For Students - How to use the system?

Contents

1. Register & Login

1. Click the 'Register' Button
2. Provide your information
3. Make sure to provide valid email address
4. Once you register, you'll receive an email for verification.
5. Please click the 'Confirm Account' button to verify your email.
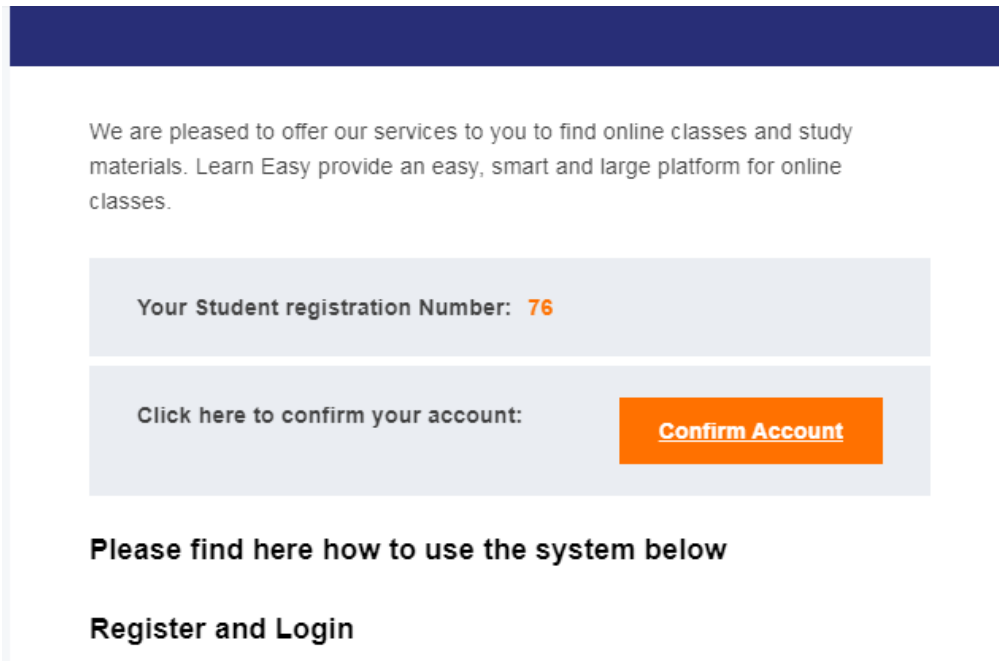
6. You will be redirected to the login page after verification
7. Provide your email address and the given password to login.
8. If you haven't confirmed your mail, you will not able to login to the website. A error message will be shown as below
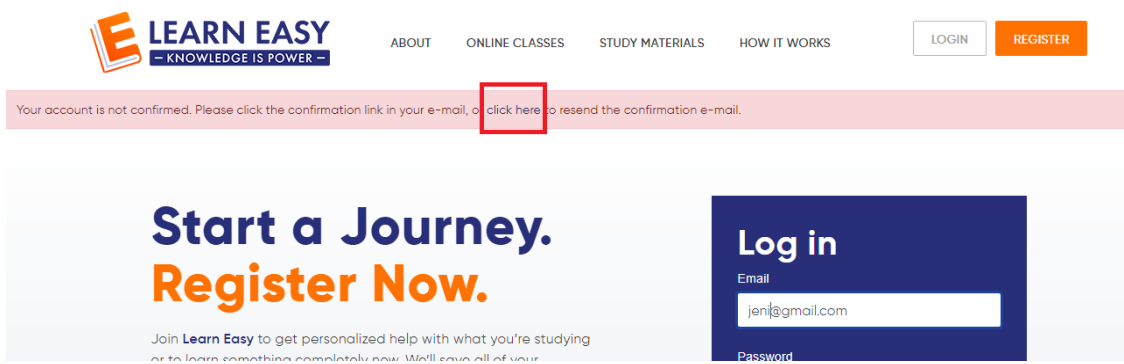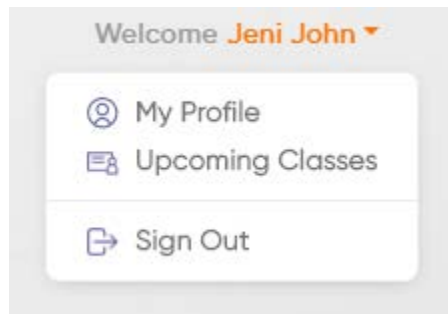
9. If you get an error message as shown in the above image, please click on 'Click Here' link (highlighted in red above).

10. You'll receive a new email to confirm your account.

11. As shown below, click on 'Confirm' button in the new email to verify your account.
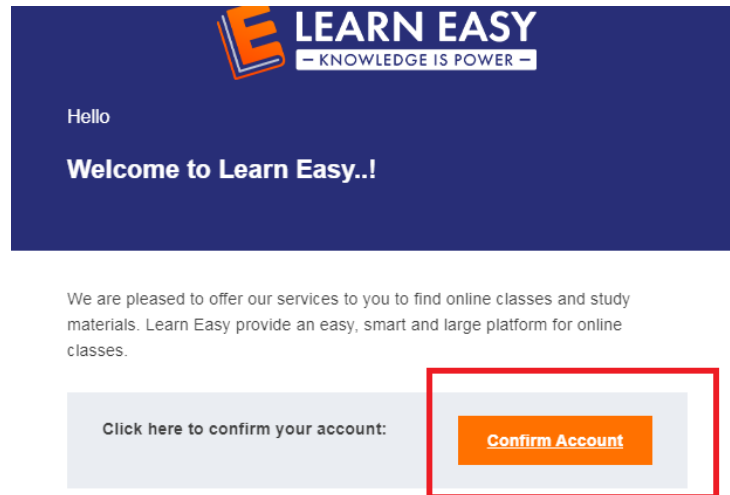
2. My Profile

1. You can view your Profile details as shown below

2. You can edit your details by clicking 'My Profile'

3. You can change your password from 'My Profile' -> Change Password
4. If you register for a class session, the class details will be shown under My Profile > 'My Upcoming Classes'
5. Your past class details can be viewed in My Profile > 'My Past Classes'

3. Search for online classes

1. You can find upcoming online classes from 'Online Classes' section - https://www.learneasy.lk/online-sessions
2. You can search by 'Grade', 'Subject' or by 'Teacher's name'
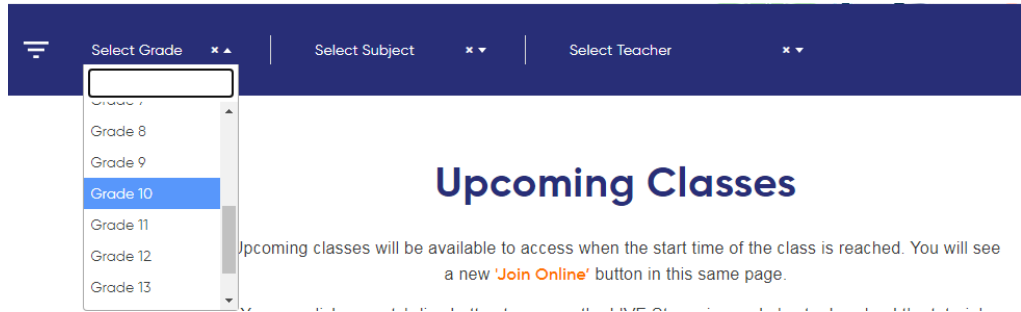
4. View Class Details

1. You can view more details about the class by click 'View Details'. If it is a 'Free' class, it'll be mentioned. The class medium will be shown as mentioned below.
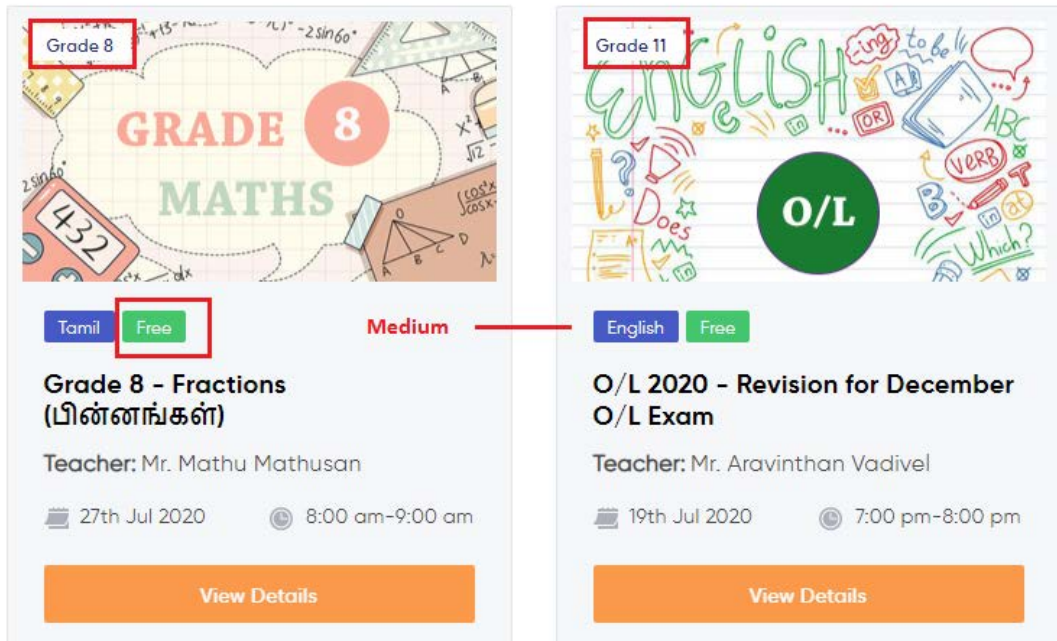
2. In the class detailed page, you can find the teacher's details, class information, upcoming sessions for the class, etc

3. You can view the teacher's profile by click the 'Teacher's Name' as shown above
4. Class date and time will be shown in this page.
5. If you prefer to join this class, you need to 'Register' for the class as shown above

5. Register for a Class

1. You can register for a class in the class detailed page by clicking 'Register for this class' button. You can see all the upcoming sessions for the class under 'Upcoming Sessions'.

5.1 Register for a Free Class

1. If it is a free class you just need to register. Once you click 'Register for this Class' a pop will be shown as below
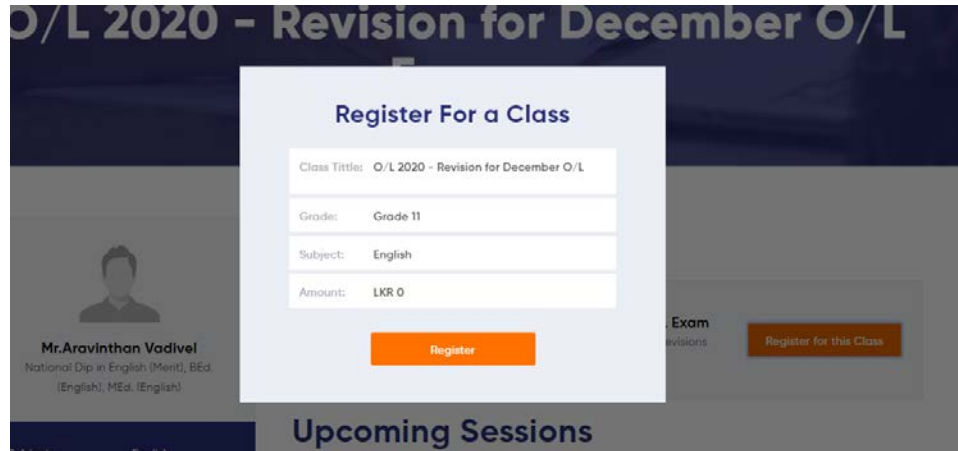
5.2 Register for a Paid Class

1. If it is a paid class, you can select payment option as 'Pay by Cash' or 'Pay Online'

5.2.1 Pay by Cash

1. If you select 'Pay By Cash', you need to pay the class fee to the below account number and WhatsApp the clear photo of payment slip to this number – (076) 667 4945

   - Account Name – Easy to Learn (Pvt) Ltd
   - Bank – Commercial Bank
   - Account No – 8008392295

2. Mention the student name, grade, subject and the teacher's name when you WhatsApp the payment slips.
3. Until we received your payment, your payment status will be 'Pending' as shown below.

4. Once we received your payment, your registration status will be marked as 'Registered'

5.2.2 Pay by Card

1. If you select 'Pay Online', you can pay the fee via online with your credit/debit card.
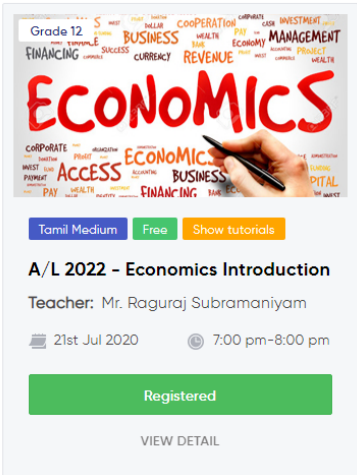2. If your payment is successful, you'll receive a confirmation email and you will be allowed to join to the class.
3. If your payment failed, you'll be informed via the website.
4. If you find any issues with the online payment, please contact via learneasy.lk@gmail .com or via (076) 667 4945

6. How to join a class?

1. Once you successfully registered, you will receive an email notification.
2. If it is a monthly class, you can pay and participate in all the sessions for one month (From the registered date. Ex : If you register for a class on 24th July 2020, you can join all the sessions for that class till 24th August 2020)
3. You can find all the registered classes under 'My Profile' -> 'My Upcoming Classes' section

4. If there are any tutorials or study materials related to the session, it'll be indicated as shown in the yellow tag in the above image. If you prefer to download the tutorials, please go to the class detailed page by click 'View Details' as shown in the above image. You can find tutorials or study materials (If any) under 'Download Materials' as shown below in the class detailed page. This is available only for the registered students.

5. If the class time reached, 'Registered' button will change to 'Join Now' as below

My Profile - >Upcoming Classes

Class details page - 'View Details'

6. If you already have Zoom application in your mobile device, click 'Join Now via Mobile'.
7. If you join via your computer click 'Join Now via Desktop'. You will redirect to the online class screen shown as below. Provide your registered name and select 'I'm not a robot' checkbox. A set of pictures will be shown. Select the required images and you can enter to the online class.

8. Wait till your teacher allows you to the class.
9. If you face any issues while login or enter to the online class, please contact (076) 667 4945