

ONE NEXT STEP AT A TIME

# Your student guidebook

Choose your pathway. Make a plan.  
Learn, earn and share with confidence.



27 short topics. Clear steps. Illustrated examples.  
Your companion from signup to professional certificate.

# Use this book like a map

Tap a topic to go to its page. Tap Contents at the bottom to come back.

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**Online guide:** [learn.ariadia.com/orientation](https://learn.ariadia.com/orientation)

# Small steps. A clear finish line.

A module is part of a course. A pathway is a group of courses.

## Your learning map



- 1 Choose a pathway.** It lists every course you need for that professional certificate. You choose whether to enroll.
- 2 Work through each course.** Study its illustrated modules. Pass its checkpoints and applied labs. Modules do not issue separate badges.
- 3 Earn a course badge.** It appears automatically when all course requirements are passed. A shared course only needs to be completed once.
- 4 Reach the pathway finish line.** Complete all required courses within one year of enrollment. Your assigned instructor then issues the professional certificate.

### ONE CLASSROOM

Healthcare Planning in Practice is now integrated into Academy courses. Follow the current Modules and Applied exercises tabs.

[Explore my pathways](#)

# Create your Academy account

Use an email you can open. This is an independent Ariadia account.

## Create secure account

- 1 Display name + email**  
Use your own details
- 2 Password + confirmation**  
15-128 characters
- 3 Optional learning direction**  
Role, experience, goal and weekly hours

- 1 Fill in the essentials.** Enter Display name, Email address, Choose password and Confirm password. Use a long, unique passphrase.
- 2 Add your direction if you want.** Professional role, Healthcare project experience, Learning goal and weekly availability help suggest a pathway. Choose a 1-3 hour daily study budget over five days, or enter custom hours. You can change this later.
- 3 Read the agreement.** Read the Terms and Privacy Notice. If you agree, tick the checkbox and select Create secure account.
- 4 Verify your email.** Open the verification email, follow its link and select Confirm email address. Then choose Start orientation. Use Resend verification email if needed.

## YOU STAY IN CONTROL

Creating an account does not enroll you, buy a pathway, publish your profile or subscribe you to marketing.

## Open account signup

# Sign in and find your place

Use the same account email each time so your learning stays together.

## Getting back in

1

### Sign in

Your email + password

2

### Forgot your password?

Request a reset link

3

### Open the newest email

Save a new password

- 1 Open learner sign in.** Go to [learn.ariadia.com/login](https://learn.ariadia.com/login). Enter your email and password, then select Sign in securely.
- 2 Finish verification if asked.** Use the link sent to that email address. An Academy account does not need a ChatGPT login.
- 3 Reset a forgotten password.** Select Reset your password, enter your account email and choose Send reset link. Check spam if the email is missing.
- 4 Use the newest reset link.** Set a new 15-128 character password. Select Save new password, then sign in again. Do not create another account to recover progress.

## KEEP YOUR ACCOUNT PRIVATE

Never share a password, verification link or reset link. If you cannot sign in, use the public Contact page.

## Open learner sign in

# Your classroom has a map

The main navigation takes you to a different part of your account.

**Where to go**

|                                              |                                                     |                                            |
|----------------------------------------------|-----------------------------------------------------|--------------------------------------------|
| <b>Dashboard</b><br>Continue learning        | <b>My pathways</b><br>Choose and track certificates | <b>Courses</b><br>Open enrolled coursework |
| <b>Calendar</b><br>Set dates and study hours | <b>Achievements</b><br>Download and share awards    | <b>Profile</b><br>Background and picture   |

- 1 Start at Dashboard.** The page is called My learning. Continue course opens your next available course. Enrolled courses shows your collection.
- 2 Use My pathways for the big picture.** See your certificate journeys and completed courses. Browse other options without joining them.
- 3 Use Courses for today's work.** Find a course by title or code. Open it to read, practise, check feedback or save notes.
- 4 Use the other account links.** Student guide brings you here. Messages & support opens existing conversations. Privacy & account opens privacy choices.

## ON A SMALL SCREEN

The layout may stack or scroll. Look for the same navigation labels. Dashboard is a useful place to return when you feel lost.

**Open my dashboard**

# Make your profile feel like you

Your learning background helps recommendations. It does not limit your choices.

## My learning profile

- 1 Background & ambition**  
Role, experience and learning goal
- 2 Weekly hours + time zone**  
A realistic starting commitment
- 3 Your profile picture**  
Upload a photo or choose an avatar

- 1 Open Profile.** Choose your role, experience and goal. Start with a daily study budget of 1, 2 or 3 hours over five study days per week, or enter custom weekly hours.
- 2 Check your time zone.** Your plan uses calendar dates. These are study targets, not timed exam countdowns.
- 3 Choose a picture.** Pick one of the 12 illustrated professionals, or use Upload your photo. PNG, JPEG and WebP files up to 5 MB are accepted. Photos save when uploaded.
- 4 Save the other changes.** Open the Learning profile tab. Select Save profile & update recommendations after changing your background or choosing a gallery avatar. Then explore the suggested pathways.

### PRIVATE BY DEFAULT

A learning profile is different from an optional member directory profile. Publishing, marketing and graduate features have separate choices.

[Open my learning profile](#)

# Choose your professional pathway

Read the benefit, required courses, study time and price before joining.

## You choose what to join

1

### Compare

Benefit + courses + hours

2

### Select

One or several pathways

3

### Confirm

Free enrollment or secure checkout

- 1 Open My pathways.** Under Explore & compare, read the cards. Suggested for you is advice, not an enrollment.
- 2 Check the requirements.** Open See course requirements. Review courses already complete, remaining study hours and any tuition shown.
- 3 Select the pathways you want.** Tick Select beside each choice. You may join multiple free or paid pathways together. The itemized quote charges each distinct paid course once and credits completed or already-owned paid courses.
- 4 Confirm deliberately.** Review Your course tuition. If you have a promo code, enter it and select Apply code. Check the final total. Select Confirm enrollment when no payment is due, or Continue to secure checkout for a paid order. Paid access opens after payment is confirmed.

## READ THE LIVE OFFER

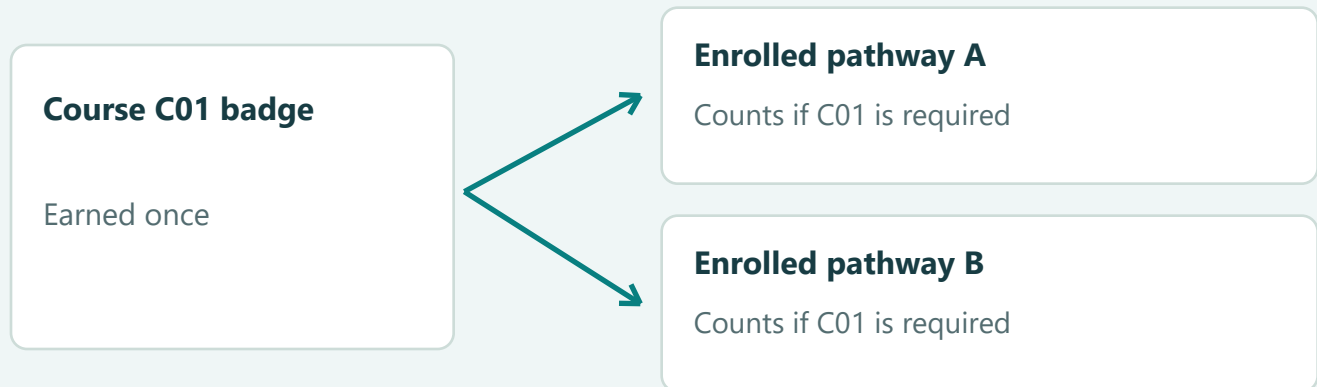
Your total is based on distinct paid courses. Foundation and free courses add \$0. Duplicated, completed and already-owned paid courses are credited before a promo discount. Codes may have an expiry or use limit. If prices change, review a refreshed quote before continuing.

## Compare professional pathways

# Let shared learning count

A shared course has one learning record, even when two pathways use it.

## Example: one shared course



- 1 **Look at Your certificate journeys.** Each enrolled pathway has its own progress bar and course count.
- 2 **Open Completed courses and next steps.** Badge earned marks a completed course. The other rows show what is still required.
- 3 **Follow the shared credit.** If two enrolled pathways require the same course, its earned badge counts in both. You do not repeat that course.
- 4 **Choose another pathway when ready.** Completing a certificate may show Your next professional chapter. You still select and confirm the next enrollment yourself.

### PROGRESS IS NOT ISSUANCE

All course badges can be complete while the professional certificate is still waiting for its assigned instructor to issue it.

[See my certificate journeys](#)

# Build a pace that fits your week

Choose a 3-, 4- or 5-week suggested pathway, then check the workload against your available time.

## Whole-pathway suggested schedules



**3 weeks**

Lighter pathways



**4 weeks**

Broader pathways



**5 weeks**

Fuller pathways

- 1 Open Calendar after enrollment.** Choose Professional pathway and your start date. The suggested target is 3, 4 or 5 weeks later, based on the complete pathway's coursework. The common core runs first; specialist courses then run together.
- 2 Enter your available time.** Choose a daily budget or enter weekly hours. This helps compare the required workload with your availability. It does not change the suggested pathway length, and an intensive pathway may need more time each day than the preset budgets.
- 3 Select Preview my schedule.** Check course dates and the busiest week across all pathways. Change My certificate target for a longer custom plan if needed. Course arrangement lets you study courses together or one at a time. Use suggested target restores the 3-, 4- or 5-week plan.
- 4 Save a realistic plan.** If a workload warning appears, adjust your target or accept only if you can manage the required hours. Select Save this schedule. Your saved dates remain unchanged until you save a revised plan.

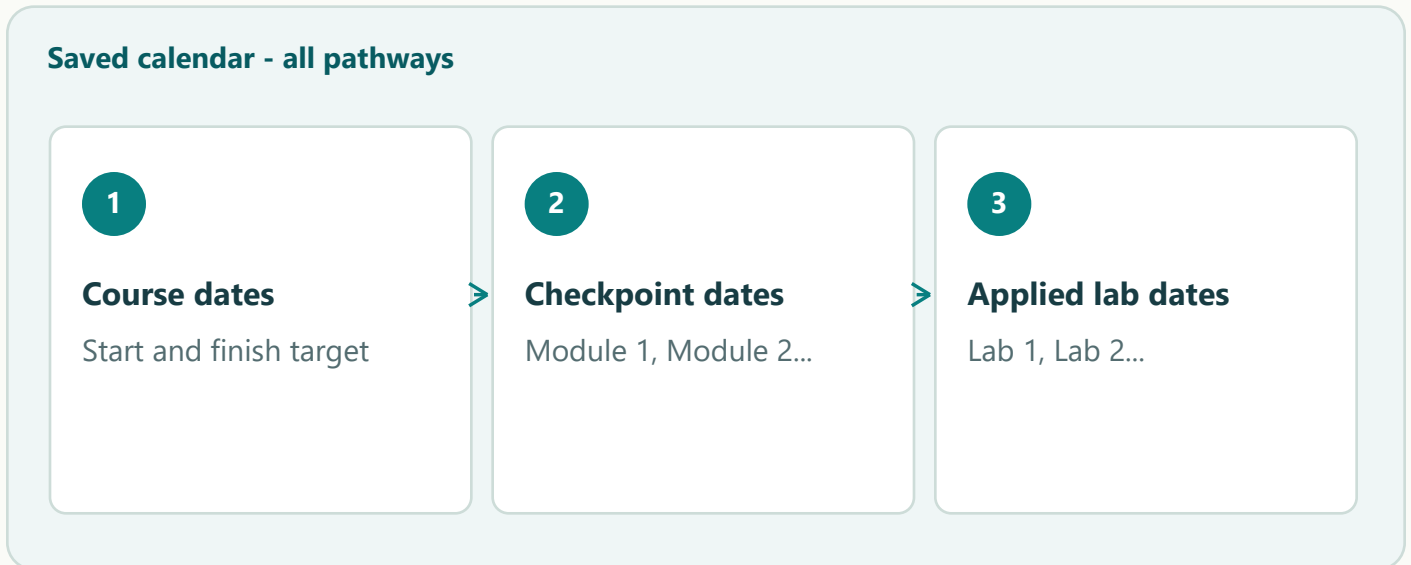
### THE TIME LIMITS

The 3-, 4- or 5-week suggestion is for the entire pathway. Each course still allows one week to three calendar months, and the pathway must finish within one year of enrollment. Existing shared and started course dates are preserved; a conflicting target needs adjustment.

## Plan my study pace

# Read and adjust your calendar

Previewing a plan does not save it. Wait for the saved confirmation.



- 1 Find Saved calendar - all pathways.** Expand a course to see its module checkpoints and applied lab dates.
- 2 Use Upcoming coursework.** On the Dashboard, choose an upcoming item to return to its course work.
- 3 Re-plan future work when needed.** Change your target or hours, preview again and save. A started course or course shared with another saved pathway keeps its existing schedule.
- 4 Ask for an adjustment early.** Your instructor can change dates, effort estimates and guidance with a recorded reason, within the course and pathway limits. Use Support if you need help.

## A MISSED TARGET DOES NOT ERASE WORK

A missed study date does not remove saved progress. The one-year pathway deadline still matters; ask for help before it becomes a problem.

[Open my saved calendar](#)

# Start with the four common courses

C01-C04 are the shared foundation before specialist coursework opens.

## Your common core

### C01

Understanding Healthcare Facilities

### C02

Reading Healthcare Briefs and Drawings

### C03

Safe and Inclusive Healthcare Environments

### C04

Evidence and User Engagement

- 1 Choose a pathway first.** Its required courses appear under Courses. Account creation alone does not enroll you.
- 2 Begin with C01-C04.** Open a course card or row. Read the illustrated modules and work through the examples.
- 3 Complete each core course.** Pass all its module checkpoints and applied labs. The course badge appears automatically; an instructor does not need to issue a core course certificate.
- 4 Continue into your specialty.** After the four common core courses are complete, open your enrolled specialist courses. Shared core badges count toward other pathways you explicitly join.

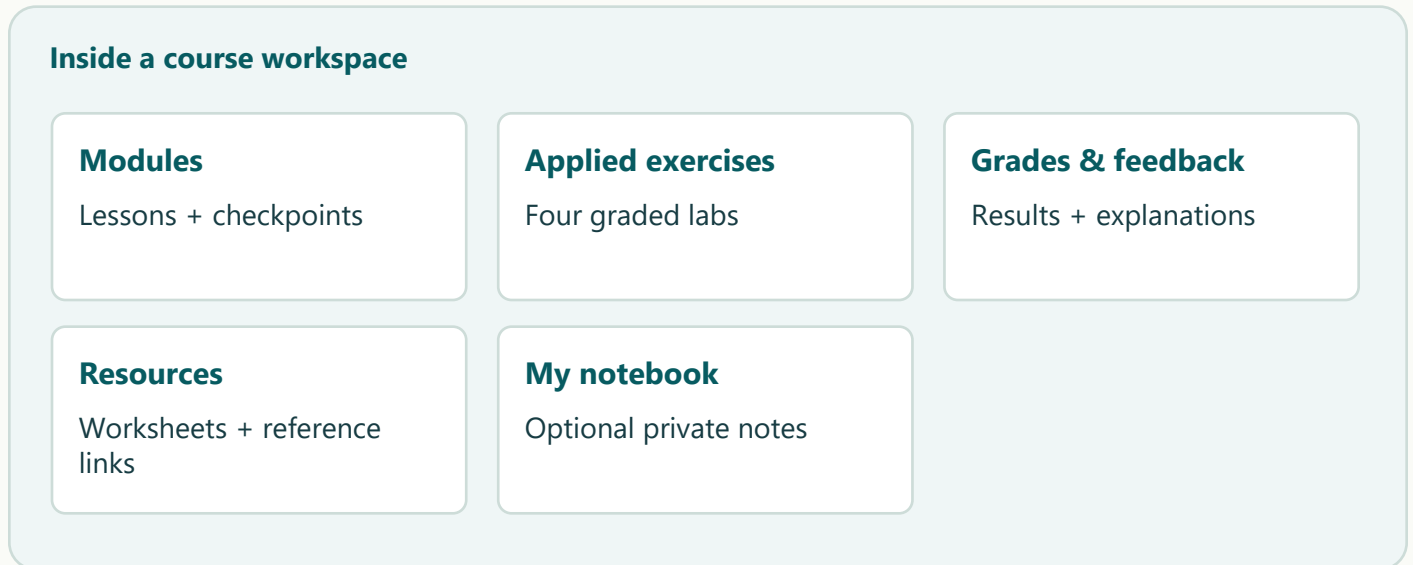
## IF A COURSE IS LOCKED

Read its access message. Check common core completion, pathway enrollment and any pending payment before contacting support.

[Open my common core courses](#)

# Five tabs keep your course tidy

Think of each tab as a drawer for one kind of work.



- 1 Open a course.** Choose it under Courses, or select Continue course from the Dashboard.
- 2 Check the top of the workspace.** See module and lab pass counts, enrolled pathways using the course, and any saved study dates or instructor guidance.
- 3 Choose the tab you need.** Start with Modules. Use Applied exercises for practical cases and Grades & feedback for results.
- 4 Switch without losing saved work.** Save your notebook first. Select All my courses, then open another available enrolled course. Submitted results remain recorded.

## YOUR REQUIREMENTS STAY CLEAR

Watching a diagram or opening a page alone does not finish a course. Complete the reading confirmations, checkpoints and applied labs.

## Open my courses

# Learn one module at a time

Read the idea, study its illustration, then follow the worked example.

## A small learning loop

1

### Read

Understand the concept



2

### Explore

Use the illustration and example



3

### Confirm

Open the module test

- 1 Open Modules.** Choose a module and read its outcome. This tells you what you should be able to do.
- 2 Work through the material.** Read the explanation, inspect the diagram and follow each decision in the example. Try the practice prompts.
- 3 Confirm the reading honestly.** Tick I have worked through this module and its worked example. Then select Open module test to record the reading and open the checkpoint.
- 4 Check your understanding.** The module checkpoint has two open-book questions. Both must be correct. You can review the material and retry.

## NO MODULE BADGE

A passed module adds course progress. Your badge is awarded only after the whole course's checkpoints and applied labs are passed.

**Continue my modules**

# Choose one answer - or several

Read the question instruction before selecting an option.

## Practice illustration - not a course test



### Select one

A circle: choose one option



### Select all that apply

Squares: choose every correct option



### Submit module test

Send your finished answers

- 1 Read Select one carefully.** Choose one option. Selecting a different option replaces the first choice.
- 2 Read Select all that apply carefully.** Tick every correct option. Tap a selected box again if you want to remove it.
- 3 Do not select everything.** A multiple-answer question needs the exact correct set. An extra wrong choice or a missing correct choice makes that answer incorrect.
- 4 Review, then submit.** Answer both questions and select Submit module test. Wait for the result before navigating away.

## IF SUBMIT IS DIM

Check that every question has an answer and that the module reading was confirmed. Use the instruction text, not color alone, to understand the selection type.

[Return to my course](#)

# Use feedback as your coach

The result says what happened. The explanation helps you improve.

## An example learning habit

### CORRECT

#### Correct

Save notebook changes before leaving

### WHY NOT?

#### Why not?

Typing alone does not save notebook text

### REVIEW

#### Try again

Review the explanation, then retry

- 1 **Read the result after submitting.** Look at every question, including the ones you answered correctly.
- 2 **Read why each option fits or does not.** Notice any correct choices you missed and any incorrect choices you selected.
- 3 **Return to the idea you missed.** Revisit the module illustration or worked example. A short notebook reminder can help.
- 4 **Try again if the checkpoint is not yet passed.** Use Try the module test again. Later, open Grades & feedback for the saved result. Passed module checkpoints keep their earned status.

## APPLIED LAB PRACTICE

For applied labs, a lower practice score does not erase an earlier pass. Your earned pass and your latest practice result can differ.

[Review my course feedback](#)

# Practise with applied labs

Four practical labs replace routine written course submissions.

## Four kinds of planning practice

### Decision desk

Choose a defensible action

### Evidence sort

Separate stronger and weaker support

### Case repair

Correct a planning mistake

### Priority board

Decide what needs attention first

- 1 Study the matching module first.** Confirm its reading and use Open module test to save that confirmation. Then open Applied exercises and read the lab case.
- 2 Make the requested decisions.** Choose answers and complete any number fields. Use the units shown; check calculations before submitting.
- 3 Select Check my lab.** Every decision and calculation must be correct to pass. Your attempt and feedback save when submitted.
- 4 Improve using the explanation.** Use Apply the feedback & retry if needed. A passed lab stays passed after further practice. Continue to the next applied lab.

## PRACTISE WITHOUT A WRITTEN HAND-IN

These labs are automatically graded. My notebook and downloaded worksheets are optional study aids, not separate graded essays.

**Open my applied exercises**

# Save your thinking before leaving

Your notebook is optional, private and ungraded.

## My private notebook

- 1 Working notes**  
Ideas, questions and useful reminders
- 2 Reflection**  
What changed in your thinking?
- 3 Save my notebook**  
Wait for the saved message

- 1 Open My notebook.** Write in Working notes and Reflection. Connect the concepts to your work using non-confidential examples.
- 2 Select Save my notebook.** Wait for confirmation. Typing by itself does not save your notes.
- 3 Keep downloaded work separately.** Resources contains worksheets and references. Save edited downloads on your own device; they are not automatically uploaded.
- 4 Resume with the same account.** Open Courses and choose the course again. Submitted checkpoints, lab attempts and saved notes remain available.

## KEEP SENSITIVE DETAILS OUT

Do not include patient identifiers, passwords, private employee information or confidential client and project details in notes or support requests.

## Open my course notebook

# Know exactly what remains

Use pass counts and feedback to find the next small step.

## Example course progress - not your record

### Module checkpoints

3 of 4 passed



### Applied labs

2 of 4 passed



### Next step

Finish the unpassed requirements

- 1 Open Grades & feedback.** The Course gradebook lists module results and applied lab results.
- 2 Expand a module row.** Read its Passed or Not yet passed status. A submitted result includes the latest score, date and answer explanations.
- 3 Check the lab rows.** Use Open applied lab and explanations to revisit a lab. Pass every required lab, not just the module tests.
- 4 Compare the pathway view.** My pathways counts complete courses toward the certificate. A course progress bar and a pathway progress bar measure different things.

## DO NOT GUESS FROM ONE NUMBER

A course badge requires every checkpoint and lab pass. A professional certificate also requires all pathway courses and instructor issuance.

**Check my course gradebook**

# Earn a badge. Complete a pathway.

Achievements keeps the awards actually issued to your account.

## Two different achievements

1

### Complete a course

All checkpoints + all labs

2

### Course badge

Issued automatically

3

### Complete the pathway

Instructor issues its certificate

- 1 Finish a course's requirements.** Its course badge is automatic. Modules and exercises do not issue separate badges.
- 2 Finish every pathway course on time.** Earn all required valid course badges within one year of pathway enrollment. Your assigned instructor then issues the professional certificate.
- 3 Open Achievements.** Use Download badge PNG for a course badge. A professional certificate offers Download certificate and Download certificate PNG. The standard certificate file is SVG.
- 4 Celebrate the full collection if you choose.** Completing all courses unlocks Request graduate feature. Publication needs your consent and Academy approval; a feature is not automatic.

## WAITING FOR THE CERTIFICATE?

Look for the awaiting-instructor message. Keep learning in other enrolled courses. Contact [academy.certificates@ariadia.com](mailto:academy.certificates@ariadia.com) if you need help.

**Open my achievements**

# Share an achievement your way

You choose whether to post or share your achievement. Review it before posting.

## Two LinkedIn options

1

### Share achievement

Open the sharing controls

2

### Share on LinkedIn

Create a post with the verification link

3

### Add to LinkedIn profile

Enter credential details in your profile

- 1 **Open Share achievement.** Read the public information notice. The verification page includes your name, achievement, issue date, credential number, status and completion evidence.
- 2 **For a LinkedIn post, choose Share on LinkedIn.** Use Copy announcement if helpful. Download the PNG and attach it yourself when you want the achievement image in your post.
- 3 **For a profile entry, choose Add to LinkedIn profile.** The current Academy link opens the form without filling all fields. Use Copy name, Copy issuer, Copy ID and Copy verification link. Enter the displayed issue date.
- 4 **Review before publishing.** Check the title, issuer Ariadia Academy, credential ID and URL. Nothing is posted automatically. Copy credential details is a useful fallback.

## SHARING IS OPTIONAL

Only share a valid issued achievement. Downloading an image alone does not post it. Keep the verification link with your shared credential.

## Share from my achievements

# Recognize your Academy emails

Emails support your journey. Your account remains the place to check progress.

## Academy email, by purpose

1

### Account + enrollment

Verify, recover and confirm access

2

### Learning milestones

Plans, completed courses and awards

3

### Your next action

Open the Academy and check the details

- 1 Recognize the sender.** Automated Academy messages use academy.noreply@ariadia.com. The reply address routes your question to the relevant Academy team.
- 2 Look for useful milestones.** Messages can confirm enrollment, saved plans, course badges, coursework readiness and the instructor-issued certificate. Delivery can take time.
- 3 Choose optional learning updates.** Open Profile & account in the classroom. In Account details, change Receive updates and reminders for my enrolled courses, then select Save account settings. Use Sign out in the top bar when you finish on a shared device.
- 4 Check the site if an email is missing.** Review spam and the account email spelling. Use Calendar and Achievements directly. Do not rely on reminder emails as your only record of dates.

## SERVICE MESSAGES ARE SEPARATE

Turning off optional course updates does not turn off essential account, security, payment, privacy or staff-message emails. Newsletter consent is separate.

## Manage my email preferences

# Meet your community

A free account opens a place to meet colleagues and exchange ideas.

## From introduction to conversation

1

### Members

Browse shared profiles and achievements

2

### Say hello

Send one thoughtful introduction

3

### Inbox

Reply, mute alerts or close a chat

- 1 Choose to be listed.** Open Profile & account, then Community profile. Add a professional introduction and check directory listing. Public homepage sharing is optional and separate.
- 2 Find a colleague.** Open Community between Achievements and Profile & account. Search by name, specialty, organization or region. Select Say hello and send a short introduction.
- 3 Reply in your inbox.** A recipient can reply to accept the conversation. Until they reply, the sender can send only one introduction. The orange Community icon and number show unread messages.
- 4 Control each conversation.** Chat options lets you mute email alerts from that person or close the conversation. Muting leaves chat messages available. Report a concern beside a message if needed.

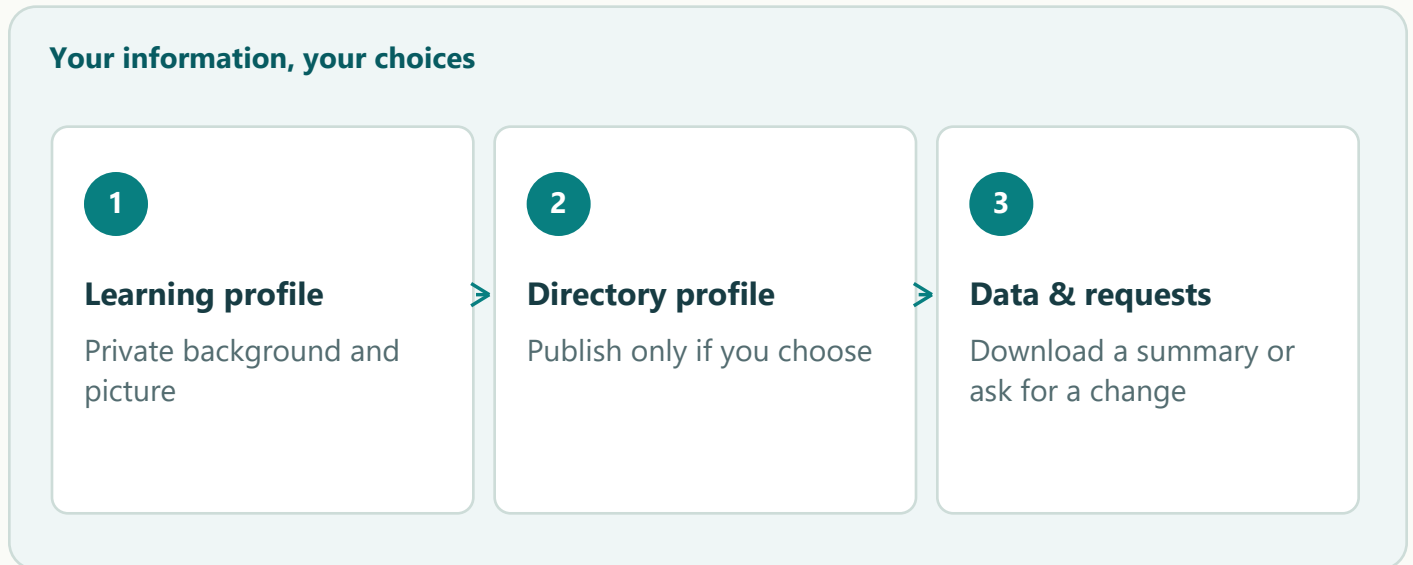
### A HELLO, NOT A PATIENT RECORD

Keep patient and confidential project details out of chat. Emails contain a private inbox link, not your message text.

## Open Community

# Choose what you share

Learning privately and joining the member network are different choices.



- 1 Keep the learning profile useful and simple.** A role, broad experience level and learning goal are enough for recommendations. Do not add sensitive personal or project information.
- 2 Choose your audience.** In Profile & account, open Community profile. Directory listing, achievement sharing and a public homepage feature have separate checkboxes. Review them before saving.
- 3 Pause or close a connection.** Unlisting hides your public feature and pauses new messages. History stays available. In Community, open a chat and choose Chat options to close it or mute email alerts.
- 4 Review your data choices.** Use Data & requests for Download my summary or Submit privacy request. Check replies in My requests. Deletion requests do not cancel billing.

## ONE ACCOUNT HOME

Use Profile & account for your name, email choices, learning background, picture, optional community profile and billing. Sign out is in the classroom header.

**Open my privacy choices**

# Ask the right team for help

A clear question makes it easier for the Academy to help you.

## Choose the right route

1

### New question

Support: send a request

2

### Existing conversation

Messages: open and reply

3

### Cannot sign in

Use the public Contact page

- 1 Start at Support for a new request.** Choose Topic, write under How can we help? and select Send support request. Check Your requests for replies.
- 2 Give useful clues.** Include the course code, module or lab, button used and exact error message. Leave out passwords, reset links and confidential information.
- 3 Use Messages for a conversation already started.** Open its subject, write a reply and select Save reply. Closed conversations cannot accept new replies.
- 4 Use a purpose-specific email when needed.** Support: [academy.support@ariadia.com](mailto:academy.support@ariadia.com). Login: [academy.accounts@ariadia.com](mailto:academy.accounts@ariadia.com). Payments: [academy.billing@ariadia.com](mailto:academy.billing@ariadia.com). Credentials: [academy.certificates@ariadia.com](mailto:academy.certificates@ariadia.com).

## OTHER ACADEMY QUESTIONS

Pathway advice: [academy.admissions@ariadia.com](mailto:academy.admissions@ariadia.com). Privacy: [academy.privacy@ariadia.com](mailto:academy.privacy@ariadia.com). General inquiries: [academy@ariadia.com](mailto:academy@ariadia.com). Use /contact when signed out.

## Start a support request

# Use tools and keep your work

Planning tools help you explore concepts. They are separate from course grades.

## From an example to your own scenario

1

### Choose a tool

Match the planning task



2

### Enter inputs

Read the units and assumptions



3

### Keep the result

Download before leaving

- 1 **Open Resources in a course.** Use the worksheets, reference links or Open the healthcare planning toolkit link.
- 2 **Choose a task and stakeholder role.** Use the toolkit filters to find a calculator or builder. Follow any displayed access message.
- 3 **Check the inputs and assumptions.** Enter your numbers in the stated units. Read the result notes and limitations. Tool output is not a course assessment submission.
- 4 **Download your result.** Use Download this calculation where available. Keep the file on your device. Save it before using Reset example or leaving the page.

## PRACTICE MATERIAL HAS A NEW HOME

The former Healthcare Planning in Practice guide topics now point to Academy readings, cases and tools. Use the current course workspace for graded progress.

## Open the planning toolkit

# Join an instructor's class

Your own learning account can connect to a class after you agree.

## An invitation is the beginning

1

### Preview the class

Check instructor, term and section



2

### Choose to share

Agree to class-only progress sharing



3

### Learn in your account

Select and purchase required pathways

- 1 **Open the class invitation.** Use the link or class code from your instructor. Sign in with your own email. A private invitation works only with the invited email address.
- 2 **Read before you join.** Check the instructor, class and required pathways. Agree to share progress for those pathways. Joining a class does not buy courses or provide free access to paid material.
- 3 **Choose the class pathways.** Choose required pathways opens My pathways with the class attached. Review distinct-course tuition, any eligible class discount and sharing terms before checkout. Your existing course badges can count.
- 4 **Keep in touch and keep control.** Read class announcements or ask for a deadline or certificate review in My learning groups. If the instructor changes, review the new instructor and agree again before progress sharing resumes.

## YOUR ACCOUNT STAYS YOURS

Leaving a class stops future class progress sharing. It does not delete your learning or earned credentials. Class acceptance and Academy certificate requirements are separate.

[Open my learning groups](#)

# Learn with company sponsorship

Your employer pays for assigned learning. You use your own account.

## People first, purchase second

1

### Accept invitation

Read the role and sharing details

2

### Company purchases

A manager reviews the exact quote

3

### You learn

Sponsored pathways open after confirmation

- 1 **Accept using the invited address.** Open your company invitation and sign in or create your own learner account with that email. Read which managers can see your sponsored assignments, progress and certificate status.
- 2 **Wait for the training purchase.** Accepting an invitation is not a purchase. A company billing manager selects your pathways and pays the itemized quote. Staff-only accounts cannot receive paid learner seats.
- 3 **Find your sponsored pathways.** After payment is confirmed, return to My Academy classroom and My pathways. If company checkout is pending, ask the company billing manager to continue, refresh or cancel it. Do not pay again yourself.
- 4 **Follow your learning plan.** Study and complete the same course requirements as other learners. Your manager can track company-sponsored progress. Your unrelated courses and private messages remain private.

## CHANGING JOBS OR TRAINING PLANS

You may leave the company's sharing arrangement. This stops future company reporting; it does not erase earned credentials. Contact Academy support about any access or payment review.

## Review company invitations

# Your next useful step

You do not need to finish everything today. Keep the learning moving.

## A calm first session

☐

### Account ready

Create, verify and sign in

☐

### Journey chosen

Confirm a pathway and save a plan

☐

### Learning started

Read a module and save your work

- 1 Before learning, check your destination.** Sign in with your own email. Open your enrolled pathway and course. Review today's study target.
- 2 Make one useful move.** Read a module, submit a checkpoint or work through a lab. Read the explanation whether your answer is right or wrong.
- 3 Before leaving, save and check.** Save notebook changes. Check Grades & feedback, then choose your next task in Calendar. Sign out when using a shared computer.
- 4 If stuck, check the message first.** Locked course: check the core and enrollment. Missing certificate: check all courses and instructor issuance. Pending payment: use Refresh payment instead of purchasing again.

## KEEP THIS GUIDE CLOSE

Open Student guide from the classroom whenever you need it. These diagrams simplify the screens; follow the current course requirements and offers shown in your account.

[Return to my dashboard](#)