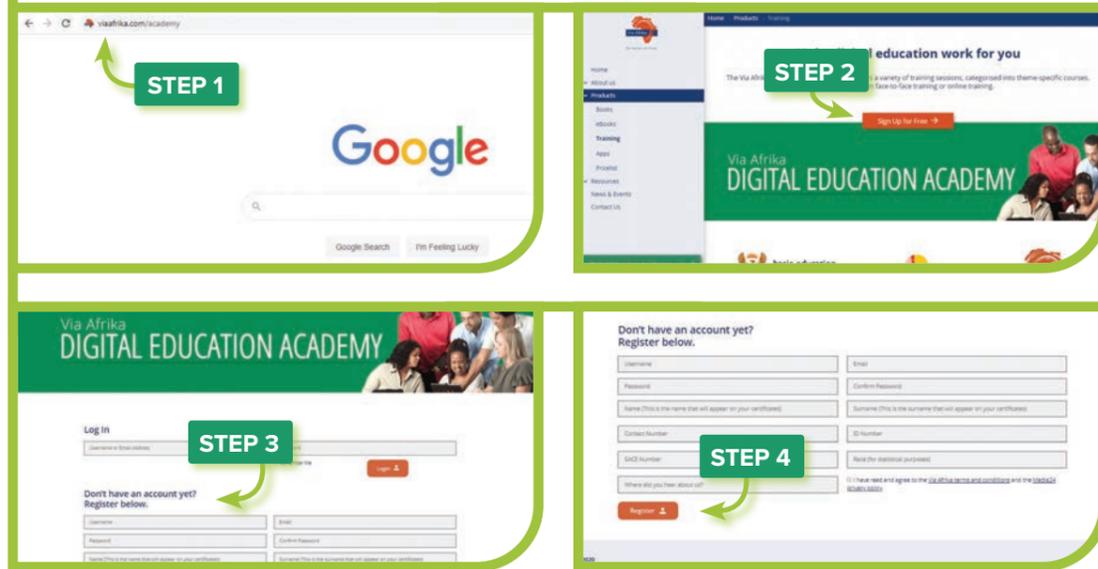


REGISTERING FOR AN ONLINE COURSE

You can follow these steps, or watch the video here: <http://bit.ly/VADEAhowto>

A START WITH REGISTERING ON THE VADEA PLATFORM

- Step 1:** Go to the Via Afrika Digital Education Academy website: www.viaafrika.com/academy
- Step 2:** Click on the orange **SIGN UP FOR FREE** button in the center of your screen.
- Step 3:** Complete the registration form at the bottom of the screen.
- Step 4:** Click on the **REGISTER** button once the whole form has been completed.



B TIME TO CHOOSE AN ONLINE TRAINING SESSION

- Step 5:** Click on the **COURSES** button at the top of the screen.
- Step 6:** Click on the **LEARN MORE** button next to each course to find out more.



C NOW GET YOUR FIRST SESSION FREE (AND LEARN HOW TO BUY MORE!)

- Step 7:** Click on the **BUY SESSION** button under the name of the session you have chosen.
- Step 8:** Click on the blue **VIEW CART** button under the name of the session you have chosen.
- Step 9:** Click on the word "Coupon" and type in the coupon code **FIRSTFREE**.
- Step 10:** Click on the **APPLY COUPON** button.
- Step 11:** Click on the **PROCEED TO CHECKOUT** button.
- Step 12:** Fill out the missing detail on the left, then click the **PLACE ORDER** button.
- Step 13:** Click on the word "here" to start the session.



D TIME TO DO YOUR FIRST ONLINE TRAINING SESSION

Once you have bought your session (or used your coupon to get it for free) your session will be available on your profile. You can always come back to your profile by clicking the "My profile" button on the top menu. Your profile lists all the sessions you have bought. To start, click on its name. Get going with the free "Get started here" session because it explains how the Via Afrika Digital Education Academy online training works.

