Course Login Instructions

New User

Existing User



Course Login Instructions

Steps

1

2

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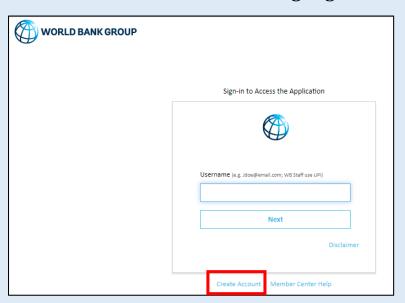


Step 1 – New User Sign-up and Login

Steps to sign up as a new external user

To access the course, click the <u>GreenTech: Mainstreaming Technologies in Green, Blue, and Clean Operations</u> course link.

1. Upon clicking the course link, you will be redirected to the Sign-in form. If you are a new user, click on Create Account highlighted below



2. This will take you to the screen to create a new account.



Course Login Instructions

Steps

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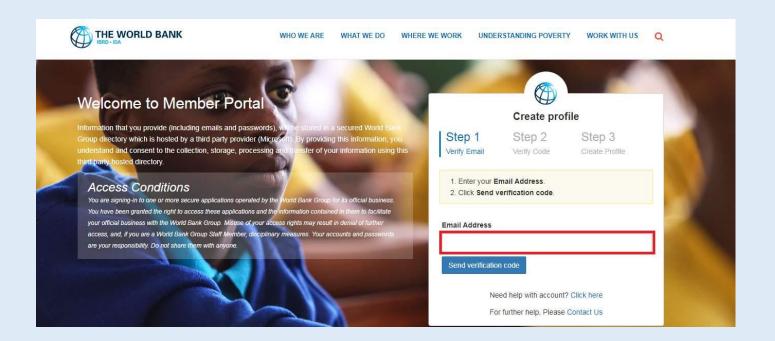
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Step 2 – New User Sign-up and Login

Steps to sign up as a new external user

3. Enter your email address as **First** step.





Course Login Instructions

Steps

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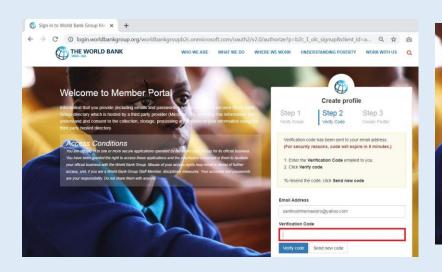


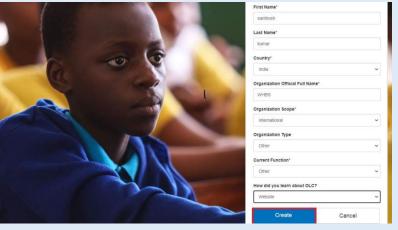
Step 3 – New User Sign-up and Login

Steps to sign up as a new external user

4. Enter verification code received in your mail as **Second** step.

5. Enter required basic information details to create profile as **Third** step and Click "**Create**" to complete the registration.







Course Login Instructions

Steps

4

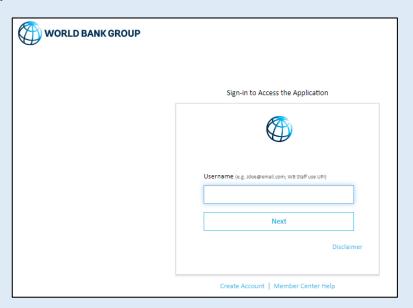
5



Step 4 – New User Sign-up and Login

Steps to sign up as a new external user

6. Upon successful creation of the profile, the user will be redirected to the Login screen to enter his/her email address and click on the Next button.



7. Upon successful Login, the user will be redirected to the course details page in Saba Cloud. A screenshot of course details page is shown in **Step 5** of the instructions.



Course Login Instructions

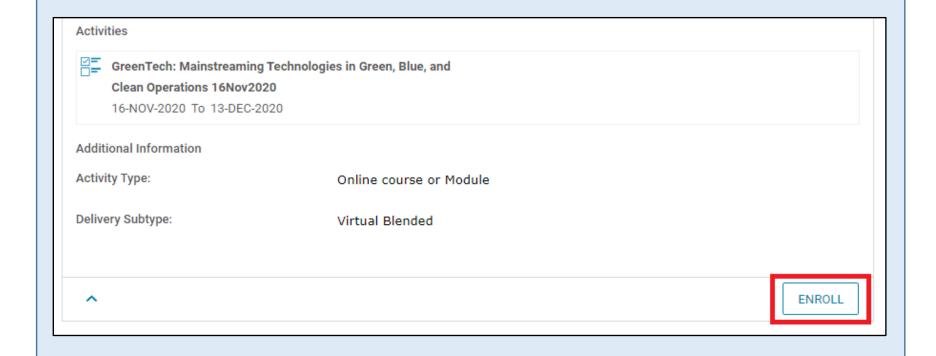
Steps

3



Step 5 - Course Details Page in Saba

- You will be redirected to the course details page in Saba Cloud.
- Click the "ENROLL" button to register for the course.





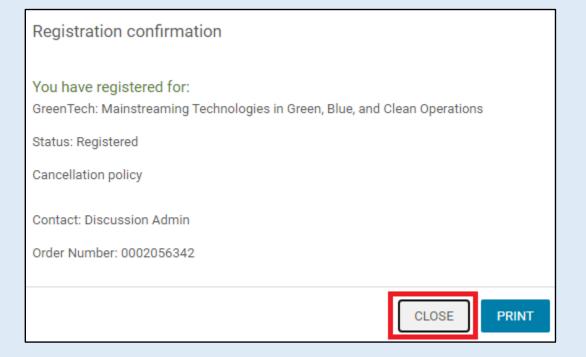
Course Login Instructions

Steps 3



Step 6 - Registration Confirmation

You will now see the registration confirmation window, shown in screenshot below.





Course Login Instructions

Steps

3

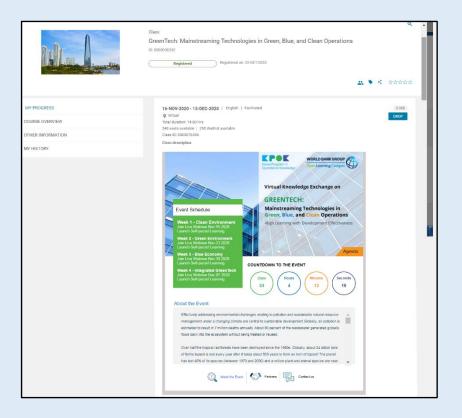
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Please close the registration confirmation and then you will reach the course homepage. Here you can view the event details and event schedules.





Course Login Instructions

Steps

1

2



4



Step 1 - Existing User Login

To access the course, click the <u>GreenTech: Mainstreaming Technologies in Green, Blue, and Clean Operations</u> course link.

1. Being existing user, on seeing the login screen, enter your credentials (registered email address, password for external, UPI and Secure ID for Staff) Click on the Next

Button.

Username	e (e.g. Jdoe@email.com; WB Staf	ff use UPI)
	Next	
		Disclaimer

➤ Once your credential is validated, you will be logged in successfully and redirected to the course details page in Saba Cloud shown in **Step 2** of the instructions.



Course Login Instructions

Steps

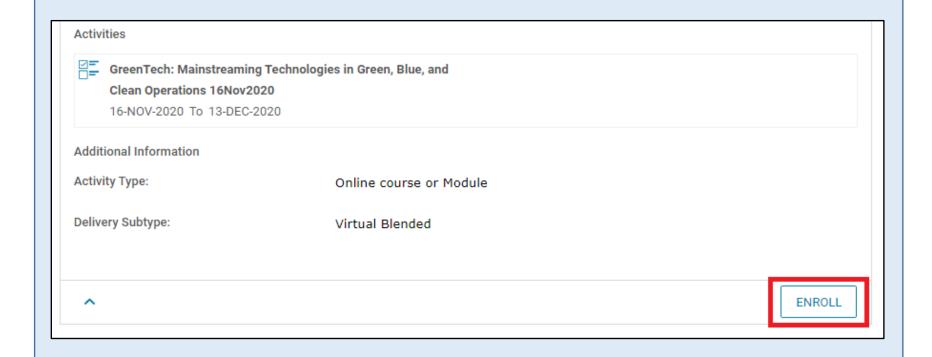






Step 2 - Course Details Page in Saba

- You will be redirected to the course details page in Saba Cloud.
- Click the "ENROLL" button to register for the course





Course Login Instructions

Steps



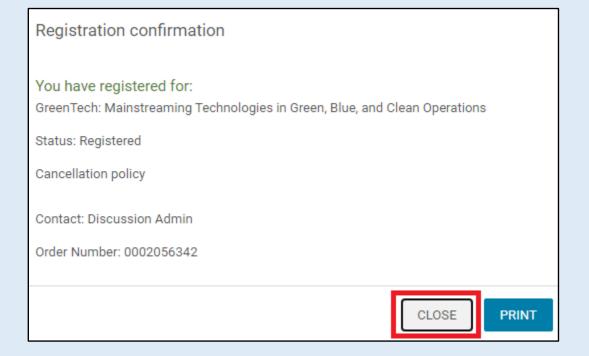






Step 3 - Registration Confirmation

You will now see the registration confirmation window, shown in screenshot below.





Course Login Instructions

Steps

1









Step 4 – Launch the Course

Please close the registration confirmation and then you will reach the course homepage. Here you can view the event details and event schedules.

